

Purpose: Verify the accuracy of the **CMAS and CoAlt assessment data** (both demographic AND test score data) in the following areas: English Language Arts, CO Spanish Language Arts, Mathematics, Science, Social Studies, CoAlt Science, and CoAlt Social Studies. Last chance to correct data before scoring is finalized and made available.

Impact: Can have a profound impact to accountability reporting including Performance Framework Ratings (CSI and school levels), priority and focus school designations, and Title III funding to benefit LEP students.

Timeline & Deadlines

- For 2021-2022:
 - School reviews begin on Friday, **May 20th**
 - Final error free files due Tuesday, **May 31st**
- No extensions available due to state deadlines.
- Start your review as soon as possible in case of unexpected corrections to make.
- The PSAT/SAT SBD review window overlaps, so your school may be working on both collections at the same time.
- Multiple file submissions may be needed to clear all errors.

New This Year

- **Schools already comfortable with the process of completing this SBD review** can review this document up through this section at a minimum and skip the general information/instruction sections below.
- **Schools NEW/NEWER to the process of completing this particular SBD review** should review this entire document before jumping into completing the collection in order to ensure you do so correctly and do not negatively alter data.

There are very few changes to the process this year and those are listed here along with other important things to note:

- **Accountability**
 - Was on pause for 20-21 – for updates on accountability please see [CDE's State Accountability webpage](#)
 - Accountability calculations will be the same as in prior years
- **File Layout Changes:**
 - Newest file layout posted to CSI [CMAS-CoAlt webpage](#).
 - Several fields highlighted in yellow this year, indicating updates although most are minor wording changes by CDE. Any significant changes are noted below.
 - Removal of the “**Federal Race/Ethnicity Category**” field.
 - The **Development Delay (code 11)** under the Primary Disability field has been limited to only grades 00, 01, 02, and 03).
 - **Not Tested Reason** code no allows for the field to be left blank if no code is required.
 - **Valid Score Reason** code no allows for the field to be left blank if no code is required.

Resources Available

All CMAS SBD Resources, including these instructions are posted to the CSI [SBD CMAS webpage](#). Links to resources outside of this CSI webpage are also provided below.

- **SBD CMAS File Layout - CSI Additions**
 - Download a copy of the file layout to understand how to complete the review of your SBD file and make any needed corrections.
 - Do not use a prior year file layout!
 - The file layout contains data definitions for each field to help you determine the most appropriate value for each field.
 - Please be sure to review all of the CSI notes in green in the file layout as they point out important things to know.
 - Not all fields are updatable in your SBD file. The file layout will show which ones are updatable.

- **CSI Google Troubleshooting Document**
 - See the [SBD CMAS tab](#) of this document for error and warning messages and possible tips for resolving them.
- **CMAS Test Administrator/School Manuals**
 - Sometimes there are questionable SBD records that might require looking up information in the current year CMAS testing manuals. Links to these are available on the CSI [CMAS webpage](#).
- **Pearson**
 - Once in a while, schools may need to reach out to Pearson support services to resolve issues with some records. The contact emails and phone numbers are available here [Pearson Next webpage](#).

File Review Process

The CMAS SBD review is much different than other collections during the year in that schools do not extract files from their SIS and then upload to FileZilla for CSI to process.

Instead, CSI will build and provide an “SBD” file to schools to review and correct any inaccurate data, and then the schools will submit the corrected file back to CSI for processing.

Schools that followed the testing phase requirements and rules correctly will typically have zero to a very small number of corrections that need to be made.

General Steps Explained:

- The day prior to the opening of the collection, CSI will **prepare and then upload the SBD file** for each school to FileZilla under //Assessments/SBD/CMAS/SY 21-22.
 - CSI will **send an email announcement** to schools as soon as the SBD file is available in FileZilla.
 - Both school submission contacts and SAC coordinators will be copied on the email announcement.
 - Please plan to work together at your school to strategize how the data will be corrected and also who will complete the download and uploads within FileZilla. *All submissions contacts already have accounts to FileZilla. With such a short window we would prefer not to create new accounts just to retrieve/upload files.*
 - The **file name** will look like “SBDCMAS_schoolcode_school_05192022.xls” (CLA/VP will have one file per school).
 - The **data in the SBD file** is built from data provided by the assessment vendor to CDE and reflects what took place during the testing window.
 - Download the SBD file and create your own copy to begin your review and make corrections.
 - If errors are identified in the SBD file at the time the file is built, then CSI will also upload a copy of an **error report** in FileZilla along with the SBD file.
 - The file name will be similar to the SBD file, but will have “Error Report” in the file name.
 - If you do not see an error report in FZ, it means that there were not any errors or warnings found, but you must still review your SBD file for accuracy particularly within the assessment related fields, which could still have problem data.
 - Errors listed in the error report must be corrected in the SBD file (not in the error report itself).
 - Warnings do not need to be corrected, but they can often still indicate problem data that may need to be corrected.
 - The CSI [Google Troubleshooting](#) document (SBD CMAS tab) and the file layout are important starting point resources to use when correcting errors.
 - If you are unable to confidently correct errors or change assessment related values on your own, then please reach out to CSI at submissions_csi@csi.state.co.us and we will help.
 - In addition to correcting errors, the following are important points and steps to complete in the review process (be sure to see the file layout for more detail on many of these points):
 - See the **New This Year** section above for important notes specific to this year.
 - The file layout is going to be the most important tool to consult when reviewing your file!
 - Be sure to check total record count to make sure it makes sense. Also check FRL counts, race/ethnicity counts, and language proficiency counts.
 - Fill in any blank cells in updatable columns. (Use the Excel sort and filter tools to find these records)
 - Optional tests do not need coding filled in for this year as noted above in the **New This Year** section.
 - Do not delete or add rows to file; only make changes to existing records in columns that are updatable. Notify CSI if you believe records should be added or removed.

Getting your SBD file and error report

Correcting errors plus important points & steps to complete review

- If your file contains records of any **students who moved before or during the test window**, then notify CSI so that we can plan to move the student record if it is found that the student tested at another district.

Final steps to upload corrected file and notifying CSI

You **must indicate all corrections** you make in the SBD file by **highlighting-- (filling)** the cells with some other color than white (example below). Otherwise, the data submissions team will not know what data you have edited.

TEST_STATU S	TEST_ATTEM PTEDNESS	NOT_TESTE D_REASON	VOID_EOY _REASON	REPORT_SU PPRESSION _CODE_CM AS	REPORT_SU PPRESSION_ ACTION_CM AS	FINAL_INVALIDATI ON_CODE
assign		09	NA			Not Attempted
assign		09	NA			Not Attempted

- **Upload your corrected file** back to FileZilla in the same folder location.
 - Name your corrected file with a slightly different name so that CSI can easily tell it is the corrected version. It's very helpful to tag on the word "corrected".
 - Correcting all issues can take multiple rounds of back and forth, so please work ahead of the final deadline.
 - Please do not wait until the deadline date to try to clear errors as there may not be enough time to do that or for CSI to help you.
- **Notify CSI by email** at submissions_csi@csi.state.co.us when you have uploaded your corrected file OR to let us know that your file is fine and needs no corrections.
 - For schools that do not find any data to update, you must still notify us or we will not consider your review of the data to have been completed.