ENGLISH LANGUAGE PROFICIENCY (ELP) ASSESSMENT DATA VERIFICATION TOOLKIT

OKLAHOMA Education

The purpose of the English Language Proficiency (ELP) Assessment Data Verification (DVR) Window is to provide districts the opportunity to review and correct student participation and performance data related to the WIDA Kindergarten ACCESS, ACCESS for ELLs, and Alternate ACCESS assessments. Completing this review process will require site and/or district-level access in the Accountability Reporting application in Single Sign On.

Before starting, please note the following points:

- The Accountability Reporting application will assign a DNA (Did Not Attempt) code in any instance where the system was expecting a score, and none was received.
- If not addressed, a student assigned a DNA code will be included in all applicable, current year site accountability measures.
- The processes outlined below allow district staff to identify those students assigned a DNA code(s) and provide documentation through the DVR process that may justify a change of status and the exclusion of the student from site Accountability measures.
- A district may contest an assigned DNA code at local discretion.
- A DNA code assigned due to the presence of a "significant medical emergency" required an Emergency Medical Exemption (EE) to be submitted **within the ELP Assessment window** through an email to Paige Johnson or a Student Assessment ELP DVR.

No Score Code

- DNA (Did Not Attempt) - The student did not attempt the ELP assessment. This is equivalent to being absent.
- DNR (Do Not Report) - This record was generated in error and should not be reported. Please attach a Corrective Action Plan addressing the error.
- EE (Emergency Exempt) - A request was submitted through an email to Paige Johnson or a Student Assessment ELP DVR for this student and approved.
- INV (Invalidated) - This test was invalidated by DRC or the Office of English Language Proficiency.
- NLE (No Longer Enrolled) -This student exited prior to the scheduled testing date. NLE period is 20 instructional days from the first day of the test window (January 6, 2025).

Focus review and DVR submission efforts on identifying:

- Errors in student demographic information (Name, STN, Test Type, etc.)
- Domain scores that require merging
- Missing domain and/or composite scores
- Issues relating to student FAY* (Full Academic Year) status

*A student is considered Full Academic Year (FAY) if enrolled within the first twenty (20) instructional days of school and has not had an enrollment lapse of ten (10) or more consecutive instructional days prior to the start of the testing window. Note that 1) a student's FAY status is determined by enrollment, **not** attendance and 2) for the 2024-2025 school year, the ACCESS testing window opened on January 6, 2025.*

Getting Started

1. Log on to Single Sign On and select **Accountability Reporting**.

2. Select the desired school from the district's Accountability Reporting home page.
3. Click on **Student Data**, and then choose **Assessments ELP:**

4. In the **Year** drop-down menu, verify that **the current year** is selected. This will open a table displaying selected year ELP Assessment data for all students 1) expected to participate in the ACCESS assessment and 2) possessing a site enrollment record lasting through the ELP spring testing window.

Identifying Students Assigned a DNA (Did Not Attempt) Code

Please note the following before proceeding:

- As the ACCESS assessment is multi-domain, **DNA** codes may be assigned in any or all of the Listening, Reading, Speaking, or Writing No Score Code columns.
- If **DNA** is not an option in the white selection cell directly beneath the table header, no DNA codes were assigned within that column.

1. Filter the **No Score Code for each domain** column to show **DNA** (Did Not Attempt).
2. Review the student records. If the district wishes to contest the DNA status assigned to one or more domains in a student's scoring record, click the **blue DVR button** located in-line with the record on the far left of the table. Once clicked, follow the on-screen prompts to create and submit a Data Verification Request **(DVR)** request.
3. Please follow the steps above filtering for SPED codes and requesting overall composite calculation.

Common DVR Scenarios

Scenario	Sample Request and Supporting Documentation
Student withdrew during the testing window before they were scheduled to test (20 instructional days from the first day of the test window (January 6, 2025).	**Sample Request**: Student withdrew on…, prior to the testing date as documented by the district testing calendar. **Suggested Supporting Documentation**: Testing calendar and withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc.
Student has a duplicate test record.	**Sample Request**: The system is generating two or more testing records for the same student in the ELP Assessment table. **Suggested Supporting Documentation:** No documentation is needed if the student record is displayed in the table.
Student has two or more testing records that must be merged to calculate a Composite/Overall score.	**Sample Request:** Student tested in Reading, Listening, Speaking, but the Writing score must be merged to obtain a Composite/Overall score. **Suggested Supporting Documentation:** Provide documentation (score report, etc.) and explanation of what needs to be merged.
District submitted, and student was approved for, an Emergency Medical Exemption.	Please note that an approved emergency medical exemption should generate a No Score Code of **EE**. If the No Score Code is **DNA**, create a DVR and provide a screen shot of the approved EE.
Student has one or more domains with a SPED code and an overall composite score is missing.	**Sample Request**: Student was approved for a domain exemption(s). Please calculate an overall composite. **Suggested Supporting Documentation:** Please note that domain exemptions must have been submitted and approved prior to testing through an Assessment ELP or Accommodations DVR.

Reviewing Other ELP Assessment Data

Use the guiding questions below to review remaining assessment records related to each column in the table. Create and submit DVRs as necessary.

DVR ☐	Existing DVR	Details	STN	First Name	Middle Name	Last Name	Type	Student Grade Level	ELL Exit Eligible	Composite Scale Score	Composite Perf Level	NFAY	Listening Perf Level	Reading Perf Level	Speaking Perf Level	Writing Perf Level	Listening Scale Score	Reading Scale Score	Speaking Scale Score	Writing Scale Score	Other Placement	Process Include

STN/Student Name:

Is there a student who is listed in the table who was no longer enrolled at the school during ACCESS testing?

- ✓ If yes, create a DVR and provide documentation (e.g., withdrawal form signed by parent) showing the student was no longer enrolled, and the site was unable to participate in the ACCESS assessment (20 instructional days from the first day of the test window (January 6, 2025).

Does a student listed in the table have a different STN in the local SIS?

- ✓ If yes, create a DVR and note the conflicting STN.

Is a student who participated in the ACCESS assessment at the school missing from the table?

- ✓ If yes, create a DVR and provide documentation of student participation (e.g., student testing booklet information, local testing schedules, etc.).

Is there an STN listed with no associated name?

- ✓ If yes, create a DVR and provide information and/or documentation that may assist OSDE staff in identifying the student.

Type of ELP Assessment & Grade Level:

Does a student who participated in Kindergarten ACCESS, ACCESS, or Alternate ACCESS not have an assessment record?

- ✓ If yes, create a DVR and provide documentation to show they were administered the assessment (e.g., student testing booklet information, local testing schedules, etc.).

Does a student's indicated grade level match their assigned grade in the local SIS?

- ✓ If no, create a DVR and provide documentation verifying the student's current grade level.

Composite/Overall Score:

Does a student need assessment domains merged in order to generate a Composite/Overall score?
- ✓ If yes, create a DVR requesting that scores be merged.

Does a student have assessment domains missing that the district knows were administered?
- ✓ If yes, create a DVR requesting a testing record pull from DRC.

Does a student have a SPED code for a domain(s) and no overall composite?
- ✓ If yes, create a DVR requesting the overall composite be calculated.

NFAY (Non-Full Academic Year):

Does a student's NFAY value (see table below) match local records?

- ✓ If no, create a DVR, provide relevant documentation, and ensure the student's enrollment record is correct in the local SIS.

0	**FAY** A student is considered Full Academic Year (FAY) if enrolled within the first twenty (20) instructional days of school and has not had an enrollment lapse of ten (10) or more consecutive instructional days prior to the start of the testing window.
1	**Student is NFAY at school level, but FAY for district and state** (e.g., the student changed their site enrollment within the district prior to the start of the ACCESS testing window and did not have a lapse of enrollment greater than ten (10) days).
2	**Student is NFAY for school and district, but FAY for state** (e.g., the student changed their enrollment district within the school year, prior to the start of the ACCESS testing window, and did not have a lapse of enrollment greater than ten (10) days).

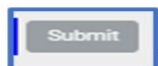| 3	**Student is NFAY for school, district, and state** (e.g., student had a lapse of enrollment greater than ten (10) days).
4	**Student does not have valid enrollment at this school** An NFAY value of four (4) may indicate either an error in the enrollment records submitted to the WAVE or an incorrect STN number.

Creating and Submitting a Data Verification Request (DVR)

Single Student Record:

1. Click the **blue DVR box** in-line with the specific record to be reviewed. The DVR will open, and LEAs can upload documents and provide a comment.

2. Click the **Submit** button at the top of the display when the DVR request has been completed.

Reviewing Submitted Data Verification Requests

1. The status and ultimate determination of submitted DVRs may be monitored by selecting the **Appeals** tab on the school's application home page.

2. Click on the **Data Request** tab. Please ensure the **current school year** is selected.

3. Click on **Student Assessment ELP**.

Please note the following points regarding submitted DVRs:

1. All ELPA DVRs are reviewed and researched by OELP staff.
2. A district **should not consider** the submission of a DVR to be the final resolution of an identified issue.
3. Upon DVR review, OELP staff may respond to the submitting district with a time-sensitive request for additional information. If this request is not addressed, OELP staff may be unable to resolve the issue.
4. A resolution for each DVR will be provided in the **Appeals** tab.