

# Data Files

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## Relevant assessments:

### All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

 Individual Student and Aggregate Data Files

 Accessing CSV Files

 Data Provided

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
  - An interactive **Table of Contents** for the training guide
  - A reference list of acronym definitions, and
  - Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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# Intro

Building and District Assessment Coordinators will need to access student data files for use with local data systems or programs, or to provide assessment data for School Improvement Teams or other data review purposes. Data files are available both for individual students and for various student groups. This chapter tells you how to access the data files and what information is included in the student-level and aggregate data files, by answering the following questions:

- ▶ How do I access the individual student and aggregate data files?
- ▶ How do I access the CSV files for each aggregate report?
- ▶ What data is included in the data files?

## How do I access the student and aggregate data files?



**Student Data Files (SDF)** and **Aggregate Data Files (ADF)** include all released data for the school, district, intermediate school district (ISD), and state. The student data files and aggregate data files are found under the **Reports** tab on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#), then select **Test Scores**. Each field in the student and aggregate data files is labeled in the file format documents. More information on [Accessing Student Test Scores and Data Files](#) and about the file formats available in the OEAA Secure Site is available on the [Secure Site training page](#).

Aggregate data files can also be accessed in [MiSchoolData](#). Data files on Mi School Data include aggregate assessment data as well as many other accountability and publicly reported data. The data files and information about them are found under the **Other & Data Files** tab in Mi School Data. Links are available to provide help with accessing the files and file formats used in Mi School Data files.

## How do I access the CSV files for each aggregate report?



**CSV files** provided in the **Dynamic Score Reporting Site** are designed to provide only the data that is included on the specific report you are viewing. The Dynamic Score Reporting Site can only be accessed through the [OEAA Secure Site](#) using your **Michigan Education Information System (MEIS)** login. For M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments, the Dynamic

Score Reporting Site includes CSV files for all aggregate reports. The CSV file formats are also included in the **Actions** menu in the Dynamic Score Reporting Site for user reference.

For more information about the reports available in the Dynamic Score Reporting Site, see the [Final Reporting](#) chapter of this training guide.



## What data is included in the OEAA Secure Site data files?

Data files provided in the OEAA Secure Site contain all the reported student-level and aggregated data. **Both** student-level and aggregate data are provided for the following tests:

- M-STEP
- MI-Access
- Early Literacy and Mathematics Benchmark Assessments
- SAT with Essay
- PSAT 8/9 and PSAT 10
- WIDA ACCESS for ELLs

Only **student-level data** is provided for the following tests:

- ACT WorkKeys
- WIDA Alternate ACCESS for ELLs (is combined with WIDA ACCESS for ELLs in one SDF)
- WIDA Screener

Please note that there are some slight differences in information reported in these data files because of the design of each test.

- **Student Data File (SDF):** The Student Data File contains all reported student-level data. Demographic data is populated from the data submitted in the **Michigan Student Data System (MSDS)**. The demographic data reported includes:
  - » Gender
  - » Ethnicity
  - » Economically Disadvantaged
  - » Special Education
  - » English Learner
  - » Former English Learner
  - » Foster Students
  - » Migrant Status
  - » Military Connected
  - » Homeless
  - » Homeschooled

Test data reported in the SDF includes: scale score, margin of error, performance level, student growth percentile (where appropriate), and claim and discipline data. Whether the test is valid or invalid, and the reason for the invalidation are reported; scores are not reported for invalid tests. The SDF also includes accommodations and designated supports used (where appropriate).

- **Aggregate Data File (ADF):** The Aggregate Data File contains all reported aggregated data. Assessment data is aggregated at the school, district, ISD, and state levels. The ADF is produced by counting each student with a valid test in the SDF in each reported demographic group:
  - » Gender
  - » Ethnicity
  - » Economically Disadvantaged
  - » Special Education
  - » English Learner
  - » Former English Learner
  - » Foster Students
  - » Migrant Status
  - » Military Connected
  - » Homeless
  - » Homeschooled

These demographic groups are then grouped into each aggregate level: school, district, ISD, and state. Assessment data reported includes: mean scale score, standard deviation, and the number and percent of students scoring in each performance level (e.g., not proficient, partially proficient, proficient, and advanced for M-STEP).

Only valid tests are included in aggregated data.

Data files provide schools with important student-level and aggregate-level data that can be used within school data hubs or to generate locally developed assessment reports based on the specific needs of the school or district.