

PSAT-SAT SBD Review

Instructions to CSI Schools



Purpose: Verify the accuracy of the **PSAT-SAT assessment data** (both demographic AND test score fields) for students in grades 9-11.

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 Wednesday, **May 17th**
 - Final error free files due Wednesday, **May 23rd**
- No extensions available due to state deadlines.
- Start your review as soon as possible in case of unexpected corrections to make.
- The CMAS CoAlt 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:

- **PSAT-SAT Testing:**
 - The testing for this year was considered standard in that all tests were required.
 - Testing data overall for the state was very messy with many tests having no labels, intentionally inaccurate gridded data by students, incomplete demographics on answer sheets OR gridded demographics that do not match the label, multiple answer sheets sent with different invalidations for the same student, and missing SASIDS.
- **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 [PSAT-SAT webpage](#).
 - Changes by CDE are highlighted in yellow, indicating updates although most are minor wording changes or additional clarifications. Any significant changes are noted below.
 - Removal of "**Federal Race/Ethnicity Category**" field.
 - The **Invalidation Code** field (updateable) no longer has available the temporary value of "11" (Did Not Test – COVID-19 Related).

Resources Available

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

- **SBD PSAT-SAT 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.

Correcting errors plus important points & steps to complete review

- 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 PSAT-SAT tab](#) of this document for error and warning messages and possible tips for resolving them.

- **PSAT-SAT Test Administrator/School Manuals**

- Sometimes there are questionable SBD records that might require looking up information in the current year testing manuals or require a call to College Board. Links to these are available on the CSI [PSAT/SAT Assessment webpage](#).

File Review Process

The SBD reviews are 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.

Unlike other SBD’s, the PSAT-SAT tests are taken on paper, so the SBD data does not come from a vendor data system.

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 to FileZilla the SBD file** for each school under //Assessments/SBD/PSAT_SAT SBD/SY 2021-22.
 - 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 SBD **file name** will look like “SBDPSAT-SAT_schoolcode_school_05162022.xls” (CLA/VP will have one file per school).
 - The **data in the SBD file** is built from data provided during the testing window and may be populated with demographic data according to what was reported in the October Count.
 - 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 PSAT-SAT 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! There are very important CSI notes added in green that will help you.

Getting your SBD file and error report

- **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)
- 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.
- Pay close attention to the Responsible and Testing District/School fields to understand how to change coding to another district/school if the student did not test at your school.
 - Do not invalidate tests that are not taken at your school—the records must instead be recoded for the correct district/school!
- A good strategy for your review could be the following:
 1. Resolve missing SASID and name fields.
 2. Resolve any records where the student tested elsewhere by recoding the Responsible District/School fields.
 - If the “Responsible School Name” field is blank, yet the “Testing School Name” field lists your school name, then you must fill in all of the missing data in the Responsible fields with the correct data.
 3. Correct any missing or incorrect data in records where the student tested at your school.
 - Be sure to review the two assessment specific fields “Valid Answer Sheet” and “Invalidation Code” for accuracy.
 - Records with N (No) or B (Blank) values for “Valid Answer Sheet” do count against participation accountability, so be sure they are accurate (only for records where students tested at your school).
 - Check values for accuracy in the updateable demographic fields as these impact accountability reports for subpopulation categories.
 - Students coded as “O” in the continuous in district/school fields will not be included in accountability calculations. The initial value is calculated by CDE, but can be updated.
- 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.

Here is an example where the Invalidation Code in the review file has been edited and highlighted correctly.

SECTI	LANGUA	VALID_AN		
_AC	ON_5	GE_PRO	SWER_SH	INVALIDAT
iS	04	GRAM	EET	ION_CD
	0	00	N	03

Highlight
all data
cells you
have
corrected!

- **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 is 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.

Final steps
to upload
corrected
file and
notifying
CSI