Nebraska Student and Staff Record System
http://www.education.ne.gov/nssrs

ASSESSMENT FACT

For National Assessment Instrument Results

Template Instruction Manual

Version 3.0.0 – April 4, 2011

Assessment Fact

2011-2012

NEBRASKA
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GENERAL INSTRUCTIONS

This instruction manual describes the data elements being collected by the Nebraska Student and Staff Record System (NSSRS) via the Assessment Fact template for National Assessment Instrument results. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validations ensure data submitted is of high quality. A link to an interactive list of all NSSRS validations is available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs).

The detailed NSSRS Data Source Templates (i.e., file layout specifications) for all NSSRS templates can be downloaded from the "NSSRS Secured Information website", which is accessible via the NDE Portal (http://portal.education.ne.gov). The "NSSRS Desktop Database" is also available for download from this website. Contact the NDE Helpdesk (nde.helpdesk@nebraska.gov or 888-285-0556) for additional information regarding the NSSRS Secured Information website and the NSSRS Desktop Database.

Scope

Contents	Template Name	One record per:
Student National Assessment Instrument Results	Assessment Fact	Student

- National Assessment Instrument is language used in Neb. Rev. Stat. 79-760.05 and will be used in place of previous terms such as standardized tests and norm-referenced tests (NRT).
- Districts are required to report national assessment instrument results at <u>one</u> grade level each in elementary, middle school and high school. The state board of education has recommended the following tests in the following grades:

Recommended Grades	Recommended National Assessment Instrument
Grade 4 and Grade 8	Terra Nova Iowa Test of Basic Skills Stanford Achievement Test Northwest Evaluation Assessment (NWEA)
Grade 10	PLAN Test

<u>These grades and tests are recommendations, not requirements</u>. Therefore, districts may choose to report a test other than the five recommended above, and results might be reported in a grade level other than those recommended.

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.

- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal

curve equivalent (NCE) scores for the student's composite score ("Composite"), sub-score for total reading ("Total Reading"), and sub-score for total mathematics ("Total Mathematics").

Note: The range of valid NCE scores is 1-99. The NWEA does not report NCE scores nor does it report a composite score; therefore, school districts reporting NWEA test results will report the middle score in the student percentile range for the most recent reading and mathematics assessment. School districts administering the PLAN (or EXPLORE) will also not report NCE scores, but rather "the percent of students scoring at or below your score" for the required composite, reading, and mathematics scores. It should also be noted that each test includes different content areas in its composite scores. The data displayed for the State of the Schools Report will reflect those differences.

- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's score(s) should be left blank.

- A student shall not be included in Assessment Fact for National Assessment Instrument results if not enrolled at any time during the national assessment instrument administration window.

- A student shall not be included in Assessment Fact for National Assessment Instrument results who receives a majority of instruction at a nonpublic school or an exempt school.

- For the State of the Schools Report, state averages will be calculated for each test separately (an average for Terra Nova, an average for ITBS, etc.) and will include only the score and sub-scores reported. The blank fields will not be included in building, district, or state averages. Participation percentages, however, will be displayed.

Please visit the NDE Standards, Assessment and Accountability website (http://www.education.ne.gov/assessment) for additional information regarding the national assessment instrument reporting. The "Standards, Assessment, and Accountability Update 7" contains information regarding which fields from specific national assessment instruments are appropriate for use as "Composite", "Total Reading", and "Total Mathematics" scores.

Conventions

File Names

Template	File Name
Assessment Fact	##-####_assessment_fact_YYYYMMDDHHMM.xxx

Where:	Represents:
##-####	Your NDE-assigned district code
YYYYMMDDHHMM	Date and time stamp
.xxx	One of the following: .tab Tab delimited .csv Comma delimited (comma-separated values) .txt Fixed Width

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [Template Name:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **Template Name** indicates the formal name of the template.
- **Field Name** indicates the formal name of the field within the specified Template Name.
- **Field Number** indicates the position of the field within the specified Template Name.

Example: * County District Number [Assessment Fact:District Code (1)] indicates a key field referenced at NDE as “County District Number” that is the first field on the Assessment Fact template with a field name of “District Code.”

School Year

June 30 is used throughout NSSRS as the logical representation of a school year. As with all dates in NSSRS, it must be in ISO format (YYYY-MM-DD). Therefore, since this document applies to the “2011-2012” school year, all template fields that are to be populated with a logical school year will simply read: Provide the literal “2012-06-30”.

ASSESSMENT FACT

ASSESSMENT FACT

The Assessment Fact template captures student national assessment instrument (standardized test) results.

A Student template must first be submitted for each student appearing in an Assessment Fact template or the data loading process will reject the record.

* County District Number [Assessment Fact:District Code (1)]

This is the number assigned to your school district. The number is based on the county the district headquarters is located in and an assigned district number. You have used this number in reporting before NSSRS, it was preprinted on your forms in the past. This value is used in every template. This is a key field; a value must be supplied for each record or the data loading process will reject the record. The County District Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov).

* National Assessment Instrument [Assessment Fact:Test Description (2)]

Provide one of the following text values. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Code	Description
CAT	California Achievement Test
CTBS	Comprehensive Test of Basic Skills
EXPLORE	EXPLORE
ITBS	Iowa Test of Basic Skills
ITED	Iowa Test of Educational Development
MAT	Metropolitan Achievement Test
NWEA	Northwest Evaluation Association
OTHER	Use for any norm-referenced test not otherwise listed
PLAN	PLAN (ACT's college readiness test for 10th graders)
PSAT	Preliminary Scholastic Assessment Test
SAT	Stanford Achievement Test
TERRA	Terra Nova

* School Year [Assessment Fact:Assessment School Year Date (3)]

Provide the literal "2012-06-30". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* Grade [Assessment Fact:Item Description (4)]

Provide one of the following text values corresponding to the grade level of the student. This is a key field; a value must be supplied for each record or the data loading process will reject the record. Please note that the leading zero is required for grades less than 10.

Grade	Explanation
03	Grade 03
04	Grade 04
05	Grade 05
06	Grade 06
07	Grade 07
08	Grade 08
09	Grade 09
10	Grade 10
11	Grade 11
12	Grade 12

Test Date [Assessment Fact:Test Date (5)]

Provide the literal “2012-06-30”. This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Assessment Fact:Student ID (6)]

Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the data load process.

School Number [Assessment Fact:Testing Location Code (7)]

Provide the school number at which the student was assessed. This number is the last three digits of the county-district-school number. The School Number can be obtained from the Education Directory Search (http://educdirsrc.education.ne.gov). This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Composite [Assessment Fact:Scale Score (20)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's composite score ("Composite").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Composite" score should be left blank.
- As noted in the scope section of this document, the NWEA does not report a composite score; therefore, the student's "Composite" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Composite [Assessment Fact:Scale Score (20)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

National Assessment Instrument	Scores to be provided as Composite [Assessment Fact:Scale Score (20)]
ITBS	Core Total (in NCE)
NWEA	Not available, leave blank
PLAN	Composite Percent Score ***
SAT	Basic Battery (in NCE)
TERRA	Total Score (in NCE)

*** School districts administering the PLAN shall report the Composite Percent Score associated with "the percent of students scoring at or below your score in the U.S.".

Total Reading [Assessment Fact:Percent Score (21)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's sub-score for total reading ("Total Reading").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Total Reading" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Total Reading [Assessment Fact:Percent Score (21)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

National Assessment Instrument	Scores to be provided as Total Reading [Assessment Fact:Percent Score (21)]
ITBS	Reading Total (in NCE)
NWEA	Most Recent Reading Score – Percentile Rank
PLAN	Reading Percent Score ***
SAT	Total Reading (in NCE)
TERRA	Reading Composite (in NCE)

*** School districts administering the PLAN shall report the Reading Percent Score associated with "the percent of students scoring at or below your score in the U.S.".

Total Mathematics [Assessment Fact:Local Stanine (22)]

- A set of scores must be provided for every student enrolled in one of the reporting grades during the national assessment instrument administration window.
- If a student is enrolled during the national assessment instrument administration window and takes the national assessment instrument, then the district needs to report the student's normal curve equivalent (NCE) scores for the student's sub-score for total mathematics ("Total Mathematics").
- If a student is enrolled during the national assessment instrument administration window, but does not take the national assessment instrument, then the student needs to be included in the national assessment instrument results reported and the field for the student's "Total Mathematics" score should be left blank.

The following table specifies which scores provided by the national assessment instruments recommended by the state board of education must be provided as Total Mathematics [Assessment Fact:Local Stanine (22)]. Please contact the NDE Statewide Assessment office regarding national assessment instruments not listed.

National Assessment Instrument	Scores to be provided as Total Mathematics [Assessment Fact: Local Stanine (22)]
ITBS	Mathematics Total (in NCE)
NWEA	Most Recent Mathematics Score – Percentile Rank
PLAN	Mathematics Percent Score ***
SAT	Total Mathematics (in NCE)
TERRA	Mathematics Composite (in NCE)

*** School districts administering the PLAN shall report the Mathematics Percent Score associated with "the percent of students scoring at or below your score in the U.S.".

Appendix A – Change Summary

Version 3.0.0
April 4, 2011

1. Updated date references for 2011-2012.

Version 2.2.0
June 16, 2010

1. Added guidance specifying a student shall not be included in Assessment Fact for National Assessment Instrument results who receives a majority of instruction at a nonpublic school or an exempt school.
2. Updated table specifying which scores must be provided as Composite [Assessment Fact:Scale Score (20)] for specific national assessment instruments.
3. Added table specifying which scores must be provided as Total Reading [Assessment Fact:Percent Score (21)] for specific national assessment instruments.
4. Added table specifying which scores must be provided as Total Mathematics [Assessment Fact:Local Stanine (22)] for specific national assessment instruments.

Version 2.1.0
May 27, 2010

1. Added table specifying which scores must be provided as Composite [Assessment Fact:Scale Score (20)] for specific national assessment instruments.

Version 2.0.0
April 21, 2010

1. Updated date references for 2010-2011.

Version 1.1.0
January 28, 2010

1. Updated information about NCE exceptions for reporting composite, mathematics and reading scores.

Version 1.0.1
July 27, 2009

1. Reference to LB 1157 changed to Neb. Rev. Stat. 79-760.05.

Version 1.0.0
February 6, 2009

1. Initial publication.