

Reducing Data Exceptions

A Manual for
Lead School Administrators

Office of Accountability



Introduction

- In an effort to reduce data exceptions and achieve accurate school data reporting for all New York City schools, the Office of Accountability (OA) has developed a guide for principals entitled:
- “Reducing Data Exceptions, a Manual for Lead School Administrators”.

What are Data Exceptions?

- Data exceptions result in a No Score for students on state examinations.
- Data exceptions may occur due to student or teacher error before, during or after test administration and/or scoring of state assessments.
- Data exceptions occur most often because of student mis-bubbling or teacher-based misadministrations.
- The mis-bubbling of the biographical side of an answer document or the mis-bubbling or non-bubbling of a teacher-rated score will cause data exceptions even if the student has completed the entire test.
- Data exceptions lead to non-scores for individual students and affect grade and school data.

Preventing Data Exceptions

- The proper handling and completion of student answer documents at the school level is the first step in expediting the scanning and processing of these documents.
- Scanning the student answer documents in a timely manner allows the scores to be uploaded into data systems and assists in a faster return of student assessment results.

Bubbling the Biographical Side of Answer Documents

- Grade - Fill in the grade on all pre-printed and hand-bubbled answer documents.
- ABSENT for Entire Test - Fill in for any student who is not excused and not in attendance during the entire test administration.
- Refused to take Entire Test - Fill in for any student who is in attendance during the entire test administration but refused to answer the questions.
- Administrative Error, No Score – Fill in for any student whose test was administered with the incorrect time, directions, manipulatives or accommodations according to an IEP or 504 Plan.
- Not Enrolled at time of test – Fill in for any student who is no longer enrolled at the school and for whom there is a pre-printed answer document.
- Medically excused - Fill in for any student who has medical documentation for absences during the entire test administration.
- Other - Fill in only as directed by staff of the Test Administration Unit or by an Assessment Implementation Director (AID).

Bubbling the Biographical Side of Answer Documents

- Special Education - Fill in for any student who has been evaluated by CSE and receives Special Education or related services as listed on an IEP.
- Part - Time - Fill in for students who receive Special Education and/or related services on a part-time schedule.
- Full - Time - Fill in for students in self-contained Special Education classes and for those Special Education students in an inclusion class.

Bubbling the Biographical Side of Answer Documents

- IEP or 504 Plan Accommodations - Fill in for Special Education students who have an IEP or for General Education students who receive accommodations as part of an approved 504 Plan due to a medical condition.
- Flexibility in scheduling/timing - Fill in for any student who has *time and a half* or *double time* as part of an IEP or 504 Plan. Fill in for all ELLs on the ELA assessment.
- Flexibility in setting - Fill in for students who have the test administered in a room other than their regular classroom. This does not have to be filled in for a self-contained Special Education class if the students stay in their self-contained classroom for the test administration.

Bubbling the Biographical Side of Answer Documents

- Method of Presentation (excluding Braille) - Fill in for any student who has this accommodation as part of an IEP or 504 Plan. Calculator/Abacus may not be used for the mathematics test. Spelling and grammar checks must be disabled on computers used by students for an ELA or writing test.
- Method of Response - Fill in for any student who has *answers recorded in any manner* as part of an IEP or 504 Plan.
- Other - Fill in only as directed by staff of the Test Administration Unit or by an AID.
- Braille - Fill in for any student who has this accommodation as part of an IEP or 504 Plan.

Additional Required Bubbling

- **Fill in LEP/ELL accommodations which apply to individual students.**
- **Fill in any other bubbles as specified in NYC Assessment memos which are posted for each individual state and city assessment at:
http://schools.nyc.gov/daa/testmemos_0809/default.asp**

Contact Information

- Grace Pepe email: gpepe2@schools.nyc.gov
- NYC DOE Scan Center 718-349-5600
- This complete document can be found on the New York City website at:
<http://schools.nyc.gov/daa/>