

Answer Document Tracking Report User Guide 2018–2019

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Prepared by Data Recognition Corporation

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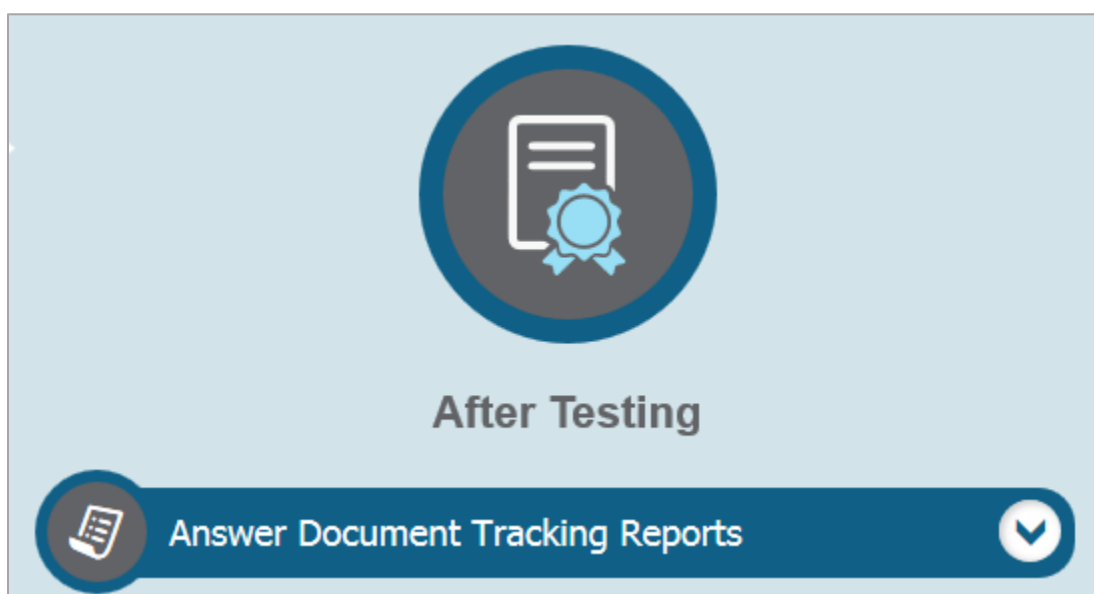
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Purpose

The Answer Document Tracking Report (ADTR) is a report generated by Data Recognition Corporation (DRC) to track all regular print test and answer books received from scorable and nonscorable shipments. The purpose of the report is to identify and resolve any discrepancies that might exist between local records of what the district or school returned to DRC and DRC's records of what was received from that district or school prior to the release of student score reports.

How to Access

The ADTR can be found in the **After Testing** section in TIDE and is available to both District Assessment Coordinators (DACs) and Computer-Based Testing Coordinators (CBTs) shortly after materials are shipped to DRC. Individual reports can be found in the **Track Documents** section of the ADTR page in TIDE, typically the Friday or Monday after scanning begins.



Each week new and updated reports will be posted until TIDE closes for the administration. For the spring administrations, please allow several weeks for DRC to receive and check-in materials. If the reports are not updated after several weeks with the anticipated number of test and answer books returned, districts can email DRC at FLProjectTeam@DataRecognitionCorp.com or call the FSA Help desk at 1-866-815-7246 and press 2 for DRC.

Materials Tracked

DACs and CBTs can track the receipt of all secure regular print TO BE SCORED and NOT TO BE SCORED scannable test and answer books in TIDE, including those returned within a special document kit. The information can be tracked by student name, FLEID, and/or security number.

Scannable test and answer books do **not** include braille (BR), large print (LP), one-item-per-page books (OIPP), regular and large print passage booklets, or audio passage transcripts.

Types of Reports

Two versions of the ADTR are generated as .csv files, one at the district level and one at the school level.

If the district or any school in the district received test and answer books, a district-level report will be generated. The district report will include all the test and answer books assigned to the district and any school in the district for the administration.

If a school received test and answer books for the administration, a school-level report will be generated. The school report will include all the test and answer books that were assigned to that school for the administration.

The ADTR will utilize the following file naming conventions.

- District: <DRC 6-Digit Administration Number>_<Answer_Document_Tracking>_<district number>.csv
 - Example: 519951_Answer_Document_Tracking_77.csv
- School: <DRC 6-Digit Administration Number>_<Answer_Document_Tracking>_<district number><school number>.csv
 - Example: 519951_Answer_Document_Tracking_779000.csv

How to Use

The ADTR has a STATUS column that will have one of the following status values.

- NOT RETURNED – all test and answer books start out as NOT RETURNED
- RETURNED SCORABLE – the test and answer book has been through image scanning
- RETURNED NON SCORABLE – the test and answer book has been through book check-in
- PENDING – the test and answer book has been returned to DRC and has an “unknown” status (i.e. Problem Cart, material being destroyed at the district)

The district report is sorted by school number and security number. The school report is sorted by the security number.

To filter the STATUS column or any other column in the spreadsheet, follow the instructions below:

1. Select the Data tab on the Ribbon, then click the Filter command in the Sort & Filter section.
2. Click the drop-down arrow for the column you want to filter.

3. The Filter menu will appear.
4. Select/check the value(s) you want filtered.

In the DETAILED section:

Filter the STATUS column to NOT RETURNED to see which test and answer book security numbers have not been returned. Filter the STATUS column to Returned Scorable to see which students have a test and answer book returned for scoring. Filter the LAST NAME or the STUDENT ID column to search for a student or FLEID.

In the TOTALS section below the DETAILED rows:

See the total number of RETURNED SCORABLE test and answer books for a specific school, grade, and/or subject. Filter the % NOT RETURNED column to see the percentage of test and answer books not returned from a specific school, grade, and/or subject.

Report Fields

The ADTR contains the following columns and values:

Column	Column Header Text	Possible Values/Calculations
DETAILED SECTION		
A	TEST	FSA, EOC, ELA RETAKE (Fall Retake only)
B	SUBJECT	<p>FSA = WRITING, READING, MATHEMATICS, WRITING RETAKE, READING RETAKE (Spring Retake only)</p> <p>EOC = ALGEBRA 1, GEOMETRY, ALGEBRA 1 RETAKE</p> <p>ELA RETAKE = WRITING RETAKE, READING RETAKE (Fall Retake only)</p>
C	DOCUMENT ASSIGNED DISTRICT	District number where the test and answer book was assigned and packaged
D	DOCUMENT ASSIGNED SCHOOL	<p>School number where the test and answer book was assigned and packaged</p> <p>If the test and answer book was packaged as district overage, the field will be left blank.</p> <p>A district-level report will contain all school numbers where test and answer books were assigned and packaged.</p>
E	STATUS	<p>The status value of the test and answer book</p> <p>VALID VALUES:</p> <ul style="list-style-type: none"> • NOT RETURNED – all test and answer books start out as NOT RETURNED • RETURNED SCORABLE – the test and answer book has been through image scanning • RETURNED NON SCORABLE – the test and answer book has been through book check-in • PENDING – the test and answer book has been returned to DRC and has an “unknown” status (i.e. Problem Cart, material being destroyed at the district)
F	DATE SCANNED AT DRC	<p>The date the test and answer book went through book check-in</p> <p>The field is blank when the status = NOT RETURNED.</p> <p>FORMAT: MM/DD/YYYY</p>

Column	Column Header Text	Possible Values/Calculations
G	LAST NAME	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If the test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
H	FIRST NAME	
I	MI	
J	DOB	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If the test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: MM/DD/YYYY</p> <p>The DOB will be blank for the Summer, Fall, and Winter administrations and will only be available for the Spring administrations if the student information was loaded into TIDE during the initial PreID label extract windows.</p>
K	GRADE	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> If the test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>When the status is RETURNED NON SCORABLE, NOT RETURNED, or PENDING:</p> <ul style="list-style-type: none"> The value will be obtained from the test and answer book's document ID which indicates the grade of the book. For a non-grade specific test and answer book (e.g. Algebra 1, ELA Writing Retake), the field will be blank.

Column	Column Header Text	Possible Values/Calculations
L	STUDENT ID	<p>STUDENT ID = FLEID</p> <p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If the test and answer book has a PreID label, the data will be obtained from the corresponding PreID label. • The field is populated if the FLEID is gridded in the FLEID DRC USE ONLY box on the front cover of the demographic page. • If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p> <p>FORMAT: FL123456789012</p>
M	SECURITY NUMBER	The security barcode number listed on the test and answer book
N	PREID FILE ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If the test and answer book has a PreID label and the student's PreID record has a braille, large print, or one-item-per-page accommodation, the field will be populated with BR, LP, or OIPP, respectively. • If no accommodation, the field will be blank. • If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
O	BUBBLED ACCOMMODATION	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If the test and answer book was returned and the accommodation bubble was gridded in the DRC USE ONLY box on the front cover of the demographic page, the field will be populated with BR, LP, or OIPP. • If no accommodation, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>

Column	Column Header Text	Possible Values/Calculations
P	STUDENT ENROLLED DISTRICT	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If the test and answer book has a PreID label, the district number from the PreID label will be the value. • If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
Q	STUDENT ENROLLED SCHOOL	<p>When the status is RETURNED SCORABLE:</p> <ul style="list-style-type: none"> • If the test and answer book has a PreID label, the school number from the PreID label will be the value. • If the test and answer book was returned without a PreID label or it was returned incorrectly, the field will be blank. <p>The field is blank when the status = NOT RETURNED, RETURNED NON SCORABLE, or PENDING.</p>
TOTALS SECTION		
A	TEST	FSA, EOC, ELA RETAKE (Fall Retake only)
B	SUBJECT	<p>FSA = WRITING, READING, MATHEMATICS, WRITING RETAKE, READING RETAKE (Spring Retake only)</p> <p>EOC = ALGEBRA 1, GEOMETRY, ALGEBRA 1 RETAKE</p> <p>ELA RETAKE = WRITING RETAKE, READING RETAKE (Fall Retake only)</p>
C	DOCUMENT ASSIGNED DISTRICT	District number where the test and answer book was assigned and packaged
D	DOCUMENT ASSIGNED SCHOOL	<p>School number where the test and answer book was assigned and packaged</p> <p>If the test and answer book was packaged as district overage, the field will be blank.</p> <p>A district-level report will contain all school numbers where test and answer books were assigned and packaged</p>
E	GRADE	A separate row per student grade indicated within Totals section when reporting school totals

Column	Column Header Text	Possible Values/Calculations
F	TOTAL RETURNED SCORABLE	<p>The sum of all test and answer books associated with the data in columns B, D, and E that were shipped and have a status of RETURNED SCORABLE</p> <p>If there are no test and answer books to report, the field will be blank.</p>
G	TOTAL RETURNED NON SCORABLE	<p>The sum of all test and answer books associated with the data in columns B, D, and E that were shipped and have a status of RETURNED NON SCORABLE</p> <p>If there are no test and answer books to report, the field will be blank.</p>
H	TOTAL NOT RETURNED	<p>The sum of all test and answer books associated with the data in columns B, D, and E that were shipped and have a status of NOT RETURNED</p> <p>If there are no test and answer books to report, the field will be blank.</p>
I	TOTAL SHIPPED	<p>The sum of all test and answer books associated with the data in columns B, D, and E that were shipped</p> <p>If there are no test and answer books to report, the field will be blank.</p>
J	% NOT RETURNED	<p>The sum of all test and answer books associated with the data in columns H and I:</p> <ul style="list-style-type: none"> • TOTAL NOT RETURNED divided by TOTAL SHIPPED • when TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100% • when TOTAL SHIPPED is blank, the field will be blank • when TOTAL NOT RETURNED is blank, the field will be 0%
Totals Summary (Last Row)		
A	TEST	FSA, EOC, ELA RETAKE (Fall Retake only)
B	SUBJECT	ALL (Static text designating all the subjects tested)
C	DOCUMENT ASSIGNED DISTRICT	District number where the test and answer book was assigned and packaged

Column	Column Header Text	Possible Values/Calculations
D	DOCUMENT ASSIGNED SCHOOL	<p>School-level Report: School number where the test and answer book was assigned and packaged</p> <p>District-level Report: ALL (All school numbers where test and answer books were assigned and packaged)</p>
E	GRADE	ALL (Static text designating all the grades tested)
F	TOTAL RETURNED SCORABLE	<p>The sum of all test and answer books (all subjects and all grades) that have a status of RETURNED SCORABLE</p> <p>If there are no test and answer books to report, the field will be zero.</p>
G	TOTAL RETURNED NON SCORABLE	<p>The sum of all test and answer books (all subjects and all grades) that have a status of RETURNED NON SCORABLE</p> <p>If there are no test and answer books to report, the field will be zero.</p>
H	TOTAL NOT RETURNED	<p>The sum of all test and answer books (all subjects and all grades) that have a status of NOT RETURNED</p> <p>If there are no test and answer books to report, the field will be zero.</p>
I	TOTAL SHIPPED	The sum of all test and answer books (all subjects and all grades) that were shipped
J	% NOT RETURNED	<p>Using the sum of all test and answer books (all subjects and all grades):</p> <ul style="list-style-type: none"> • TOTAL NOT RETURNED divided by TOTAL SHIPPED • when TOTAL SHIPPED = TOTAL NOT RETURNED, the field will be 100% • when TOTAL SHIPPED is blank, the field will be blank • when TOTAL NOT RETURNED is blank, the field will be 0%