

# **Level 1 Report Explanation: Assessment Missing Reports**

The purpose of this report explanation is to assist districts in reviewing the different Assessment Missing Reports.



Revised: February 28, 2022

## REVISION HISTORY

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
2/28/2022	Added table "High School Courses Associated with End-of-Course Tests."
1/20/2022	Added a new column: Other Participating Assessments and Test Date. Removed 'Fatal' from Missing Reason values.
5/18/18	Report Explanation first posted.

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# ASSESSMENT MISSING REPORTS

## FUNCTION AND PURPOSE

Each entity running a Prepare for any Assessment Collection will receive the Assessment Missing Report for that collection. Assessment Missing Reports are Level 1 reports that can be found in the Data Collector.

Assessment results are expected for all students who fall into any one of the following four groups.

- The student is enrolled during a test administration window,
- The student is reported with a District Relationship of 1,
- The student has assessment result(s) appearing in a vendor file associated with the district, or
- A student is reported with a Sent to Reason of CT, JV, MR, OS, or PI

If a student falls into one of these four groups and does not have an assessment result being reported, then the student will appear on the relevant Assessment Missing Report. Each Assessment Missing Report is for a different assessment. For instance, there is a report for the Childhood Outcome Summary Assessment and a separate report for Other Accountability Assessments. Therefore, the same student can appear on multiple Assessment Missing Reports.

These reports can be used by districts to verify which students need assessment results and which students need a Score Not Reported reason. These reports can be used prior to receiving assessment results to troubleshoot students believed to be appearing on the Assessment Missing Report in error and to report Score Not Reported reasons for students you know have not tested and for whom you will not have results.

To determine whether a particular Assessment Collection is currently generating an Assessment Missing Report, refer to the Release Notes.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve issues with the students who are appearing on your Assessment Missing Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

## PROCESS DESCRIPTION

Each Assessment Missing Report lists the SSIDs (Statewide Student Identifiers) of students for whom a result is expected but is not being reported. For assessments with multiple subjects, the student appears on the missing list for each missing subject. This data is checked against the test vendor file and the district's enrollment data in order to determine whether a result is being reported.

Data is sorted within the report first by Attending Building IRN and then by Last Name. Each row on the Assessment Missing Report represents a missing assessment subject or area.

## REPORT

### ***Collections and Records***

In general, this report will include the most recently reported data. The records used include the Student Standing (FS), Student Attributes–Effective Date (FD), Course Master (CN), Student Course (GN),

Organization–General Information (DN), and Grade Schedule (DL) Records. From these, the elements in *Table 1* are used.

**Table 1. Submitted Data Used in Creating the Assessment Missing Reports**

Element Name	Record Field #
District Relationship	FS140
Effective End Date	FS090, FD070
Effective Start Date	FS060, FD060
Withdrawal Reason	FS100
District IRN	
Building IRN	
State Equivalent Grade Level	FD090
Organization IRN	DN050
Calendar Group	DN
Course Enrollment Start Date	GN160
Course Enrollment End Date	GN170
Course Start Date	CN280
Course End Date	CN290
Subject Code	CN050

**Layout and Fields**

The Assessment Missing Report is a Level 1 Report found in the Data Collection within the Preview Prepared Data and on the Reports Tab (see the “Level 1” link near the top of the page). The report name format is *Missing\_Report\_<Assessment/Collection Name>\_Assessment\_Collection\_FY18*, where “<Assessment/Collection Name>” is replaced by the name of the assessment collection. For example, *Missing\_Report\_-COS\_Spring-Fall\_Assessment\_Collection\_FY18*.

Collection Request / Report Name	LEA	Category	Data Set
▼ Child Outcome Summary Assessment Collection FY18 (2018AGMFY)			
 <a href="#">Missing Report -COS Spring-Fall Assessment Collection FY18</a>	Hogwarts 123456	Missing Data Report	A

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

DISTRICT IRN	COLLECTION REQUEST	ATTENDING BLDG IRN	EMIS STUDENT ID NUMBER	STATE STUDENT ID	LASTNAME	FIRSTNAME
043816	2018AGEFL	Not Available	Not Available	EJ2345678	Not Available	Not Available

**DISTRICT IRN.** The IRN of the district running the Prepare.

**COLLECTION REQUEST.** A different code exists for each collection.

**ATTENDING BLDG IRN (Attending Building IRN).**

**EMIS STUDENT ID NUMBER.** The student’s local ID.

**STATE STUDENT ID (SSID).**

***LASTNAME.***  
***FIRSTNAME.***  
***MIDDLENAME.***

***ASSESSMENT TYPE.*** The assessment types can be found in the EMIS Manual Section 2.8; Student Assessment Record.

***ASSESSMENT AREA CODE.*** The assessment area codes can be found in the EMIS Manual Section 2.8; Student Assessment Record.

***ASSESSMENT AREA CODE DESCRIPTION.*** The assessment area code descriptions can be found in the EMIS Manual Section 2.8; Student Assessment Record.

***TEST GRADE LEVEL.***

***TEST DATE.*** The date the test was administered.

***FA STATUS.*** Student Assessment (FA) Record Status. Every row on the Assessment Missing Report will be assigned a Status. The statuses found on this report are as follows:

- Fatal – there is a Level 1 error preventing data to come through
- Missing – a student assessment record has not been reported by the district
- Valid – the student assessment record has been submitted by the district and meets processing checks

***MISSING REASON.*** Every row on the Assessment Missing Report will be assigned a Missing Reason. The reasons found on this report are as follows:

- Enrolled in test window
- Has vendor test result
- Enrolled in test window and has test result

***OTHER PARTICIPATING ASSESSMENTS.*** This column only appears on the Spring Assessment Missing Lists in the table below. The table lists the possible values for this column. The value depends on whether the student also appears on other Spring Assessment Missing Lists. The End of Course Missing List is based on course reporting and vendor files; the Alternate Assessment and Standard 3-8 Missing Lists are based on student data (student attributes such as grade level, effective start date, end date, and withdrawal reason), special education event reporting, and vendor files.

The value in this column is based on the district's most recent prepare. This value will change or be removed once valid assessment scores or Score Not Reported reasons for the relevant tests have been included in the district's assessment collections. Note that a student could be appearing on the EOC Missing List for multiple tests. "End of Course" will continue to appear in this column until test results or Score Not Reported reasons have been reported for all relevant tests.

Missing List Title	Possible Values
Missing Report for Spring Alternate Assessment Collection	<ul style="list-style-type: none"> <li>• 3-8 Standard</li> <li>• End of Course</li> <li>• 3-8 Standard and End of Course</li> </ul>
Missing Report for EOC Spring Assessment Collection	<ul style="list-style-type: none"> <li>• 3-8 Standard</li> <li>• Alternate</li> <li>• Alternate and 3-8 Standard</li> </ul>
Missing Report for Spring 3-8 Assessment Collection	<ul style="list-style-type: none"> <li>• End of Course</li> <li>• Alternate</li> <li>• Alternate and End of Course</li> </ul>

#### ***Spring Alternate Assessment Missing List Possible Values***

- *3-8 Standard.* This indicates that in addition to the missing list being viewed, the student also appears on the district's 3-8 Standard Assessment Missing List.
- *End of Course.* This indicates that in addition to the missing list being viewed, the student also appears on the district's End of Course Assessment Missing List.
- *3-8 Standard and End of Course.* This indicates that in addition to the missing list being viewed, the student also appears on both the district's 3-8 Standard Assessment and End of Course Missing Lists.

#### ***EOC Spring Assessment Missing List Possible Values***

- *3-8 Standard.* This indicates that in addition to the missing list being viewed, the student also appears on the district's 3-8 Standard Assessment Missing List.
- *Alternate.* This indicates that in addition to the missing list being viewed, the student also appears on the district's Spring Alternate Assessment Missing List.
- *Alternate and 3-8 Standard.* This indicates that in addition to the missing list being viewed, the student also appears on both the district's Spring Alternate and Spring 3-8 Standard Assessment missing lists.

#### ***Spring 3-8 Assessment Missing List***

- *End of Course.* This indicates that in addition to the missing list being viewed, the student also appears on the district's End of Course Assessment Missing List.
- *Alternate.* This indicates that in addition to the missing list being viewed, the student also appears on the district's Spring Alternate Assessment Missing List.
- *Alternate and End of Course.* This indicates that in addition to the missing list being viewed, the student also appears on both the district's Spring Alternate Assessment and End of Course Missing Lists.

***Note: It's likely that the Spring Alternate Assessment, which opens first, will contain references to other missing lists that open later, EOC Spring and Spring 3-8. In those cases, the references in the Other Participating Assessments column will not change until changes are made in those later collections.***

***RUN DATE.*** The date the Prepare is completed by the district in the Data Collector.

**Table 2. High School Courses Associated with End-of-Course Tests**

High School End-of-Course Test	EMIS Course Code	Course Title	Notes/Clarification
English Language Arts I*	050160	Integrated English Language Arts I	District course titles may include: English 9, Freshman English, Humanities 9  *Students who entered grade 9 on or after July 1, 2019, do not take the English language arts I test, regardless of their enrollment.
	050170	Integrated English Language Arts II	District course titles may include: English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course test if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Integrated Mathematics I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.
	110010	Mathematics I (Integrated math course)	Students taking this test should be receiving instruction based upon the content specified on the Department website <a href="#">Ohio's Learning Standards</a> document Appendix A for Mathematics 1.
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course exam if used as first year of a two-year program.
Integrated Mathematics II	110020	Mathematics II (Integrated math course)	Students taking this test should be receiving instruction based upon the content specified on the Department website <a href="#">Ohio's Learning Standards</a> document Appendix A for Mathematics 2.
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Biology	132230	Biology	
	132330	Advanced Biology	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	



High School End-of-Course Test	EMIS Course Code	Course Title	Notes/Clarification
	159950	Government & Politics (United States)	
American History	150810	History (American)	
	152300	History (Integrated)	