

Score Code Guidance

- A score codes are not marked before the END of the assessment window.
"A" score codes must be auditable with absences submitted in Skyward.
- "O" or "EC" score codes require preapproval from district coordinator. Do not mark without approval.
- Any scenario not specified below requires preapproval from district coordinator. Do not mark without approval.

Virtual Learners (PVLA)

If a student is participating in the Pflugerville Virtual Learning Academy (PVLA) does not go to the campus or designated testing site to take a STAAR EOC assessment:

- All state assessment programs, including STAAR EOC "first time testers" - enter **"S"** in the **SCORE CODE** field
- Document this in the "Rationale" column of your Score Code Documentation spreadsheet. Indicate "S" because student refused to participate. Include details on communication with family on spreadsheet.

Document on "<<Campus>> Spring 2022 Score Code Documentation" form (see Resources below), shared via Google with campus coordinators and principals on March 1, 2022.

Homebound Services

Districts must attempt to test students who are receiving homebound services and instruction. If the homebound teacher is unable to provide services for the majority of the documented time due to the medical issues, Verify that student is marked absent from homebound services in Skyward and then enter **"A"** in the **SCORE CODE** field.

At the end of the testing window, the district may mark the student record for a Medical Exclusion. Please collect medical documentation as appropriate.

Document on "Spring 2022 Score Code Documentation" form (see Resources below), shared via Google with campus coordinators and principals on March 1, 2022.

Request for STAAR Medical Exclusion

A Medical Exclusion can be requested for a student after the student is documented as absent for the entire window. Use this [form](#) to document will be made available at the time that medical exclusions can be submitted.

This request must be submitted no later than Friday, the last day of the administration window.

[Details are available here.](#)

In Person Learners

Normal score code processes documented in DCCR should apply (see Resources below).

Submitted/started tests will automatically default to "S", and unsubmitted/untouched tests turn to a "VOID" at the end of the testing window. There is no need to manually update these.

Resources

- DCCR – [Score Code Information](#)
- DCCR - [Online Administrations: "Verify Score Code" instructions in DCCR.](#)
- DCCR - [Paper Administrations: "Prepare Answer Documents"](#)

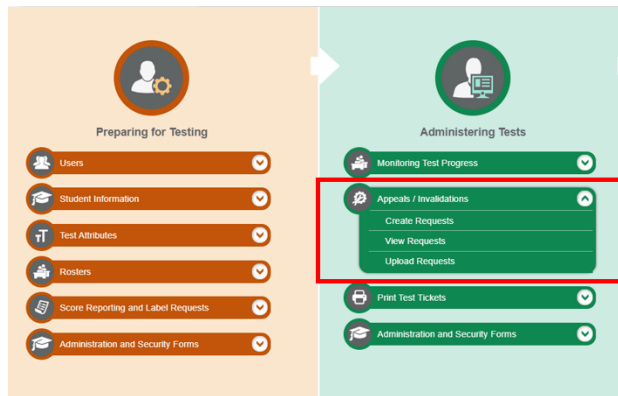
TIDE - Score Code Entry and Verification

A Google Sheet titled "<<Campus>> Spring 2022 Score Code Documentation" has been shared with each campus coordinator and each campus principal. Use this document to list all score codes other than "S." You are free to share the spreadsheet with others who are going to help.

It is imperative that you follow these instructions closely. Verification of student identification, including the TSDS ID, is important. **It is very difficult and not always possible to correct a mistake.**

Entering Score Codes in TIDE

Administering Tests > **Appeals / Invalidations (Score Code Requests)** > Create Requests



Request type = Set Score Code

Select the appropriate student test by placing a check mark on the far left, and click Next.

It is **very important** that you verify identification of the student and ensure you have identified the correct assessment.

| Request Type | Campus ID | Result ID | TSDS ID | Student's Last Name | Student's First Name | Test Opp # | Test Status | Test Start Date | Date of Last Activity | Test | Case Number | Appeal Status | Appeal Reason | Mode | Items Answered | Score Code |
|--|-----------|-----------|------------|---------------------|----------------------|------------|-------------|---------------------------|---------------------------|-------------------------------|-------------|---------------|---------------|--------|----------------|------------|
| <input type="checkbox"/> Set Score Code | 600001001 | 1534 | DM06764274 | Demo | Demo | 1 | completed | 2021-09-27T17:38:47-06:03 | 2021-11-15T18:00:00-05:00 | December 2021 STAAR Biology I | | | | | | S |
| <input checked="" type="checkbox"/> Set Score Code | 600001001 | | DM06764274 | Demo | Demo | | | | | December 2021 STAAR Biology | | | | Online | | |
| <input type="checkbox"/> Set Score Code | 600001001 | 1535 | DM06764274 | Demo | Demo | 1 | completed | 2021-09-27T17:38:47-06:03 | 2021-11-15T18:00:00-05:00 | December 2021 STAAR English I | | | | | | S |

Next

TIDE - Score Code Entry and Verification

Select a new score code from the dropdown list in the “New Score Code” column.

Mark the checkbox on the far left. For TELPAS grades KG & 01, you can mark checkboxes for multiple domains at once.

Select Create.

Number of records found: 1

| Request Type | Campus ID | Result ID | TSDS ID | Student's Last Name | Student's First Name | Test Opp # | Test Status | Test Start Date | Date of Last Activity | Test | Case Number | Appeal Status | Appeal Reason | Mode | Items Answered | Old Score Code | New Score Code |
|-------------------------------------|-----------|-----------|------------|---------------------|----------------------|------------|-------------|-----------------|-----------------------|-----------------------------|-------------|---------------|---------------|--------|----------------|----------------|--|
| <input checked="" type="checkbox"/> | 600001001 | | DM06764274 | Demo | Demo | | | | | December 2021 STAAR Biology | | | | Online | | | <div>Absent Absent Other Score</div> |

In the next box, it is important that you enter several pieces of information.

1. Enter the score code you've selected. For example, type “A” or Absent.
2. Enter the validation and/or reason in general terms. Do not include confidential information.
3. Any additional information that might be helpful. Do not include confidential information.

For example:

“Absent. Student was absent for 3 days this week and took another assessment. Due to absences, student was not able to complete this assessment. Absences have been confirmed in Skyward.”

Please enter a reason for the request:

Student was ill during the testing window.

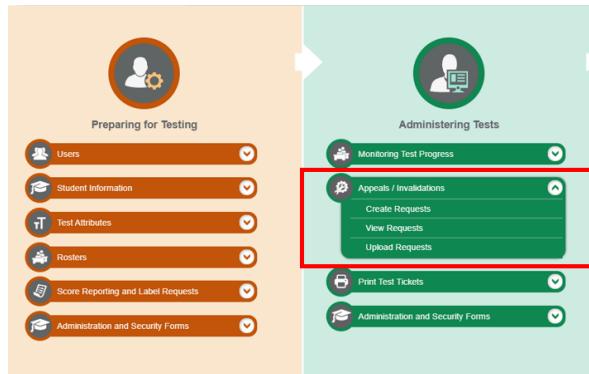
Submit Cancel

Score code submitted in TIDE must be documented on “Spring 2022 Score Code Documentation” form, shared via Google with campus coordinators and principals on March 1, 2022.

TIDE - Score Code Entry and Verification

Verifying (manually entered) Score Codes in TIDE

Administering Tests > Appeals / Invalidations (Score Code Requests) > View Requests



Choose a Request type - "Set Score Code" and a Request Status, "All". Select Search.

This list should be identical to your Documentation of Absences, Refusals, O Codes and Transcriptions (2021-2022).

Default score codes - for submitted/started tests ("S") and unsubmitted/untouched tests ("VOID") will not be visible on this report.

Verifying Test Status in TIDE

Administering Tests > Monitoring Test Progress > Plan and Monitor Testing OR Test Status Code Report

