Reporting Codes and Research Codes

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)

- **PSAT™ 8/9 and 10**

- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

Assessment Coordinator Training Guide

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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.

Intro

This chapter discusses what an Assessment Coordinator should know about **Reporting Codes** and **Research Codes**, by answering the following questions:

▶ What are Reporting Codes, Reporting Code Labels, and Research Codes? How are they used?

▶ How are Reporting Codes and Reporting Code Labels assigned in the OEAA Secure Site?

▶ Where are the Reporting Codes and Reporting Code Labels displayed if assigned?

▶ How are Research Codes assigned in the OEAA Secure Site?

What are Reporting Codes, Reporting Code Labels, and Research Codes? How are they used?

While reporting codes, reporting code labels, and research codes are not used by the Michigan Department of Education (MDE) or the Office of Educational Assessment and Accountability (OEAA), they are available for optional use by schools and districts, to enhance reporting dynamics and data analysis.

■ **Reporting Codes**

Reporting codes can be assigned to any content area in which a student will be tested. Reporting code labels can be teacher names or student group names. This gives districts or schools the ability to group students for reporting purposes. For example, if Mrs. Smith's mathematics class is grouped under one reporting code, a report of Mrs. Smith's class will be made available. Reporting codes allow the grouping of any set of students for the purpose of generating a report for that set of students and/or to identify that set of students with a reporting code label.

■ **Research Codes**

Research codes can be assigned for each content area in which a student will be tested. There are two research codes available for each content area. Research codes can be used by a district or school to gather any type of additional data on

groups of students that might be beneficial when analyzing test results. For example, a school can group students to a research code indicating which math class they were in the previous year.

Note: Research codes are published on the downloadable **Student Data Files** available through the OEAA Secure Site, but they do **not** appear on reports.

Also, depending on when reporting codes and research codes are entered into the OEAA Secure Site, they can be used to manipulate information in the **Student Data Files**, and for these additional functions.

■ **Assigning online sessions** – If reporting codes are entered prior to the creation of test sessions in the OEAA Secure Site, schools can use them to assign test sessions by defined groups, such as teachers or classes.

Note: Reporting codes will not be helpful in managing online sessions in the DRC INSIGHT Portal.

■ **Viewing reports in the Dynamic Score Reporting Site by Reporting Code and Label** – Schools can filter, print, and share reports by teachers, classes, or other defined groups.

- **Sorting and ordering information from Student Data Files by Reporting Code, Reporting Code Label, or Research Code** – Schools can view data for defined groups of students.

- **Student Record Labels** – These are sorted by grade, content, reporting code, LastName, and FirstName.

How are Reporting Codes and Reporting Code Labels assigned in the OEAA Secure Site?

Schools and/or districts build their own reporting codes using any four-digit combination of letters and numbers. They can also choose to assign labels to their codes. Reporting codes and reporting code labels are entered in the OEAA Secure Site, using one of three methods.

1. **Student Demographic Screen** – Access the student's demographic screen through the Student Search function to input the reporting codes for each content area. This can be done for only one student at a time. Instructions for using the Student Search function to access student assessment records can be found on the Secure Site Training page; select One Student at a Time/Student Search.

2. **Pre-ID File Upload** – Upload a Pre-ID file with the reporting codes included in the file. This can be done even after all students have been pre-identified; as long as the UIC numbers are correct, it will not create duplicate Pre-ID records. You can find instructions on the Pre-ID File Upload,

as well as the Pre-ID File Layout, and the Pre-ID File Template on the Secure Site Training page. The district-level Michigan Student Data System (MSDS) user may be able to assist with creating this file and including the reporting codes.

3. **Mass Update Assessments** – Use Mass Update Assessments to enter reporting codes for a small or large group of students all at once. Directions for Mass Update Assessments can be found at the Secure Site Training page.

Schools can assign a custom reporting code label to each Reporting Code they wish to use. For example, a school can create the reporting code label, "Joan Smith" for Reporting Code 1A2B, and "Advanced Mathematics" for Reporting Code 2345. Detailed instructions on how to create reporting code labels are available on the Secure Site Training page.

Each reporting code a school creates must be unique. Codes should not be duplicated, even if they are being used for different content areas and/or grade levels.

Where are the Reporting Codes and Reporting Code Labels displayed if assigned?

Reporting codes and reporting code labels will be displayed in different places for different assessments as follows:

- **Online Sessions** page of the OEAA Secure Site (to assist in assigning online test sessions) for M-STEP, MI-Access Functional Independence (FI), and the Early Literacy and Mathematics Benchmark Assessments (K–2)

- **Pre-ID Student Report** for all state assessments

- **Dynamic Score Reports** for M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments (K-2)

- **Student Data Files** for all state assessments

How are Research Codes assigned in the OEAA Secure Site?

There are two research codes available for each content area. They are pre-labeled as Research Code 1 and 2 in the OEAA Secure Site. There is no option to create a custom label for the research codes, but districts and/or schools may "key" the codes as needed. For example, a school could decide to key students who had Mr. Smith last year for mathematics to Research Code 1, by assigning that code to those students in the OEAA Secure Site. Alternatively, a school could decide to key students who had Mr. Jones last year for mathematics to Research Code 2, by assigning that code to those students in the OEAA Secure Site.

The research code fields can be used by districts/schools in any manner that fits their needs. These codes appear only on the **Student Data Files** for the assessment, and are not included on reports. As mentioned earlier, research codes are not used by the OEAA or the Michigan Department of Education in any way. Districts and schools can use them to collect additional data about students assigned to these codes.

Research codes are assigned using the same process used for reporting codes.