Assessment Secure Reports User Guide

Minnesota Department of Education

Division of Statewide Testing

1500 Highway 36 West

Roseville, MN 55113

Website: http://education.state.mn.us

Updated May 2014

Table of Contents

Accessing Assessment Secure Reports 3
Functionality of Assessment Secure Reports 4
Viewing Other Assessment Secure Reports Pages 4
Downloading Files 5
Selecting Multiple Categories 7
District and School Student Results (DSR and SSR) 7
Graduation Data List 10
Graduation Data List Columns 11
Graduation Data List Error Messages 12
Growth Detail and Summary Report Download 13
Growth Detail 14
Growth Summary Report and Download 15
Prior Performance Reports for MCA-Modified Participation 16
Prior Performance Report Columns 16
Frequently Asked Questions about Prior Performance Report 18
Student Assessment History Report 19
Student Assessment History Report Columns 21
Student Assessment History Report Error Messages 22
Test Results Summary 23
Accessing Summary Results through School Improvement Assessment Reports 25
Appendix – Test Names and Academic Standards Alignment for Test Results 26

Secure Reports (formerly MDE Secured Reports) is where districts can view assessment results for students, schools and the district, as well as accountability and school improvement reports. Reports and data on the Secure Reports section of the MDE website are provided by multiple divisions at MDE. This user guide will provide general information on system functionality and specific information on the reports provided by the Statewide Testing division at MDE, which are available under the Assessment Secure Reports heading:

- District and School Student Results (DSR and SSR)
- Graduation Data List
- Growth Detail Download
- Growth Summary Report and Download
- Prior Performance Report for MCA-Modified Participation
- Student Assessment History Report
- Test Results Summary

Contact mde.testing@state.mn.us for specific questions regarding these reports; contact mde.analytics@state.mn.us for general questions and system functionality.

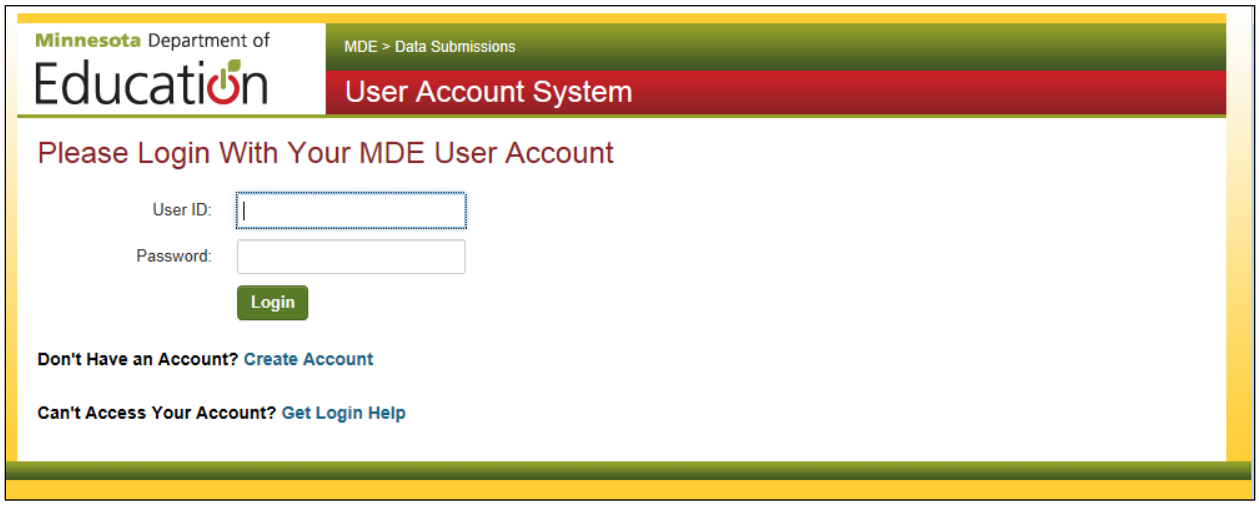
Accessing Assessment Secure Reports

The process for requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. View the Data Submissions page (MDE website > School Support > Data Submissions).

Prior to accessing any of the reports under Assessment Secure Reports, you'll need to have your superintendent (or charter school director) add your name to the *Superintendent Authorization Form* found on the Assessment Secure Reports Data Submissions page. View the Assessment Secure Reports Data Submissions page (MDE website > School Support > Data Submissions > Assessment Secure Reports). The form contains instructions for completing and returning it to MDE. Note: District Assessment Coordinators who have been granted access to Test WES automatically have access to Assessment Secure Reports and this form does not need to be completed.

When requesting access, please allow from one to five business days for approval. For any questions about access to the MDE secure systems, please contact mde.testwes@state.mn.us.

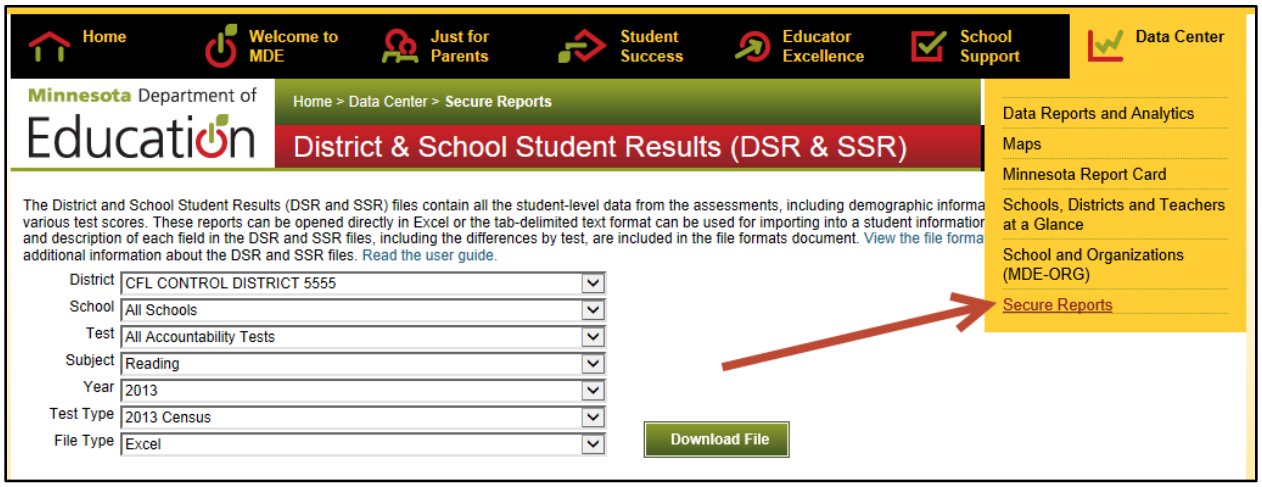
Once you have access, select Secure Reports under the Data Center tab of the MDE website. View the Secure Reports page (MDE website > Data Center > Secure Reports). Select the desired report under Assessment Secure Reports to arrive at the MDE User Account Login page.



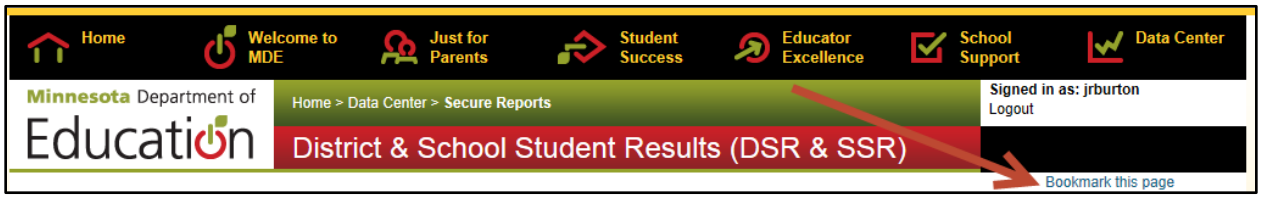
Functionality of Assessment Secure Reports

Viewing Other Assessment Secure Reports Pages

To view other Assessment Secure Reports, you must hover over the Data Center, select Secure Reports, and choose the report from the under the Assessment Secure Reports heading.



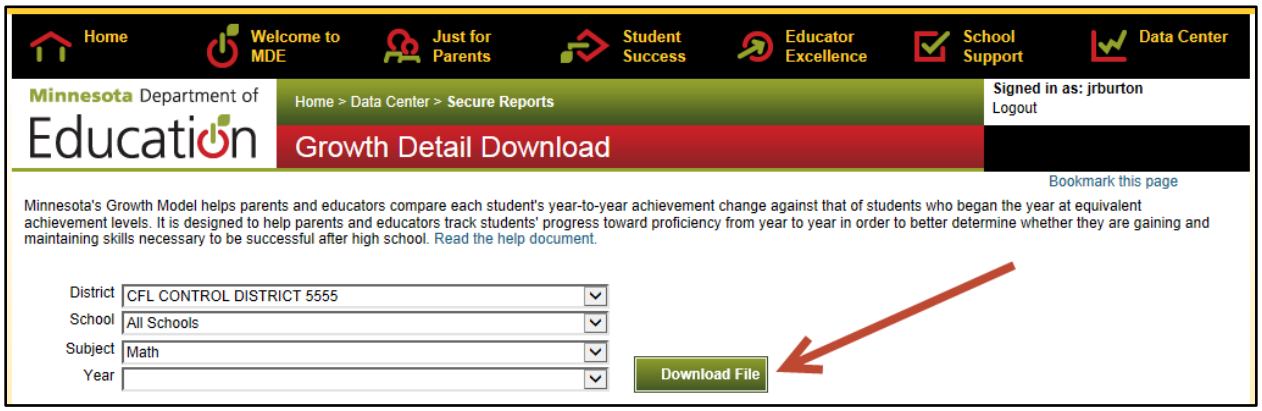
Users may choose to “Bookmark this page” for each report page and navigate to other report pages using their browser Favorites. Note: you will need to create new bookmarks if you had previously bookmarked the reports on the Data Reports and Analytics page.



Downloading Files

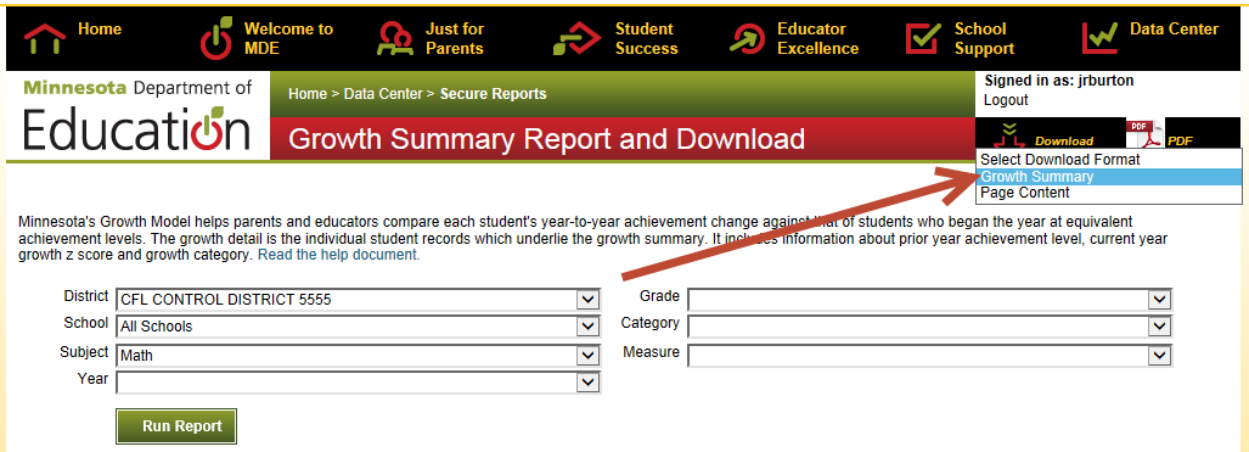
Each of the Assessment Secure Reports pages has download options on the page or in the upper right hand corner of the screen.

The District and School Student Results (DSR and SSR), Graduation Data List, Growth Detail Download, and Prior Performance Report for MCA-Modified include download options directly on the page.



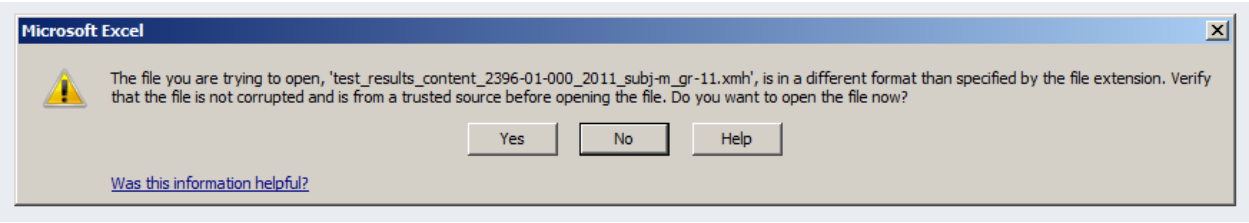
The Growth Summary Report and Download and Test Results Summary have download options in the upper right hand corner of the page. Once you have selected the format you want, select the Download button above the drop-down menu.

- Selecting “Page Content” will download information containing the categories that were selected on the page.
- Selecting “Summary” will download the applicable summary file. Users may choose either xls or tab as the download format for Test Results Summary; the summary file automatically opens in xls for the Growth Summary Report and Download.
- To use a tab file, save the file to your computer, open Excel or other spreadsheet program, and use the “open” command to view.

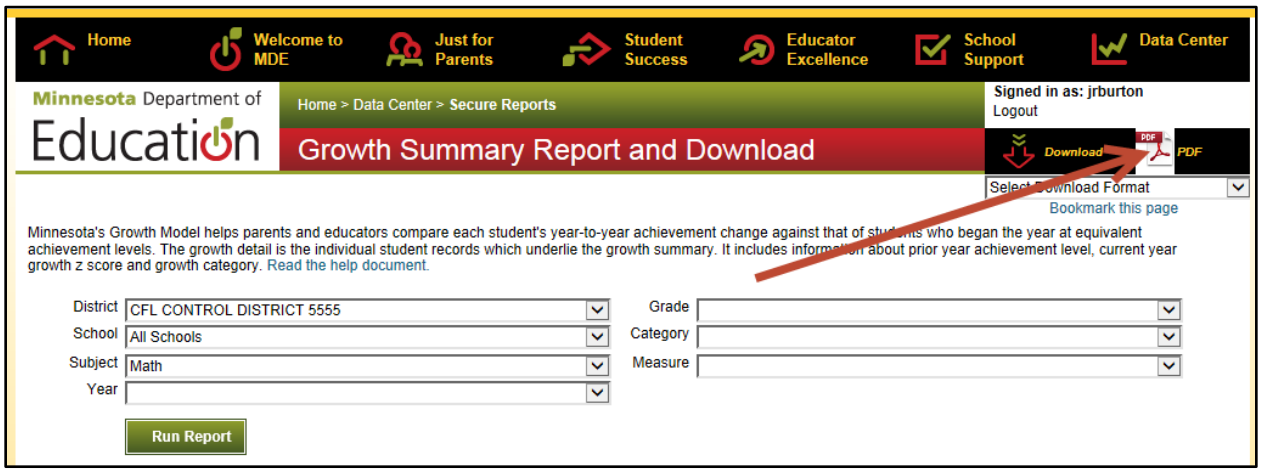


For the Student Assessment History Report, selecting the “Download” button automatically opens the file in Excel. The same information on the screen appears in the Excel download with one exception; test UIN is included in the download only. The UIN is intended for internal MDE use to quickly find and retrieve a unique test record when circumstances require it.

Once the Download button has been selected, you will be asked whether you want to Open or Save the file. Next, a pop-up window may appear; select “Yes” to allow the download.

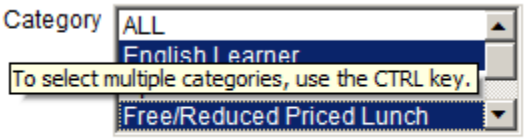


The Growth Summary Report and Download, Student Assessment History Report, and Test Results Summary also have the option to view PDFs. When a user selects PDF in the upper right of the screen, the information displayed below on the screen will open in a PDF format (including the chart and graph displays) that may either be saved or printed.



Selecting Multiple Categories

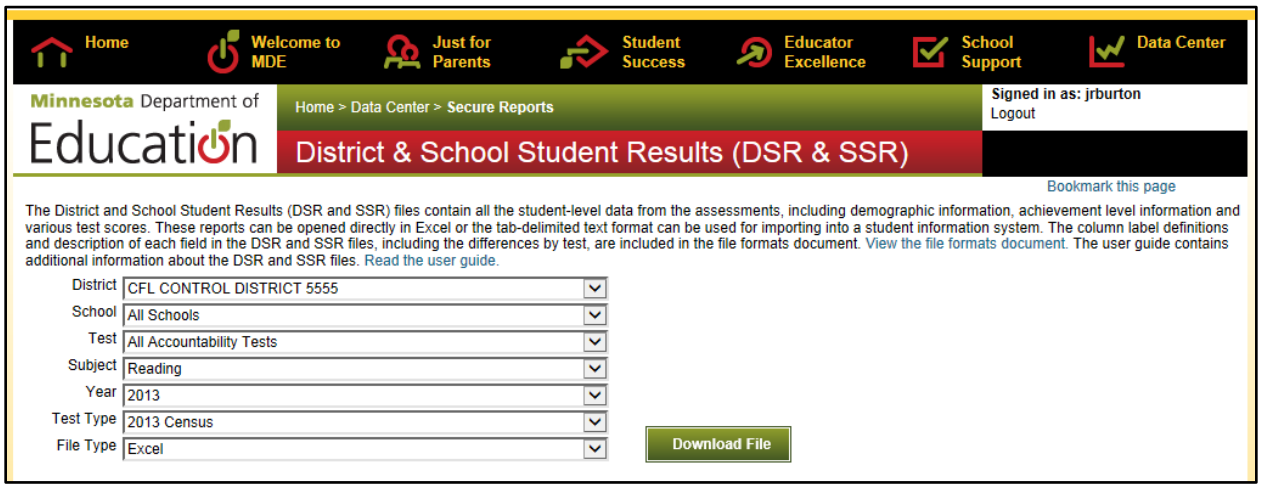
Test Results Summary allows a user to manipulate the data by selecting multiple categories. To display data for a specific population of students (e.g., Special Education, Free and Reduced Price Lunch students), hold down the Ctrl key while selecting those specific categories. Select Run Report to display the data.



District and School Student Results (DSR and SSR)

The District and School Student Results (DSR and SSR) files contain all the student-level data from the assessments, including demographic information, achievement level information and various test scores as applicable. These reports can be opened directly in Excel or the tab-delimited text format can be used for importing into a student information system. These files are no longer imported into the Universal File Format.

Note: when selecting which files to download, start with the first drop-down menu and work your way down because the drop-down menu options change depending on the options selected. For example, what test is selected under “Test” may change what subjects or years of data are available.



Information about the contents and structure of the DSR and SSR files is contained in a help document available on the Assessment Secure Reports Data Submissions page. View the Assessment Secure Reports Data Submissions page (MDE website > School Support > Data Submissions > Assessment Secure Reports).

The following information can be used as a guide to access results based on the tests available in the Test drop-down. “Census” refers to a test administration in which all students in a grade are expected to participate in an assessment; “retest” refers to a graduation assessment test administration in which only students who still need to pass an assessment participate.

The dates for the releases of 2014 DSR and SSR files are included in the Important Dates sheets at the front of the *Procedures Manual*. View the *Procedures Manual* on the Minnesota Assessments portal (Minnesota Assessments portal > Resources > General Resources). **NOTE: the 2014 DSR and SSR files will be unavailable from August 1 through part of the day on August 8 to deploy the grade 11 mathematics DSR and SSR files.**

- All Accountability Tests: Select this option to access DSR and SSR files for all reading or mathematics Title I tests for a given year. Depending on the year selected, different tests may be included (e.g., in 2010, MTELL was an available mathematics assessment).
    - For the 2014 mathematics results release, “All Accountability Tests” will only include grades 3–8 mathematics until grade 11 results are released on August 8.
    - The “All Accountability Tests” option for 2014 files will also be unavailable from August 1 through part of the day on August 8 in order to deploy the grade 11 mathematics files.
- For the MCA, MCA-Modified, and MTAS assessments, the series numbers following the test names indicate the academic standards the tests are aligned

to. The table in the Appendix provides the test names for academic standards alignment and the years for the results available in Assessment Secure Reports.

- GRAD
    - Select the applicable month's retest under Test Type for Reading, Mathematics, and Written Composition GRAD retest files.
    - For 2011–2012 and earlier, select "Census" under Test Type to access grade 10 Reading GRAD (embedded component of MCA) files. Beginning spring 2013, census results for grade 10 Reading GRAD are no longer provided because there is not an embedded component in the MCA.
    - For 2012–2013 and earlier, select "Census" under Test Type to access grade 9 Written Composition GRAD and grade 11 Mathematics GRAD (embedded component of MCA) files. Beginning in spring 2014, these census results are no longer provided since grade 9 Written Composition GRAD will not be administered and there will not be an embedded GRAD component in the MCA.
- BST: These files provide results for the Basic Skills Tests.
- AA: These files provide results for the Minnesota Alternate Assessment: Writing.
- TEAE and MN SOLOM: The Test of Emerging Academic English (TEAE) and Minnesota Student Oral Language Observation Matrix (MN SOLOM) were last administered to English Learners in spring 2011. Districts can access files for this assessment in applicable years.
- MTELL: The Mathematics Test for English Language Learners (MTELL) was last administered in spring 2010 to English Learners. Districts can access files for this assessment in applicable years.
- ACCESS for ELLs and Alternate ACCESS for ELLs: The ACCESS for ELLs is an assessment for English Learners that was first administered in spring 2012. The Alternate ACCESS for ELLs is the alternate assessment for the ACCESS for ELLs and was first administered in spring 2013.

When these files are initially released for census administrations, they are embargoed until the results are released publicly. For some assessments, the embargo period may only last a few days; for others, it may be a month or more. During the embargo, districts can use the final assessment results to prepare for questions from the media and local stakeholders. This means that districts may share the results with district teachers and staff but final assessment results cannot be shared publicly. Student results can be shared with parents and students for instructional purposes, but no summary information can be provided. In addition, final assessment results should not be discussed in public forums or reflected in public meeting minutes (e.g., school board meetings) until the embargo has ended. In order for MDE to continue to provide final assessment results to districts prior to the media and public releases, it is important that all districts abide by the embargo constraints and timelines.

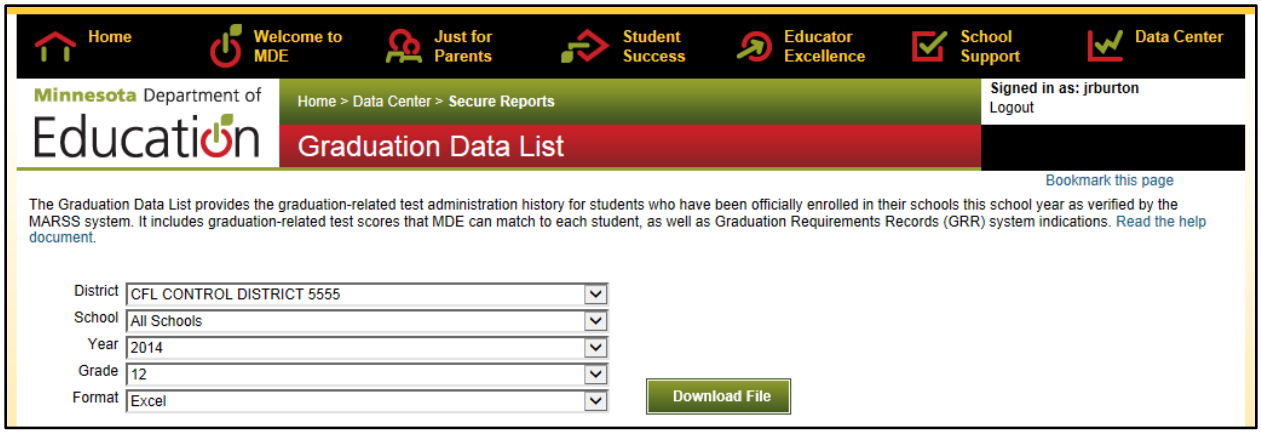
Refer to Chapter 10 of the *Procedures Manual for the Minnesota Assessments* for additional information on release of test results. View the *Procedures Manual* on the Minnesota Assessments portal (Minnesota Assessments portal > Resources > General Resources).

Graduation Data List

The Graduation Data List provides the graduation-related test administration history to districts for students in grades 9–12 who have been enrolled in their schools this school year as verified by the MARSS system. For each student, enrollment information from MARSS is provided along with the test scores MDE can match for the high school Title I assessments and the Written Composition, Reading and Mathematics GRAD retests; for some students, BST information may also be included. If MDE is not able to find any assessment records for an enrolled student, the student is still included on the list but without any assessment data. This report can help to determine if students have met their graduation assessment requirements.

Graduation Requirements Record (GRR) system entries are also included in the Graduation Data List. District use the GRR system to indicate that the graduation assessment requirement has been met based on conditions other than being proficient on a Title I high school assessment or having passed the relevant GRAD test (including individual passing score, ELL exemption, and mathematics alternate pathway). It is also used to document the additional assessments that can be used to meet graduation assessment requirements (ACT, WorkKeys, Compass, ASVAB, and district-determined equivalent assessments). Any records added in the GRR system will be immediately reflected in the Graduation Data List.

When accessing the Graduation Data List, users must select one grade to download. The option to download for all grades is no longer available in order to improve the performance of the report.



For students who took a Reading MCA (through spring 2012) or Math MCA (through spring 2013) with the embedded GRAD component, only the GRAD information is included in this report. The Pass status is set to Y if the student met the GRAD requirement via proficiency on the MCA or via the embedded GRAD component. If the student met the requirement based on proficiency on the MCA, the embedded GRAD score may not be 50 or higher.

If a student took the high school MCA-Modified, MTAS, Reading MCA (beginning in spring 2013), or Mathematics MCA (spring 2014), the Pass status indicates if the student met the requirement by being proficient and the scale score on that assessment is included.

Assessment records are validated through the Student Identity System. These validations allow records to appear if links have been made in the Student Identity Validation Interface (for

example, if a student's name changed and the records were linked in the Student Identity Validation Interface, all of the records for both names would appear in the Graduation Data List). Please note that when changes are made to an enrolled student's identity (such as name, birthdate, or MARSS number), any linked assessment data may not appear in the report until the following day. Similarly, when current assessment results are published at MDE (such as the DSR/SSR files for GRAD retests), those assessments may not appear in the report until the following day.

Note: The Graduation Data List is meant to be advisory and used as a resource for districts. If the district has documentation that a student passed an assessment or met graduation assessment requirements through another route but it is not reflected in the Graduation Data List, the district can still issue the diploma if all requirements have been met. A data matching issue (e.g., incorrect MARSS number hand-bubbled on the answer document) may be preventing the record from appearing on the Graduation Data List.

Graduation Data List Columns

The column names and descriptions for the columns in the Graduation Data List are as follows.

Graduation Data List Column Name	Graduation Data List Column Description
Fiscal Year	Fiscal Year of the MARSS Submission
Submission Code	MARSS Data Submission File (End of Year = E or Fall= F)
District Number	Currently enrolled District Number
District Type	Currently enrolled District Type
School Number	Currently enrolled School Number (000 if District extract)
Grade	Currently enrolled Grade
MARSS Number	Student MARSS Number
Last Name	Last Name from the enrollment record
First Name	First Name from the enrollment record
Birth Date	Birth Date from the enrollment record
Grad Rule	The graduation rule estimated to apply to the student based on their MARSS enrollment history. In the past, this column used to indicate which students were under the BST or GRAD rules based on enrollment in grade 8. Currently, all students are displayed being under the GRAD requirements.
Subject	Subject from the assessment record
Test Name	Test name from the assessment record or GRR for GRR records entered
Date	Test date from the assessment record or status/test date from the GRR record
Score	Score from the assessment record
Pass	The following list includes the values that may be populated based on the assessment record or what is entered in the GRR system:

Graduation Data List Column Name	Graduation Data List Column Description
	• Y (score on assessment record met or exceeded the state threshold) • N (score on assessment record did not meet or partially met the state threshold) • GRR Error (see next section) • Pass at Individual Rate • Pass Other State • Pass Administrative • ELL Exemption • Math alternate pathway • ACT • ACT plus Writing • Compass - Math • Compass - Reading • Compass - Writing Essay • Workkeys - Applied Mathematics • Workkeys - Reading for Information • Workkeys - Business Writing • ASVAB • District-Determined Equivalent
Source District Number	District number from the assessment/GRR record
Source District Type	District type from the assessment/GRR record
Source School Number	School number from the assessment record
Test Birth Date	Birth date from the assessment/GRR record
Test Last Name	Last name from the assessment/GRR record
Test First Name	First name from the assessment/GRR record
Load Date	Load/Edit date of this set of MARSS data
Load Source	MARSS submission information

Graduation Data List Error Messages

Graduation Requirement Record (GRR) records are examined for internal consistency and consistency with MARSS. Any GRR errors apply only to records of other routes to meeting GRAD requirements (individual passing score, ELL exemption, mathematics alternate pathway, etc.) because these are indications of a student meeting without passing a GRAD test.

Please note: no GRR errors will appear for the ACT, WorkKeys, Compass, ASVAB, and district-determined equivalent assessments. The Graduation Data List will simply display the GRR entries as additional tests taken but will not generate any errors based on any GRAD assessments taken. For example, if the Compass Math was entered into GRR but the student

had already passed Mathematics GRAD, both records would appear in the Graduation Data List but there would not be a GRR error on the Compass Math record.

The following error messages may appear on the Graduation Data List.

GRR Error Messages	Description
GRR Error:201	Pass at Individual Rate: A qualifying assessment was found but the student was never designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record.
GRR Error:202	Pass at Individual Rate: A qualifying assessment was not found but the student was designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record. Note: districts will no longer see a GRR error for Alternate Assessment: Writing for students who did not have a test record. Since students could only have Alternate Assessment: Writing data entered in grade 9, many students had their results kept on file at the district only, which previously led to a GRR error when the individual passing score was entered into the GRR system.
GRR Error:203	Pass at Individual Rate: A qualifying assessment was not found, and the student was never designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record.
GRR Error:211	ELL Exemption: The student was never designated as LEP on qualifying MARSS enrollment records.
GRR Error:221	Mathematics Alternate Pathway: Three qualifying mathematics assessments were not found.

Growth Detail and Summary Report Download

Minnesota's Growth Model helps parents and educators compare each student's reading and mathematics year-to-year achievement change against that of students who began the year at equivalent achievement levels. It is designed to help parents and educators track students' progress toward proficiency from year to year in order to better determine whether they are gaining and maintaining skills necessary to be successful after high school.

Minnesota's Growth Model could be described as representing an empirical, actuarial or normative approach to setting year-to-year expectations for changes in academic achievement. The basic approach is to define groups of students based on their MCA scores in Year 1 (grade N) and determine their MCA score distributions in Year 2 (grade N+1). For example, take 3rd graders who scored 339 on the Reading MCA-II in 2006, and determine their scores on the 2007 Grade 4 Reading MCA-II. Their grade 4 score distribution can be summarized by

calculating the mean and standard deviation of those scores. The mean represents the expected grade 4 performance for this group, and the standard deviation indicates how much variation was observed among these students in their grade 4 scores. Using this information, the grade 4 score for each student in this group can be transformed to a z score, which indicates how many standard deviation units their score lies above or below the mean. More generally, a student's Minnesota Growth Z score can be calculated as:

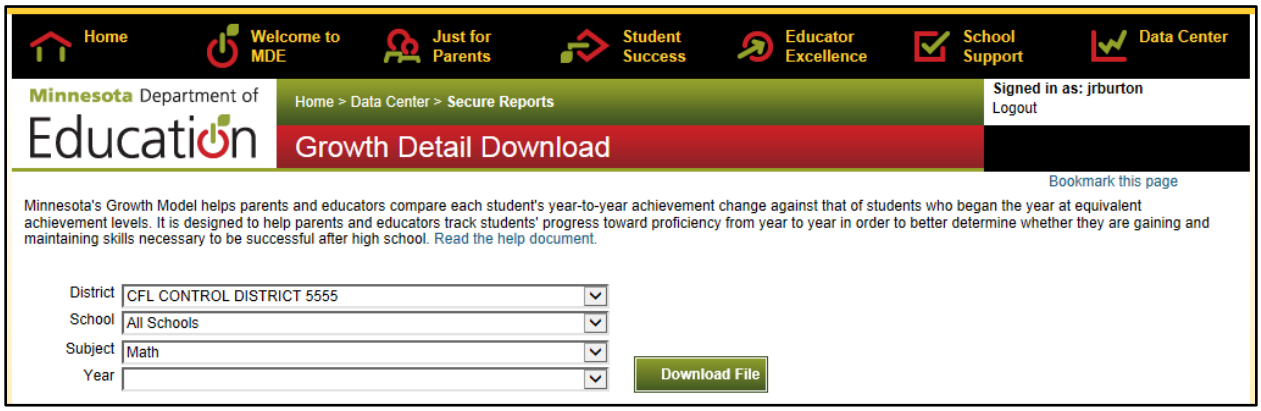
Growth Z Score = (Student Score – Expectation) ÷ Standard Deviation.

The average student in any group would be expected to earn the group mean, or a z score of zero. Negative growth z scores represent Year 2 achievement below expectation, whereas positive growth z scores indicate achievement better than expected, given the Year 1 score.

The Minnesota Growth Model uses the Growth Z Score to assign each student to one of three growth categories. Low Growth students have Growth Z Scores less than -.5; Medium Growth students have Growth Z Scores between -.5 and .5; and High Growth students have Growth Z Scores greater than .5.

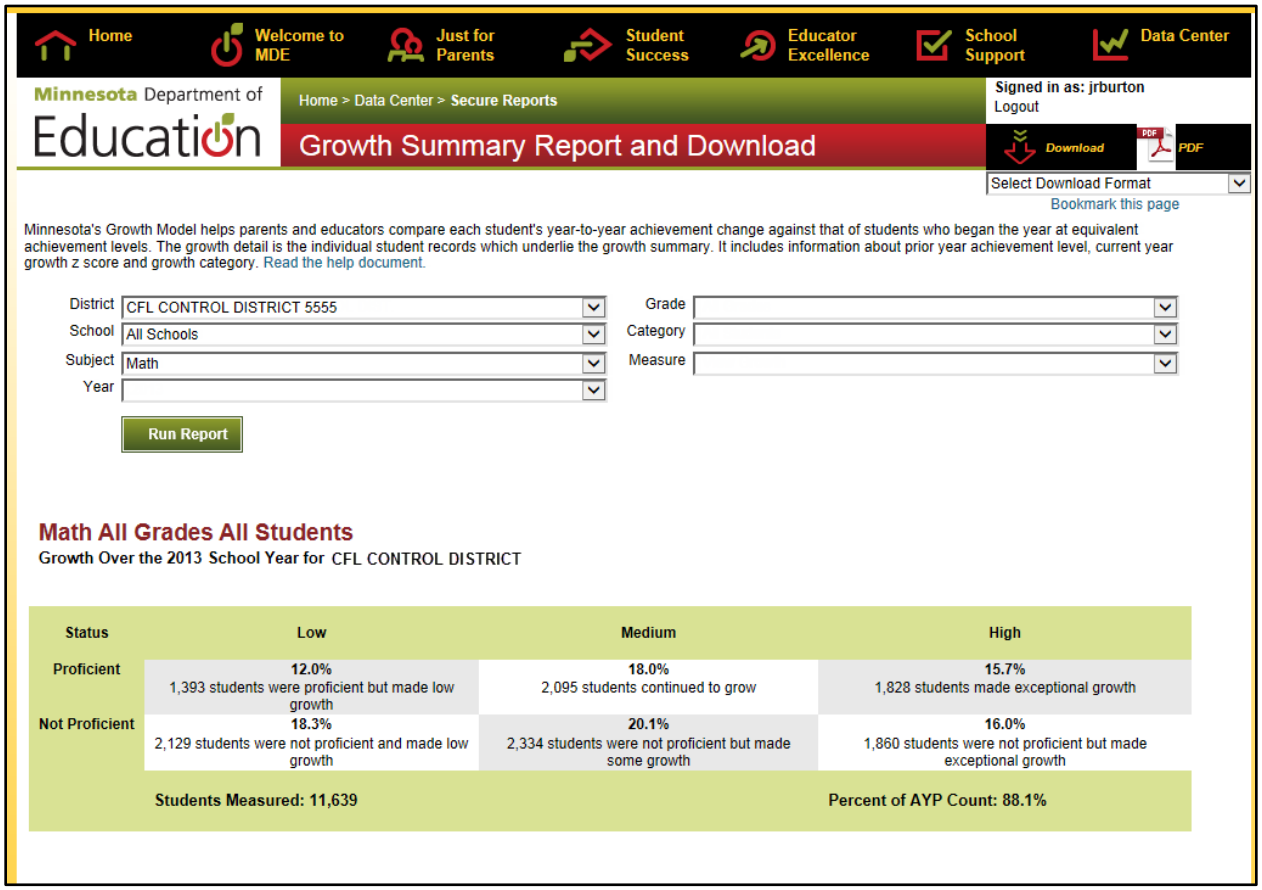
Growth Detail

The growth detail contains individual student records which underlie the growth summary. It includes information about prior year achievement level, current year growth z score, and growth category.



Growth Summary Report and Download

This report uses the Minnesota Growth Model to summarize the growth students have made during the past year. As described above, student growth z scores are used to assign students into Low, Medium, and High Growth categories. MDE calculates the percentage of students in each of these three groups for students who were Proficient and Not Proficient last year to create a 2 x 3 table. Use the drop-down boxes to drill down to a particular grade, or subgroup, or subgroup by grade. The table will appear on the screen. Results for cells in the table with fewer than ten students are not reported.



To download the report that reflects the options you have selected, choose Page Content under Select Download Format in drop-down menu in the upper right corner of the screen. Then select the Download button above the drop-down menu to export the data into Excel.

The Growth Summary available for download in the upper right corner of the screen provides an Excel file that shows the test scores, AYP results, and for every student in grade 4 and above who took an MCA the previous year, an indication of growth – Low, Medium, High.

The growth reports can help districts see which cohort or group of students showed the best growth for the year. The Growth Report shows the contribution of each student to the 2 x 3 growth tables.

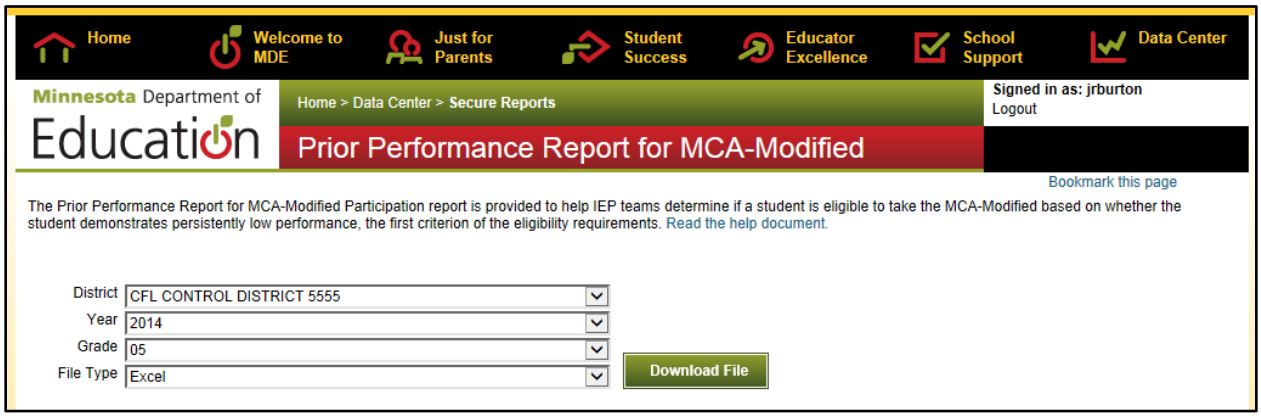
Prior Performance Reports for MCA-Modified Participation

The purpose of the Prior Performance Report for MCA-Modified Participation is to provide data that can help inform the IEP team's selection of an appropriate assessment for each Special Education student. This list does NOT indicate who is eligible for or must take the MCA-Modified.

NOTE: The Prior Performance Report for MCA-Modified Participation will be removed from Assessment Secure Reports on June 16. Since the MCA-Modified will not be administered beginning next year, this report is no longer needed to identify students with persistently low performance on past assessments.

This report is available for all Special Education students in grades 5–8, 10, and 11 identified in your district's current MARSS enrollment data, along with final Title I Minnesota assessment results for the most recent two years that could be linked to them. If all other eligibility requirements are also met, students who are identified as persistently low performing in a subject may be eligible to take the MCA-Modified test for ESEA accountability purposes. Refer to the *Alternate Assessment Eligibility Requirements* on the MDE website (MDE website > School Support > Test Administration > Minnesota Tests).

The selection of appropriate Title I assessments for Special Education students lies in the hands of the IEP team, and should reflect the full range of information about the student, including how the student has met all eligibility requirements.



Prior Performance Report Columns

The column names and descriptions for the columns in the Prior Performance Report are as follows.

Prior Performance Report Column Name	Prior Performance Report Column Description
Fiscal Year	FiscalYear of the MARSS Submission
Submission Code	MARSS Data Submission File (End of Year = E or Fall= F)
District Number	Currently enrolled District Number
District Type	Currently enrolled District Type

Prior Performance Report Column Name	Prior Performance Report Column Description
School Number	Currently enrolled School Number (000 if District extract)
Grade	Currently enrolled Grade
Marss Number	Student MARSS Number
Last Name	Last Name from the enrollment record
First Name	First Name from the enrollment record
Birth Date	Birth Date from the enrollment record
Math PLP	Indicates the student's status for potential participation in the Mathematics MCA-Modified as Y, N or ?.
Math Source Year 1	Year student took the Year 1 math test.
Math Source Test Name 1	For students in grades 5–8, the previous year's Title I math test; for students in high school, the most recent Title I math test.
Math Source Grade 1	Grade student was in for Year 1 math test.
Math Source Achievement Level 1	Achievement level student received for Year 1 math test.
Math Source Scale Score 1	Score student received for Year 1 math test.
Math Source Year 2	Year student took the Year 2 math test.
Math Source Test Name 2	The Title I math test for the year immediately preceding Year 1. Year 1 and Year 2 must be consecutive.
Math Source Grade 2	Grade student was in for Year 2 math test.
Math Source Achievement Level 2	Achievement level student received for Year 2 math test.
Math Source Scale Score 2	Score student received for Year 2 math test.
Reading PLP	Indicates the student's status for potential participation in the Reading MCA-Modified as Y, N or ?.
Reading Source Year 1	Year student took the Year 1 reading test.
Reading Source Test Name 1	For students in grades 5–8, the previous year's Title I reading test; for students in high school, the most recent Title I reading test.
Reading Source Grade 1	Grade student was in for Year 1 reading test.
Reading Source Achievement Level 1	Achievement level student received for Year 1 reading test.
Reading Source Scale Score 1	Score student received for Year 1 reading test.
Reading Source Year 2	Year student took the Year 2 reading test.
Reading Source Test Name 2	The Title I reading test for the year immediately preceding Year 1. Year 1 and Year 2 must be consecutive.
Reading Source Grade 2	Grade student was in for Year 2 reading test.
Reading Source Achievement Level 2	Achievement level student received for Year 2 reading test.
Reading Source Scale Score 2	Score student received for Year 2 reading test.

Prior Performance Report Column Name	Prior Performance Report Column Description
Last Load Date	Load/Edit date of this set of MARSS data
Load Source	MARSS submission information

The Math and Reading PLP indicators represent our tentative determination, based on the assessment records displayed, of whether the student meets the persistently low performance criterion.

Frequently Asked Questions about Prior Performance Report

How is persistently low performance defined?

For the purposes of eligibility for the MCA-Modified, persistently low performance is defined as performance in the lowest achievement level (i.e., "Does Not Meet the Standards") on the MCA and/or MTELL in one or more content areas for the two most recent administration years.

What Title I Minnesota assessment results are included?

Results for the MCA, MTELL, MCA-Modified and MTAS.

Even though the MTELL (Mathematics Test for English Language Learners) is no longer administered, the results may be used to determine persistently low performance for some students.

Why do some enrollment records not have assessment data?

If we couldn't find assessment records for an enrolled student, we still included the student on the list.

Where did the enrollment data come from?

We use your most current MARSS data submission to determine which students are enrolled in your district. There are a couple of indicators in the file to help you determine the MARSS data we are using. Fiscal Year tells you which year's MARSS data we are using. Submission Code tells you whether we are using an end-of-year (E) or fall (F) submission. Last Load Date indicates the date of the most recent MARSS submission.

What do "Year 1" and "Year 2" mean?

"Year 1" is defined as the previous year's final Title I assessment record for grades 5–8. For high school, the most recent previous year's final Title I assessment record is used. For most high school students, the grades 7 and 8 assessments will be used.

"Year 2" is defined as the final Title I assessment record for the year preceding Year 1. Year 1 and Year 2 must be consecutive.

How do we determine student status as "Y"?

If a student has MCA or MTELL test records for both Year 1 and Year 2 that indicate that the student's achievement level was "Does Not Meet the Standards" for both years, "Y" is reported.

The IEP team still must determine that the student meets the eligibility requirements in order to take this assessment.

How do we determine student status as "N"?

If a student has a final MCA or MTELL test record for Year 1 and/or Year 2 indicating "Partially Meets the Standards," "Meets the Standards," or "Exceeds the Standards," "N" is reported.

How do we determine student status as "?"?

Students who do not meet the criteria for "Y" or "N" are reported as "?."

Student status of "?" includes students who:

- Do not have a valid MCA or MTELL record for Year 1 and/or Year 2 (not enrolled, absent, medical excuse, test invalidated, moved in from out of state), or
- Were administered the MCA-Modified or MTAS in Year 1 and/or Year 2.

What if a student is listed as N but we have data that indicates the student would be eligible?

Contact MDE at mde.testing@state.mn.us if you have any students in this situation.

What happens if we give a student the MCA-Modified but "N" is indicated for the subject?

This list continually updates based on the most recent MARSS submission. During Posttest Editing in Test WES, if the student is indicated as "N," the test would be invalidated.

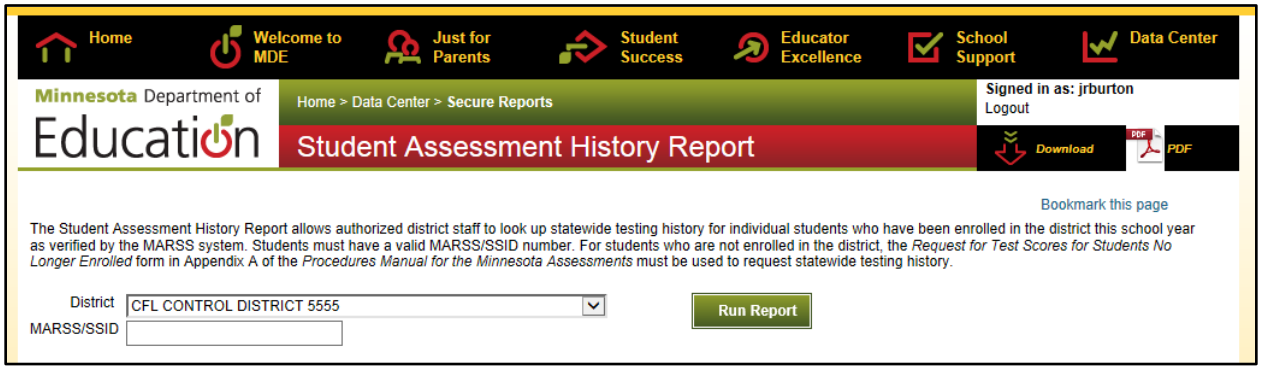
Student Assessment History Report

The Student Assessment History Report is a report released in November 2013 that allows districts to look up individual student testing history for any student enrolled in their district at any point during the school year. Only district-level users in Assessment Secure Reports have access to the Student Assessment History Report. School-level users will receive a message indicating that they do not have access to the report.

The student testing history includes Title I assessment results (MCA, MCA-Modified, and MTAS from 2006 onward, as applicable), Title III assessment results (ACCESS/Alternate ACCESS for ELLs and/or TEAE/MN SOLOM, as applicable), and graduation assessments (GRAD, BST, and any GRR indications) that can be matched to the student. The look up of student scores is on an individual basis by MARSS number and results include historical assessment records validated through the Student Identity System.

Please note: When changes are made to an enrolled student's identity (such as name, birthdate, or MARSS number), any linked assessment data may not appear in the report until the following day. Similarly, when current assessment results are published at MDE (such as the DSR/SSR files for GRAD retests), those assessments may not appear in the report until the following day.

To search for a student's testing history, enter the student's MARSS/SSID number and select "Run Report."



If no information is available, the following message will appear: No information is available for the institution and criteria selected.

If test results are available, they will appear below. The following screenshot provides an example.

Student Assessment History Report
Enrollment Data
Enrollment Data Source: MARSS F 08/23/2013

MARSS/SSID: 5555000000012
Student Name: ABDI, CONTROL CONTROL
Birth Date: 01/01/1994
Gender: M
Enrolled Fiscal Year: 2014
District Number/Type: 5555-01

Assessment Data

Grd	Test Date	Test Name	Subj	Score Code	Ach Level	Test Score	Test Proficient or Pass	Dist Num	Dist Type	School Num	Birth Date	Last Name	First Name	Middle	MARSS/SSID
07	03/31/2008	MTAS	M	VS	M	205	Y	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
07	03/31/2008	MTAS	R	VS	M	207	Y	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/09/2009	SOLOM	L	VS	3	19	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/09/2009	TEAE	R	VS	1	157	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/09/2009	TEAE	W	VS	1	4.0	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/30/2009	MTAS	M	VS	M	202	Y	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/30/2009	MTAS	R	VS	E	227	Y	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
08	03/30/2009	MTAS	S	VS	P	194	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
09	03/08/2010	SOLOM	L	VS	3	20	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
09	03/08/2010	TEAE	R	VS	1	135	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
09	03/08/2010	TEAE	W	VS	1	9.0	N	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
09	03/29/2010	AA	W	VS			Y	5555	01	301	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
10	03/07/2011	SOLOM	L	VS	3	21	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
10	03/07/2011	TEAE	R	VS	2	181	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
10	03/07/2011	TEAE	W	VS	1	10.0	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
-	04/12/2011	GRR	R	-	-	-	Pass at Individual Rate	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
10	04/12/2011	GRAD	R	VS	N	22	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
10	04/12/2011	MCA-II	R	VS	D	1001	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
11	10/04/2011	GRAD	R	VS	N	15	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
11	02/06/2012	ACCESS	C	VS	2	357	N	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
11	02/06/2012	ACCESS	L	VS	2	353	-	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012
11	02/06/2012	ACCESS	R	VS	2	355	-	5555	01	401	01/01/1994	ABDI	CONTROL	CONTROL	5555000000012

To look for testing history for a different student, delete the MARSS/SSID number in the field, enter a new one, and select “Run Report.” To clear the MARSS/SSID number, you can also click the “X” that appears on the right side of the field when you click in the box.

Note: The Student Assessment History Report is meant to be advisory and used as a resource for districts. If the district has record that a student has taken an assessment but it is not reflected in the Student Assessment History Report, the district can still use the test results as needed. A data matching issue (e.g., incorrect MARSS number used) may be preventing the record from appearing on the Student Assessment History Report.

Student Assessment History Report Columns

The column names and descriptions for the columns in the Student Assessment History Report are as follows.

Student Assessment History Column Name	Student Assessment History Column Description
Enrollment Data Source	Date of last MARSS Data Submission File (End of Year = E or Fall= F)
MARSS/SSID	Student MARSS/SSID Number
Student Name	Student name from the enrollment record. Format is last name, first name and middle name.
Birth Date	Birth Date from the enrollment record
Gender	Gender from the enrollment record
Enrolled Fiscal Year	Year of enrollment in enrollment record
District Number/Type	Currently enrolled District Number/Type
District Type	Currently enrolled District Type
Grd	Grade test taken for test record; appears blank for GRR entries
Test Date	Date test was taken; for GRR entries, this date is the date entered (for GRAD alternate routes) or the test date entered (for ACT, WorkKeys, Compass, ASVAB, or district-determined assessment
Test Name	Test name and applicable series number; for GRR entries, “GRR” is indicated
Subj	Subject of the test record or GRR entry
Score Code	The score code of the assessment: VS (valid score), NC (not complete), or NA (not attempted); test/accountability codes indicated could also appear (e.g., INV for invalidated or ABS for absent). For GRR entries, this field is blank.
Ach Level	Achievement level on the test record; D (does not meet), P (partially meets), M (meets), E (exceeds). For GRR entries, this field is blank.
Test score	Score student received on the assessment; for GRR entries, this field is blank.

Student Assessment History Column Name	Student Assessment History Column Description
Test Proficient or Pass	The following list includes the values that may be populated based on the assessment record or what is entered in the GRR system: • Y (student was proficient or passed a graduation assessment) • N (student was not proficient or did not pass a graduation assessment) • GRR Error (see next section for further information) • Pass at Individual Rate • Pass Other State • Pass Administrative • ELL Exemption • Math alternate pathway • ACT • ACT plus Writing • Compass - Math • Compass - Reading • Compass - Writing Essay • Workkeys - Applied Mathematics • Workkeys - Reading for Information • Workkeys - Business Writing • ASVAB • District-Determined Equivalent
Dist Number	District number from the assessment / GRR record
Dist Type	District type from the assessment / GRR record
School Num	School number from the assessment record
Birth Date	Birth date from the assessment / GRR record
Last Name	Last name from the assessment / GRR record
First Name	First name from the assessment / GRR record
Middle	Middle initial or name from the assessment / GRR record
MARSS/SSID	MARSS/SSID number from the assessment / GRR record

Student Assessment History Report Error Messages

Graduation Requirement Record (GRR) records are examined for internal consistency and consistency with MARSS. Any GRR errors apply only to records of other routes to meeting GRAD requirements (individual passing score, ELL exemption, mathematics alternate pathway, etc.) because these are indications of a student meeting without passing a GRAD test.

Please note: no GRR errors will appear for the ACT, WorkKeys, Compass, ASVAB, and district-determined equivalent assessments. The Student Assessment History Report will simply display the GRR entries as additional tests taken but will not generate any errors based on any GRAD assessments taken. For example, if the Compass Math was entered into GRR but the student had already passed Mathematics GRAD, both records would appear in the Student Assessment History Report but there would not be a GRR error on the Compass Math record.

The following error messages may appear on the Student Assessment History Report.

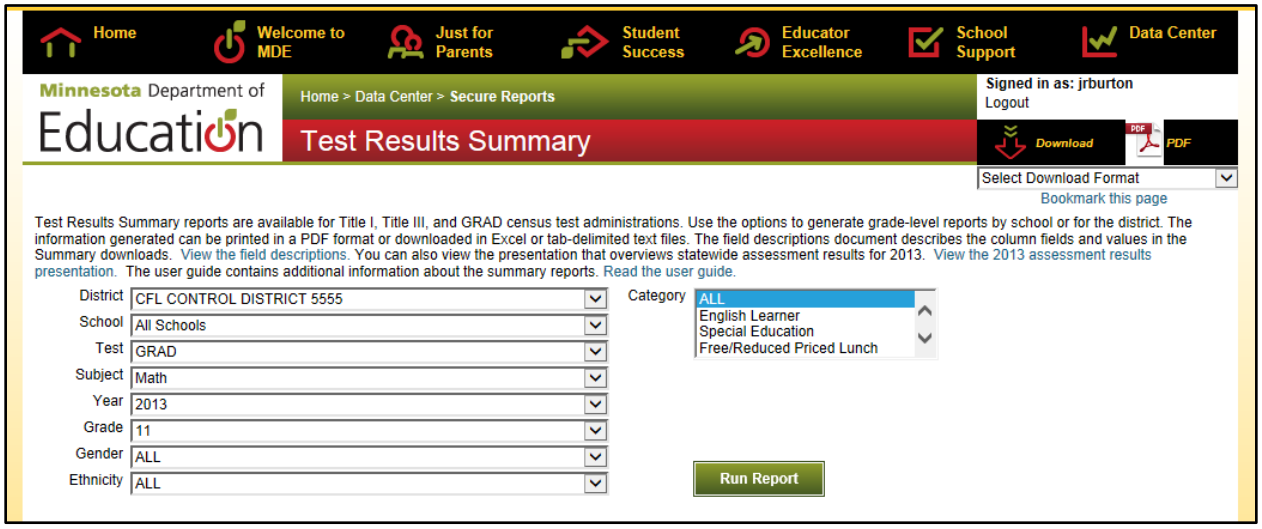
GRR Error Messages	Description
GRR Error:201	Pass at Individual Rate: A qualifying assessment was found but the student was never designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record.
GRR Error:202	Pass at Individual Rate: A qualifying assessment was not found but the student was designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record. Note: districts will no longer see a GRR error for Alternate Assessment: Writing for students who did not have a test record. Since students could only have Alternate Assessment: Writing data entered in grade 9, many students had their results kept on file at the district only, which previously led to a GRR error when the individual passing score was entered into the GRR system.
GRR Error:203	Pass at Individual Rate: A qualifying assessment was not found, and the student was never designated as Special Education/504 plan in the proper grade on a qualifying MARSS enrollment record.
GRR Error:211	ELL Exemption: The student was never designated as LEP on qualifying MARSS enrollment records.
GRR Error:221	Mathematics Alternate Pathway: Three qualifying mathematics assessments were not found.

Test Results Summary

Test Results Summary reports are available for Title I, Title III, and GRAD census test administrations. Use the options on this page to generate grade-level reports by school or for the district. The report information generated can be printed in a PDF format or downloaded in Excel or tab-delimited text files. Users no longer need to enable the macros to work with the data file.

Note: when selecting which files to download, start with the first drop-down menu and work your way down because the drop-down menu options change depending on the options selected.

For example, what test is selected under “Test” may change what subjects or years of data are available.



Like the DSR and SSR files, when these files are initially released for census administrations, they may be considered embargoed until the results are released publicly. Please see the District and School Student Results (DSR and SSR) section in this user guide for more information, as well as the Accessing Summary Results through School Improvement Assessment Reports section below for information specific to the 2014 results release.

Prior to the public release of assessment information, embargoed final results are also provided to media outlets. On that date, districts can access the Statewide Assessment Results Summary files and district use media files through links within the page text.

- The Statewide Assessment Results Summary files provide an overview of the statewide assessment results by subject.
- The district use media files will allow districts to access and compare test results across districts and schools for cells that have more than 9 students to prepare for media release.
    - Both Excel and tab versions of the files for the Reading MCA-III and Mathematics MCA-III will be provided on the date for the media release.
        - Excel files provide overview data for all students by grade.
        - The tab-delimited files include additional information for subgroups. To use the tab file, save the file to your computer, open Excel or other spreadsheet program, and use the "open" command to view.
    - Files for the Science MCA; Reading and Mathematics MCA-Modified; Reading, Mathematics, and Science MTAS; and ACCESS and Alternate ACCESS for ELLs assessments will **not** be available on the Test Results Summary page for the media release; these files will be available with the public release under Assessment and Growth files on the Data Reports and Analytics page. [View the Data Reports and Analytics page](#) (MDE website > Data Center > Data Reports and Analytics).

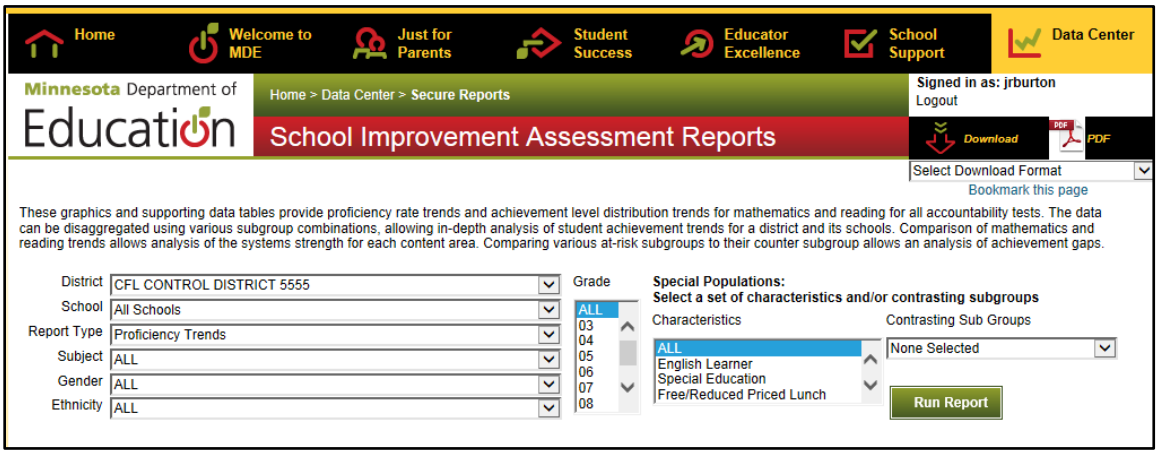
The Summary Field Descriptions file describes the columns in the Excel district use media files available for the media release, the Summary downloads available in Test Results Summary (using the Download options in the upper right of the Test Results Summary screen), and the data files available under Assessment and Growth files. The field descriptions are posted to the Assessment Secure Reports Data Submissions page. View the Assessment Secure Reports Data Submissions page (MDE website > School Support > Data Submissions > Assessment Secure Reports).

Accessing Summary Results through School Improvement Assessment Reports

The dates for the releases of 2014 summary results are included in the Important Dates sheets at the front of the *Procedures Manual*. View the *Procedures Manual* on the Minnesota Assessments portal (Minnesota Assessments portal > Resources > General Resources). Please note the following for the spring 2014 release of summary results:

- From July 15–August 22, grades 3–8 mathematics summary results will only be available under the School Improvement Assessment Reports and **NOT** through Test Results Summary. This is because test results cannot be released in Test Results Summary until all grades for the subject are available.
- When reviewing 2014 mathematics summary results in the School Improvement Assessment Reports, the "ALL" grades will NOT include grade 11 results – **only mathematics grades 3–8 results are included**. When grade 11 results are included in summary results, they will affect the district's and schools' overall summary results.
- Once grade 11 mathematics results are available on August 22, all mathematics summary results will be available in Test Results Summary.
- Contact mde.analytics@state.mn.us for questions on using the School Improvement Assessment Reports.

The same login information is used to access the School Improvement Assessment Reports as is used to access any of the reports under Assessment Secure Reports. The School Improvement Assessment Reports are available on the Secure Reports page under the "Other Secure Reports" heading. View the Secure Reports page (MDE website > Data Center > Secure Reports).



Appendix – Test Names and Academic Standards Alignment for Test Results

The following table provides information on the Title I assessments and academic standards alignment for the test results available in Assessment Secure Reports.

Test Name	Subject and Test	Grade(s)	Academic Standards Alignment	Assessment Administered
MCA-II	Reading MCA	3–8, 10	2003 standards	2006–2012
	Mathematics MCA	3–8, 11	2003 standards	Grades 3–8: 2006–2010 Grade 11: 2006–2013
	Science MCA	5, 8, HS	2003 standards	2008–2011
MCA-III	Reading MCA	3–8, 10	2010 standards	2013–present
	Mathematics MCA	3–8	2007 standards	Grades 3–8: 2011–present Grade 11: 2014
	Science MCA	5, 8, HS	2009 standards	2012–present
MOD-II	Reading MCA-Modified	5–8, 10	2003 standards	2011–2012
	Mathematics MCA-Modified	11	2003 standards	Grade 11: 2011–2013
MOD-III	Reading MCA-Modified	5–8, 10	2010 standards	2013–2014
	Mathematics MCA-Modified	5–8	2007 standards	Grades 3–8: 2011–2014 Grade 11: 2014
MTAS	Reading MTAS	3–8, 10	2003 standards	2007–2012
	Mathematics MTAS	3–8, 11	2003 standards	Grades 3–8: 2007–2010 Grade 11: 2007–2013
	Science MTAS	5, 8, HS	2003 standards	2008–2011
MTAS-III	Reading MTAS	3–8, 10	2010 standards	2013–present
	Mathematics MTAS	3–8	2007 standards	Grades 3–8: 2011–present Grade 11: 2014
	Science MTAS	5, 8, HS	2009 standards	2012–present