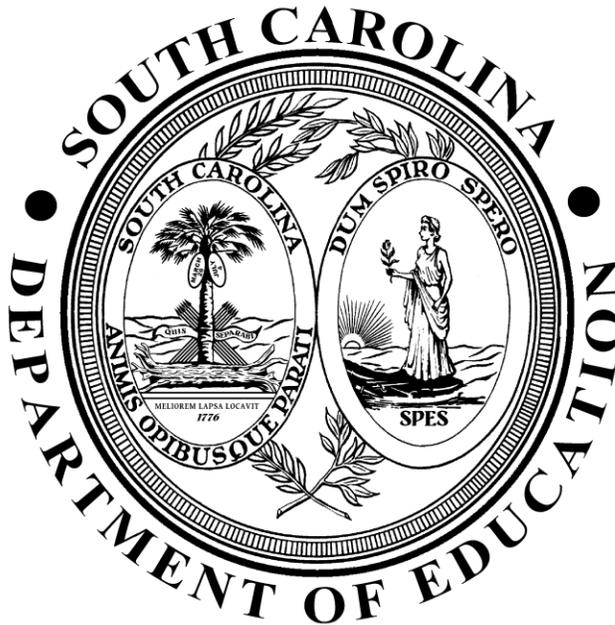


**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION



Precode Guide

Version 1.1

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INTRODUCTION

Precode is assessment-related student information available for testing contractors to pre-populate online testing systems, pre-assign answer documents and test booklets, and generate scanable documents/labels. Schools participating in Precode are generally not required to manually code online sessions and paper documents for related assessments.

Purpose of this Document

This guide is a resource for school and district staff responsible for completing the Precode process and is intended to be used in conjunction with the PowerSchool [Student Information System \(SIS\) Data Entry Manual](#). The SCDE also provides critical Precode announcements and updates through the Precode ListServ and by direct email communication to affected stakeholders (e.g., District Precode Coordinators, District PowerSchool Coordinators, etc.)

Communication Requirements

To ensure staff receive Precode communication complete the following steps:

- Subscribe to the Precode ListServ by emailing precode@ed.sc.gov
- Ensure contact information is accurate in the District and Entity Information Management (DEIM) system located in the SCDE Member Center for the following roles:
 - District Information Technology (IT) Leaders
 - District Test Coordinators
 - PowerSchool IT Contacts
 - Precode Coordinators
 - Report Card/Accountability Coordinators

Precode Guide Version Control

Version #	Date	Changes
1.0	08/2020	Original document
1.1	10/2020	Updated the Alternative School Program List

PRECODE DATA COLLECTION OVERVIEW

All schools participate in the Precode data collection. The data must be entered into PowerSchool prior to submission to the SCDE. Precode Coordinators, district Test Coordinators, District PowerSchool Coordinators and District Technology Coordinators must work together with other district and school personnel on Precode.

Precode Data Collection Schedule

The Precode data collection schedule is based on the requirements of contractors (which change over time). Precode submission deadlines are included on the [Data Collection Schedule](#) published each year by the Office of Research and Data Analysis (ORDA). The Data Collection Schedule should be reviewed periodically as dates are subject to change.

Precode Initialization

The district PowerSchool Coordinator is responsible for running the Precode Initialization process each year before Precode data are entered. This process deletes all values on the Precode page in PowerSchool (*except those listed below) for students currently enrolled in any selected school. This initialization process will not initialize field values for inactive students. This means inactive students who become active after the initialization process is executed must have the data on the Precode page manually initialized.

*The Precode initialization process excludes removing values for students having the following checkboxes selected:

- Deaf-Blindness
- Multiple Disabilities
- Alternate Assessment
- Braille

Precode Data Entry

For Precode data entry instructions refer to the [Student Information System \(SIS\) Data Entry Manual](#). This manual contains definitions of fields and values on the Precode page in PowerSchool as well as specific instructions related to entering Precode data.

Precode data should be entered in PowerSchool and submitted as early as possible for each data collection. Doing so allows data errors to be reviewed and corrected which ensures the accuracy of data provided to testing contractors and for school accountability reporting (see “Level Data Validations” and “Data Quality and Reporting (DQR) Application”). While changes to certain demographic data can be made on a contractor’s website or on answer documents during testing, the submitted Precode data populate a number of summary reports and longitudinal databases.

Precode Data Submission

SCDE produces preliminary Precode data reports that allow for data review and validation prior to submission to contractors. These files are posted in the Advanced Data Transfer system (ADT) located in the SCDE Member Center. Errors found in the reports should be corrected. Important note: the data must be corrected in PowerSchool rather than the report itself.

Two Phase Collection Process

Certain assessments have both a Print Phase and an Update Phase.

- **Print Phase:** This phase determines the quantity of printed materials to be sent to schools.
- **Update Phase:** These data populate online test sessions and place online test takers into test sessions. This phase also produces labels applied to answer documents for students testing paper-and-pencil. If corrections to print phase demographic data are made in time for this submission, the contractor may update their database with these corrections, but materials are generally not updated afterward.

Note: Districts that fail to meet the deadline for the Update Phase must manually code answer documents or manually enter students into the online testing system.

The SCDE identifies records for **new** students that enroll a school between phases (i.e., records not in Print Phase but in Update Phase data). The contractor, depending on the testing program, may print labels and/or generate other materials for these students. For student records that are **not new** (i.e., in both Print Phase and Update Phase data), the contractor revises student information with Update Phase data but prepared materials from the Print Phase are generally not reprinted. If the student name or homeroom teacher name changes in the Update Phase, the preprinted material will have the old name(s). The preprinted material with the old name(s) can still be used. Materials with the new name(s) will not be printed. If a student was included in Print Phase data but is not in Update Phase data, materials for the student are still distributed because the materials production is controlled by Print Phase data.

Inclusions and Exclusions

Precode excludes the following student categories:

- **Graduated students** (*students.Grade_Level* value of “99”)
- **Inactive, preregistered, and transferred-out students**
- **Non-funded Students** (including Home School and Private School students) identified using an Entry Code value of “EEI” in PowerSchool (*students.EntryCode* field).
- **Students identified as no-shows** using an Exit Code value of “NS” in PowerSchool (*students.ExitCode*) and/or having a school Entry Date on or after the Exit Date (*students.Entry_Date* and *students.Exit Date* fields, respectively).
- **Students not included in SC reporting** identified using a value of “1” in the Include in Reporting PowerSchool field (*students.SC_IncludeInReporting*).

All other active student records in instructional schools are included in Precode processing. These records are filtered based on testing program requirements before distribution to contractors to generate Precoded materials and online test sessions.

Customized Material and Oral Administration Fields

Throughout this manual the reference to Customized Materials and Oral/Signed Administration refers to the following fields.

Custom Materials (Test Booklets)	Oral/Signed Administration
ELA Custom Materials	ELA Oral/Signed Admin
Math Custom Materials	Math Oral/Signed Admin
Science Custom Materials	Science Oral/Signed Admin
Social Studies Custom Materials	Social Studies Oral/Signed Admin

Precode Paper Fields

Elem/Middle Paper	Middle/High EOCEP Paper
ELA	English
Math	Algebra
Science	Biology
Social Studies	USHC

Precode Data Validations

Level Data Validations

It is critical to regularly review and address the Precode-related Level Data error reports and validations located in PowerSchool.

Data Quality and Reporting (DQR) Application

Once Precode data are submitted to the SCDE, data validations are available for review in the Data Quality and Reporting (DQR) application located in the SCDE Member Center. DQR provides error reports disaggregated by school and errors type.

PRECODE PROGRAMS

EOCEP

Fall and Spring

Paper Orders

- Test materials for students requiring paper are placed through the DRC INSIGHT Portal. All paper materials must be ordered through DRC's INSIGHT Portal (formerly eDIRECT portal).
- The [customized test booklets and oral administration](#) PowerSchool fields do NOT need to be populated for paper tests. This information is supplied through DRC INSIGHT Portal.
- Additional customized materials and/or oral/signed administration materials orders after the DRC INSIGHT Portal deadline should be sent to the testing contractor.

General Precode Data

- Precode data are used to populate the online testing system and to print labels for Customized Material and Oral Administration Fields.
- For online test-takers, Precode data should be populated in PowerSchool for any Customized Material and Oral Administration Fields.
- Precode data are used to populate online test sessions for all students, enabling paper-and-pencil testers to test online if desired.

Summer

There is no Precode for summer - materials are only ordered through DRC INSIGHT Portal.

EOCEP Precode Orders

Testing Mode

An unchecked "Paper" box indicates online testing and a checked box indicates paper testing (only for students with IEP or 504 plan requirements). Although paper material orders are placed through DRC's INSIGHT Portal, the "Paper" checkboxes are used to print labels for answer documents.

A blank / online administration value is ignored if Braille materials are indicated in the customized test booklet field.

- For EOCEP English 1, all parts must be taken via the same mode.
- For EOCEP English 2, all parts must be taken via the same mode.
- All precoded student records, regardless of mode and materials ordered, are loaded into the online system and placed into a test session. Students marked for paper *do not* have to be removed from the online test sessions.
- For paper testers, labels are printed only for students enrolled in a course that indicates EOCEP testing and with a "check" coded in the corresponding PowerSchool Customized Material and Oral Administration Fields.

Precode Accommodations

- The PowerSchool Customized Material and Oral Administration Fields should be used in conjunction with the oral/signed administration fields. Tables below detail proper use.
- The PowerSchool fields for customized test form and oral/signed administration in the subject area are used across testing programs. A certain number of students may take SC READY/SCPASS and EOCEP (e.g., 8th graders). Contact the SCDE for further instructions if the values for these fields should not apply to both testing programs for a student.
- For online testers, signed administration via video recording is provided through Video Sign Language (VSL) within the online testing platform. In all cases possible the VSL online is highly suggested, it will eliminate interpreter fatigue.

- See Appendix “Dropdown Values for Precode PowerSchool Pages” for details concerning dropdown values for Precode PowerSchool pages.

Valid Combinations of PowerSchool Customized Materials and Administration Fields

EOCEP TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration	Materials Needed for Paper Testers	Materials Provided for Online Testers
NO oral administration	NA	NA	Regular / Non-Customized Paper Test	Regular / Non-Customized Test
With an oral administration script (TA reads test aloud)	NA	OS OS1 OS2 OS12	Oral Admin Script	---
With an oral administration using text-to-speech	NA	OA OA1 OA2 OA12	---	Text-to-Speech
LP with NO oral administration	LP	NA	LP with NO oral admin (includes LP Supplement)	LP with NO oral admin (includes LP Supplement)
LP with an oral administration script (TA reads test aloud)	LP	OS OS1 OS2 OS12	Oral Admin Script	---
LP with an audio oral administration using text-to-speech	LP	OA OA1 OA2 OA12	---	Text-to-Speech
DH with NO signed administration	DH	NA	Regular/Non-Customized Paper Test	Regular/Non-Customized Paper Test
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video
Braille with oral administration	BN BU	OS OS1 OS2 OS12	Oral Admin Script	---

Invalid Combinations of PowerSchool Customized Material and Administration Fields

The contractor will not provide materials and/or test tickets for invalid combinations:

PS Values for Customized Test Materials (will be provided)	PS Values for Oral/Signed Administration (will not be provided)	Online
NA	OS, OS1, OS2, OS12	X
NA	OA, OA1, OA2, OA12	
NA	AV	X
LP	OS, OS1, OS2, OS12	X
LP	OA, OA1, OA2, OA12	
LP	AV	X
DH	OS, OS1, OS2, OS12	X
DH	OA, OA1, OA2, OA12	X
DH	AV	
BN / BU	NA	X
BN / BU	OS, OS1, OS2, OS12	X
BN / BU	OA, OA1, OA2, OA12	X
BN / BU	AV	X

Teacher Information

Teacher information below is collected for the Teacher of Record in an EOCEP course section (listed in the “EOCEP Course Codes for Precode” table). Teacher e-mail addresses are used if required by the contractor.

- Teacher Number
- Teacher Certificate Number
- Teacher Last, First, Middle Name
- Educator ID
- VSP Teacher Name
- VSP Certificate Number

EOCEP Course Codes for Precode Standard

Course Code	Course
4114	Algebra 1
4117	Intermediate Algebra
3024	English 1*
3025	English 2
3221	Biology 1
3320	U.S. History and the Constitution
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History
TBD	Course Codes TBD – Check with Wyatt Cothran if offering these courses.

Non-Standard (for students not enrolled in traditional credit-bearing courses)

The 7th and 8th characters MUST be coded with two zeros.

Course Code	Course
4850__00	English 1 (4850) *
4857__00	English 2 (4857)
4851__00	Algebra 1 (4851)
4852__00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

***English 1:** Students enrolled in a course beginning with 3024 or 4850 (i.e., English 1 students) will only be Precoded if their 9GR (Ninth Grade Code) is less than 20. Students enrolled in these courses with a 9GR of 20 or greater are excluded from EOCEP precoding for the English 1 test.

Tested School ID

For precoding purposes, the SCDE allows districts to use a Tested School ID that is not issued a School Identification Number (SIDN). For example, the alternative School program ID numbers (Appendix J) or adult education program ID numbers (Appendix K), etc. All EOCEP materials are sorted according to the Tested (SIDN), which is the School ID where the student took the course. If different from the student's home/base School, the Tested School ID can be specified in PowerSchool using the "School Where Taught" field on the EOCEP course section in which the student enrolled or remotely enrolled. Consult the district PowerSchool Coordinator for this purpose. Additionally, the "Remote Enrollment" function in PowerSchool allows students to take courses at schools/programs other than their home school. The next section outlines this process. The district PowerSchool Coordinator should be consulted if using this option.

EOCEP Precoding for Students Taking the Course in another School/Location

The Office of Assessment recommends the following procedure for precoding students enrolled in alternative school programs and are not taking the course in their base school.

1. If a student is taking the course in a location that is not considered a school (i.e., an entity with a real/official school ID), use the "Enroll Student in Remote/Summer School Class" (under "Functions" in PowerSchool).
2. Add the programs into PowerSchool's school table. Use a "school ID" with the last 3 digits in the range of 850-899 (consistently). By picking a 3-digit number in this range and using it as the last 3 digits of the school ID, you are alerting the Office of Assessment that this is not a real school ID and that it is for a program. The programs have to be created as "schools" in PowerSchool because they could not function as schools if they were not. This will allow you to create a master schedule for the program schools and then students from base (real) schools can be enrolled in the program school classes.

Reported School ID

The Office of Assessment refers to the base school's ID as the "Reported School ID." For students who take the course in the base school, the Tested School ID and the base school ID are the same. The scores of the student will be reported under the "Reported School ID" even if they took the course or EOCEP test elsewhere. For reporting, the Reported School ID must be an official school issued a SIDN. The contractor rejects Reported School values not official SIDNs.

For online testers:

- Reported School must always be a valid reported school ID and cannot be blank.
- Precode records with invalid or blank reported school IDs will be rejected by DRC. The same is true for students entered directly into the DRC INSIGHT Portal or via upload multiple student files.
- If a school attempts to enter in a Reported School ID that is not valid, the system will reject the entry with an error message.

For paper testers:

- If the Reported School ID is invalid, the contractor stops scanning the answer document, contacts the district to obtain the correct ID, and then proceeds with scoring once the SIDN is corrected.
- The header should reflect the correct "Reported School ID" values. The values from the header will prevail regardless of what was submitted as Precode data. Because the "Tested School ID" is sometimes an unofficial ID number used mainly for the shipping and distribution of materials, test administrators must remember to use the "Reported School ID" on the header or indicate the correct Reported School ID in the online testing system.

EOCEP Precoding for VirtualSC

VirtualSC students are tested at the base/home school with an official SIDN (i.e., the "brick-and-mortar" school). The home school should assign the principal as the teacher of record for each gateway course offered at VirtualSC. Within each school, the student is listed under the principal in the online testing system. All paper-and pencil EOCEP materials are sorted by subject and principal. Assessment results for students flagged during Precode as taking a VirtualSC course that requires EOCEP results be sent to VirtualSC administrators for use in determining final course grades. For questions, contact Katina Montgomery (803-734-0016; kmontgomery@ed.sc.gov).

SCDE Contacts

EOCEP Administration Contact:

Kirsten Hural
(803) 734-5981
khural@ed.sc.gov

Customized and Oral/Signed Administrations Contact:

Angela Blackwell-Smith
803-734-1635
ablackwellsmith@ed.sc.gov

Frequently Asked Questions

Q: Every now and then we have non-public school students (e.g., home school, private school, adult education) who need to take the EOCEP. Since they are not precoded, what do we use as their PowerSchool student numbers and their state IDs when they don't have either number?

A: You may opt to use the Social Security Number as one of the numbers, but using the SSN is neither required nor recommended.

- If the student is tested on paper, you are able to leave both ID numbers blank.
- To use the online system, you must enter a PowerSchool number. For students not in PowerSchool databases, the SCDE recommends using 1 for your first student in this situation, then 2, then 3, and so on. It is helpful to use these numbers so that we can differentiate between real PowerSchool numbers and those entered for students without PowerSchool numbers. You do not need to enter a State ID, so this field can be left blank. This information will also be included in the Test Setup portion of the DRC INSIGHT Portal User's Guide.
- The Office of Assessment is working with VirtualSC to include VirtualSC non-public students in the precode data file given to the contractor. The end result is that VirtualSC students from private or home schools that have to take the EOCEP test at a district is loaded into an online EOCEP test session for that district and coded as Virtual School students, thereby eliminating the need for districts to enter information for the student.
- If the students are successfully entered into the precode file, the SCDE will assign PowerSchool numbers to the students, beginning with 1, then 2, then 3, and so on. In the unlikely event that these students are pre-coded but another student shows up who needs to take EOCEP, assign them the next available PowerSchool number. For example, if the SCDE assigned PowerSchool numbers to ten students (1-10), assign this student the number 11.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

NAEP is administered annually to students in specific grade levels in a small sample of South Carolina schools. Districts with schools in the sample are notified. SCDE provides student data from the PowerSchool fields listed below to the NAEP vendor. The data are obtained from the most current district PowerSchool data submission prior to the contractor's deadline (usually in November).

PowerSchool Fields

Refer to [Student Information System \(SIS\) Data Entry Manual](#) for field details.

Schools Table	Students Table	S SC STU X	StudentRace
DistrictCode	Last Name	SC Engl Prof	RaceCD
School Number	First Name	PIP Status	
Name	Middle Name	SC instrsetting	
	State StudentNumber		
	DOB		
	Gender		
	Grade Level		
	Mailing Zip		
	FedEthnicity		

Contacts

Cassidy Schenley
cschenley@ed.sc.gov

ALTERNATE ASSESSMENTS

Students who take an alternate assessment must be taught and assessed on-grade-level standards (i.e., the Prioritized Standards or “grade level instruction” as they are referred to in the ‘South Carolina Alternate Assessment: Grade vs. Age’ memo).

Identifying Students for Alternate Assessment

Students who take an alternate assessment must be identified using the following PowerSchool fields.

- **Alternate Assessment:** must be checked.
- **True Grade:** must be coded if and only if the instructional grade is not an option in Grade Level for the school in which the student is served (e.g., a student at a 11th grade level receiving services at a district middle school – True Grade would have a value of 11; the student’s grade level would have a value of 8 or the highest allowable at the middle school).
- **Ninth Grade Code:** must be completed for students beginning their first year receiving ninth grade level instruction (ninth grade standards). Its value is the two digit year of the spring semester. Once this code is set, it remains the same.
 - Example: a student first receiving ninth-grade instruction in 2017-18 will have a Ninth Grade Code of 18.
- **Course Codes for grades 9-12:** The first year students receive instruction at the ninth-grade level (ninth-grade standards) they join a high school cohort and are identified for Alternate testing by course codes (ELA, Math, Science, and Social Studies) in the following table. Note, neither Grade Level nor True Grade are used to precode for grade 9 and above Alternate Assessments.

Course Codes for Precode (Alternate Assessment)

Codes for Alternate Assessment Eligible Students

Course Code	Course Subject Name
4853000W	English (for SC Alt)
4854000W	Algebra (for SC Alt)
4855000W	Biology (for SC Alt)
4856000W	US History and Constitution (for SC Alt)

This chart identifies Alternate Assessments for students who meet participation criteria. Alternate Assessments for students who meet participation criteria

Grade	ELA / Math Alternate Assessment	Science Alternate Assessment	Social Studies Alternate Assessment	English, Algebra, Biology, USHC Alternate Assessment	Career Readiness Assessment (Alternate to Ready to Work [®])*	Alternate ACCESS for ELLs**
K						---
1						Required
2						Required
3	Required					Required
4	Required	Required				Required
5	Required					Required
6	Required	Required				Required

Grade	ELA / Math Alternate Assessment	Science Alternate Assessment	Social Studies Alternate Assessment	English, Algebra, Biology, USHC Alternate Assessment	Career Readiness Assessment (Alternate to Ready to Work[®])*	Alternate ACCESS for ELLs**
7	Required					Required
8	Required					Required
HS***				Required***		Required
11					Required	

* Transition assessment selected on an individual basis (must be District-approved).

** The Alternate Access for ELLs is only for alternate assessment eligible students who are also English Learners (ELs). High schools students are required to take the assessment at all grade levels (9, 10, 11, and 12) unless they have exited the EL program.

***HS refers to students receiving instructions at the ninth-grade level or above. These students must complete all four subject-level high school alternate assessments by third year cohort.

Other powerschool fields necessary for alternate assessment

- **Alternate Assessment Test Administrator First Name & Last Name:** used to record the SC-Alt test administrator for students taking an Alternate test. If left blank, the Home Room teacher of record is used. It is possible to enter the name of the same teacher in several different ways, e.g., Jane Doe, J. Doe, Jan Doe. Make every effort to enter data into these fields consistently.
- **Other Alternate Assessment Tested School ID:** only populated for alternate-assessment-eligible students testing at a site other than the home/base school in which enrolled in PowerSchool (leave blank if the student is tested at the home/base school). If populated, use the school ID of the test site.
 - Students testing at McCarthy Teszler should be coded with 4207599.
 - Students testing at Pine Grove should be coded with 9990300.
 - Students testing at an official school should be coded with that school's SIDN.

Alternate Assessment Contacts

Jill Christmus

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mchristmus@ed.sc.gov

ENGLISH LANGUAGE PROFICIENCY (ELP) ASSESSMENT

South Carolina uses ACCESS for ELLs as the annual English language proficiency (ELP) assessment to monitor the English proficiency level of multilingual learners (MLLs). ACCESS for ELLs is administered as an online assessment beginning with the 2020-2021 administration.

Paper waivers will not be accepted for the 2020-2021 administration of ACCESS for ELLs. District test coordinators will not need to order materials or mark anything in Precode for students taking ACCESS for ELLs online; any additional materials needed for the online administration may be ordered during the Additional Materials Window through WIDA AMS. Customized test forms and/or oral/signed administration materials for ACCESS for ELLs are not ordered via Precode.

Identify students for the ELP Assessment by coding the *English Proficiency Level* field in PowerSchool (*s_sc_stu_x.Engl_Prof*) with values of “1”, “2”, “3”, “4”, “5”, “6.0”, “AW”, “A1”, “A2”, or “A3” by November 24th each year. The Appendix “English Language Proficiency (ELP) Codes” provides additional detail for *English Proficiency Level* values. Note the following:

- Students in 3-year-old and 4-year-old kindergarten are not tested regardless of their *English Proficiency Level*.
- Students who previously met the exit criteria and are coded as “M1”, “M2”, “M3”, “M4”, or “8 Former EL” do not take the annual ELP assessment.
- Students who did not qualify for English language acquisition services from their initial screener are coded as “8 Never EL” and do not take the annual ELP assessment.
- English Proficiency Level “AW” students: identification screening must occur before administering the ELP Assessment. Depending on results, these students potentially will not qualify for testing.
- Students taking the Alternate ACCESS for ELLs should have the *Alternate Assessment* field checked on the Precode page in PowerSchool and a Tier selection of “Tier A” or “Tier B/C.” The default will be “Tier A” if nothing is selected.

Paper Administrations

- Online testing is not available for 5K. District test coordinators will not need to order materials for K students or enter information on the Precode page in PowerSchool.
- Online testing is not available for Alternate ACCESS for ELLs. Again, Students taking the Alternate ACCESS for ELLs should have the *Alternate Assessment* field checked on the Precode page in PowerSchool and a Tier selection of “Tier A” or “Tier B/C.” The default will be “Tier A” if nothing is selected.
- Contact the English Language Proficiency Assessment & WIDA Program Manager (Susan Murphy) concerning other students requiring paper assessments.
- Writing will remain a paper-based administration for students who in Grades 1-3.
- Writing as a blended option for Grades 4-12 will remain. This option allows for all online administration of the assessment, except for the Writing domain. If this option is chosen, the writing prompt will be online, while the student responds in a writing test booklet. Test booklets for this option are ordered during the Additional Materials Window.

Contacts

ACCESS for ELLs Contacts:

Zachary Taylor
Team Lead: Diversity, Inclusion & Access (DIA)
Title I Part C Education of Migratory Children
Mckinney-Vento Homeless
Title III EL/Immigrant
Office of Federal and State Accountability
803-734-8219

Susan Murphy
Office of Federal and State Accountability
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Alternate ACCESS for ELLs Contact:

Jill Christmus
Team Lead: Special Populations OR Test Security (SPORTS)
Alternate Assessments
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Customized Materials Contact:

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SC READY / SCPASS (GRADES 3-8)

SC READY and SCPASS, materials orders and set up procedures for online testing are accomplished through Precode and through processes provided by Data Recognition Corporation (DRC). These include activities handled in the DRC INSIGHT Portal. Additional information on the DRC processes will be provided through DRC.

New for 2020-2021

- As was the case in 2019-20, in 2020-21, SCPASS will test Science in grades 4 and 6 (but not grade 8), and SCPASS will not test Social Studies in any grades. Corresponding Precode information in this section can be disregarded accordingly.
- Oral administrations in online testing will now use Text-to-Speech instead of Human Voice Audio.
- Oral administrations in paper testing will now be administered by the Test Administrator using an Oral Administration Script; Audio CD-ROMs will no longer be offered.

Print Phase

It is critical that Precode fields have correct information during the print phase because paper-and-pencil materials are printed and shipped using data provided.

Update Phase

Customized Material and Oral Administration fields in PowerSchool should be updated by the March Update phase in order to populate DRC's Test Setup. Customized test booklet and oral/signed administration (student-level) materials are provided automatically for new students who appear on the Update Precode file (no additional material order is necessary) at no cost to the district.

For paper-and-pencil testers, the Update Phase is used to order physical customized materials only for students that were not in the Print Phase. If student records were included in the Print Phase with blank Customized Material and Oral Administration Fields in PowerSchool, they will receive a regular, non-customized form; these are not considered new records even if they have customized materials in update phase. New students who need a regular, non-customized form should use overage.

New students who need a regular, non-customized form should use overage.

During the Update Phase, Customized Material and Oral Administration fields in PowerSchool can be used to order materials for students who have no prior test materials order from the Print Phase. For these students, often those who enroll/re-enroll after the Print Phase, Precode labels are generated only where Precode Paper Fields are checked. This only includes students who were not in the spring Print Phase. Districts should also make sure that the Customized Test Booklets and Oral/Signed Administration fields are current for the Update Phase for all students since these data are used to populate online test sessions.

Note that any student coded with the *Alternate Assessment* field checked on the Precode page in PowerSchool is excluded from the grades 3-8 precoding. If a student was coded this way erroneously in the Print Phase but the field is unchecked for the Update Phase, the student will count as a new student.

Orders

Fulfillment of Precode orders depends on the coding of three variables: mode (online/paper), (customized) test form, and oral/signed administration. If material orders are incorrect:

1. Order the paper materials as an additional materials order in the DRC INSIGHT Portal.
2. Hand-code all demographic information on the answer documents.

3. Code the appropriate IEP/504 Standards Accommodation field for oral administration on the answer documents.

Orders for students with True Grade levels: Custom materials for students whose True Grade field value in PowerSchool differs from their regular grade level should be ordered through the DRC INSIGHT Portal. For such students, set the applicable Customized Material and Oral Administration fields in PowerSchool to NA to prevent duplicate orders.

Testing Mode

An unchecked “Paper” box indicates online testing and a checked box indicates paper testing (only for students with IEP or 504 plan requirements). Although paper material orders are placed through DRC’s INSIGHT Portal, the “Paper” checkboxes are used to print labels for answer documents.

A blank / online administration value is ignored if Braille materials are indicated in the customized test booklet field.

- Both parts of the ELA assessment (session 1 and session 2) must be taken in the same mode. Math grade 6-8 has 2 sections – calculator and no calculator; both sections must be completed in the same mode. It is not required that students take every subject in the same mode.
- With the exception of students marked for Braille in PowerSchool [Needs Braille field], all precoded student records are loaded into the online system and are placed into a test session regardless of mode (online/paper) and materials ordered. Students marked for paper and loaded into the online system do not have to be removed from online test sessions.
- All students are loaded into the online testing system, regardless of their “Paper” checkbox indicators. Test sessions are set according to the values in the Materials Sort fields as described below.

Precode Accommodations

- Oral Administration, regardless of mode, is **not** allowed for grade 3 ELA.
- To be used properly, the PowerSchool Customized Material and Oral Administration fields should be used in conjunction with the oral/signed administration fields. Tables below detail proper use.
- Only one type of material can be ordered via a specific Precode field. If a student requires another type of test material it should be ordered directly through the contractor.
- The PowerSchool Customized Material and Oral Administration fields in the subject area are used across testing programs. A certain number of students may take SC READY/SCPASS and EOCEP (e.g., 8th graders). Contact the SCDE for further instructions if the values for these fields should not apply to both testing programs for a student.
- For online testers, signed administration via video recording is provided through Video Sign Language (VSL) within the online testing platform. In all cases possible the VSL online is highly suggested, it will eliminate interpreter fatigue.

Reported School

- All students must use an official school ID, that is, have a valid reported school ID.
 - Any alternative school students who plan to online test will be listed/tested under their reported school in DRC INSIGHT Portal. Alternative school Test Administrators will either need to be given Test Setup the DRC INSIGHT Portal access for the reported school(s) in order to administer online tests or have the test tickets printed from the reported school and delivered securely to the alternative school.

Customized Materials

See Appendix “Dropdown Values for Precode PowerSchool Pages” for details concerning dropdown values for Precode PowerSchool pages.

Valid Combinations of PowerSchool Customized Materials and Administration Fields

SC READY / SCPASS TEST NEEDS	PS Values for Customized Test Materials	PS Values for Oral/Signed Administration	Materials Provided for Paper Testers	Materials Provided for Online Testers
NO oral administration	NA	NA	Regular / Non-Customized Test	Regular / Non-Customized Test
With an oral administration script (TA reads test aloud)	NA	OS, OS1, OS2, OS12	Oral Admin Script	---
With an oral administration using test-to-speech	NA	OA, OA1, OA2, OA12	--	Text-to-Speech
LP with NO oral administration	LP	NA	LP with NO oral admin	LP with NO oral admin
LP with an oral administration script (TA reads test aloud)	LP	OS, OS1, OS2, OS12	Oral Admin Script	---
LP with an audio oral administration using text-to-speech	LP	OA, OA1, OA2, OA12	--	Text-to-Speech
DH with NO signed administration	DH	NA	Regular/Non-Customized Test	Regular/Non-Customized Test
DH with a signed administration script (TA signs test)	DH	OS, OS1, OS2, OS12	Signed Admin Script	---
DH with an ASL-signed administration using video recording	DH	AV	---	American Sign Language Video
Braille with oral administration	BN BU	OS, OS1, OS2, OS12	Oral Admin Script	---

Invalid Combinations of PowerSchool Customized Material and Administration Fields

- The contractor will not provide materials and/or test tickets for invalid combinations:

PS Values for Customized Test Materials	PS Values for Oral/Signed Administration	Paper	Online
NA	OS, OS1, OS2, OS12		X
	AV	X	X
LP	OS, OS1, OS2, OS12		X
	AV	X	X
DH	OS, OS1, OS2, OS12		X

PS Values for Customized Test Materials	PS Values for Oral/Signed Administration	Paper	Online
	OA, OA1, OA2, OA12	X	X
	AV	X	
BN / BU	NA	X	X
	OS, OS1, OS2, OS12		X
	OA, OA1, OA2, OA12	X	X
	AV	X	X
	PV	X	X

Materials Sort

Test materials are grouped for online administration according to the values in the “Sort” fields on the PowerSchool Precode page.

The data entered in these fields determine the order and grouping of test materials and security checklists sent to schools. Pay special attention to the following information to ensure that materials are packaged appropriately. Use one of the following options for the sort fields:

- An alphanumeric entry up to 9 characters (e.g., 321, A12, AAA, etc.) to sort materials by teacher, test administrator, or other grouping;
- **AWG** to sort materials alphabetically within each grade.

The SCDE removes leading spaces from the materials sort fields. Therefore, leading spaces do not need to be entered. If no information is entered in the materials sort fields the materials are sorted and grouped according to Home Room field value by default. If both field values (materials sort and Home Room fields) are blank, materials are sorted alphabetically within grade.

Online:

Test session groups are determined by the ELA, mathematics, science, and social studies material sort field values. Material sort fields should be populated for all applicable subjects. If left blank, grouping for the test is determined by the Home Room field. A user may have the same value for all fields. Regardless of how the values are entered, each actual test session should not involve more than 50 students at a time according to the online testing contractor.

Paper

- **SC READY** uses only the ELA materials sort field for both tests. The following rules apply:
 - If the ELA field is left blank, the math materials sort field is used.
 - If both the ELA and math materials sort fields are left blank, the Home Room field is used.
- **SCPASS** uses the sort field associated with the grade/subject the student is testing. If the materials sort field for the grade/subject testing are left blank, the Home Room field is used.
- **Both SC READY and SCPASS** use the same sorting rules for students with labels generated from the update phase.
- **Scenarios:**
 - If the school does not want its materials to be sorted according to the Home Room field value, then complete the materials sort fields. For example, if the materials are to be sorted alphabetically within grade, then put AWG in the materials sort fields.
 - If all students have accurate information in the Home Room field and the school prefers the sort order defined by Home Room, then leave the materials sort fields blank.

- If ALL values (materials sort and Home Room fields) are blank, materials are sorted alphabetically within grade.

Packaging Materials by Alternative Schools

An entry in the materials sort fields (e.g., ALT) can be used to have materials packaged by alternative schools. Using such an option allows answer documents for students testing in ‘alternative’ sites to be packaged together for easier distribution from the reported school (where materials are assigned and packaged) to the tested school (e.g., alternative school).

Teacher Information

Teacher information is collected for the Teacher of Record in a course section with one of the following activity codes:

- home room (0896, 0897);
- ELA in grades 3-8 (1001, 2001, 1010, 2012, 2010);
- Math in grades 3-8 (1110, 2110, 2112);
- Science in grades 4, 6, and 8 (1201, 2201, 2221, 2251); or
- Social Studies in grades 5 and 7 (1301, 2301, 2310, 2320).

The following teacher information is collected:

- Teacher Number
- Teacher Certificate Number
- Teacher Last, First, Middle Name
- Educator ID
- VSP Teacher Name
- VSP Certificate Number
- Teacher e-mail addresses are used if required by the contractor.

SC READY/SCPASS Contacts

Grades 3-8 Administration Contact:

Kevin Fatica

(803) 734-8282

kjfatica@ed.sc.gov

Customized and Oral/Signed Administrations Contact:

Angie Blackwell-Smith

(803) 734-8432

ablackwellsmith@ed.sc.gov

Grade 11 Testing

Grade 11 College Entrance Assessments

The Grade 11 College Entrance Assessments (ACT® and The College Board SAT®) are not part of the Precode process.

Grade 11 Career Readiness Assessment

- The SCDE will collect and report Precode data for Ready to Work for fall in September and for spring in January.
- Students whose 9GR indicates the third year of high school are included in the spring Precode file provided to the testing company. The data are used to populate student demographic information for the online testing system / paper answer documents.
- The *Career Readiness Grade 12* checkbox must be checked for 12th graders taking this test. These students will be precoded for both the fall and spring administrations.
- WIN will allow districts and schools to add late student registrations after the initial file is provided to the testing company.
- Use the *Career Readiness Accommodations* and/or the *Career Readiness Oral Accommodations* field(s) to select accommodations. Use the *Career Readiness Paper* checkbox for students who should test with paper.

Contacts

Test Administration Contact:

Susan Creighton

(803) 734-8535

screight@ed.sc.gov

Alternate Assessments Contact:

Jill Christmus

(803) 734-8048

mchristmus@ed.sc.gov

APPENDIX A: ALTERNATE SCHOOL PROGRAM LIST FOR EOCEP ONLY

- These numbers should only be used for site identification. All student-level data should be reported to the student’s home school.
- If you have questions regarding the alternative school list, contact Aveene Coleman at acoleman@ed.sc.gov or (803) 734-3057.
- Only for use with EOCEP; not for use with any other assessment.

Alternate School Program List for EOCEP

District	Alternative School Program	Number
Abbeville	▪ Abbeville County Alternative School	0160750
Aiken	▪ The Center for Innovative Learning at Pinecrest ▪ XSEL	0201750 0201751
Allendale	▪ Allendale-Fairfax Learning Center	0301750
Anderson 1-5	▪ Anderson County Alternative School ▪ ACE Academy	0470750 0405750
Bamberg 1 & 2	▪ Second Chances Academy	0502750
Barnwell 19	▪ Blackville-Hilda Alternative School	0619750
Barnwell 29 (Williston)	▪ Williston-Elko School District Alternative Learning Center	0629750
Barnwell 45	▪ Barnwell 45 Alternative Program	0645750
Beaufort	▪ Right Choices ▪ Promising Students Program	0701750 0701751
Berkeley	▪ Berkeley Alternative School	0801750
Calhoun	▪ Calhoun County Opportunity School	0901750
Charleston	▪ Daniel Jenkins Academy ▪ Liberty High Academy ▪ Turning Point Academy ▪ Septima P. Clark Corporate Academy	1001755 1001750 1001752 1001753
Cherokee	▪ Copeland Academy	1101750
Chester County School	▪ The Learning Center	1201750
Chesterfield County School District	▪ Palmetto Learning Center	1301750
Clarendon 1	▪ Clarendon District One Alternative School Program	1402750
Clarendon 2	▪ Manning Optional Educational Center	1403750
Colleton	▪ Phoenix	1501750
Darlington	▪ Darlington County Intervention School	1601750
Dillon 3 & 4	▪ Dillon County Academy for Academic and Career Advancement	1704750
Dorchester 2	▪ Givhans Alternative Program	1802750
Dorchester 4	▪ Odyssey Educational Center Jenkins Hill Campus	1804750
Edgefield	▪ Edgefield County School District Alternative Program	1901750
Fairfield	▪ Gordon Odyssey Academy	2001750
Florence 1 & 4	▪ Alfred Rush Academy	2101750
Florence 2, 3, & 5	▪ Alternative Center for Education	2103750
Georgetown	▪ Howard Optional Program	2201750

District	Alternative School Program	Number
Greenville	▪ Sullivan Center High School Alternative Program	2301752
	▪ West Greenville Middle School Program	2301758
	▪ Donaldson Middle School Program	2301753
	▪ Bonds Middle School Program	2301750
Greenwood 50	▪ Genesis Education Center	2450750
Greenwood 51	▪ Ware Shoals High School Learning Academy	2451750
Greenwood 52	▪ Flex Academy	2452750
Hampton 1	▪ Hampton One Academies for Success	2501750
Hampton 2	▪ GACE-Gator Alternative Choice Education	2502750
Horry	▪ HCS Soar Academy	2601751
Jasper	▪ JCAP-Jasper County Alternative Program	2701750
Kershaw	▪ Continuous Learning Center	2801750
Lancaster	▪ Barr Street Learning Center	2901750
Laurens 55	▪ Laurens Preparatory Academy	3055750
Laurens 56	▪ GOAL	3056750
Lee	▪ Flexible Learning Center	3101750
Lexington 1	▪ Lexington One Alternative Services	3201750
Lexington 2	▪ New Bridge Academy	3202750
Lexington 3	▪ SIR Program	3203750
Lexington 4	▪ Meridian	3204750
Lexington/Richland 5	▪ Academy for Success	3205750
Marion County	▪ Success Academy	3410750
Marlboro	▪ AMIkids Infinity School Marlboro	3501750
McCormick	▪ The REAL Academy	3301750
Newberry	▪ Newberry Alternative School (NAS)	3601750
Oconee	▪ Oconee Academy	3701750
Orangeburg	▪ STAR Center for Learning	3804750
	▪ Orangeburg Alternative School Program	3805750
Pickens	▪ Project Go	3901750
Richland 1	▪ Olympia Learning Center	4001750
Richland 2	▪ Blythewood Academy	4002750
Saluda	▪ Saluda Opportunity Academy	4101750
Spartanburg 1-7	▪ Whitlock Flexible Learning Center-Spartanburg County Alternative School Program	4207750
Sumter County & Clarendon 3	▪ Brewington Academy	4301750
Union	▪ Union County Achievement Academy	4401750
Williamsburg	▪ HOPE Academy	4501750
York 1	▪ York One Academy	4601750
York 2	▪ Blue Eagle Academy	4602750
York 3	▪ Renaissance Academy	4603750
	▪ Phoenix Academy	4603751
	▪ Raven Academy	4603752
York 4	▪ Fort Mill Alternative School Programs	4604750

APPENDIX B: ADULT EDUCATION PROGRAM LIST FOR EOCEP ONLY

- The following is the list of adult education sites, sorted by the fiscal agent district ID.
- Certain sites serve multiple districts. For example, Bamberg 1 is the fiscal agent for the Bamberg/Barnwell Adult Education site (0501551), which serves Bamberg 1, Bamberg 2, Barnwell 19, Barnwell 29, and Barnwell 45.
- The Site SIDN column contains the ship-to site IDs. This value should be entered as the tested and reported school IDs for EOCEP. In most cases, this SIDN corresponds to the fiscal agent (ex. 0160551 is the site SIDN for 0160); exceptions are noted in the table below.
- The SC Charter School District (4701), Charter Institute at Erskine (4801), as well as special districts (SIDN begins with 5) besides Palmetto Unified (5209), do not have adult education programs and are not listed below.
- It is possible for the adult education school list to change from year to year.
- If you have questions regarding the adult education school list, contact Jennifer Cooper-Keels at jckeels@ed.sc.gov or (803) 734-8070.

Adult Education Program List for EOCEP

District SIDN	District Name	Site Name	Site SIDN	Fiscal Agent SIDN
0160	Abbeville	Abbeville Adult Education	0160551	0160
0201	Aiken	Aiken Adult Education	0201551	0201
0401	Anderson 1	Anderson 1 & 2 Adult Education	0401551	0401
0402	Anderson 2	Anderson 1 & 2 Adult Education	0401551	0401
0403	Anderson 3	Anderson 3, 4, & 5 Adult Education	0405551	0405
0404	Anderson 4	Anderson 3, 4, & 5 Adult Education	0405551	0405
0405	Anderson 5	Anderson 3, 4, & 5 Adult Education	0405551	0405
0501	Bamberg 1	Bamberg/Barnwell Adult Education	0501551	0501
0502	Bamberg 2	Bamberg/Barnwell Adult Education	0501551	0501
0619	Barnwell 19	Bamberg/Barnwell Adult Education	0501551	0501
0629	Barnwell 29	Bamberg/Barnwell Adult Education	0501551	0501
0645	Barnwell 45	Bamberg/Barnwell Adult Education	0501551	0501
0701	Beaufort	Beaufort Adult Education	0701551	0701
0801	Berkeley	Berkeley Adult Education	0801551	0801
1001	Charleston	Charleston Adult Education	1001551	1001
1101	Cherokee	Cherokee Adult Education	1101551	1101
1201	Chester	Chester Adult Education	1201551	1201
1301	Chesterfield	Chesterfield Adult Education	1301551	1301
1401	Clarendon 1	Clarendon Adult Education (<i>This site has its materials shipped to Clarendon 2 instead of the fiscal agent.</i>)	1402551 (Clarendon 2 SIDN)	1401
1402	Clarendon 2	Clarendon Adult Education (<i>This site has its materials shipped to Clarendon 2 instead of the fiscal agent.</i>)	1402551 (Clarendon 2 SIDN)	1401
1403	Clarendon 3	Clarendon Adult Education (<i>This site has its materials shipped to Clarendon 2 instead of the fiscal agent.</i>)	1402551 (Clarendon 2 SIDN)	1401
1501	Colleton	Colleton Adult Education	1501551	1501

District SIDN	District Name	Site Name	Site SIDN	Fiscal Agent SIDN
1601	Darlington	Darlington/Lee Adult Education	1601551	1601
3101	Lee	Darlington/Lee Adult Education	3101551	1601
1704	Dillon 4	Dillon Adult Education	1704551	1704
1703	Dillon 3	Dillon Adult Education	1704551	1704
1802	Dorchester 2	Dorchester Adult Education	1802551	1802
1804	Dorchester 4	Dorchester Adult Education	1802551	1802
1901	Edgefield	Edgefield Adult Education	1901551	1901
3301	McCormick	Edgefield Adult Education	1901551	1901
2001	Fairfield	Fairfield Adult Education	2001551	2001
2101	Florence 1	Florence Adult Education	2101551	2101
2102	Florence 2	Florence Adult Education	2101551	2101
2103	Florence 3	Florence Adult Education	2101551	2101
2104	Florence 4	Florence Adult Education	2101551	2101
2105	Florence 5	Florence Adult Education	2101551	2101
2201	Georgetown	Georgetown Adult Education	2201551	2201
2301	Greenville	Greenville Adult Education	2301551	2301
2450	Greenwood 50	Greenwood Adult Education	2450551	2450
2451	Greenwood 51	Greenwood Adult Education	2450551	2450
2452	Greenwood 52	Greenwood Adult Education	2450551	2450
2501	Hampton 1	Hampton/Jasper Adult Education	2501551	2501
2502	Hampton 2	Hampton/Jasper Adult Education	2501551	2501
2701	Jasper	Hampton/Jasper Adult Education	2501551	2501
0301	Allendale	Hampton/Jasper Adult Education	2501551	2501
2601	Horry	Horry Adult Education	2601551	2601
2801	Kershaw	Kershaw Adult Education	2801551	2801
2901	Lancaster	Lancaster Adult Education	2901551	2901
3055	Laurens 55	Laurens Adult Education	3055551	3055
3056	Laurens 56	Laurens Adult Education	3055551	3055
3201	Lexington 1	Lexington 1 Adult Education	3201551	3201
3202	Lexington 2	Lexington 2 & 4 Adult Education	3202551	3202
3204	Lexington 4	Lexington 2 & 4 Adult Education	3202551	3202
3203	Lexington 3	Lexington 3 Adult Education	3203551	3203
3205	Lexington 5	Lexington 5 Adult Education	3205551	3205
3410	Marion	Marion Adult Education	3410551	3410
3501	Marlboro	Marlboro Adult Education	3501551	3501
3601	Newberry	Newberry Adult Education	3601551	3601
3701	Oconee	Oconee Adult Education	3701551	3701
3809	Orangeburg	Orangeburg/Calhoun Adult Education <i>(This site has its materials shipped to Orangeburg 9 instead of the fiscal agent.)</i>	3809551 <i>(Orangeburg 9 SIDN)</i>	3809
0901	Calhoun	Orangeburg/Calhoun Adult Education <i>(This site has its materials shipped to Orangeburg 9 instead of the fiscal agent.)</i>	3809551 <i>(Orangeburg 9 SIDN)</i>	3809
3901	Pickens	Pickens Adult Education	3901551	3901

District SIDN	District Name	Site Name	Site SIDN	Fiscal Agent SIDN
4001	Richland 1	Richland 1 Adult Education	4001551	4001
4002	Richland 2	Richland 2 Adult Education	4002551	4002
4101	Saluda	Saluda Adult Education	4101551	4101
4207	Spartanburg 7	Spartanburg Adult Education	4207551	4207
4201	Spartanburg 1	Spartanburg Adult Education	4207551	4207
4202	Spartanburg 2	Spartanburg Adult Education	4207551	4207
4203	Spartanburg 3	Spartanburg Adult Education	4207551	4207
4204	Spartanburg 4	Spartanburg Adult Education	4207551	4207
4205	Spartanburg 5	Spartanburg Adult Education	4207551	4207
4206	Spartanburg 6	Spartanburg Adult Education	4207551	4207
4301	Sumter	Sumter Adult Education	4301551	4301
4401	Union	Union Adult Education <i>(This site has its materials shipped to Union instead of the fiscal agent.)</i>	4401551 <i>(Union SIDN)</i>	4401
4501	Williamsburg	Williamsburg Adult Education	4501551	4501
4602	York 2	Tri-District Adult Education	4602551	4602
4601	York 1	Tri-District Adult Education	4602551	4602
4604	York 4	Tri-District Adult Education	4602551	4602
4603	York 3 (Rock Hill)	Rock Hill Adult Education	4603551	4603

APPENDIX C: ENGLISH LANGUAGE PROFICIENCY (ELP) CODES

2020-2021 English Language Proficiency (ELP) Codes

ELP Assessment Scores

English Proficiency Level	Criteria	ELP Assessment Required
1 – Entering	Student scored 1.0-1.9 (Entering) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. or Combined Listening and Speaking score of ≤ 26 on K W-APT first semester of Kindergarten. or Combined Listening and Speaking score of ≤ 26 , OR a reading score of ≤ 13 , OR a writing score of ≤ 16 on K W-APT second semester Kindergarten through first semester 1st grade.	Yes
2 – Emerging	Student scored 2.0–2.9 (Emerging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
3 - Developing	Student scored 3.0-3.9 (Developing) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL.	Yes
4 - Expanding	Student scored 4.0-4.9 (Expanding) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. Student may not have an overall score that is ≥ 4.4 and/or does not have ≥ 4.0 in all domains.	Yes
5 - Bridging	Student scored 5.0-5.9 (Bridging) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes
6.0 - Reaching	Student scored 6.0 (Reaching) on ACCESS for ELLs, WIDA Screener, or WIDA MODEL. While the overall score is ≥ 4.4 , the student does not have ≥ 4.0 in all domains.	Yes

ELP Assessment Score - Alternate ACCESS for ELLs

English Proficiency Level	Criteria	ELP Assessment Required
A1 - Initiating	Student scored A1 (Initiating) on Alternate ACCESS for ELLs.	Yes
A2 - Exploring	Student scored A2 (Exploring) on Alternate ACCESS for ELLs	Yes
A3 - Engaging	Student scored A3 (Engaging) on Alternate ACCESS for ELLs.	Yes

Post-Exit Monitoring & Additional Required Coding

English Proficiency Level	Criteria	ELP Assessment Required
M1 - 1st Year Monitor	Overall composite score of ≥ 4.4 AND ≥ 4.0 in all domains on ACCESS for ELLs. This is the 1st year of monitoring. or Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten OR ≥ 4.4 oral composite AND ≥ 4.0 Listening AND Speaking on WIDA MODEL for Kindergarten. This is the 1st year of monitoring. or P1 or higher on Alternate ACCESS for ELLs. This is the 1st year of monitoring.	No
M2 - 2nd Year Monitor	This is the 2nd year of monitoring.	No
M3 - 3rd Year Monitor	This is the 3rd year of monitoring.	No
M4 - 4th Year Monitor	This is the 4th year of monitoring.	No
8 – English Speaker Status – Former EL	Successfully completed four years of monitoring after meeting exit criteria as defined by each state.	No
8 – English Speaker Status – Never EL	Combined Listening and Speaking score of ≥ 27 on K W-APT first semester of Kindergarten. This coding is only applied after the student has successfully completed four years of monitoring. or Combined score of ≥ 27 on Listening and Speaking AND a reading score of ≥ 14 AND a writing score of ≥ 17 on K W-APT second semester Kindergarten through first semester 1st grade. or Scored ≥ 4.4 overall composite score AND ≥ 4.0 in all domains on WIDA Screener or WIDA MODEL.	No
9 - Native Speaker	Student is a native English speaker and has an initial Home Language Survey where only English was selected for the first three questions.	No
10 - 3K EL Status Pending	Enrolling 3K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No
11 - 4K EL Status Pending	Enrolling 4K student with a language other than English listed on the Home Language Survey. Student does not participate in identification screening until the end of their 4K year or the beginning of Kindergarten but may or may not receive provisional Pre-K ESOL support depending on district program guidelines.	No

English Proficiency Level	Criteria	ELP Assessment Required
AW - Awaiting	Student has not participated in identification screening and/or the deadline for ELP screening from the initial enrollment date has passed. or English proficiency level 11 changes to AW at the end or beginning of each school year to indicate that identification screening must occur.	ELP Assessment status is determined after identification screening is completed.

APPENDIX D: DROPDOWN VALUES FOR PRECODE POWERSCHOOL PAGES

Custom Materials

ELA, Math, Science, and Social Studies Dropdown Values

- **NA – Not applicable (Default)**
 - No customized test form needed.
- **LP – Large print**
 - Large-print; may also be used with oral administration.
- **DH – Deaf/Hard of hearing**
 - Test form for students who are deaf or hard of hearing.
- **BN – Braille-UEB with Nemeth**
 - For students testing with Unified English Braille, with Nemeth Code (UEB with Nemeth). This code uses UEB for literary text and the Nemeth Code for math and scientific notation. This version became effective January 2016, in South Carolina.
- **BU – Braille-UEB**
 - For students testing with Unified English Braille (UEB). This version uses UEB for literary texts as well as math and scientific notation. This is a version of the new Braille code used by some states, including North Carolina. Before selecting this option, verify the student requires UEB for both literary AND math and scientific notation.

Oral/Signed Administration

ELA Dropdown Values field

- **NA – Not applicable**
 - No oral/signed administration materials are needed.
- **OS1 – Oral/Signed Admin Script**
 - Paper/Pencil: per IEP/504/EL plan student requires oral/signed administration for EOCEP English 1 or English 2 *Writing only* (or) SCREADY ELA *Session 1 only*.
- **OS2 – Oral/Signed Admin Script**
 - Paper/Pencil: per IEP/504/EL plan student requires oral/signed administration for EOCEP English 1 or English 2 *Reading only* (or) SCREADY ELA *Session 2 only*.
- **OS12 – Oral/Signed Admin Script**
 - Paper/Pencil: per IEP/504/EL plan student requires oral/signed administration for EOCEP English 1 or English 2 *Writing and Reading* (or) SCREADY ELA *Sessions 1 and 2*.
- **OA1 – Oral Admin Audio**
 - Paper/Pencil: Student requires oral administration audio for EOCEP *Writing only* (or) SCREADY ELA *Session 1 only*. No CD-ROMs produced.
 - Online: per IEP/504/EL plan student requires oral administration audio for EOCEP English 1 or English 2 *Writing only* (or) SCREADY ELA *Session 1 only*. OA provided by Text-to-Speech.
- **OA2 – Oral Admin Audio**
 - Paper/Pencil: Student requires oral administration audio for EOCEP *Reading only* (or) SCREADY ELA *Session 2 only*. No CD-ROMs produced.
 - Online: student requires oral administration for English 1 or English 2 *Reading only* per IEP/504/EL plan. OA provided by Text-to-Speech.
- **OA12 – Oral Admin Audio (ELA Session1&2/EOCEP Entire Test)**
 - Paper/Pencil: No CD-ROMs produced
 - Online: per IEP/504/EL plan student requires oral administration audio for EOCEP English 1 or English 2 *Reading and Writing* (or) SCREADY ELA *Sessions 1 and 2*. OA provided by Text-to-Speech.

- **AV – ASL Video**
 - Paper/Pencil: No DVDs produced for ASL
 - Online: Video Sign Language (VSL)

Math, Science and Social Studies fields:

- **NA – Not applicable (Default)**
 - No oral/signed administration materials are needed.
- **OS – Oral/Signed Administration Script**
 - Paper/Pencil: student requires oral/signed administration.
- **OA – Oral Administration Audio**
 - Paper/Pencil: No CD-ROMs produced
 - Online: OA provided by Text-to-Speech.
- **AV – ASL Video**
 - Paper/Pencil: No DVDs produced for ASL
 - Online: Video Sign Language (VSL)