Utah Assessment Student Rostering Manual

UTAH STATE BOARD OF EDUCATION

Contents

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Introduction

The Utah State Board of Education (USBE) rosters students for all state-wide assessments as outlined in Board Rule [R277-404: Requirements for Assessments of Student Achievement](). Rostering refers to the assignment of students to assessment-administration software programs for the completion of assessments based upon the student's grade level or course enrollment. USBE collects student data via each Local Education Agency's (LEA) Student Information System (SIS). As stated in [R277-404-9: Data Exchanges](), LEAs are responsible for ensuring their SIS is compatible with USBE data reporting requirements. The basic flow of student data between LEAs, USBE, and assessment vendors is pictured in Figure 1. This manual will address the rostering processes that occurs between USBE and vendors in the pictured process.
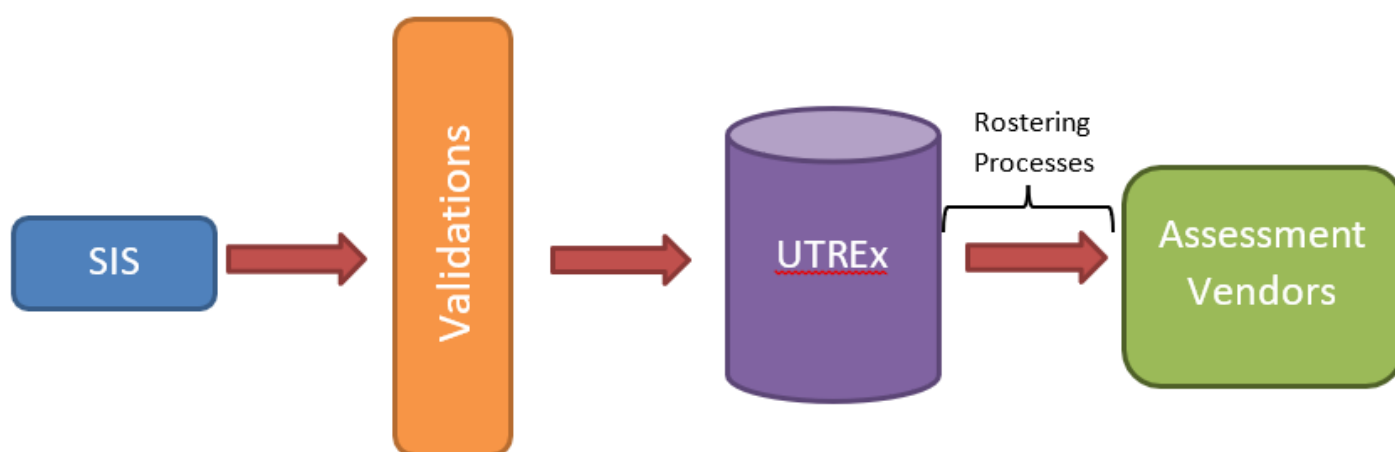
Figure 1: Basic Flow of Student Data

What's New?

This section will be updated with each new version of this manual to highlight changes in the newest version compared to the previous one. This document is version 1 of this manual.

- WIDA Access 2nd Pre-ID File
    - Changes have been made to the filters applied for the student extract.
- UTIPS is now rostered nightly via OneRoster API.
- The Acadience Reading assessment is now rostered exclusively in the ALO platform via OneRoster API.

Purpose

The purpose of this manual is to establish transparency in the assessment rostering process for LEAs. This manual includes details of these processes for each state-wide assessment as each currently operates at the time of this writing. These processes are subject to change and this manual will be updated on an annual basis. Each assessment has unique rostering requirements. USBE evaluates each rostering component and creates business rules based on current vendor and USBE system requirements. Business rules are a set of constraints on the data required for assessment rostering. They filter student data to match what is needed for a given assessment. The USBE Assessment Data Specialist provides business rules to the USBE IT department and to assessment vendors for each assessment. The USBE IT and Assessment departments work with vendors to determine the appropriate order for business rule application to achieve desired rostering and data return results.

Manual Structure

USBE is in the process of updating our assessment rostering systems to an Application Programming Interface (API) using the IMS Global OneRoster Specification (OneRoster). These updates do not affect the way LEAs submit their student data but will change the rostering processes internal to USBE outlined in this manual.

This manual will first summarize and review the rostering process for assessments currently utilizing the OneRoster API. Discussion of rostering for assessments using a process other than the OneRoster API will follow. There are four general categories of rostering processes currently utilized: API Submissions, Non-API Nightly Submissions, Pre-ID File Submissions, and Manual Rostering Submissions.

Chapter 1: Common Rostering Components

The rostering of students for state-wide assessments requires multiple data points associated with each student. USBE has put into place several course and test assignment components to communicate these data to vendors. These rostering components are listed below.

Core Code. This is the 11-digit code that identifies school courses. It is used in CACTUS and entered in UTREx. These core codes are also used in the course-based rostering of assessments. Updated core code lists are available annually on the USBE website. Each core code has a priority value that is used to determine which core code to apply in situations when a student has two or more core codes eligible to test for an assessment, but only one can be used for the assessment. Core codes are listed in order of their priority in the publicly available core code lists.

Test Subject ID. This is a 3-digit code that identifies the grade and subject-specific test a student will be assigned based on their core code(s). Core code and Test Subject ID crosswalks are provided to vendors annually so that they can correctly assign tests to the appropriate courses.

Participation code. This is a 3-digit code used to provide an explanation as to why a student did not participate in an assigned test, or why a student participated in a test in a non-standard way. More information about participation codes can be found in the Utah Accountability Technical Manual.

Org ID. This is an LEA's district number and school number combined to create one ID. It is communicated to vendors during rostering to identify a student's school enrollment(s).

Chapter 2: API Submissions and Structure Summary

The Application Programming Interface (API) using the IMS Global OneRoster Specification (OneRoster) currently in development at USBE is the new standard for rostering data transfer. The API provides USBE with the ability to securely exchange student enrollment data with Utah LEAs and USBE-contracted vendors. The API allows parties to exchange data as often as necessary to achieve assessment rostering and data return needs. Standardizing the way that USBE communicates student data to all assessment vendors facilitates efficient and secure data transfers.

Assessments are defined as being grade-based, course-based, or designation based and allow for multiple school enrollments or a single school enrollment. Table 1 is a visual representation of these assessment types.

Table 1: Visual of USBE assessment types utilizing OneRoster API

Grade Based Assessment	-Utah Aspire Plus
Course Based Assessment	-AAPPL -Acadience Reading (ALO) -Acadience Math (ALO/ADM) -RISE
Designation Based Assessment	-DLM
Formative Assessment	-UTIPS

Business rules are applied to sort student data appropriately by assessment vendors. The application of these business rules sometimes requires a single school or course enrollment to be selected in cases where a student may be enrolled in multiple eligible schools and/or courses. The logic used to determine these selections is referred to as tie break rules or "tiebreakers".

Part I. Grade Based Assessment

All student information is sourced from the nightly UTREx submissions LEAs submit via the [DataGateway](#) data collector.

In cases where a student is currently enrolled in more than one school, rostering prioritizes schools by giving preference to:

    a. School of Record (Where School of Record is Y in Data Gateway)
    b. Primary Enrollment over Non-Primary (Expressed in membership days)
    c. Priority school entry date (Descending order)
    d. Brick and mortar school setting (WHERE Brick and Mortar is 1 or True)
    e. Higher grade over lower grade
    f. Lowest OrgSourceId (Concatenated district number and school number)

A. Utah Aspire Plus Rostering.

The current vendor USBE is contracted with to administer the Utah Aspire Plus assessment applies these rules when pulling student data to narrow this pool of students to only those that are eligible to take the Utah Aspire Plus assessment.

- Filter for actively enrolled students in grades 9 and 10
- Remove students where 1% flag is 1/True

Part II. Course Based Assessment

All student information is sourced from the nightly UTREx submissions LEAs submit via the [DataGateway](#) data collector.

In cases where a student is currently enrolled in more than one course eligible for the same subject test, rostering prioritizes courses by giving preference to:

    a. Active course with core code included in the assessment's core code list
    b. SOEP courses
    c. Core code with lowest numerical priority, based on the priority of the core codes as they are ordered in the [core code lists](#)
    d. Latest course entry date
    e. Lowest course period
    f. Lowest course section ID

A. Assessment of Performance toward Proficiency in Languages (AAPPL) Rostering

The current vendor USBE is contracted with to administer the AAPPL assessment applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the AAPPL assessment.

- Pull all active records where DLI School flag is 1/True
- Pull all records where grades are 3-9
- Filter for AAPPL core codes using core code list

B. Acadience Reading Rostering (Acadience Learning Online)

The Acadience Learning Online vendor applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the Acadience Reading assessment.

- Filter for Acadience Reading core codes using the core code list
- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 0-6
- IF core code IN (23010000075, 23010000155) THEN use the student's grade level to assign appropriate reading assessment.

C. Acadience Math Rostering (Acadience Data Management/ALO)

The Acadience Math vendors apply these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the Acadience Math assessment.

- Filter for Acadience Math core codes using the core code list
- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 0-3
- IF core code IN (23010000075, 23010000155) THEN use the student's grade level to assign appropriate math assessment.

D. Readiness Improvement Success Empowerment (RISE) Rostering

The current vendor USBE is contracted with to administer the RISE assessment applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the RISE assessment.

- Filter for RISE core codes using core code list
- Remove students where 1% flag is 1/True
- Assign correct subject test based on student Test Subject ID

Part III. Other Assessments Utilizing OneRoster API

All student information is sourced from the nightly UTREx submissions LEAs submit via the [DataGateway](#) data collector.

A. Dynamic Learning Maps (DLM) Student Entry

Dynamic Learning Maps (DLM) assessments are designed for students with significant cognitive disabilities (i.e., 1% students) and rostering for these assessments is done through the KITE educator portal. Utah currently utilizes ELA, Math, and Science DLM assessments. The DLM vendor applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the DLM assessment.

- Filter for students actively enrolled in an organization (Status = 1)

- Filter for grades 3-11

- Filter for students with Special Education status 1/Yes/True

- Filter for students OnePercent 1/Yes/True

- Filter for SpecialEdExitDate to ensure active records are pulled:

    o (SCRAM exit date is blank OR SCRAM exit date > current date)

        ▪ Students exit KITE nightly according to the following business rules:

- Filter for SpecialEdExitDate to ensure inactive records are removed:

    o (SCRAM exit date is the current date or < current date)

- Filter for SCRAM exit code, exclude SCRAM exit dates where the SCRAM record has exit code 'S'- Service Change

Please note that currently USBE only enters/exits students into KITE. LEAs are responsible for creating rosters within KITE so that students can be assigned to teachers.

B. Utah Test Item Pool Service (UTIPS)

The Utah Test Item Pool Service (UTIPS) is a formative assessment tool available to Utah teachers year-round. Student rostering is not restricted by any core code or test subject id lists. UTIPS includes grades K-12 for all content area. If you have questions about registering for a teacher account for UTIPS contact Aliese Fry at [aliese.fry@schools.utah.gov.](mailto:aliese.fry@schools.utah.gov)

Chapter 3: Non-API Nightly Submissions Summary

The following rostering processes represent assessments that currently utilize legacy systems that have yet to be updated to the OneRoster API. Rostering information is sourced from LEA UTREx submissions on a nightly basis. Vendors pull data nightly from unique assessment-specific tables created by USBE. The current business rules associated with each unique rostering solution are explained below.

Part I. Assessments Utilizing this Process

A. Utah Compose Rostering

Utah Compose is a formative assessment tool available to Utah teachers year-round. Rostering from UTREx occurs nightly. Student rostering is not restricted by any core code or test subject id lists. Utah Compose includes grades 3-12 for writing in all content areas. If you have questions about registering for a teacher account for Utah Compose contact Kim Rathke at [kim.rathke@schools.utah.gov.](mailto:kim.rathke@schools.utah.gov)

Chapter 4: Pre-ID File Submissions

The following assessments currently utilize a pre-identification (Pre-ID) flat file to roster students using a one-time or two-time submission to vendors. Once a pre-id file has been submitted to a vendor any student movement in or out of a rostering pool must be manually done by LEAs.

Part I. Assessments Utilizing this Process

A. WIDA

A twice-yearly statewide extract of English Learner (EL) students is taken from UTREx to roster students for WIDA testing. Below are the filter requirements for this data extract.

- Pull all active student records where EL flag is O or Y
- Remove all students who have:
  - An overall composite score greater than or equal to 4.2 AND a speaking score of greater than or equal to 3.5 for SY 2023-2024

    OR

  - (An overall composite score greater than or equal to 4.2 AND a speaking score of greater than or equal to 3.5) OR (a composite score greater than or equal to 5.0) for SY 2022-2023

    OR

  - A composite score greater than or equal 5.0 for SY 2021-2022
- Pull all records where grades are K-12

If a student is actively enrolled in more than one school as an EL, then a school will be prioritized by giving preference to:

a. School of Record (Where School of Record is Y in Data Gateway)
b. School with greatest number of calendar days enrolled. Beginning from the date of enrollment to the day the pre-id file is pulled.

B. ACT Rostering

A one-time statewide extract of 11th grade students is taken from UTREx to roster students for ACT testing. Below are the filter requirements for this data extract.

- Pull all active student records where grade is 11
- Remove students where 1% flag is 1/True

If a student is actively enrolled in more than one school, then a school will be prioritized by giving preference to:

a. Latest grade exit date
b. Earliest grade entry date
c. School of Record (Where School of Record is Y in Data Gateway)
d. Primary Enrollment over Non-Primary (Expressed in membership days)
e. Highest number of attendance days
f. Highest Cumulative GPA

Chapter 5: Manual Rostering Submissions

Part I. Assessments Utilizing This Process

A. Pre-Kindergarten Entry and Exit Profile (PEEP) Rostering

The PEEP assessment is manually rostered by LEAs within Data Gateway. This manual rostering must be completed at the beginning of the school year. When an LEA staff member adds a student to a PEEP roster, this student's SSID is verified within USBE's SSID system. The student must be actively enrolled at the school corresponding to the LEA staff member. LEA district administrators can add students to rosters associated with any school within their LEA. If you have questions about rostering students for PEEP please contact Teresa McEntire at teresa.mcentire@schools.utah.gov

Appendix A. Other Resources

- The USBE Assessment and Accountability Department page has multiple resources for Assessment Directors and other LEA staff working with State assessments, as well as contact information. https://schools.utah.gov/assessment
- The USBE Information Technology Department provides guidelines and information about UTREx records exchange. https://www.schools.utah.gov/informationtechnology/utrex
- The complete list of CACTUS core codes can be found in the Administrative and School Supports page. https://www.schools.utah.gov/licensing/adminsupportscactus
- The USBE Data and Statistics Department compiles and analyzes a wide variety of information about schools, student progress, graduation rates, school districts, and other useful statistics and reports on the condition of Utah's education. They also hold monthly LEA data conferences, the slides from these conferences are saved on their department website.