

**PSAT-SAT SBD Review**

2023-2024 Instructions to CSI Schools

**PSAT/SAT SBD Purpose:** This review is the final opportunity to verify and correct the PSAT/SAT assessments data, including demographic and test score information, before the scoring is finalized.

**PSAT/SAT SBD Impact:** Accurate data is crucial as it can have a significant impact to accountability reporting, including Performance Framework Ratings (CSI and school levels) and federal identification.

**Timeline & Deadlines**

* For 2023-2024:
  + School reviews begin on Thursday, **May 16**
  + Final error free files due by 5:00 pm Tuesday, **May 21**
* No extensions available due to state deadlines.
* Start your review as soon as possible to accommodate unexpected corrections.
* Multiple file submissions may be needed to clear all errors.
* For schools that do not find any data to update, you must still notify us or we will no consider your review of the data to have been completed.

**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 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 the data.
* Four changes were made to the PSAT/SAT collection: Two to the file layout and two in coding.
  + The addition of a Preferred First Name field
  + The removal of the Valid Answer Sheet Received field
  + The addition of a nonbinary category (Code 03) to the gender field
  + The addition of an 11 to the invalidation code field

**Resources Available**

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

* **SBD PSAT/SAT 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 PSAT/SAT tab](https://docs.google.com/spreadsheets/d/1qzfnPLqbc3oNdp1Y_Q5HkbV6Jxibbnh-_cSLEbkaNE8/edit#gid=1215125156) 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 PSAT/SAT testing manuals or require a call to College Board. Links to these are available on the [Colorado Resource Repository webpage.](https://app.cloud.scorm.com/sc/InvitationConfirmEmail?publicInvitationId=d0fbc418-cd33-4fb1-a3c5-dc43511c34b1)

**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 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.

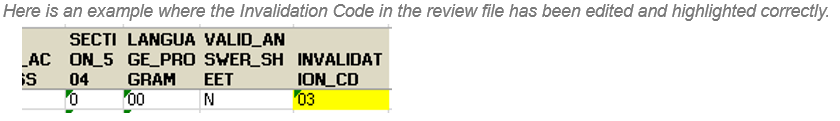
Schools that followed the testing phase requirements and rules correctly will typically have zero to a very small number of corrections that need to be made.

**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/PSAT-SAT/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.*
  + The **file name** will look like “SBDPSATSAT\_*schoolcode\_school*\_05152024.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 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 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 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 the CSI assessment coordinator at [kaliwinn@csi.state.co.us](mailto: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.
    - 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 when reviewing your file! There are important CSI notes added in green to help you.
    - Be sure to check total record count to make sure it makes sense. Also check FRL counts, race/ethnicity counts, and language proficiency counts.
    - Fille in any blank cells in updateable 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 – the records must instead be edited with the correct district/school codes
    - 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 updating 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, we will not know what data you have edited.



* + **Upload your corrected file** back to G-Drive 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 [kaliwinn@csi.state.co.us](mailto: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.