How to Access and View Preliminary Reports for Online Testing

Appropriate Use of Data

The information in this report is preliminary, raw score data, and may be adjusted up to the time final results are reported. This report should not be used for any high stakes decisions (e.g., grade or course placement, curricular decisions, teacher evaluations).

The preliminary report data are embargoed. These reports are for internal use only, and are not to be shared or made public.

The Spring 2015 preliminary reports provide a preview of raw score data at three views: District, School, and Student. The preliminary results will include:

- English Language Arts in Grades 3–8 and 11
- Mathematics in Grades 3–8 and 11
- Science in Grades 4, 7, and 11
- Social Studies in Grades 5, 8, and 11

Grade level data will be available approximately two weeks after the end of each grade-specific test window. *(see Table 1)*

Table 1

Assessment	Grade	Content Areas	Online Testing Window	Estimated Availability Week of
M-STEP	5 and 8	ELA, Math, Social Studies	April 13 to May 1	May 18 - 22
M-STEP	4 and 7	ELA, Math, Science	April 27 to May 15	June 1 - 5
M-STEP	3 and 6	ELA and Math	May 11 to June 5	June 22 - 26
M-STEP	11	All subjects	April 13 to June 5	June 22 - 26
MI-Access	ALL	All subjects	April 13 to May 29	June 15 - 19

What's Reported – About the Data

- Only raw score data for **students who tested online** will be included.
- The raw score data are reported as points earned out of points possible.
- Note: scale scores and proficiency levels will be included in the final reports this fall.
- Preliminary raw score data are **not** intended for use in making high-stakes decisions.
- Students will appear on the preliminary report in each content area as their raw score data record is completed for that content area.
    - e.g., Since social studies tests contained multiple choice (MC) items only, most students will appear on the social studies report.

- M-STEP ELA and mathematics tests contained technology-enhanced and constructed-response items in addition to MC items. Since scoring is still in progress for some of these items, a student's raw score data record may not be complete yet in these content areas. Students will be added to the report as their raw score data record for each content area is complete.

- Student tests that are flagged as Prohibited Behavior, Non-standard Accommodation, Testing Out-of-Level, or Testing Irregularity are considered invalid and will not be included on preliminary reports.
- Home-schooled students are not included in the preliminary reports.
- Non-public schools will not appear on the district reports.
- Summary statistics are suppressed for groups of students fewer than 10, due to the instability or lack of reliability of statistics based on low sample sizes.
- Changes to student demographics and/or class group codes made on the Secure Site or MSDS after the initial preliminary reports become available *(see Table 1 on previous page)* will not be reflected in these reports.

Preliminary reports are available through the Secure Site at https://baa.state.mi.us/BAASecure/. Secure Site access is only available to district and school employees who require the information contained on the site as a part of their user role and permissions. You must have a MEIS login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to http://www.mi.gov/securesitetraining and click How do I obtain access to the Secure Site?

Accessing Preliminary Reports

STEP 1: Login to the Secure Site. Click **Reports** in the menu bar at the top of the screen. A drop-down menu will appear. Click **Student Test Scores**. Under **Search Criteria**, click on the drop-down list under **Test Cycle** and select **Spring 2015 M-STEP or Spring 2015 MI-Access** from the list. Next, click on the **Report Type** drop-down list and select **Interactive Reporting**. *(see Figure 1)*

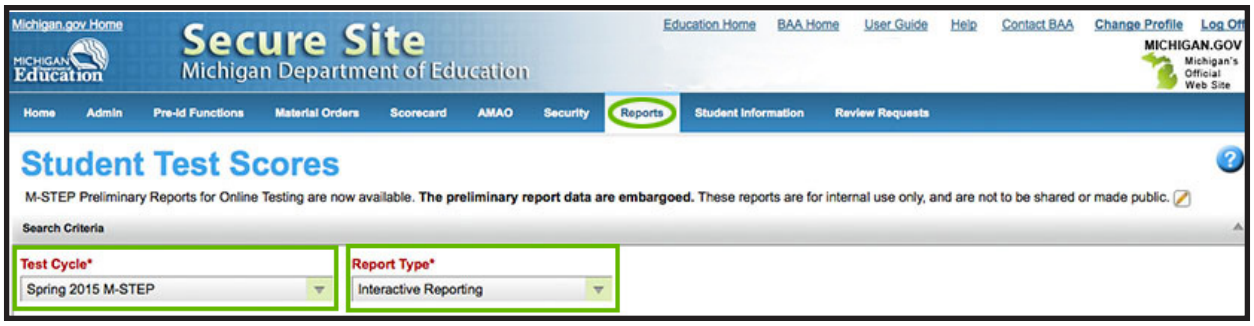


Figure 1

STEP 2: Under **Entity Information** *(see Figure 2)* there will be three drop-down boxes: **ISD**, **District**, and **School**. Select **ISD** and **District** and under **School** select **District Summary Report**. Click the **Search** button.

Note: Selection options will be pre-populated based on the level of access users have in the Secure Site.

Figure 2

STEP 3: While the system is retrieving data, users will see a message letting them know they are connecting to our Interactive Reporting site. *(see Figure 3)*

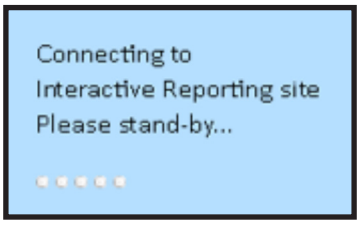


Figure 3

District and School-level Reports

The Interactive Reporting tool allows you to view district summary data by **District, School, Assessment, Content,** and **Grade**. In all views, users can also **filter** by *(see Figure 4)*:

- Gender
- Ethnicity
- English learners (ELs)
- Students with Disabilities (SWDs)
- Supports and Accommodations

NOTE: Fields indicated by an asterisk are required filters.

Figure 4

Important Definitions/How to Read the District and School-level Reports

The preliminary raw score data includes Minimum Points Possible, Minimum Points Observed, 25th percentile, Median (50th percentile), 75th percentile, Maximum Points Observed and Maximum Points Possible. *(see Figure 5)*

- The **Minimum Points Possible** is 0.
- The **Minimum Points Observed** is the least number of raw score points earned by any student in the "filtered" population.
- The **Maximum Points Observed** is the maximum number of raw score points earned by any student in the "filtered" population..
- The **Maximum Points Possible** is the maximum number of points a student could earn.
- When the raw score data is ranked from lowest to highest score, then:
  - A score or rank at the **25th percentile** means that 25% of all the scores of the filtered population are below that score and 75% of all the scores are above that score.
  - The Median is the **50th percentile**, the point where half of the students are above and half are below.
  - A score or rank at the **75th percentile** means that 75% of all the scores of the filtered population are below that score and 25% of all the scores are above that score.

# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
100	0.0	6.0	17.0	23.5	32.5	58.0	62.0

Figure 5

- District users can sort their schools, and school users can sort their class groups by the fields below. *(see Figure 5)*
  - Number of students
  - Minimum points observed
  - 25th percentile points
  - Mean (50th percentile)
  - 75th percentile points
  - Maximum points observed

Viewing District Summary Reports

In the Interactive Reporting site, district-level users will see a list of schools in each content area in which one or more students who have complete raw score data records available for the content area and the grade level selected. Schools that have data available will appear in alphabetical order. If a school does not appear in the report, it is because complete raw score data is not yet available for *any* student in that school in the content area and grade level selected.

For example, in the district shown below, only ABC Middle School has complete English language arts raw score data for one or more Grade 8 students at this time. *(see Figure 6)*

District: ABC District

* = required field About this Report

*Assessment:	*Content:	*Grade:	Gender:	Ethnicity:	EL:	SWD:	Supports and Accommodations:
M-Step	English Lang...	08	All	All	All	All	All

The information in this report is preliminary data and may not reflect final scoring. This report should not be used for any high stakes decisions (e.g. grade or course placement, curricular evaluations, teacher evaluations, etc.).

School	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
ABC Middle School	100	0.0	6.0	17.0	23.5	32.5	58.0	62.0

Figure 6

NOTE: For MI-Access FI English language arts, only Accessing Print preliminary raw score data will be included in the report for one or more students who have complete Accessing Print raw score data available.

In the same district, two middle schools have Grade 8 mathematics raw score data available. *(see Figure 7)*

District: ABC District

* = required field About this Report

*Assessment:	*Content:	*Grade:	Gender:	Ethnicity:	EL:	SWD:	Supports and Accommodations:
M-Step	Mathematics	08	All	All	All	All	All

The information in this report is preliminary data and may not reflect final scoring. This report should not be used for any high stakes decisions (e.g. grade or course placement, curricular evaluations, teacher evaluations, etc.).

School	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
ABC Middle School	45	0.0	4.0	14.5	20.0	24.0	32.0	43.0
DEF Middle School	94	0.0	5.0	15.0	22.5	28.0	36.0	43.0

Figure 7

For social studies, all middle schools in ABC district, have Grade 8 raw score data available, as shown below. *(see Figure 8)*

District: ABC District

* = required field About this Report

*Assessment:	*Content:	*Grade:	Gender:	Ethnicity:	EL:	SWD:	Supports and Accommodations:
M-Step	Social Studies	08	All	All	All	All	All

The information in this report is preliminary data and may not reflect final scoring. This report should not be used for any high stakes decisions (e.g. grade or course placement, curricular evaluations, teacher evaluations, etc.).

School	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
ABC Middle School	382	0.0	9.0	20.0	26.0	31.0	44.0	44.0
DEF Middle School	185	0.0	8.0	16.0	24.0	30.5	43.0	44.0
GHI Middle School	193	0.0	9.0	22.0	26.0	31.0	40.0	44.0
JKL Middle School	271	0.0	5.0	19.0	23.0	30.0	41.0	44.0
MNO Middle School	175	0.0	9.0	21.0	27.0	32.0	44.0	44.0
PQR Middle School	413	0.0	9.0	21.0	27.0	33.0	43.0	44.0
STU Middle School	426	0.0	8.0	24.0	30.0	34.0	44.0	44.0

Figure 8

Accessing and Viewing School Reports

STEP 1: Log in to the Secure Site (see pages 2-3 of this document)

STEP 2: Select the **ISD**, **District**, and **School**. Click the Search button. *(see Figure 9)*

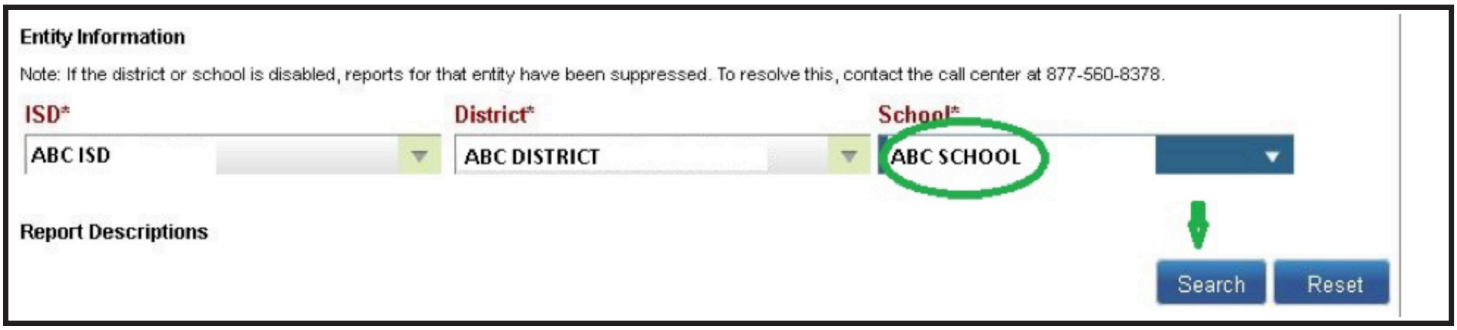


Figure 9

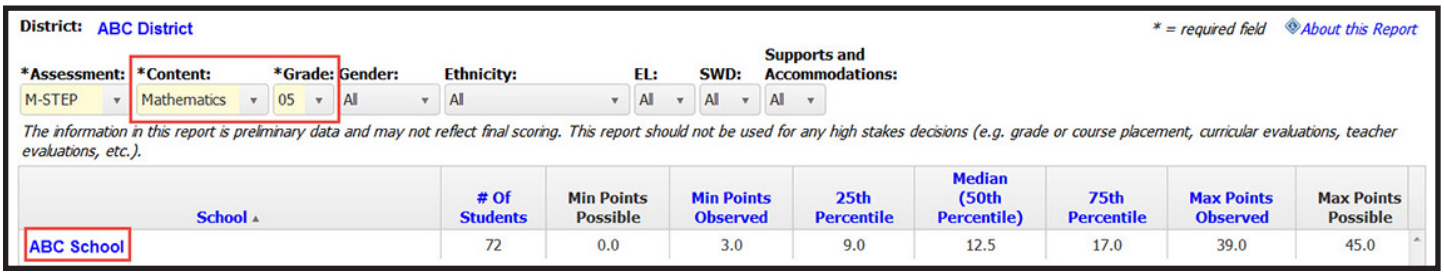
STEP 3: **Assessment**, **Content**, and **Grade** fields indicated by an asterisk, are required filters in the School view. *(see Figure 10)*

Figure 10

Additionally, users may filter by:

- Gender
- Ethnicity
- English learners (ELs)
- Students with Disabilities (SWDs)
- Supports and Accommodations

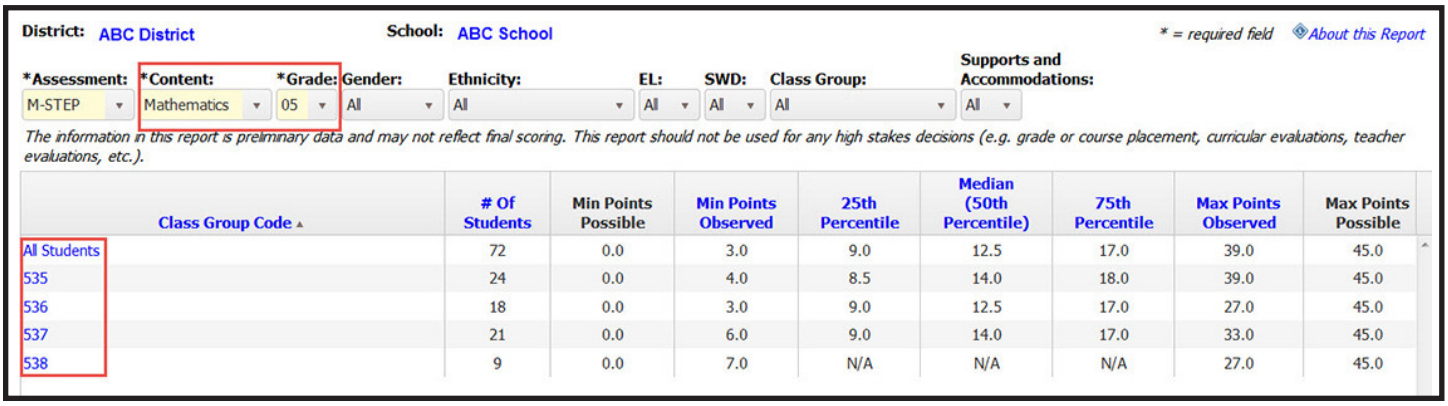
NOTE: This screen *(see Figure 11)* will show the summary data for the filtered content area and grade level. Summary data for other content areas or grade levels may be selected in the drop-down filters.



School	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
ABC School	72	0.0	3.0	9.0	12.5	17.0	39.0	45.0

Figure 11

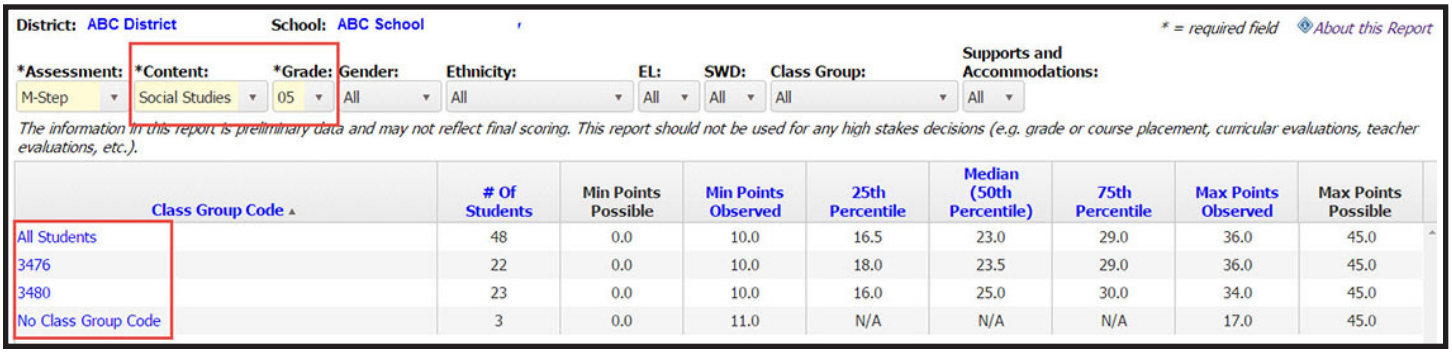
If a content area or grade level does not appear in the drop-down filters, it is because complete score data is not available for any student in the selected content area and grade level. By clicking on the school, the class group summary will appear. School-level reports will include each class group that has one or more students who have complete raw score data records available for the selected content area and grade level. *(see Figure 12)* By clicking on the class group code, or the All Students row, the student roster will appear for that group.



Class Group Code	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
All Students	72	0.0	3.0	9.0	12.5	17.0	39.0	45.0
535	24	0.0	4.0	8.5	14.0	18.0	39.0	45.0
536	18	0.0	3.0	9.0	12.5	17.0	27.0	45.0
537	21	0.0	6.0	9.0	14.0	17.0	33.0	45.0
538	9	0.0	7.0	N/A	N/A	N/A	27.0	45.0

Figure 12

If the school uses class group codes but not all students are assigned to a class group code, those students will appear in the No Class Group Code sub-group. *(see Figure 13)*



Class Group Code	# Of Students	Min Points Possible	Min Points Observed	25th Percentile	Median (50th Percentile)	75th Percentile	Max Points Observed	Max Points Possible
All Students	48	0.0	10.0	16.5	23.0	29.0	36.0	45.0
3476	22	0.0	10.0	18.0	23.5	29.0	36.0	45.0
3480	23	0.0	10.0	16.0	25.0	30.0	34.0	45.0
No Class Group Code	3	0.0	11.0	N/A	N/A	N/A	17.0	45.0

Figure 13

If no class group codes have been previously identified in the Secure Site for the selected content area and grade level, the student roster will appear. *(see Figure 14 on next page)*

Student Level Reports

Like the district- and school-level reports, student level reports can be filtered by

- Gender
- Ethnicity
- English learners (ELs)
- Students with Disabilities (SWDs)
- Supports and accommodations

STEP 1: Student level information can be sorted alphabetically by student name or by the number of points earned. All columns in blue text are sortable. *(see Figure 14)*

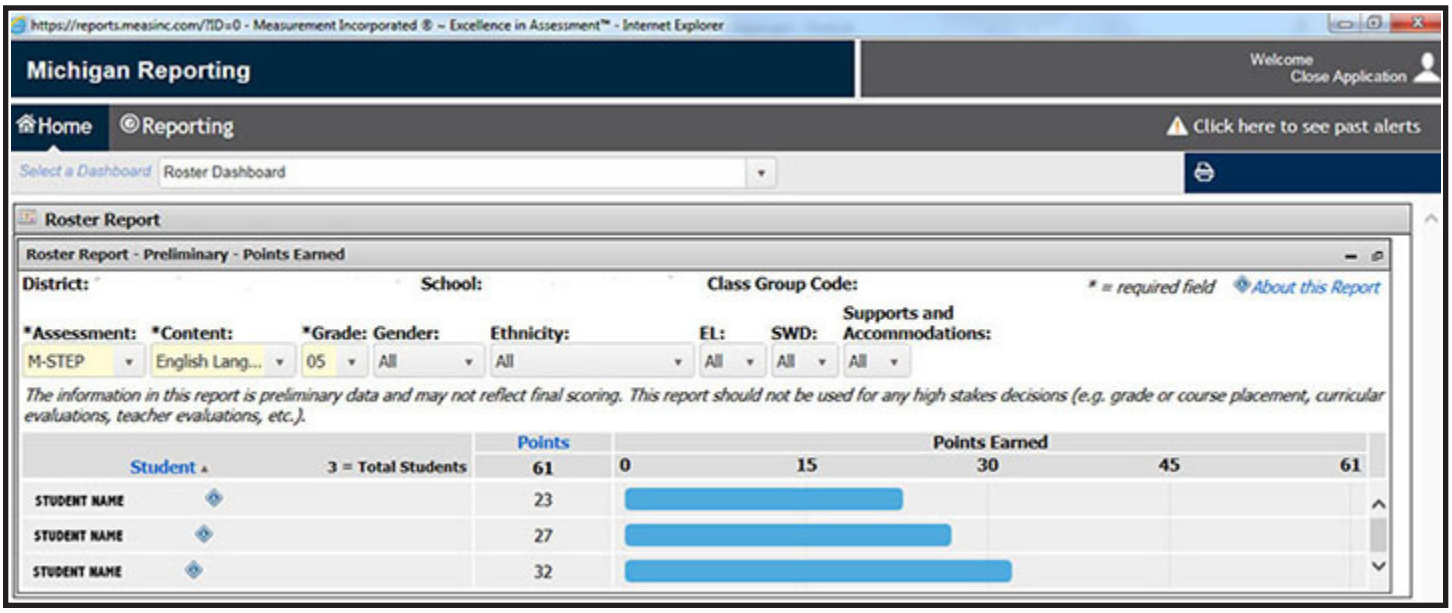


Figure 14

STEP 2: In order to see demographic information about the student, users can hover over the information icon next to the student name. Viewable demographic information about the student, includes **UIC, Date of Birth, Gender, Ethnicity**, whether the student receives **Supports and Accommodations**, is designated an **EL (English Learner)** or **SWD (Student with Disabilities)** student, and whether the student has been included in a **Class Group**.

NOTE: Changes to student demographics made on the Secure Site or MSDS after the initial preliminary reports become available will not be reflected in these reports.

Preliminary reports only include raw score data for MI-Access students who were tested online (Functional Independence) or whose answers were submitted online (Participation/ Supported Independence). MI-Access students who have been identified as "Special Education" in MSDS and have valid scores should appear in the preliminary reports. Students who have NOT been identified in MSDS as Special Education will NOT appear in the preliminary reports.

The Functional Independence ELA total points possible shows as 45 points. *(see Figure 15 on the next page)* However, please note that the Expressing Ideas (4 points total) will not be represented in this preliminary report. To calculate the actual maximum score points for the preliminary report, subtract 4 from the 45, leaving a new maximum score point value of 41. The Expressing Ideas scores will be included appropriately in the final round of reports that will be released this fall, at which time, the maximum score point value of 45 will be correct.

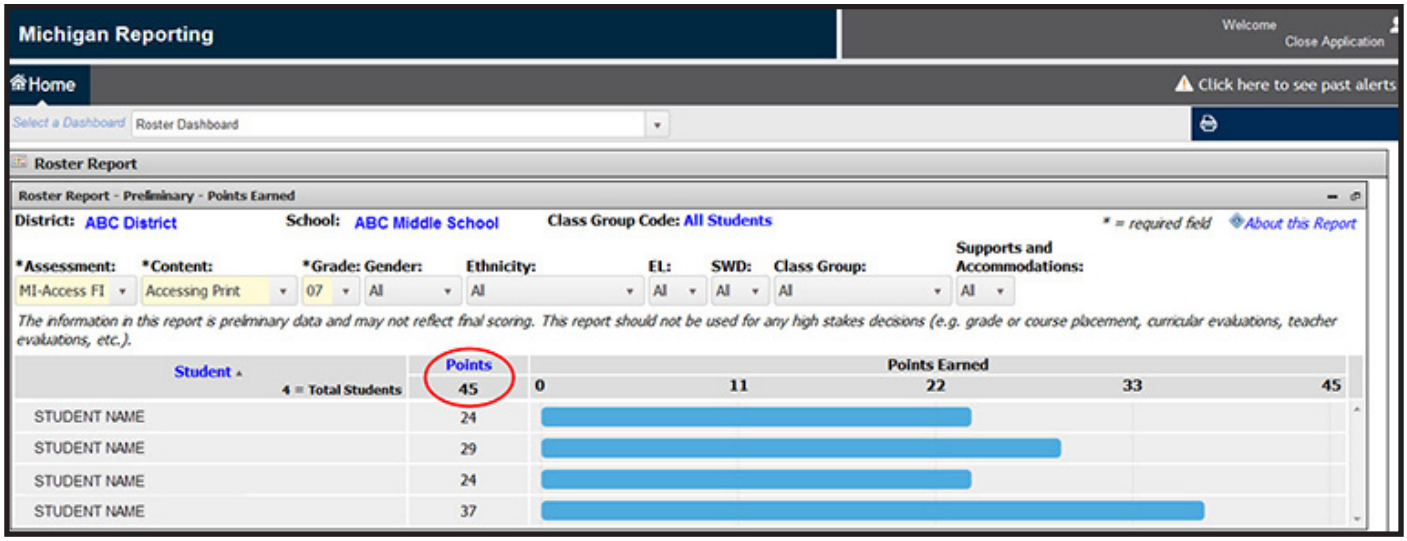


Figure 15

To view another school in the district, click the **Home** button in the upper left section of the screen and the Interactive Reporting application will return to the District view. *(see Figure 16)*

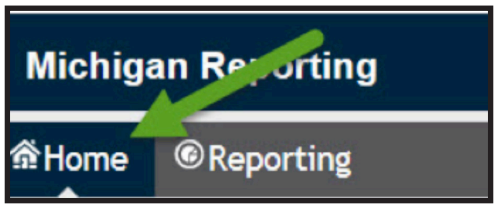


Figure 16

To return to the Secure Site, click **Close Application** in the top right corner of your screen. *(see Figure 17)*

Figure 17

For additional assistance, please contact **baa@michigan.gov** or call **(877) 560-8378**.