April 11, 2024

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
           State Superintendent of Education

RE: *Alabama Comprehensive Assessment Program (ACAP) Summative Reading Subtest* and *ACAP Supplemental Reading Test* Scores Availability and Student Assessment Data Review – 2023-2024

The *ACAP Summative Reading Subtest* scores will be available on **May 17** within the Alabama State Department of Education (ALSDE) Identity Management (AIM) Portal and the Data Recognition Corporation (DRC) Interactive Reporting System. Within the DRC Interactive Reporting portal, you will print the student's Individual Student Report (ISR) and the parent letter that will be provided for each ISR.

As a reminder, the Alabama State Board of Education approved cut scores for the *ACAP Summative Reading Subtest* on September 14, 2023. Those approved scores are **455** for Grade 2 and **435** for Grade 3. These cut scores will be applied to the results of the 2024 administrations. The summer *ACAP Supplemental Reading Test* windows and score report dates are detailed in the chart below:

ACAP SUPPLEMENTAL READING TEST WINDOWS

	Testing Window Dates	Reports Available within AIM
ACAP Supplemental Reading Test Window 1	June 24 – June 28, 2024	July 11, 2024
ACAP Supplemental Reading Test Window 2	July 15 – July 19, 2024	August 2, 2024

Student Assessment Data Review Phase 1: The **first phase** of the Student Assessment Data Review will begin on **April 15** within the AIM portal. We are providing this data in a secure environment, limited to you and designated staff, only to determine if there are any abnormalities based on your individual school and school system data. **The portal contains raw data, which has not been protected in accordance with *Family Educational Rights and Privacy Act* (FERPA) guidelines and, as such, cannot be released.** Within this review, note any missing students or issues with SSID numbers. Once reviewed, submit confirmation of the review through the following link: Data Review Confirmation - 2023-2024.

Appropriate district and school staff may be given access to review this data by assigning them to the position of "Student Data Student Assessment" in the Education Directory.

Please find below information regarding the posting of student-level assessment data provided by the assessment vendors for the 2023-2024 school year.

Portal information:
To gain access to the AIM portal, please take the following steps:
- Go to the following URL: http://aim.alsde.edu/aim/index.aspx.
- Log in with your email address and your password.
- Once you are logged in, click on the tile that reads "Student Data."
- The application will appear.

Using the application:
- Choose an assessment from the drop-down list labeled "Assessments."
- Choose a School Year from the drop-down list labeled "School Year."
- Choose a School System from the drop-down list labeled "School System."
- Choose a School from the drop-down list labeled "School."
- If you are viewing the *ACT WorkKeys* data, you will have an additional drop-down list labeled "Roll Up Data," which will have Yes/No choices.
    - No: All tests for students will be displayed regardless of the number of times they took the test.
    - Yes: Data is rolled up by student, and their certificate will be calculated based on their best scores in each of the subject areas regardless of the number of times they tested.
- If you are viewing the *ACT Plus* (*ACT with Writing*) data, you will have an additional drop-down list labeled "11th Grade Assessment" and "Combined State File," which will have the following information:
    - 11th Grade Assessment: Only 11th grade students who participated in the spring administration will be displayed.
    - Combined State File: The ACT Combined State File is a list of all ACT history for students who have taken the ACT and will graduate that year.
    - **Note: For the data review, view only the 11th Grade Assessment drop-down list.**
- Below each column header in the grid is a filter box. If you want to filter the grid results, type the appropriate text into the filter box for the appropriate column header (i.e., if you are reviewing *ACT WorkKeys* data and want to see all students who earned a Platinum certificate, type Platinum in the Certificate-Level field). After a second or two, the grid will refresh and the data will be filtered. To remove a filter, simply delete the text in the box, and the grid will return to its original setting.

The timeline for data review is listed in the chart below:

TIMELINE FOR DATA REVIEW

Assessment	Districts will Receive via Student Data Portal	Review Data and Confirm Review by:
PreACT Secure	April 15	April 29
ACT WorkKeys	May 10	May 24
ACCESS for ELLs Growth	May 16	May 30
ACAP Summative and Growth	June 17	July 2
ACAP Alternate and Growth	June 26	July 10
ACT with Writing and Growth	June 27	July 11

Student Assessment Data Review Phase 2: Once all assessment data have been reviewed, final data will be uploaded into the AIM portal under the Assessment Review Portal tile no later than **July 22, 2024**, for you to acknowledge review by **July 31, 2024**. Please thoroughly review, as this data will be included within the publicly posted Assessment Participation and Proficiency files.

Portal information:
To gain access to the AIM portal, please take the following steps:
- Go to the following URL: http://aim.alsde.edu/aim/index.aspx.
- Log in with your email address and your password.
- Once you are logged in, click on the tile that reads "Assessment Review Portal."
- The application will appear.
- For this review, you will check *ACT with Writing* (*ACT Plus Writing)*, *DRC Alternate Assessment*, and *DRC Summative Assessment.*

The Student Assessment Section will host a Data Review Webinar on April 19, 2024, at 10 a.m. You will register for this webinar at: Assessment Data Review Webinar.

If you need help logging into the AIM Portal, please contact the ALSDE Servicedesk at 334-694-4777 or email at servicedesk@alsde.edu so a ticket can be created.

If you have questions about the data, please contact Mrs. Maggie Hicks, Coordinator, Student Assessment, at mhicks@alsde.edu or 334-694-4817.

EGM/MH

cc: City and County District Test Coordinators
        Mrs. Angela Martin
        Mrs. Shanthia Washington

FY24-2036