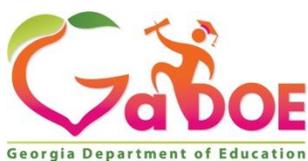


Assessment Matching

Application User Guide



February 2022



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Application Overview

Purpose

The purpose of the Assessment Matching application is to match student assessment records with student demographic data. The student demographic data submitted during testing does not always match exactly with student demographic data submitted in Student Record by the district. An assessment record and a student enrollment record may not match for a variety of reasons. Some of the most common reasons that a match is not automatically generated include errors in the following:

- GTID
- Date of birth
- School code
- Name (when a name is truncated; an initial is used; a special character, e.g., hyphen or apostrophe, is used; a first and last name are switched; etc.)
- Fields left blank

Assessment records that do not match with student enrollment records are populated in the Assessment Matching application. Districts can manually match unmatched assessment records to the appropriate student enrollment records. Additionally, districts can change a matched record to the correct student enrollment record if an auto-matched record is incorrect.

The following assessments are included in the application:

- National Assessments
 - ACT
 - AP
 - IB
 - SAT
- ACCESS for ELLs
- Alternate ACCESS for ELLs
- Georgia Alternate Assessment 2.0 (GAA 2.0)
- Georgia Milestones End of Grade (EOG)
- Georgia Milestones End of Course (EOC)

District and/or School Responsibilities

District-designated personnel must complete the application in the MyGaDOE portal. It is a local decision as to who completes the application. Official communication related to this application will be sent to superintendents, assessment directors, and district accountability contacts.

School-level personnel do not have access to the application because a student may have tested at one location, while he or she was FTE-reported at another location. A

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school does not have access to students in the portal who are not FTE-reported to that school, while district personnel do have access to all students in the district.

Application Process

This user guide contains detailed information regarding the process of assessment matching. The application contains an *Activities* section and a *Reports* section. The *Activities* section includes both school-specific and district activities. The *Reports* section is a series of reports for reviewing matches that have been completed and those that are outstanding. Users typically go back and forth between the two sections as they work. All reports should be reviewed on an ongoing basis as work is completed. It is good practice to save the reports for future reference.

Assessments are loaded into the application as they become available. Assessments should be matched as soon as possible so that any issues can be addressed prior to the close of the application. Once the application closes, an assessment cannot be moved to a different student.

Superintendent Sign-Off

Information collected in this application is used for accountability calculations. Therefore, the superintendent must sign off on the application once all matching is completed. This sign-off certifies that the assessments are matched to the correct students and serves as district verification that all information has been reviewed and is correct.

Application Timeline

Assessments will be loaded in the application as they become available.

Assessment Matching Window

February 2022 – August 2022

- National Assessments¹ (ACT, AP, IB, SAT²)
- ACCESS/Alternate ACCESS
- GAA 2.0
- EOC
- EOG
- Retests
- Summer EOC

¹ National assessments are matched to the most recent graduates.

² SAT assessment matching will include both versions of the SAT (those administered through January 2016 and those administered beginning March 2016). Due to different scoring and college readiness criteria, these are treated as separate assessments. A student may have two SAT files to match: one file from the previous version of the SAT and one file from the current version of the SAT.

Notes:

1. Assessment Matching will go through the summer. The specific closing date of the Assessment Matching window is based on assessment file availability and will be shared when determined.
2. *Superintendent sign-off* will be activated **after** all assessments have been loaded into the application by GaDOE. Superintendent sign-off is required.
3. Districts will **not** be able to make changes to the application after superintendent sign-off.

Accessing the Application

Portal Access

- Ensure that you have MyGaDOE portal access and are assigned the CCRPI role within the portal.
- If you do not have access, contact your district security officer to request access.
- Only one person per school can have principal CCRPI access in the portal.
- Only one individual in the district can have superintendent access.
- Multiple individuals at the district can have CCRPI access, but each request must be approved by the district superintendent.
- For help accessing the portal or with any functionality issues, please contact the MyGaDOE Information Systems Customer Support Center at 1-800-869-1011 or dticket@doe.k12.ga.us.
- For help with the Assessment Matching application, contact the [accountability specialist](#) assigned to assist your district.

Navigating to the Application

1. Start your web browser and go to <http://public.doe.k12.ga.us/>.
2. Click the **MyGaDOE Portal Login** link at the bottom of the Georgia Department of Education home page.



Application Sections: Reports and Activities

Reports

It is good practice to view the *Reports* section of the application before beginning the activities. It is also a good idea to save the reports before beginning the work of matching.

The *Reports* section is a series of different reports a district should use to review matches that have been completed and those that are outstanding.

- **Matched Assessments:** A detailed list, by individual student, of all assessments that have been matched. This will also show individual assessments that were auto-matched.
- **Unmatched Assessments:** A detailed list, by individual student, of all assessments that have not been matched to Student Record.
- **Unable to Match:** A detailed list, by individual student, of all assessments that could not be matched to students in the district and were identified as “Unable to Match.”
- **Errors and Warnings:** A list of errors and warnings that will need to be resolved prior to sign-off.
- **Percentage Matched Summary:** A list, by assessment, of the percent of individual tests matched and the percent remaining to be matched.
- **Summary:** A summary of all assessments with counts of students matched and unmatched and the total number of students with assessments.

Activities

The *Activities* section is where matching, validation, and sign-off occur. There are two levels at which to complete activities: School-Specific and All Schools.

School-Specific Activities

- **Match:** Assessments are matched (attached) to the appropriate student.
- **Unmatch:** An assessment that has been matched may be unattached from a student and returned to the “Unmatched” pool of assessments.
- **Reset Unable to Match:** An assessment that was marked as “Unable to Match” is returned to the “Unmatched” pool of assessments.

All Schools Activities

- **Validate:** Validation is the process to save your work and must be run prior to exiting the application every time data are updated. The validate activity is under the *All Schools - ALL* menu.
- **Superintendent Sign-Off:** Once all assessments have been loaded by GaDOE and the district has matched all assessments so that the Errors and Warnings report shows *No Data Found*, superintendent sign-off will be available to the superintendent.

Completing the Application

Match an Assessment Record to a Student Record

In the MyGaDOE Portal, choose *CCRPI* → *Assessment Matching* → *Activities*.

1. Select School Name from dropdown menu.
2. Select *Activities* – *Match* – from dropdown menu.
3. Select Assessment from dropdown menu.
4. Select Assessment Administration from dropdown menu.

A list of students will populate.

5. Select a student from the dropdown menu.

The screenshot shows the 'Assessment Matching' form with the following fields:

- District Name: County
- School Name: High School
- Activities: Match
- Assessments: ACCESS
- Assessment Administration: Winter
- Student: Select a Student

6. Once a student has been selected, a screen will populate.
7. This screen will have the information provided via the assessment record.
8. Below the provided information is a list of suggested matches based on the provided information and the unmatched student records.

The screenshot shows the 'Assessment Matching' form with the following fields:

- District Name: County
- School Name: High School
- Activities: Match
- Assessments: ACCESS
- Assessment Administration: Winter
- Student: Fernanda

Selected ACCESS Record

Last Name	First Name	Middle Initial	GTID	DOB	Grade	Gender	Race	School ID	Scale Score	Free Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Fernanda				10/26/2002		F	H			

Unmatched Student Record

Last Name	First Name	Middle Name	GTID	DOB	Grade	Gender	Race	Test Window	Enrollee	School ID	Select
	Fernanda			10/26/2002	11	F			N		<input type="radio"/>

Select a Reason

Student is not reported in the school system.
Student is a home school student or private school student.

Buttons: Unable to Match, Match

If no suggested students show, or the correct student does not show, you can search using *Free Form*.

To use *Free Form*:

1. Uncheck the boxes along the top row of information.
2. Type into the *Free Form* box any information on which you want to try to match. This could be last name, first name, DOB, GTID, etc.
3. A list of suggested matches will populate.

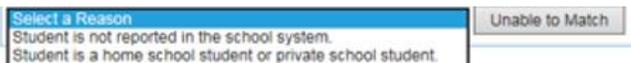
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You can also uncheck specific boxes in the top row of information. Unchecking a first name will show all records in the district with the selected last name.

To match the student:

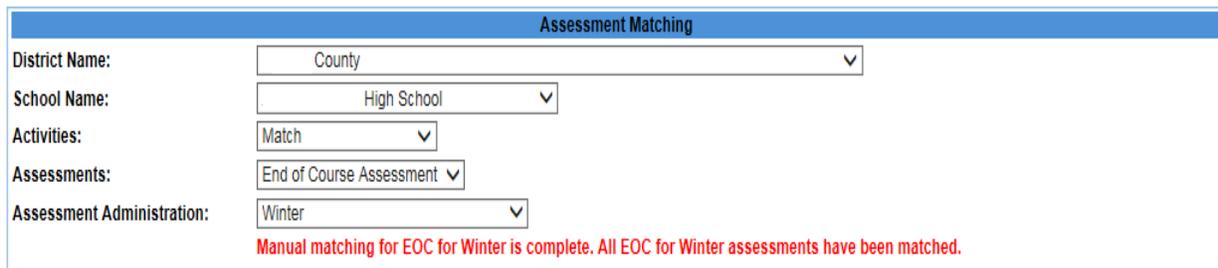
1. Click *Select* on the right side of the student's name to which you wish to match the assessment.
2. Click *Match*.
3. The student will drop off the list of students in the dropdown menu.
4. Students with multiple enrollments in a school or district should be matched as follows:
 - National assessments (ACT, AP, IB, and SAT) should be matched to the most recent enrollment.
 - Generally, state assessments (ACCESS, EOC, EOG, GAA 2.0) should be matched to where the student was enrolled when the student took the test. If in doubt, contact the [accountability specialist](#) assigned to assist your district.

If a match cannot be found, use the dropdown to select the best reason to explain why the assessment cannot be matched and click *Unable to Match*.



The image shows a dropdown menu titled "Select a Reason" with two options: "Student is not reported in the school system." and "Student is a home school student or private school student." To the right of the dropdown is a button labeled "Unable to Match".

When all records for an assessment administration are matched, the message in **red** below will appear. Move on to the next administration or, if all administrations are complete, move on to the next assessment.



The image shows a form titled "Assessment Matching" with the following fields and values:

District Name:	County
School Name:	High School
Activities:	Match
Assessments:	End of Course Assessment
Assessment Administration:	Winter

Below the form, a red message states: "Manual matching for EOC for Winter is complete. All EOC for Winter assessments have been matched."

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Unmatch a Previously Matched Record

1. If it is necessary to unmatch a previously matched assessment record that was matched either through auto-match or a manual match, choose *Unmatch* from the *Activities* menu.
2. A list of all the matched assessment records is displayed for that school. To unmatch a record or multiple records, place a check mark in the box next to the record(s).
3. Once all selections are made, click *Submit*. The record(s) will now be available in the matching activity.

Assessment Matching

District Name:

School Name:

Activities:

Assessments:

Assessment Administration:

Matched Assessment Record

Unmatch	Assessment Last Name	SR Last Name	Assessment First Name	SR First Name	Assessment Middle Initial	SR Middle Name	Assessment GTID	SR GTID	Subject Code
<input type="checkbox"/>	Adams	Adams	Susan	Susan	F	Faye			ALL
<input type="checkbox"/>	Amos	Amos	Marcus	Marcus					ALL
<input type="checkbox"/>	Andrews	Andrews	Tyson	Tyson	C	Cole			ALL
<input type="checkbox"/>	Ballard	Ballard	Zachary	Zachary	W	William			ALL
<input type="checkbox"/>									ALL
<input type="checkbox"/>									ALL
<input type="checkbox"/>									ALL
<input type="checkbox"/>									ALL

Reset Unable to Match

1. If it is necessary to reset an assessment record that was marked *Unable to Match*, choose *Reset Unable to Match* from the *Activities* menu.

Assessment Matching

District Name:

School Name:

Activities:

Assessments:

Assessment Administration:

Unable to Match Assessment Record

Select	Assessment Last Name	Assessment First Name	Assessment Middle Initial	Assessment GTID	DOB	Grade	Gender	Race	School Id
<input type="checkbox"/>	Alvarez	John	D		09/19/2002		M	H	0125
<input type="checkbox"/>	Hicks	Monica	S		02/24/2003		F	B	1386
<input type="checkbox"/>	Jones	Ben	C		10/26/2002		M	W	1386

2. A list of all the assessment records assigned an *Unable to Match* reason is displayed for that school.
3. To reset a record or multiple records, place a check mark in the box next to the record(s). Once all selections are made, click the *Submit* button. The record(s) will now be available in the matching activity.

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Validation

Validation is the process in *Activities* to save your work and must be run prior to exiting the application **every time** data are updated. After all assessment records loaded into the application have been matched, the validation routine must be completed before the *Error and Warnings* report is updated and the superintendent can sign off.

To run the validation:

1. CCRPI → *Assessment Matching* → *Activities*.
2. Choose *All Schools - ALL*.
3. Choose *Validate* in the *Activities* dropdown.
4. [Click Here to Start Validation Routine](#).

The screenshot shows the 'Assessment Matching' interface. At the top, there is a blue header with the text 'Assessment Matching'. Below the header, there are three dropdown menus: 'District Name:' with 'County' selected, 'School Name:' with 'ALL Schools - ALL' selected, and 'Activities:' with 'Validate' selected. A blue arrow points from the 'Validate' dropdown to a text box below. The text box contains the following text: 'Validation Routine processes all assessment data included in this application and updates Error Reports. If data are updated, running the validation routine is recommended before exiting the application. Remember: If you Add/Delete/Edit or Match records with this application, be sure to update your source records accordingly. Please Note :- Check your error reports after your data are processed. Click Here to Start Validation Routine Click Here to Exit WITHOUT Running Validation Process'. A blue arrow points from the text 'Click Here to Start Validation Routine' to a link with the same text.

Errors and Warnings

The *Errors and Warnings* report will update after the validation process is complete. This report will display the outstanding errors that need to be addressed.

To check the Errors and Warnings report:

1. CCRPI → *Assessment Matching* → *Reports*
2. Choose *All Schools - ALL*.
3. Choose *Errors and Warnings* in the *Reports* dropdown.

The screenshot shows the 'Assessment Report' interface. At the top, there is a blue header with the text 'Assessment Report'. Below the header, there are three dropdown menus: 'District Name:' with 'County -' selected, 'School Name:' with 'All Schools - ALL' selected, and 'Report:' with 'Errors and Warnings' selected. Below the dropdowns, there is a blue header with the text 'Errors And Warnings'. Below this header, there is a red text box with the text 'No Data Found'.

Notes:

1. When the *Errors and Warnings* report displays *No Data Found*, you are finished matching the assessments. If all assessments have been loaded, the application is ready for superintendent sign-off.

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2. *Superintendent sign-off* will be activated after all assessments are loaded into the application, have been matched, and the validation process has been run.

Summary Report

The *Summary* report will display increased numbers as the state assessments are loaded into the application by GaDOE.

Other reports can be generated at the district level or the school level. The reports available include the following:

- *Matched Assessments*
- *Unmatched Assessments*
- *Unable to Match Assessments*
- *Errors and Warnings*
- *Percentage Matched Summary*
- *Summary*

[Assessment Report](#)

District Name:

School Name:

Report:

Assessment	Administration	Subject	Total Students Matched	Total Students Unable to Match	Total Students with Assessment Data
ACT	Class of 2021		39	0	44
AP	Class of 2021		238	0	267
IB	Class of 2021		170	0	171
SAT	Class of 2021		584	0	742

Superintendent Sign-Off

Superintendent sign-off is disabled until all assessments are loaded into the application by GaDOE **and** the district has matched all assessments so that the Errors and Warnings report shows *No Data Found*. Once the superintendent sign-off is completed, no changes can be made. This is the last activity of the application.

To access Superintendent Sign-Off:

1. CCRPI → *Assessment Matching* → *Activities*.
2. Choose *All Schools – ALL*.
3. Choose *Superintendent Sign-Off*.

Assessment Matching

District Name:

School Name:

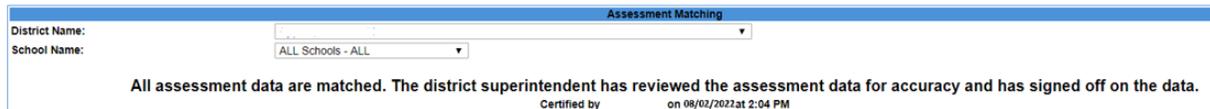
Activities:

Validate

Superintendent Sign Off

4. Review data as displayed and click the *Sign-Off* button to complete the application. A time stamp will appear letting you know you have successfully

signed off on the 2022 Assessment Matching application.



The screenshot shows the 'Assessment Matching' application interface. At the top, there is a blue header with the text 'Assessment Matching'. Below the header, there are two input fields: 'District Name:' and 'School Name:'. The 'School Name:' field is a dropdown menu currently showing 'ALL Schools - ALL'. Below these fields, a large green message box contains the text: 'All assessment data are matched. The district superintendent has reviewed the assessment data for accuracy and has signed off on the data.' At the bottom of the message box, it says 'Certified by' followed by a name and 'on 08/02/2022 at 2:04 PM'.

Notes:

1. *Superintendent sign-off* will be activated after all assessments are loaded into the application and have been matched. Superintendent sign-off is required.
2. Only the superintendent will have access to this activity.

Application Notes and Reminders

- The Assessment Matching application opened in February 2022. Assessments will populate in the application as they become available. Superintendents, district accountability contacts, assessment directors, and others will receive notification as additional assessments are available in the application.
- Assessments can be matched as they become available in the application. Districts should not wait until late in the application window to log in and complete matching.
- Any questions or issues should be directed to the [accountability specialist](#) assigned to assist your district prior to the close of the application. All assessment matching questions and issues must be resolved by the close of the application window.
- Districts should review reports for accuracy. Matched assessments should be reviewed for correct matching, and all other reports should be reviewed on an ongoing basis as each assessment in the application is completed.
- Remember to save all reports for future reference.
- Remember to use the validation process to refresh the application and update the *Errors and Warnings* report.