

Online Data Verification

The Online Data Verification System (ODVS) will be used to manage student data for the KCCT. The system will give districts and schools the ability to update student data before, during, and after testing and to print student rosters. This will allow for more accurate student labels, rosters, and accountability data.

NEW FOR THIS YEAR

- Special Test Materials ordering
- Writing Portfolio Scoring
- Integration of iTest
- There will be one release of ODVS for the spring test administration. ODVS will be available starting **January 12, 2009**. All student information updates must be made according to the following schedule:

Date	Activity	What do schools or districts need to do by this date?
January 30, 2009	Special Test Materials Ordering	<ul style="list-style-type: none"> • Designate special test materials for those students who require them. • Please note for students testing online who require a Braille or large- print form, order the Braille or large-print kit.
March 13, 2009	Student label data clean-up deadline. ALL updates completed by this date will be reflected on student precoded labels.	<ul style="list-style-type: none"> • Add new students and verify existing student information. • Update student label information (e.g., name, SSID, birth date, gender/ethnicity).
May 28, 2009	School level data clean-up and Writing Portfolio scoring deadline. ALL school level data clean-up must be completed by this date.	<ul style="list-style-type: none"> • Update student accountability status and all demographic information. • Review the school Accountability Status list and resolve mis-assigned students. • Grades 4, 7, 12 Writing Portfolio Scores must be entered.
June 5, 2009	District level data clean-up deadline. ALL district level data clean-up must be completed by this date.	<ul style="list-style-type: none"> • Review the district Accountability Status list and resolve mis-assigned students.
June 12, 2009	State level data clean-up deadline	ALL state level data clean-up must be completed by KDE by this date.

Note: DACs/BACs must save an electronic file or a hard copy of the student rosters. After the school and district deadlines have passed, ODVS will not be available to obtain these.

Instructions for generating rosters and updating student information:

1. Navigate to <http://iServices.measuredprogress.org>.
2. Select “Kentucky Core Content Test” from the drop-down menu and click on the “Enter” button.
3. On the left-hand side of the screen, click on “Online Data Verification System”.
4. On the next screen, enter your user name and password in the appropriate boxes. Your user name and unique, randomly generated alpha-numeric password for your school appears on the password memo that was mailed to the DAC in September 2007. **Please note that the passwords are case sensitive.** (Contact the DAC or Measured Progress if you do not have an iServices password.) Click on the “Login” button.
5. A successful login will bring you to the Welcome screen. At the top of the screen click on “Manage”, then “Student Data”.
6. On the Student Roster screen, select a school from the “school” drop down list (if available), and then select a grade from the “Grade” drop down list.

Special Test Form Ordering

To order special forms:

1. Click on the “ODVS” button next to the student name for the student you wish to request a special form for.
2. Click on the “Special Forms” drop down menu and select the form needed. Please note for students testing online who require a Braille or large- print form, order the Braille or large-print kit.
3. After you have selected the appropriate form click “Submit”.

Student Level Accountability and Student Data Clean-up

To add a student to the roster:

1. Click on the “Add Student” icon.
2. On the Add Student screen, enter all student information.
3. When you are finished adding student information, click “Submit”.

To remove a student from the roster:

1. Click on the “ODVS” button next to the student name for the student you wish to remove.
2. Click on the “Remove” button.

To annotate the roster:

1. Click on the “ODVS” button next to the student name.
2. Under “Annotation”, enter annotations in the text box.
3. Click on the “Submit” button.

To download a roster for printing:

1. Select the roster format (PDF, Excel, or CSV) by clicking on the .pdf, .xls, or .csv file icon.
2. When the roster is displayed in the appropriate format, save or print the file.

To edit student information:

1. Click on the “ODVS” button next to the student name for the student you wish to edit.

2. On the student information screen, modify the information as necessary.
3. When you are finished making changes, click “Submit” at the end of the page.

To complete Student Accountability Status (ALL students):

Complete this information for every student being coded to another district or school. Click on the circle that indicates where the student has been enrolled for a full academic year (any 100 instructional days during the *prior* school year). If the student was not enrolled in any single Kentucky public school or district for a full academic year, click on the last circle. If no selection is made the score will default to the submitting school.

1. Click on the “ODVS” button next to the student name.
2. Under “Student Accountability Status”, click on one of the accountability status options. If you select “Another school in this district”, “Another school in another district”, or “Multiple schools in another district”, you will have to select an accountable district and/or school from the drop-down menu(s) displayed.

To complete Exemption Status (if applicable):

If the student should be excluded from accountability, choose the reason for exclusion. If the reason is not provided in the list, select “Other” and provide an annotation on the Student Roster. (Note: Contact the DAC before selecting “Other”.) If the student should not be excluded from accountability, do not make any selections in the Exemption Status section.

1. Click on the “ODVS” button next to the student name.
2. Under “KCCT Exemption Status”, choose the applicable exemption status (KCCT, Writing Portfolio Scoring or ALT).
3. Click on the “Submit” button”

To update student demographic information (Authorized School Personnel Only):

All demographic information must be entered in ODVS. It is vital that correct information be provided, as this is used for reports and to help resolve and correct discrepancies.

1. Click on the “ODVS” button next to the student name.
2. Update the following information as necessary.
3. When you are finished making changes, click “Submit”.

ODVS 1a: If this student participates in a Title I Migrant Program, click “Yes”.

ODVS 1b: If the answer to ODVS 1a was “Yes” and if the student is in the first year of eligibility for the Title I Migrant Program, click “Yes”.

ODVS 2: Skip ODVS 2 if the school has no Title I program or if the school has a school-wide Title I program. If the school is a Title I Targeted Assistance School and the student participates in the Title I Basic Program, click “Yes”.

ODVS 3a: If this student is currently identified as Limited English Proficient (LEP) based on the results of a state-approved English language proficiency assessment in conjunction with professional judgment, click “Yes”.

ODVS 3b: If this student currently has a Program Services Plan (PSP) on file click “Yes”.

ODVS 3c: If the answer to ODVS 3b is “Yes,” click on the button(s) for the accommodations if any were used during testing.

- ODVS 3d:** If this student has exited from LEP status into monitored status in the preceding two school years (2006–2007 or 2007–2008) based on the results of a state-approved English language proficiency assessment in conjunction with professional judgment, click “Yes”.
- ODVS 4:** If this student has participated in Extended School Services this school year, click on the button(s) for all services that apply.
- ODVS 5:** If the student is eligible to participate in the free or reduced-price lunch program, click on the appropriate button.
- ODVS 6a:** If this student has an IEP or 504 Plan on file, click on the appropriate button(s).
- ODVS 6b:** If this student has an identified educational disability, click on the button that identifies the primary disability.
- ODVS 6c:** If any accommodations were used during testing, click on the button(s) for the accommodation(s) used. Remember to record the accommodation in the *Annotations* field of the student roster.
- ODVS 7:** If this student is identified as gifted/talented, click on one or both buttons to specify the area(s) of gifted/talented identification, cognitive and/or non-cognitive. Cognitive includes General Intellectual & Specific Academic area(s). Non-cognitive includes Visual/Performing Arts, Leadership & Creativity.
- ODVS 8:** If this student is planning to or has completed two courses in a sequence of career and technical courses, click on the button next to the career cluster in which he/she is enrolled.

Be sure to click “Submit” after making any changes. Information is not saved until you click on the “Submit” button. When you have finished using the site, please log off by clicking the “Log off” button in the top right corner.

Further information regarding the Writing Portfolio Scoring instructions will be forthcoming.

If you need assistance, contact the Measured Progress Service Center at (866)-482-3873 or e-mail the service center at ky.client@measuredprogress.org.