

# FCAT/FCAT 2.0/EOC SCORE INQUIRY SYSTEM GUIDE 2011

The Score Inquiry System is a Web-based system that allows District Assessment Coordinators (DACs) to request information about students' FCAT, FCAT 2.0, or Algebra 1 End-of-Course (EOC) scores, including requests for more information if a student's test score is missing, not reported, or anomalous, based on the student's prior performance. This document provides descriptions of the types of inquiries that may be submitted and instructions for entering an inquiry into the system.

Questions about this system should be directed to Carlton Gay, Sr. Database Analyst, at 850.245.0757 or [carlton.gay@fldoe.org](mailto:carlton.gay@fldoe.org).

A deadline for submitting a score inquiry is established for each test administration.

For the **Spring 2011** administrations the deadline is **September 12, 2011**.

## TYPES OF INQUIRIES

The type of inquiry must be identified when a request is submitted. There is a comment box in the system that can be used to provide details regarding the inquiry.

### Missing Scores

If a school's records indicate that a student was administered a test but the student's name does not appear on the reports or files, the DAC must obtain that student's Test Group Code, Security Number (from test and answer books or test books), or Student Authorization Ticket Login ID (for computer-based tests [CBT]). These numbers must be entered into the Score Inquiry System to assist in locating the document. For CBT record searches, enter the authorization number in the district comments field.

The contractor will review the records and materials for the students in that school to determine if the student's document/CBT record was mislabeled or processed incorrectly. If the answer document is located or if the record is located but contains incorrect information (e.g., the wrong school number), the score will be reported during a late reporting cycle.

### Not Reported Scores

If a student received an FCAT, FCAT 2.0, or EOC report but his or her score(s) were not reported, the DAC may request additional information regarding these scores.

The following codes are used on the reports and files when a student's scores are not reported:

- NR2 – The student did not meet attemptedness criteria (i.e., the student answered fewer than 6 questions per session on a Reading, Mathematics, or Science test).
- NR3 – The Do Not Score (DNS) bubble was gridded on the answer document or the DNS field was marked on the CBT profile.
- NR5 – The grade level on the Preidentification File was different from the answer document/CBT record grade level.
- NR6 – There are two records for the student for that test.  
(i.e., two records contain the same name, student ID number, and grade)
- NR7 – The FDOE is holding the results for further review.
- NR8 – The FDOE invalidated the results.

If requested, the Department will provide additional information for scores with any of these codes. If necessary, contractor and Department staff will review answer documents/CBT records in order to try to resolve the inquiry.

The current policy to UNDO a DNS record is:

DOE will request that the district provide a superintendent's signature on his or her letterhead acknowledging the school's error and the permission for DOE to alter the DNS bubble/field. The letter must identify the student by name, school, and grade with a specific request to process the test. Please fax the letter to the DOE Assessment office at 850-245-0771 or 850-245-0793. After receipt, a specialist will update the score inquiry and proceed with rescoring and late reporting according to the schedule.

### **Anomalous Scores**

A DAC may request a formal review of a student's FCAT, FCAT 2.0, or EOC score if the score is vastly different from that student's previous performance. Poor performance on FCAT, FCAT 2.0, or EOC alone is not a scoring anomaly that justifies a score review; there must be additional evidence indicating a scoring anomaly, such as a drop in multiple achievement levels on a test.

If the DAC thinks a test score has been attributed to the wrong student, the DAC should submit a separate inquiry for each student in question, and indicate in the comment box that the two inquiries are related.

When the DAC enters the information into the Score Inquiry System, the DAC should provide an explanation of the anomaly in the Comment Box. The FDOE may request that additional information be mailed or faxed for review.

### **Reading, Mathematics, or Science**

Before submitting an inquiry for anomalous scores, the parent/guardian or school personnel must submit a score review request in a written letter or email to the DAC. The request must clearly describe the scoring anomaly, the difference between previous student performance and performance on the FCAT, FCAT 2.0, or EOC, and any special circumstances occurring at the time of testing. The request should be supported by copies of relevant documentation (e.g., transcripts, score reports, or other documents) indicating previous student performance.

### **Writing**

Before submitting an inquiry for anomalous scores for Writing, school staff should review the student's response provided on the CD/DVD in mid-July. School staff should review the response and the student ID number to verify it is the student's response and that the correct ID number was used. If an error is found, the DAC should submit an inquiry with an explanation.

If the Writing response on the CD/DVD is verified as the student's response, school staff should use the scoring rubric to review the response and determine if it appears to deserve a score more than one score point different from the score given. If so, then the district language arts supervisor should confirm the school staff's review. If both the school staff and district language arts supervisor think the paper was scored incorrectly, the DAC should submit a request for the FDOE to review the response. In the comment area, the DAC should indicate why the response should have received a different score. The Department will then review the response. If a scoring anomaly is identified, the district may invalidate the test score in the student's file; however, the Department will not reissue a report.

### **Algebra 1 EOC Paper-based Transcriptions**

Scores for Algebra 1 EOC paper-based tests submitted to Pearson for transcription will not be processed during the normal reporting cycle. Please be patient before submitting an inquiry for these accommodated students, as they will likely be reported with the first late reporting wave.

### **INQUIRY SUBMISSION AND TRACKING INSTRUCTIONS**

DACs may submit individual score inquiries or a group of inquiries (batch updates). Before going to the URL below and beginning the inquiry submission process, the DAC should review the following menu descriptions and required information.

Go to URL: <https://app1.fldoe.org/K12StudentDataInquiry/>

<u>Log In:</u>	User Id:	District Assessment Coordinator Email Address
	Password:	FDOE Assigned Initial Passwords (click <b>Forgot Your Password</b> if you need a new one)

Initial Login: The user is automatically directed to a Contact Information screen to update his or her contact information and/or change the password (refer to <http://www.microsoft.com/protect/yourself/password/create.msp> for information on how to create a strong password). When this task is completed, click '**Update.**' Then click '**Return to Menu.**' Subsequent logins will take the user directly to the K12 Inquiry Menu.

#### **K12 Inquiry Menu**

You will find the following links on the menu:

- Edit Contact Information/Password
- Submit Individual Score Inquiry
- Submit a batch file of inquiries
- Track status of submitted inquiries
- Contact Us

#### **Submit Individual Score Inquiry:**

For each student, enter the following information. Use the drop-down menus where provided.

- School
- Student Last Name, First Name, and Middle Initial
- Student Florida ID Number
- Gender
- Date of Birth
- District Has Supporting Documentation – For score audits, check '**yes**' to indicate that the district has collected the required documentation as specified in this document. The DAC may be asked to mail or fax this documentation to the DOE.
- Special Document? (Braille, Large Print, or One-Item-Per-Page)
- Grade Level
- Administration
- Inquiry Type – Select the type of score inquiry. If necessary, provide an explanation in the comment section.

Student name does not appear on school list/DSR (data file)  
NT on report/file (not tested)  
NR2 on report/file (Did not meet attemptedness criteria)  
NR3 on report/file (Marked Do Not Score)  
NR5 on report/file (Off-Grade Tester)  
NR6 on report/file (Duplicate Record)  
NR7 on report/file (FDOE Hold)  
NR8 (FDOE Invalidated)  
Parent requests rescore/review  
School requests rescore/review

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Student response does not appear on CD (Writing)

- CBT? – Updated for spring 2011. This flag is used to disable the required Test Book Security number entry and indicate a request about an online test.
- Test Type (subject)
- Test Group Code (unique 4-digit number for a group of students tested together)
- Test Book Security Barcode (Even if answers are not marked in the test book, this number should be provided as missing answer documents are often found inside test books.)
- Additional District Comments (Add any available information to clarify/expand the request that is not otherwise addressed on the submission form.)

Once all information is entered, click the **'Submit'** button to enter the inquiry request. Immediately after the request is submitted, the system will generate an individual log number and post the request to the district's active request list. To view the request and its associated log number, click the **'Return to Menu'** link at the top of the page and use the **'Track Status'** link to access the score inquiry request list described below.

Please note that once a request has been submitted, it cannot be changed at the district level. If there is a need to correct any information on a specific request, use the **'Request Correction'** link to the left of each request on the list. This will open an email template for you to fill out and submit to the FCAT/FCAT 2.0/EOC Score Inquiry System. Indicate the specific corrections that need to be made to your request in this email, click **'Send,'** and a Department specialist will make these corrections for you.

### Submit a batch file of inquiries

- Use the **'Bulk Excel Template'** link at the top of the page to enter multiple inquiry requests at the same time. Data must be entered into the Excel template provided, using the column value definitions as listed in the **'Column Value Key'** link. Once the data are entered into the Excel Template, it must be saved to a hard drive and closed before it can be uploaded.
- To upload the completed and saved Excel spreadsheet, use the **'BROWSE'** link to locate the file, and then click the **'UPDATE'** button. The system will generate separate inquiry records for each row on the spreadsheet and post them to the district's active request list (as described above).

### Track status of submitted inquiries

- Click **'GO'** to view all inquiries submitted by the district.
- Enter limiting parameters to retrieve partial lists (e.g., by district, content/subject, or grade level) and click **'GO.'**
- The list that appears will contain all inquiry requests submitted by the district. If a record is not on this list, it is not in the database and will need to be resubmitted by the district. Continued problems with submitted inquiries that do not appear on this list should be reported immediately.
- Each record has a **'Request Correction'** link (left justified), allowing district personnel to request corrections to specific score inquiries.
- Each column title is also a sort option. For example, to sort the list by School ID, click on the School ID column title.
- Acronym definitions used in this list can be found through the **'Column Value Key'** link in the **'Submit a Batch File of Inquiries'** menu option (see above).
- The DAC will be sent periodic emails as the inquiry is processed.

### Contact Us:

- Clicking on 'Contact Us' will open an email to the FDOE office.