

**2004-2005 ABCs of Public Education
Testing and Accountability Data Collection Checklist
For LEAs Using SIMS**

This Data Collection Processing Checklist is in alignment with the new data collection schedule memo dated **September 16, 2004** for 2004-2005 school year. Additional steps may be added in response to changes in regulations or as needs arise to improve our accountability systems. All LEAs should be using the ABC Tools software to upload member files, and masterbuild files to the Accountability Server. The Winscan software has been updated to include the feature to upload Winscan files.

See latest changes to the ABCTools precode application at

<https://www10.ncschoolcats.com/softwareTC>.

Contact your RAC/RCC if you have questions.

I. Collect 20th Day of school (or as close as possible)

The 20th day collection requires a MEMBER and Masterbuild file from each school and submission within 10 days to DPI using the function in ABC Tools.

- A. The LEA TC must collect an NCTEST build from every school with grades 3-12 on the 20th day of school.
 - a. The LEA TC must install the current version of ABCTools. This new install will create the subfolder in C:\bld05 that is needed for this procedure.
 - b. The LEA TC must restore the NCTEST build to c:\bld05\collect20d by following the steps below.
 - c. Start ABCTools
 - d. From the SIMS menu select Restore NCTEST/Precode
 - e. Insert the NCTEST build disk into drive A: and click OK
 - f. Select the bdm file and click Open
 - g. Click the "drive path" block and add \collect20d after Bld05 so the path reads c:\bld05\collect20d
 - h. Follow the screen prompts to restore the NCTEST builds for all schools
 - i. Click Cancel when complete
- B. Create a masterbuild in c:\bld05\collect20d by following the steps below.
 - a. From the SIMS menu click Create Masterbuild/View Student Records
 - b. Click Create Masterbuild/Make Masterbuild file
 - c. Select the folder c:\bld05\collect20d
 - d. Select a bdm file and click open
 - e. Set post-test year to 2005 and click OK
 - f. Answer yes to delete existing masterbuild
 - g. Click OK, then close DPIMBLD
- C. Create a precode file for each school in c:\bld05\collect20d by following the steps below.
 - a. From the SIMS menu click Precode/Reroster/Membership
 - b. Click File then Open SIMS file and build precode list
 - c. Go to folder c:\bld05\collect20d
 - d. Select a bdm file and click open
 - e. Click Ok when you get the message that the precode file is built

- f. Repeat steps b-e for each school
- D. Upload the files to DPI by following the steps below.
 - a. Start ABCTools (if not already running)
 - b. Click on Utility
 - c. Click on **Collection20day**
 - d. The files will be copied up to the secure server.

_____ testing coordinator uploads precode and masterbuild file by clicking on **Collection 20day** function using ABC Tools.

- II. **9th Grade Cohort File** (Will apply to 2004-05 only)
 Collect 9th grade cohort file or use 20th day build to create the electronic file to include all 9th grade students in membership as of 20th day for 2004-05 and provide it to LEA testing coordinator. Instructions are posted at <https://www10.ncschoolcats.com/eoy2005/9thgrdprocess.html>)

_____ testing coordinator uploads 9th grade cohort file (??????G9.Y04) to the LEA folder on the accountability server.

- III. **Collect Grade 3 Pretest Winscan Files**
 Clean check data files from the 3rd grade pretest administration uploaded using Winscan or ABC Tools.

_____ cleans Check Data file reports for Grade 3 pretest

_____ obtains **SIMS 807 Report** from each school dated the first day of testing

_____ testing coordinator uploads 3rd grade pretest files using Winscan or ABC Tools

- IV. **Collect October 1 (or as close as possible)** (Will apply to 2004-05 only)
 Alternative assessment submission requires a CSV file (using the template provided at <https://www10.ncschoolcats.com/softwarePublic/AATAG000.csv>) uploaded to the Accountability server using the **CollectionOct** function in ABC Tools. Create AATAG###.csv in c:\bld05\collectoct.

_____ testing coordinator uploads AATAG###.csv using the **CollectionOct** function in ABC Tools.

- V. **Collect November 1 (or as close as possible)** (Will apply to 2004-05 only)
 Clustering submission requires a CSV file (using the template provided) that includes student id, name, school visiting (code), base school (code). Go to online cluster utility help file at <https://www10.ncschoolcats.com/cgi-lea/cluster>) and follow the instructions for importing the CSV file (**cluster***.CSV**) from your computer workstation.

_____ testing coordinator imports cluster***.CSV file using the online cluster utility

- VI. Collect December 1 (or as close as possible)** (Will apply to 2004-05 only)
TAS option submission requires a CSV file (using the template provided at <https://www10.ncschoolcats.com/TAS/>) that includes student id, name, school code), Title I eligibility, school year(s) served in reading, school years(s) served in math. Submit the file no later than **April 15th**.

_____ testing coordinator uploads TAS***.CSV file using the **CollectionDec/TAS** function in ABC Tools.

VII. First Day of Testing EOC Fall Collection

The first day of fall testing requires a member file, masterbuild file, and EOC Winscan files.

- A. The LEA TC must collect an NCTEST build from every school with grades 3-12 on the 1st day of testing.
- B. The LEA TC must restore the NCTEST build to c:\bld05\collectfdf all by following the steps below.
- Start ABCTools
 - From the SIMS menu select Restore NCTEST/Precode
 - Insert the NCTEST build disk into drive A: and click OK
 - Select the bdm file and click Open
 - Click the "drive path" block and add \collectfdf after Bld05 so the path reads c:\bld05\collectfdf
 - Follow the screen prompts to restore the NCTEST builds for all schools
 - Click Cancel when complete
- C. Create a masterbuild in c:\bld05\collectfdf by following the steps below.
- From the SIMS menu click Create Masterbuild/View Student Records
 - Click Create Masterbuild/Make Masterbuild file
 - Select the folder c:\bld05\collectfdf
 - Select a bdm file and click open
 - Set post-test year to 2005 and click OK
 - Answer yes to delete existing masterbuild
 - Click OK, then close DPIMBLD
- D. Create a member file for each school in c:\bld05\collectfdf all by following the steps below.
- From the SIMS menu click Precode/Reroster/Membership
 - Click File then Open SIMS file and build membership list
 - Go to folder c:\bld05\collectfdf
 - Locate SIMS (.bdm) files (C:\bldXX, where XX indicated the last two digits of the posttest year. Example 2004-2005 school year files should be in c:\bld05)
 - Locate School File, click School File to highlight, click **Open**
 - Click **OK** when dialog box appears indicating MEMBER.### (where ### is the school code) file has been saved.

- g. Repeat steps b-f for each school
- E. Upload the files to DPI by following the steps below.
 - a. Start ABCTools (if not already running)
 - b. Click on Utility
 - c. Click on **CollectionFDFall**
 - d. The files will be copied up to the secure server.

_____ uploads members file and masterbuild file using **CollectionFDFall** function in ABC Tools

_____ cleans Check Data file reports for all EOCs

_____ obtains **SIMS 605 Report** from each school dated the first day of testing

VIII. Annual IPT Testing Window

_____ requires scanning IPT bubble sheets (prior to precoding spring EOG/EOC answer documents). Files uploaded using Winscan feature. [See XI for instructions on submitting IPT missing student \(CSV\) file by June 30, 2005.](#)

IX. Identify 10th grade students for the HSCT

Create 10th grade list of students to help identify which students should take HSCT. This module uses state course codes assigned to Algebra I and English 1. Go to ABC Tools Main Page and Click on Utility->Masterbld file Utility-> Instructions. Choose 10 grade list. The instructions for creating the 10th grade list will display on screen.

X. March (writing test day)

The first day of testing requires a member file and masterbuild file.

- A. The LEA TC must collect an NCTEST build from every school with grades 3-12 on the 1st day of testing.
- B. The LEA TC must restore the NCTEST build to c:\bld05\collectmar by following the steps below.
 - a. Start ABCTools
 - b. From the SIMS menu select Restore NCTEST/Precode
 - c. Insert the NCTEST build disk into drive A: and click OK
 - d. Select the bdm file and click Open
 - e. Click the "drive path" block and add \collectmar after Bld05 so the path reads c:\bld05\collectmar
 - f. Follow the screen prompts to restore the NCTEST builds for all schools
 - g. Click Cancel when complete
- C. Create a masterbuild in c:\bld05\collectmar by following the steps below.
 - a. From the SIMS menu click Create Masterbuild/View Student Records

- b. Click Create Masterbuild/Make Masterbuild file
 - c. Select the folder c:\bld05\collectmar
 - d. Select a bdm file and click open
 - e. Set post-test year to 2005 and click OK
 - f. Answer yes to delete existing masterbuild
 - g. Click OK, then close DPIMBLD
- D. Create a member file for each school in c:\bld05\collectmar all by following the steps below.
- a. From the SIMS menu click Precode/Reroster/Membership
 - b. Click File then Open SIMS file and build membership list
 - c. Go to folder c:\bld05\collectmar
 - d. Locate SIMS (.bdm) files (C:\bldXX, where XX indicated the last two digits of the posttest year. Example 2004-2005 school year files should be in c:\bld05)
 - e. Locate School File, click School File to highlight, click **Open**
 - f. Click **OK** when dialog box appears indicating MEMBER.### (where ### is the school code) file has been saved.
 - g. Repeat steps b-f for each school
- E. Upload the files to DPI by following the steps below.
- a. Start ABCTools (if not already running)
 - b. Click on Utility
 - c. Click on **CollectionMarch**
 - d. The files will be copied up to the secure server.

_____ testing coordinator uploads membership file and masterbuild file using **CollectionMarch** function in ABC Tools, and EOC scan files using Winscan.

XI. Annual IPT Testing Window

Missing student test file (CSV):

_____ requires a CSV template file using the format provided at <https://www10.ncschoolcats.com/RACS/> to identify those students in the LEP headcount who have either left the school prior to annual testing or are below grade K and can not be tested during the annual window.

_____ [testing coordinator uploads IPT missing student file \(LEP_HEAD_C.CSV\) to the secure shell by June 30, 2005.](#)

XII. AAP submission

Requires scanning bubble sheet for NCAAPs being sent for scoring. AAP rosters will be pulled from the Tagger Utility for Erin Bohner, TOPS.

_____ testing coordinator uploads AAP Winscan files using feature in Winscan [by April 29, 2005.](#)

XIII. Spring EOC/EOG testing

The first day of testing requires a MEMBER file, masterbuild file, [attendance files \(.ATT\)](#), [SIMS 121](#), 807 membership report for EOG (grades 3-8, 10) and 605 membership report for EOC (9-12).

- A. The LEA TC must collect an NCTEST build from every school with grades 3-12 on the first day of EOG/EOC testing.
 - a. The LEA TC must install the current version of ABCTools. This new install will create the subfolder in C:\bld05 that is needed for this procedure.
 - b. The LEA TC must restore the NCTEST build to c:\bld05\collectfds by following the steps below.
 - c. Start ABCTools
 - d. From the SIMS menu select Restore NCTEST/Precode
 - e. Insert the NCTEST build disk into drive A: and click OK
 - f. Select the bdm file and click Open
 - g. Click the "drive path" block and add \ collectfds after Bld05 so the path reads c:\bld05\collectfds
 - h. Follow the screen prompts to restore the NCTEST builds for all schools
 - i. Click Cancel when complete
- B. Create a masterbuild in c:\bld05\collectfds by following the steps below.
 - a. From the SIMS menu click Create Masterbuild/View Student Records
 - b. Click Create Masterbuild/Make Masterbuild file
 - c. Select the folder c:\bld05\collectfds
 - d. Select a bdm file and click open
 - e. Set post-test year to 2005 and click OK
 - f. Answer yes to delete existing masterbuild
 - g. Click OK, then close DPIMBLD
- C. Create a MEMBER file for each school in c:\bld05\ collectfds all by following the steps below.
 - a. From the SIMS menu click Precode/Reroster/Membership
 - b. Click File then Open SIMS file and build membership list
 - c. Go to folder c:\bld05\ collectfds
 - d. Locate SIMS (.bdm) files (C:\bldXX, where XX indicated the last two digits of the posttest year. Example 2004-2005 school year files should be in c:\bld05)
 - e. Locate School File, click School File to highlight, click **Open**
 - f. Click **OK** when dialog box appears indicating MEMBER.### (where ### is the school code) file has been saved.
 - g. Repeat steps b-f for each school
- D. Upload the files to DPI by following the steps below.
 - a. Start ABCTools (if not already running)
 - b. Click on Utility
 - c. Click on c:\bld05\collectfds
 - d. The files will be copied up to the secure server.

- _____ uploads member and masterbuild file by clicking on **CollectionFDSpring** function using ABC Tools.
- _____ cleans Check Data file reports for all EOC/EOG

- _____ obtains **SIMS 605** membership and **807** membership reports from each school dated the first day of testing

Download and verification of data files using WinScan 2004-2005 (See End of Year SIMS Accountability Procedure Manual)

- _____ print, verify and sign off on Winscan Acct0405 Summary Reports

*****All data issues must be resolved before proceeding with the steps below.*****

**XIV. Between the end of testing and June 30
High school graduation Winscan files**

- _____ requires testing coordinator to scan and upload the data associated with the high school graduation data sheets (DPI will compare to the graduate analysis report R195-1)

XV. Graduate Analysis Report

The LEA Test Coordinator must:

- XVI.** _____ obtain principal's signature on graduate analysis report **R195-1** from each high school and retain.

XVII. Homeless and Migrant Tagger Utility

- _____ requires submission of homeless and migrant student information either through the on-line web site or via upload of a CSV file (**by exporting a template to the desktop**). The tagger utility allows you to add students using the online utility or editing CSV file. The deadline for submission is June 28, 2005.

**XVIII. June 30
Final certification of data**

- _____ requires submission of necessary documentation to the Regional Accountability Coordinator certifying that the data are true and accurate

**XIX. Within 2 weeks of the end of summer school (but after July 15)
Student Accountability Standards Data**

Requires submission of GMF file uploaded to the accountability server

Note:

- Please follow the guidelines for your LEA processing scores for dual attending or visiting students. See “Accountability Issues: Dual Attending and Visiting Students” attached to this document (No Dual Memberships).
- A K-2 feeder school serves only students in grades K-2 and sends its students to one or more receiving schools that has a third grade. ABCs awards to the K-2 are based on the ABCs classification of school that receives the largest proportion of K-2 students.
- 12th grade students should have a date that the student would have taken the 8th grade reading and mathematics tests (if they had been retained in 8th grade, the date should reflect the last time they were in 8th grade). ABC Tools will use this date to compute how many years have lapsed since the eighth grade and receipt of the diploma (EOG scores for current year and grades not listed in SNA will be flagged as errors.).
- Verify School Information, Feeder Patterns, and Entering Alternative Schools’ Local Options Data **no later than January 28, 2005**. Access the secure Accountability website at <http://www10.ncschoolcats.com>.
- Review school information at web site <http://sna.dpi.state.nc.us/>. Use the guest login. If the information at that site needs correction notify the LEA staff authorized to make the changes. Reports with the name of schools and other information are collected from this master file.
- High School Comprehensive Test requires a member and masterbuild files on the first day of testing as well as Winscan file uploads as outlined in other parts of the collection schedule.
- Computer skills performance scores will be sent to the LEA for verification by the LEA testing coordinator.
- Writing test scores and AAP scores will be returned electronically to LEAs and the data included after verification by LEAs.
- All data is preliminary until verified by the LEA Testing Coordinator and Regional Accountability Coordinator and certified by Principals, Superintendents, Testing Coordinators and Regional Accountability Coordinators.
- Additional data submissions may be required as regulations change or the need to modify analyses occur.
- Homeless and Migrant Student Data csv file submission due no later than June 28, 2005.

Reports in SIMS and NCWISE

SIMS	NCWISE
807 membership report for End of Grade Grades 3-8, 10	SCH490R Enrollment Summary – Month End report for End of Grade Grades 3-8, 10
605 membership report for End of Course High School (if 4 X 4, need fall and spring)	SCH570R Enrollment Summary by Section (Course) report for End of Course High School (if 4 X 4, need fall and spring)
R195 Graduate Analysis Report	STU228R Graduation Report Detailed
SIMS 121 Report	STU499R Student Admission/Withdrawal List

End-of-Year Data Submission and final review with Regional Accountability Coordinator (RAC)

The LEA Test Coordinator:

_____ submits complete and accurate data to regional coordinator, including:

- Check data files reports
- SIMS 605 for High School (if 4 X 4, need fall and spring)
- SIMS 807 for grades 3-8, 10
- SCR files (P05, S05, T05, X05, Y05) via Accountability secure shell server
- Masterbuild files (via Accountability secure shell server)
- Historical Masterbuild (via Accountability secure shell server)
- New Verification Detailed Reports Sign Off (EOG, EOC, Competency, Comp. Skills, AAP, AAI, & Writing)
- Unofficial ABCs Accountability Reports
- AYP Reports
- Signed audit reports
- Test scanner sheets
- List of schools/codes
- Testing Irregularities and Misadministrations
- Superintendent's Approval Form
- Principal's Approval Form
- LEA Testing Coordinator Form
- Alternative Schools and Local Option Data
- Graduate Analysis Report (R195)(signed by principal)
- 9th grade cohort electronic data files updated on Accountability secure shell server
- Verified updated Masterbuild using Online Cluster Utility (Accountability secure shell server)
- SIMS 121 (Rosters of students who transferred within the LEA)

X. Regional Verification and Check-In Process

The Regional Accountability Coordinator and Regional Computing Consultant:

- _____ reviews final data and AYP Results with each LEA Test Coordinator.
- _____ verifies accuracy of data with each LEA Test Coordinator.
- _____ completes check-in procedure using Check-In List (*See attached*).
- _____ approves data on Accountability server.

RAC/RCC Check-In List

- Final Copy of Audit Report (checks accuracy and signatures)*
- Check Data Files Reports includes:
 - Test Scanner Sheets
 - Header Total by Class
 - Number of Absences
 - Number of Exclusions (EOC – LEP)
 - Number of Alternate Assessments
 - Unique School Name on Header
 - Unique Instructor Name on Header
 - Actual Scan # of Documents vs. Header #
 - All Schools Final Run (signed and dated) with Cover Sheet of Final Run, Check Data Files Reports, signed, dated by Testing Coordinator
- Masterbuild and Member files Uploaded to Accountability Server from C:/Bld05/collectfds
- Historical Masterbuild (Bld05)
- S05, P05, T05, X05, and Y05 Files in the following directories*:
 - DATA0405 - Computer Skills, Competency & Limited English Proficiency (LEP)/IPT
 - DATA2005 - EOG, EOC, Grade 3 Pretest, HSCT, NCAAAI, NCAAP, NC High School Graduation Data Sheet
 - LANGDATA – Writing 4, 7 & 10
 - RETEST05 – Retest 1, Retest 2, and Merged Retest (GMF) files
- 9th grade cohort electronic data file updated on Accountability Server
- SIMS 605 and SIMS 807 (Hardcopy reports)*
- SIMS 121 (Compare to Less than 140 days report in ABC Tools)
- Verified updated Masterbuild using Online Cluster Utility (Acct. secure shell server)
- ABC Tools Reports (unofficial ABCs Accountability Report)*
- New Verification Detailed Reports Sign Off (EOG, EOC, Competency, Comp. Skills, AAP, AAAI, & Writing)*
- LEA Superintendent’s Approval Form*
- Principal’s Approval Form (LEA Testing Coordinator keeps on file)
- LEA Testing Coordinator’s Sign Off Form*
- Graduate analysis data (R195s signed by principals)*

***These documents are required to be kept on file by RAC/RCC.**

LEA Superintendent's Approval Form

2004-2005 Data Verification

I have reviewed with the testing/accountability coordinator the test data being submitted for the North Carolina Statewide Testing Program and the ABCs of Public Education and certify the following:

- the data contained in uploaded files represent all students and schools in my school system for the tested grades;
- the data were gathered in accordance with the North Carolina Testing Code of Ethics and all applicable guidelines and procedures for the North Carolina Testing Program;
- the data were processed using the guidelines provided in the Accountability Processing Checklist or other more comprehensive local procedures (a list or detailed description should be attached), and may include data transmitted electronically, such as Alternative Schools' Local Option Data, and College University Prep/College Tech Prep Data;
- the data are complete and accurate and have been checked by my staff;
- all files have been uploaded to DPI Accountability Server.

I understand that these data as submitted today will be used to determine the ABCs/AYP status of schools in this school district. In addition, I understand that the data will be used to produce the 2004-05 ABCs reports. As submitted based on my review, I fully approve the data from my LEA for all North Carolina accountability purposes.

LEA Superintendent's Signature

LEA Name

Date

LEA Code

*This form must be completed and returned with the appropriate files and reports to your Regional Accountability Coordinator on or before **June 30, 2005**. Please contact your Regional Accountability Coordinator for further details.*

**Principal's Approval Form
2004-2005 Data Verification**

As principal of this school, I have reviewed with the testing/accountability coordinator the test data being submitted for the North Carolina Statewide Testing Program and the ABCs of Public Education and certify the following:

- the test result data and related information (including student demographics) contained on the answer sheets represent all students in my school for the tested grades and/or courses;
- the tests were administered in accordance with the North Carolina Testing Code of Ethics and all applicable guidelines and procedures for the North Carolina Testing Program;

I have reviewed and verified that students included are coded correctly on the following rosters and all students are accounted for:

- _____ Grade 9 cohort files
- _____ Alternate Assessment (Tagger) file
- _____ Online Cluster file if applicable
- _____ TAS (Targeted Assistance School) roster if applicable
- _____ Alternative Schools' Local Options if applicable
- _____ College University Prep/College Tech Prep report if applicable
- _____ Roster of graduation data sheets for graduating students if applicable
- _____ IPT Missing Student file
- _____ Homeless and Migrant Students file
- _____ Computer skills audit for grade 8
- _____ EOG and EOC audits have been reviewed and signed

- the data are complete and accurate; and

I understand that these data as submitted today will be used to determine the ABCs/AYP status of this school and schools in this school district. In addition, I understand that the data will be used to produce the 2004-2005 ABCs reports. Based on my review I fully approve the data from my school for all North Carolina accountability purposes.

Principal's Signature

School Name

Date

School Code

*This form must be completed and returned to your LEA Testing Coordinator to keep on file on or before **June 30, 2005**. Please contact your Regional Accountability Coordinator for further details.*

**LEA Testing Coordinator
2004-2005 Data Verification Sign Off**

I, _____, have reviewed with the LEA Superintendent and principal(s) the test data being submitted for the North Carolina Statewide Testing Program and the ABCs of Public Education. I understand that these data as submitted on this day will be used to determine the ABCs/AYP status of this school and schools in this school district. I will retain on file all signed copies of the Principal's Approval Forms and original signed audits for each school in the LEA for the 2004-2005 ABCs School Year.

If applicable, I am verifying that the following electronic files have been submitted/updated for End of Year Processing:

- _____ Online Cluster Utility has been updated and applied to the masterbuild by February 15, 2005
- _____ Alternate Assessment (Tagger) file
- _____ TAS (Targeted Assistance School) file by April 15, 2005
- _____ Grade 9 Cohort files by End of Year Processing
- _____ IPT Missing Student file by June 30, 2005
- _____ Homeless and Migrant Students file by June 28, 2005

LEA Testing Coordinator's Signature

LEA Name

Date

*This form must be signed and returned to your Regional Accountability Coordinator on or before **June 30, 2005**.*

Verification Details Sign Off

I have reviewed the data contained in the verification detail report VERIFYALL.CSV dated _____ time _____ and the VERIFY140.CSV dated _____ time _____. These files show a summary of the true and accurate results of the North Carolina Testing program as they will be used as part of the ABCs accountability system and reports of AYP performance as disseminated by NCDPI.

This certifies that I agree with the data contained in these files. By certifying this summary, I release the data for use in the ABCs accountability program.

Testing Coordinator _____ Date _____

Transferring Test Scores

Collecting the Scores

Schools' Responsibilities (Schools receiving new student transfers):

1. Check the current students' cumulative folders (permanent education records) from their previous schools for all required test scores. These scores should be entered into the SIMS database using the *"Academic Progress," "Student Records,"* and *"Student Tests and Scores Update"* function.
2. EOC scores should count where the courses are taught.
3. If scores cannot be found, identify the students' previous public schools, and send written requests to each school for test scores for all students who transferred from that school. Identify each student's:
 - a. Full legal name
 - b. Date of Birth
 - c. Nickname (if known)
 - d. Social Security Number (if known)

LEAs' Responsibilities (Schools Where Students Were Previously Enrolled):

1. Upon receiving a request for test scores from another public school, use the SIMS *"Name to Number Lookup"* function in *"Student Records"* to determine if the students are in your database.
2. Upon verification, record the student's SIMS Student Number for future use.
3. If the number of students is large enough to warrant, you may want to create and populate a Student Group for each school. (Keep in mind that the file extraction and/or report process that will be used to collect the scores does allow you to enter up to 55 student numbers).
4. Print a Testing Profile (Report 174) for each student on the request list. The report setup screen allows you to enter up to 55 students for inclusion in the report (you can select the appropriate student group if you created one),

Or

Use the SIMS Data Exchange Facility to create an electronic test score transfer file for movement of scores between schools instead of printing paper reports. Enter the appropriate student numbers (or student group) on the extraction setup screen. Label the resulting diskette containing the Scan.Spl file *"Test Files for (your school name)."*

5. Mail the properly labeled diskette (or reports) to the student's current school.

Note: If the students for whom test scores have been requested have been deleted from your SIMS database, copies of the students' testing records from their permanent education record should be made and forwarded to the requesting school.

Entering the Scores

Schools' Responsibilities (Schools receiving new student transfers):

Electronic Files

If you receive a diskette from the students' previous schools, tests and scores may be entered electronically as follows:

1. Select "Optical Marks Input" from the SIMS main menu.
2. Select "Read Diskette and Update Database."
3. Select "Update All Forms."
4. Answer "Y" to continue.
5. Put the diskette in Drive "A", make sure your printer is turned on and ready to print, and press the "Enter" key to continue.
6. Examine the edit report (R950) for results, errors, etc.
7. If the R950 lists errors, call the Help Desk at (919) 807-4357 for assistance.
8. Examine the Batch Transactions Audit report (r181). Part 1 of this report lists the records accepted during the ssn/name matching process, which occurs automatically as the data are read from the diskette. Part 2 lists the records rejected. Use the *"Academic Progress" - "Student Records" - "Batch Transactions Corrections"* screen to correct all rejected records before continuing.

Once the scores have been entered they may be viewed online through the SIMS *"Academic Progress" - "Student Records" - "Student Tests and Scores Inquiry"* function. You can also print Report 880 (Student Test Profile) to view a complete written record of all tests and scores entered for your students.

Paper Reports

If the test scores are returned as paper reports (Student Testing Profile) use the SIMS, *"Academic Progress" - "Student Records" - "Student Tests and Scores Update"* function to enter the appropriate tests and scores.

Accountability Issues: Dual Attending or Visiting Students

There are several contexts in which students may be attending two different schools, and consequently are designated as visiting students in one of the schools. The question has arisen regarding how to handle such cases for accountability purposes. There are two fundamental positions regarding where scores count for ABCs accountability purposes. During the regular school year, scores are attributed to the school where the course is taught. For high school summer school students, scores are attributed to the home school and count in the next accountability cycle. Several cases are discussed below. For AYP purposes the school of membership is held accountable for the students' performance in Reading and Math in grades 3-8 or 10 of the current year.

Summer School (All students, including visiting students)

In October 1997 the Compliance Commission recommended that the EOC scores of summer school students “count in the End-of-Course index for the school that the student attended in the spring. These scores are part of the EOC index for the new accountability year.” (Compliance Commission minutes, October 1997)

Operational procedure

Summer school scores are to be “returned” to the home school for inclusion in the accountability database for the next school year. This is accomplished when answer sheets are scored at the end of summer school by grouping students under separate header sheets for each home school. This will produce score files for each home school, which will then be used in the next school year to complete the masterbuild for the accountability cycle through the regular ABCs data processing procedures (see 2004-2005 ABCs Testing and Accountability Data Collection Checklist). This guarantees that a student’s score appears in the correct masterbuild even if the student is subsequently enrolled in a different home school during the next school year.

Example:

Students attending Schools A, B and C during 2004-05 (e.g., ten students from each school) attended summer school in School C during the summer of 2005. They take the EOC tests for their respective courses at the end of summer school. When the answer sheets for each EOC test are scored, they are grouped under three headers: a header sheet for School A; another header sheet for School B; and, a header sheet for School C. Students are grouped under the header sheet for the school they attended during 2004-2005. The three PND files and three SPL files (for each EOC test) thus created will be used in the spring of 2005-2006 to add the scores to the masterbuilds and to SIMS in Schools A, B and C respectively.

Regular School Year (Visiting Students)

EOC

In its April 1999 meeting, the Compliance Commission discussed the situation where a student attends a high school during the school year to take a course as a “visiting” student while this student is simultaneously enrolled in their home school (e.g., a middle school or another high school). The Commission recommended that for accountability purposes the score of such a student should be counted where the course is taught.

Note: It will be an LEA decision as to where scores from students with disabilities (IEPs only), who are clustered in separate classrooms, will count for ABCs (including AYP) purposes. The LEA is expected to make the decision on or before **February 15, 2005**. The LEA will use the Online Cluster Utility to move the cluster students. The Online Cluster Utility with instructions is located at <https://www10.ncschoolcats.com/>. The list of cluster students should be posted on or before **February 15, 2005**.

Operational procedure

Scores of visiting students must be included in the SPL files of the school where the course is taught. When that school’s masterbuild is updated with the PND files for the year, the scores of these students are included in its masterbuild, but *are not* included in the masterbuild of the home school.

After the ABCs masterbuilds for both schools have been finalized, the scores of visiting students should be entered into the SIMS database in their home school. This ensures that the scores will appear on transcripts run by the home school in subsequent years or transferred with the student if the student should move to another school.

Example 1:

A student in High School 1 goes to High School 2 to take Physics because it is not offered in High School 1. In the spring, she takes the Physics EOC test at High School 2. Her Physics answer sheet is scored at High School 2 and counts in High School 2’s ABCs data (including AYP) for that accountability year. All historical data required for EOC prediction formulas must be included in SIMS at High School 2. After High School 1 has finalized its ABCs masterbuild for the year, the student’s Physics score from High School 2 should be added to the SIMS database at High School 1 so that it will appear on the student’s transcript.

Example 2:

A middle school student goes to a local high school to take a high school course for which there is an EOC test. The student is tested at the high school and the score is included in the high school’s ABCs data for the year. All historical data required for EOC prediction formulas must be included in SIMS at High School. After the masterbuilds have been finalized for both the high school and the middle school, the student’s score should be added to the SIMS database in the middle school. This will ensure that the score is transmitted with the student’s records when the student exits middle school.

EOG

Some elementary and middle school students receive their instruction in reading, mathematics and writing in their home school, but receive special services required by their IEP in another school because the services are not available in the home school. Such students are enrolled as “visiting” students in the school where they receive special services. However, the student takes the EOG tests (including alternate assessments if applicable) at the home school. Because schools are required to submit an answer sheet for every student in membership, the question arose as to where to count the scores and how to handle the student’s records in SIMS at the visited school.

Operational procedure

The EOG (which includes alternate assessments if applicable) test scores count where the subject is taught and so are attributed to the home school. The school where the student is a visiting student should code the special codes section for such students on their answer sheets and submit them according to testing requirements. By doing this, the student is correctly handled with respect to the 95% rule.

Example:

A fourth grade student attending School A is also enrolled at School B for the purpose of receiving special services as specified in his IEP. The student is taught reading and mathematics at School A and his EOG scores are included in School A’s ABCs masterbuild.

School B must also submit an EOG Reading/Mathematics answer sheet for the student and it will appear in School B’s masterbuild. Because the student does not take the tests at School B, the response sections will be blank. However, the other sections will be completed and the student will be coded on the special codes section on the answer sheet.

(Note: Even if for some reason the student should take the tests at School B, the answer sheets which contain the student’s responses must be scored under School A’s header sheet and included in School A’s masterbuild because that is where the reading and mathematics instruction took place.)

In general, it is the case that elementary and middle school students receive their reading, mathematics and writing instruction in the home school. Thus for elementary and middle schools, the home school is always the school where instruction takes place.

Note: It will be an LEA decision as to where scores from students with disabilities (IEPs only), who are clustered in separate classrooms, will count for ABCs (including AYP) purposes. The LEA is expected to make the decision on or before **February 15, 2005**. The LEA will use the Online Cluster Utility to move the cluster students. The Online Cluster Utility with instructions is located at <https://www10.ncschoolcats.com/>. The list of cluster students should be posted on or before **February 15, 2005**.