

The Rhode Island Next Generation Science Assessment

2022–2023

Volume 6: Score Interpretation Guide



RIDE Rhode Island
Department
of Education

TABLE OF CONTENTS

1.	RHODE ISLAND SCORE REPORTS	1
1.1	Overview of the RI NGSA Score Reports	1
1.2	Overall Scores and Discipline-Level Scores.....	2
1.3	Centralized Reporting System	3
1.4	Available Reports on the Rhode Island Reporting System.....	3
1.4.1	<i>Reporting by Subgroup</i>	4
1.4.2	<i>Overall Performance Dashboard</i>	5
1.4.3	<i>Aggregate-Level Subject Report</i>	6
1.4.4	<i>Aggregate-Level Discipline-Level Report</i>	7
1.4.5	<i>Aggregate-Level Items and Disciplinary Core Ideas Level Report</i>	8
1.4.6	<i>Student-Level Subject Report</i>	9
1.4.7	<i>Student-Level Discipline-Level Report</i>	10
1.4.8	<i>Individual Student Report</i>	10
1.4.9	<i>Data File</i>	13
1.5	Test Information Distribution Engine.....	13
1.6	Paper Individual Student Reports for Families.....	13
2.	INTERPRETATION OF REPORTED SCORES.....	14
2.1	Scale Score.....	14
2.2	Standard Error of Measurement.....	14
2.3	Achievement Level	15
2.4	Achievement Category for Discipline Levels.....	15
2.5	Cut Scores	15
2.6	Aggregated Scores	16
2.7	Relative Strength and Weakness of Disciplinary Core Ideas	16
2.8	Appropriate Uses for Scores and Reports.....	17
3.	SUMMARY.....	18

LIST OF TABLES

Table 1. Disciplines for Science	3
Table 2. Rhode Island Reports Summary	4
Table 3. List of Subgroups.....	5
Table 4. RI NGSA Achievement-Level Cut Scores	15

LIST OF FIGURES

Figure 1. District-Level Overall Performance Dashboard.....	6
Figure 2. District Aggregate-Level Subject Report for Grade 11 Science	7
Figure 3. District Aggregate-Level Subject Report for Grade 5 Science by Gender	7
Figure 4. District Aggregate-Level Discipline-Level Report for Grade 8 Science	8
Figure 5. District Aggregate-Level Disciplinary Core Idea Report for Grade 8 Science.....	9
Figure 6. Student-Level Subject Report for Grade 11 Science.....	9
Figure 7. Student-Level Discipline Report for Grade 11 Science	10
Figure 8. Individual Student Report for Grade 5 Science.....	12
Figure 9. Data File	13

LIST OF APPENDICES

Appendix 6-A. Reporting System User Guide	
Appendix 6-B. Sample Printed Individual Student Report	

1. RHODE ISLAND SCORE REPORTS

In spring 2023, 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 2023 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 2023 assessments were available to districts and schools through the Centralized Reporting System (CRS) on May 29th, 2023. 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 2022–2023 *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

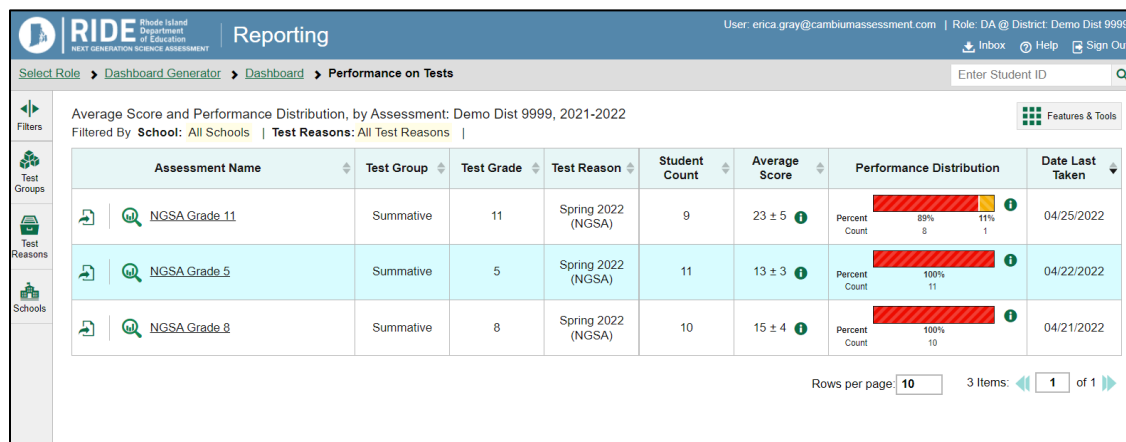
1.4.2 Overall Performance Dashboard

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

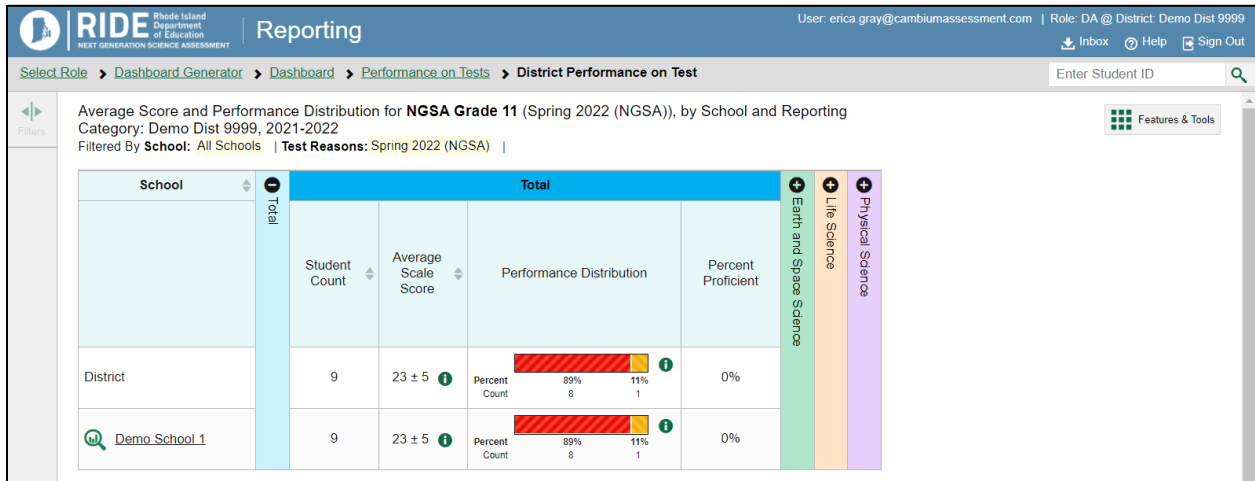
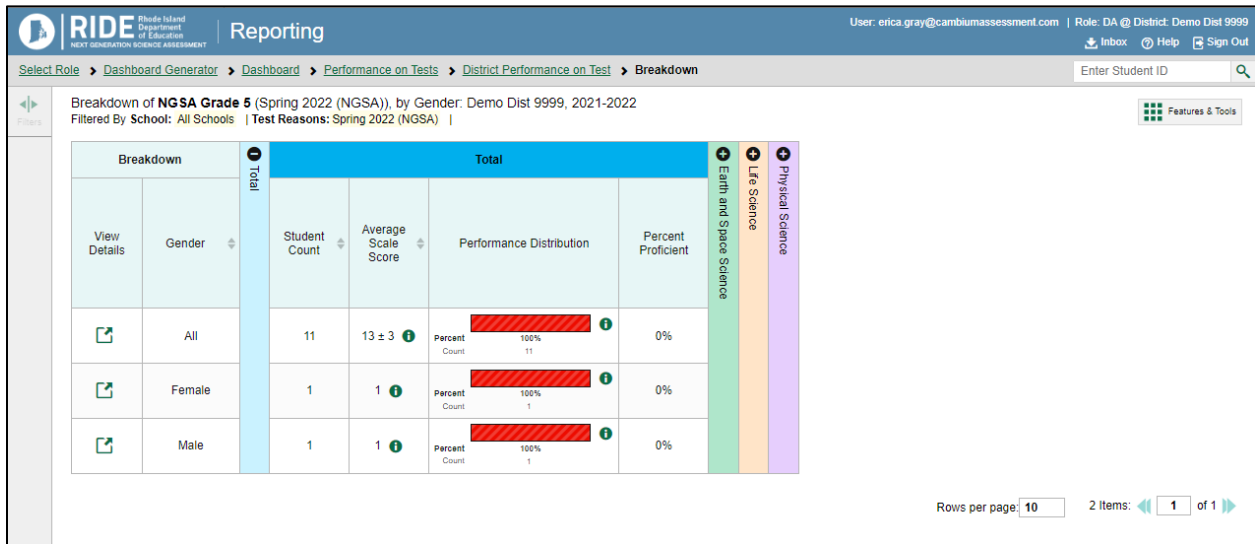


Figure 3. District Aggregate-Level Subject Report for Grade 5 Science by Gender



1.4.4 Aggregate-Level Discipline-Level Report

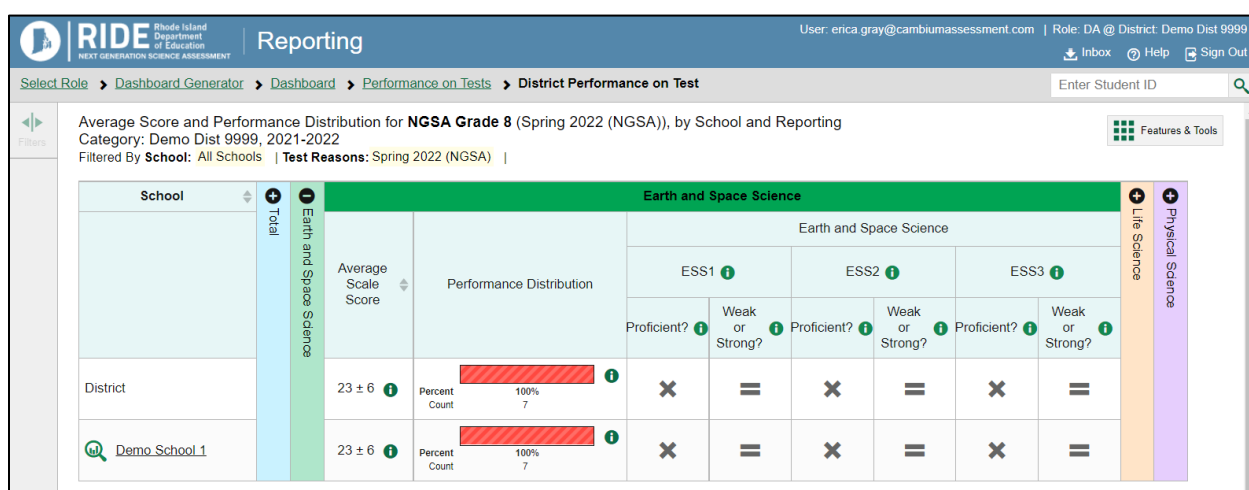
The Aggregate-Level Discipline-Level Report provides the aggregate summaries on student achievement in each discipline level for each grade. The Aggregate-Level Discipline-Level Report summaries include

- 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

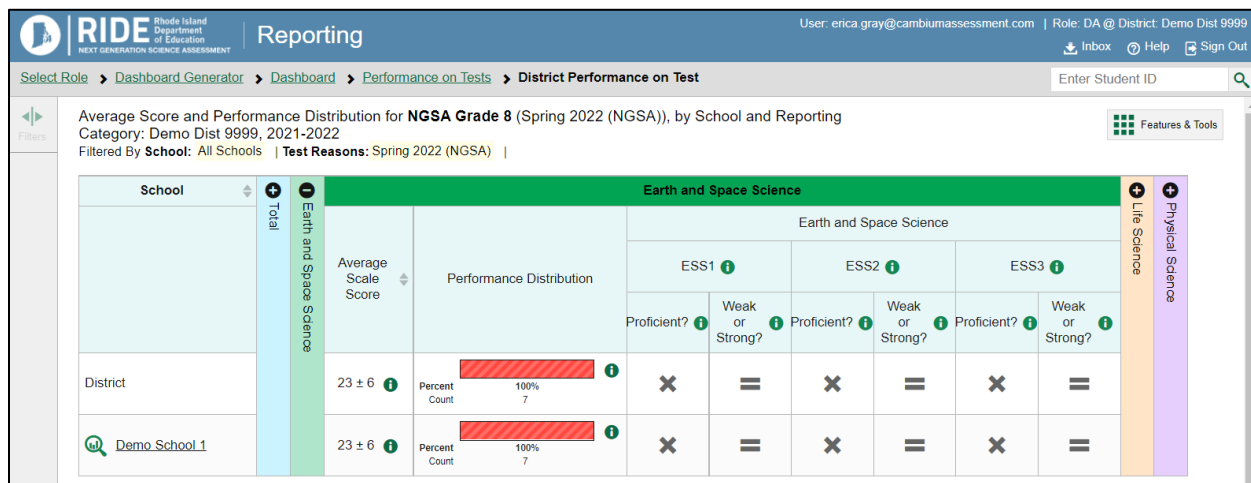


1.4.5 Aggregate-Level Items and Disciplinary Core Ideas Level Report

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



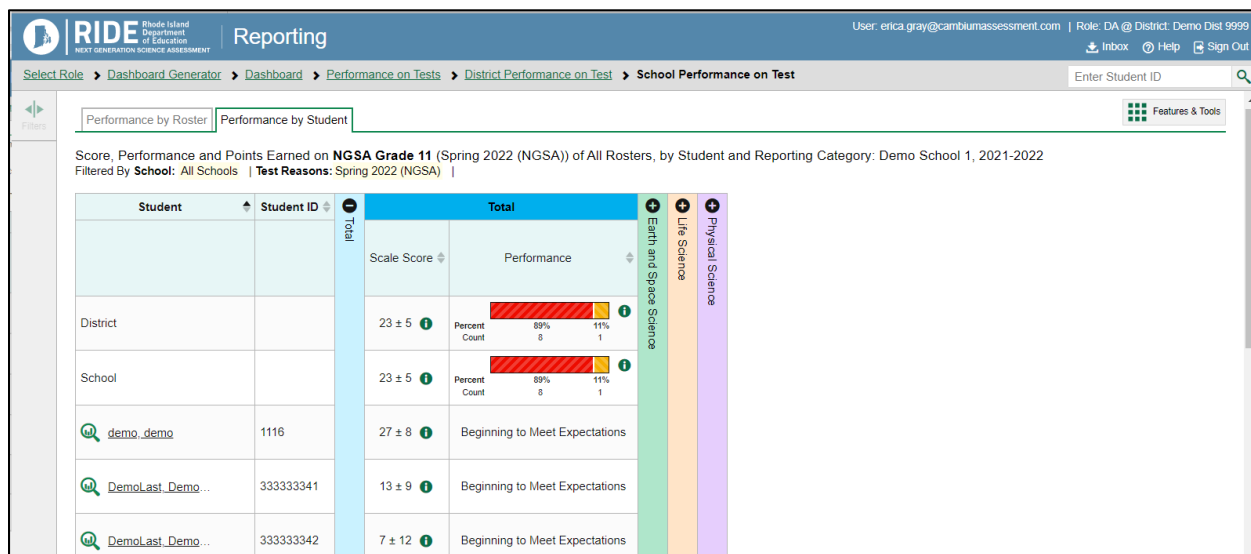
1.4.6 Student-Level Subject Report

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



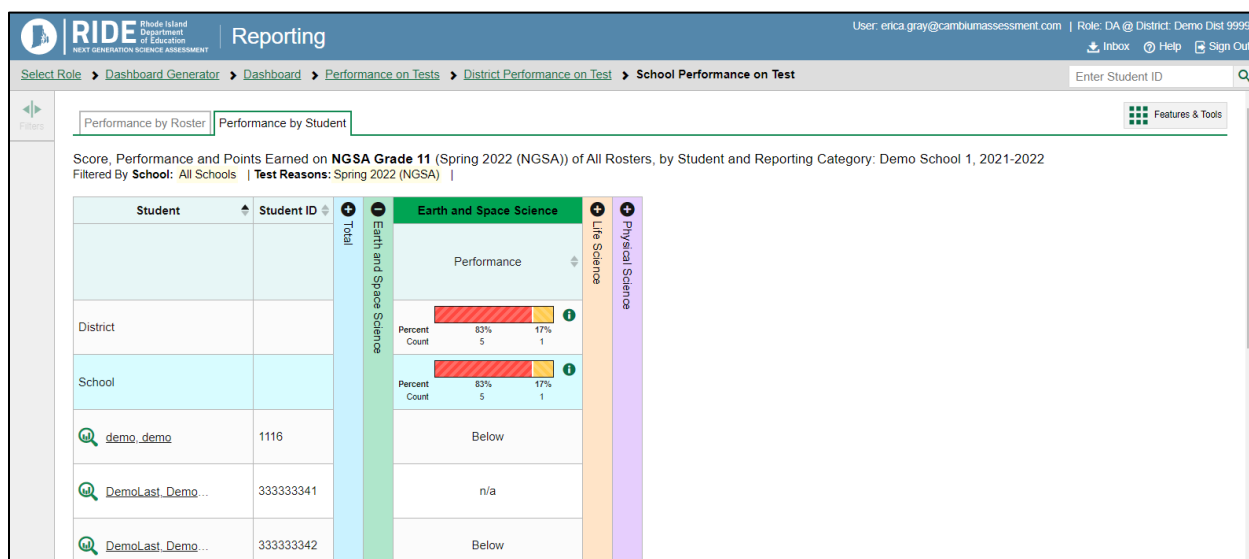
1.4.7 Student-Level Discipline-Level Report

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:

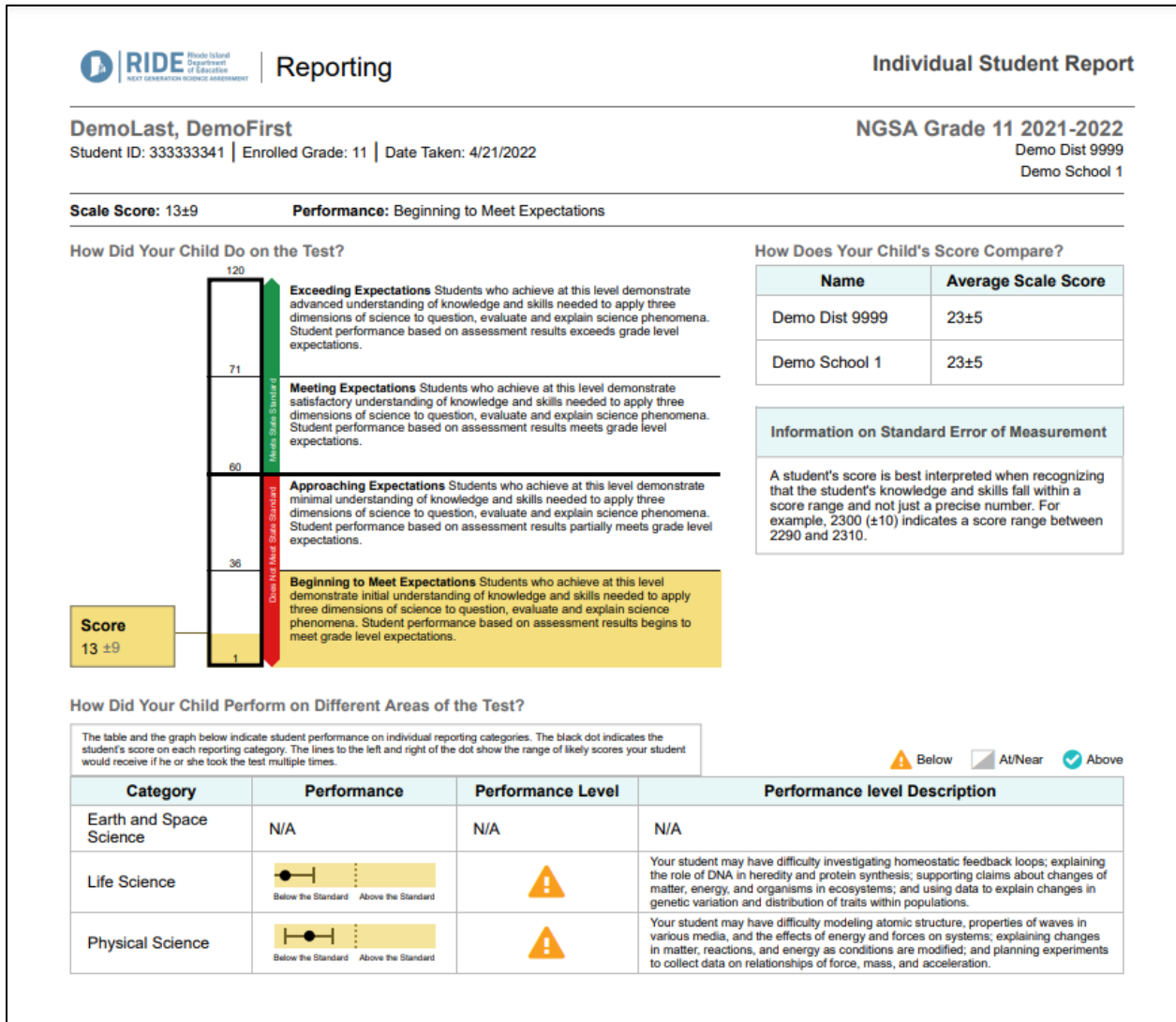
- Barrel chart with student’s scale score and SEM (using a sign of “±”)
- ALDs with cut scores at each achievement level
- Average scale scores and standard errors for district and school aggregation levels
 - Note: The “±” next to the student’s scale score is the SEM of the scale score, whereas the “±” 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 Reas	Test Opp	Date Take	NGSA Gra	NGSA Gra	NGSA Gra	Earth and	Life Scien	Physical Science	Perf
2	DemoLast	33333333	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	33333333	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	33333333	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	33333334	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	33333334	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	33333334	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	33333334	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	33333334	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	33333336	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 29, 2022, 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 NGSAs 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.

Appendix 6-A
Reporting System User Guide

Reporting System User Guide

For Summative Assessments

2022-2033

Published Fall 2022

Prepared by Cambium Assessment, Inc.



Table of Contents

Introduction to the User Guide	1
How to Navigate Reports	2
How to log in to the Reporting System	2
How to Start Viewing Reports	2
For Teachers and School-Level Users: How to View Student-Level Data for All Your Students	5
How to View Test Results for Classes (Rosters) on a Particular Test	6
For School- and District-Level Users: How to View Test Results for a School on a Particular Test	10
For District-Level Users: How to View Test Results for a District on a Particular Test	11
How to Access Test Results for a District	11
How to View Test Results Broken Down by Demographic Sub-Groups	12
How to View Test Results for Individual Students	14
How to Use Individual Student Reports (ISR)	16
How to Generate and Export Student Data Files	22
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students	25
How to Set Up Your Reports To Suit Your Needs	26
How to Filter Tests to Display	27
For Teachers and School-Level Users: How to Filter Classes (Rosters) to Display	27
For District-Level Users: How to Filter Schools to Display	29
How to View Data from a Previous Point in Time	30
How to Export and Print Data	31
How to Export or Print a Report You're Viewing	31
How to Export an Assessment Report Directly from the Performance on Tests Report	32
Appendix A	34
How to Access and Manage Files in the Inbox	34
Appendix B	37
Appendix C	38
Appendix D	39
Appendix E	41

Introduction to the User Guide

This user guide provides instructions on using the Reporting System to access summative assessment data.

It includes the following sections:

[How to Navigate Reports](#)

[How to Set Up Custom Reports](#)

[How to Export and Print Data](#)

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 7:00 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 Reports

This section explains how to navigate your reports.

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

How to log in to the Reporting System

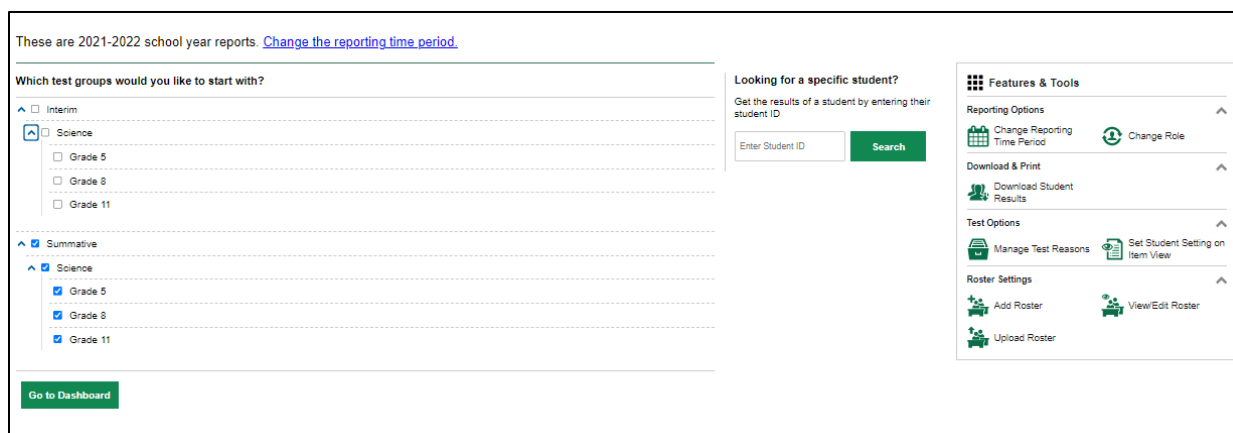
You can access the Reporting System through the Reporting Card on the [Rhode Island Next Generation Science Assessment Portal](#) or through Single Sign-on Log-In available in the Test Information Distribution Engine (TIDE). Login using your TIDE credentials.


How to Start Viewing Reports

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



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 are no data, that means no test opportunities are available for this school year.

1. *Optional:* To change the test groups listed in the Dashboard Generator, change the reporting time period.
2. Select the tests you want to view, expanding the test groups as needed.
3. *Optional:* To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.

4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to Use the Dashboard 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 included, 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 the group who took the test and those who didn't.

You may sometimes see the message "Data cannot be aggregated together for this group of tests" instead of the performance distribution bar for tests that do not report 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 classes (rosters). Test group cards are sorted by date last taken.


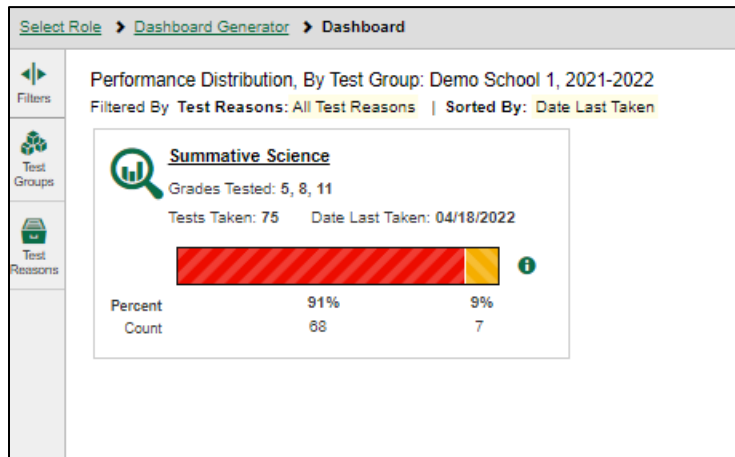

Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 2. Dashboard



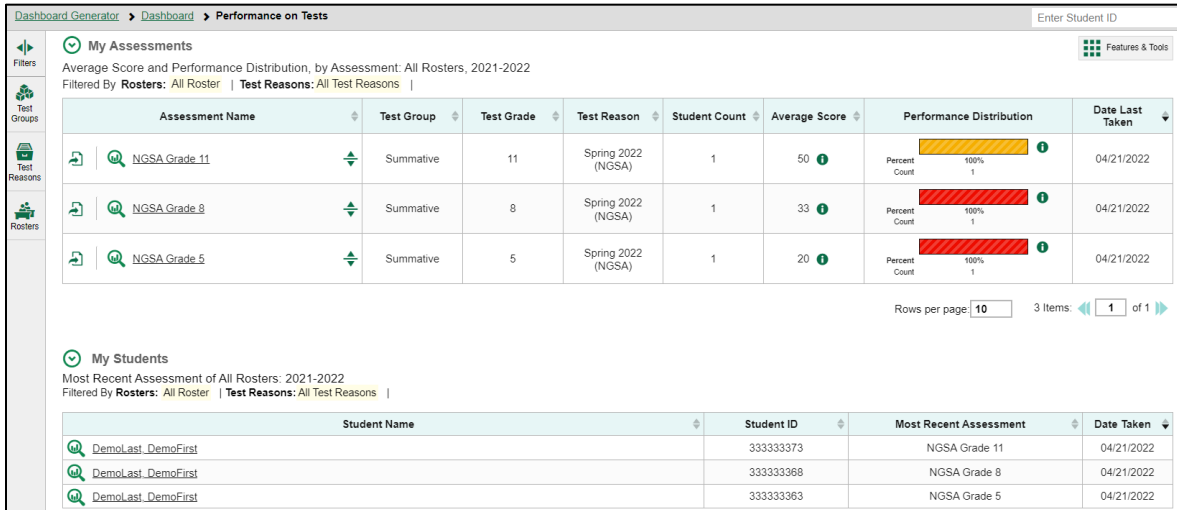
How to View Detailed Data for a Test Group

To view more detailed data for a particular test group, click the name of the group (or  beside it). 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, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 1. Teacher View: Performance on Tests Report

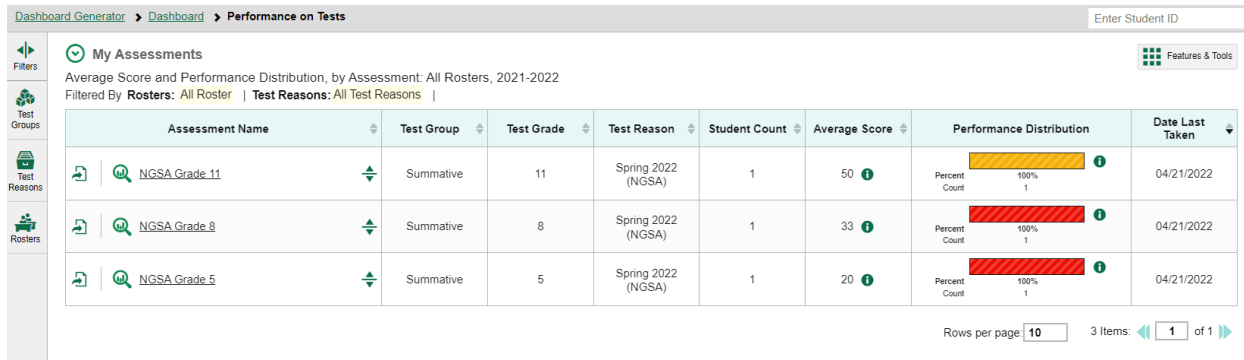


Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	1	50	100% 1	04/21/2022
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	1	33	100% 1	04/21/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	1	20	100% 1	04/21/2022

Student Name	Student ID	Most Recent Assessment	Date Taken
Demolast_DemoFirst	33333373	NGSA Grade 11	04/21/2022
Demolast_DemoFirst	33333368	NGSA Grade 8	04/21/2022
Demolast_DemoFirst	33333363	NGSA Grade 5	04/21/2022

District- and school-level users see just one table, as in [Figure 4](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 4. School-Level User View: Performance on Test Reports



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	1	50	100% 1	04/21/2022
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	1	33	100% 1	04/21/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	1	20	100% 1	04/21/2022

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.

For Teachers and School-Level Users: How to View Student-Level Data

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


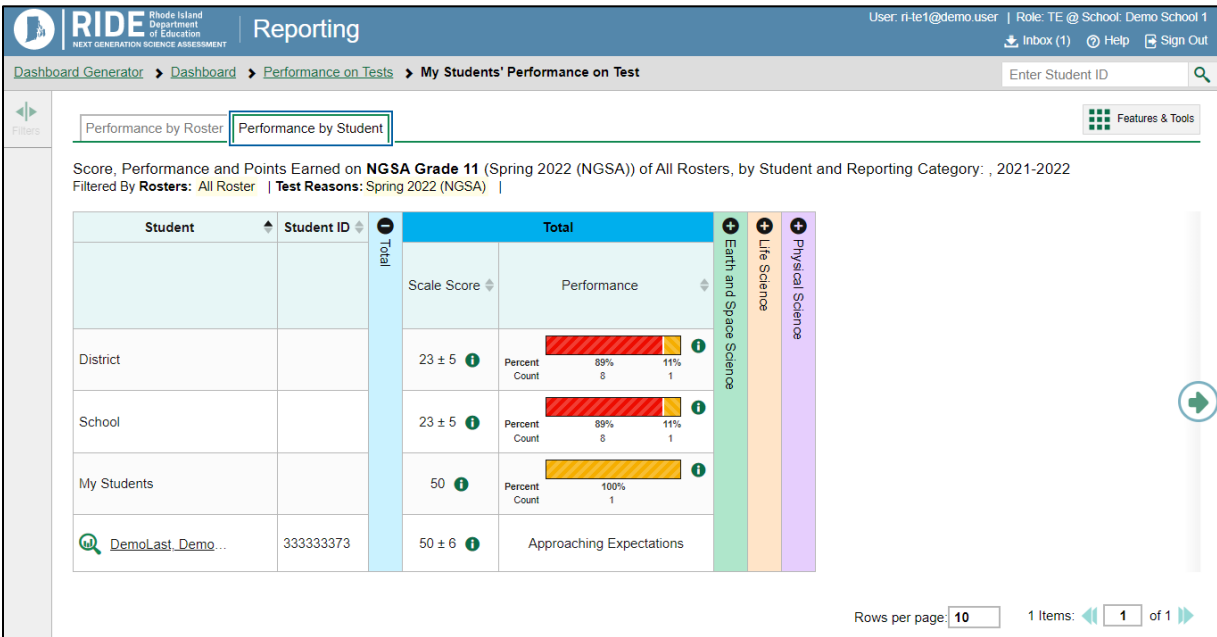
1. Starting from the dashboard that appears when you log in, click a test name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance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

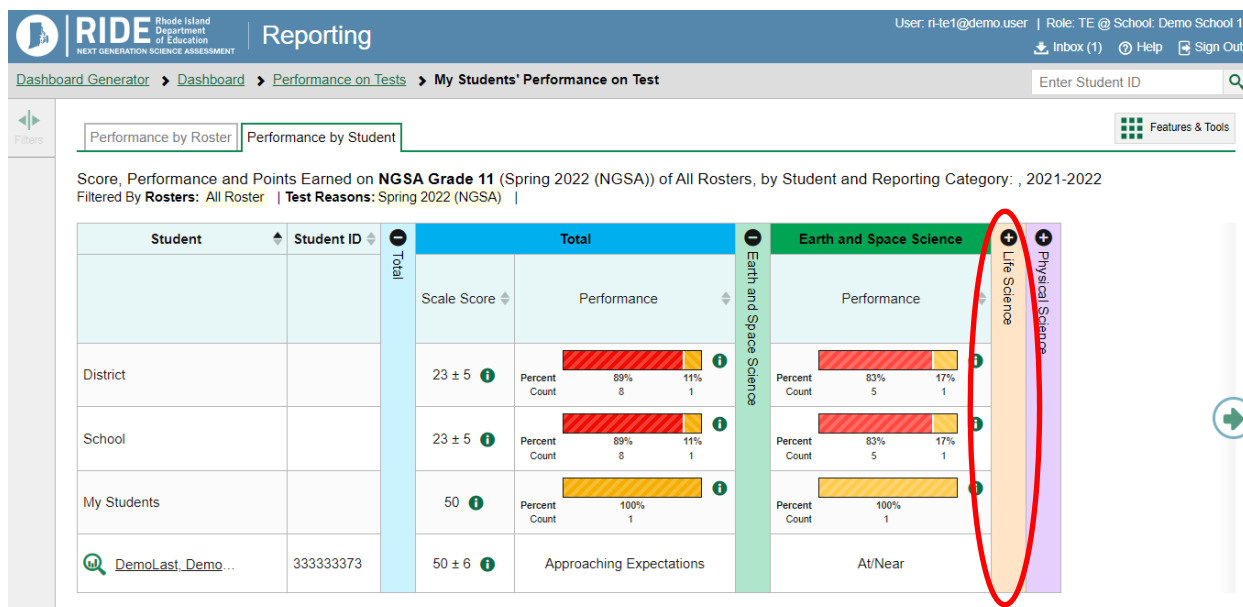
Figure 5a. School Performance on Test Report: Performance by Student Tab



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

You can view your 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 Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.




How to Access Test Results for All Your Classes

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

Teachers and school-level users:

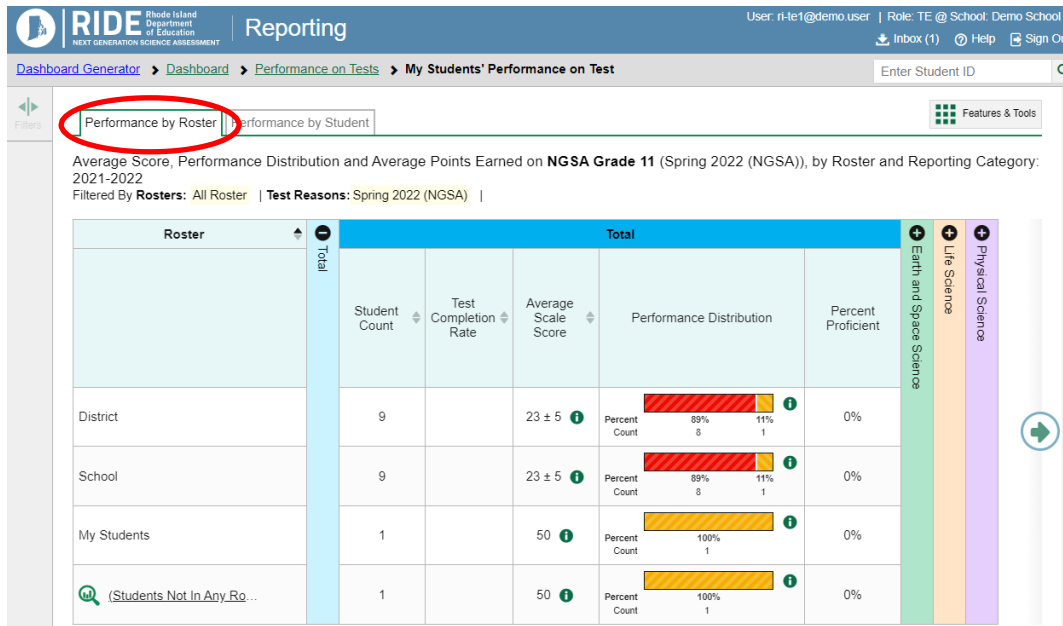
1. Go to the Dashboard Generator page and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Go to the Dashboard Generator page and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
3. Click a school name (or  beside it). 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 classes (rosters) and each class'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 See How Classes (Rosters) Performed on This Assessment

To sort by score, do either of these things:

1. Click the Average Scale Score column header to sort by score.
2. Use the bars in the Performance Distribution column to see the percentage of students in the meets or exceeds performance levels in 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.

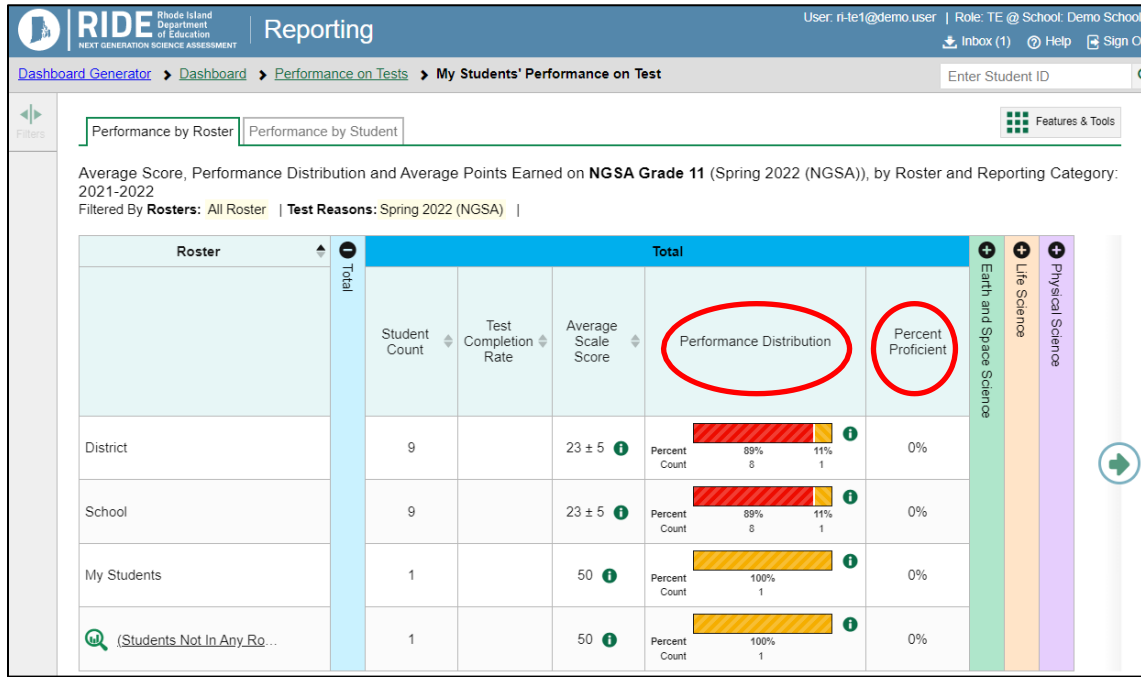
Red: Beginning to Meet Expectations

Orange: Approaching Expectations

Green: Meeting Expectations

Blue: Exceeding Expectations

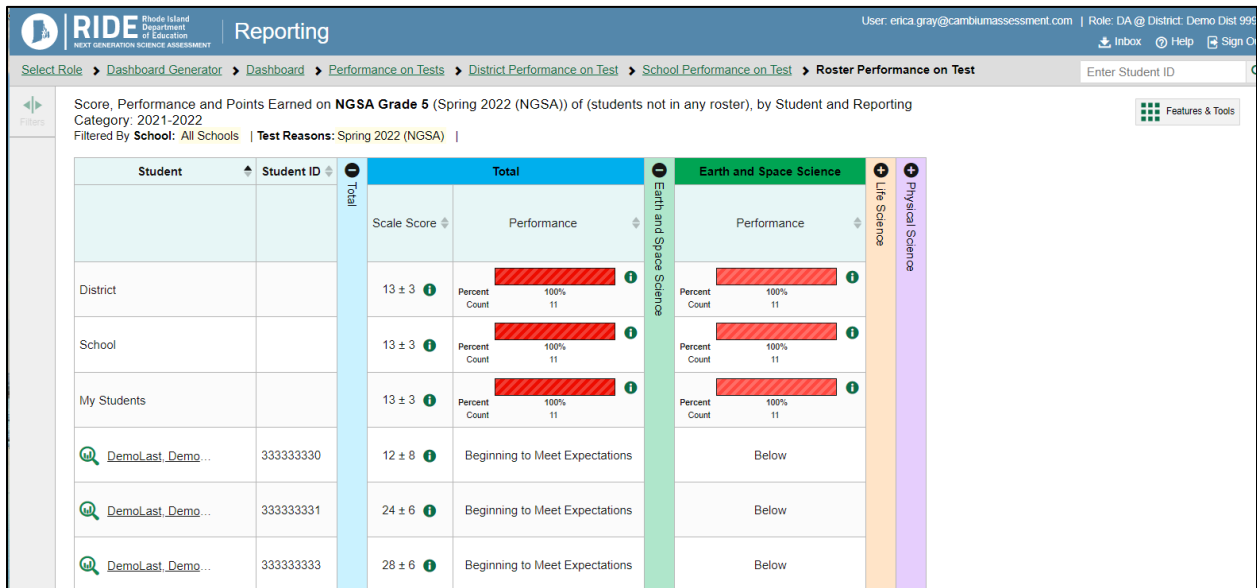
Figure 7. School Performance on Test Report: Performance by Roster



Class or Roster Performance in Each Area of the Test

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar (Earth & Space Sciences, Life Science and Physical Science) to expand or collapse it. In this example (Figure 8), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

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



How to Access Test Results for an Individual Class (Roster)


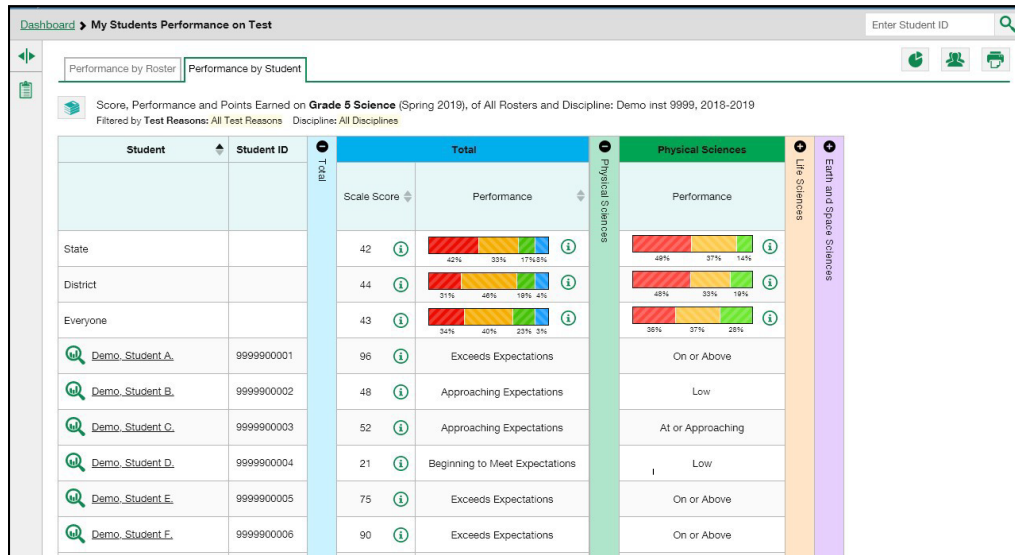
Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (Figure 9).

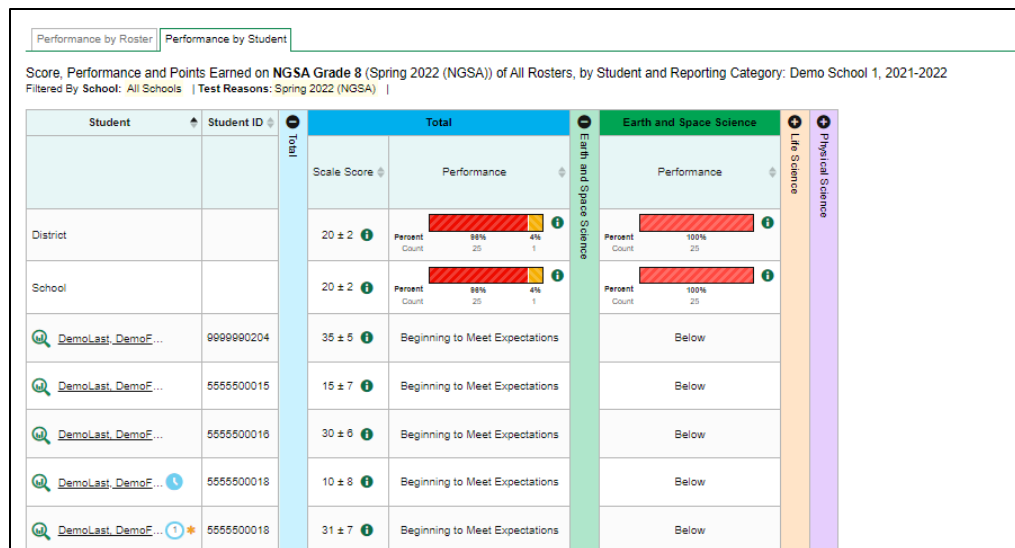
Figure 9. Teacher View: Roster Performance on Test Report



How to See How Well Students Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 10. Click the vertical section bar to expand each section.



Figure 10. School-Level User View: Roster Performance on Test Report with Expanded Topic Section






For School- and District-Level Users: How to View Test Results for a School on a Particular Test

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-level users:

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

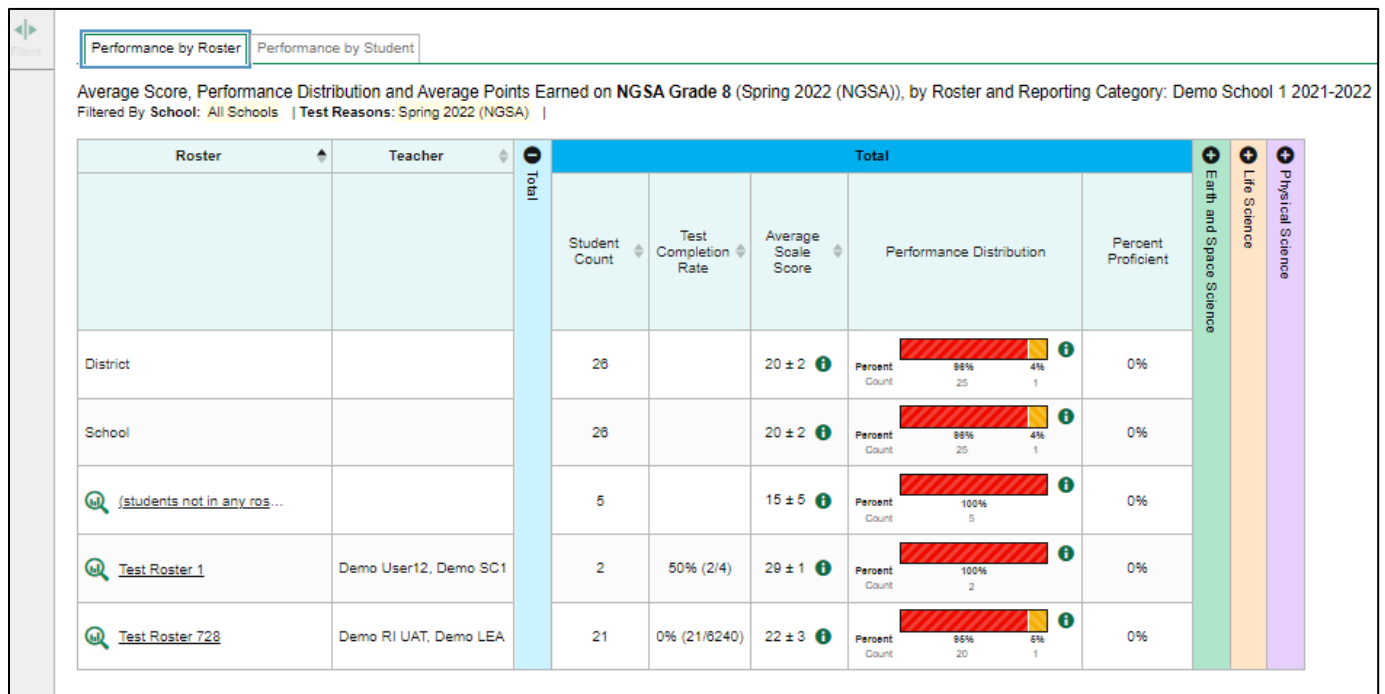
District-Level users:




1. Go to the Dashboard Generator page and click the name of the test group (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.
3. Click the name of the school (or  beside it) 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 11](#).

Figure 21. School Performance on Test Report: Performance by Roster Tab



Performance by Roster		Performance by Student		Total					Earth and Space Science	Life Science	Physical Science
Roster	Teacher	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent Proficient					
District		26		20 ± 2	Percent Count: 88% (25), 4% (1)	0%					
School		26		20 ± 2	Percent Count: 88% (25), 4% (1)	0%					
 /students not in any ros...		5		15 ± 5	Percent Count: 100% (5)	0%					
 Test Roster 1	Demo User12, Demo SC1	2	50% (2/4)	20 ± 1	Percent Count: 100% (2)	0%					
 Test Roster 728	Demo RI UAT, Demo LEA	21	0% (21/8240)	22 ± 3	Percent Count: 86% (20), 6% (1)	0%					



How to View Performance Distributions by Class/Roster

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score. Rosters with a high average scale score or with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment.

For District-Level Users: 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

1. Generate a dashboard and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see Figure 12).


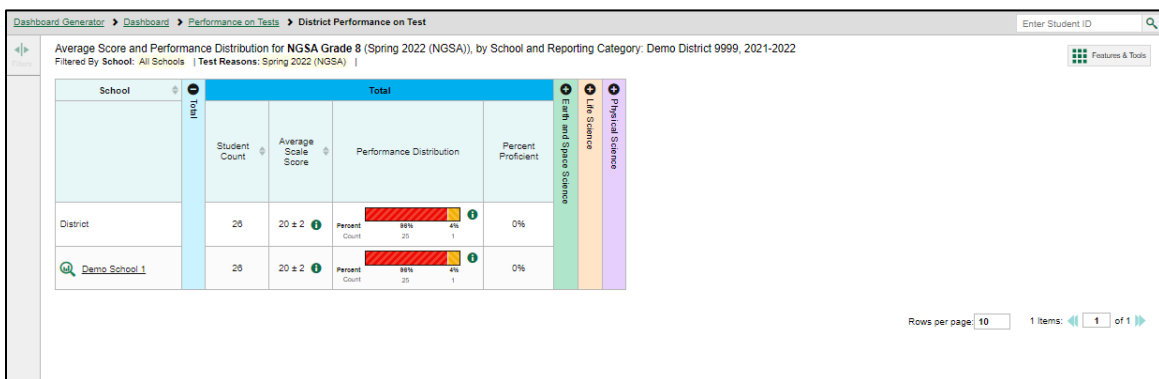
On the dashboard that appears when you log in, click the name of a test (or  beside it). A list of the schools in your district appears with the overall school performance data section open.

Figure 12. District Performance on Test Report



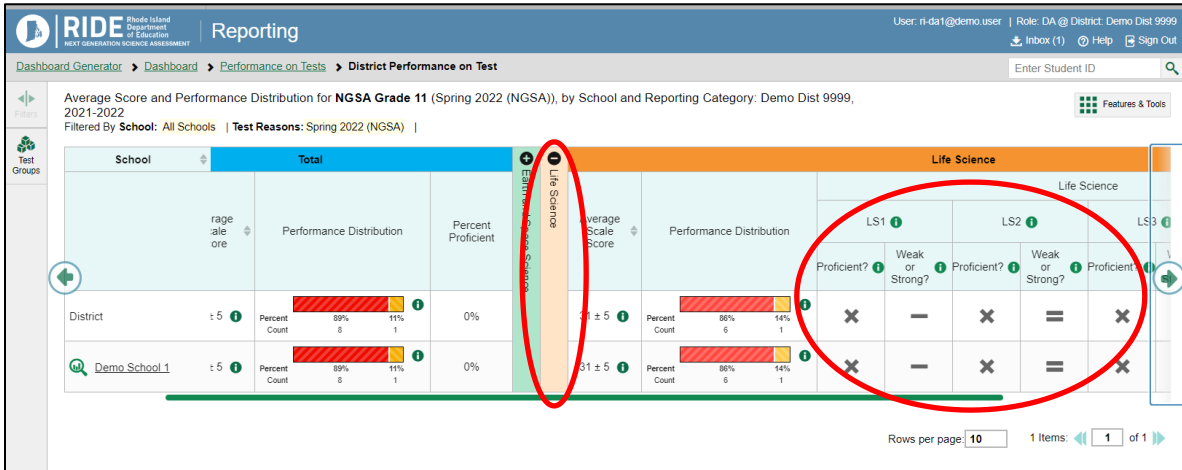
How to See How Schools in the District Performed on This Assessment

Look at the score column and/or Performance Distribution column and click the score column to sort by it.



How to See How Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in Figure 13) 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.

Figure 13. District Performance on Test Report with Expanded Topic Section



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 16). To view test results broken down by demographic sub-groups, do the following:



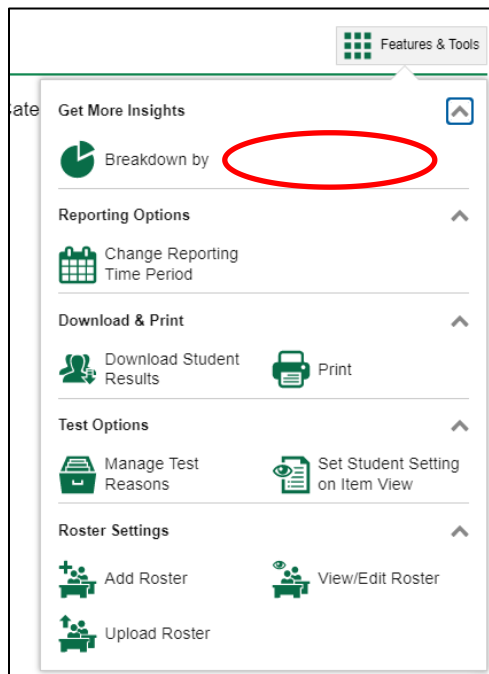
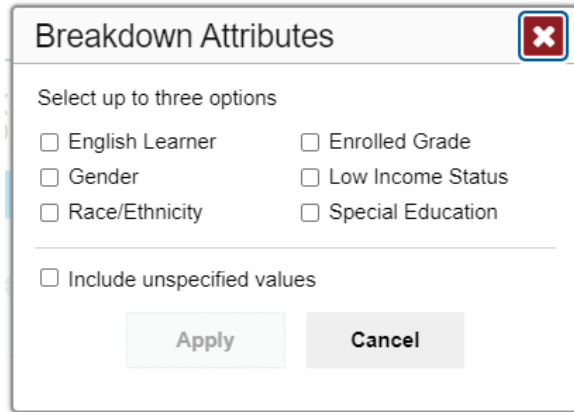
1. Click **Breakdown By**  in the **Features & Tools** menu .

Figure 14: Features & Tools Menu



The **Breakdown Attributes** window opens (see [Figure 15](#)).

Figure 15. Performance by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

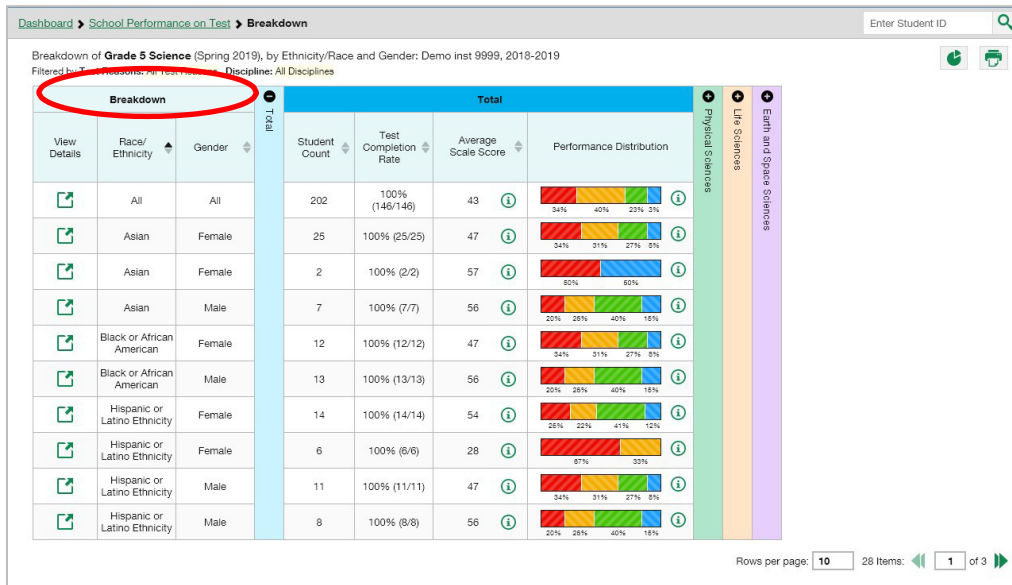
There is also an **Include unspecified values** checkbox, explained below:

3. Special education, English Learner and Low-Income Status are not required for a student in TIDE, so some may have blanks in these fields. A blank means the value is no for that field and does not mean there is missing data. and are considered to have unspecified values. By checking this box, these students will be included in the filter.


4. To include data for these students, mark the checkbox.

5. Click **Apply**. Data for each sub-group selected are displayed in the report (see [Figure 16](#)).

Figure 16. Demographic Breakdown of a My Students' Performance on Test Report

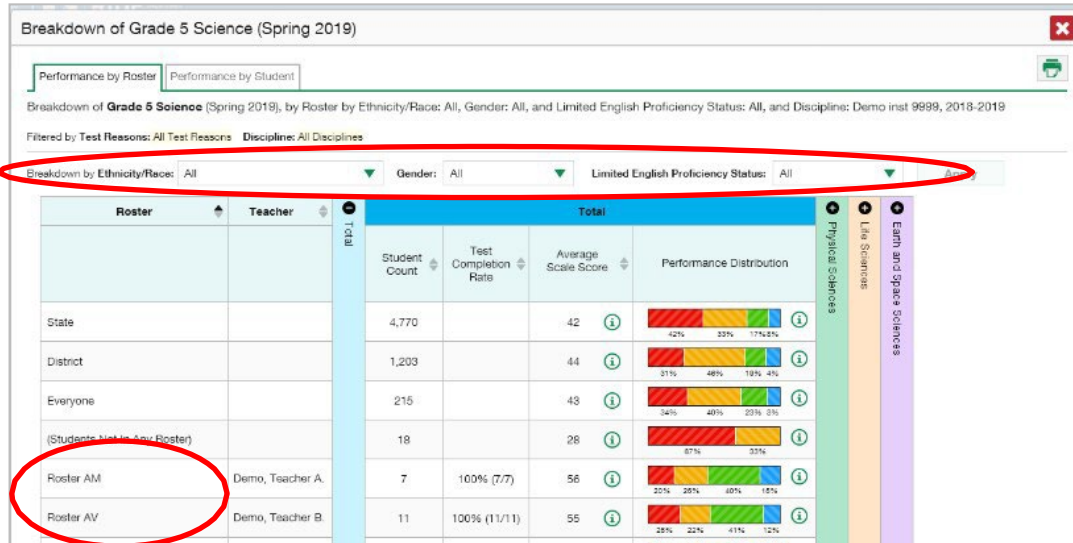


How to View Test Results for a Particular Demographic Sub-Group or Combination

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 16](#)).

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 17](#).

Figure 17. 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 classes (rosters) have the highest-performing girls in the first grade.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment by accessing the student's test results. You can also view a report for all the assessments a student has taken.

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users:




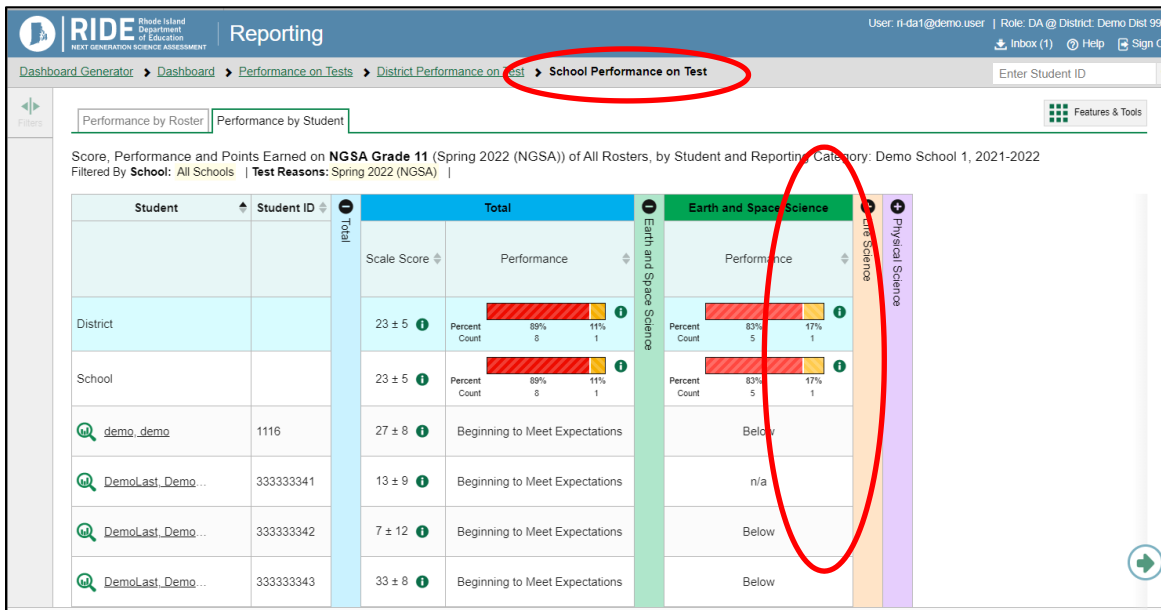
1. Go to the Dashboard Generator page and click a test group name (or  beside it)
2. Click a test name (or  beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 18](#)). You can view the student's performance in each area of the test using reporting categories, which you can click to expand.

Figure 18. Teacher View: Student Performance on Test Report



District-level users:

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

How to View a Student's Performance on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student's performance on last year's sixth-grade tests.

1. On the left side of the page, click either the **Filters** panel expand button or the school year button . The **Filters** panel expands.
2. Under **School Year**, select a year or years (see [Figure 19](#)).

Figure 19. Student Portfolio Report with Expanded Filters Panel

Score and Performance, by Assessment and Test Reason: **DemoLast DemoFirst**, 2021-2022

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	1	15 ± 7	Beginning to Meet Expectations	03/22/2022

Rows per page: 10 1 items 1 of 1

3. Click **Apply**.

To switch back to the current year:

- Open the Filters panel again.
- Click **Clear Filters** and click **Apply**.

How to Use Individual Student Reports (ISR)

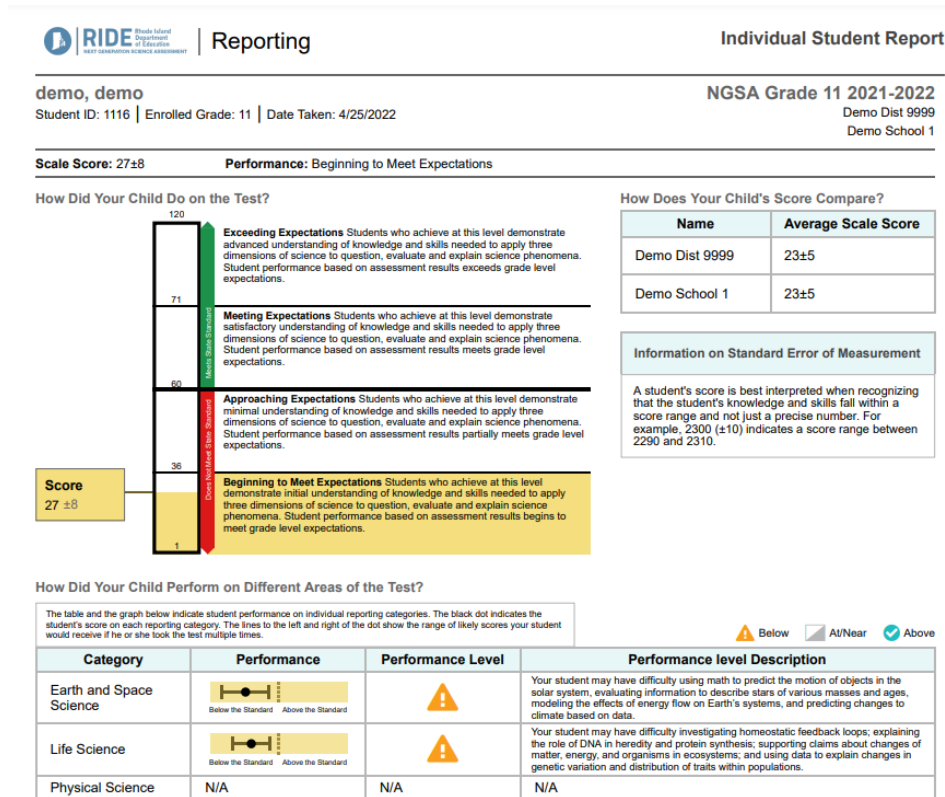
This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays data about a particular test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Sample ISRs are shown below.

1. At the top of each ISR are the student name and SSID, the name of the test, district, and school, and any other relevant information.
2. Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
3. Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
4. The ISRs include a table detailing the student's performance in each reporting category.

Figure 20. Sample Individual Student Report (ISR): NGSS Science



How to Generate and Export Individual Student Reports (ISR)

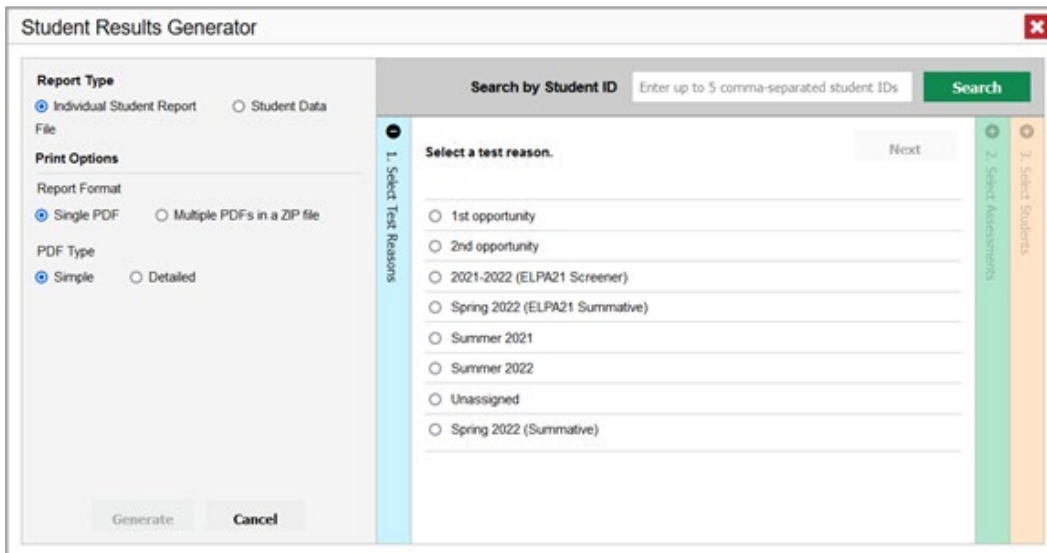
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by topic. You can select any combination of test reasons, assessments, and students in order 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.

1. Click the student results button in the **Features & Tools** menu . The **Student Results Generator** window opens (see [Figure 21](#)).

Depending 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.

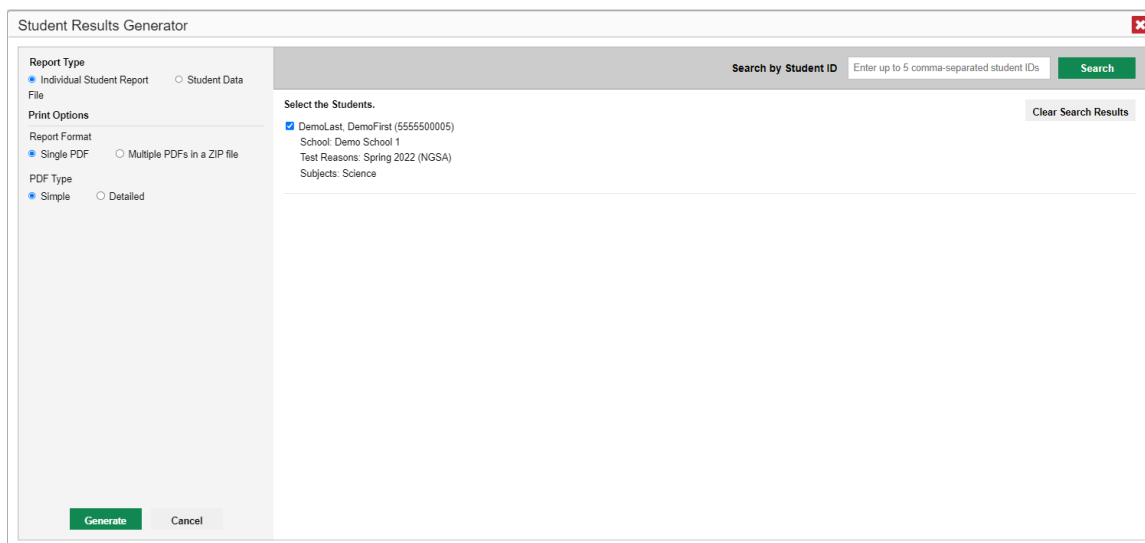
Figure 21. Student Results Generator Window



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.
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.
4. Under PDF Type, select either a simple or detailed PDF.
5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

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**.

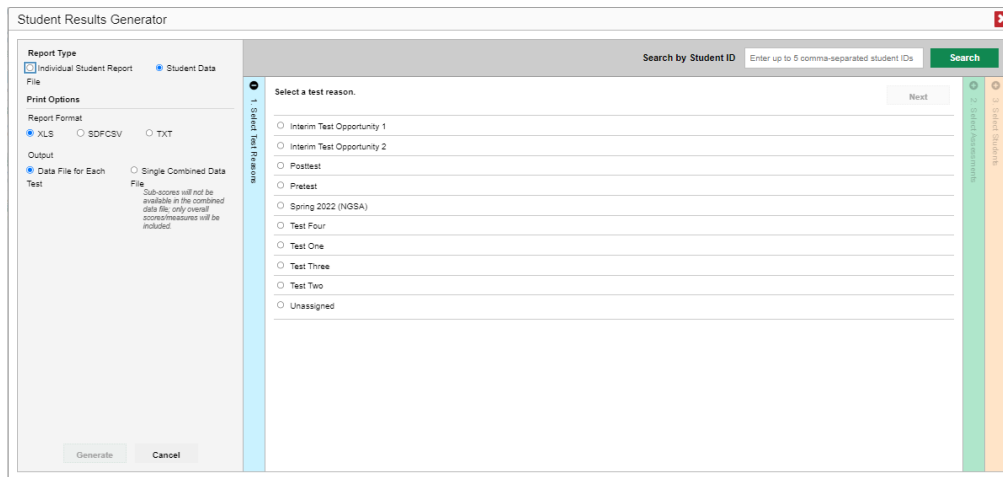
Figure 22: Student Search Results



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:

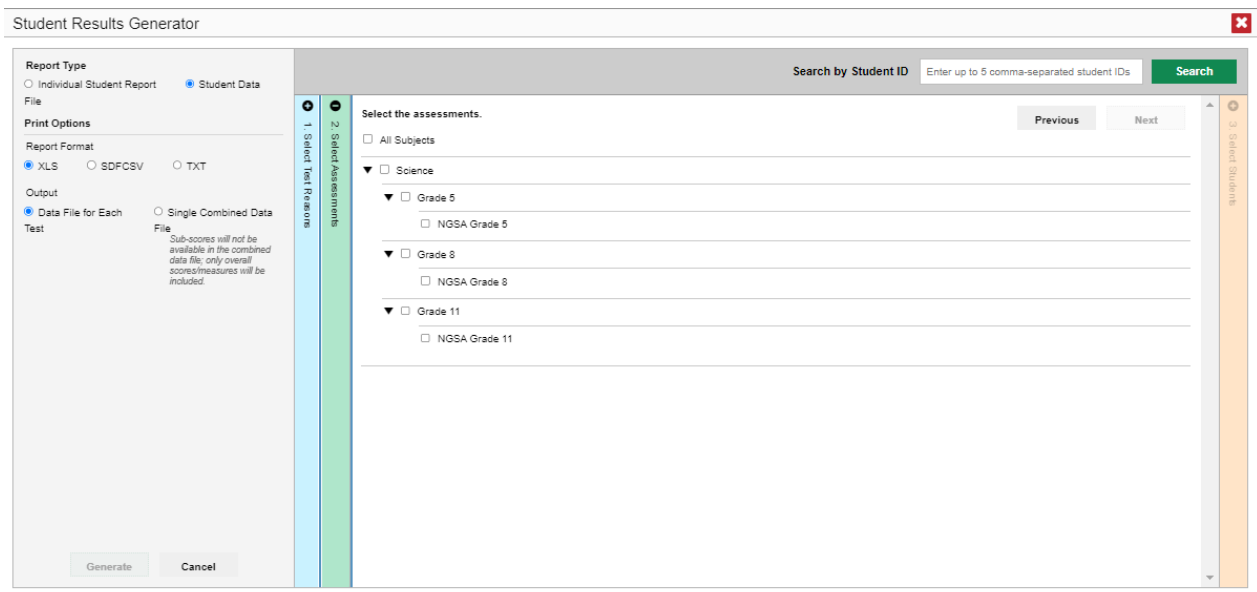
In the **Select Test Reason** accordion section ([Figure 23](#)), choose a test reason. Test reasons represent test windows.

Figure 23: Select Test Reason



In the **Select Assessments** section ([Figure 24](#)), choose any number of tests or grade levels within a single subject.

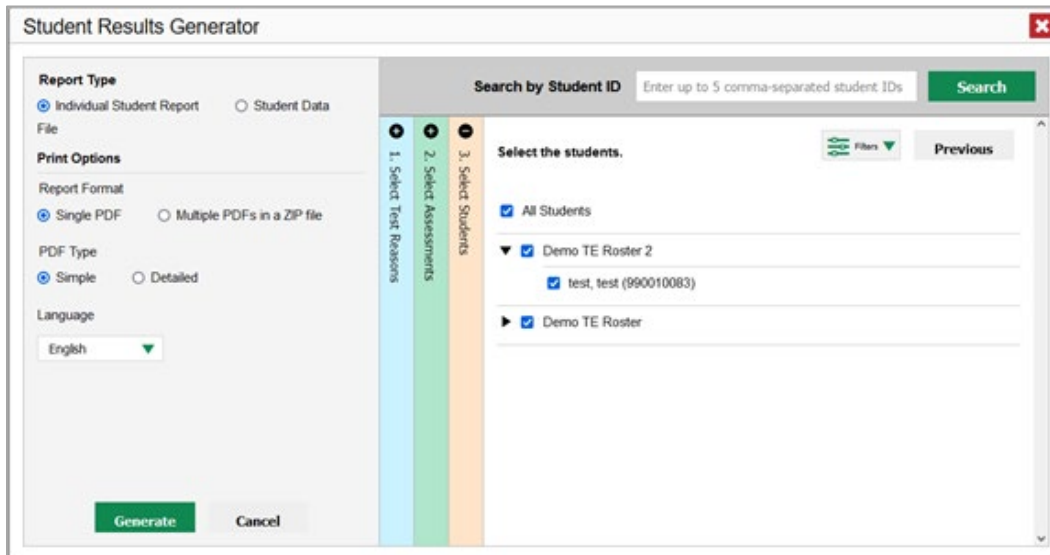
Figure 24: Select Assessments



The **Select Students** section ([Figure 25](#)) 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 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 25. Teacher View: Student Results Generator Window: Select Students Section



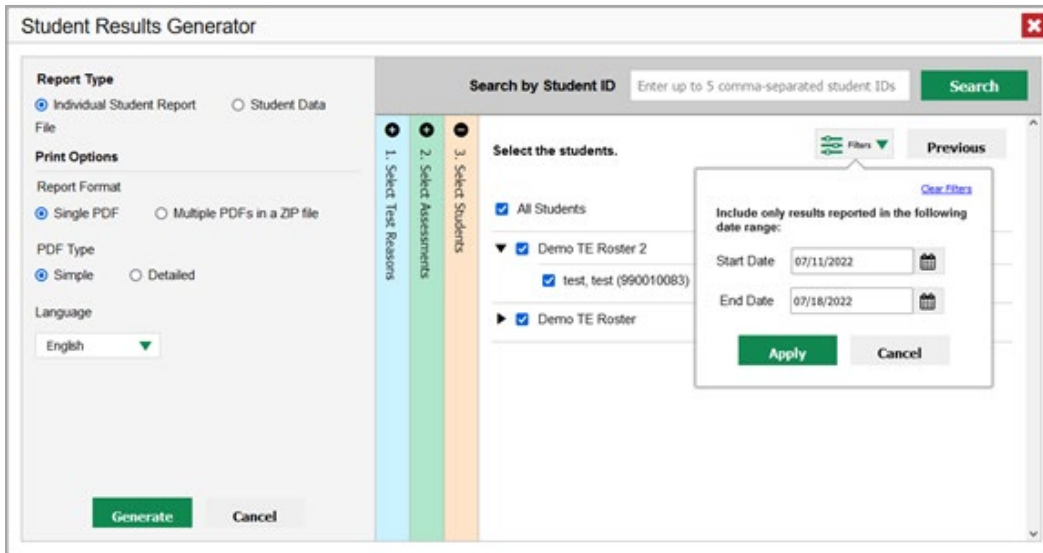
To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated (see [Figure 26](#)).

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

1. Click the filter menu button . The filter menu opens, displaying two date fields.
2. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
3. Click **Apply**.
4. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 26. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open



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

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

This section discusses student data files, which are useful for analysis.

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.



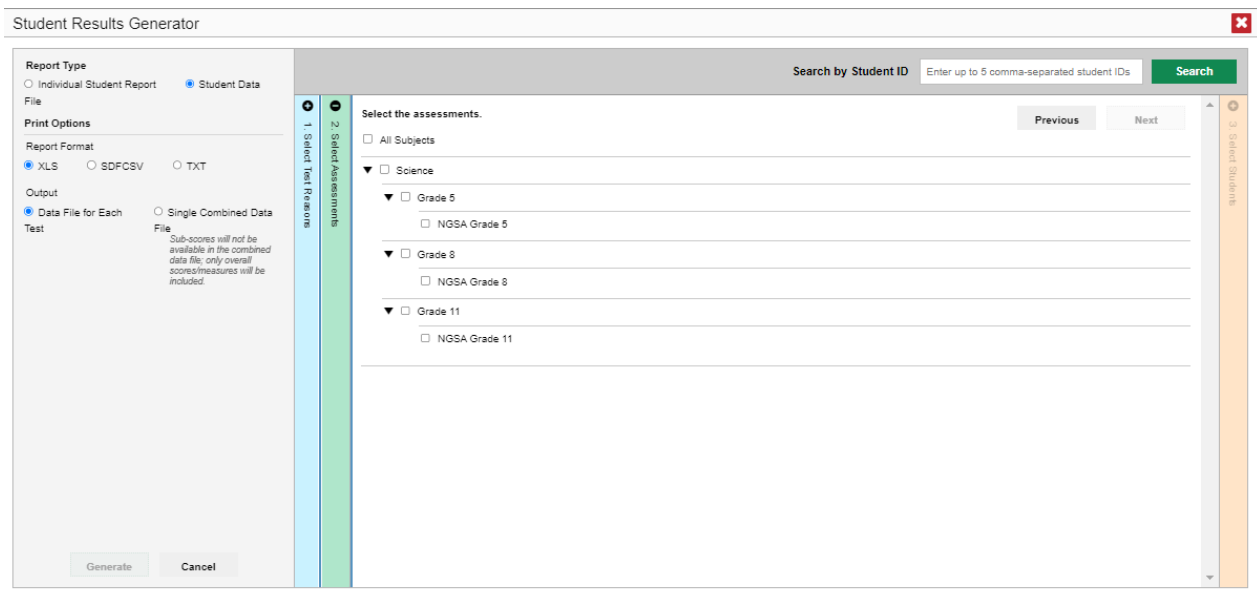
1. Click the **Download Student Results** button  in the **Features & Tools** menu . The **Student Results Generator** window opens.
2. In the panel on the left, select Student Data File, as in Figure 27. Always do this before you make other selections. Switching between the Individual Student Report and Student Data File options may revert some selections.

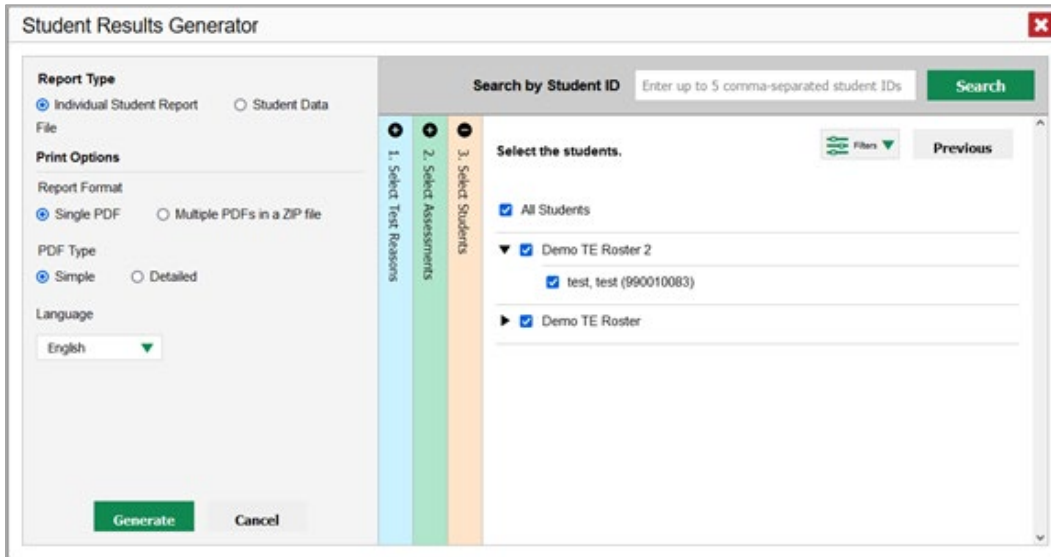
Figure 27. Select Assessments



3. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
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.
5. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

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 28. To deselect and clear results, click **Clear Search Results**.

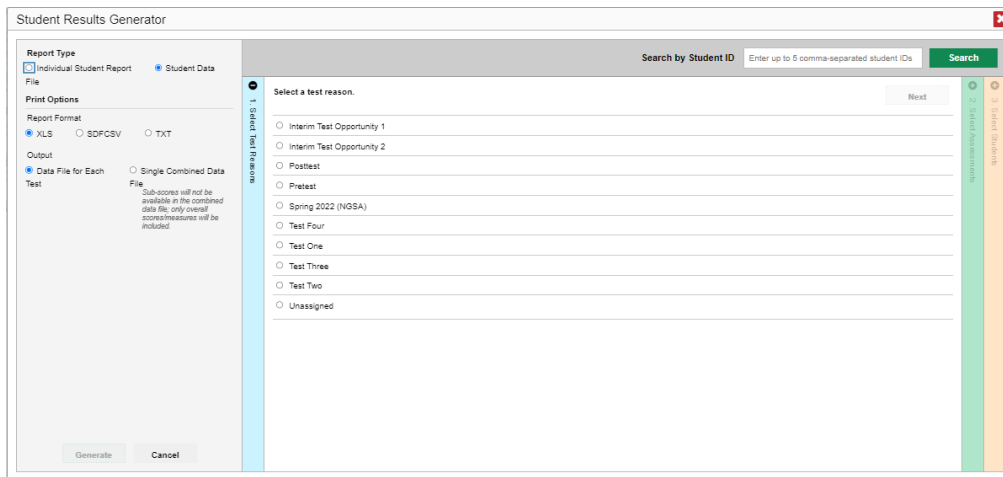
Figure 28: Student Search Results



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:

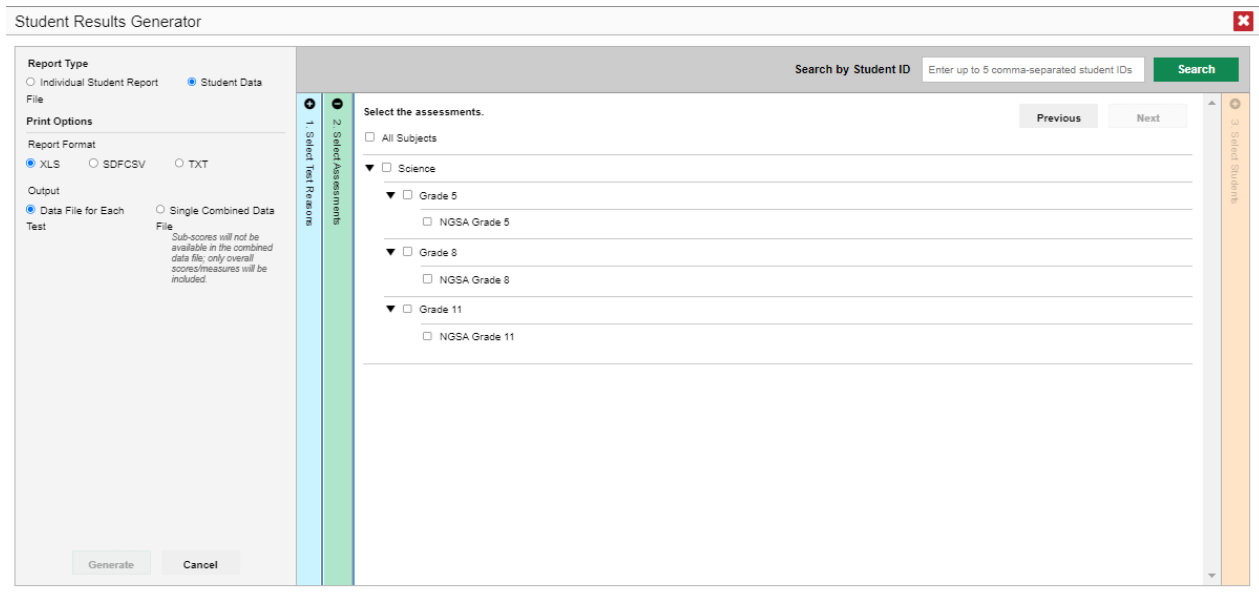
1. In the **Select Test Reason** section (Figure 29), choose a test reason. Test reasons represent test windows.

Figure 29: Select Test Reason



- 1.1 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**.

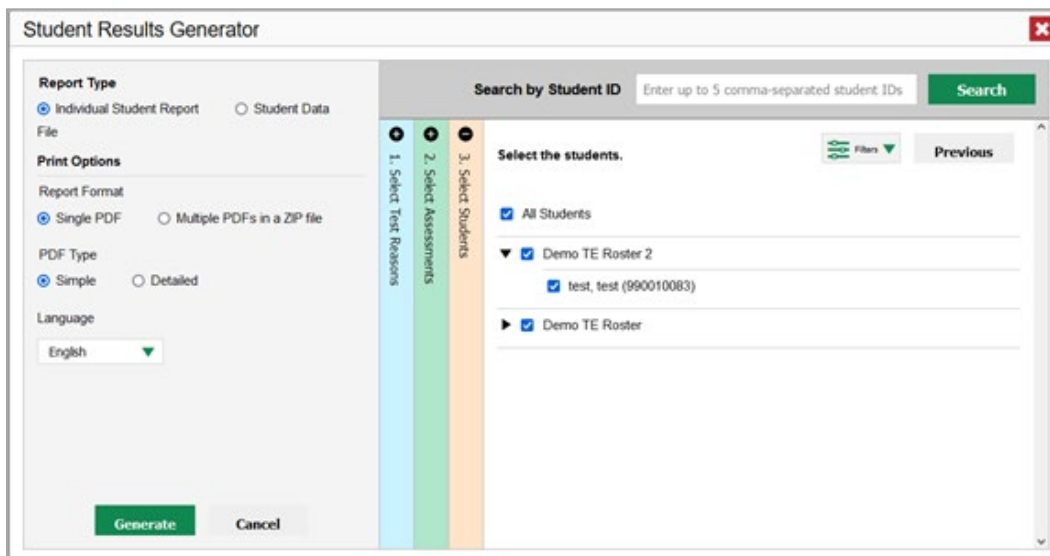
Figure 30. Select Assessments




1.2. In the **Select Students** section ([Figure 31](#)), 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 31. Select Students



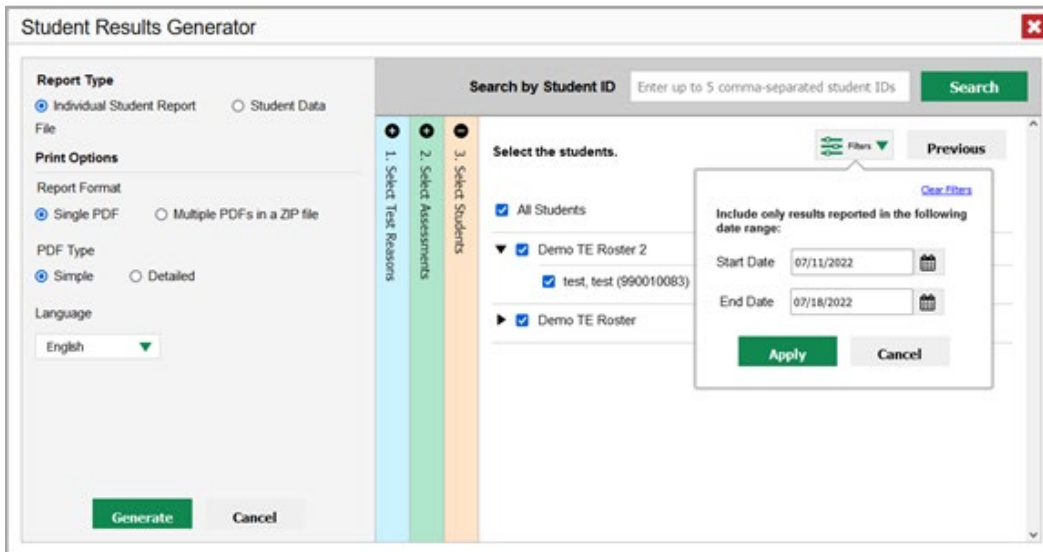
3. *Optional:* If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

- Open the **Filters** menu  (see [Figure 32](#)). The menu displays two date fields.
- Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
- Click **Apply**.

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

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

Figure 32: Select Students with Filter Menu Open



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

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


In the Performance on Tests report (see Figure 33), click  to the right of a test name.

Figure 33. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	26	20 ± 2	Percent Count: 86% (23), 4% (1)	04/18/2022
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	23	24 ± 3	Percent Count: 74% (17), 26% (6)	04/18/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	26	12 ± 2	Percent Count: 100% (26)	04/11/2022

Rows per page: 80 3 Items: 1 of 1

Rows containing data for the state, district, and/or school appear below, depending on your role, as in Figure 34.

Figure 34. Teacher View: Dashboard with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	26	20 ± 2	Percent Count: 95% (25), 4% (1)	04/18/2022
District NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	26	20 ± 2	Percent Count: 95% (25), 4% (1)	—
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	23	24 ± 3	Percent Count: 76% (17), 26% (6)	04/18/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	26	12 ± 2	Percent Count: 100% (26)	04/11/2022

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

How to Compare Student Performance to Group Performance

In the Student Portfolio Report, you can compare a student’s performance on any test with that of your state, district, school, and/or total students. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click . The Student Portfolio Report appears.

Teachers can also access this report from the dashboard by going to the My Students table at the bottom of the page and clicking a student's name (or beside it).

2. Click to the right of a test name. Rows containing data for your state, district, school, and/or total students appear below, as in Figure 35.

Figure 35. Student Portfolio Report with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
NGSA Grade 5	Summative	5	Spring 2021 (NGSA)	1	20 ± 7	Beginning to Meet Expectations	04/21/2021
District NGSA Grade 5	Summative	5	Spring 2021 (NGSA)	47	16 ± 2	Percent Count: 100% (47)	—
School NGSA Grade 5	Summative	5	Spring 2021 (NGSA)	47	16 ± 2	Percent Count: 100% (47)	—
My Students NGSA Grade 5	Summative	5	Spring 2021 (NGSA)	3	18 ± 10	Percent Count: 100% (3)	—

To hide the comparison rows, click next 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 do the following: filtering to

- show only the tests you’re interested in;
- show only the classes (rosters) you’re interested in; and
- 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.


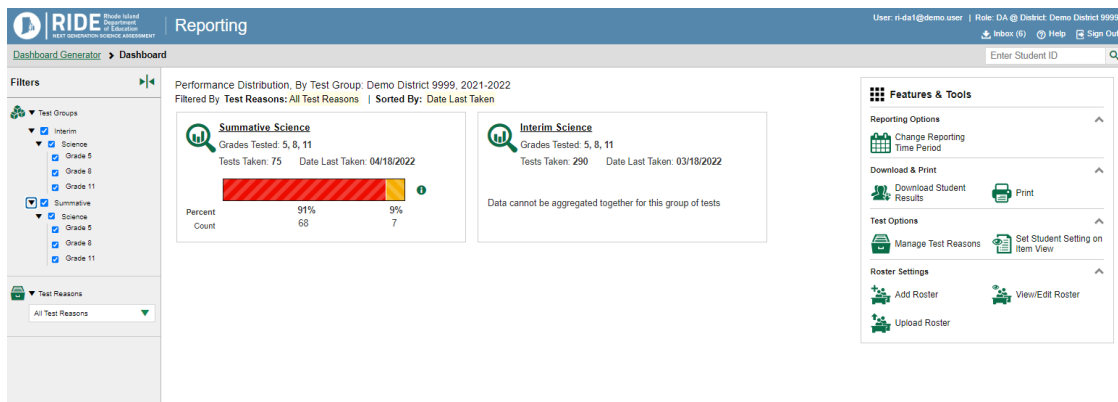
1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Groups** button. The **Filters** panel expands.
2. Mark as many selections as you like in the **Test Groups** section of the filters panel. Tests are organized by test type, subject, and grade.

Figure 36. Teacher View: Dashboard with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for those tests.
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 Classes (Rosters) and Display

Rosters usually represent classes but can represent any group that is meaningful to users, such as students who earned a certain grade in class. 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 class from the data you're viewing.

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


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.
2. Make a selection from the drop-down list in the **Rosters** section (see [Figure 37](#)).
 - If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default the first class listed is selected.

Figure 37: Teacher View: Performance on Tests Report with Expanded Filters Panel

Filters

- Test Groups
 - Interim
 - Summative
 - Science
 - Grade 5
 - Grade 8
 - Grade 11
- Test Reasons
 - All Test Reasons
- Rosters
 - All Rosters
 - My Proctored Students

[Clear Filters](#) [Apply](#)

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2021-2022
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	1	50	Percent Count: 100% 1	04/21/2022
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	1	33	Percent Count: 100% 1	04/21/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	1	20	Percent Count: 100% 1	04/21/2022

Rows per page: 10 | 3 Items: 1 of 1

My Students
Most Recent Assessment of All Rosters: 2021-2022
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
DemoLast_DemoFirst	33333373	NGSA Grade 11	04/21/2022
DemoLast_DemoFirst	33333368	NGSA Grade 8	04/21/2022
DemoLast_DemoFirst	33333363	NGSA Grade 5	04/21/2022

3. Click **Apply**. The report updates to show only data for that class (roster).
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.

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

The row of filter details below each table header shows the classes (rosters) you're viewing (see [Figure 38](#)).

Figure 38. Teacher View: Performance on Tests Report Filtered by All Rosters

Filters

- Test Groups
 - Interim
 - Summative
 - Science
 - Grade 5
 - Grade 8
 - Grade 11
- Test Reasons
 - All Test Reasons
- Rosters
 - All Rosters

[Clear Filters](#) [Apply](#)

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2021-2022
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	1	50	Percent Count: 100% 1	04/21/2022
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	1	33	Percent Count: 100% 1	04/21/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	1	20	Percent Count: 100% 1	04/21/2022

Rows per page: 10 | 3 Items: 1 of 1

My Students
Most Recent Assessment of All Rosters: 2021-2022
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
DemoLast_DemoFirst	33333373	NGSA Grade 11	04/21/2022
DemoLast_DemoFirst	33333368	NGSA Grade 8	04/21/2022
DemoLast_DemoFirst	33333363	NGSA Grade 5	04/21/2022

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.




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 39).
2. Make a selection from the drop-down list in the Schools section (see Figure 39).

Figure 39. District Level User View: Performance on Tests Report with Expanded Filters Panel

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
NGSA Grade 8	Summative	8	Spring 2022 (NGSA)	26	20 ± 2	Percent Count: 96% (25), 4% (1)	04/18/2022
NGSA Grade 11	Summative	11	Spring 2022 (NGSA)	23	24 ± 3	Percent Count: 74% (17), 26% (6)	04/18/2022
NGSA Grade 5	Summative	5	Spring 2022 (NGSA)	26	12 ± 2	Percent Count: 100% (26)	04/11/2022
Interim ES Earth and Space Science - PE 3-ESS2-1.A	Interim	5	Unassigned	3	2/5	n/a	03/18/2022
Interim ES Earth and Space Science - PE 3-ESS2-1.B	Interim	5	Unassigned	4	0/1	n/a	03/18/2022
Interim HS Physical Science - Properties of Matter: 1.PS.1.1	Interim	11	Test Two	1	2/8	n/a	03/17/2022
Interim HS Earth and Space Science - PE HS-ESS1-9	Interim	11	Unassigned	2	3/8	n/a	03/18/2022
Interim HS Physical Science - Forces and Motion: PS2-2	Interim	11	Test One	1	0/8	n/a	03/07/2022
Interim HS Life Science - Matter and Energy in Organisms: LS1-5	Interim	11	Test One	2	0/7	n/a	03/03/2022
Interim MS Earth and Space Science - PE	Interim	8	Unassigned	2	1/8	n/a	03/18/2022

3. Click **Apply**. The report updates to show only data for those schools.
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 (or  beside it) 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:



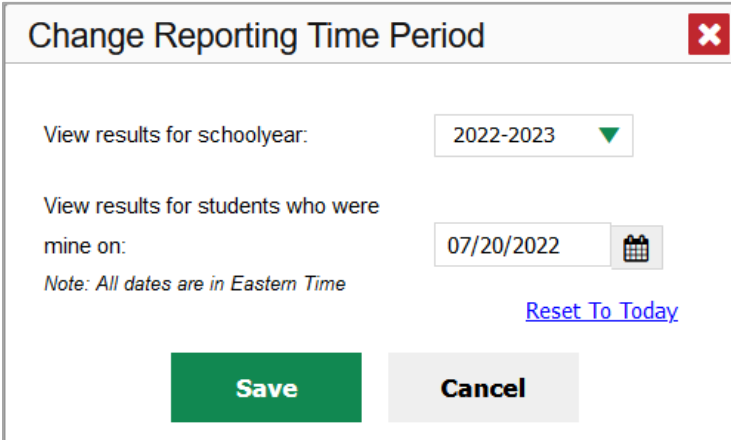
1. From the **Features & Tools** menu , select **Change Reporting Time Period** . (If you're viewing the Dashboard Generator page, click **Change the reporting time period**. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears (see Figure 40).

Figure 40: Change Reporting Time Period Window



Change Reporting Time Period

View results for schoolyear: 2022-2023

View results for students who were mine on: 07/20/2022

Note: All dates are in Eastern Time

[Reset To Today](#)

Save Cancel

2. From the school year drop-down list, select a school year. This is the year for which you will view test results.
3. 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.

4. 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.
5. *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.

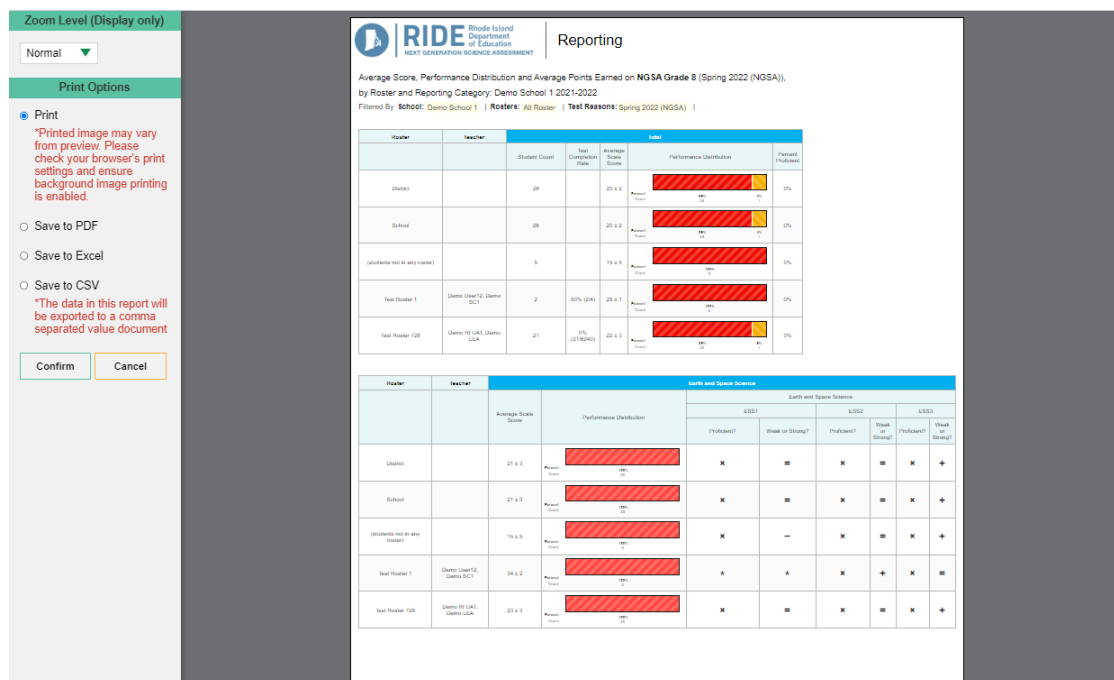
How to Export or Print a Report You're Viewing

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 41).

- 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 41: Print Preview Page



The screenshot shows the 'Print Preview Page' for the RIDE Reporting System. On the left, there is a sidebar with 'Zoom Level (Display only)' set to 'Normal' and 'Print Options' including 'Print', 'Save to PDF', 'Save to Excel', and 'Save to CSV'. The main content area displays two tables: 'Average Score, Performance Distribution and Average Points Earned on NG SA Grade 8 (Spring 2022 (NOSA))' and 'Earth and Space Science'. Both tables show performance distribution charts and data for various schools and test sessions.

2. 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, select **Save to Excel**.

To download a comma-separated values (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as a PDF, Excel, or CSV, the **Inbox** window appears, displaying the generated report.

How to Export an Assessment Report Directly from the Performance on Tests Report


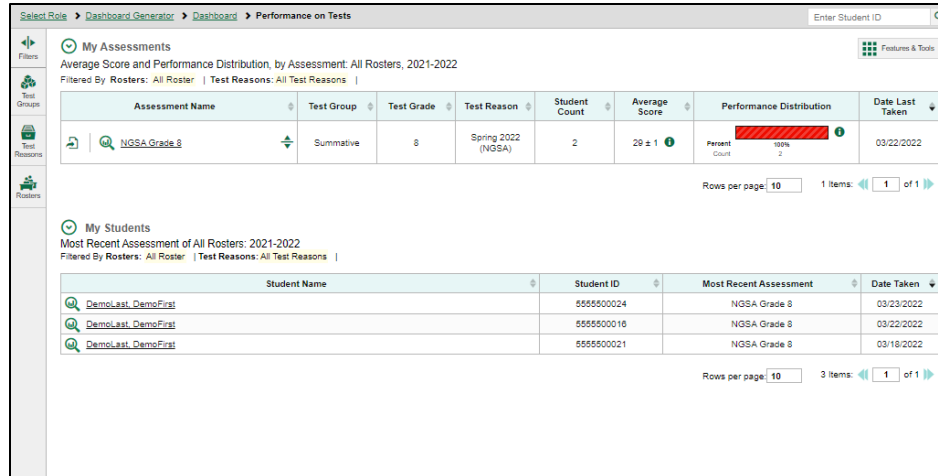
1. Click the export button  to the left of the name of the assessment whose report you wish to export (see [Figure 42](#)).

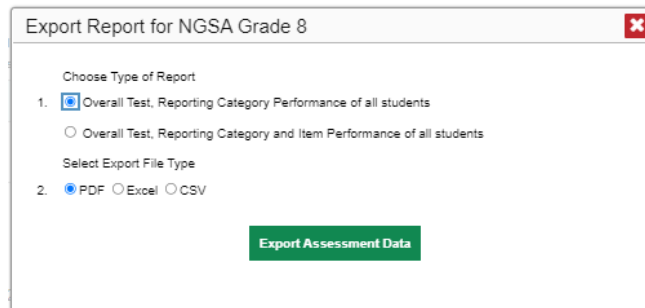
Figure 42: Teacher View: Performance on Tests Report



The **Export Report** window opens. The options in this window vary according to your user role.

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 43. Teacher View: Export Report Window



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 44. District-Level User View: Export Report Window

Export Report for NGS 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

3. Do either 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.

4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download.

Appendix A: The Secure Inbox

The Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox 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.

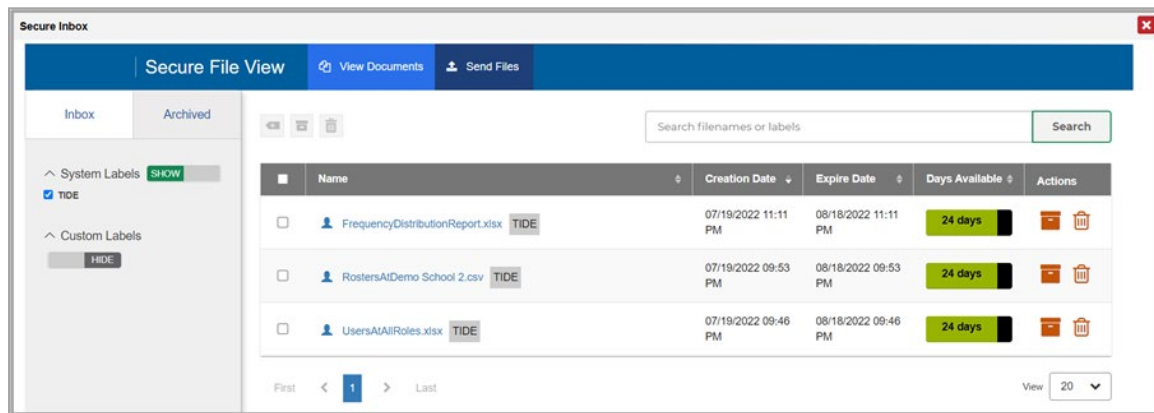
Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order 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 Inbox

1. In the banner, click **Inbox**. The **Secure Inbox** window appears (see Figure 45). By default, the Inbox window displays the **View Documents** tab.

Note: It may take a few minutes for a file to be exported to the inbox. If this occurs, close the inbox and try again in a few minutes.


Figure 45. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab




2. Choose either of the available tabs:


Inbox: Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.


Archived: Displays files that have been archived. Includes the same columns as the main **Inbox** tab.


3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle.
5. *Optional:* To hide files with a particular system label, clear the checkbox for that label.
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label.
8. *Optional:* Do one of the following:
To download a file, click the name of the file.


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 .

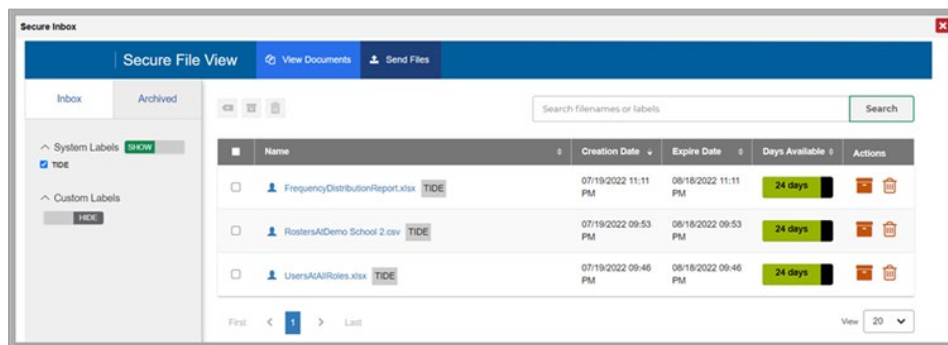
You cannot delete or archive secure documents uploaded to the Inbox by admin users.

How to Use the Inbox to Send Files to Other Users' Inboxes

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

From the banner, select **Inbox**. The **Inbox** page appears ([Figure 46](#)). By default, the *View Documents* tab displays.

Figure 46. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



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

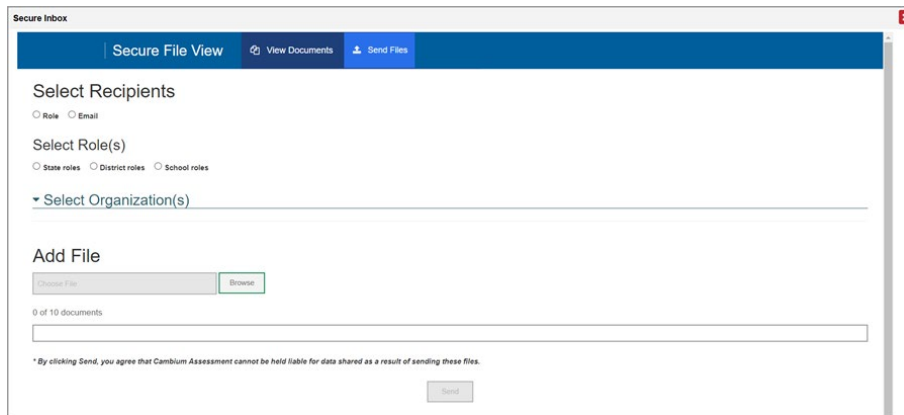
In the *Select Recipients* field, do one of the following:

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 47. Secure Inbox Window: Send Files Tab



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.

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.

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.

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.


To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

Select the file(s) you wish to send. You may send up to 10 files at once.

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 48). 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 48. 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:


1. Score data:
 - Scale scores.
 - Raw scores, which may be in the form of percentages or fractions.
2. *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.
3. *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 D

State-Level Features

State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access a Reporting dashboard at the state level or the district level.

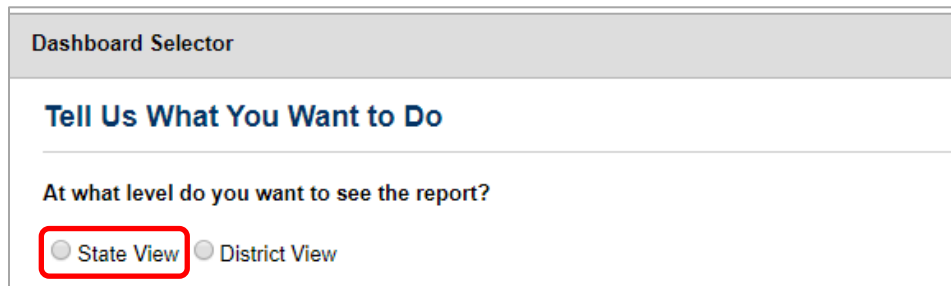
How to Access Overall Test Results for Your State

You can view a state dashboard showing results for the tests taken in your state. This helps you understand how your state is performing overall.

Log in to Reporting. The Dashboard Selector page appears.

From the state and district view options, select **State View**.

Figure 31. State-Level User View: Dashboard Selector Page



Select **View**.

The Dashboard Generator page appears, allowing you to select test groups just as any other user would. When you have made your selections and clicked **Go to Dashboard**, the state dashboard appears, looking similar to a Performance on Tests report. It displays an assessments table with up to 10 of the tests you selected, sorted by Date Last Taken with the most recent tests first.


Figure 42. State Dashboard

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
INTERIM: G3-ELA-IAB-Revise	Unassigned	1	n/a	Percent Count: 100%	03/27/2019
INTERIM: G3-ELA-IAB-Brief/Writ	Unassigned	1	n/a	Percent Count: 100%	03/27/2019

Unlike other reports, the state dashboard does not allow you to drill down into the results for any individual test, nor does it allow you to generate Individual Student Reports (ISR).

Optional: To load 10 more tests at a time, click the link below the table that says **Click here to view more tests in this test group**.

Optional: To view a different set of tests, use the **Filters** panel on the left to filter by test group or test reason, much the way you would as a lower-level user.

Optional: To sort, click the column headers that have sorting arrows . Sorting affects the whole list, not just the tests currently displayed.

If you print or export the table, it will include the entire list, not only the tests currently displayed in the UI.

To return to the Dashboard Selector or the Dashboard Generator, use the path links in the upper-left corner.

How to Access Reporting at the District Level

As a state-level user, you can use Reporting exactly as though you were a district-level user.

Log in to Reporting. The Dashboard Selector page appears.

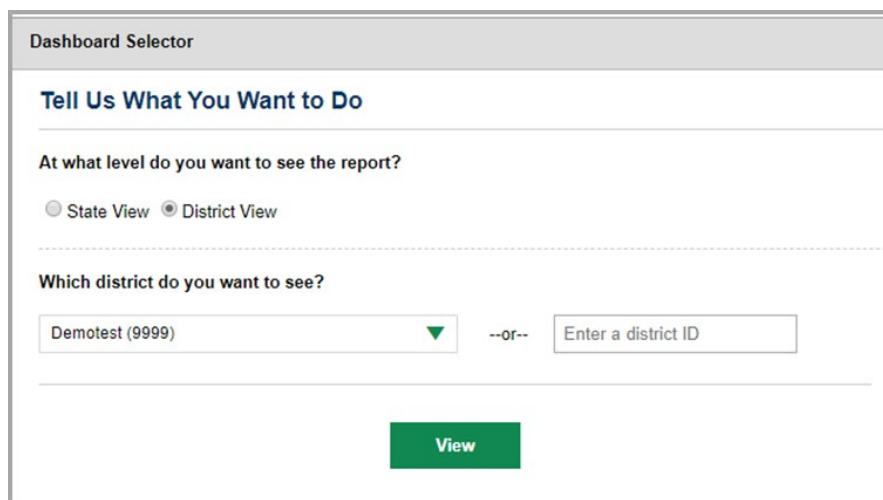
From the state and district options, select **District View** (Figure 53).

Do either of the following:

- From the drop-down list that appears, select a district.
- In the search field that appears, enter a district ID.

Select **View**.

Figure 53. State-Level User View: Dashboard Selector Page



The screenshot shows a web interface titled "Dashboard Selector". Below the title is a section "Tell Us What You Want to Do". Underneath, there is a question "At what level do you want to see the report?" with two radio button options: "State View" (unselected) and "District View" (selected). A horizontal dashed line separates this from the next section, "Which district do you want to see?". This section contains a dropdown menu with "Demotest (9999)" selected and a green downward arrow. To the right of the dropdown is the text "--or--" followed by a text input field labeled "Enter a district ID". At the bottom center of the form is a green button labeled "View".

The district Dashboard Generator appears. From here, you can use the Reporting System at the district level.

To return to the Dashboard Selector, select Dashboard Selector in the upper-left corner.

Appendix E

User Support

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 7:00 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).

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.

Your Child’s Overall Results in Grade 5

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

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

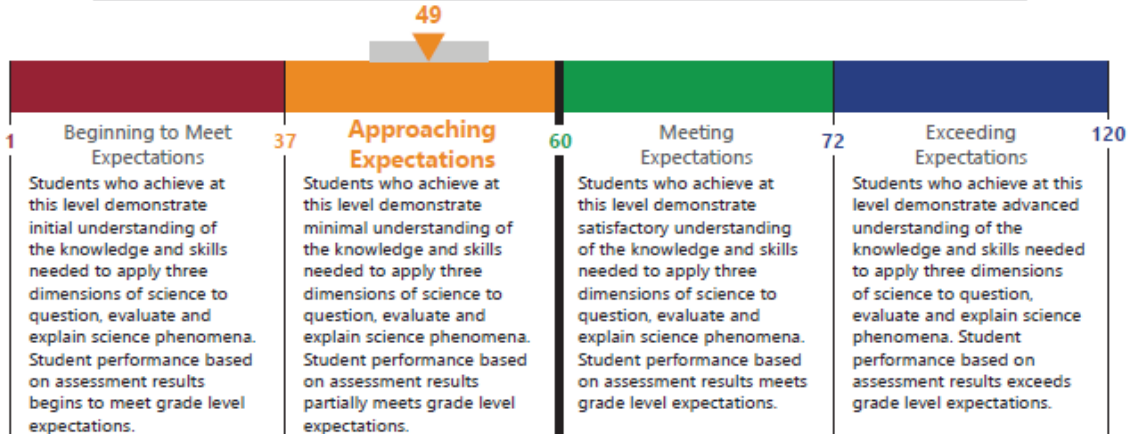
Name: Doe, Jennifer A.
SASID: 9999991234

Grade 5
Spring 2023

Science

Computer-based Test

Your Child's Achievement Level: **Approaching Expectations**
Your Child's Score: **49**



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.

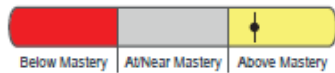
Achievement

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

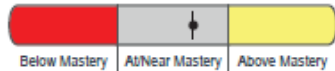
How Did Your Student Perform in the Different Areas of Science?

Life Sciences



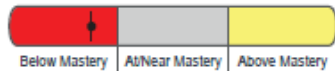
Your student can consistently model life cycles and movement of matter in ecosystems; use evidence to explain that organisms need structures to live; and interpret data to show that individuals inherit traits, populations have different traits, and some organisms thrive in specific environments.

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.

66 6666 6666