

**ACCESS SBD Review**

2023-2024 Instructions to CSI Schools

**ACCESS SBD Purpose:** This review is the final opportunity to verify and correct the WIDA ACCESS language proficiency assessment data, including demographic and test score information, before the scoring is finalized.

**ACCESS SBD Impact:** Accurate data is crucial as it can have a significant impact to accountability reporting, including Performance Framework Ratings (CSI and school levels), priority and focus school designations, and Title III funding allocation for LEP students.

**Timeline & Deadlines**

* For 2023-2024:
	+ School reviews begin on Tuesday, **March 12**
	+ Final error free files due by 5:00 pm Tuesday, **March 19**
* No extensions available due to state deadlines.
* Start your review as close to March 12 as possible to accommodate unexpected corrections.
* Multiple file submissions may be needed to clear all errors.

*Note: Your school is still responsible for completing this SBD review and submitting corrected data even if your school is scheduled for spring break during the collection window.*

**New This Year**

* **All schools** should review this entire document before jumping into completing the collection to ensure you do so correctly and do not negatively alter data.
* File Layout changes:
	+ The addition of a third category code for the gender field
	+ The addition of a Not Tested Reason field
	+ The addition of a failsafe process for adding additional students
* These changes are highlighted in the ACCESS file layout.

**Resources Available**

All ACCESS SBD Resources, including these instructions are posted to the CSI [SBD ACCESS webpage.](https://resources.csi.state.co.us/sbd-access/) Links to resources outside of this CSI webpage are also provided below.

* **SBD ACCESS File Layout**
	+ 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.
	+ 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 ACCESS tab](https://docs.google.com/spreadsheets/d/1qzfnPLqbc3oNdp1Y_Q5HkbV6Jxibbnh-_cSLEbkaNE8/edit#gid=904157088) of this document for error and warning messages and possible tips for resolving them.
* **ACCESS Test Administrator/School Manuals**
	+ Sometimes there are questionable SBD records that might require looking up information in the current year ACCESS testing manuals. Links to these are available on the CSI [ACCESS for ELLs webpage.](https://resources.csi.state.co.us/access-for-ells/)
* **WIDA and DRC Support Services**
	+ Occasionally schools may need to reach out to support services to resolve issues with some records. The contact emails and phone numbers are available in the [2023-24 ACCESS Colorado-Specific Directions.](https://www.cde.state.co.us/assessment/access_coloradoassessmentresources)
	+ The CSI assessment coordinator can help determine if you will need to reach out to these supports.

**File Review Process**

The ACCESS SBD review is different than other collections during the year in that schools do not extract files from their SIS and then upload to Google Drive 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 Google Drive under //Assessments/SBD/ACCESS/23-24.
	+ CSI will **send an email announcement** to schools as soon as the SBD file is available in G-Drive.
		- Both school submission contacts and School Assessment 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 who will complete the download and uploads within G-Drive. *All submissions and assessment contacts already have accounts to G-Drive.*

***Getting your SBD file and error report***

* + The **file name** will look like “SBDACCESS\_*schoolcode\_school*\_03122024.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 ACCESS WIDA 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 G-Drive 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 G-Drive, 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](https://docs.google.com/spreadsheets/d/1qzfnPLqbc3oNdp1Y_Q5HkbV6Jxibbnh-_cSLEbkaNE8/edit#gid=904157088) document (SBD ACCESS tab) and the file layout are important starting point resources to use when correcting errors.

***Correcting errors plus important points & steps to complete review***

* + - * If you are unable to confidently correct errors or change assessment related values on your own, then please reach out to the CSI assessment coordinator at kaliwinn@csi.state.co.us for 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):
		- Only students **classified as NEP or LEP** should have taken the WIDA ACCESS assessment and have existing records in the SBD file.
		- Most common problem records:
			* Students who have a language proficiency code other than NEP or LEP who took the test ***and/or*** students who are coded as NEP or LEP who did not take the test.
				+ Be sure to involve EL coordinators in this review process to verify language proficiency.
				+ In prior years, some students had their tests invalidated because they were incorrectly coded in a school’s SIS.
				+ For the Language Proficiency field:

Only 1 (NEP) or 2 (LEP) are valid all others will trigger an error.

* + - * + For the Language Instruction Program field:

Students must be in a program if they are NEP or LEP

If a student has been opted out of a language program by a parent, they may be coded as 98

00 or Blank will trigger an error.

* + - * + For the Language Background field:

Cannot be ENG (English)

Use only 3-character alpha codes that are used in the Student Interchange

See<https://www.cde.state.co.us/datapipeline/activelanguagecodes>

* + - WIDA ACCESS tests are based on **grade clusters** rather than specific grade levels:
			* There are 4 cluster fields, one for each test domain.
			* Each cluster field contains the test taken by the student for that domain.
			* If the cluster field is blank, it means that the student did not complete that cluster
				+ This will mean that the student will **not** receive an overall score.
				+ There is NO PARENT OPT OUT allowed for the WIDA ACCESS.
			* Sometimes students will have a complete assessment that crosses multiple records.
				+ This is usually caused by mis-bubbled information on paper tests.
				+ If the Grade or SASID on a paper test does not match the student record in WIDA AMS, it will create a second record.
				+ Make sure the SASID and grade match across the records and they will be merged by DRC after the SBD review.
				+ DO NOT INVALIDATE EITHER RECORD!
		- Not Tested Reason: A two-character code that indicates the reason why a student did not take the assessment. This code will apply to the entire record and can be used for any student who did not complete all four domains.

***Correcting errors plus important points & steps to complete review***

* + - * + Absent
				+ Withdrew Before Testing
				+ Student Refusal
				+ Medical Exemption
				+ Did Not Attend
				+ Data Error
		- WIDA ACCESS does not have a **participation component/measure** in accountability reports.
			* The following Do Not Score (Invalidation) code indicates that a domain should not be scored. The use of this code should have been discussed with CSI at the time of test administration. In 2023-24, this set of fields became not updateable during SBD but is provided for your information and review.
				+ INV – Invalidation: Even though ha student may have completed some or all of the test items, the testing was not valid and no score should be reported for that domain
		- Be sure to check overall FRL counts, race/ethnicity counts, and language proficiency counts. These impact final accountability reporting.
		- 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.
		- If your file contains records of any **students who moved before or during the WIDA 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.
	+ You **must indicate all corrections** you make in the SBD file by highlighting-- (filling) the cells with some other color than white. Otherwise, we will not know what data you have edited.
	+ **Upload your corrected file** back to G-Drive in the same folder location.

***Final steps to upload corrected file and notifying CSI***

* + - Name your corrected file with a slightly different name so that we can easily tell it is the corrected version. Feel free to tag on the word “corrected”.
		- Correcting all issues can take several 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 for CSI to help you.
	+ **Notify CSI by email** at kaliwinn@csi.state.co.us when you have uploaded your corrected file OR to let me know that your file is fine and needs no corrections.
		- For schools that do not find any data to update, you must still notify me, or I will not consider your review of the data to be complete.