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To: School District Superintendents, Public School Principals, Non-public School Administrators, Special Education Directors, School District Test Coordinators

From: Robert Bauer, State Assessment Coordinator

Date: November 6, 2016

RE: Reporting of Science NDSA Invalidations and Non-participations

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As in past years, the Department of Public Instruction (NDDPI) collects information on student test invalidations and non-participations. This year we are simplifying the process by eliminating the *STARS Assessment Report* and capturing the necessary invalidation and non-participation information from a single collection point known as the **Science NDSA Student Exceptions Reports** located at the following web link: <https://www.surveymonkey.com/r/NDSAexceptions>. The *Science NDSA Student Exceptions Reports* capture information only for students who either require an invalidation of their Science NDSA/NDAA or did not participate in the Science NDSA/NDAA. This report removes many of the elements required under the previous *STARS Assessment Report* (e.g., accommodations, LEP status), which will be captured from Individualized Education Plans and enrollment records instead.

The window for completing the online *Science NDSA Student Exceptions Reports* will be from **November 6 to December 2, 2015**. NDDPI requests that these be completed at the district level for all schools in a district.

Following are some guidelines for completing the *Science NDSA Student Exceptions Reports*.

### **Requesting Student Test Invalidations**

A student invalidation request is appropriate only for a student who had the opportunity and had begun the Science NDSA/NDAA, but was unable to finish. Invalidation is generally due to a medical condition, illness, or if it was determined that the student cheated on the assessment. Additional guidelines for invalidations may be found in the Science Test Coordinators Manual (<https://www.nd.gov/dpi/uploads/1257/TCM2015Final.pdf>) under, “*Rules for Invalidation*” beginning on page 4.

### **Reporting Student Non-participations**

A *non-participation* status is reported for students who were on the enrollment records of a school district during the test window but did not take any part of the Science NDSA/NDAA. You will also be required to provide a reason for non-participation from a menu of choices.

If you need assistance or have any questions pertaining to test invalidation or non-participation, please contact me at (701) 328-2224, or [rgbauer@nd.gov](mailto:rgbauer@nd.gov).

Access all Science State Assessment Memos and other science assessment information at <https://www.nd.gov/dpi/Administrators/assessment/program/science/>