- Submit all the tests for scoring.

- Ensure that responses, score codes, accommodations, test information attributes, and demographic information are appropriately recorded and reported.

3. Receive raw score to scale score (RSSS) conversion tables from the test contractors.

- CAI sends RSSS conversion tables to TEA. Each table shows the scale score corresponding to each raw score point for an assessment. The tables are verified, approved, and incorporated into computer programs that produce the student and district/campus files and reports. Refer to the Equating section in chapter 3, "Standard Technical Processes," for more information about RSSS conversation tables.

4. Create a student-level data file. This file contains the data from the simulation of the processing of student answer documents and online responses from the test cases.

- Verify that the resolved fields are correct in the database of test cases. The resolved fields simulate the changes that would be made in the contractors' editing process if coding or bubbling errors are made on the student answer document and online system or if any defaulting conditions apply.

- Export the student-level data file from the database.

5. Receive a student-level data file from CAI.

- CAI sends an independently generated student-level data file to TEA with student names, demographic data, and scores for the tests administered. These files are the result of a procedure that uses the TEA-provided instructions in the test design and the online tests, to simulate the completion of student answer documents and online tests by districts, followed by processing, and scoring of student answer documents and online tests by the contractors.

6. Compare the TEA student-level data files to the student-level data files provided by CAI.

- For each record in the data file, compare every variable in the contractors' student-level data files with the corresponding variable in the TEA student-level data file.

- Investigate any discrepancies and determine the source and reason for the discrepancy.

- Make and necessary corrections in accordance with established policy and editing rules.

- Repeat the process by regenerating student-level data files, comparing again, and resolving discrepancies until the data files from CAI match the TEA data files.

7. Produce reports.

- CAI generates all standard reports for three fictitious districts for the tests administered. The contractor then provides these reports electronically to TEA. In addition, printed copies of the student report cards for Spring administrations and confidential student labels for all administrations are shipped to TEA.

- A corresponding TEA report is produced for each CAI report.

- Reports by TEA and CAI are generated with independently produced computer programs.

8. Verify reports.

- The TEA-generated reports are compared to the reports provided by CAI to verify that they contain identical information.

- Any discrepancies found are investigated and corrected.

9. Approve reports.

- When all the reports for the fictitious districts are verified to be free of error, TEA notifies CAI that reports can be posted to a secure TIDE inbox and shipped to school districts when their internal quality assurance (QA) process is complete.

10. Verify the Family and Analytic Portals

A random sample of student records are selected for each test case and a QA checklist containing the following elements is executed:

- Reports are accessible by portal access code and date of birth.

- Reports populate as expected for each test case spanning the administration type, grade, and subjects.

- Data for the selected student record appear correctly, including but not limited to student identifying information, demographic information, and both current and historical test result information.

- All functionality within the portal performs as expected including the toggle to the Spanish-langba7(S)2 (pani)2.6 3tuj 0.005 Tc -0.005 Tw 0.261 0 Td (to,.315.9 (a)10.5,0 TC

- Test cases are verified in Firefox, Chrome, and Safari.

- Test cases are tested for mobile use on iPads.

11. Verify the Centralized Reporting System

A QA checklist containing the following elements is executed:

- For each program, e3 .04 exed cases(Tw   r   e   p   o   r