

Overview

Local Education Agencies (LEAs) that trigger one or more Student Assessment Data Validation (SADV) indicators are expected to conduct a local review of their data and related policies and procedures to ensure that accurate data have been reported to the agency. If program implementation concerns and/or incorrect data are identified, LEAs are expected to address those issues locally. LEAs should maintain local documentation of their data validation process but will not be expected to share their findings with TEA unless they are issued a compliance review.

The primary goals of an SADV local review are to ensure that: 1) all eligible students were provided the opportunity to test on any required assessments (e.g., State of Texas Assessments of Academic Readiness (STAAR®) and Texas English Language Proficiency Assessment System (TELPAS)), 2) score codes entered or updated for students in the Test Information Distribution Engine (TIDE) are correct, 3) supporting documentation related to students' score code determinations are on file, and 4) any assessment-related policies and procedures meet statutory requirements and result in accurate, reliable data.

This document provides some general recommended steps and resources that may help LEAs when conducting these local reviews. While LEAs should take ownership of the local review process, they are encouraged to reach out to an independent party, such as their Education Service Center (ESC), for additional assistance.

Local Review Tips and Recommendations

- Upon their release, closely review the SADV reports and student-level data available through the Texas Education Agency Login ([TEAL](#)) Accountability application under the "Performance-Based Monitoring" tab.
 - Review the [Student Assessment Data Validation Manual](#) to gain a better understanding of the data validation system, indicators, and expectations for LEAs.
 - Questions about the creation or calculation of these indicators can be directed to the TEA Performance Reporting Division at Performance.Reporting@tea.texas.gov.
- Ensure familiarity with the [District and Campus Coordinator Resources](#) which provide the information necessary for district and campus testing coordinators to prepare, administer, and complete the assessments within the Texas Assessment Program (note, this webpage is updated annually to reflect the current year's testing administration). Some of the sections of the Coordinator Resources that may be particularly helpful when conducting local reviews are the following:
 - STAAR Participation Requirements
 - STAAR Alternate 2 Participation Requirements
 - TELPAS Participation Requirements
 - TELPAS Alternate Participation Requirements
 - Scheduling STAAR Test Administrations
 - Scheduling STAAR Alternate 2 Test Administrations
 - Scheduling TELPAS Test Administrations
 - Scheduling TELPAS Alternate Test Administrations
 - Enter Student Information into TIDE
 - Managing Appeals and Score Codes

- Planning for Security Before, During, and After an Administration
- Review available agency guidance related to student enrollment and course completion PEIMS data reporting requirements and expectations, including the [TSDS Web-Enabled Data Standards \(TWEDS\)](#).
 - Questions about PEIMS reporting (e.g., understanding data elements, identifying correct descriptor/codes, or business rule expectations) or supporting documentation requirements can be sent to TEA through a [TSDS Incident Management System \(TIMS\) Ticket](#).
- As part of the local review, consider developing specific questions for each data validation indicator that align with the goals of the SADV local review. For example, create questions that would help in determining whether any score codes were misreported and/or could not be validated and why, such as *“Did all campuses follow the district’s make-up policy to ensure all eligible testers were provided an opportunity to test?”*. Similarly, ask questions that help determine why students did not participate in required assessments, such as *“Did all campuses follow the district’s procedures for verifying that all eligible testers were accounted for?”*
- Select a group of students to more closely audit. If a large number of students contributed to the triggering of a particular SADV indicator, LEAs may prefer to select a random sample of students. The sample should reflect a variety of students across multiple campuses, if applicable. Additionally, consider ensuring that your sample includes students across different grade-levels, ages, demographics, and student programs. Furthermore, it may be beneficial to spend additional time reviewing or auditing any campuses that have a disproportionate number of students identified within the indicator(s).
 - Please note, LEAs are now expected to maintain local documentation when marking a student’s test with a score code of “O” for “Other,” “A” for “Absent,” “M” for “Medical Exception,” or “N” for “No Authentic Academic Response” in TIDE. A sample list of student-level documentation can be found in the [‘Document Rationales for Score Codes’](#) section of the Coordinator Resources.
- As noted above, LEAs should verify that their policies and procedures related to test participation, scheduling, and entering score codes are in alignment with that year’s testing requirements and expectations as outlined in the Coordinator Resources. Furthermore, policies and procedures related to PEIMS reporting should be aligned with agency expectations as outlined in TWEDS.
 - LEAs should also ensure policies and procedures facilitate effective cross-coordination between PEIMS data reporting and test administrations. This coordination should result in all eligible students being properly identified and administered the appropriate test (e.g., Emergent Bilingual (EB) students’ data are accurately reported in PEIMS and all eligible students are subsequently administered a TELPAS or TELPAS Alternate assessment).
- Document any errors or concerns related to program implementation, supporting documentation, and/or incorrect data found through the local review.
- If issues are identified, create a plan with actionable measures to ensure data accuracy and integrity as well as program fidelity going forward. Consider setting deadlines for implementing any local corrective actions and assigning staff member(s) to verify that regular progress is being made in meeting these goals. If any items are identified that require immediate resolution, ensure the necessary steps are taken (e.g., submit an irregularity report in TIDE for any eligible students who were not tested).
- Going forward, follow TEA’s best practice recommendation of downloading all TIDE reports before the end-of-year rollover (see [Managing Appeals and Score Codes - District and Campus](#)

[Coordinator Resources](#) for assistance in running reports). These reports can support the LEA in conducting future local reviews/audits or when responding to compliance reviews.

- LEAs are encouraged to complete local reviews by June 30th so any corrective actions, guidance, and/or policy updates can be implemented before the start of the next school year. Furthermore, LEAs may want to explore whether similar issues occurred in the most recent test administrations and correct those errors before the TIDE and Centralized Reporting System (CRS) rollovers occur for the next school year.
- Please note, TEA regularly communicates with LEAs through emails to superintendents and other relevant staff. Consider checking that AskTED contact information for all district staff is up to date as part of the local review.

Additional Resources

[STAAR Resources](#)

[TELPAS Resources](#)

[2023-2024 District and Campus Coordinator Resources](#) – Prior year Coordinator Resources (PDF)

[2024-2025 District and Campus Coordinator Resources](#) – Current year Coordinator Resources

[Texas Assessment Research Portal](#) – Users can analyze and compare assessment results, including score code data, across multiple administrations and across regions, districts, and campuses.

Contact Information

If you have any questions about conducting a local review or audit, please contact the Self-Reported Data Unit (SRDU) at DataComplaints@tea.texas.gov and we will be happy to provide additional support and guidance.

You may also find more information about the SRDU team on our [TEA webpage](#).