Final Reporting

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)**

☐ When to Expect Score Reports

☐ Accessing Reports

☐ Report Resources

Assessment Coordinator Training Guide

MICHIGAN Department of Education

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed 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 **Quick Reference** chapter readily available for future use.

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Intro

Assessment Coordinators need to know where to find information regarding **accessing and interpreting assessment results** to share with other staff. This chapter gives an overview of when **reports** will be available and how to access them, as well as the resources available to help you understand the reports, by answering the following questions:

▶ When can I expect Score Reports to be available?

▶ Where do I access assessment reports and results?

▶ How do I access Michigan's Dynamic Score Reporting Site?

▶ What resources are available to help understand the reports?

When can I expect Score Reports to be available?

Reports become available at different times, depending on the assessment and the reporting system(s). Reports for all assessments include both student-level and aggregated data.

■ **Preliminary reports for M-STEP and MI-Access** are available within 48 hours of when the student submits the test. Preliminary reports do not include hand-scored data. They are available through **Michigan's Dynamic Score Reporting Site** until final reports are released. Once final reports are released, the preliminary reports are no longer available.

> More information about the preliminary reports is available in the **Preliminary Reports** chapter of this training series.

■ **Final student reports for Early Literacy and Mathematics Benchmark Assessments** are

available within 48 hours of when the student submits the test.

■ **Final reports for M-STEP and MI-Access** are released to schools and to the public in late August each year. MISchoolData reports are available concurrently with the public release of aggregate reports.

■ **College Board reports** are available on a rolling basis; as soon as a student's test is scored, it is reported through the College Board's K-12 Score Reporting Portal.

■ **ACT WorkKeys reports** are sent to schools in August of each year.

■ **WIDA ACCESS for ELLs** reports are available in WIDA AMS in late June of each year.

Where do I access assessment reports and results?

Reports are provided in more than one location, based on which assessment the student took.

■ **M-STEP and MI-Access**

M-STEP and MI-Access results are available through multiple reporting systems:

» **Dynamic Score Reporting Site** – These reports may be accessed through the Office

of Educational Assessment and Accountability (OEAA) Secure Site and are intended for school administrators, school improvement teams, teachers, and other school personnel. These reports include:

- **Preliminary Reports** – student roster level reports, available within 48 hours of a test submission

- **Final Reports** – include detailed results for individual students and aggregate level reports; final reports typically are available in the late summer; districts and schools will be notified of their availability through an article in the OEAA Spotlight newsletter

» **MISchoolData.org** – This site provides aggregated assessment results for the public. Trend data and accountability information is also available through MISchoolData. Individual student level data for M-STEP is provided for school users who have secure access.

» **Michigan Linked Educational Assessment Reporting Network (MiLearn)** – This tool provides student-level assessment data to students, parents, and teachers, for schools connected to the Data Hubs and whose Student Information Systems (such as MiStar or PowerSchool) work with the MiLearn interface. More information about **MiLearn** is available on the MiLearn Demonstration Site, with obfuscated data and assessment results for demonstration purposes.

» Selected printed materials are mailed to schools each fall. These include:

- **Parent Reports** for distribution to students and their families

- **Student Record Labels** for placement in each student's CA-60 cumulative record folder

■ **Early Literacy and Mathematics Benchmark Assessments**

Results from the Michigan Early Literacy and Mathematics Benchmark Assessments for K-2 students are only available in the **Dynamic Score Reporting Site,** which is accessed through the OEAA Secure Site. Both individual student data and aggregated data are provided.

Reports for the Early Literacy and Mathematics assessments are not printed and shipped to schools. Schools can print their reports from the Dynamic Score Reporting Site.

See Figure 1 for information on where to access assessment results for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

Figure 1 – Accessing M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessment Results

Assessment	Dynamic Score Reporting Site	MI School Data	MILearn	Parent Report and Student Record Labels (mailed to school)
M-STEP	X	X	X	X
MI-Access	X	X	X	X
Early Literacy and Mathematics Benchmark Assessments	X			

■ **College Board Assessments**

Score Reporting for Educators: Educators can access the College Board Suite of Assessments score reports through **College Board's K-12 Score Reporting Portal**. To gain access to the portal, educators must have permission from their school or the Data Access Tool Manager. For information on establishing a College Board professional account, refer to the **College Board Systems Used in State Assessments** chapter of this guide.

Score Reporting for Students and Parents:
Students and their families can access their own score reports at the individual student's **College Board Account site**. Students will need to create their own College Board account to access their scores.

Note: Each student may have only one account. It is recommended that parents who wish to see their child's score use the child's account or create the account together with their child. For information on how to create and manage a student account, access the student score report, or troubleshoot problems with accessing an account, College Board offers this FAQ web page (https://pages.collegeboard.org/account-help); here, students and their families can find answers to common questions.

Additional Reporting for the College Board Assessments: Summary student score reports for SAT with Essay and PSAT 8/9 for grade 8 are available in the **Dynamic Score Reporting Site**, accessed through the OEAA Secure Site. The reports include:

» **Student Overview Reports** – individual score report for all assessments taken by each student; also contains ACT WorkKeys scores

» **Parent Report** – mailed to schools for distribution to students and their families

» **Student Record Labels** – for placement in each student's CA-60 cumulative record folder

Students, parents, and teachers can also view and download score results for SAT with Essay and PSAT 8/9 for grade 8 through **MiLearn**.

SAT with Essay aggregate results for schools and districts are available to the public through MISchoolData.org.

■ **ACT WorkKeys**

ACT WorkKeys Score Reports for Schools: In August of each testing year, ACT sends the following reports to the Test Coordinator:

» **Summary Score Report** – one for each student who took the WorkKeys test

» **Roster Score Report** – lists the students who took the WorkKeys test, their scores, and when they took the test

WorkKeys Score Reports for Students: ACT provides a guide to how the WorkKeys Assessment can help students compare their own skills to the hard and soft skills needed for career success. Students can set up an online account at myworkkeys.com to download and print their WorkKeys score reports and National Career Readiness Certificates (NCRC).

Additional Reporting for ACT WorkKeys: ACT WorkKeys individual student scores and certificate level eligibility are available in the **Dynamic Score Reporting Site**, accessed through the OEAA Secure Site in the following reports:

» **Student Overview Reports** – individual score report for all assessments taken by each student; also contains SAT with Essay summary scores

» **Parent Report** – mailed to schools for distribution to students and their families.

» **Student Record Labels** – for placement in each student's CA-60 cumulative record folder

Students, parents, and teachers can also view and download score results for WorkKeys through **MiLearn**.

WorkKeys aggregate results for schools and districts are available for the public through MISchoolData.org.

See Figure 2 for information on where to access results for SAT, PSAT 8/9/10, and ACT WorkKeys.

■ **WIDA**

WIDA assessment results are available in several sites (see Figure 3). Some sites provide reports directly to educators, while others might provide a downloadable data file.

Figure 2 – Accessing SAT, PSAT 8/9, PSAT 10, and ACT WorkKeys Results

Assessment	Dynamic Score Reporting Site	MI-Learn	MI School Data	College Board K-12 Score Reporting Portal (for Educators) and Account for Parents and Students	Summary Score Report and Roster Score Report (mailed to Test Coordinator)	ACT WorkKeys student website: myworkkeys.com
SAT	X	X	X	X		
PSAT 8/9/10	X	X	X	X		
ACT WorkKeys	X	X	X		X	X

Figure 3 – Accessing WIDA results

Assessment	OEAA Secure Site	WIDA AMS	MI School Data	MILearn
K W-APT and WIDA Screener	X	X		
WIDA ACCESS for ELLs	X	X	X	X
WIDA Alternate ACCESS for ELLs	X	X		X

How do I access Michigan's Dynamic Score Reporting Site?

Access to Michigan's Dynamic Score Reporting Site is available through the Office of Educational Assessment and Accountability (OEAA) Secure Site.

For detailed information on accessing the OEAA Secure Site, go to the Secure Site Training page and select the link How do I get access to the OEAA Secure Site?

For detailed information about how to access and navigate the reports, go to the M-STEP web page and select the Dynamic Score Reporting Site User Guide link under the Reporting section.

What resources are available to help understand the reports?

Each reporting system provides users with resources to help with understanding the reports.

- **Dynamic Score Reporting Site** – This site contains detailed information about each report; select the About this Report document to download a PDF.

- **Assessment Web Pages** – These pages provide professional development and informational documents about the reports, under the Reporting and Professional Development sections; the reports include:
  - » **Interpretive Guide to Reports** – for each assessment program

» **Interpretive Guide to Reports Training Video**

» **Performance Level Scale Score Range** – for M-STEP and MI-Access

» **Dynamic Score Reporting Site User Guide**

■ **MiLearn** – This site provides detailed information about each report in the About this Report section for every stakeholder group.

■ **MISchoolData** – Each report screen has an About This Report section that includes information on what the report shows and how to interpret it, as well as an explanation of why the data are important.

■ **College Board Assessments** – For information on how to use the **College Board's K-12 Score Reporting Portal** to view and analyze SAT, PSAT 8/9, and PSAT 10 student scores, see the **K-12 Assessment Reporting Help** page. Information there includes step-by-step instructions for gaining access to the portal; what you can do in the portal; and how to use the reports for counseling, for curriculum and instructional review of the College and Career Readiness Standards, and for progress-tracking purposes.

For a more interactive experience, take the **SAT Suite of Assessments Training course**, which walks you through how to use the K-12 Score Reporting Portal to view, download, and analyze reports. College Board also provides a **K-12 Educator Brief** to help educators use and understand the College and Career Readiness Benchmarks in mathematics and evidence-based reading and writing.

■ **ACT WorkKeys** – A sample Summary Score Report and a sample Roster Score Report, as well as an **ACT WorkKeys Scale Score Interpretation Guide**, is provided on the ACT Testing: Michigan Website.

■ **Communication Toolkit for schools** – Each fall, the Michigan Department of Education releases a set of resources designed to help schools communicate with families and communities about state assessments and state assessment results. The toolkit includes helpful tips for parents and guardians on how to read their child's M-STEP, MI-Access, and MME score reports. Watch the weekly MDE **Spotlight on Student Assessment and Accountability newsletter** for updates on the release of new Communication Toolkits.