September 26, 2006

TO:	Local Accountability Coordinators High School Assessment Data Contacts
FROM:	Gary Heath, Assistant State Superintendent *[signature: GaryHeath]* Division of Accountability and Assessment
SUBJECT:	*High School Assessment Pretest and Posttest Procedures and File Layout* Manual— January, May, and Summer 2007 Administrations

Attached is the *High School Assessment Pretest and Posttest Procedures and File Layout* document, dated September 25, 2006. This specification manual will be used for the January, May, and Summer 2007 administrations of the High School Assessment.

For the three administrations, the schedule is as follows. Please note that these dates are *tentative*. Final approved dates appear in the TACM for the specific test administration.

	January 2007 Administration	May 2007 Administration	Summer 2007 Administration
ETS Pretest Window Opens	October 23, 2006	March 5, 2007	June 13, 2007
ETS Pretest Window closes	November 10, 2006	March 23, 2007	July 2, 2007
Posttest file due to MSDE	February 2, 2007	June 14, 2007	August 13, 2007

If you have questions on the information contained in this memorandum or in the manual, please contact one of the following MSDE staff members:

High School Assessment Program Contact	Betsy Johnson	410-767-2481
Pretest or Posttest Files and/or Submission of Files	Gayle Scott	410-767-0078

Attachment

c: J. Johnson
     J. Bagsby
     B. Johnson
     M. Kehe
     M. Pautz
     G. Scott

High School Assessment
School Year 2006 - 2007

Pretest and Posttest Procedures
and File Layouts

September 26, 2006

Maryland State Department of Education
Division of Accountability and Assessment
200 West Baltimore Street
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Maryland State Board of Education

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Introduction

The High School Assessments (HSA) are end-of-course tests in algebra/data analysis, biology, English, and government. The 25 local school systems will submit pretest and posttest data files as outlined in this specification manual.

The MSDE data contact person is:

> Gayle Scott
> Data Processing Staff Specialist
> Division of Accountability and Assessment
> Education Accountability Branch
> Telephone: (410) 767-0078
> FAX: (410) 333-2017
> E-Mail: gscott@msde.state.md.us

Procedures

The Pretest File must include <u>all</u> test takers in grades 4, 5, 6, 7, 8, 9, 10, 11, and 12 in each public school for the January, May and Summer 2007 administrations of the High School Assessment. The file must identify all students who will be tested, the content areas tested, and specific demographic information. Test takers must be completing coursework in the respective *Core Learning Goal* course for Algebra, Biology, English, and Government.

Educational Testing Services online system, *The Maryland High School Assessment Website*, is used by the Local School Systems to submit their Pretest Files. The Pretest Files are used by the testing vendor to print test materials and labels for the High School Assessment.

For the Pretest File only, the special service indicators of LEP, Special Education/504, Title 1 and Free and Reduced Price Meals, should be **defaulted to N**. The special services indicators are more current and accurate when collected for the Posttest File.

The Posttest File should include all students who were tested in Algebra, Biology, English, or Government. The Posttest File process will capture accommodated student data, as well as, adequate yearly progress (AYP) information (algebra and English only).

The Local School Systems will receive data files for the Summer 2006 and the January 2007 administrations. The Summer 2007 results will be included in the 2006-2007 reporting.

After MSDE has received the May administration results, the Local School Systems will receive reports reflecting the combined Summer 2006 and January and May 2007 results. They will also receive a student level data file comprised of combined Summer 2006, January and May 2007 data.

Dates

The following dates have been established for both Pretest and Posttest Files for each administration. Please note that these dates are tentative. Final approved dates appear in the TACM for the specific test administration.

JANUARY 2007 ADMINISTRATION
Please note that these dates are tentative. Final approved dates appear in the January 2007 TACM.

October 23, 2006 ETS Website—Pretest Window Opens for uploading January Pretest File. ETS will edit the file for out of range values, missing data elements, and duplicate records.

November 10, 2006 ETS Website—Pretest Window Closes for uploading January Pretest File. Local school systems have reviewed and resolved issues raised by the edit process.

February 2, 2007 January Posttest File due to MSDE. MSDE will edit the file for out of range values, missing data elements, duplicate records, and will produce a summary.

MAY 2007 ADMINISTRATION
Please note that these dates are tentative. Final approved dates appear in the May 2007 TACM.

March 5, 2007 ETS Website—Pretest Window Opens for uploading May Pretest File. ETS will edit the file for out of range values, missing data elements, and duplicate records.

March 23, 2007 ETS Website—Pretest Window Closes for uploading May Pretest File. Local school systems have reviewed and resolved issues raised by the edit process.

June 14, 2007 May Posttest File due to MSDE. MSDE will edit the file for out of range values, missing data elements, duplicate records, and will produce a summary.

SUMMER 2007 ADMINISTRATION
Please note that these dates are tentative. Final approved dates appear in the Summer 2007 TACM.

June 13, 2007 ETS Website—Pretest Window Opens for uploading Summer Pretest File. ETS will edit the file for out of range values, missing data elements, and duplicate records.

July 2, 2007 ETS Website—Pretest Window Closes for uploading Summer Pretest File. Local school systems have reviewed and resolved issues raised by the edit process.

August 13, 2007 Summer Posttest File due to MSDE. MSDE will edit the file for out of range values, missing data elements, duplicate records, and will produce a summary.

Layout Specifications
High School Assessment Pretest and Posttest Files 2006

Field Name	Size	Class	Positions	Comments	Required Fields Pretest	Required Fields Posttest
LEA	2	N	1-2	01-23, 30, 31	✔	✔
SCHOOL NUMBER	4	N	3-6	Must be valid MSDE number	✔	✔
GRADE	2	N	7-8	04, 05, 06, 07, 08, 09, 10, 11, 12	✔	✔
CONTENT AREA—ALGEBRA	1	N	9-9	0 = No, 1 = Yes	✔	✔
ALGEBRA SECTION NUMBER	4	C	10-13	Optional	✔	✔
ALGEBRA TEACHER ID	4	C	14-17	Optional	✔	✔
CONTENT AREA—BIOLOGY	1	N	18	0 = No, 1 = Yes	✔	✔
BIOLOGY SECTION NUMBER	4	C	19-22	Optional	✔	✔
BIOLOGY TEACHER ID	4	C	23-26	Optional	✔	✔
CONTENT AREA—ENGLISH	1	N	27	0 = No, 1 = Yes	✔	✔
ENGLISH SECTION NUMBER	4	C	28-31	Optional	✔	✔
ENGLISH TEACHER ID	4	C	32-35	Optional	✔	✔
FILLER	9	C	36-44	Filler (previously Geometry elements)	✔	✔
CONTENT AREA—GOVERNMENT	1	N	45	0 = No, 1 = Yes	✔	✔
GOVERNMENT SECTION NUMBER	4	C	46-49	Optional	✔	✔
GOVERNMENT TEACHER ID	4	C	50-53	Optional	✔	✔
PUPIL NUMBER	9	C	54-62	LEA assigned	✔	✔
LAST NAME FIRST NAME MIDDLE INITIAL	14 9 1	C C C	63-76 77-85 86-86	No punctuation No punctuation No punctuation	✔	✔
BIRTH DATE	8	N	87-94	MMDDYYYY	✔	✔
GENDER	1	N	95	1 = Male, 2 = Female	✔	✔
LEP	1	C	96	N = No, Y = Yes, E = Exited MSDE uses the date 06012005 as the start of the two-year reporting period.	Default to N	✔
SPECIAL EDUCATION / 504	1	C	97	N = No, Y = Yes, 2 = 504	Default to N	✔
TITLE 1	1	C	98	N = No, Y = Yes	Default to N	✔
FRPM	1	C	99	N = No, Y = Yes	Default to N	✔
RACE	1	C	100	1 = American Indian 2 = Asian/Pacific Islander 3 = African American 4 = White 5 = Hispanic	✔	✔
FILLER	1	C	101	Filler (previously Geometry element)		✔
ENGLISH AYP—FIRST TIME TEST TAKER	1	C	102	N = No, Y = Yes **ENGLISH ONLY.** This field for the non-AYP contents (Biology and Government) must be left blank. Students may repeat the English assessment based on the high school graduation requirements.		✔

Field Name	Size	Class	Positions	Comments	Required Fields	
					Pretest	**Posttest**
ALGEBRA AYP—FIRST TIME TEST TAKER	1	C	103	N = No, Y = Yes **ALGEBRA ONLY.** This field for the non-AYP contents (Biology and Government) must be left blank. Students may repeat the Algebra assessment based on the high school graduation requirements.		✔
LEP BEGIN DATE	8	C	104-111	MMDDYYYY - LEP services began. **Required if student is currently receiving LEP services or exited the program within the past two school years.**		✔
LEP END DATE	8	C	112-119	MMDDYYYY – LEP services ended. **Required if LEP indicator = E** MSDE uses the date 06012005 as the start of the two-year reporting period**.**		✔
MIGRANT	1	C	120	N = No, Y = Yes		✔
FILLER	10	C	121-130	Filler (previously Student Entry Status and Date of Entry)		✔
AYP REPORTING SYSTEM	2	C	131-132	**(ALGEBRA AND ENGLISH ONLY – this field for all other content areas must be left blank.)** 01-23, 30, 31		✔
AYP REPORTING SCHOOL	4	C	133-136	**(ALGEBRA AND ENGLISH ONLY – this field for all other content areas must be left blank.** Must be MSDE valid school number		✔
ACCOMMODATED STUDENT—ALGEBRA	1	C	137	N = No, Y = Yes Student received any accommodation(s) during algebra assessment.		✔
ACCOMMODATED STUDENT—BIOLOGY	1	C	138	N = No, Y = Yes Student received any accommodation(s) during biology assessment.		✔
ACCOMMODATED STUDENT—ENGLISH	1	C	139	N = No, Y = Yes Student received any accommodation(s) during English assessment.		✔
ACCOMMODATED STUDENT—GOVERNMENT	1	C	140	N = No, Y = Yes Student received any accommodation(s) during government assessment.		✔

Detailed Explanations of the Elements on the
High School Assessment Pretest and Posttest Files 2006

LEA	Valid Codes: 01-23, 30, 31
School Number	Use only valid MSDE assigned four-digit codes.
Grade	Valid codes 04, 05, 06, 07, 08, 09, 10, 11, 12 correspond to the grade in which the student is enrolled
Content Area—Algebra	0 = No. Student is not taking this content area test. 1 = Yes. Student is taking this content area test.
Algebra Section Number	**Optional**—Four-digit code assigned by LEAs to identify section
Algebra Teacher ID	**Optional**—Four-digit code assigned by LEAs to identify teacher
Content Area—Biology	0 = No. Student is not taking this content area test. 1 = Yes. Student is taking this content area test.
Biology Section Number	**Optional**—Four-digit code assigned by LEAs to identify section
Biology Teacher ID	**Optional**—Four-digit code assigned by LEAs to identify teacher
Content Area—English	0 = No. Student is not taking this content area test. 1 = Yes. Student is taking this content area test.
English Section Number	**Optional**—Four-digit code assigned by LEAs to identify section
English Teacher ID	**Optional**—Four-digit code assigned by LEAs to identify teacher
Filler	Not Used
Content Area—Government	0 = No. Student is not taking this content area test. 1 = Yes. Student is taking this content area test.
Government Section Number	**Optional**—Four-digit code assigned by LEAs to identify section
Government Teacher ID	**Optional**—Four-digit code assigned by LEAs to identify teacher
Pupil Number	Nine-digit number assigned by the LEAs; must be unique within a system
Last Name First Name Middle Initial	Each field in the name must contain only alpha characters. Use no punctuation
Birth Date	Student's Date of Birth (MMDDYYYY)
Gender	1 = Male 2 = Female
LEP	N = No, student is NOT receiving Limited English Proficient services. Y = Yes, student is receiving Limited English Proficient services. E = Exited the program, not currently receiving LEP services within the past two school years. MSDE uses the date 06012005 as the start of the two-year reporting period.
Special Education / 504	N = No, student does NOT have an IEP and is not receiving special education services. Y = Yes, student has an IEP and is receiving special education services. **2 = Student is receiving 504 services. (504 is not special education)**
Title 1	N = No Y = Yes, student is enrolled in a school wide program or is receiving Title 1 services in a school with a targeted assistance program.
FRPM	An indicator of a student's eligibility to receive free/reduced price meals. Student's application for free/reduced price meals meets the family size and income guidelines (as promulgated annually by the U.S. Department of Agriculture) or the student has been approved through direct certification. N = No, student has not been approved for Free/Reduced Price Meals. Y = Yes, student has been approved for Free/Reduced Price Meals.
Race	1 = American Indian 2 = Asian/Pacific Islander 3 = African American 4 = White 5 = Hispanic

Algebra AYP—First Time Test Taker	N = N, Y = Yes Students may repeat the algebra assessment based on the high school graduation requirements.
	For further clarification, beginning with school year 2005-2006, the algebra test will be used for AYP reporting purposes. If a student retakes the algebra test then the student must be indicated as N (for No) for the first time test taker for Algebra.
English AYP—First Time Test Taker	N = N, Y = Yes Students may repeat the English assessment based on the high school requirements.
	For clarification, if a student retakes the English test then the student must be indicated as N (for No) for the first time test taker for English.
LEP Begin Date	Eight–digit date (MMDDYYYY) LEP services began. **Required if student is currently receiving LEP services or exited the program within the past two school years.**
LEP End Date	Eight–digit date (MMDDYYYY) LEP services ended. **Required if LEP indicator=E** MSDE uses the date 06012005 as the start of the two-year reporting period**.**
Migrant	An "N" or "Y" indicator for migratory child. A migrant student is defined under 34 CFR 200.40 and required by the *No Child Left Behind Act, Section 1309(2).*
AYP Reporting System	**(ALGEBRA AND ENGLISH ONLY – this field for all other content areas must be left blank.)** School System for AYP Reporting—Valid Codes: 01-23, 30, 31. Required even if same as the attending LEA.
AYP Reporting School	**(ALGEBRA AND ENGLISH ONLY – this field for all other content areas must be left blank.)** School for AYP Reporting—Use only valid MSDE assigned 4-digit codes. Required even if same as the attending school. See explanation above.
ACCOMMODATED STUDENT—ALGEBRA	N = No, Y = Yes Student received accommodation(s) during the algebra assessment.
ACCOMMODATED STUDENT—BIOLOGY	N = No, Y = Yes Student received accommodation(s) during the biology assessment.
ACCOMMODATED STUDENT—ENGLISH	N = No, Y = Yes Student received accommodation(s) during the English assessment.
ACCOMMODATED STUDENT—GOVERNMENT	N = No, Y = Yes Student received accommodation(s) during the government assessment.

INSTRUCTIONS FOR
SUBMITTING AND RETRIEVING DATA

The following pages are instructions for submitting and retrieving information using the MSDE Secure Transport Application. The data collection subject area folder to be used for your file is **High School**

The Posttest File name should be POST## (## = local school system number, i.e., POST01 = Allegany County data).

MSDE SECURE TRANSPORT APPLICATION INSTRUCTIONS

- Open Internet Explorer and access the following address: https://st.msde.state.md.us

The following Security Alert will appear – click yes to proceed.
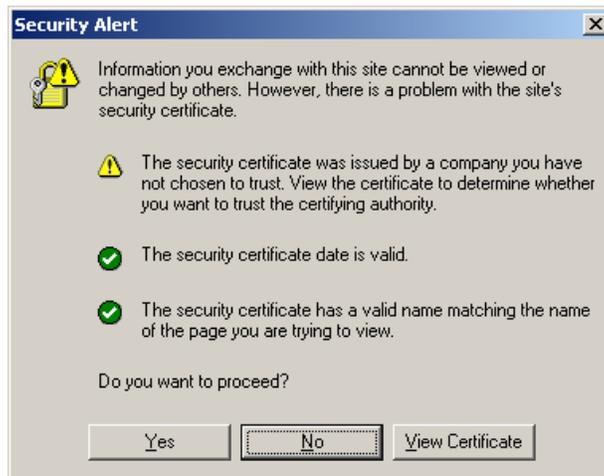
- When prompted with the following authentication window, enter your username and password provided to you by your MSDE contact.

- The first time the site is accessed by your PC, the following Security Warning will appear - click Yes to continue. This installs the Active X component required for guaranteed delivery. This is not a requirement for Netscape Browsers.
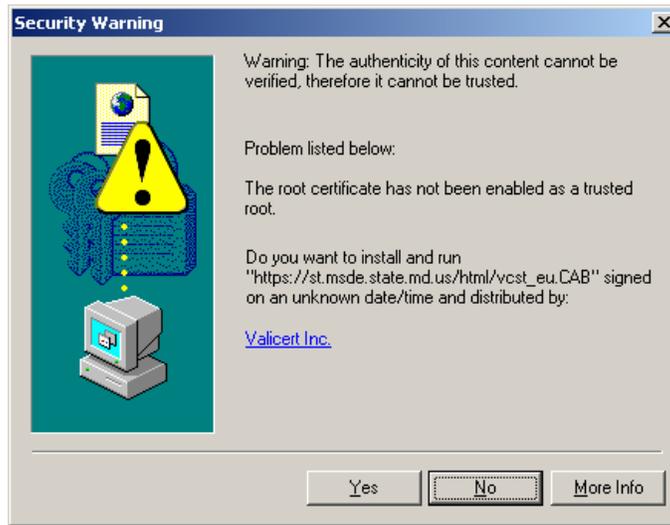
- Click the appropriate subject area—**High School**
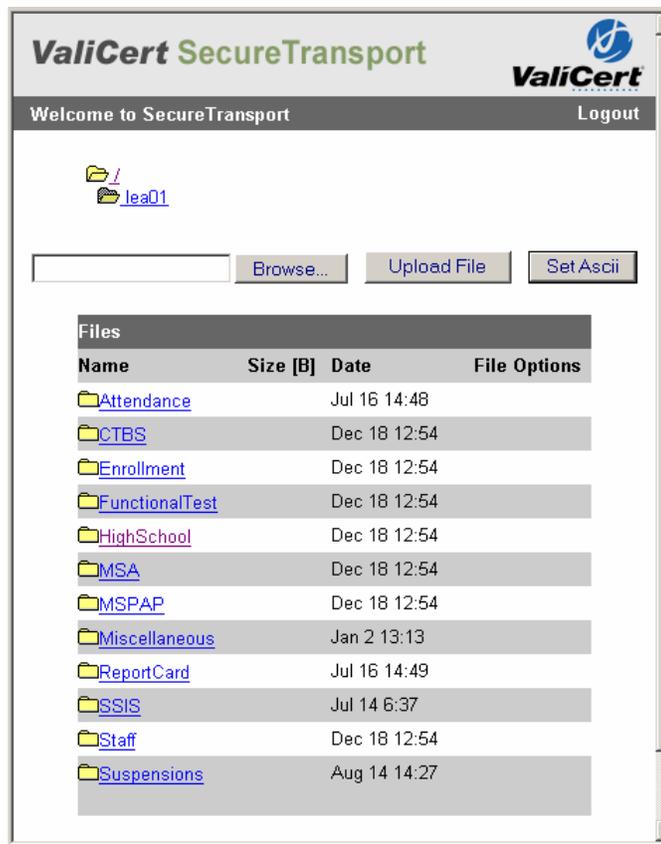
- To receive a file uploaded from MSDE, click the From_MSDE link. To upload a file to MSDE, click the To_MSDE link.
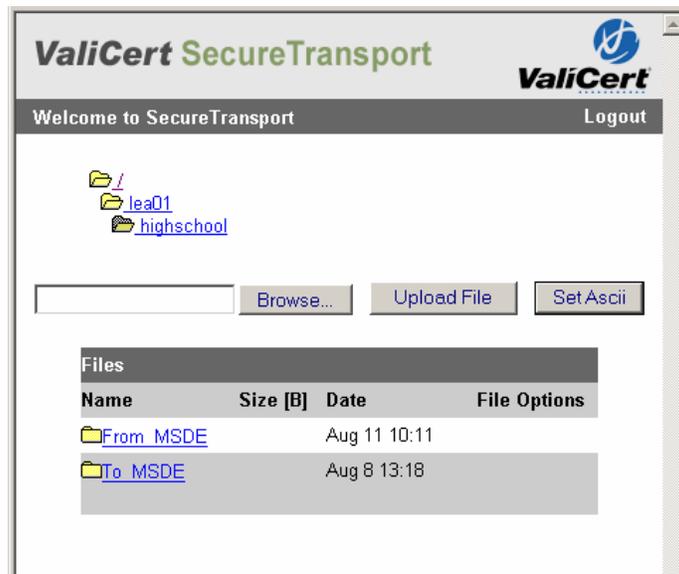
- Any files uploaded by MSDE will be listed in the "Files" section. To download this file, select the file link under the "Name" column or the tool icon under "File Options" column.
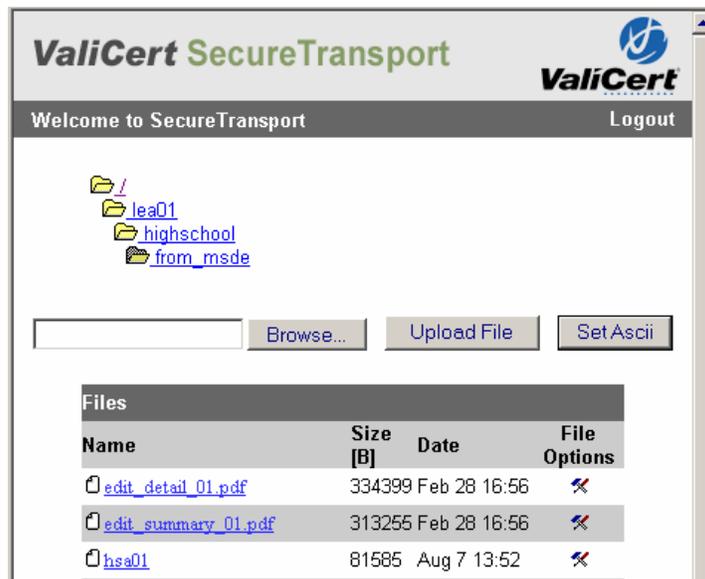
- If you select the file link under "Names", you will be prompted with the following window – select Save this file to disk and click Ok.

- If you select the tool icon under "File Options", the following window appears. Download as application/octet-stream allows you to download the file to your hard drive (the same as clicking the file link). Download as text/plain opens the file within your browser in text/plain format. Download as text/html opens the file within your browser in test/html format. The Delete link will delete the file from the server.

- To upload a file to MSDE under the To_MSDE directory, either enter the local path and file name directly in the field to the left of the Browse button or select the Browse button, point to the desired file on your hard disk, and select open which will automatically fill in the path and file information. Click the Upload File button to proceed.
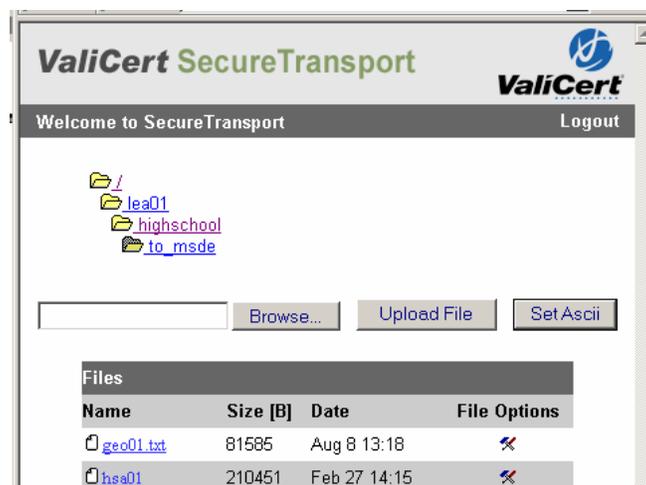
- When finished with a session, please select the Logout button located near the top right portion of the screen.

If you have technical difficulties with the website, please call the MSDE Help Desk at 410-767-0543 not the data coordinator.