

The Rhode Island Next Generation Science Assessment

2023–2024

Volume 6: Score Interpretation Guide



RIDE

Rhode Island
Department
of Education

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1. RHODE ISLAND SCORE REPORTS

In spring 2024, the Rhode Island Next Generation Science Assessment (RI NGSA) was administered to Rhode Island students in grades 5, 8, and 11. The purpose of the *Score Interpretation Guide* is to document the features of the Centralized Reporting System, which is designed to assist stakeholders in reviewing and downloading test results, and in understanding and appropriately using the state assessment results. Additionally, this volume describes the score types reported for the spring 2024 assessments, the appropriate uses of those score types, the inferences that can be drawn from them, and the features of the score report.

1.1 OVERVIEW OF THE RI NGSA SCORE REPORTS

The RI NGSA was first administered operationally in Rhode Island in spring 2019. Test scores from the spring 2024 assessments were available to districts and schools through the Centralized Reporting System (CRS) on June 3rd, 2024. The CRS provided information on student achievement and aggregated summaries at the district, school, and roster levels.

The CRS (<https://ri.portal.cambiumast.com/>) is a web-based application that provides RI NGSA results at various levels. Test results are available for users based on their roles and the privileges they receive, which are based on the authentication granted to them. There are four basic levels of user roles: (1) state, (2) district, (3) school, and (4) teacher. Each user is granted drill-down access to reports in the system based on his or her assigned role. This means that teachers can access data for their rosters of students only, schools can access data for the students in their school only, and districts can access data for all schools and students in their district only. However, for comparative purposes, users do have access to aggregate-level data for their role. For example, a teacher can see the aggregate performance of the school and district to compare the performance of their students with other students in the state as a whole.

The following users have access to the CRS:

- *State Users*, who have access to all data at the state, district, school, teacher, and student levels
- *District Administrator (DA)* and *District Test Coordinator (DC) Users*, who have access to all data for their district and the schools and students in their district
- *School Coordinator (SC) Users*, who have access to all data for their school and the students in their school
- *Teacher (TE)* and *Test Administrator (TA) Users*, who have access to all aggregate data for their rosters and individual student data for students within their rosters

Access to reports is password-protected, and users can access data at and below their assigned level only. For example, an SC user can access the school report of students for their school, but not for another school.

1.2 OVERALL SCORES AND DISCIPLINE-LEVEL SCORES

Each student receives a single scale score for each subject tested if there is a valid score to report. A student's score is based on only the operational items on the assessment. A *scale score* is used to describe how well a student performed on the assessment and can be interpreted as an estimate of the student's measured knowledge and skills. The scale score is transformed from a theta score, which is estimated based on mathematical models. Low scale scores can be interpreted as an indication that the student does not possess sufficient knowledge and skills as measured by the assessment. Conversely, high scale scores can be interpreted as an indication that the student has proficient knowledge and skills as measured by the assessment. Interpretation of scale scores is more meaningful when the scale scores are used along with achievement levels and achievement-level descriptors (ALDs).

Based on their scale scores, students will receive an overall achievement level. *Achievement levels* are proficiency categories on a test, which students fall into based on their scale scores. For the RI NGSA, scale scores are mapped into the following four achievement levels:

1. *Beginning to Meet Expectations*
2. *Approaching Expectations*
3. *Meeting Expectations*
4. *Exceeding Expectations*

ALDs are a description of the content area, knowledge, and skills that students at each achievement level are expected to possess. Thus, achievement levels can be interpreted based on ALDs. Generally, students performing on the RI NGSA at Levels 3 and 4 are considered on track to demonstrate progress toward mastery of the knowledge and skills necessary for college and career readiness.

In addition to an overall score, students will receive discipline-level scores. The following are the three achievement categories for the RI NGSA for student achievement on each discipline level:

1. *Below Mastery*
2. *At/Near Mastery*
3. *Above Mastery*

Unlike the achievement levels for the overall test, student achievement on each of the discipline levels is evaluated with respect to the *Meeting Expectations* achievement standard (refer to Section 2.5, Cut Scores). Student achievement at either *Below Mastery* or *Above Mastery* can be interpreted as clearly below or above the *Meeting Expectations* cut score for a specific discipline. Student achievement that is *At/Near Mastery* can be interpreted as not providing enough information to tell whether a student has reached the *Meeting Expectations* mark for the specific discipline.

Table 1 displays the disciplines for science, by grade.

Table 1. *Disciplines for Science*

Grade	Discipline
5, 8, & 11	Earth and Space Sciences
	Life Sciences
	Physical Sciences

1.3 CENTRALIZED REPORTING SYSTEM

The CRS generates a set of online reports that describes student performance for students, families, educators, and other stakeholders. The online reports are produced after the tests are submitted by the students, machine-scored, and processed into the Reporting System. In addition to each individual student’s score report, the CRS produces aggregate score reports for teachers, schools, districts, and states.

To facilitate comparisons, each aggregate report contains the summary results for the selected aggregate unit, as well as all aggregate units above the selected aggregate. For example, if a school is selected, the summary results for the district the school belongs to are also provided so that school performance can be compared with district performance. If a teacher is selected, the summary results for the school and the district above the teacher are also provided for comparison purposes.

1.4 AVAILABLE REPORTS ON THE RHODE ISLAND REPORTING SYSTEM

The Rhode Island Reporting System is hierarchically structured. An authorized user can view reports at his or her own aggregated unit and any lower level of aggregation. For example, school users can view the reports and data at the school and student levels of their school only, while DA users can view the reports and data for their districts and the student-level results for all their schools.

Table 2 summarizes the types of score reports that are available in the Reporting System and the levels at which the reports can be viewed. A description of each report is also provided. Data files are accessible for districts to download. For detailed information on available reports and features, educators can refer to the *Reporting System User Guide*. The 2023–2024 *Reporting System User Guide* is included in Appendix 6-A, Reporting System User Guide.

Table 2. Rhode Island Reports Summary

Report	Description	Level of Ability				
		State	District	School	Roster	Student
Summary Performance	Summary of performance (to date) across grades and subjects or courses for the current administration	✓	✓	✓	✓	
Aggregate-Level Subject Report	Summary of overall performance for a subject and grade for all students in the defined level of aggregation	✓	✓	✓	✓	
Aggregate-Level Discipline-Level Score Report	Summary of overall performance on each discipline level for each grade across all students within the selected level of aggregation	✓	✓	✓	✓	
Aggregate-Level Disciplinary Core Ideas (DCIs) Report	Summary of overall performance on each DCI for a given subject and grade across all students within the selected level of aggregation	✓	✓	✓	✓	
Student-Level Subject Report	List of all students who belong to a school, teacher, or roster with their associated subject or course scores for the current administration			✓	✓	✓
Student-Level Discipline-Level Score Report	List of all students who belong to a school, teacher, or roster with their associated discipline-level performance for the current administration			✓	✓	✓
Individual Student Report	Detailed information about a selected student's performance in a specified subject or course; includes overall subject and discipline-level results					✓
Data Files	Text/CSV file containing overall and discipline-level scale scores and performance levels along with demographic information		✓	✓	✓	✓

1.4.1 Reporting by Subgroup

The aggregate reports provide overall student results by default, but results can also be analyzed by subgroups based on demographic data at any time. For example, when the Gender subgroup is selected, the Reporting System will display aggregate results for all students, male students, and female students. When used on student-level reports, subgroups can be used to filter individual

group results. For example, a user will have the option to select Male or Female after the Gender subgroup is selected.

Users can see student assessment results by any subgroup at any time by selecting the desired subgroup from the *Breakdown Assessment* pie chart button. Table 3 presents the types of subgroups and subgroup categories provided in the Reporting System for Rhode Island.

Table 3. List of Subgroups

Breakdown by Category	Displayed Category
Race/Ethnicity	American Indian or Alaskan Native
	Asian
	Hispanic or Latino
	Black or African American
	White
	Native Hawaiian or Other Pacific Islander
Gender	Male
	Female
Special Education	Special Education
	Not Special Education
Low Income Status	Yes
	No
English Learner	Yes
	No
Enrolled Grade	Grade 5
	Grade 8
	Grade 11

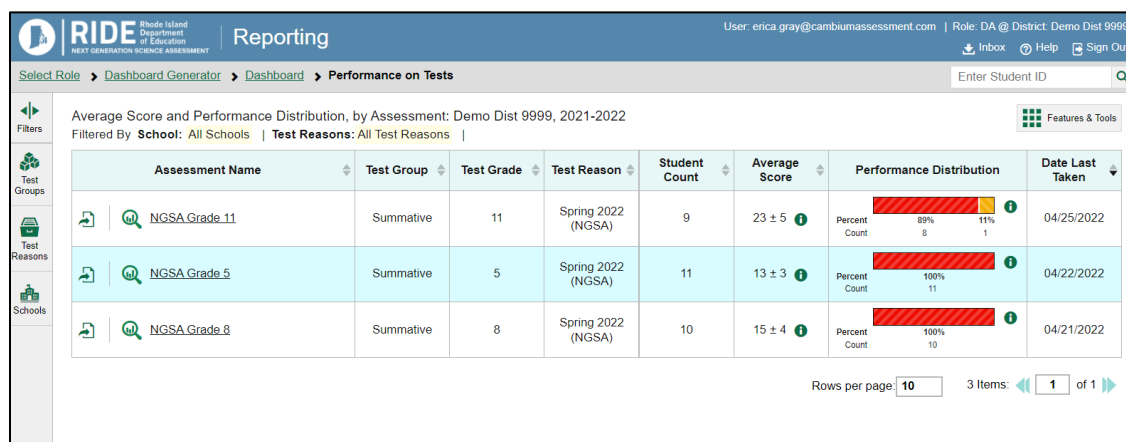
1.4.2 Overall Performance Dashboard

Homepage-authorized users can log in to the CRS to view summaries of students' performance across grades and subjects. Using the CRS Overall Performance Dashboard, state and district personnel can access district summaries, school personnel can access school summaries, and teachers can access student performance summaries. The dashboard has the following features:

- Summary data displays separated by grade and subject
- Level of aggregation based on a user's role
- The number of students tested and percentage meeting expectations

Figure 1 presents a sample of the Overall Performance Dashboard at the district level for Rhode Island.

Figure 1. District-Level Overall Performance Dashboard



1.4.3 Aggregate-Level Subject Report

Detailed summaries of student achievement within a grade and subject area are available in the Aggregate-Level Subject Report. This report presents results for the aggregate unit, as well as results for any higher-level aggregate units. For example, a school's Aggregate-Level Subject Report will contain the summary results of the school's district so that school performance can be compared with district performance.

The Aggregate-Level Subject Report provides the aggregate summaries on a specific subject area, including the

- number of students;
- average scale score and standard error of the average scale score;
- percentage of students meeting expectations; and
- percentage of students in each achievement level.

The summaries are also presented for all students and by subgroups. Figure 2 presents an example of Aggregate-Level Subject Reports for grade 11 science at the district level without subgroups. Figure 3 presents grade 5 science at the district level when a user selects the gender subgroup.

Figure 2. District Aggregate-Level Subject Report for Grade 11 Science

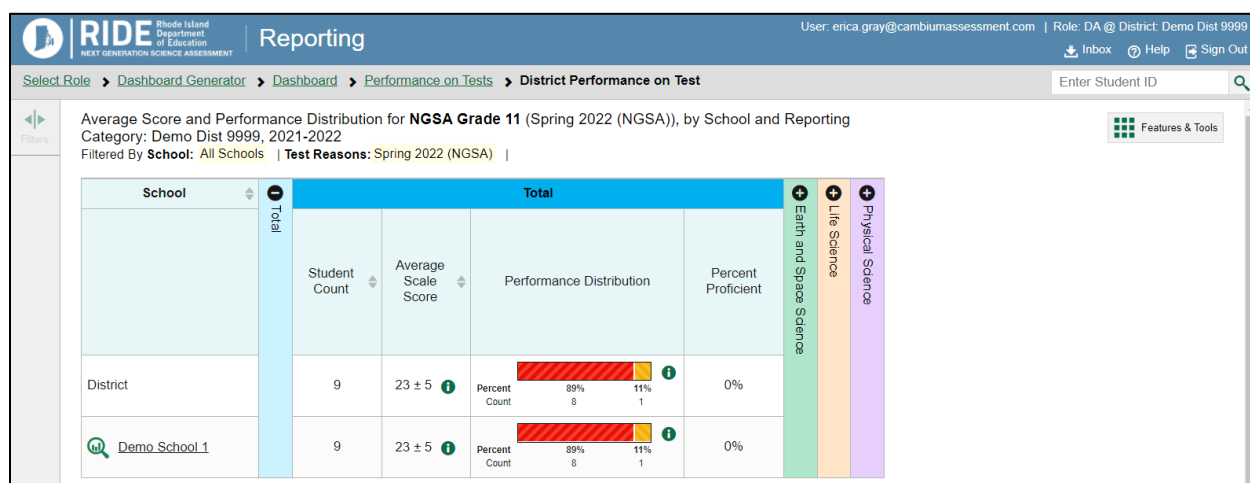
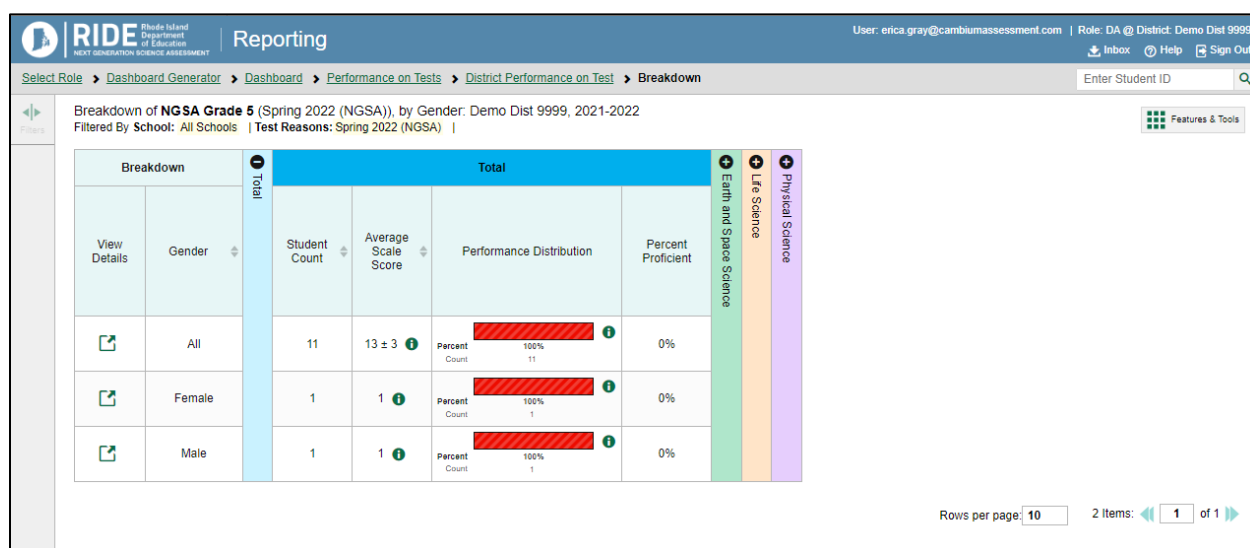


Figure 3. District Aggregate-Level Subject Report for Grade 5 Science by Gender



1.4.4 Aggregate-Level Discipline-Level Report

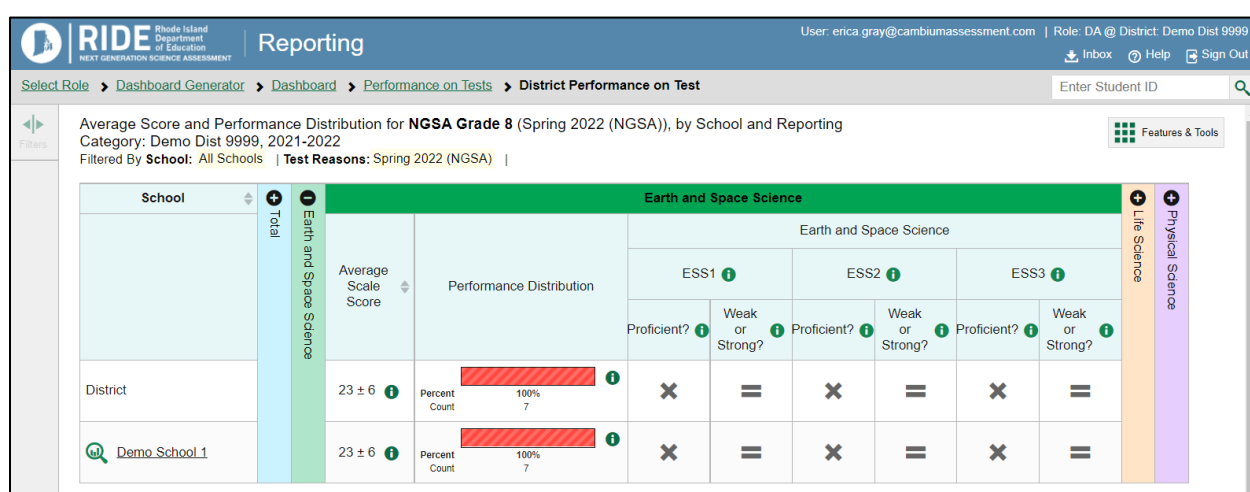
The Aggregate-Level Discipline-Level Report provides the aggregate summaries on student achievement in each discipline level for each grade. The Aggregate-Level Discipline-Level Report summaries include

- number of students;
- average scale score and standard error of the average scale score;

- percentage of students meeting expectations; and
- percentage of students in each achievement category for each of the disciplines.

Similar to the Aggregate-Level Subject Report, the Aggregate-Level Discipline-Level Report presents the summary results for the selected aggregate unit as well as the summary results for the aggregate unit above the selected aggregate. Summaries can be presented for all students within an aggregate and for students within a defined subgroup. Figure 4 presents an example of the District Aggregate-Level Discipline-Level Report for grade 8 science. Reports by subgroups are also available for the Aggregate-Level Discipline-Level Report, similar to what is seen in Figure 3; however, they are not illustrated here.

Figure 4. District Aggregate-Level Discipline-Level Report for Grade 8 Science

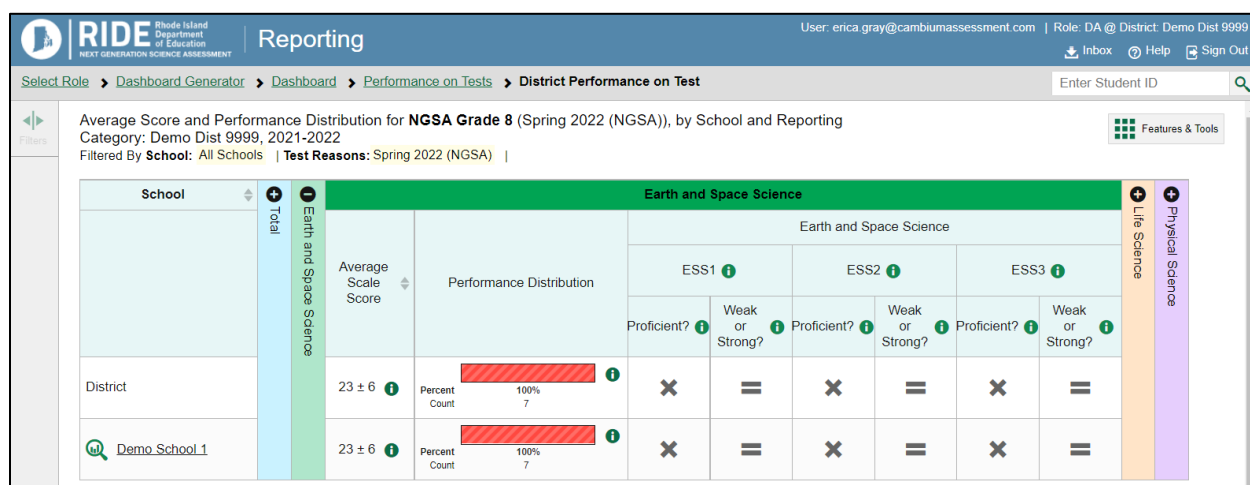


1.4.5 Aggregate-Level Items and Disciplinary Core Ideas Level Report

The Aggregate-Level Disciplinary Core Ideas (DCIs) Report lists data on the achievement of student groups on each standard of a subject for the current testing window. It reports Areas Where Performance Indicates Proficiency and Areas of Strongest and Weakest Performance. For Areas Where Performance Indicates Proficiency, a performance indicator produces information on how a group of students in a class, school, or district performed on the standard compared to the proficiency cut scores. It shows whether achievement on this standard for this group was above, no different than, or below what is expected of students at the proficient level. This indicator shows strengths and weaknesses for a group of students and is provided only at an aggregate level as it is unstable at the individual level. For Areas of Strongest and Weakest Performance, the expected performance is determined based on the students' overall achievement on the entire assessment.

Figure 5 demonstrates an example of the Aggregate-Level Disciplinary Core Idea Report for grade 8 science.

Figure 5. District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science



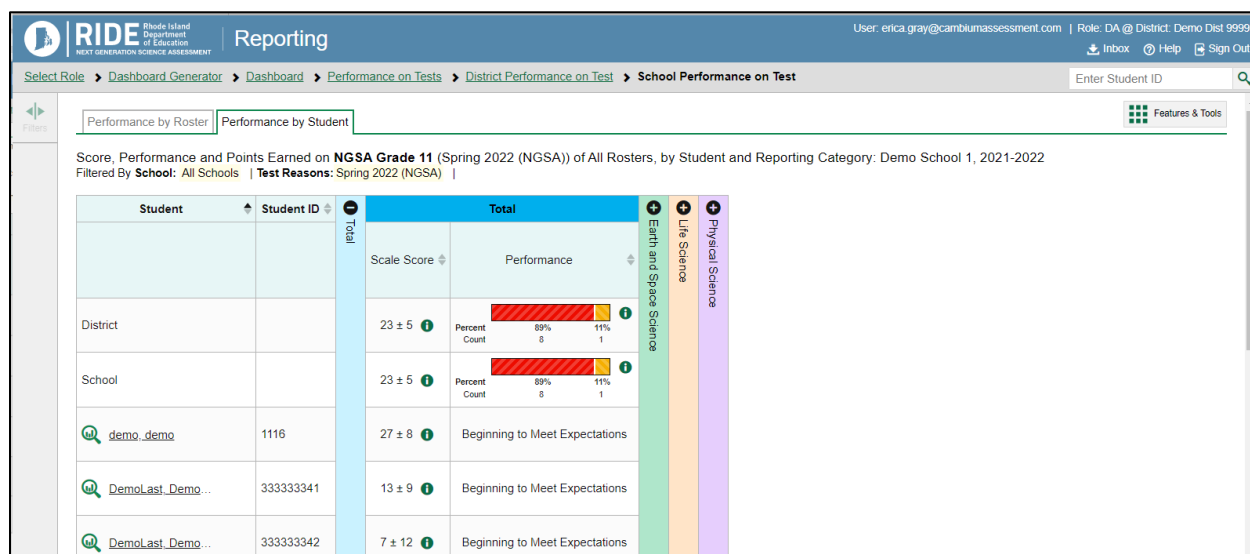
1.4.6 Student-Level Subject Report

The Student-Level Subject Report lists all students who belong to the selected aggregate level, such as the school level, and details the following measures for each student:

- Scale score
- Overall subject achievement level

Figure 6 demonstrates an example of the Student-Level Subject Report for grade 8 science.

Figure 6. Student-Level Subject Report for Grade 11 Science



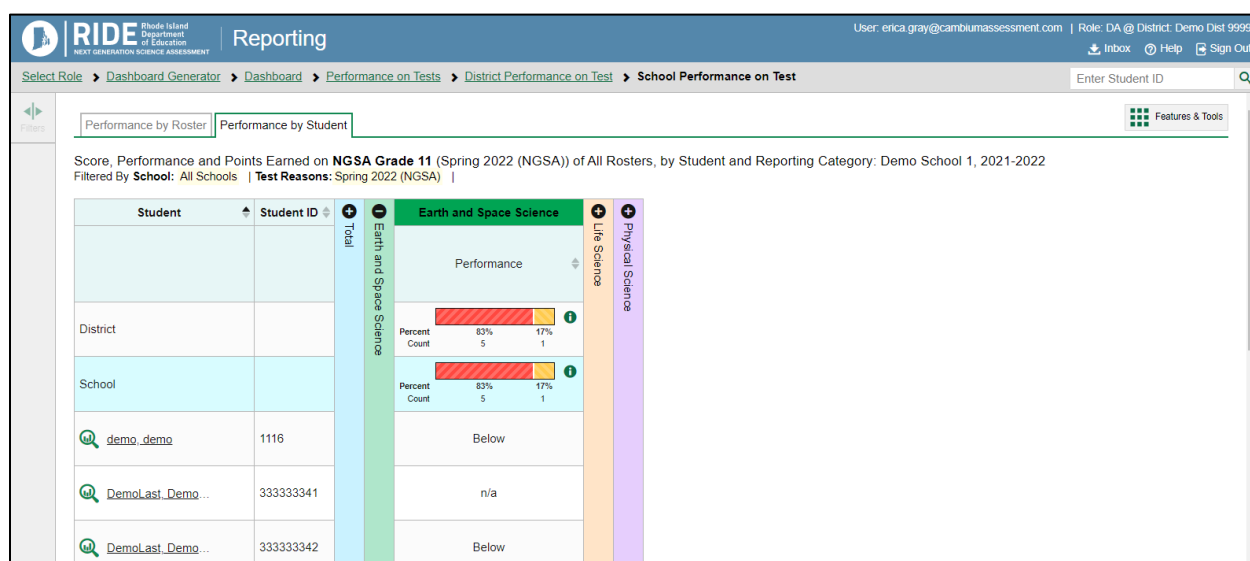
1.4.7 Student-Level Discipline-Level Report

The Student-Level Discipline-Level Report lists all students who belong to the selected aggregate level, such as a school, and reports the following measures for each student:

- Scale score
- Overall subject-achievement level
- Discipline-achievement category (i.e., Earth and Space Sciences, Life Sciences, Physical Sciences)

Figure 7 presents an example of the Student-Level Discipline Report for grade 8 science.

Figure 7. Student-Level Discipline Report for Grade 11 Science



1.4.8 Individual Student Report

When a student receives a valid test score, an individual student report (ISR) can be generated in the Reporting System. The ISR contains the following measures:

- Scale score and standard error of measurement (SEM)
- Overall subject-achievement level
- Average scale scores for student's district and school
- Achievement category in each discipline (e.g., science)

The following is found at the top of the report:

- Student's name

- Scale score with SEM
- Achievement level

The following is found in the middle section of the report:

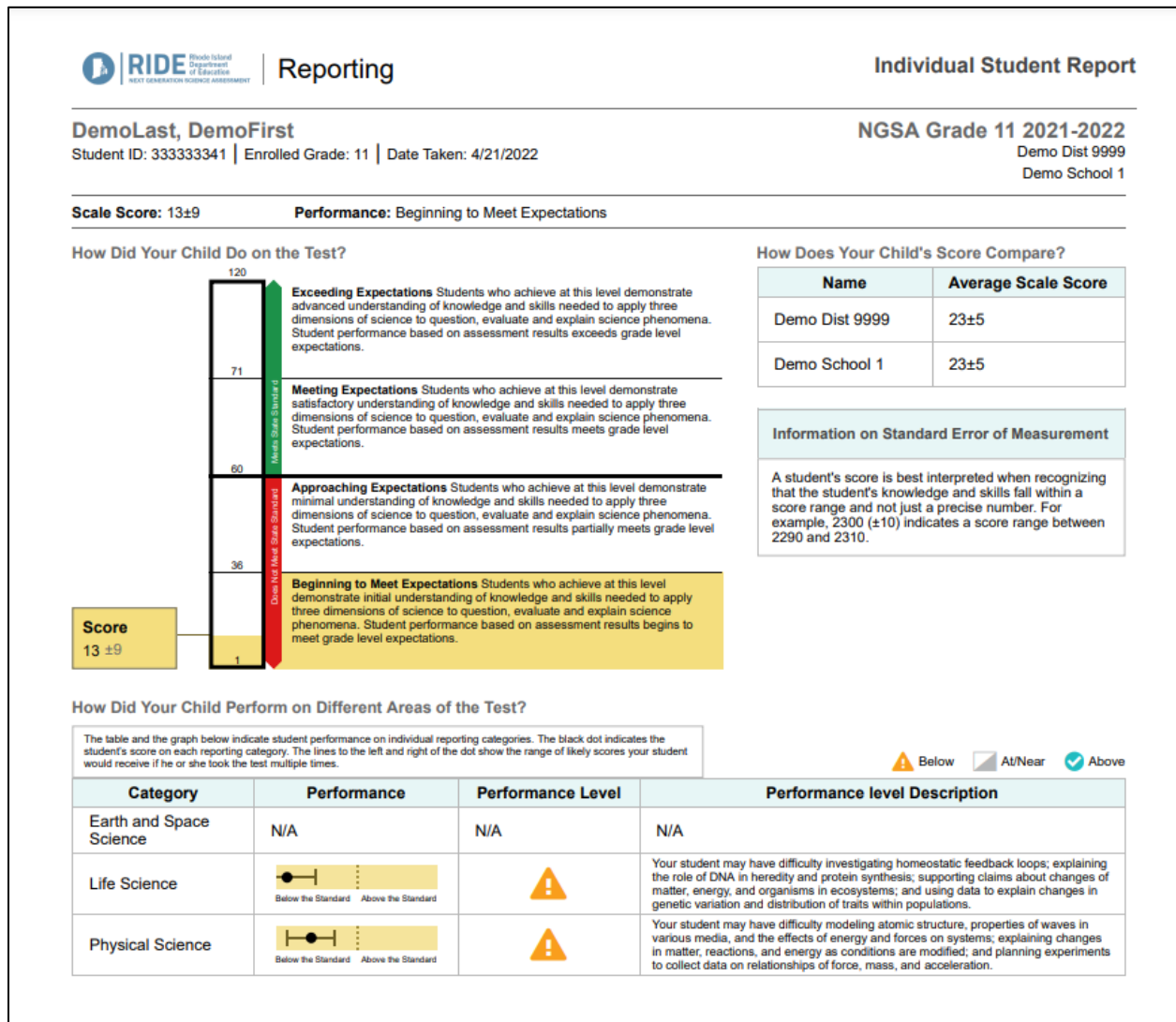
- Barrel chart with student’s scale score and SEM (using a sign of “±”)
- ALDs with cut scores at each achievement level
- Average scale scores and standard errors for district and school aggregation levels
 - Note: The “±” next to the student’s scale score is the SEM of the scale score, whereas the “±” next to the average scale scores for aggregate levels represents the standard error of the average scale scores.

The following is found at the bottom of the report:

- Detailed information on student achievement for each discipline level

Figure 8 presents an example ISRs for grade 5 science. An example of the printed ISRs is displayed in Appendix 6-B, Sample Printed Individual Student Report.

Figure 8. Individual Student Report for Grade 5 Science



1.4.9 Data File

Reporting System users have the option to quickly generate a comprehensive data file of their students' scores. Data files (refer to Figure 9) can be downloaded in Microsoft Excel or CSV format and contain a wide variety of data, including scale scores, reporting discipline scores, demographic data, and achievement levels. Data files can be useful as a resource for further analysis and can be generated at the district, school, teacher, or roster level.

Figure 9. Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Student N	Student I	Enrolled C	Race/Ethn	Gender	English Le	Special Ed	Low Incon	Enrolled C	Enrolled S	Test Reasi	Test Opp	Date Take	NGSA Gra	NGSA Gra	NGSA Gra	Earth and	Life Scien	Physical Science	Perf
2	DemoLast	333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	12	8	Beginning	Below	Below	Below	
3	DemoLast	333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	24	6	Beginning	Below	Below	Below	
4	DemoLast	333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	28	6	Beginning	Below	Below	Below	
5	DemoLast	333333334	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/20/202	16	7	Beginning	Below	Below	Below	
6	DemoLast	333333334	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/22/202	19	6	Beginning	Below	Below	Below	
7	DemoLast	333333334	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	1	11	Beginning	Below	n/a	Below	
8	DemoLast	333333334	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	18	6	Beginning	Below	Below	Below	
9	DemoLast	333333334	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	1	10	Beginning	Below	Below	Below	
10	DemoLast	333333336	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rece	04/21/202	20	6	Beginning	Below	Below	Below	

1.5 TEST INFORMATION DISTRIBUTION ENGINE

Test Completion Rate Reports are available on the Test Information Distribution Engine (TIDE) website (<https://ri.tide.cambiumast.com>). These reports indicate the students who completed or need to complete computer-based testing (CBT) and allow users to view participation summary statistics of students who have tested.

Once users log in, they are directed to the homepage, which allows them to access the Test Completion Rate Reports. The Test Completion Rate Report allows teachers, principals, and district staff to see which students have not yet completed their tests. Users can select from a series of options to customize the group of students whose participation status is to be reviewed for a particular grade and subject, such as those who started but have not completed their test or those who have not yet begun their test. Users can export the list to Microsoft Excel and download the file.

1.6 PAPER INDIVIDUAL STUDENT REPORTS FOR FAMILIES

In Rhode Island, ISRs were delivered as printed materials to the districts where students were enrolled as of June 13, 2024 at 11:59:59 p.m. The primary purpose of the ISR was to provide a document that enabled families to understand their child's performance in the subject in which he or she tested. The ISR also presented information that indicated how a student's performance compared to that of other students who took the same assessment. The report was organized as follows:

- **The top of the report** displayed the student's name, student ID, test grade, test date, school, and district. Science reports included a frequently asked questions section.
- **The RI NGSA Scores** section graphically displayed the student's scale score and corresponding achievement level and explained the scores in the accompanying text. A range of scores that were $\pm$ SEM was given with explanatory text.

- **The Student Achievement Compared** section, which was included with the RI NGSA scores graphic, provided a comparison between the student’s scale score and that of the student’s school and district.
- **The Discipline-Level Scores** section displayed discipline-level tables that showed how students performed on each discipline level. This section included graphical displays of the Achievement Category (*Below Mastery*, *At/Near Mastery*, or *Above Mastery*), or relative strength/weakness, for each of the discipline levels assessed. These results were explained in greater detail next to the graphics.

2. INTERPRETATION OF REPORTED SCORES

A student’s test performance is reported as a scale score and an achievement level for the overall test, and as an achievement level for each discipline level. A student’s scores and achievement levels are summarized at the aggregate levels. This section describes how to interpret these scores.

2.1 SCALE SCORE

A scale score is used to describe how well a student performed on an assessment and can be interpreted as an estimate of a student’s knowledge and skills as measured by their performance on the assessment. A *scale score* is the student’s overall numeric score. These scores fall on a continuous scale. The Rhode Island Next Generation Science Assessment (RI NGSA) scale scores are not expressed on a vertical scale, which means that scores from different grades cannot be compared.

Scale scores can be used to illustrate a student’s current level of achievement. When combined across a student population, scale scores can also describe school- and district-level changes in performance and reveal gaps in performance among different groups of students. In addition, scale scores can be averaged across groups of students, allowing educators to use group comparison. Interpretation of scale scores is more meaningful when the scale scores are used along with achievement levels and achievement-level descriptors (ALDs). It should be noted that the utility of scale scores is limited when comparing smaller differences among scores (or averaged group scores), particularly when the difference among scores is within the standard error of measurement (SEM). Furthermore, the scale score of individual students should be cautiously interpreted when comparing two scale scores because small differences in scores may not reflect real differences in performance.

2.2 STANDARD ERROR OF MEASUREMENT

An individual student’s score is best interpreted when recognizing that the student’s knowledge and skills fall within a score range and are not just precise numbers. A scale score (the observed score on any test) is an *estimate* of the true score. If a student takes a similar test several times, the resulting scale scores will vary across test administrations; sometimes the scores will be a little higher, a little lower, or the same. The SEM represents the precision of the scale score, or the range in which the student would likely score if a similar test were administered several times. The SEM can be interpreted as the degree of uncertainty of a student’s score based on a statistical analysis

of the student’s answers on a test. When interpreting scale scores, it is recommended to always consider the range of scale scores along with the SEM of the scale score.

The “±” next to a student’s scale score provides information about the certainty, or confidence, of the score’s interpretation. The boundaries of the score band are one SEM above and below the student’s observed scale score, representing a range of score values that is likely to contain the true score. For example, “80 ± 10” indicates that if a student were tested again, it is likely that he or she would receive a score between 70 and 90.

2.3 ACHIEVEMENT LEVEL

Achievement levels are proficiency categories on an assessment that students fall into based on their scale scores. For the RI NGSA, scale scores are mapped into four achievement levels: (1) *Beginning to Meet Expectations*, (2) *Approaching Expectations*, (3) *Meeting Expectations*, and (4) *Exceeding Expectations*. ALDs are a description of content-area knowledge and skills that students at each achievement level are expected to possess. Thus, achievement levels can be interpreted based on ALDs. Students performing on the RI NGSA at *Meeting Expectations* and *Exceeding Expectations* are considered on track to demonstrate progress toward mastery of the knowledge and skills necessary for college and career readiness.

2.4 ACHIEVEMENT CATEGORY FOR DISCIPLINE LEVELS

Students’ performance on each reporting discipline is reported for three achievement categories: (1) *Below Mastery*, (2) *At/Near Mastery*, and (3) *Above Mastery*. Unlike the achievement levels for the overall test, student performance on each of the discipline levels is evaluated with respect to the *Meeting Expectations* achievement standard. Students performing at either *Below Mastery* or *Above Mastery* can be interpreted as having student performance that is clearly below or above the *Meeting Expectations* cut score for a specific discipline level. Students performing at *At/Near Mastery* can be interpreted as having student performance that does not provide enough information to tell whether students reached the *Meeting Expectations* mark for the specific discipline level.

2.5 CUT SCORES

For all grades in the RI NGSA, scale scores are mapped onto four performance levels: (1) *Beginning to Meet Expectations*, (2) *Approaching Expectations*, (3) *Meeting Expectations*, and (4) *Exceeding Expectations*. For each achievement level, there is a minimum and a maximum scale score that defines the range of scale scores that students in each achievement level have achieved. Collectively, these minimum and maximum scale scores are defined as *cut scores* and are the cutoff points for each achievement level. Table 4 presents the cut scores for the RI NGSA for all grades.

Table 4. RI NGSA Achievement-Level Cut Scores

Grade	Beginning to Meet Expectations	Approaching Expectations	Meeting Expectations	Exceeding Expectations
5	1–36	37–59	60–71	72–120

Grade	Beginning to Meet Expectations	Approaching Expectations	Meeting Expectations	Exceeding Expectations
8	1–37	38–59	60–73	74–120
11	1–35	36–59	60–70	71–120

2.6 AGGREGATED SCORES

Students’ scale scores are aggregated at the roster, teacher, school, and district levels to represent how a group of students performs on an assessment. When students’ scale scores are aggregated, the aggregated scale scores can be interpreted as an estimate of the knowledge and skills that a group of students possesses. This interpretation makes aggregated scores a powerful tool when comparing performance across different groups of students, whether it be at a similar level of aggregation (e.g., school to school) or an analysis of a subgroup (e.g., comparing a teacher’s roster to the overall school).

Given that student scale scores are estimates, the aggregated scale scores are also estimates and are subject to measures of uncertainty, as expressed using the calculated SEM for an aggregated average scale score. In addition to the aggregated scale scores, the percentage of students in each achievement level is reported at the aggregate level to represent how well a group of students performed overall and by discipline level.

2.7 RELATIVE STRENGTH AND WEAKNESS OF DISCIPLINARY CORE IDEAS

For Disciplinary Core Idea (DCI) performance, relative strengths and weaknesses at each standard are reported for aggregate levels (e.g., classroom, school, district) only. Since an individual student responds to too few items within a standard to generate reliable data, the standard achievement is produced by aggregating all items within a standard across students at an aggregate level.

The Areas Where Performance Indicates Proficiency section of a reported standard shows how a group of students performed in each standard relative to the expected achievement for proficiency; for summative assessments, this is the expected level of achievement necessary to meet the *Meeting Expectations* achievement level. This section compares the group performance in each standard to the standards-based expectations. Similar to the achievement levels provided for the total test, this is an indication of students’ achievement in the standard with respect to the standard-based expectations. Since the Areas Where Performance Indicates Proficiency data for each standard are a comparison to the standards-based expectations, performance across groups can be compared.

For the Areas of Strongest and Weakest Performance section, the expected performance is determined based on the students’ overall achievement on the entire test. It shows how a group of students performed on each standard relative to their performance on the test overall. Rather than comparing across groups, Areas of Strongest and Weakest Performance provides more information regarding the relative strength and weakness on different standards in the test within a group.

2.8 APPROPRIATE USES FOR SCORES AND REPORTS

Assessment results can be used to provide information on individual student performance. Overall, assessment results tell what a student knows and can do in certain subject areas and gives further information on whether a student is on track to demonstrate the knowledge and skills necessary for college and career readiness. Additionally, assessment results can be used to identify a student's relative strengths and weaknesses in certain content areas. For example, achievement categories for reporting disciplines can be used to identify an individual student's relative strengths and weaknesses among reporting categories within a content area.

Individual student assessment results can also be used to help teachers and schools make decisions on how to support student learning. Aggregate score reports at the teacher and school level provide information about the strengths and weaknesses of a student and can be used to improve teaching and student learning. For example, a group of students may have performed very well overall, but did not perform as well in several individual standards compared to their overall performance. In this case, teachers or schools can identify the strengths and weaknesses of their students through the group's performance by standard and promote instruction in specific areas where student achievement is below their overall performance. Furthermore, by narrowing the student performance result by subgroup, teachers and schools can determine what strategies may be needed to improve teaching and student learning, particularly for students from specific subgroups. For example, teachers might see student assessment results by gender and observe that a particular group of students is struggling with Physical Sciences. Teachers can then provide additional instruction for these students that focuses on the Physical Sciences.

In addition, assessment results can be used to compare student performance among different students and groups. Teachers can evaluate how their students perform compared with students in other schools and districts by overall scores and by discipline level. Although all students are administered different sets of items under the linear-on-the-fly (LOFT) test design, scale scores are comparable across students.

While assessment results provide the valuable information needed to understand student performance, these scores and reports should be used with caution. It is important to note that scale scores are estimates of true scores, and therefore do not represent the precise measure of student performance. A student's scale score is associated with measurement error, and thus users need to consider measurement error when using student scores to make decisions about student performance. Moreover, although student scores may be used to help make important decisions about student placement and retention and teachers' instructional planning and implementation, the assessment results should not be used as the only source of information. Given that assessment results provide limited information, other sources on student performance, such as classroom assessment and teacher evaluation, should be considered when making decisions on student learning. Finally, when student performance is compared across groups, users need to consider the group size. The smaller the group, the larger the measurement error related to these aggregate data, thus requiring a more cautious interpretation.

3. SUMMARY

The Rhode Island Next Generation Science Assessment (RI NGSA) results are reported online via the Reporting System. Rhode Island also sends printed individual student reports (ISRs) to families. The results are released after the testing window closes and standard setting has been completed.

The Reporting System is interactive. When educators or administrators log in, they see a summary of data about the students for whom they are responsible (e.g., a principal will see all the students in his or her school only, a teacher will see students in his or her class only). Users can then drill down through various levels of aggregation all the way to the ISRs. The system allows users to more precisely tailor the content, moving from subject area to reporting categories, to disciplinary core ideas (DCIs), and even to standards-level reports for aggregate data. Aggregate reports are available at every level, and authorized users can print or download these reports (or the data on which they are based). ISRs can be produced individually or batched as PDF file reports.

All authorized users can download files, including data about students for whom they are responsible, at any time. The various available reports may be used to inform stakeholders (e.g., teachers, parents) regarding student performance and instructional strategies.

Rhode Island Next Generation Science Assessment

2023-24 REPORTING SYSTEM USER GUIDE:

Summative Assessments



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Introduction

This guide provides instructions on how to use the CAI Reporting System to view summative assessment data and reports.

This guide includes instructions on:

- Navigating the reporting system
- Setting up custom reports
- Exporting and printing data and reports

NOTE:

- To view your district or school's official assessment reports, or to view individual student report card examples, please go to the Student Data Portal (SDP) at www.ride.ri.gov/assessment-results.
- To view your district or school's official accountability results, you can view accountability report cards at <https://reportcard.ride.ri.gov/>.
- Please note that the data, reports, and individual student reports available through the Cambium reporting system do not reflect the official assessment or accountability results of your school or district. For information on how those results are calculated, please visit the links above.

Help Desk Information

For additional information and assistance in using the Reporting System, contact the Rhode Island Next Generation Science Assessments Help Desk.

The Help Desk is open Monday – Friday from 7:00 a.m. to 6:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Rhode Island Next Generation Science Assessment Portal).

**Rhode Island Next Generation Science Assessment
Help Desk**

Toll-Free Phone Support: 1-866 -757-9437

Email Support: rihelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name or any other personally identifiable information.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11).

How to Navigate the CAI Reporting System

This section explains how to navigate your reports.

- Teachers can view data for all students in their rosters who have completed assessments.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to log in to the CAI Reporting System

You can access the Reporting System through the Reporting Card on the [Rhode Island Next Generation Science Assessment Portal](#) or through Single Sign-on Log-In available in the Test Information Distribution Engine (TIDE). Login using your TIDE credentials.

How to Use the Dashboard Generator Page

When you log in to the Reporting System, the Dashboard Generator page appears ([Figure 1](#)). The controls on the left let you select from the groups of tests that have been processed in your state for the school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Figure 1. Dashboard Generator Page

The screenshot shows the Dashboard Generator Page. At the top, it states: "These are 2022-2023 school year reports. [Change the reporting time period.](#)"

The page is divided into three main sections:

- Which test groups would you like to start with?**
 - Interim (expanded)
 - Science
 - Summative (expanded)
 - Science
 - Grade 5
 - Grade 8
 - Grade 11

A "Go to Dashboard" button is at the bottom of this section.

- Looking for a specific student?**

Get the results of a student by entering their student ID

Enter Student ID [] Search []
- Features & Tools**
 - Reporting Options**
 - Change Reporting Time Period
 - Download & Print**
 - Download Student Results
 - Test Options**
 - Manage Test Reasons
 - Set Student Setting on Item View
 - Roster Settings**
 - + Add Roster
 - View/Edit Roster
 - Upload Roster

To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to view all that student's test results. The **Features & Tools** menu  appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

If the Dashboard Generator shows a message saying there is no data, it means there are no test opportunities are available for this school year.

- Step 1. *Optional:* To change the test groups listed in the Dashboard Generator, change the reporting time period.
- Step 2. Select the tests you want to view, expanding the test groups as needed.
- Step 3. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to View Aggregate Test Results

All users except state-level users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in [Figure 2](#) is for Summative Science).

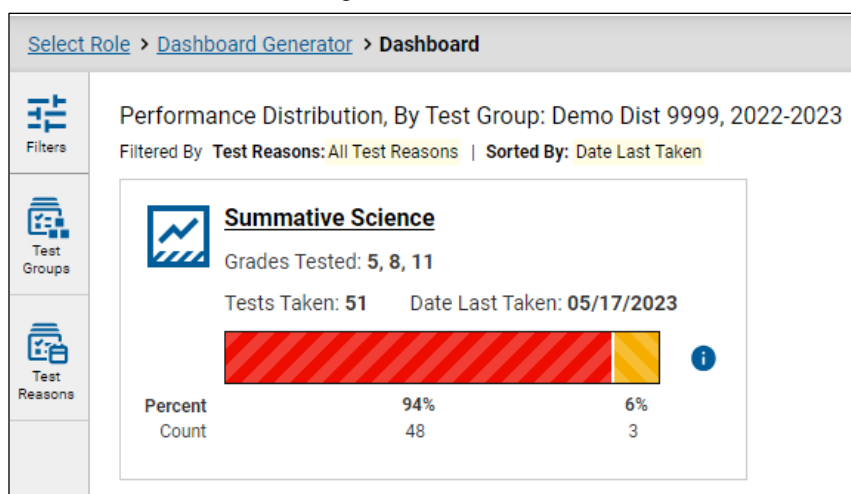
Each aggregation card displays the test group name, a list of grades, the number of students in the group who took the tests, the date of the test last taken, and a performance distribution bar displaying both the percentage and number of students in each achievement level.

For interim assessments, you will see the message “Data cannot be aggregated together for this group of tests” instead of the performance distribution bar. The interim assessments do not report a performance distribution.

Note: If you see this message, you may not have any students who have taken tests in your selected test groups in the selected time period. You can change the reporting time period. If you are a teacher, you may also be able to view more students’ data by managing your rosters. Test group cards are sorted by date last taken. NGSS Interims also display this message.

Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 2. Dashboard



How to View Detailed Data for a Test Group

To view more detailed data for a particular test group, click the name of the test group. The Performance on Tests report appears. It is filtered to display only the test group you selected.

In the Performance on Tests report, teachers see two tables, as in [Figure 3](#).

- The My Assessments table, which appears for all users, lists all the assessments in the filtered test group or groups.
- The My Students table, which appears only for teachers with rosters, lists all your students who took the assessments.

Figure 1. Teacher View: Performance on Tests Report

Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Filters

Test Groups

Test Reasons

Rosters

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023
Filtered By: Rosters: All Rosters | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 8	Summative	8	Spring 2023 (NGSA)	27	11 ± 2		04/24/2023
NGSA Grade 5	Summative	5	Spring 2023 (NGSA)	28	12 ± 2		04/18/2023

Rows per page: 10
2 Items: 1 of 1

My Students

Most Recent Assessment of All Rosters: 2022-2023
Filtered By: Rosters: All Rosters | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
DemoLast_DemoFirst	7777700030	NGSA Grade 8	04/24/2023
DemoLast_DemoFirst	7777700019	NGSA Grade 5	04/21/2023
DemoLast_DemoFirst	5555500062	NGSA Grade 5	04/18/2023

Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Filters

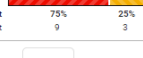
Test Groups

Test Reasons

Schools

Average Score and Performance Distribution, by Assessment: Demo Dist 9999, 2022-2023

Filtered By: School: All Schools | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 5	Summative	5	Spring 2023 (NGSA)	20	10 ± 2		05/17/2023
NGSA Grade 8	Summative	8	Spring 2023 (NGSA)	19	14 ± 3		05/04/2023
NGSA Grade 11	Summative	11	Spring 2023 (NGSA)	12	20 ± 4		04/24/2023

Rows per page: 10
3 Items: 1 of 1

For each test, the assessments table shows the assessment name, the test group, the test grade, test reason (the name of the test window), student count, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the Reporting System.

You can use the filters to view a different set of assessments. If a message appears saying “There are no assessments to display” or “There are no students to display”, you may have filtered out all data.

Click  to the right of a test name in the table at the top. Rows containing data for the state, district, and/or school appear below, depending on your role.

For School Coordinators and District Administrators: How to View Test Results for a School

You can view test results for all the students in a school on a particular test through your dashboard. This gives you a high-level look at how the school is performing.

School Coordinators:

1. Go to the Dashboard Generator page and click the name of the test group.
2. Click a test name in the table of assessments. The School Performance on Test report appears.

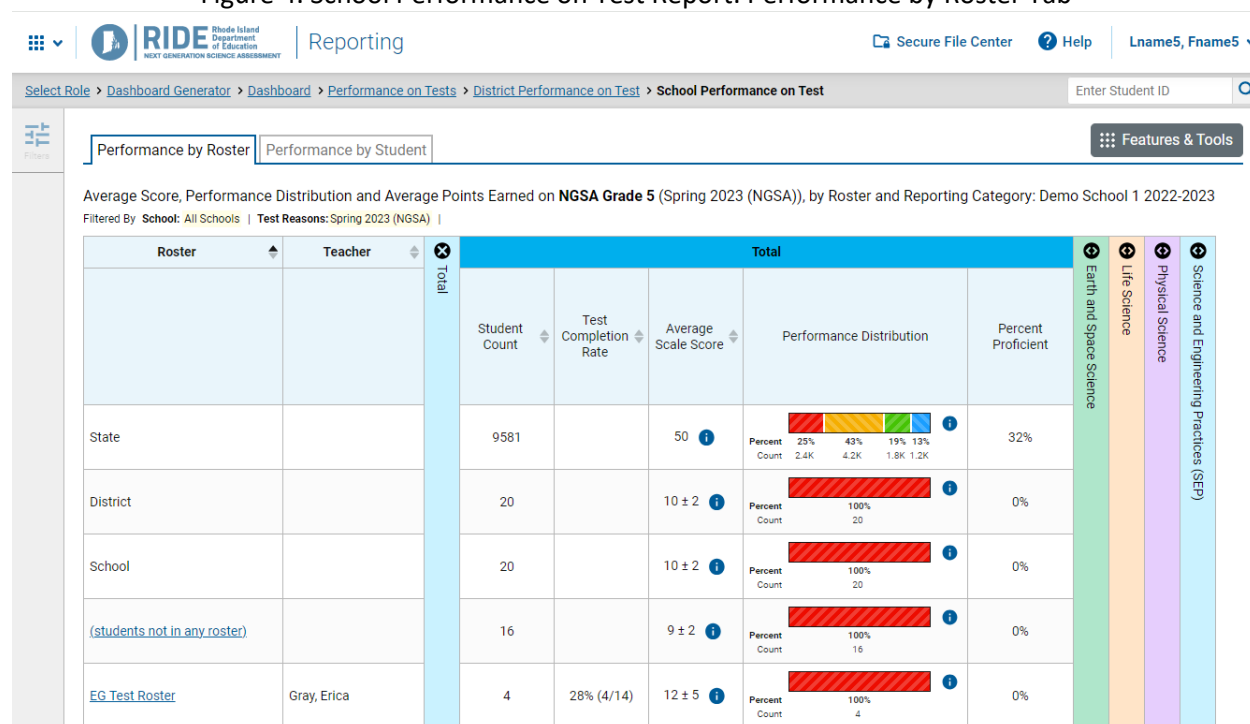
District Administrators:

1. Go to the Dashboard Generator page and click the name of the test group.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in [Figure 4](#).

Figure 4. School Performance on Test Report: Performance by Roster Tab



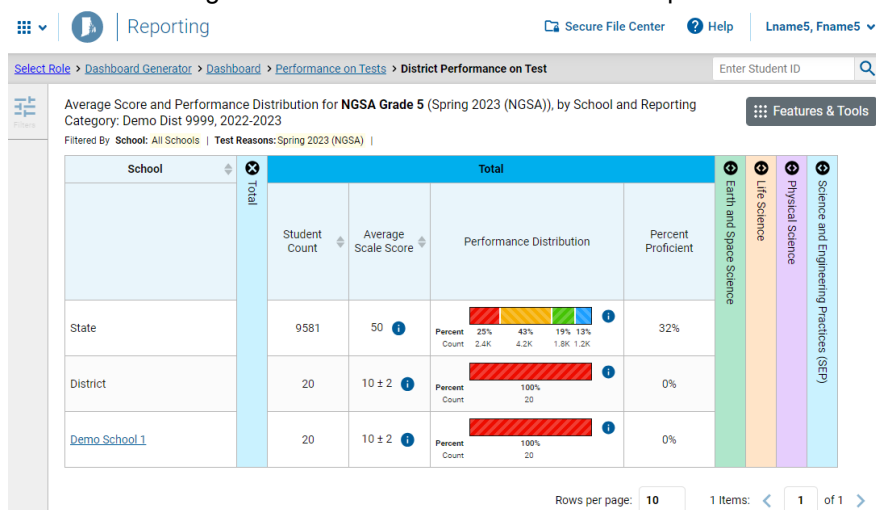
For District Administrators: How to View Test Results for your District

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

- Step 1. Generate a dashboard and click a test group name.
- Step 2. Click a test name in the table of assessments. The District Performance on Test report appears, listing schools in the district (see Figure 5).
- Step 3. On the dashboard that appears when you log in, click the name of a test. A list of the schools in your district appears with the overall school performance data section open.

Figure 5. District Performance on Test Report



Click the vertical section bars to expand the reporting category sections (as in Figure 12) to display performance by each area of the test. It breaks down each area into specific Performance Expectations and shows whether it is an area of proficiency and relative strength of weakness for each school, which can be used to identify where additional instruction is necessary.

How to View Student-Level Data

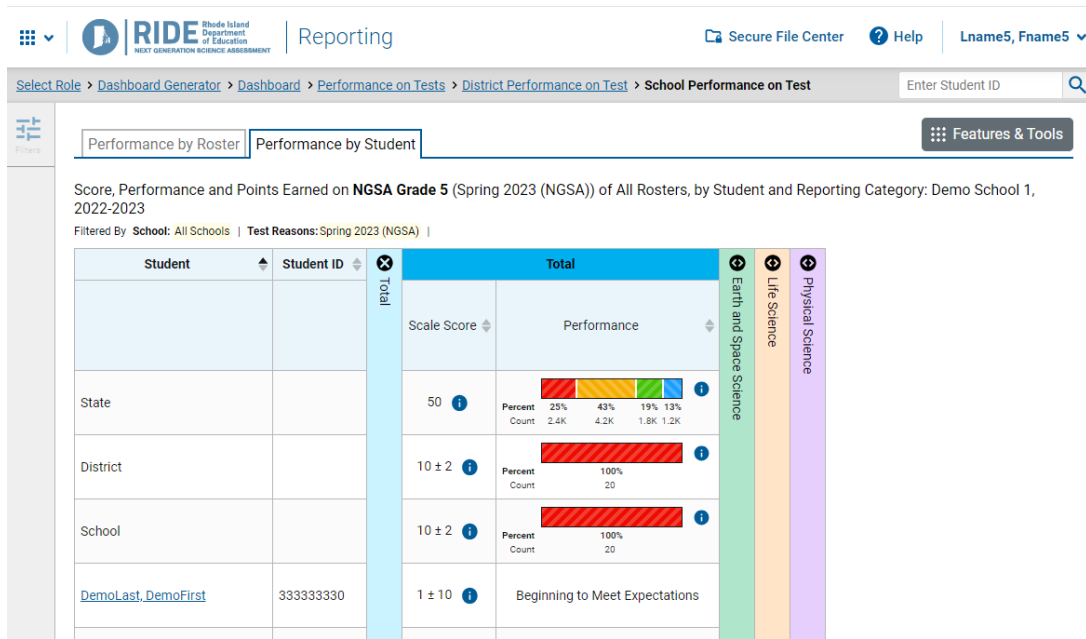
For District Administrators, click an Assessment Name in the dashboard. At the District Performance on Test page, click a school in your district.

For an Assessment Name in the dashboard.

The **Performance by Student** tab displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.

- Step 1. Starting from the dashboard that appears when you log in, Teachers and School Coordinators, click will a test name in the table at the top of the page. District Administrators, click a test name in the table. On the District Performance on Test page, click a school in your district.
- Step 2. In the report that appears, select the **Performance by Student** tab. You will see results for all students. The first few rows also show aggregate performance data for your state, district, school, and/or total students, as shown in [Figure 5a](#).

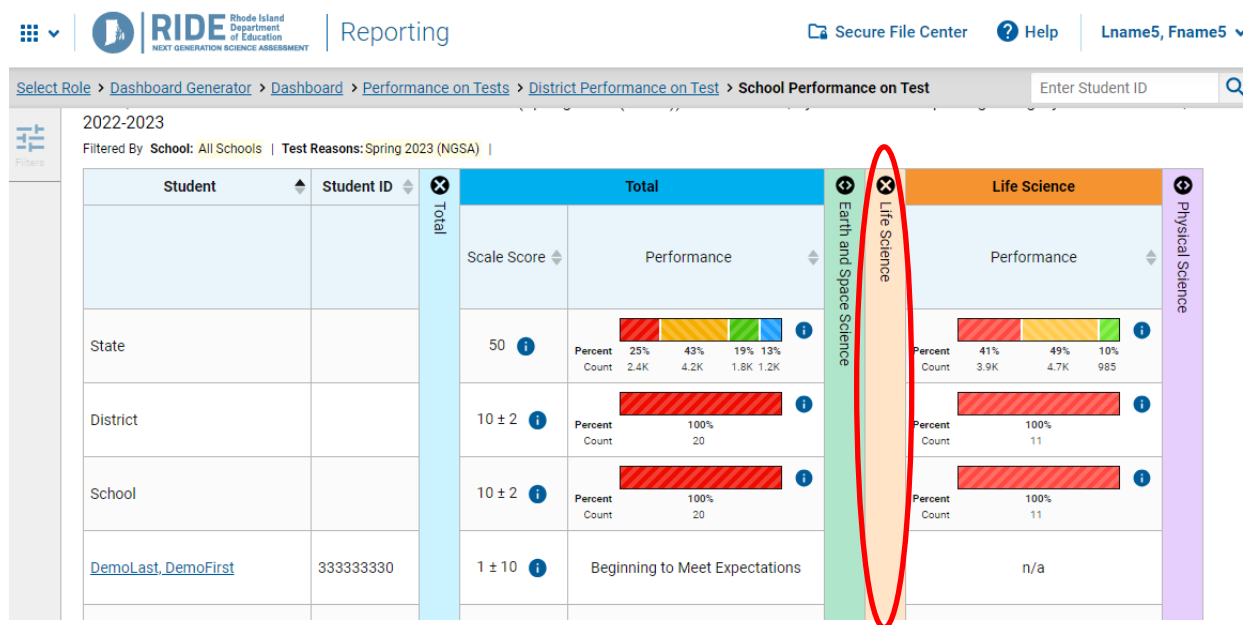
Figure 5a. School Performance on Test Report: Performance by Student Tab



To see which students performed best, click the score or performance columns to sort them.

You can view the district's, schools', and students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in [Figure 5b](#).

Figure 5b. My Students' Performance on Test Report: Performance by Student Tab: Topic Section



How to view a Cross-Sectional Report

You can use a Cross Sectional Report to view how a roster, school, or district performed on a test irrespective of enrolled students. This report helps you understand how the performance has improved or declined across different school years. The Cross-Sectional Report does not track a particular set of students. The set of students will vary across years.

- A teacher can view a report for all students in their roster.
- A school-level user can view a report for their school.
- A district-level user can view a report for their district or any school within it.

When viewing either a My Students', a School, or a District Performance on Test Report, you can access the report using the **Build Cross-Sectional Report** button in the **Features & Tools** menu.

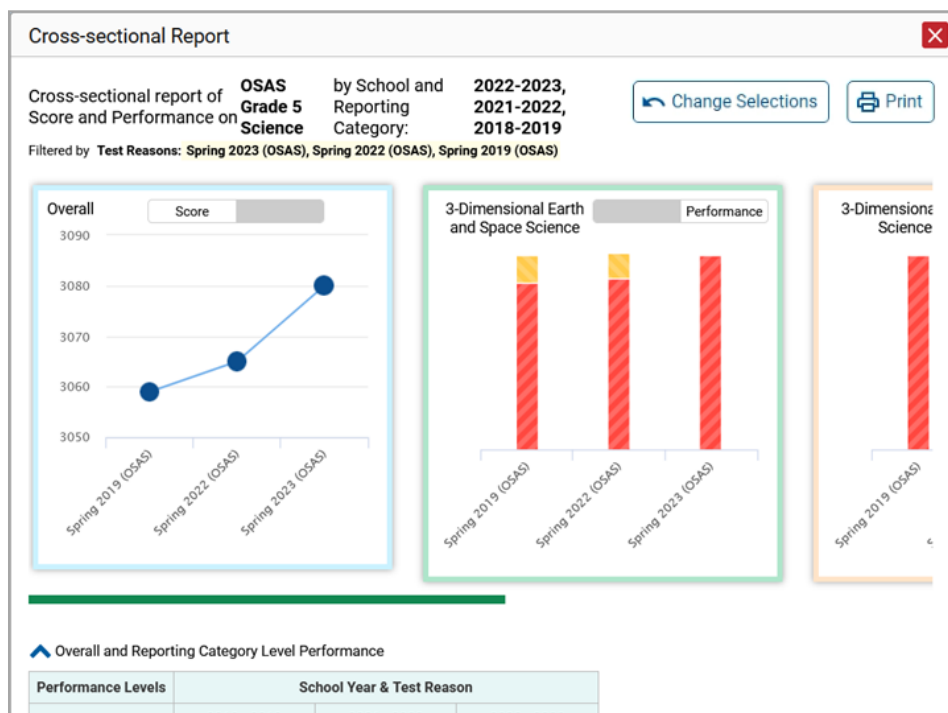
1. Click **Build Cross-Sectional Report** in the **Features & Tools** menu. The **Cross-Sectional Report** window opens, displaying report options ([Figure 5c](#)).

Figure 5c. Cross-Sectional Report Window: Report Options Page

2. From the list of school years and test reasons, select up to three you wish to compare.
3. Click **Generate Report**. The report appears ([Figure 5d](#)), displaying data for the test.

Look at the graph in the upper-left corner of the Cross-Sectional Report ([Figure 5d](#)). It shows the scores or performance levels of the institution for each test reason.

Figure 5d. Cross-Sectional Report Window (Scrolled to Top)



Scale score data are plotted along a line. Performance level data are shown in performance distribution bars. Hover over the data points in a line graph or the sections in a bar to get more information. When a graph offers both score data and performance level data, a toggle bar appears at the top of it. Click the toggle to switch between data. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Alternatively, in the first table at the bottom of the report ([Figure 5e](#)), look at the **Overall** section to see average performance across years.

Figure 5e. Cross-Sectional Report Window (Scrolled Down)

Cross-sectional Report			
Overall and Reporting Category Level Performance			
Performance Levels	School Year & Test Reason		
	2018 - 2019	2021 - 2022	2022 - 2023
	Spring 2019 (OSAS)	Spring 2022 (OSAS)	Spring 2023 (OSAS)
Overall			
Average Score	3065	3070	3082
%Level 1	100%	97%	92%
%Level 2	0%	3%	4%
%Level 3	0%	0%	2%
%Level 4	0%	0%	2%
3-Dimensional Earth and Space Science			
Average Score	3079	3112	3105
%Below Standard	94%	86%	84%
%At/Near Standard	6%	14%	13%
%Above Standard	0%	0%	3%

You can also view a school or district's performance by reporting category or by standard. View the reporting category graphs to the right of the overall performance graph ([Figure 5d](#)) or view the expandable reporting category sections in the first table below the graphs ([Figure 5e](#)). Here, you can understand at a glance how the district or school is improving or declining in each area, and you can compare its trajectory in different areas.

Look at the second table below the graphs ([Figure 5f](#)), which breaks down performance by standard. Again, this helps you understand at a glance how the district or school is improving or declining in each area.

Figure 5f. Cross-Sectional Report Window (Scrolled Down)

Cross-sectional Report						
Target Level Performance						
Targets	School Year & Test Reason					
	2018 - 2019		2021 - 2022		2022 - 2023	
	Spring 2019 (OSAS)		Spring 2022 (OSAS)		Spring 2023 (OSAS)	
	Proficient? ⓘ	Strength? ⓘ	Proficient? ⓘ	Strength? ⓘ	Proficient? ⓘ	Strength? ⓘ
3-Dimensional Earth and Space Science						
Earth and Space Science						
ESS1 ⓘ	Below	=	Below	=	Below	=
ESS2 ⓘ	Below	=	Below	+	Below	=
ESS3 ⓘ	Below	+	Below	=	Below	=
3-Dimensional Life Science						
Life Science						
LS1 ⓘ	Below	=	Below	+	Below	=
LS2 ⓘ	Below	—	Below	=	Below	=
LS3 ⓘ	Below	—	Below	—	Below	—
LS4 ⓘ	Below	=	Below	—	Below	—
3-Dimensional Physical Science						

Click the **Change Selections** button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test reasons. Click **Generate Report** again.

How to View Test Results for Rosters

You can view a list of rosters that took a particular test, and you can also view the test results for a particular roster.

How to Access Test Results for All Your Rosters

The **Performance by Roster** tab (Figure 6) displays test results for each roster. To view this tab, follow the instructions for your user role below. Please note that rosters must be created first for users to view roster-level data. Figure 6 shows the view for a district-level user.

Teachers and school-level users:

- Step 1. Go to the Dashboard Generator page and click a test group name.
- Step 2. Click a test name in the table of assessments. For Teachers, the My Students' Performance on Test appears. For School Coordinators, the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

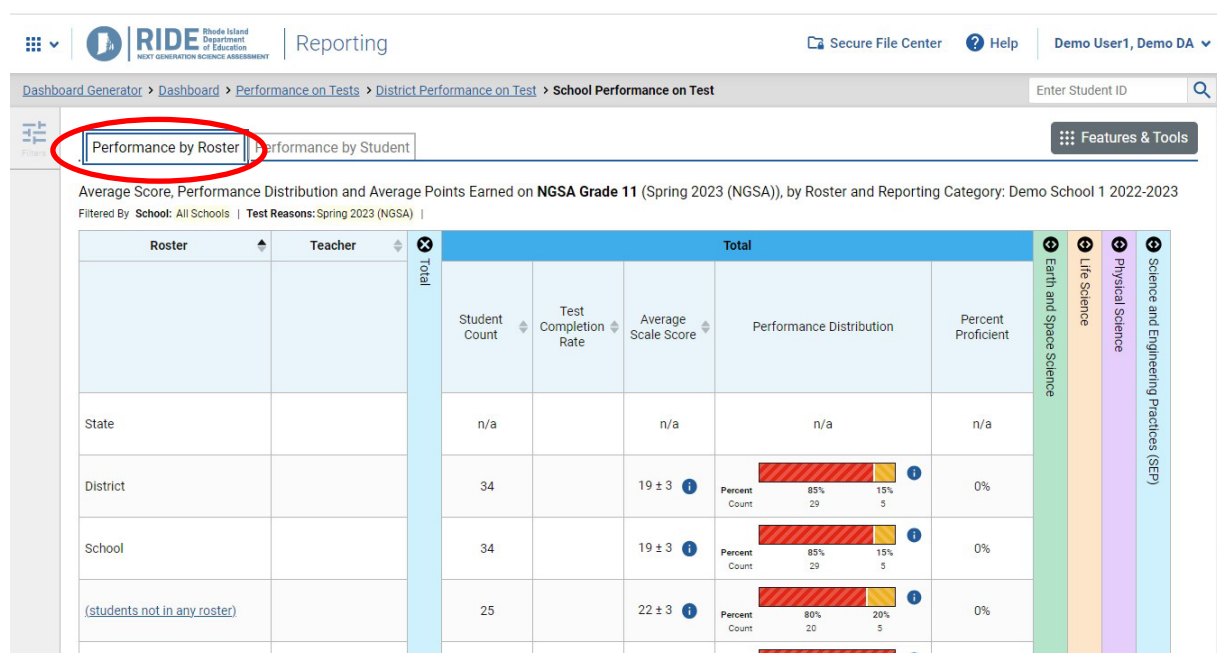
District-level users can view all rosters in a school. To do so, follow these instructions:

- Step 1. Go to the Dashboard Generator page and click a test group name.
- Step 2. Click a test name in the table of assessments. A page of district test results appear, listing schools within the district.
- Step 3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 6 displays a list of your rosters and each roster's performance. The first few

rows also show aggregate performance data for your state, district, school, and total students.

Figure 6. My Students' Performance on Test Report: Performance by Roster Tab



How to Compare How Rosters Performed

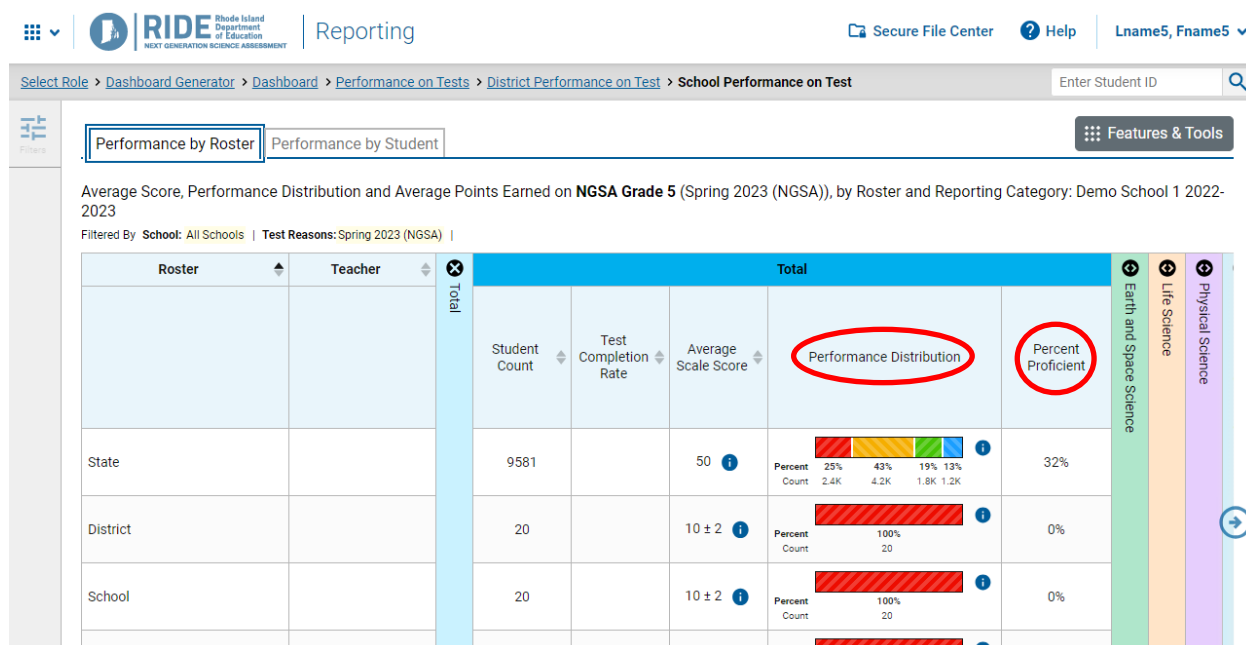
To sort by score, do either of these things:

Step 1. Click the Average Scale Score column header to sort by score.

Step 2. Use the bars in the Performance Distribution column to see the percentage of students in the meets or exceeds performance levels in the Performance Distribution column (see [Figure 7](#)). There are 4 Performance Levels, each shaded a different color in the Performance Distribution bar. Click the "info" button in each row to see more detailed definitions.

- Red: *Beginning to Meet Expectations*
- Orange: *Approaching Expectations*
- Green: *Meeting Expectations*
- Blue: *Exceeding Expectations*

Figure 7. School Performance on Test Report: Performance by Roster



Viewing Performance in Each Area of the Test

District, school, and student-level reports allow you to view performance broken down by reporting categories. Click each vertical section bar (Earth & Space Sciences, Life Science, Physical Science, and Science and Engineering Principles) to expand or collapse it. In this example (Figure 8), you can view average score and a performance distribution bar for each roster under the reporting category Earth and Space Science.

Beginning in 2023, Science and Engineering Practices (SEP) data became available. This data is based on the same items as the reporting category data but focus on a different dimension of the NGSS standard. This data can support districts and schools in identifying the skills students have mastered and those where they may need more instructional support.

The Science and Engineering Practices are listed below:

- Gathering Data and Investigating Scientific Questions (GI)
- Developing and Using Models to Describe the Natural World (DM)
- Using Mathematical Thinking to Analyze and Interpret Patterns in Data (UM)
- Using Scientific Reasons to Construct Explanations and Arguments and to Design Solutions (CE)

Reporting Category and SEP data are reported using the icons below:

Icon	Descriptor
✓	Above the Proficiency Standard
○	At/Near Proficiency Standard
X	Below the Proficiency Standard
*	Insufficient Information

NOTE: SEP data is not available when viewing student-level data.

Figure 8. My Students' Performance on Test Report: Performance by Roster Tab with Expanded SEP Section

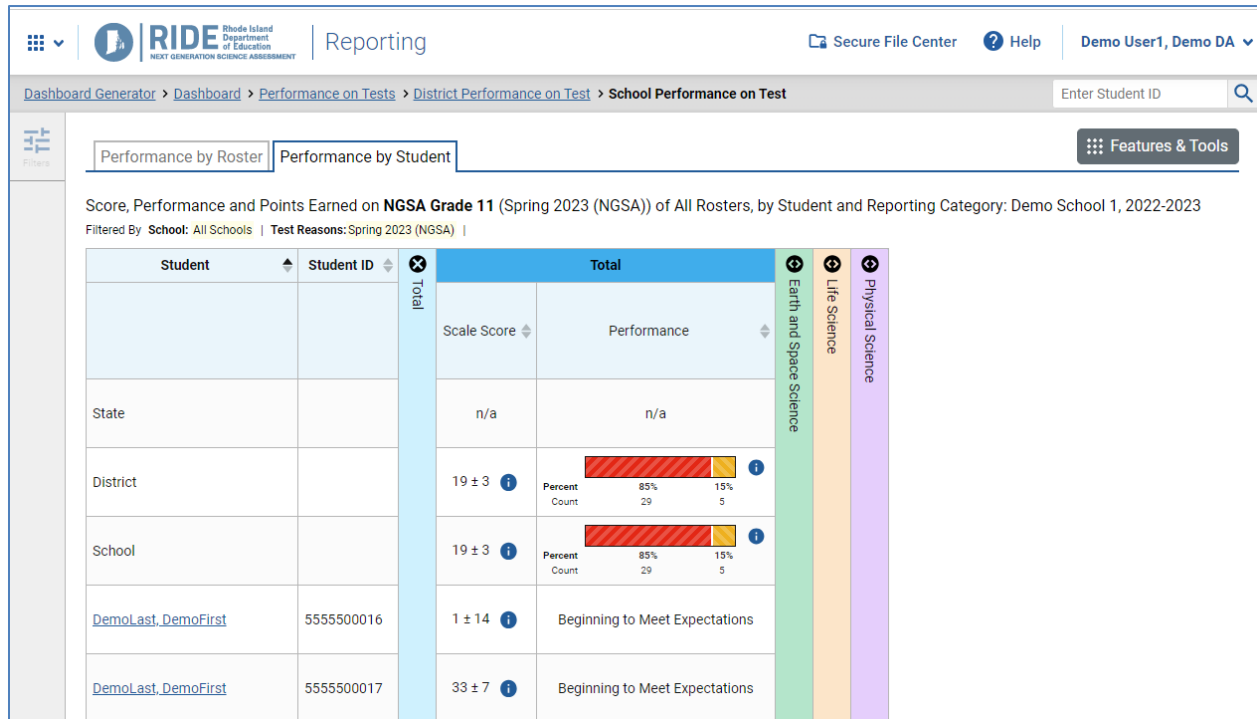
How to Access Test Results for Students

Prior sections explained how to access test results for all your rosters. To view results for students in a specific roster, click the name of a roster that appears in the first column of the report. The roster results listed by student appear. You can compare the performance of your students in each area of the test using the reporting category sections the same way you can compare roster's performance (Figure 8). Click the vertical section bar to expand each section.

The same student level data is also available on the "Performance by Student Report". For School Coordinators and District Administrators, this report displays data for all students in the school (Figure 9).

NOTE: SEP level data is not available for individual students.

Figure 9: School Coordinator and District Administrator View: Performance by Student Report

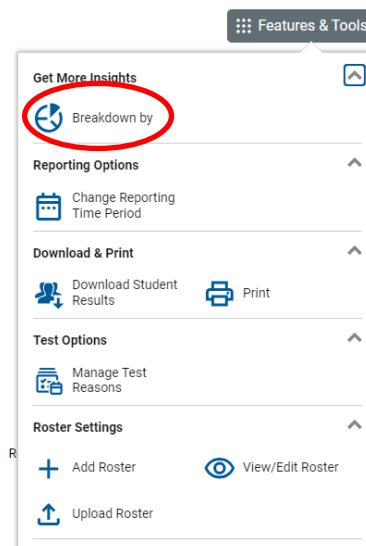


How to View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button  in the **Features & Tools** menu  to compare performance between different demographic sub-groups (See Figure 10). To view test results broken down by demographic sub-groups, do the following:

Step 1. Click **Breakdown By**  in the **Features & Tools** menu .

Figure 10: Features & Tools Menu



Step 2. The **Breakdown Attributes** window opens (see [Figure 11](#)). Select up to three student demographic categories.

Figure 11. Performance by Student Tab: Breakdown Attributes Window

Breakdown Attributes

Select up to three options

☐ Economic Disadvantage Status ☐ English Learner

☐ Enrolled Grade ☐ Gender

☐ Race/Ethnicity ☐ Special Education

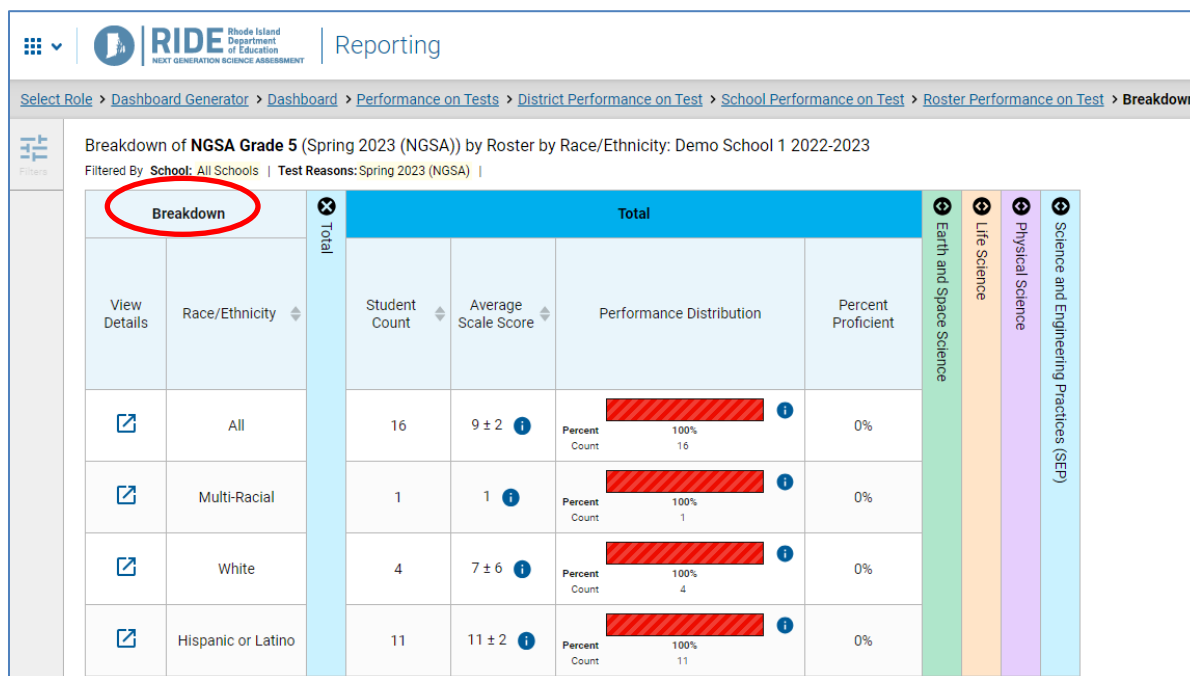
☐ Include unspecified values

Apply Cancel

There is also an **include unspecified values** checkbox. This means that information is not available for the student. Special education, English Learner and Low-Income Status are not required for a student to test. A blank means the value is *no* for that field. By checking the *include unspecified values* box, students with missing demographics will be included in the filter.

Step 4. To include data for these students, mark the checkbox and click **Apply**. Data for each sub-group selected are displayed in the report (see [Figure 12](#)).

Figure 12. Demographic Breakdown of a My Students' Performance on Test Report



How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 12](#)).

A window opens to display detailed results for that combination. The report table is now laid out the same way as the original report before you viewed it broken down by sub-groups. See Figure 13.

Figure 13. Demographic Combination Breakdown Window (from School Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which rosters have the highest-performing girls in the first grade.

District-level users:

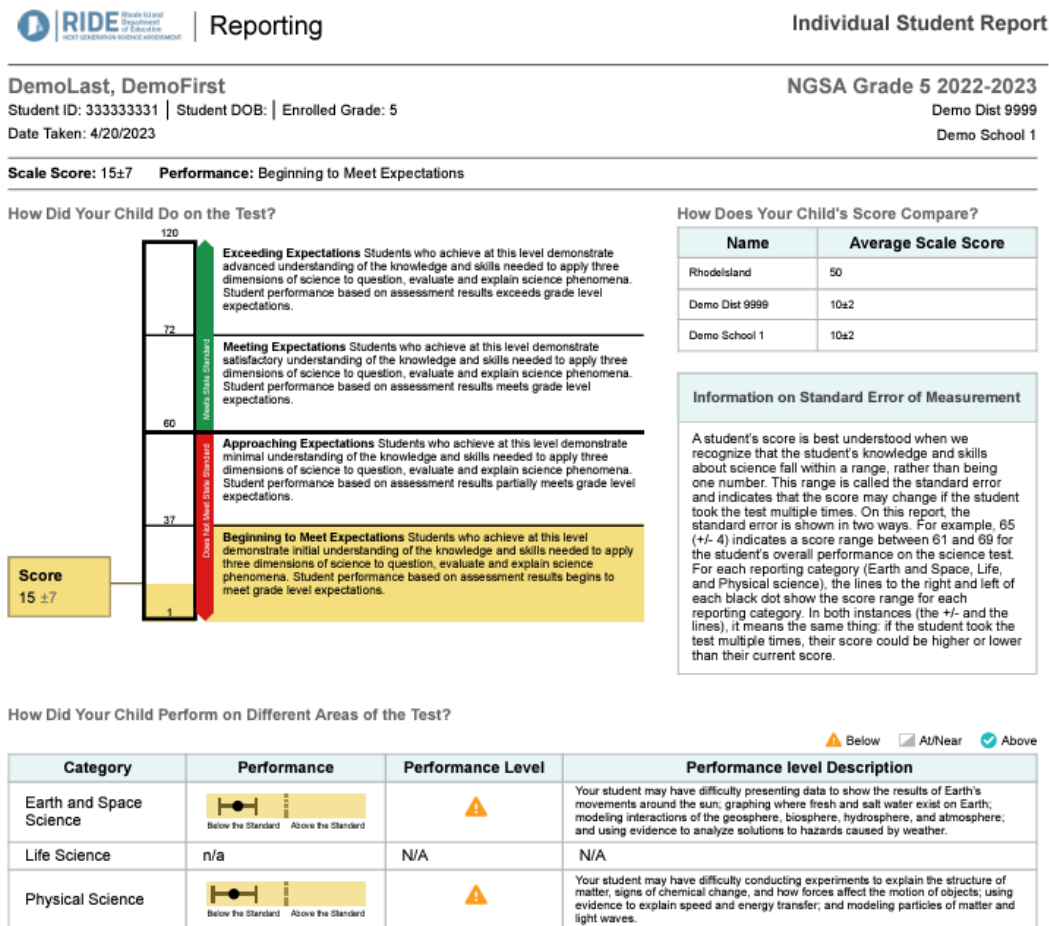
- Step 1. Go to the Dashboard Generator page and click a test group name.
- Step 2. Click the test name in the table of assessments. A page of test results by school appears.
- Step 3. Click a school name. The School Performance on Test report appears.
- Step 4. Perform the same steps as teachers and school-level users, starting at step 3.

How to Use Individual Student Reports (ISR)

Individual Student Reports (ISR), provide easy-to-read performance data on a test. ISRs may be useful for sharing performance information with students and their parents.

Sample ISRs are shown below.

Figure 14. Sample Individual Student Report (ISR): NGSS Science



How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) for a test opportunity use the Student Results Generator. You can select any combination of test reasons, assessments, and students to generate either a single ISR or multiple ISRs in a batch.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs. ISRs can be generated from almost any Reporting page.

Step 1. Click the download student results button in the **Features & Tools** menu . The **Student Results Generator** window opens (see [Figure 15](#)).

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

Figure 15. Student Results Generator Window

The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', 'Individual Student Report' is selected. Under 'Print Options', 'Report Format' has 'Single PDF' selected, and 'PDF Type' has 'Simple' selected. At the bottom are 'Generate' and 'Cancel' buttons. The main area is titled 'Select a test reason.' and contains a list of radio button options: 'Interim Test Opportunity 1', 'Interim Test Opportunity 2', 'Posttest', 'Pretest', 'Spring 2023 (NGSA)' (which is selected), 'Test Four', 'Test One', 'Test Three', 'Test Two', 'Unassigned', and 'Winter'. A 'Next' button is to the right of the list. On the right side of the window, there are three vertical tabs labeled '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students', with the first tab being active.

- Step 2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.
- Step 3. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Step 4. Under PDF Type, select either a simple or detailed PDF.
- Step 5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:
- Option 1:* Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 16](#). To deselect and clear results, click **Clear Search Results**.

Figure 16: Student Search Results

The screenshot shows the 'Student Results Generator' window after a search. The left panel remains the same. The main area is now titled 'Select the students.' and includes a 'Filters' button and a 'Previous' button. Below these, there are three checkboxes: 'All Students' (checked), 'Demo School 1' (checked), and 'DemoLast, DemoFirst (333333331)' (checked). On the right side, the vertical tabs are now '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students', with the third tab being active.

Option 2: Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

In the **Select Test Reason** accordion section ([Figure 17](#)), choose a test reason. Test reasons represent test windows.

Figure 17: Select Test Reason

The screenshot shows the 'Student Results Generator' application window. On the left, there are two accordion sections: 'Report Type' (with 'Individual Student Report' selected) and 'Print Options' (with 'Single PDF' and 'Simple' selected). The main area is titled 'Select a test reason.' and contains a list of radio button options: 'Interim Test Opportunity 1', 'Interim Test Opportunity 2', 'Posttest', 'Pretest', 'Spring 2023 (NGSA)' (which is selected), 'Test Four', 'Test One', 'Test Three', 'Test Two', 'Unassigned', and 'Winter'. A 'Next' button is at the top right of this section. On the far right, there are three vertical section bars labeled '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'.

In the **Select Assessments** section ([Figure 18](#)), choose any number of tests or grade levels within a single subject.

Figure 18: Select Assessments

The screenshot shows the 'Student Results Generator' application window with the 'Select the assessments.' section expanded. The left sidebar remains the same. The main area shows a tree view for selecting assessments. Under 'Science', 'Grade 5' is selected, and under 'Grade 5', 'NGSA Grade 5' is selected. 'Grade 8' and 'Grade 11' are also listed but not selected. 'Previous' and 'Next' buttons are at the top right of the main area. The vertical section bars on the right are labeled '1. Select Test Reasons', '2. Select Assessments' (which is highlighted in green), and '3. Select Students'.

The **Select Students** section ([Figure 19](#)) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or

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individual students you want to include in the ISRs. In the **Select Students** section, choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

1. Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
2. Note that marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 19. Teacher View: Student Results Generator Window: Select Students Section

To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated (see [Figure 20](#)).

Optional: To set a date range for which to generate results, use the filter menu as follows:

Step 1. Click the filter menu button . The filter menu opens, displaying two date fields.

Step 2. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

Step 3. Click **Apply**.

Step 4. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 20. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

The screenshot shows the 'Student Results Generator' window. On the left, there are settings for 'Report Type' (Individual Student Report selected), 'Print Options' (Single PDF selected), and 'PDF Type' (Simple selected). At the bottom left are 'Generate' and 'Cancel' buttons. The main area is titled 'Select the students.' and includes a search bar for 'Search by Student ID'. Below the search bar, it says 'Select up to three schools.' and lists three options: 'Demo School 1' (unchecked), 'Demo School 2' (checked), and '(Students Not In Any Roster)' (checked). A vertical sidebar on the left of the main area has three steps: '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students' (highlighted in orange). A 'Filters' menu is open on the right, showing options to 'Include only results reported in the following date range:' with 'Start Date' and 'End Date' fields. The 'Filters' menu also has 'Apply' and 'Cancel' buttons. A 'Previous' button is located above the 'Filters' menu.

Step 5. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

How to Generate and Export Student Data Files

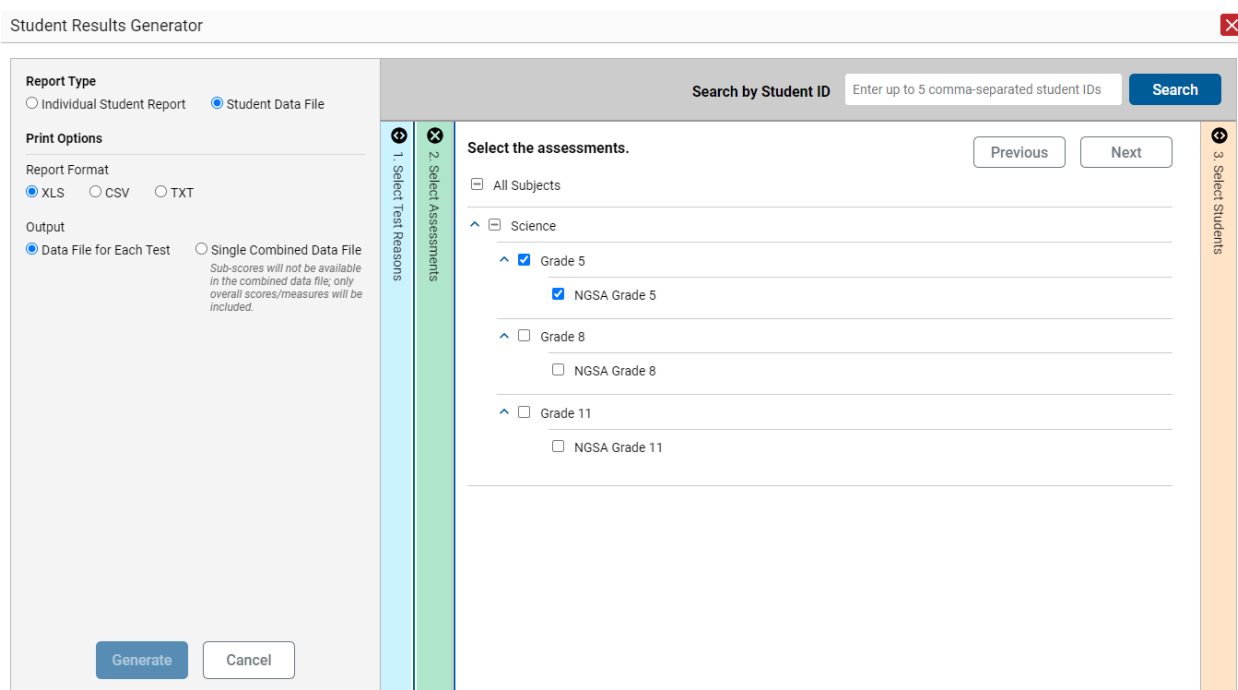
To generate and export a student data file for an individual student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

You can generate student data files from almost any report page.

Step 1. Click the **Download Student Results** button  in the **Features & Tools** menu . The **Student Results Generator** window opens.

Step 2. In the panel on the left, select Student Data File, as in [Figure 21](#). Always do this before you make other selections. Switching between the Individual Student Report and Student Data File options may revert some selections.

Figure 21. Select Assessments



The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has 'Student Data File' selected. Below it, 'Print Options' shows 'Report Format' with 'XLS' selected, and 'Output' with 'Data File for Each Test' selected. A note states: 'Sub-scores will not be available in the combined data file; only overall scores/measures will be included.' At the bottom left are 'Generate' and 'Cancel' buttons. The main area is titled 'Select the assessments.' and has a search bar at the top right. It shows a tree view with 'All Subjects' expanded to 'Science', which is further expanded to show 'Grade 5' (selected), 'Grade 8', and 'Grade 11'. Under 'Grade 5', 'NGSA Grade 5' is selected. Under 'Grade 8', 'NGSA Grade 8' is not selected. Under 'Grade 11', 'NGSA Grade 11' is not selected. On the right side of the main area, there are 'Previous' and 'Next' buttons. The window has a vertical sidebar on the right with three tabs: '1. Select Test Reasons', '2. Select Assessments' (active), and '3. Select Students'.

Step 3. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

Step 4. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.

Step 5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

Option 1: Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 22](#). To deselect and clear results, click **Clear Search Results**.

Figure 22: Student Search Results

*Option 2: Use the three accordion sections. Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:*

- In the **Select Test Reason** section ([Figure 23](#)), choose a test reason. Test reasons represent test windows.

Figure 23: Select Test Reason

- The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Assessments**.

Figure 24. Select Assessments

In the **Select Students** section ([Figure 25](#)), select any number of students from the expandable school and/or class (roster) options. Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.

Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 25. Select Students

3. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

- Open the **Filters** menu  (see [Figure 26](#)). The menu displays two date fields.

- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.
- *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Note that the processing date is not always the same as the date a test was taken.

Figure 26: Select Students with Filter Menu Open

The screenshot shows the 'Student Results Generator' window. On the left, there are sections for 'Report Type' (Individual Student Report selected), 'Print Options' (Single PDF selected), and 'PDF Type' (Simple selected). In the center, there are three vertical bars labeled '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'. To the right of these bars, there's a 'Select the students.' section with a list of schools: 'Demo School 1', 'Demo School 2', and '(Students Not In Any Roster)'. A 'Filters' dropdown menu is open, showing a date range filter with 'Start Date' and 'End Date' fields. The 'Apply' button is at the bottom of the filter menu. The 'Generate' button is at the bottom left of the main window.

Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

How to Compare State, District, and School Data

In the *Performance on Tests* report and the *Student Portfolio Report*, you can access performance data for your state, district, school, and/or total students.

How to Compare All Students' Performance on Any Test with Larger Groups

Figure 27. Teacher View: Performance on Tests Report

RIDE Rhode Island Department of Education NEXT GENERATION SCIENCE ASSESSMENT Reporting Secure File Center ? Help Worn, Mackenzie								
Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests Enter Student ID								
Filters Test Groups Test Reasons Schools	Average Score and Performance Distribution, by Assessment: Demo Dist 9999, 2022-2023 Filtered By School: All Schools Test Reasons: All Test Reasons Features & Tools							
	NGSA Grade 5	Summative	5	Spring 2023 (NGSA)	20	10 ± 2	Performance Distribution Percent Count 100% 20	05/17/2023
	NGSA Grade 8	Summative	8	Spring 2023 (NGSA)	19	14 ± 3	Performance Distribution Percent Count 100% 19	05/04/2023
	NGSA Grade 11	Summative	11	Spring 2023 (NGSA)	12	20 ± 4	Performance Distribution Percent Count 75% 9 25% 3	04/24/2023

To hide the comparison rows, click  to the right of the test name.

How to Set Up Custom Reports

You can set up your reports so it's easier to access the data that are most important to you. For example, if you're a teacher you may want to narrow down your reports to a single roster.

This section explains how to filter reports to filter to:

- show only the tests you're interested in.
- show only the rosters you're interested in.
- view data from a previous point in time.

How to Filter Tests to Display

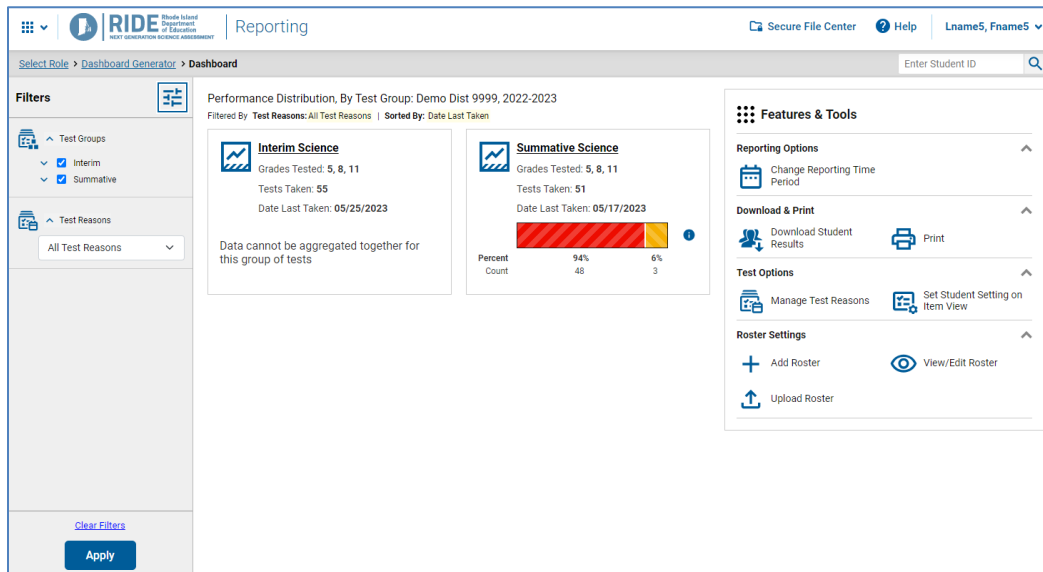
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out.

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you only want to see your 5th grade students' scores on the summative assessment.

Step 1. On the left side of the dashboard or the Performance on Tests report, click the **Test Groups** button. The **Filters** panel expands.

Step 2. Mark as many selections as you like in the **Test Groups** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 28. Teacher View: Dashboard with Expanded Filters Panel



Step 3. Click **Apply**. The report updates to show only data for those tests.

Step 4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

For Teachers and School-Level Users: How to Filter Rosters and Display

Rosters usually represent classes but can represent any group that is meaningful to users, such as a case load of students for a special education teacher. Each roster is associated with a teacher. To learn how to create and modify rosters in the Reporting System, see [the Understanding and Creating Rosters Brochure](#).

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected roster from the data you're viewing.

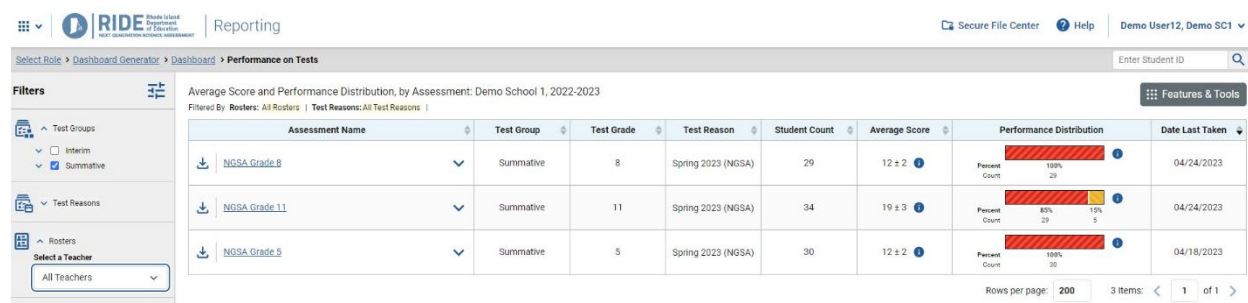
Filtering by roster makes it easy to focus on a particular roster's performance. And by switching filters, you can easily compare one roster with another. If you don't filter by roster, the reports default to showing data for all rosters. You may find data for a single roster easier to understand.

Step 1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button or the **Rosters** button. The **Filters** panel expands.

Step 2. Make a selection from the drop-down list in the **Rosters** section (see Figure 29).

NOTE: If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular roster from the second drop-down list that appears. By default, the first roster listed is selected.

Figure 29: Teacher View: Performance on Tests Report with Expanded Filters Panel



Step 3. Click **Apply**. The report updates to show only data for that roster.

Step 4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**, then click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

For District-Level Users: How to Filter Schools and Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

Step 1. On the left side of the Performance on Tests report, click either the expand button or the *Schools* button. The filter panel expands (see [Figure 30](#)).

Step 2. Make a selection from the drop-down list in the *Schools* section (see [Figure 30](#)).

Figure 30. District Level User View: Performance on Tests Report with Expanded Filters Panel

Report Title: Average Score and Performance Distribution, by Assessment: Demo Dist 9999, 2022-2023

Filtered By: School: All Schools | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim ES Earth and Space Science - PE 5-ESS1-2 B	Interim	5	Test Three	2	1/1	n/a	05/25/2023
NGSA Grade 5	Summative	5	Spring 2023 (NGSA)	20	10 ± 2	Percent Count: 100% 20	05/17/2023
Interim ES Earth and Space Science - PE 4-ESS2-1	Interim	5	Test Four	2	0/5	n/a	05/16/2023
Interim HS Life Science - PE HS-LS1-1	Interim	11	Test One	1	0/2	n/a	05/09/2023
Interim MS Life Science - PE MS-LS3-2	Interim	8	Test One	1	1/9	n/a	05/09/2023
Interim HS Physical Science - PE HS-PS4-1	Interim	11	Test One	1	1/9	n/a	05/09/2023
Interim ES Earth and Space Science - PE 3-ESS2-1 A	Interim	5	Test Three	3	0/5	n/a	05/09/2023
NGSA Grade 8	Summative	8	Spring 2023 (NGSA)	19	14 ± 3	Percent Count: 100% 19	05/04/2023
NGSA Grade 11	Summative	11	Spring 2023 (NGSA)	12	20 ± 4	Percent Count: 75% 9, 25% 3	04/24/2023

Step 3. Click **Apply**. The report updates to show only data for those schools.

Step 4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems. If you click the name of a test when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you're viewing.

How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

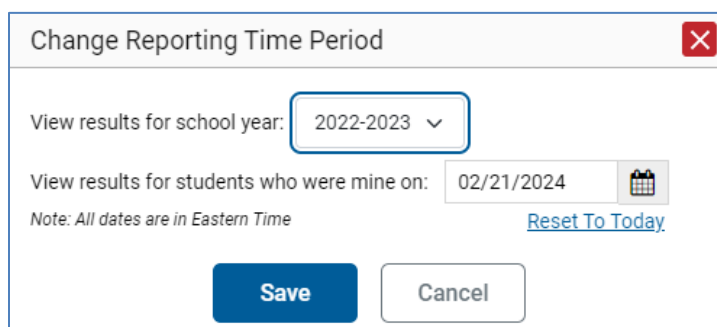
When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well.

If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except the Student Portfolio Reports, which always retain the ability to look back to previous years), with current student data.

How to use this feature:

From the **Features & Tools** menu , select **Change Reporting Time Period** . (If you're viewing the Dashboard Generator page, click **Change the reporting time period**. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears (see [Figure 31](#)).

Figure 31: Change Reporting Time Period Window



The image shows a window titled "Change Reporting Time Period" with a red close button in the top right corner. Inside the window, there are two main input fields. The first field is labeled "View results for school year:" and contains a dropdown menu with "2022-2023" selected. The second field is labeled "View results for students who were mine on:" and contains a date "02/21/2024" next to a calendar icon. Below the second field, there is a note: "Note: All dates are in Eastern Time" and a blue link that says "Reset To Today". At the bottom of the window, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

From the school year drop-down list, select a school year. This is the year for which you will view test results.

In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.

To view your current students' past performance, keep the date set to today.

To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.

Optional: To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

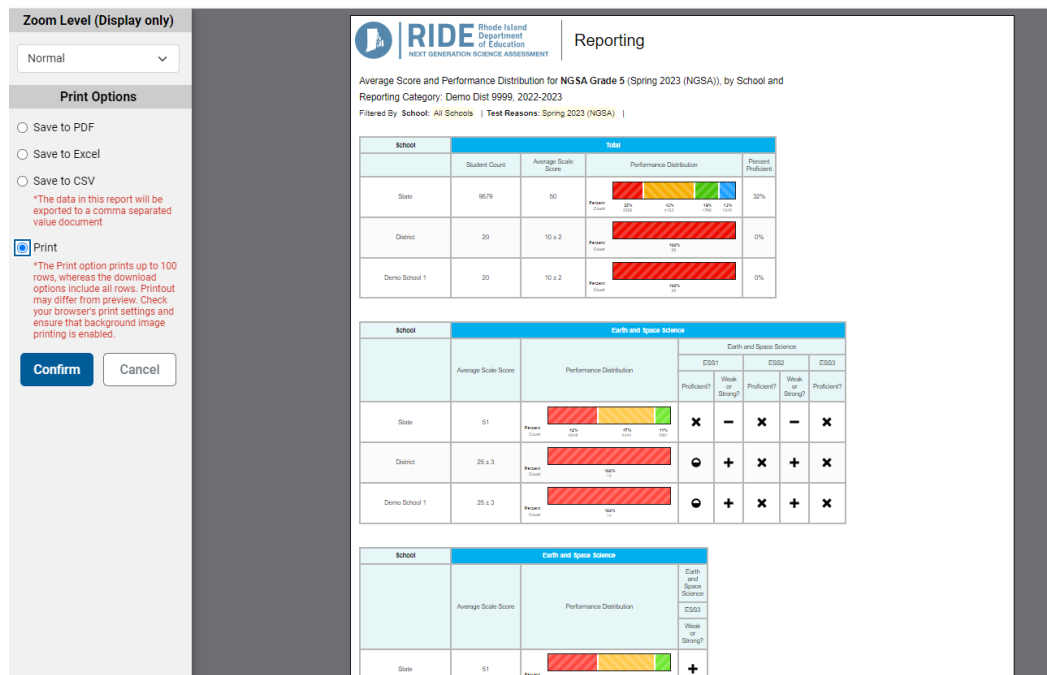
How to Export and Print Data

You can export or print any report you see in the Reporting System. Some can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

How to Export or Print a Report You're Viewing

1. Select the print button  from the **Features & Tools menu**  or, in a Longitudinal Report window, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear. A print preview page opens (see [Figure 32](#)).
2. To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 32: Print Preview Page



Zoom Level (Display only)

Normal

Print Options

- ☐ Save to PDF
- ☐ Save to Excel
- ☐ Save to CSV
- ☒ Print

*The data in this report will be exported to a comma separated value document

*The Print option prints up to 100 rows, whereas the download options include all rows. Printout may differ from preview. Check your browser's print settings and ensure that background image printing is enabled.

Confirm **Cancel**

RIDE Rhode Island Department of Education
NEXT GENERATION SCIENCE ASSESSMENT

Reporting

Average Score and Performance Distribution for NGSA Grade 5 (Spring 2023 (NGSA)), by School and Reporting Category: Demo Dist 9999, 2022-2023
Filtered By: School: All Schools | Test Reasons: Spring 2023 (NGSA) |

School	Student Count	Average Scale Score	Performance Distribution	Percent Proficient
State	9579	50		32%
District	20	10 x 2		0%
Demo School 1	20	10 x 2		0%

School	Average Scale Score	Performance Distribution	Earth and Space Science					
			ESS1	ESS2	ESS3			
			Proficient?	Weak or Strong?	Proficient?	Weak or Strong?	Proficient?	Weak or Strong?
State	51		X	-	X	-	X	
District	25 x 3		+	+	X	+	X	
Demo School 1	25 x 3		+	+	X	+	X	

School	Average Scale Score	Performance Distribution	Earth and Space Science
			ESS3
			Weak or Strong?
State	51		+

3. Do one of the following under the *Print Options* section:
 - To print the report, select the **Print** radio button.
 - To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.
 - To download a Microsoft Excel (XLSX) version of the report, select **Save to Excel**.
 - To download a comma-separated values (CSV) version of the report, select **Save to CSV**.
4. Click **Confirm**. If you saved the report as a PDF, Excel, or CSV, the **Inbox** window appears, displaying the generated report.

How to Export a Report Directly from the *Performance on Tests* Report

Step 1. Click the download button to the left of the name of the assessment report you wish to export (see [Figure 33](#)). The *Export Report window opens*. The options in this window vary according to your user role.



Dashboard Generator > Dashboard > Performance on Tests

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023

Filtered By: Rosters: All Rosters | Test Reasons: All Test Reasons

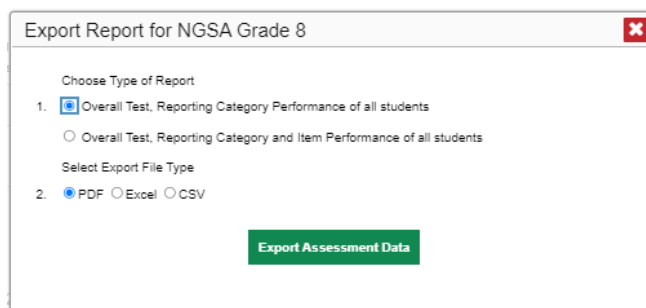
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score
NGSA Grade 8	Summative	8	Spring 2023 (NGSA)	27	11 ± 2
NGSA Grade 5	Summative	5	Spring 2023 (NGSA)	28	12 ± 2

Figure 33: Teacher View: Performance on Tests Report

Step 2. If necessary, select which report to export for the assessment.

- **Teachers and school-level users:** The exported report will contain test results for all your students.

Figure 34. Teacher View: Export Report Window



Export Report for NGSA Grade 8

Choose Type of Report

1. ☒ Overall Test, Reporting Category Performance of all students
☐ Overall Test, Reporting Category and Item Performance of all students

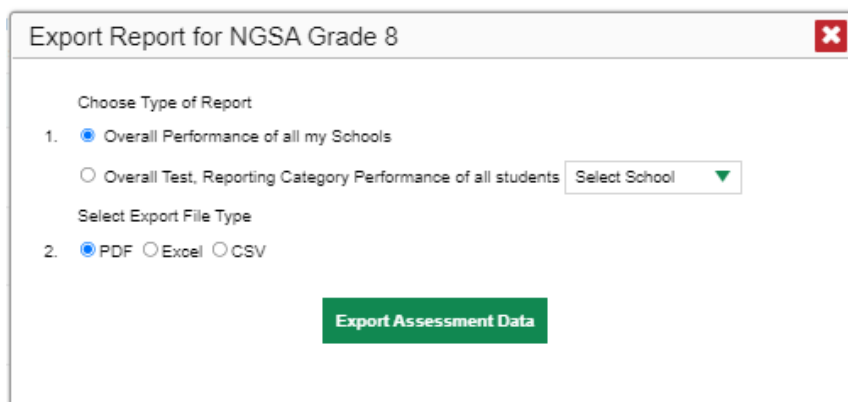
Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

- **District-level users:** Select which report to export for the assessment.
- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
- To export school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 35. District-Level User View: Export Report Window



Export Report for NGSA Grade 8

Choose Type of Report

1. ☒ Overall Performance of all my Schools
☐ Overall Test, Reporting Category Performance of all students Select School ▼

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

Step 3. Do one of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in .xlsx format, mark the **Excel** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

Step 4. Click **Export Assessment Data**. A confirmation window appears.

Step 5. Click **Yes** to export or **No** to return to the **Export Report** window. When you export a file, the **Inbox** window will appear and show the file available for download.

Appendix A: The Secure File Center

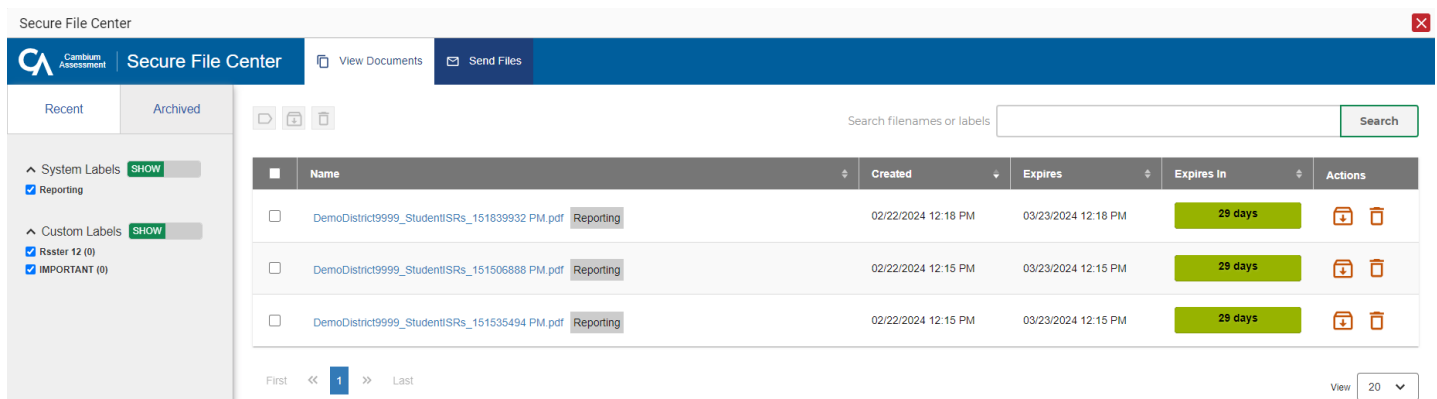
The Reporting System allows you to access a Secure File Center feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Secure File Center serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage their files. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

How to Access and Manage Files in the Secure File Center

Step 1. In the banner, click **Secure File Center**. The **Secure File Center** window appears (see [Figure 36](#)). By default, the **View Documents** tab is displayed. It may take a few minutes for the file to be exported. If this occurs, close the Secure File Center and try again in a few minutes.

Figure 36. Secure File Center Window: View Documents Tab: Recent Sub-Tab



Step 2. Choose either *Recent* or *Archived*. Both options include *Created*, *Expires*, and *Expires In* dates.

Recent: Displays all files except those that have been archived.

Archived: Displays files that have been archived.

Step 3. To download a file, click the name of the file.

Step 4. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click **Search**. The search applies to both filenames and labels.

Step 5. *Optional:* To hide or display system labels, click the *System Labels* toggle.

Step 6. *Optional:* To hide files with a particular system label, clear the checkbox for that label.

Step 7. *Optional:* To hide or display custom labels, click the *Custom Labels* toggle.

Step 8. *Optional:* To hide files with a particular custom label, clear the checkbox for that label.

Step 9. To apply a custom label, follow these instructions:

- To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.

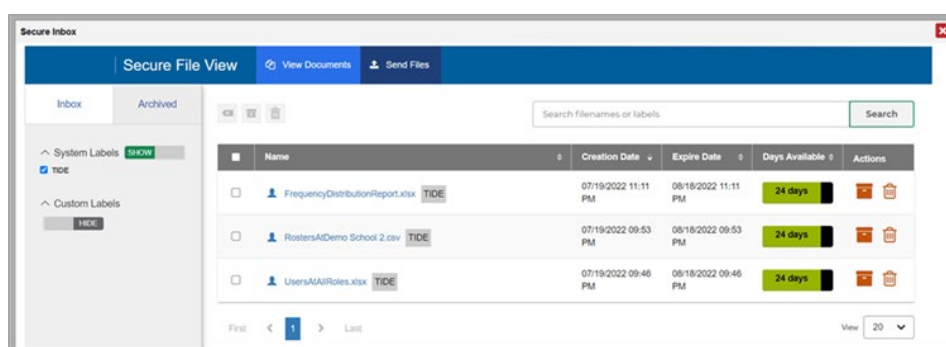
- To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click .
- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click . You cannot delete or archive secure documents uploaded to the Inbox by admin users.

How to Use the Secure File Center to Send Files to Other Users' Secure File Center

Follow the steps below to send a file or files to individual recipients by email address or to groups of recipients by user role.

Step 1. From the banner, select **Recent** ([Figure 37](#)). By default, the *View Documents* tab displays.

Figure 37. Secure File Center Window: View Documents Tab



Step 2. Select the **Send Files** tab. The **Send Files** page appears.

Step 3. In the *Select Recipients* field, do one of the following:

- Select **Role** to send a file or files to a group of users by user role.
- Select **Email** to send a file or files to a single recipient by email address. If you select **Email**, skip to step 1.

Figure 38. Secure File Center Window: Send Files Tab

- Step 1. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
- Step 2. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
- Step 3. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.
- Step 4. If you selected **Role** in step 1, skip this step. If you selected **Email**, enter the email address of the recipient to whom you wish to send a file or files.
- Step 5. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Step 6. Select the file(s) you wish to send. You may send up to 10 files at once.
- Step 7. Select Send.

Appendix B: Non-Scorable Test Opportunities

The reports in the Reporting System do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated". If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 39](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the condition code and completion date for each.

Figure 39. Students with Other Test Statuses Window

Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

Appendix C: Performance Data

Depending on the test, a report may display different kinds of performance data:
Score data:

- Scale scores.
- Raw scores, which may be in the form of percentages or fractions.

Standard Error: After an individual student's score, you may see a number with "±" before it. This is the standard error of measurement (SEM). A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. As an example, if a student receives a test score of 75 with an SEM of 4, that tells us that the student's knowledge and skills fall between 71 and 79. For average scores at aggregate levels, the number following "±" is the standard error of the mean.

Performance Level or Proficiency Level is one way we have of describing the skills and knowledge of students and how close or far they are from being proficient (on grade level) in their knowledge of science concepts. Performance levels are descriptions of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in Figure 49, showing the percentage and number of students who achieved each performance level.

The Reporting System denotes performance levels by color in the Performance Distribution Bar, shown below.

Performance Levels	
	%Beginning to Meet Expectations (1-36): Students who achieve at this level demonstrate initial understanding of knowledge and skills needed to apply three dimensions of science to question, evaluate and explain science phenomena. Student performance based on assessment results begins to meet grade level expectations.
	%Approaching Expectations (37-59): Students who achieve at this level demonstrate minimal understanding of knowledge and skills needed to apply three dimensions of science to question, evaluate and explain science phenomena. Student performance based on assessment results partially meets grade level expectations.
	%Meeting Expectations (60-71): Students who achieve at this level demonstrate satisfactory understanding of knowledge and skills needed to apply three dimensions of science to question, evaluate and explain science phenomena. Student performance based on assessment results meets grade level expectations.
	%Exceeding Expectations (72-120): Students who achieve at this level demonstrate advanced understanding of knowledge and skills needed to apply three dimensions of science to question, evaluate and explain science phenomena. Student performance based on assessment results exceeds grade level expectations.

Appendix 6-B
Sample Printed Individual Student
Report

Spring 2023 Rhode Island Next Generation Science Assessment Individual Student Report



RIDE Rhode Island
Department
of Education

Name: Doe, Jennifer A.
SASID: 9999991234
Date of Birth: 04/29/2012

District: Demo District (9999)
School: Demo Elementary School (99999999)
Grade: 5

What is the Next Generation Science Assessment? (NGSA)

This report provides your child's results from the 2023 Next Generation Science Assessment (NGSA). The NGSA measures student knowledge and skills on the Next Generation Science Standards (NGSS) that Rhode Island adopted in 2013 (www.ride.ri.gov/NGSS). NGSA is administered to students in grades 5, 8, and 11 and provides information on student knowledge and skills in the areas of life sciences, physical sciences, and earth and space sciences.

State tests provide valuable information for you and your child's teacher

Information from the NGSA, in combination with other academic and social measures, will help educators assess grade level placement, design specialized instruction, set learning goals, and monitor progress. These tests will allow schools, districts, and RIDE to identify where we need to take action to improve teaching and learning. These tests help guide critical work to improve outcomes for students. We hope understanding your child's comprehension of science knowledge and skills will empower you as an advocate for your child. For more information on how to better understand the results, visit www.RIDE.ri.gov/Assessment-Results.

The report shows:

- Your child's score between 1 and 120 and their achievement level
- Your child's achievement compared to school, district, and state averages
- How your child performed in the different areas of science measured by this assessment

Your Child's Overall Results in Grade 5

Science

Achievement Level

Approaching Expectations

Score

49

(Score range: 1-120)

What Do I Do Next?

After reviewing this report, it is critical that you connect with your child's school by attending family-teacher conferences and discussing with your child's teachers your questions and concerns. Don't be afraid to speak up. Children whose families stress the value of education are more likely to find it important, as well.

- School attendance matters, **every single day**. Missing just two days of school a month is chronically absent, so make it a priority to get your child to school on time daily.
- Establish daily reading routines, let your child see you read, and encourage your child to read for fun all year long.
- Get involved and stay connected to your child's school, however and whenever you can.
- Share your voice! Help improve your child's school by participating in SurveyWorks every year.
- Start a conversation. Ask questions. Talk to your child about what they're learning and show an interest in the subjects that excite them.

Remember, you are your child's first teacher, and you play an important role in setting your child up for success.

Did you know that establishing family routines can help your child succeed?

Make a habit of setting up designated times for homework, reading, mealtimes, family conversations, bedtime, and leaving for school each day.



Join us to improve education!
Scan the QR code to access more information
on state assessments and score interpretation
resources for your family

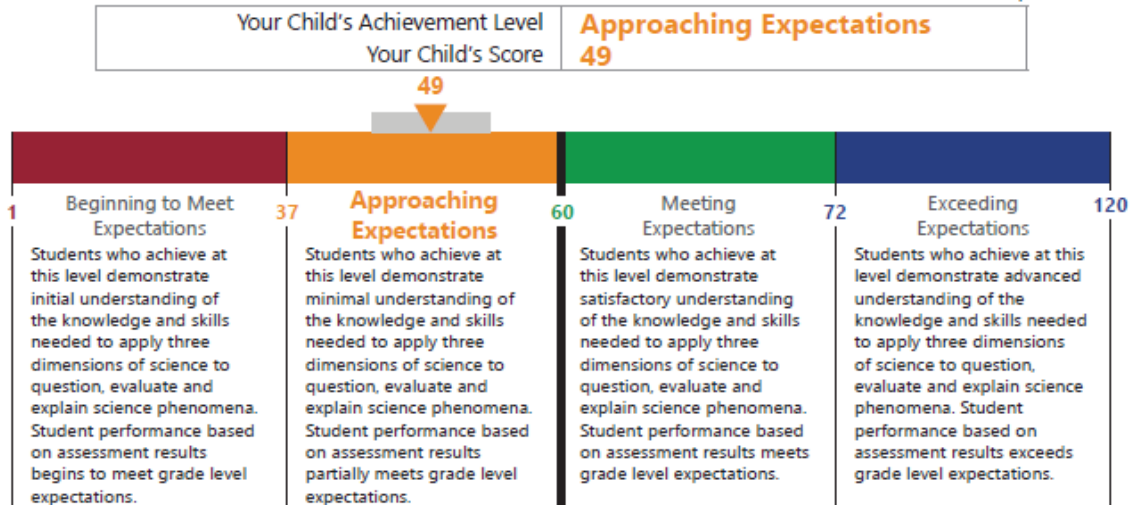
66'6666'6666

Name: Doe, Jennifer A.
SASID: 9999991234

Grade 5
Spring 2023

Science

Computer-based Test



The horizontal gray bar shown in the graphics above shows the range of likely scores your child would receive if he or she took the test multiple times. The score range for your child is between 44 and 54.

Jennifer's Science Score

49
Approaching Expectations

Jennifer's Science score is 49. This score is **lower than** the average score of fifth graders in the school, **lower than** that of fifth graders in the district, and **similar to** that of fifth graders statewide.

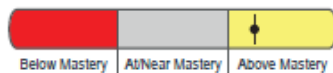
Achievement

How your child performed compared to students in their school, district, and state.

Year	Your Child's Score	Average Score		
		School	District	State
2023	49	65	60	50

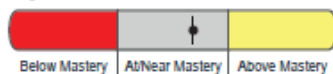
How Did Your Student Perform in the Different Areas of Science?

Life Sciences



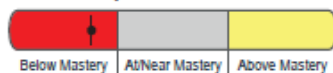
Your student can consistently model life cycles and movement of matter in ecosystems; use evidence to explain that organisms need structures to live; and interpret data to show that individuals inherit traits, populations have different traits, and some organisms thrive in specific environments.

Physical Sciences



Your student can sometimes conduct experiments to explain the structure of matter, signs of chemical change, and how forces affect the motion of objects; use evidence to explain speed and energy transfer; and model particles of matter and light waves.

Earth and Space Sciences



Your student may have difficulty presenting data to show the results of Earth's movements around the sun; graphing where fresh and salt water exist on Earth; modeling interactions of the geosphere, biosphere, hydrosphere, and atmosphere; and using evidence to analyze solutions to hazards caused by weather.