

Scheduling for 2018-19 Assessment Provisioning

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Purpose

This document details how assessment provisioning relies on course code information. Districts should use this resource to create and check student schedules for the 2018-19 school year. We have included common questions and answers, as well as checklists that may help districts determine why an assessment has not been provisioned.

Background

The department uses course enrollment information from districts' Student Information Systems (SIS) to provision assessments.

Course Codes

Districts should schedule students using the course codes in [Appendix A](#) and [Appendix B](#) depending on the course subject, **and** whether students will take the TNReady/EOC exam or the TCAP-Alt/MSAA exam.

TNReady and EOC Course Codes

TNReady and EOC course codes must be used for all students who receive general instruction and will take the associated end-of-year test regardless of their disability or IEP required accommodations.

Comprehensive Course Codes

Districts should use **comprehensive codes or alternate academic diploma course codes** when scheduling students with significant disabilities whose IEP team determined they did **not** meet the eligibility for the alternate assessment but they **do** require a replacement of core, content instruction. Such students **must** take the general education end-of-year assessment. These courses should align to grade-level content area standards.

- **Note:** Students who will participate in the alternative assessment must be scheduled using the alternate assessment course codes (see below) and **not** in the comprehensive course.

TCAP-ALT/MSAA Course Codes

Districts should **only** schedule students with alternate assessment codes if the IEP team has determined the student meets eligibility and will participate in the alternate assessment.

The department has changed the way we pull data for the *high school* alternate assessments in order to accommodate the alternate academic diploma, block scheduling, and scheduling for the student's least restrictive environment.

TCAP-Alt Biology I assessment pre-ID data will be pulled for any students in 10th grade and scheduled either fall or spring who are in at least one of the three Alternate Academic Diploma (AAD) science course codes in their schedule. MSAA ELA assessment pre-ID data will be pulled for any students in the 11th grade and scheduled either fall or spring in at least one of the four AAD ELA course codes in their schedule. MSAA math assessment pre-ID data will be pulled for any students in the 11th grade and scheduled either fall or spring in at least one of the four AAD math course codes in their schedule. Given this change, students taking the alternate assessment can be scheduled in an appropriate progression of courses. See [Appendix B](#) for these course codes.

Students who are participating in the alternate assessment, and are not working toward the Alternate Academic Diploma, must be enrolled in at least one AAD science course code their sophomore year to populate the TCAP-Alt Biology I. They must be enrolled in one AAD ELA and one AAD math course code their junior year to populate the MSAA for ELA and math.

English as a Second Language Course Codes

Kindergarten-Grade 8

English learners (ELs) in grades K-8 should be **enrolled the same semester** in the ELA and ESL courses that correspond to their grade and IEP. Districts should enroll students in the corresponding ESL class regardless of whether they have an IEP. Only the student's content course codes should vary based on the instruction and type of assessment they will take. The table below specifies the appropriate course code for each grade.

Grade	ESL Course Code	ELA Course Code (TNReady)	ELA Course Code (Comprehensive)	ELA Course Code (TCAP-Alt/MSAA)
2	6302	0201	0220	50201
3	6303	0301	0320	50301
4	6304	0401	0420	50401
5	6305	0501	0520	50501
6	6306	0601	0620	50601
7	6307	0701	0720	50701
8	6308	0801	0820	50801

Students with a WIDA score of 3.5-4.2 should be enrolled in course code 6315 and the appropriate TCAP course code found in the above table.

Grades 9-12

EL students must take at least one English assessment while in grades 9-12. ESL course codes 6309–6312 apply to students in grades 9-12 with WIDA proficiency levels below 3.5. ESL course code 6316 applies to students in grades 9-12 with WIDA proficiency levels of 3.5 and higher. EL students must be enrolled in in ELA and ESL courses during the same semester.

ESL courses 6309 and 6310 may count toward two of the four required English credits for graduation. Students must be enrolled and assessed in either English I or English II (or their alternative counterparts) during high school to meet the requirements of federal law.

Students with a WIDA score of 3.5-4.2 should be enrolled in course code 6309, 6310, 6311, or 6312 and the appropriate English I or English II TCAP course code.

Teachers of Record

Courses must have a single teacher of record assigned to be considered a valid course for assessment provisioning purposes. There may only be one active teacher of record assigned to a course, and this teacher must have a valid teacher license number and a valid work email address (i.e., not a personal email address).

Student Data Quality

Students are **only** provisioned assessments if they have valid information for **all** of the following fields:

- First name
- Last name
- Date of birth
- District
- School
- Grade level

Students must also have valid class assignments and dates **without** any duplicated course enrollments. All dates must be complete and entered with a consistent date format.

Common Issues to Resolve

Please make sure the following issues are resolved:

- Students enrolled in multiple courses associated with the same test
- Students enrolled in retired course codes
- Students enrolled in the same content in multiple grade levels (e.g., grade 3 ELA and grade 4 ELA)
- Students enrolled in both TNReady/EOC and TCAP-Alt/MSAA course codes
- Teachers of record without a valid work email address.

Appendix A: List of Valid Assessment Course Codes, Grades 2-8

Every student in grades 2-8 should be enrolled in one course code related to each content area. **No student should be enrolled in duplicated assessed course codes.**

6315: ELs must be enrolled in ELA and ESL concurrently, WIDA proficiency 3.5 or higher, grades K-8.

Grade	Subject	Course Code (TNReady)	Course Code (Comprehensive)
2	ELA	0201	0220
2	Math	0206	0221
3	ELA	0301	0320
3	Math	0306	0321
3	Science	0307	0322
4	ELA	0401	0420
4	Math	0406	0421
4	Science	0407	0422
5	ELA	0501	0520
5	Math	0506	0521
5	Science	0507	0522
6	ELA	0601	0620
6	Math	0606	0621
6	Science	0607	0622
6	Social Studies	0619	0623
7	ELA	0701	0720
7	Math	0706	0721
7	Science	0707	0722
7	Social Studies	0712	0723
8	ELA	0801	0820
8	Math	0806	0821
8	Science	0807	0822
8	Social Studies	0814	0823

Grade	Subject	Course Code (TCAP-Alt/MSAA)
2	ELA	50201
2	Math	50206
3	ELA	50301
3	Math	50306
3	Science	50307
4	ELA	50401
4	Math	50406
4	Science	50407
5	ELA	50501
5	Math	50506
5	Science	50507
6	ELA	50601
6	Math	50606
6	Science	50607
6	Social Studies	50619
7	ELA	50701
7	Math	50706
7	Science	50707
7	Social Studies	50712
8	ELA	50801
8	Math	50806
8	Science	50807
8	Social Studies	50814

Appendix B: List of Valid Assessment Course Codes, End-of-Course

Most math courses have two parts: a spring tested course and an associated fall course that is not used to provision tests. Likewise, special education A/B courses have a year two tested course and an associated year one course that is not used to provision tests. **No student should be enrolled in duplicated assessed course codes.**

6316: ELs must be enrolled in ELA and ESL concurrently, WIDA proficiency 3.5 or higher, grades 9-12.

Grade	Subject	Tested Course Code (EOC)	Not Tested Course Code (EOC)
7-8	Algebra I	0842	
9-12	Algebra I	3102	
9-12	Algebra I (pt. 1 - test as pt. 2 in spring)		31023
9-12	Algebra I (pt. 2)	31024	
9-12	Algebra I A (SPED – test as B in spring)		31025
9-12	Algebra I B (SPED)	31026	
7-8	Geometry	0843	
9-12	Geometry	3108	
9-12	Geometry (pt. 1- test as pt. 2 in spring)		31083
9-12	Geometry (pt. 2)	31084	
9-12	Geometry A (SPED – test as B in spring)		31085
9-12	Geometry B (SPED)	31086	
9-12	Algebra II	3103	
9-12	Algebra II A (SPED –test as B in spring)		31033
9-12	Algebra II B (SPED)	31034	
7-8	Integrated Math I	0832	
9-12	Integrated Math I	3117	
9-12	Integrated Math I (pt. 1 - test as pt. 2 in spring)		31323
9-12	Integrated Math I (pt. 2)	31324	
9-12	Integrated Math I A (SPED – test as B in spring)		31325
9-12	Integrated Math I B (SPED)	31326	
7-8	Integrated Math II	0833	
9-12	Integrated Math II	3118	
9-12	Integrated Math II (pt. 1- test as pt. 2 in spring)		31333
9-12	Integrated Math II (pt. 2)	31334	
9-12	Integrated Math II A (SPED – test as B in spring)		31335
9-12	Integrated Math II B (SPED)	31336	
9-12	Integrated Math III	3119	
9-12	Integrated Math III A (SPED – test as B in spring)		31343
9-12	Integrated Math III B (SPED)	31344	

Grade	Subject	Tested Course Code (EOC)	Not Tested Course Code
	English I	3001	
	English II	3002	
	US History	3416	
	Biology I	3210	
	Biology I (pt. 1 – test as pt. 2 in spring)		32103
	Biology I: Ext. Scheduling Part 2	32104	
	Biology I B	32106	
	IGCSE Mathematics I (Requires IM I EOC)	4135	
	IGCSE Mathematics II (Requires IM II EOC)	4136	
	IGCSE Mathematics III (Requires IM III EOC)	4137	
	IGCSE English Language (Requires English I EOC)	4222	
	IGCSE English Literature (Requires English II EOC)	4226	
	IGCSE Biology (Requires Biology I EOC)	4145	

Grade	Subject	Tested Course Code (TCAP-Alt/MSAA)
9-12	Math	53102 or 53103 or 53108 or 53183 AND Grade 11
9-12	English	53001 or 53002 or 53003 or 53005 AND Grade 11
9-12	Biology	53210 or 53202 or 53204 AND Grade 10

Appendix C: Frequently Asked Questions

1. ***I would like to schedule an instructional language arts class for one period and schedule a language arts remediation class for an additional period. What course code should I use for the remediation class?***

For instructional language arts classes, students need to be enrolled in one of the course codes listed in Appendices A or B. As a reminder, no student may be enrolled twice in a tested course code. Course code 980 may be used for remediation classes. Additional information of course codes to use for remediation can be found in the correlation of course codes document ([here](#)).

2. ***Our school has a math instructional class for each grade level. We also have a math lab class. What course codes should we use for the math lab classes?***

For instructional math classes, students need to be enrolled in one of the course codes listed in Appendices A or B. As a reminder, no student may be enrolled twice in a tested course code. Additional information about course codes to use for labs can be found in the correlation of course codes document ([here](#)).

3. ***Our district hired a new teacher. She is in the process of submitting required documents to TNCompass. The EIS supervisor has the teacher listed in our SIS and EIS as a new teacher with the 'N' licensure check flag. What can I do to ensure that the teacher will appear in the TNReady Visibility Tool and Nextera for assessment purposes?***

Pursuant to T.C.A. § 49-5-101, "no person shall be employed as principal, teacher or supervisor of any public elementary or high school by any local school district, or receive any pay for such services out of the public school funds of the local school district until the person presents to the director of schools a valid license." In order to appear in the TNReady Visibility Tool, all assessed course codes must have a teacher of record with a valid Tennessee license. Please reach out to the Teachers and Leaders team for questions regarding the processing of licensure applications.

4. ***One of our teachers left the district in October. We cannot find a certified teacher with a valid teaching license to teach this particular course. Can our district list a substitute teacher as the teacher of record?***

No. Pursuant to T.C.A. § 49-5-101, "no person shall be employed as principal, teacher or supervisor of any public elementary or high school by any local school district, or receive any pay for such services out of the public school funds of the local school district until the person presents to the director of schools a valid license." In order to provision assessments, all assessed course codes must have a teacher of record with a valid Tennessee license.

5. ***Our district would like to have subject-specific grades on report cards for reading, writing, and spelling. What course codes could we use to schedule the classes?***

Course codes for each of these subjects separately are no longer active. Please schedule for language arts courses using the active course codes in Appendices A and B.

6. ***In my district, our alternative school has a school number. When a student is remanded from their primary school, our district withdraws the student and enrolls the child in the alternative school. Is this okay for assessment and accountability?***

Yes. This practice is permissible for the 2018-19 school year.

7. *I have an EL student that is scheduled in English as a Second Language. The student is not showing up in the TN Ready Visibility Tool or Nextera. Why is that?*

These course codes are not valid assessment course codes. For the 2018-19 school year, districts should use one of the course codes listed in Appendices A or B. ELs must be enrolled in ELA and ESL concurrently.

8. *We have students with disabilities scheduled for language arts using course codes 9701, 9706, and 9711. The students are not showing in Nextera. Why is that?*

These course codes are not valid assessment course codes. For the 2018-19 school year, districts should use one of the course codes listed in Appendices A or B.

9. *I have a teacher's personal email address entered in my SIS. Why isn't the teacher showing in EIS, the TN Ready Visibility Tool, or Nextera?*

All teachers must have a valid work email address.

10. *Our school has several class sections of Algebra I, course code 31023. Why are these students not showing up in the TN Ready Visibility Tool and Nextera?*

Only course codes listed in Appendix B are tested for end-of-course tested subjects. For courses with a Part I and II structure or a Part A and B structure, only the Part II/B course is assessed.

11. *What course code should I use for classes that have multiple meetings (e.g., Biology I and Biology I lab)?*

For high school math, please use the course codes for extended time (e.g. remediation, labs, etc.) in the correlation of course codes document ([here](#)). For a biology lab, the course code for Biology I: Extended Scheduling Part 1 is recommended (32103). For all other subjects, districts must submit a special course request to receive a code for any type of extended time course. The special course would be used for the first half of the course or for one of two periods/blocks. The special course would receive an elective credit. The district would use the permanent course code for the subject, which is associated with an EOC exam, for the second half of the course or second period/block.

To request a special course code, please see the Correlations of Course & Endorsement Codes webpage [here](#). On this page, you will find the current school year along with links to the special course applications.

12. *Our district has students with limited English proficiency. Do we have to enroll them in a general education ELA course?*

Grades K-8: Yes, all students must be concurrently enrolled in an ESL and ELA course.

High School (Grades 9-12): For students with a WIDA proficiency level of 1 to 3.4, 6309 and 6310 may count toward two of the four required English courses for graduation. For course codes 6311, 6312, and 6316 students must be enrolled in ESL and ELA concurrently. If a student takes 6309 in grade 9 and then 6310 in grade 10, they must then be enrolled in English I and/or English II.

13. *Which course codes should I use for structured remediation or RTI² blocks in our schedule? What if these blocks are content-specific?*

At the secondary level, elective courses are available for Tier II and Tier III for ELA and mathematics. These courses are listed in the correlation of course codes document ([here](#)) and confer elective credit only.

Appendix D: Checklist

- ☐ Are all students enrolled in one course per grade level per content area?
- ☐ Are all students enrolled in courses for one and only one type of end-of-year assessment?
- ☐ Do all assessed course codes have a single teacher of record with a valid teacher license number?
- ☐ Do all teachers have a valid teacher work e-mail address?
- ☐ Are all students enrolled in the appropriate part 1 course for yearlong courses that have a part A/B?
- ☐ Are any students enrolled in retired course codes?
- ☐ Are all EL students enrolled in the appropriate tested courses in addition to the ELD courses?
- ☐ Are only students with IEPs who are identified as taking the alternate assessment scheduled using alternative assessment course codes?