2018-2019 NH Process for Assessment Registration

Assessment Registration Overview

New Hampshire school districts are responsible for registering all students who must be assessed each year as part of the state’s assessment system.

This includes:

- Math and ELA assessments for students in grades 3, 4, 5, 6, 7, & 8, and Science assessments for students in grades 5, 8 and 11. Roster uploads began October 1, 2018. Please make sure your student roster upload has been completed.

- Grade 11 students must participate in the School Day SAT. See eligibility details below. Registration must be submitted via i4see by January 15, 2019.

- Students identified to take the Dynamic Learning Maps (DLM) alternate assessment do not participate in NH SAS or School Day SAT. Registration may occur at any time and is preferred early in the school year, but must be completed before student is tested. *Please note: DLM registration is completed through a separate i4see submission.

- Performance Assessment of Competency Education (PACE) students must be registered in the NH SAS portal in order to participate in the grade levels required for NH SAS testing, and to access the Interim and Benchmark assessments.

Details to register students for each of the three (3) types of assessments are detailed below:

1. New Hampshire Statewide Assessment System (NH SAS)

   Registration Guidelines: ELA and Math (grades 3-8) and Science (grades 5, 8, & 11)

As in prior years, all students in grades 3-8 must be registered via the i4see Student Roster submission. This submission is used nightly to update the AIR TIDE system.

- Each school district is responsible for making sure their student data is accurate. Districts must submit the Student Roster submission and should include all students in attendance, as well as any student in an Out-of-District (OOD) placement for whom they are fiscally responsible.

- Students in grades 3-8 must be assessed by either the NH SAS or DLM assessments. Note: students in PACE schools also have PACE assessments.

- Students should be tested in the grade they attended for the majority (51%) of the year.

- Students who are enrolled in a school at any time during the testing window should be tested.

- Schools are held accountable for students enrolled in a New Hampshire school for at least 90% of the year.

For questions about the Student Roster submission, please contact i4see.help@doe.nh.gov.
2. SAT Registration Guidelines: ELA and Math (grade 11)

Students must take the School Day SAT one time during high school. For the majority of students, the test is taken during their grade 11 school year.

A student is eligible and required (for state and federal accountability) to test if:

- The student is in grade 11 for the first time by January 15, 2019, as indicated in the Beginning of Year (BOY) submission of the testing year.
- The student has not been previously registered for and/or taken the School Day SAT as a grade 11 student.
- The student has not previously been included in the district’s high school accountability report. Please contact the NH DOE if you have any questions.
- The student “skipped” grade 11 and has not previously taken the School Day SAT as a grade 11 student.
- The student was enrolled in grade 11 after October 1, 2018 and has not previously registered for and/or taken the School Day SAT as a grade 11 student.
- The student was promoted to grade 11 after the administration of the 2018 School Day SAT and was not registered for, nor participated in the 2018 School Day SAT.

Out of state students arriving at your school after January 15, 2019, but before the School Day SAT administration date, are not required to, but may participate in the School Day SAT. Their scores will not be included in the accountability file.

The following guidelines will assist you in navigating eligibility and accountability. Eligibility and accountability are separate, distinct, and very important to understand:

1. **Eligibility** – students who should (or should not) be included in the mandatory i4see registration process due by January 15, 2019.
2. **Accountability** – students who must take the School Day SAT (noted in the NH DOE Accountability Rules above) during the testing window and whose scores will count.

An example:
A student’s status may change between January 15, 2019 and the testing dates in the spring.

A student may have been registered who was believed to be going into 11th grade, but the student ended up in 10th grade for the majority of the year – he/she should be removed from the student roster prior to February 1 and should not test.

Alternatively, if a student was promoted to 11th grade by January 15, 2019, but was not included in the Student Roster, please contact the NH DOE. These students are required to test and will be included in the accountability file. Such students will not be permitted to test in the following year and will be assigned a zero score.

If a student was not included and should have been, prior to the assessment date, please contact the NH DOE Bureau Administrator of Instructional Support Julie Couch (Julie.Couch@doe.nh.gov).

Please note: Students who attain grade 11 (“Junior”) status AFTER January 15, 2019 are not eligible to take the 2019 School Day SAT. Such students will be required to take the 2020 School Day SAT.

Students registered to take the grade 11 DLM assessments should not take the School Day SAT.
General Guidelines - i4see SAT Registration

Schools must submit a Student Roster submission prior to January 15, 2019. The Student Roster should include all students who meet the following requirements:

- The student will be in 11th grade for the majority of their school year, and they were not required, by the NH DOE Accountability Rules, to test in grade 11 last year (or any prior year).

  OR

  The student will be in the 12th grade the majority of the year, and last year (or a prior year) they were not required, by the NH DOE Accountability Rules, to test in grade 11, and last year the student was enrolled in a NH school for at least 90% of the year in grade 9, 10 or 11. Simply put, the student “skipped” grade 11 and did not take the School Day SAT as a grade 11 student.

- Please note: Grade 9 and grade 10 students who took the School Day SAT in 2017-2018 were not included in the accountability file (per NH DOE Accountability Rules) and MUST take the School Day SAT in grade 11.

- Grade 11 students who were registered for and took the School Day SAT in 2017-2018, cannot take the School Day SAT again in 2018-2019 or any other future year.

  OR

- Grade 11 students who were not registered but should have taken the School Day SAT in 2017-2018 (per NH DOE Accountability Rules) cannot take the School Day SAT in 2018-2019 or any other future year.

- At no time should a grade 9 or grade 10 student register for and/or take the School Day SAT. Such students are considered off-grade tested, their results will not be counted, and the school district will be financially responsible for the cost of the assessment.

- The status of your students can be found in the SAT Eligibility report on the i4see workbench. SAT Eligibility can be found under the Students tab in the i4see workbench (screenshot below).
If a student was registered for the School Day SAT, but now the student is not going to take the test, then **please work with your i4see Coordinator to properly delete the student record** from the Student Roster.

If a student is leaving or has left your school, your i4see Coordinator must update the BOY. *It is very important that the student is removed from the “Real Time Student Roster” AND the “Real Time Withdrawal/Entry” on the i4see workbench under the Students tab.*

As a reminder, any time a student changes a grade during the school year the student must be withdrawn from the grade using a **W1 code** and reentered into the new grade using an **R1 code**. This is the ONLY way the system knows when a student moved to another grade during the school year. This process is done by the i4see Coordinator.

**Additional Clarifying Details**

- All schools must submit a Student Roster through i4see to register their students as described above by the **deadline of January 15, 2019**. **Note:** It is important that Student Rosters are accurate. The state will be charged for students registered, including withdrawn or off-grade students and will take away funds from other school supports.

- All students registered should also be included in the i4see BOY submission. If a student arrived after the BOY was submitted, you may use the i4see Real Time Withdrawal/Entry to add the student to the BOY data.

- Students taking the digital SAT must be pre-registered. There will be no ability to ‘walk-in’ and take the digital assessment. These students will have to take the paper assessment.

- All students must test at their school of attendance. **Note:** Virtual Learning Academy Charter School (VLACS) will contact individual school sites to arrange testing for their full-time New Hampshire students.

- Test Coordinators at each school are responsible for making sure all rules in this document are followed. Test coordinators should work with their i4see Coordinator to view or print the SAT Eligibility report from the i4see workbench. SAT Eligibility will show all students included in the BOY, in 11th and 12th grade, and their eligibility.

Students who meet ‘who must test’ requirements described above, can be registered as walk-ins. However, if the student did not meet the requirements, the school may be charged for the test fees. Test coordinators may use i4see to look up 8-digit student Assessment IDs, etc.

For walk-ins, please try to use the same name and spelling shown in i4see so the NH DOE can easily match student records.
All students must test at their school of attendance. **Note:** Virtual Learning Academy Charter School (VLACS) will contact individual school sites to arrange testing for their full-time New Hampshire students.

Test Coordinators at each school are responsible for making sure all rules in this document are followed. Test coordinators should work with their i4see Coordinator to review the SAT Eligibility report from the i4see workbench. SAT Eligibility will show all students included in the BOY, in 11th and 12th grade, and their eligibility.

Students who meet ‘who must test’ requirements described above, can be registered as walk-ins. However, if the student did not meet the requirements, the school may be charged for the test fees. Test coordinators may use i4see to look up 8-digit student Assessment IDs, etc.

For walk-ins, please try to use the same name and spelling shown in i4see so the NH DOE can easily match student records.

**Public Schools**

- NH DOE will use Student Roster submissions to submit the registration file for all public schools to the College Board.

- Each school district is responsible for making sure their student data is accurate. Districts must submit the Student Roster and should include all students in attendance, as well as any student in an OOD placement for whom they are fiscally responsible.

- Schools will need to manage student accommodations with the College Board directly, after the College Board receives the registration file from the NH DOE at the end of January.

- Home schooled students are allowed to test as well. For schools administering the digital SAT, home schooled students must follow the same process as described above. Home schooled students who wish to take the assessment should be assigned a SASID. These students should exist in the BOY (and E/OY) with an enrollment status of ‘4’ indicating they are home schooled. Also, home schooled students must exist in the Student Roster. If not, they will not be able to take the digital SAT.

- Schools using the digital SAT cannot accept walk-ins. All students, taking the SAT, must be included in the Student Roster. Please only include home schooled students who intend to take the test, as the state must pay for students who are registered for the test.

**Out-of-District Students**

- Public school students placed in out-of-district schools have been registered to test at their school of attendance.

**Day of Testing Registrations – Including Home Schooled Students**

- Grade 11 home schooled students are permitted to take the School Day SAT and can be registered the day of testing. Proof of residence and student identification is required.

- **Assessment ID numbers for these students are 00000000.**

- **For Digital Delivery School DAY SAT Only** – Students must be added to Student Rosters using Real Time Enrollment (screenshot on following page).
Private School Students

- Private schools are allowed to participate in the NH School Day SAT assessment.
- Private schools are responsible for registering their students with the College Board directly. They will need to follow the same rules as public schools when registering their students.
- Public school students attending a private school will be registered by their sending district.

Eligibility Status Values Found on the SAT Eligibility Status Report

- “This student was included in a prior year and will not be registered.”
  If a student was included in the SAT results last year, then he/she should not be tested this year and will be excluded from the registration file.

- “This student is in grade 12 this year, but was not enrolled in NH last year for the full year, so he/she will not be registered.”
  If a 12th grade student was not taught in grade 9 or 10, in NH all of last year, even if he/she did not take the SAT last year (and skipped to grade 12), they will not be included in the registration file. If the student was in NH the full year in grade 9 or 10 last year and skipped to grade 12, he/she should be included in the registration file.

- “This student is a home schooled student and will be registered.”
  If a student is included in the Student Roster AND he/she is identified in the BOY, as a home schooled student, the student will be included in the registration file. If the student is not planning to take the assessment, please remove him/her from the Student Roster submission, so the state is not charged for a student who is not taking the SAT.

- “This student is in the Student Roster submission, but NOT in the BOY (with the same grade and no exit date); he/she will not be registered unless the student is added to your BOY.”
  All students who are registered must be in the BOY. The Real Time Entry/Withdrawal can be used to add a student, if needed. The student must be in the BOY without an exit date and in the correct grade.

- The school in the Beginning-of-Year (BOY) does not match the school in the Student Roster, this student will not be registered.
  The student roster “school” must match the BOY school. You can update the BOY school in the Real Time Entry/Withdrawal option on the i4see workbench or you can update your student roster record.
• “This student is already registered for the DLM alternate assessment and will not be registered for the SAT.”

If a student is registered for the DLM, we do not anticipate him/her taking the SAT and will not be registered.

• “This student is in the BOY and we believe should test, but he/she was not in the Student Roster. If appropriate, please add this student to the Student Roster submission otherwise he/she will not be registered.”

Students are included only if they are in the Student Roster. If a student, who is in the BOY, is expected to test please add him/her to the Student Roster submission.

• “This student will be registered. If he/she is not taking the test, please remove him/her from the Student Roster submission.”

As stated, the state must pay for each student registered, even if they do not take the test; therefore, it is important to remember to remove students from the Student Roster, if she/he will not be testing.

3. Dynamic Learning Maps (DLM) Alternate Assessment Registration Guidelines
ELA, Math and Science (grades 3-8 & 11)

As in prior years, students who are eligible for the DLM alternate assessment must be registered via the i4see workbench, using the ‘NH-Alt Registration’ submission.

• Each school district is responsible for making sure their student data is accurate.
• Districts must submit all students they are fiscally responsible for, including students in OOD placements.
• The NH-Alt Registration submission can be submitted at any time but must be completed before the student(s) is tested.
• If a student is registered for the DLM and does not take the assessment and does not take the NH SAS or SAT, then he/she will be considered as not participating per the accountability rules. The zero score assigned is not assessment specific. In other words, the accountability report will reflect a zero score for the grade level and school but not a zero on the DLM specifically.
• Students should be assessed at the grade level in which they are reported for the majority of the year. The Department uses the i4see End of Year (EOY) submission to determine what grade the student was in the majority of the year.

For questions about the NH-Alt Registration submission, please contact Michelle Gauthier at michelle.gauthier@doe.nh.gov.