

STATEWIDE ASSESSMENT STUDENT REGISTRATION PROCESS

ASSESSMENT REGISTRATION OVERVIEW

Each year, New Hampshire school districts and public charter schools are required by state law (RSA 193-C) and federal accountability laws (Every Student Succeeds Act) to assess students using a standardized assessment. We utilize several assessments in order to comply with these requirements. Below are the required assessments for public and charter school students:

General Assessment	Grades	Content
NH Statewide Assessment System (NH SAS)	3 rd -8 th	English Language Arts, Mathematics
NH SAS	5 th , 8 th & 11 th	Science
Digital SAT with Essay (School Day only)	11 th	English Language Arts, Mathematics

Alternate Assessment

Students who have the most significant cognitive disabilities take the Dynamic Learning Maps (DLM) Alternate Assessment, as designed in their active individualized education program (IEP)

Alternate Assessment	Grades	Content
Dynamic Learning Maps (DLM)	3rd-8th & 11th	English Language Arts, Mathematics
DLM	5 th , 8 th , & 11 th	Science

Performance Assessment of Competency Education (PACE) Schools

Performance Assessments will not be administered for accountability this year. Therefore, all PACE schools are required to take the NHSAS in ELA and Math for grades 3-8 and Science grades 5, 8 & 11.

Assessment	Grades	Content
Digital SAT with Essay (School Day only)	11 th	English Language Arts, Mathematics

Registration Guidelines

Each school district and public charter schools are responsible for making sure its student data is accurate.

- Students are registered for the annual statewide assessments in i4see via the Beginning of Year (BOY) and Anytime of Year (AOY) submissions.
- AOY submissions must include students attending an Out-of-District (OOD) placement for whom the school district is fiscally responsible.
- When the AOY submission is uploaded successfully, student data will be available in the i4see Assessment roster the next day.
- The Assessment roster may be viewed by individual school or all schools in your district to show the students who are registered for testing.
- Select "All" in the Assessment Roster to view all of the students who will be registered for the general statewide assessments (NHSAS-Math; NHSAS-ELA, NHSAS-Science; SAT) during the current school year. Or, view a specific assessment roster.
- See page 7 for instructions on how to register students for the DLM Alternate Assessment.

NH SAS Testing Window: March 8 – June 11, 2021

- Home schooled students may participate in the NHSAS. They must be assigned a SASID.
- These students should exist in the BOY (or AOY) with an enrollment status set to ‘4’ indicating they are home schooled. Entry code may be E1.

SAT School Day Student Registration Guidelines

ACCOUNTABILITY RULES

For state and federal accountability purposes, a student is required to test based on the following:

- The student is in grade 11 for the majority of the school year.
- The student has not been previously included in the district’s high school accountability data.
- The student “skipped” grade 11; they were in a lower grade the majority of last year (e.g. 9, 10) and are now in grade 12 this year.

The Assessment Roster will list all eligible students. See instructions on how to access the Assessment Roster on page 3.

To allow for as much flexibility as possible, there are additional testing windows available for schools to administer the digital SAT School Day. Schools may choose to use or not use any of the SAT testing windows, as necessary:

Dates	Digital SAT School Day with Essay
Testing Window #1	March 3-5, 2021
Testing Window #2	March 24-26, 2021
Testing Window #3	April 13-15, 2021
Testing Window #4	April 27-29, 2021

- Schools **do not** need to notify the College Board of which testing windows are used.
- NHDOE will submit registration files to College Board so that students will be registered for all four testing windows.
- Schools can test students, as needed, within each window.

To ensure all eligible students are registered for the SAT, please review the following:

1. Action required for students to test at an alternate test center
2. Review of SAT Roster
3. Process for home schooled and private school students

1. Identify students who will take the digital SAT at an alternate test center

There may be cases where a student will not take the SAT at their attendance school, i.e., a VLACS student or an out-of-district student. An out-of-district student may take the SAT at their local school, instead of their placement school.

Before assigning a student’s alternate test center, please confirm with the alternate test center that they are willing to test the student, if applicable.

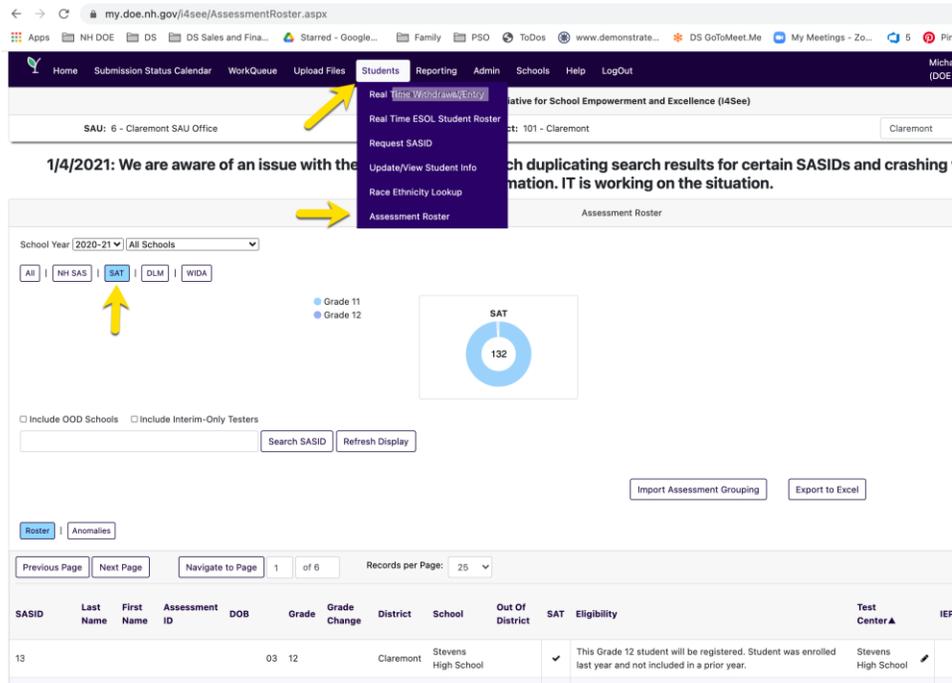
- **IMPORTANT:** VLACS students may request to test at their local school district. If the local school is willing to test the student, the VLACS i4see coordinator will assign student to appropriate test center/school. Good communication will be necessary. **NOTE:** The VLACS student will then be included in the local school’s College Board TIDE platform for testing.
- Below are the steps to access the Assessment/SAT Roster to change the test center/school:
 - Login to myNHDOE: <https://my.doe.nh.gov>
 - Select the i4see banner
 - Go to “Students” tab -> “Assessment Roster”
 - Select SAT Roster
 - Locate student and click on the pencil to choose the correct test center

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center▲	IEP
13				03	12		Claremont	Stevens High School		✓	This Grade 12 student will be registered. Student was enrolled last year and not included in a prior year.	Stevens High School	

2. Review of SAT Roster

It is critical to review the SAT roster to ensure eligible students are registered for testing:

- Go to the “Students” tab -> “Assessment Roster”
- Select “SAT” to manage your SAT roster



- The digital SAT requires students to be pre-registered; therefore, student walk-ins are not allowed on test day. If a student is not listed in the SAT roster, they are not registered and will not be able to test. Paper/pencil test booklets will not be available.
- Students who took the Fall 2020 SAT School Day, should not take the Spring 2021 digital SAT.
- In the SAT roster, the “Grade Change” column will help schools determine grade 11 students. Click on the checkmark to view details of the grade change:

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center	IEP	LEP Status
	lname	fname			11	✓	Virtual Learning Academy Charter School	Virtual Learning Academy (H)		✓	This Grade 11 student will be registered.	Virtual Learning Academy (H)		
	lname	fname			11	✓	Virtual Learning Academy Charter School	Virtual Learning Academy (H)		✓	This Grade 11 student will be registered.	Virtual Learning Academy (H)		

Sort on Grade change column and then Click on Check box to see list of grade changes

- If a student is not showing in the roster who you believe should take the SAT, please review the “Anomalies” tab. A student may have been reported by another school in their Anytime of Year (AOY). See example below:



Year	SASID	Last Name	First Name	Status	Type	Description	Current Entry Date	Previous Entry Date	Current Grade▲	Previous Grade	Current Source	Previous Source	Current District	Current School	Previous District	Previous School	Last Checked
2021		Iname	fname	●	Enrollment	Taken by: Fall Mountain Regional High School	11/4/2020	8/31/2020	11	11	AOY	BOY	Fall Mountain Regional	Fall Mountain Regional High School	Claremont	Stevens High School	1/5/2021
2021		Iname	fname	●	Enrollment	Taken by: Franklin High School	10/22/2020	8/31/2020	11	11	AOY	BOY	Franklin	Franklin High School	Claremont	Stevens High School	1/5/2021

- If a student is not found under Anomalies or in the Roster, please include this student in a BOY or AOY submission. However, if this student is included in both submissions, please submit a ticket to the [NHDOE Help Desk](#) for assistance with verifying student eligibility.
- SAT Test Coordinators collaborate with their i4see coordinator to review the SAT Roster. The SAT Roster will show grade 11 and 12 students included in the AOY or BOY who are registered and will be submitted to the College Board for testing.
- SAT Test Coordinators who would like access to view the SAT roster in i4see, please contact your i4see coordinator to request the Assessment Coordinator role.
- Refer to the [NHDOE SAT webpage](#) for helpful resources such as Spring 2021 Key Dates, Implementation Handbook and Implementation Training Module.
- **REMINDER:** Anytime a student changes a grade during the school year, this student must be withdrawn from the grade using a W1 code and re-entered into the new grade using an R1 code in the AOY. *Questions? Please submit a ticket to the [NHDOE Help Desk](#).* This is the **ONLY** way to know when a student moved to another grade during the school year. This process is done by the i4see coordinator.
- As the testing windows approach, student data will be submitted to College Board every night up until the Friday before SAT testing. Please verify accuracy in both the SAT roster and College Board TIDE platform.

3a. Home Schooled Students

Home schooled students are allowed to take the digital SAT School Day. All home schooled students must follow the same guidelines as described above.

- Home schooled students who wish to take the digital SAT must be assigned a SASID.
- These students should exist in the BOY (or AOY) with an enrollment status set to ‘4’ indicating they are home schooled. Entry code may be E1.
- On the day of testing, home schooled students must provide the following information:
 - Proof of residency
 - Student identification

- Home schooled students may be sorted in the Roster. See example below:

SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District	SAT	Eligibility	Test Center	IEP	LEP Status	LEP First Year	Home School ▲
	Iname	fname			11		Manchester	Manchester Memorial High School		✓	This student is a home school student and will be registered.	Manchester Memorial High School				✓

3b. Private Schools

Private/Nonpublic schools are allowed to participate in the digital SAT School Day and are responsible for registering their students with the College Board directly. All private schools must follow the same guidelines as described above.

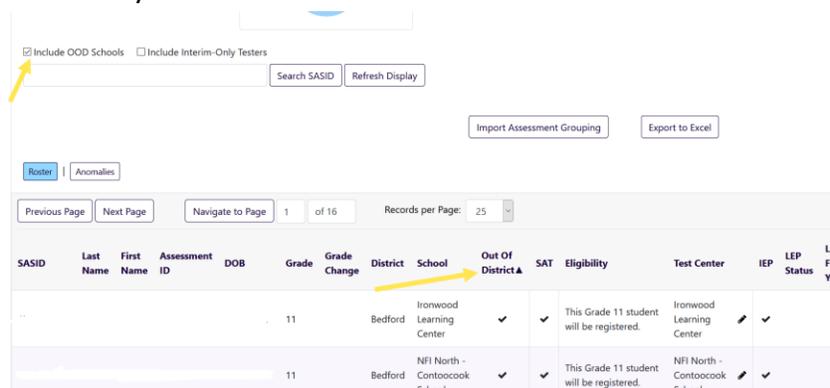
Out-of-District (OOD) Student Registration

Students placed in an out-of-district placement **MUST** be included in your Beginning of Year (BOY) or Any time of Year (AOY) submission. It is the responsibility of the sending district to ensure all students attending an out-of-district (OOD) school, whom the school district is fiscally responsible, are included in the Assessment Roster. Please work with your i4see coordinator.

- NH SAS and SAT School Day**
OOD students participating in the NH SAS/SAT must be included in a BOY/AOY submission.
 - Use the SAU and district numbers of the sending district and school number for the out-of-district school.
- DLM Alternate Assessment**
OOD students participating in the DLM alternate assessment must also be included in a BOY/AOY submission.
 - Please use the SAU and district codes of the sending district and school code for the OOD placement.

→→→ Search for school numbers [here](#)

Schools no longer have to select “Include OOD Schools” to view their OOD students, these students will automatically be included in the Roster. The Out-of-District column may be sorted:



Include OOD Schools Include Interim-Only Testers
 Search SASID Refresh Display
 Import Assessment Grouping Export to Excel
 Roster | Anomalies
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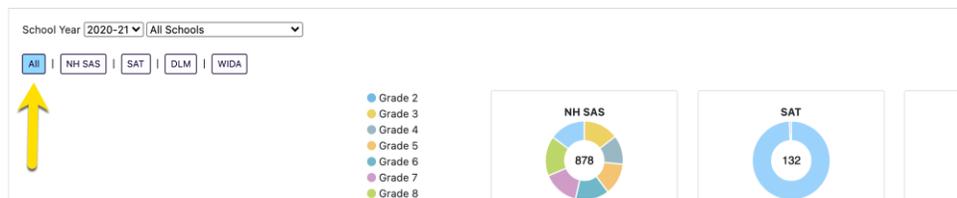
SASID	Last Name	First Name	Assessment ID	DOB	Grade	Grade Change	District	School	Out Of District ▲	SAT	Eligibility	Test Center	IEP	LEP Status	LEP First Year
					11		Bedford	Ironwood Learning Center	✓	✓	This Grade 11 student will be registered.	Ironwood Learning Center			
					11		Bedford	NFI North - Contoocook School	✓	✓	This Grade 11 student will be registered.	NFI North - Contoocook School			

Dynamic Learning Maps (DLM) Student Registration Guidelines

Students with the most significant cognitive disabilities participate in the Dynamic Learning Maps (DLM) alternate assessment, as indicated in their active individualized education program (IEP). The student’s IEP team makes the determination whether a student with disabilities will participate in the general statewide assessment with or without accommodations, or in the alternate assessment.

Annually, the special education director provides a list of eligible DLM students to the i4see coordinator. The i4see coordinator will then follow the steps below to register eligible students for the DLM. Students who are eligible for the alternate assessment **do not** take the SAT or NH SAS general assessment.

- To register students for the DLM, select “All” in the Assessment Roster:



- Next, find student by using the search bar to enter SASID or click on a column heading to sort and find SASID.

Include OOD Schools Include Interim-Only Testers

- Click the (+) to identify each student taking the DLM alternate assessment.
- If you mistakenly click this box and need to remove a student from DLM, please submit a help ticket to the [NHDOE Help Desk](#).

Roster | Anomalies

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SASID	Last Name	First Name	Assessment ID	DOB	Grade▲	District	School	Out Of District	NH SAS					DLM	WIDA	Li
									ELA	Math	Science	SAT	DLM			
1	Iname	fname	19163403	1:	12	Claremont	Stevens High School					✓	+		1/	
1	Iname	fname	19918568	9	11	Claremont	Stevens High School			✓	✓	+			1/	
1	Iname	fname	19072179	3	11	Claremont	Stevens High School			✓	✓	+			1/	

- By clicking the (+), the student will be registered for the DLM. Student data will then be transferred overnight from i4see to Kite Educator Portal. And, students will appear in the DLM assessment roster the next day.

DLM Testing Window: March 8, – June 11, 2021

If you have questions concerning student registration for the statewide assessments, please submit a ticket to the [NHDOE Help Desk](#) or contact Michelle.Gauthier@doe.nh.gov.