



DoDEA 2020 Summative Testing FAQ

Transfer Students

Student Transfers are auto-initiated based on the enrollment data coming from Aspen thru the nightly feed.

In the **OLD** School:

- Student is removed from test sessions if they have not started testing
- If a student has started testing, their test will be automatically marked complete
- User in the old school can no longer access the student's individual results
- Aggregation of the student test attempt will happen in the tested school

In the **NEW** School:

- Individual Results of the student test attempt move with the student
- User in the new school can view the student's individual results
- If the student needs to retest in the new school, then their current test attempt must be voided. The student must then be assigned to a test session.
- Users may choose to contact HQ to request their test be unsubmitted, and the student will be able to pick up where they left off at their old school.

Managing Incorrect Accommodations

If you have a student who has not yet logged into the assessment, the Test Coordinator, Test Administrator or Teacher should do the following steps:

- Ensure the record is accurate in Aspen.
- Wait for the daily feed to update the student record.
- Test as normal; there is not need to remove the student from the session in order for the record to update.

If there is an immediate need to test without waiting for the daily Aspen update, the Test Coordinator will need do the following steps:

- Create a student with a temporary ID.
- Add the student to a newly created or existing session for the appropriate test.
- Ensure the record is accurate in Aspen.
- Merge the temporary student ID record with the permanent record once the student has been loaded from Aspen
- Delete the temporary student once the records have been merged.

If you have a student who begins a test with the incorrect accommodation you should follow these steps:

- **Test Coordinators will need to submit a Testing Irregularities Form through DoDEA SharePoint site to document the reason a student's test needs to be voided. Only after receiving guidance from DoDEA HQ should the Test Coordinator void a student's test submission.**
- If advised by DoDEA HQ, the Test Coordinator will do the following steps
- Mark the student test complete
- Request that the District or School Administrator VOID the test attempt.
- Update the student accommodations in Aspen
- Add updated student to a new session.
- Create a student with a temporary ID, if necessary, to test immediately.
- IF temporary ID created, add the student to a newly created or existing session for the appropriate test