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

### 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.
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- 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) 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/secsitesitetraining 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 dropdown 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 from the list. Next, click on the Report Type drop down list and select Interactive Reporting. (see Figure 1)

Figure 1
How to Access and View Preliminary Reports for Online Testing

**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](image)

**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](image)

**District and School-level Reports**

The M-STEP 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 on the next page*)

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

**NOTE:** Fields indicated by an asterisk are required filters.
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**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.
  - A score or rank at the **50th percentile**; the point where half of your 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.
- If the number of students is fewer than 10, the 25th, Median, and 75th percentiles will show Not Applicable (NA) due to the instability or lack of reliability of statistics based on low sample sizes.

- **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
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Viewing District Summary Reports

**STEP 1:** In the Interactive Reporting site, district-level users will see a list of schools in each content area that have 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 this 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)

![Figure 6](image)

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

![Figure 7](image)
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For social studies, all middle schools in ABC district, have Grade 8 raw score data available, as shown below. (see 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)

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

Additionally, users may filter by:

- Gender
- Ethnicity
- English learners (ELs)
- Students with Disabilities (SWDs)
- Supports and Accommodations;
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NOTE: The first 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.

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.
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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)

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)

**Student Level Reports**

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

- Gender;
- Ethnicity;
- English learners (ELs); and
- 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)
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**STEP 2:** In order to see demographic information about the student, users can hover over the information icon next to the student name and view demographic information about the student, such as **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.

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 15**)

![Figure 15](image1)

To return to the Secure Site, click **Close Application** in the top right corner of your screen. (see **Figure 16**)

![Figure 16](image2)

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