

Utah Assessment Student Rostering Manual

UTAH STATE BOARD OF EDUCATION



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Introduction

The Utah State Board of Education (USBE) rosters students for all state-wide assessments as outlined in Board Rule [R277-404: Requirements for Assessments of Student Achievement](#). Rostering refers to the assignment of students to assessment-administration software programs for the completion of assessments based upon the student's grade level or course enrollment. USBE collects student data via each Local Education Agency's (LEA) Student Information System (SIS). As stated in [R277-404-9: Data Exchanges](#), LEAs are responsible for ensuring their SIS is compatible with USBE data reporting requirements. The basic flow of student data between LEAs, USBE, and assessment vendors is pictured in Figure 1. This manual will address the roosting processes that occurs between USBE and vendors in the pictured process.

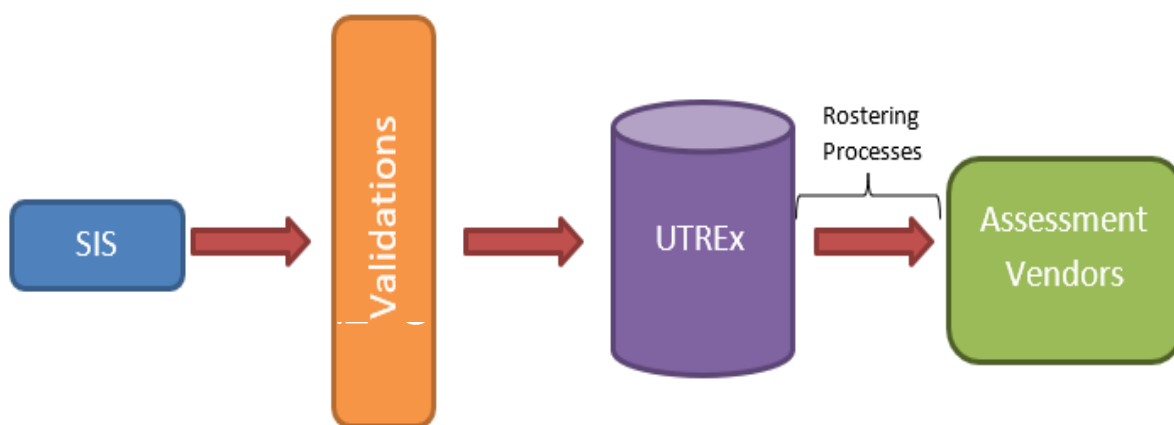


Figure 1: Basic Flow of Student Data

Figure 1 Basic Flow of Student Data

What's New?

This section will be updated with each new version of this manual to highlight changes in the newest version compared to the previous one. This document is version 2 of this manual.

- The Utah Aspire + assessment is no longer administered to 9th and 10th grade students.
- A section for formative Assessment Tools has been added
- Utah Compose is no longer provided as a formative tool.
- The RISE assessment is now administered to students in grades 3 – 10.

Purpose

The purpose of this manual is to establish transparency in the assessment rostering process for LEAs. This manual includes details of these processes for each state-wide assessment as each currently operates at the time of this writing. These processes are subject to change and this manual will be updated on an annual basis. Each assessment has unique rostering requirements. USBE evaluates each rostering component and creates business rules based on current vendor and USBE system requirements. Business rules are a set of constraints on the data required for assessment rostering. They filter student data to match what is needed for a given assessment. The USBE Assessment Data Specialist provides business rules to the USBE IT department and to assessment vendors for each assessment. The USBE IT and Assessment departments work with vendors to determine the appropriate order for business rule application to achieve desired rostering and data return results.

Manual Structure

USBE is in the process of updating our assessment rostering systems to an Application Programming Interface (API) using the [IMS Global OneRoster Specification](#) (OneRoster). These updates do not affect the way LEAs submit their student data but will change the rostering processes internal to USBE outlined in this manual.

This manual will first summarize and review the rostering process for assessments currently utilizing the OneRoster API. Discussion of rostering for assessments using a process other than the OneRoster API will follow. There are four general categories of rostering processes currently utilized: API Submissions, Non-API Nightly Submissions, Pre-ID File Submissions, and Manual Rostering Submissions.

Chapter 1: Rostering Components and API Submissions

Part I. Common Rostering Components

The rosters of students for state-wide assessments requires multiple data points associated with each student. USBE has put into place several course and test assignment components to communicate these data to vendors. These rosters components are listed below.

Core Code. This is the 11-digit code that identifies school courses. It is used in CACTUS and entered in UTREx. These core codes are also used in the course-based rosters of assessments. Updated core code lists are available annually on the USBE website. Each core code has a priority value that is used to determine which core code to apply in situations when a student has two or more core codes eligible to test for an assessment, but only one can be used for the assessment. Core codes are listed in order of their priority in the publicly available core code lists.

Test Subject ID. This is a 3-digit code that identifies the grade and subject-specific test a student will be assigned based on their core code(s). Core code and Test Subject ID crosswalks are provided to vendors annually so that they can correctly assign tests to the appropriate courses.

Participation code. This is a 3-digit code used to provide an explanation as to why a student did not participate in an assigned test, or why a student participated in a test in a non-standard way. More information about participation codes can be found in the Utah Accountability Technical Manual.

Org ID. This is an LEA's district number and school number combined to create one ID. It is communicated to vendors during rosters to identify a student's school enrollment(s).

Part II. API Submissions and Structure Summary

The Application Programming Interface (API) using the [IMS Global OneRoster Specification](#) (OneRoster) currently in development at USBE is the new standard for rosters data transfer. The API provides USBE with the ability to securely exchange student enrollment data with Utah LEAs and USBE-contracted vendors. The API allows parties to exchange data as often as necessary to achieve assessment rosters and data return needs. Standardizing the way that USBE communicates student data to all assessment vendors facilitates efficient and secure data transfers.

Assessments are defined as being grade-based, course-based, or designation based and allow for multiple school enrollments or a single school enrollment. Table 1 is a visual representation of these assessment types.

Table 1: Visual of USBE assessment types utilizing OneRoster API

Course Based Assessment	-STAMP -Acadience Reading (ALO) -Acadience Math (ALO) -RISE
Designation Based Assessment	-DLM

Business rules are applied to sort student data appropriately by assessment vendors. The application of these business rules sometimes requires a single school or course enrollment to be selected in cases where a student may be enrolled in multiple eligible schools and/or courses. The logic used to determine these selections is referred to as tie break rules or “tiebreakers”.

Chapter 2: Assessments Rostering - OneRoster API

The following rostering processes represent assessments that currently utilize the OneRoster API. Rostering information is sourced from LEA UTREx submissions on a nightly basis. The current business rules associated with each unique rostering solution are explained below.

Part I. Course Based Assessment

All student information is sourced from the nightly UTREx submissions LEAs submit via the [Data Gateway](#) data collector.

In cases where a student is currently enrolled in more than one course eligible for the same subject test, rostering prioritizes courses by giving preference to:

- a. Active course with core code included in the assessment's core code list
- b. Core code with lowest numerical priority, based on the priority of the core codes as they are ordered in the [core code lists](#)
- c. Latest course entry date
- d. Lowest course period
- e. Lowest course section ID

A. Acadience Reading/Acadience Math Rostering

The Acadience Learning Online vendor applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the Acadience Reading assessment.

- Filter for Acadience Reading core codes using the core code list
- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 0-6
- IF core code IN (23010000075, 23010000155) THEN use the student's grade level to assign appropriate reading assessment.

B. Readiness Improvement Success Empowerment (RISE) Rostering

The current vendor USBE is contracted with to administer the RISE assessment applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the RISE assessment.

- Filter for RISE core codes using core code list
- Remove students where 1% flag is 1/True
- Assign correct subject test based on student Test Subject ID

Students who receive 100% of their instruction online and are exclusively enrolled in online schools and roster for the RISE assessment are eligible for remote test administration. If a student is enrolled in a brick-and-mortar school, they are not eligible for remote administration.

- Home School enrollments in School 990 are considered brick-and-mortar
- Course enrollment is not a consideration

C. STAndards-based Measurement of Proficiency (STAMP) Rostering

The current vendor USBE is contracted with to administer the STAMP assessment applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the STAMP assessment.

- Pull all active records where DLI School flag is 1/True
- Pull all records where grades are 3-9
- Filter for STAMP core codes using core code list

Part II. Designation Based Assessment

All student information is sourced from the nightly UTREx submissions LEAs submit via the [Data Gateway](#) data collector.

A. Dynamic Learning Maps (DLM) Student Entry

Dynamic Learning Maps (DLM) assessments are designed for students with significant cognitive disabilities (i.e., 1% students) and rostering for these assessments is done through the KITE educator portal. Utah currently utilizes ELA, Math, and Science DLM assessments. The DLM vendor applies these additional rules when pulling student data to narrow this pool of students to only those that are eligible to take the DLM assessment.

- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 3-11
- Filter for students with Special Education status 1/Yes/True
- Filter for students OnePercent 1/Yes/True
- Filter for SpecialEdExitDate to ensure active records are pulled:
 - o (SCRAM exit date is blank OR SCRAM exit date > current date)
 - Students exit KITE nightly according to the following business rules:
- Filter for SpecialEdExitDate to ensure inactive records are removed:
 - o (SCRAM exit date is the current date or < current date)
- Filter for SCRAM exit code, exclude SCRAM exit dates where the SCRAM record has exit code 'S'-Service Change

Chapter 3: Assessment Rostering - Non-API Nightly Submissions Summary

The following rostering processes represent assessments that currently utilize systems that have yet to be updated to the OneRoster API. Rostering information is sourced from LEA UTREx submissions on a nightly basis. The current business rules associated with each unique rostering solution are explained below.

Part I. Assessments Utilizing this Process

A. Pre-Kindergarten Entry and Exit Profile (PEEP) Rostering

The PEEP assessment is rostered within Data Gateway. If you have questions about rostering students for PEEP please contact Dallas Brooks at dallas.brooks@schools.utah.gov

Chapter 4: Assessment Rostering - Pre-ID File Submissions

The following assessments currently utilize a pre-identification (Pre-ID) flat file to roster students using a one-time or two-time submission to vendors. Once a pre-id file has been submitted to a vendor any student movement in or out of a rostering pool must be manually done by LEAs.

Part I. Assessments Utilizing this Process

A. WIDA

A twice-yearly statewide extract of English Learner (EL) students is taken from UTREx to roster students for WIDA testing. Below are the filter requirements for this data extract.

- Pull all active student records where EL flag is O or Y
- Remove all students who have:
 - An overall composite score greater than or equal to 4.2 AND a speaking score of greater than or equal to 3.5 for SY $\geq$ 2024
 - OR
 - (An overall composite score greater than or equal to 4.2 AND a speaking score of greater than or equal to 3.5) OR (a composite score greater than or equal to 5.0) for SY 2022-2023
 - OR
 - A composite score greater than or equal 5.0 for SY 2021-2022
- Pull all records where grades are K-12

If a student is actively enrolled in more than one school as an EL, then a school will be prioritized by giving preference to:

- a. School of Record (Where School of Record is Y in Data Gateway)
- b. School with greatest number of calendar days enrolled. Beginning from the date of enrollment to the day the pre-id file is pulled.

B. ACT Rostering

A one-time statewide extract of 11th grade students is taken from UTREx to roster students for ACT testing. Below are the filter requirements for this data extract.

- Pull all active student records where grade is 11
- Remove students where 1% flag is 1/True

If a student is actively enrolled in more than one school, then a school will be prioritized by giving preference to:

- a. Latest grade exit date
- b. Earliest grade entry date
- c. School of Record (Where School of Record is Y in Data Gateway)
- d. Primary Enrollment over Non-Primary (Expressed in membership days)
- e. Highest number of attendance days
- f. Highest Cumulative GPA

Chapter 5: Formative Assessment Tools Rostering

Utah State Board of Education (USBE) provides Formative Assessment Tools to support educators by increasing their capacity to leverage the formative assessment process to inform personalized instruction and more effectively work with students to build competency.

Part I. Formative Tools Utilizing OneRoster API

A. Utah Test Item Pool Service (UTIPS)

The Utah Test Item Pool Service (UTIPS) is a formative assessment tool available to Utah teachers year-round. Student rostering is not restricted by any core code or test subject id lists. UTIPS includes grades K-12 for all content area. If you have questions about registering for a teacher account for UTIPS contact Aliese Fry at aliese.fry@schools.utah.gov.

B. Readiness Improvement Success Empowerment (RISE) Interim and Benchmark Tests

Students are rostered for RISE Interim and Benchmark tests at the same time they roster for the RISE summative assessment. Please refer to the RISE section in Chapter 2, Part 1 for RISE rostering rules.

Part 2. Formative Tools Utilizing Other Rostering Methods

A. Shmoop

Shmoop is an online platform that provides test prep for students for Advanced Placement assessments, ACT and the ASVAB (Armed Services Vocational Aptitude Battery) assessment. It is available for students in grades 7-12. Rostering for Shmoop rostering is currently in development.

B. Scrible

Scrible is a formative writing tool available to Utah students in grades 3–12. For the 2026–2027 school year, Scrible is expected to be available in late September or October. Rostering will be managed by LEAs through third-party vendors such as Clever, Google Classroom, or Canvas.

Appendix A. Other Resources

- The USBE Assessment and Accountability Department page has multiple resources for Assessment Directors and other LEA staff working with State assessments, as well as contact information. <https://schools.utah.gov/assessment>
- The USBE Information Technology Department provides guidelines and information about UTREx records exchange. <https://www.schools.utah.gov/informationtechnology/utrex>
- The complete list of CACTUS core codes can be found in the Administrative and School Supports page. <https://www.schools.utah.gov/licensing/adminsupportscactus>
- The USBE Data and Statistics Department compiles and analyzes a wide variety of information about schools, student progress, graduation rates, school districts, and other useful statistics and reports on the condition of Utah's education. They also hold monthly LEA data conferences, the slides from these conferences are saved on their department website. <https://www.schools.utah.gov/datastatistics>