

# Appendix N—ANALYSIS AND REPORTING DECISION RULES

**Analysis and Reporting Decision Rules  
Massachusetts English Proficiency Assessment (MEPA)  
Spring 08-09 Administration**

This document details rules for analysis and reporting. The final student level data set used for analysis and reporting is described in the “Data Processing Specifications.” This document is considered a draft until the Massachusetts State Department of Elementary and Secondary Education (ESE) signs off. If there are rules that need to be added or modified after said sign-off, ESE sign off will be obtained for each rule. Details of these additions and modifications will be in the Addendum section.

**I. General Information**

A. *Tests administered:*

Grade Span	Subject	Test items used for Scaling
0K02	Reading	Level A common Items or Level B common items
0K02	Writing	Level A common Items or Level B common items
0K02	MELA-O	N/A
0K02	Overall	Reading, Writing and MELA-O items
0304	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0304	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0304	MELA-O	N/A
0304	Overall	Reading, Writing, MELA-O items
0506	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0506	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0506	MELA-O	N/A
0506	Overall	Reading, Writing, MELA-O items
0708	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0708	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0708	MELA-O	N/A
0708	Overall	Reading, Writing, MELA-O items
0912	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0912	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0912	MELA-O	N/A
0912	Overall	Reading, Writing, MELA-O items

B. *Reports Produced:*

1. Student Label – Test Results (printed)
2. Parent/Guardian Report (printed/online)
  - a. Reporting level: Student
  - b. Naming convention for PDF files:  
MEPA\_Spring09\_STU\_[8 digit school code]\_[4 digit district code].pdf
3. School Roster of Student Results by Grade Span (online)
  - a. Reporting level: Student
  - b. Naming convention for PDF files:  
MEPA\_Spring09\_ROS\_[8 digit school code]\_[4 digit district code].pdf
4. Preliminary Participation Report by Grade Span (online)
  - a. Reporting levels: School, District, State
  - b. Naming convention for PDF files:

MEPA\_Spring09\_SUM\_[Reporting Level]\_[8 digit school code]\_[4 digit district code].pdf

5. Preliminary Results by Year of Enrollment in Massachusetts schools (online)
  - a. Reporting levels: School, District, State
  - b. Naming convention for PDF files:

MEPA\_Spring09\_SUM\_[Reporting Level]\_[8 digit school code]\_[4 digit district code].pdf

C. *Files Produced:*

1. Data are provided in a comma separated variable (CSV) format following the file layout "MEPA Spring 2009 District School File Layout.xls".
2. State Student Level Data File
3. District and School Student Level Data File Slices

D. *School Type*

For students who submitted a booklet the reporting school is the school which submitted the booklet. For students who were built out from SIMS the reporting school is the SIMS school.

SchType	Source	Description	Receive aggregate data	
			School	District
'PRI'	Reporting school's district code starts with 8 or 9.	These students are aggregated with their sending districts. Students are listed on their Testing School Roster.	No	No
'TES'	Reporting school's district code starts with a 6 or 7.	These students are aggregated with their official school and district. If the test site is on the exception list (See <b>'Assigning sprp_dis and sprp_sch: Exceptions'</b> below) the student's SIMS school is updated to be the sprp_sch if it exists and their sending district is updated to be sprp_dis. The students are listed on their Testing School Roster.	No	No
'OTH'	Reporting school's district code does not start with a 6, 7,8 or 9	These students are aggregated with their testing school and district. Students are listed on their Testing School Roster.	Yes	Yes

E. *Other Information*

1. The 3-12 reading and writing students are required to take either sessions 1 & 2 or sessions 2 & 3. See section II.B for determining reporting sessions.
2. K-2 students are required to submit either a level A or a level B booklet. The level of booklet submitted is the reported level.
3. A student is reported based on the grade span administered, not the student's grade level.

II. **Student Participation / Exclusions**

A. *Test Attempt Rules*

1. A student is considered to have attempted the MELA-O portion of the test if the student has a score (0-5) for all MELA-O items.

2. A student is considered to have attempted the reading (writing) portion of the test if one of the following is true:
    - a. At least one item was attempted where:
      - I. A multiple choice item has been attempted if it was not left blank.
      - II. An open response item has been attempted if it was not left blank or was not unscorable.
    - b. A booklet with no items attempted was submitted and did not have a not tested, absent, and change of enrollment reason bubbled.
  3. A student is considered to have not attempted the reading (writing) portion of the test if one of the following is true:
    - a. A booklet was submitted with no items attempted and a not tested, absent, or change of enrollment reason was bubbled.
    - b. No booklet was submitted and the student was required to participate in MEPA.
- B. *Determining Reported Sessions Per Content Area (3-12 only)*
1. The proportion of the items attempted in each session determines the reported sessions.
  2. If the student attempted a greater proportion of session 1 items than session 3 items, report as sessions 1 & 2.
  3. If the student attempted a greater proportion of session 3 items than session 1 items, report as sessions 2 & 3.
  4. In the case where the proportion of session 1 items equals the proportion of session 3 items then the reported sessions are the sessions indicated on the booklet. If no sessions are indicated, report as sessions 1 & 2.
- C. *Participation Status*
1. The hierarchies below are used to assign a not tested participation status. Students not assigned one of the below participation statuses are reported as tested.
  2. Reading (Writing) Not Tested Hierarchy (For students who did not attempt Reading (Writing))
    - a. Security breach (Amend = '1')
    - b. Alternate assessment not available (NT<subj>AA= '1')
    - c. Deaf/Hard of Hearing (NT<subj>DF = '1')
    - d. Required test accommodations not available (NT<subj>TA= '1')
    - e. Transferred (a change of enrollment reason was bubbled)
    - f. Medically documented absence (NT<subj>MD= '1')
    - g. Not tested absence (NT<subj>OA= '1' or no booklet was submitted)
  3. Reading (Writing) Not Tested Hierarchy (For students who did attempt Reading (Writing))
    - a. Security breach (Amend = '1')
    - b. (For 3-12 students) Transferred: if the student did not attempt both of their reported sessions and a change of enrollment reason was bubbled.
  4. MELA-O Not Tested Hierarchy (For students who did not attempt MELA-O)
    - a. Deaf/Hard of Hearing (NT<subj>DF = '1')
    - b. Transferred (Added or removed reason given)
    - c. Medically documented absence (NT<subj>MD= '1')

- d. Not tested absence
- 5. For students who did not attempt MELA-O and do not have a not tested reason do the following:
  - a. If the final participation status for both reading and writing is Deaf/Hard of Hearing, then the student is Deaf/Hard of Hearing for MELA-O.
  - b. Otherwise, the participation status is Not tested other absence for MELA-O.
- 6. To determine the MEPA reading/writing participation status, apply the not tested hierarchy above to the reading participation status and to the writing participation status.
- 7. To determine the overall MEPA participation status, apply the not tested hierarchy above to the reading/writing participation status and MELA-O participation status.

D. *Student Participation Summary*

Participation Status Code	Participation Status	Raw Score	Scaled Score	Proficiency Level	Data Code	Roster Code
A	Security breach				IN	INV
B	Not tested: Alternate assessment not available				AA	ANA
C	Not tested: Deaf/Hard of Hearing				DF	ANA
D	Not tested: Required test accommodations not available				TA	ANA
E	Transferred				TR	TRN
F	Not tested: Medically documented absence				MD	MED
G	Not tested other absence				OA	ABS
Z	Tested	✓	✓	✓		

III. **Calculations**

A. *Raw scores*

- 1. MELA-O listening raw score is the one MELA-O listening score (MELA-O L).
- 2. MELA-O speaking raw score is the sum of the four MELA-O speaking scores (MELA-O F, MELA-O V, MELA-O P, and MELA-O G).
- 3. Reading (writing) raw score is the sum of the common item scores of the two reported sessions.
- 4. Overall raw score used in calculating the overall scaled score is the sum of MELA-O listening raw score, MELA-O speaking raw score, reading raw score, and writing raw score.

B. *Scaling*

- 1. Scaling is done using look-up tables provided by psychometrics.
- 2. Overall Scaled score, overall performance level, overall scaled score lower bound and overall scaled score upper bound are assigned based on the student's grade span tested, overall raw score and reading & writing sessions reported.
- 3. Reading (writing) scaled scores are assigned based on the student's grade span tested, reading (writing) raw score, and reading (writing) sessions reported.

- C. *Compared to Level 5 (Reading, Writing, MELA-O – Listening, MELA-O – Speaking)*
1. For Level 5 students, psychometrics provides a look-up table containing the mean score and standard deviation at each grade span and subject.
  2. For reading (writing) use the student's reading (writing) scaled score. For listening (speaking) use the student's raw listening (speaking) score.
  3. If the student's score is greater than or equal to the Level 5 mean score then the student is "at or above" (comp score = 3).
  4. If the student's score is less than the Level 5 mean score and greater than or equal to the mean score minus one standard deviation, then the student is "approaching" (comp score = 2).
  5. If the student's score is less than the Level 5 mean score minus one standard deviation, then the student's score is "below" (comp score = 1)
  6. Students who are tested in reading will receive a comparison for reading. Students who are tested in writing will receive a comparison score for writing. Students who are tested for MELA-O will receive a comparison score for listening and speaking.
- D. *Official district code (sprp\_dis):*
1. If the student's testing district code begins with a 6, 7, 8 or 9, then the official district is the sending district from SIMS (if it exists) concatenated with 4 zeroes at the end except for the test sites on the "**Assigning sprp\_dis and sprp\_sch: Exceptions**" list. If the student's testing district code begins with a 6, 7, 8 or 9 and no sending district exists, then the official district is 00000000.
  2. Otherwise, the official district is the testing district code concatenated with 4 zeroes at the end.
- E. *Official school code (sprp\_sch):*
1. If the student's testing district code begins with a 6 or 7, then the official school is the school code from SIMS except for the test sites on the "**Assigning sprp\_dis and sprp\_sch: Exceptions**" list below.
  2. Otherwise, the official school is the testing school.
  3. If the student tested at a test site (district code begins with 6 or 7) and the student does not link to SIMS resulting in a blank sprp\_sch, sprp\_sch is set to the test site.

- **Assigning sprp\_dis and sprp\_sch: Exceptions**

system	school	sprp_dis	sprp_sch
7005	0024	02810000	02810506
7005	0028	02810000	02810506
7005	0029	02810000	02810506
7005	0030	02810000	02810506
7005	0040	02810000	02810506
7005	0041	02810000	02810506
7005	0065	02810000	02810506
7005	0074	02810000	02810506
7005	0004	00350000	from SIMS
7005	0005	00350000	from SIMS
7005	0079	04690000	04690505
7005	0062	04700000	04700105
7005	0063	04910000	04910550
7005	0064	04910000	04910550
7005	0066	04870000	04870550
7005	0067	04870000	04870550
7005	0068	04870000	04870550
7005	0050	06050000	06050505
7005	0051	06050000	06050505

F. *Test administration date*

The administration date is the month of the administration concatenated with the two digit administration year

G. *First Tested*

1. A student's first tested administration is the first MEPA test administration date for the student regardless of participation status.
2. SASID links students across administrations
3. There is no linking to past administrations for the spring 2009 administration.

H. *Unique Identifier (mcasrowid)*

The 15 digit unique identifier, mcasrowid, will be calculated as follows:

First 5 digits:

Comprised of this information (in this order):

year 2 digits  
grade span 2 digits

MCASROWID	Grade Span
K2	K-2
34	3-4
56	5-6
78	7-8
HS	9-12

test 1 digit

S: Spring MEPA administration  
F: Fall MEPA Administration

Remaining 10 digits:

-SASID or bookletnumber if SASID is blank

I. *Data Changed (datachanged)*

Set "datachanged" variable to 1 if data have been updated since initial reporting.  
Otherwise "datachanged" variable will be set to 0.

IV. **Report Specific Rules**

A. *Student Label – Test Results (printed)*

1. A student label is printed for every MEPA student.
2. If grade is not provided then report grade as '-'.  
3. If overall participation status is not "Tested" then print a '-' for scaled score and print the performance level text from the Student Participation Summary table for the performance level.

B. *Parent/Guardian Report*

1. For students with an overall MEPA not tested participation status do the following:
  - a. Use the table below to populate the performance level text based on the roster code.

Roster Code	Performance Level Text
MED	Absent — Medically Documented
TRN	Transferred
ABS	Absent
ANA	Accommodation or Alternate Assessment Not Available
INV	Invalidated

- b. Print '-' for scaled score
- c. Leave performance level graphic display blank
- d. Do not shade bar in "Performance based on number of years in U.S. schools".  
Print % bars.



2. For each subtest (reading, writing, MELA-O), student has a not tested reason, leave “compared to a typical student” section blank.
3. Use data reported on Preliminary Results by Year of Enrollment in Massachusetts Schools report in state section for “Percent of Students by Performance in the State”.
4. For the spring 2009 administration all students will have a first tested value of “SPRING 2009”.

C. *School Roster of Student Results*

1. Students are listed on their school report for the MEPA grade span.
2. Student names are displayed in the following format: Last name, First name MI.
3. Students are sorted by student grade, last name, first name, mi unless:
  - a. Student name exist and student grade does not exist then by last name, first name at the bottom of the report.
  - b. Student name does not exist and student grade does exist then the student’s name is displayed as “BLANK NAME” and is located at the bottom of the student’s grade.
  - c. Student name is missing and student grade does not exist then the student’s name is displayed as “BLANK NAME” and is located at the end of the report.
4. Alpha and numeric sorting is done in ascending order.
5. Student grade “SP” is listed after all other student grades.
6. If Grade (Yrs. in Mass.) is not provided, then report Grade (Yrs. in Mass.) as ‘-‘.
7. If reading (writing) participation status is not “Tested” then print the roster code in the reading (writing) scaled score column and print the reading (writing) session as ‘-‘.
8. If MELA-O participation status is not “Tested” then print the roster code in both the MELA-O Listening and Speaking Raw Score columns.
9. If overall participation status is not “Tested” then print a ‘-‘ for overall scaled score and print the roster code from the Student Participation Summary table for the overall performance level.

D. *Preliminary Participation Report by Grade Span*

1. Report all counts.
2. The “Number of Students Enrolled” is the number of students who submitted booklets or were built out from SIMS.
3. The “Number tested” is the number of students from “Number Enrolled” who received an overall participation status of tested.
4. The “Percent Tested” is the “Number Tested” divided by the “Number of Students enrolled” rounded to the nearest whole number. The value is displayed without a percentage sign.

E. *Preliminary Results by Year of Enrollment in Massachusetts schools*

1. If the number of students enrolled is 0, then report “Percent Tested” as ‘-‘.
2. Aggregate data relative to student performance should not be reported if the number of enrolled students is less than 10.
3. The “# Enrolled” is the number of students who submitted booklets or were built out from SIMS.
4. The “# Tested” is the number of students from “Number Enrolled” who received an overall participation status of tested.

5. The “% Tested” is the “Number Tested” divided by the “Number of Students enrolled” rounded to the nearest whole number. The value is displayed without a percentage sign.
6. Report all data in “Tested [Admin Year] MEPA-R/W & MELA-O”.
7. If “Number Tested” is less than 10, then report Average Scaled Score, Number and Percent at each performance level as ‘-’.
8. The “Average Scaled Score” is rounded to the nearest whole number.
9. All students in the raw data file are included in the “All LEP” row.
10. Only students with a value for Year of Enrollment in Massachusetts schools are included in enrollment rows.
11. The total number of included across enrollment may not equal the number included for “ALL LEP”
12. The “Number Enrolled” and “Number and Percent Tested for All LEP” will equal the “Number of Students Enrolled”, “Number Tested”, and “Percent Tested” on the Preliminary Participation Report for “MEPA-R/W & MELA-O”.

## **V. Data File Rules**

### *A. State Student Level Data File*

1. The CSV file is named MEPA2009Spring.csv.
2. MELA-O raw scores are provided.
3. Non-zero values of variables “amendwri” and “amendrea” will be set to 1.

### *B. District and School Student Level Data File Slices*

1. The CSV files are named MEPA2009Spring\_AllGrades[x].csv where x is 4 digit district code or 8 digit school code.
2. MELA-O raw scores are provided.
3. A student is included in the school slice if he has the school as his official school code or testing school code.
4. A student is included in the district slice if he has the district as his official district code or testing district code.

## VI. Shipping Product Code Summary

### A. School (ReportFor='1')

Grade	Report Name	ReportType	Contentcode	Form	Quantity
00	Student Label	03	00		1
00	Parent/Guardian Report (School Copy)	01	00		1
00	Parent/Guardian (Parent Copy)	02	00		1
00	Interpretation guide	04	00	00	1 for each student.
00	Interpretation guide	06	00	01	1 for each student who speaks this language.
00	Interpretation guide	06	00	02	1 for each student who speaks this language.
00	Interpretation guide	06	00	03	1 for each student who speaks this language.
00	Interpretation guide	06	00	04	1 for each student who speaks this language.
00	Interpretation guide	06	00	05	1 for each student who speaks this language.
00	Interpretation guide	06	00	06	1 for each student who speaks this language.
00	Interpretation guide	06	00	07	1 for each student who speaks this language.
00	Interpretation guide	06	00	08	1 for each student who speaks this language.
00	Interpretation guide	06	00	09	1 for each student who speaks this language.
00	Interpretation guide	06	00	10	1 for each student who speaks this language.
0K	Report Sample	90	00	01	1 for each student who speaks this language.
0K	Report Sample	90	00	02	1 for each student who speaks this language.
0K	Report Sample	90	00	03	1 for each student who speaks this language.
0K	Report Sample	90	00	04	1 for each student who speaks this language.
0K	Report Sample	90	00	05	1 for each student who speaks this language.
0K	Report Sample	90	00	06	1 for each student who speaks this language.
0K	Report Sample	90	00	07	1 for each student who speaks this language.
0K	Report Sample	90	00	08	1 for each student who speaks this language.
0K	Report Sample	90	00	09	1 for each student who speaks this language.
0K	Report Sample	90	00	10	1 for each student who speaks this language.
32	Report Sample	90	00	01	1 for each student who speaks this language.
32	Report Sample	90	00	02	1 for each student who speaks

					this language.
32	Report Sample	90	00	03	1 for each student who speaks this language.
32	Report Sample	90	00	04	1 for each student who speaks this language.
32	Report Sample	90	00	05	1 for each student who speaks this language.
32	Report Sample	90	00	06	1 for each student who speaks this language.
32	Report Sample	90	00	07	1 for each student who speaks this language.
32	Report Sample	90	00	08	1 for each student who speaks this language.
32	Report Sample	90	00	09	1 for each student who speaks this language.
32	Report Sample	90	00	10	1 for each student who speaks this language.

- B. Reports are shrink-wrapped at the Printer. Each packet contains:
1. Parent/Guardian Report for the school
  2. Parent/Guardian Report for the parent

- C. Form represents the language of the interpretation guide. See the table below:

Form	Language
00	English
01	Arabic
02	Cape Verdean
03	Chinese
04	Haitian Creole
05	Khmer
06	Korean
07	Portuguese
08	Russian
09	Spanish
10	Vietnamese

- D. Form is not included the report shipment table, so the report type column contains the report type code concatenated with the form where applicable.

## VII. Addendum

- A. 7/31/09: Students who tested at a test site are aggregated with their official school and district.
- B. 8/07/09: *Preliminary Results by Year of Enrollment in Massachusetts schools*
1. If the number of students enrolled is 0, then report "Percent Tested" as '-'.
- C. 8/07/09: *Student Label – Test Results (printed)*
1. A student label is printed for every MEPA student.
  2. If grade is not provided then report Grade as '-'.

If overall participation status is not "Tested" then print a '-' for the scaled score and print the performance level text from the Student Participation Summary table for the performance level.

**Analysis and Reporting Decision Rules  
Massachusetts English Proficiency Assessment (MEPA)  
Fall 2009-2010 Administration**

This document details rules for analysis and reporting. The final student level data set used for analysis and reporting is described in the “Data Processing Specifications.” This document is considered a draft until the Massachusetts State Department of Elementary and Secondary Education (ESE) signs off. If there are rules that need to be added or modified after said sign-off, ESE sign off will be obtained for each rule. Details of these additions and modifications will be in the Addendum section.

**I. General Information**

A. *Tests administered:*

Grade Span	Subject	Test items used for Scaling
0K02	Reading	Level A common Items or Level B common items
0K02	Writing	Level A common Items or Level B common items
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0K02	Overall	Reading, Writing and MELA-O items
0304	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0304	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0304	MELA-O	N/A
0304	Overall	Reading, Writing, MELA-O items
0506	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0506	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0506	MELA-O	N/A
0506	Overall	Reading, Writing, MELA-O items
0708	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0708	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0708	MELA-O	N/A
0708	Overall	Reading, Writing, MELA-O items
0912	Reading	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0912	Writing	Sessions 1 & 2 common items or Sessions 2 & 3 common items
0912	MELA-O	N/A
0912	Overall	Reading, Writing, MELA-O items

B. *Reports Produced:*

1. School Roster of Student Results by Grade Span (online)
  - a. Reporting level: Student
  - b. Naming convention for PDF files:  
MEPA\_Fall09\_ROS\_[8 digit school code]\_[4 digit district code].pdf

C. *Files Produced:*

1. Data are provided in a comma separated variable (CSV) format following the file layout “MEPA Fall 2009 District School File Layout.xls”.
2. State Student Level Data File
3. District and School Student Level Data File Slices

D. *School Type*

The testing school is the school which submitted the booklet.

SchType	Source	Description
'PRI'	Testing school's district code starts with 8 or 9.	Students are listed on their Testing School Roster.
'TES'	Testing school's district code starts with a 6 or 7.	Students are listed on their Testing School Roster.
'OTH'	Testing school's district code does not start with a 6, 7, 8 or 9	Students are listed on their Testing School Roster.

E. *Other Information*

1. The fall 2009 test is the same as the spring 2009 common form.
2. Only first and second graders are required to take the fall 2009 K-2 test.
3. Students taking the K-2 test are required to submit either a level A or a level B booklet. The level of booklet submitted is the reported level.
4. The 3-12 reading and writing students are required to take either sessions 1 & 2 or sessions 2 & 3. See section II.B for determining reporting sessions.
5. A student is reported based on the grade span administered, not the student's grade level.

II. **Student Participation / Exclusions**

A. *Test Attempt Rules*

1. A student is considered to have attempted the MELA-O portion of the test if the student has a score (0-5) for all MELA-O items.
2. A student is considered to have attempted the reading (writing) portion of the test if at least one item was attempted where:
  - I. A multiple choice item has been attempted if it was not left blank.
  - II. An open response item has been attempted if it was not left blank or was not unscorable.
3. A student is considered to have not attempted the reading (writing) portion of the test if a booklet was submitted with no items attempted.

B. *Determining Reported Sessions Per Content Area (3-12 only)*

1. The proportion of the items attempted in each session determines the reported sessions.
2. If the student attempted a greater proportion of session 1 items than session 3 items, report as sessions 1 & 2.
3. If the student attempted a greater proportion of session 3 items than session 1 items, report as sessions 2 & 3.

4. In the case where the proportion of session 1 items equals the proportion of session 3 items then the reported sessions are the sessions indicated on the booklet. If no sessions are indicated, report as sessions 1 & 2.
- C. Participation Status
1. Student tested in spring 2009 MEPA administration
    - a. Students who received performance levels in the spring 2009 MEPA administration should not test in the fall 2009 MEPA administration. All reading, writing, and MELA-O scores will be invalidated. SASID identifies a student across administrations.
  2. Student identified as a kindergartener.
    - a. Kindergarteners (stugrade = 'OK') should not submit a fall 2009 MEPA K-2 test booklet. Students identified as kindergarteners associated with a K-2 test booklet will have all reading, writing, and MELA-O scores invalidated.
  3. The hierarchies below are used to assign the participation status.
  4. Reading (Writing) Not Tested Hierarchy (For students who did not attempt Reading (Writing))
    - a. Student tested in spring 2009 MEPA administration or Security breach (Amend = '1') or Student identified as a kindergartener
    - b. Alternate assessment not available (NT<subj>AA= '1')
    - c. Deaf/Hard of Hearing (NT<subj>DF = '1')
    - d. Required test accommodations not available (NT<subj>TA= '1')
    - e. Transferred (a change of enrollment reason was bubbled)
    - f. Medically documented absence (NT<subj>MD= '1')
    - g. Not tested absence (Student did not attempt Reading(Writing))
  5. Reading (Writing) Not Tested Hierarchy (For students who did attempt Reading (Writing))
    - a. Student tested in spring 2009 MEPA administration or Security breach (Amend = '1') or Student identified as a kindergartener.
    - b. (For 3-12 students) Transferred: if the student did not attempt both of their reported sessions and a change of enrollment reason was bubbled.
    - c. Tested
  6. MELA-O Not Tested Hierarchy (For students who did not attempt MELA-O)
    - a. Student tested in spring 2009 MEPA administration or student identified as a kindergartener.
    - b. Deaf/Hard of Hearing (NT<subj>DF = '1')
    - c. Transferred (Added or removed reason given)
    - d. Medically documented absence (NT<subj>MD= '1')
    - e. Not tested absence (Student did not attempt MELA-O)
  7. MELA-O Not Tested Hierarchy (For students who did attempt MELA-O)
    - a. Student tested in spring 2009 MEPA administration or student identified as a kindergartener.
    - b. Tested
  8. For students who did not attempt MELA-O and do not have a not tested reason do the following:

- a. If the final participation status for both reading and writing is Deaf/Hard of Hearing, then the student is Deaf/Hard of Hearing for MELA-O.
  - b. Otherwise, the participation status is Not tested other absence for MELA-O.
9. To determine the MEPA reading/writing participation status, apply the not tested hierarchy above to the reading participation status and to the writing participation status.
  10. To determine the overall MEPA participation status, apply the not tested hierarchy above to the reading/writing participation status and MELA-O participation status.

D. *Student Participation Summary*

Participation Status Code	Participation Status	Raw Score	Scaled Score	Proficiency Level	Data Code	Roster Code
A	Security breach or Student tested in Spring 2009 administration or Student identified as a kindergartener				IN	INV
B	Not tested: Alternate assessment not available				AA	ANA
C	Not tested: Deaf/Hard of Hearing				DF	ANA
D	Not tested: Required test accommodations not available				TA	ANA
E	Transferred				TR	TRN
F	Not tested: Medically documented absence				MD	MED
G	Not tested other absence				OA	ABS
Z	Tested	✓	✓	✓		

### III. Calculations

A. *Raw scores*

1. MELA-O listening raw score is the one MELA-O listening score (MELA-O L).
2. MELA-O speaking raw score is the sum of the four MELA-O speaking scores (MELA-O F, MELA-O V, MELA-O P, and MELA-O G).
3. Reading (writing) raw score is the sum of the common item scores of the two reported sessions.
4. Overall raw score used in calculating the overall scaled score is the sum of MELA-O listening raw score, MELA-O speaking raw score, reading raw score, and writing raw score.

B. *Scaling*

1. Scaling is done using look-up tables provided by psychometrics.
2. Overall Scaled score, overall performance level, overall scaled score lower bound and overall scaled score upper bound are assigned based on the student's grade span tested, overall raw score and reading & writing sessions reported.



3. Reading (writing) scaled scores are assigned based on the student's grade span tested, reading (writing) raw score, and reading (writing) sessions reported.
- C. *Compared to Level 5 (Reading, Writing, MELA-O – Listening, MELA-O – Speaking)*
1. For Level 5 students, psychometrics provides a look-up table containing the mean score and standard deviation at each grade span and subject.
  2. For reading (writing) use the student's reading (writing) scaled score. For listening (speaking) use the student's raw listening (speaking) score.
  3. If the student's score is greater than or equal to the Level 5 mean score then the student is "at or above" (comp score = 3).
  4. If the student's score is less than the Level 5 mean score and greater than or equal to the mean score minus one standard deviation, then the student is "approaching" (comp score = 2).
  5. If the student's score is less than the Level 5 mean score minus one standard deviation, then the student's score is "below" (comp score = 1)
  6. Students who are tested in reading will receive a comparison for reading. Students who are tested in writing will receive a comparison score for writing. Students who are tested for MELA-O will receive a comparison score for listening and speaking.
- D. *Official district code (sprp\_dis):*
1. If the student's testing district code begins with a 6, 7, 8 or 9, then the official district is the sending district from SIMS (if it exists) concatenated with 4 zeroes at the end except for the test sites on the "**Assigning sprp\_dis and sprp\_sch: Exceptions**" list. If the student's testing district code begins with a 6, 7, 8 or 9 and no sending district exists, then the official district is 99999999.
  2. Otherwise, the official district is the testing district code concatenated with 4 zeroes at the end.
- E. *Official school code (sprp\_sch):*
1. If the student's testing district code begins with a 6 or 7, then the official school is the school code from SIMS except for the test sites on the "**Assigning sprp\_dis and sprp\_sch: Exceptions**" list below.
  2. Otherwise, the official school is the testing school.
  3. If the student tested at a test site (district code begins with 6 or 7) and the student does not link to SIMS resulting in a blank sprp\_sch, sprp\_sch is set to the test site.

- **Assigning sprp\_dis and sprp\_sch: Exceptions**

system	school	sprp_dis	sprp_sch
7005	0024	02810000	02810506
7005	0028	02810000	02810506
7005	0029	02810000	02810506
7005	0030	02810000	02810506
7005	0040	02810000	02810506
7005	0041	02810000	02810506
7005	0065	02810000	02810506
7005	0074	02810000	02810506
7005	0004	00350000	from SIMS
7005	0005	00350000	from SIMS
7005	0079	04690000	04690505
7005	0062	04700000	04700105
7005	0063	04910000	04910550
7005	0064	04910000	04910550
7005	0066	04870000	04870550
7005	0067	04870000	04870550
7005	0068	04870000	04870550
7005	0050	06050000	06050505
7005	0051	06050000	06050505
7005	0082	04490000	04490305

F. *Test administration date*

The administration date is the month of the administration concatenated with the two digit administration year

G. *First Tested*

1. A student's first tested administration is the first MEPA test administration date for the student regardless of participation status.
2. SASID links students across administrations

H. *Unique Identifier (mcasrowid)*

The 15 digit unique identifier, mcasrowid, will be calculated as follows:

First 5 digits:

Comprised of this information (in this order):

year 2 digits  
grade span 2 digits

MCASROWID	Grade Span
K2	K-2
34	3-4
56	5-6
78	7-8
HS	9-12

test 1 digit

S: Spring MEPA administration  
F: Fall MEPA Administration

Remaining 10 digits:

-SASID or bookletnumber if SASID is blank

I. *Data Changed (datachanged)*

Set "datachanged" variable to 1 if data have been updated since initial reporting.

Otherwise "datachanged" variable will be set to 0.

IV. **Report Specific Rules**

A. *School Roster of Student Results*

1. The roster will only display the results for the fall 2009 administration of MEPA. Past administrations will not be displayed.
2. Students are listed on their school report for the MEPA grade span.
3. Student names are displayed in the following format: Last name, First name MI.
4. Students are sorted by student grade, last name, first name, mi unless:
  - a. Student name exist and student grade does not exist then by last name, first name at the bottom of the report.
  - b. Student name does not exist and student grade does exist then the student's name is displayed as "BLANK NAME" and is located at the bottom of the student's grade.
  - c. Student name is missing and student grade does not exist then the student's name is displayed as "BLANK NAME" and is located at the end of the report.
5. Alpha and numeric sorting is done in ascending order.
6. Student grade "SP" is listed after all other student grades.
7. If Grade (Yrs. in Mass.) is not provided, then report Grade (Yrs. in Mass.) as '-'.
  8. If reading (writing) participation status is not "Tested" then print the roster code in the reading (writing) scaled score column and print the reading (writing) session as '-'.
    9. If MELA-O participation status is not "Tested" then print the roster code in both the MELA-O Listening and Speaking Raw Score columns.
    10. If overall participation status is not "Tested" then print a '-' for overall scaled score and print the roster code from the Student Participation Summary table for the overall performance level.

## V. Data File Rules

### A. *State Student Level Data File*

1. The CSV file is named MEPA2009Fall.csv.
2. MELA-O raw scores are provided.
3. Non-zero values of variables “amendwri” and “amendrea” will be set to 1.

### B. *District and School Student Level Data File Slices*

1. The CSV files are named MEPA2009Fall\_AllGrades[x].csv where x is 4 digit district code or 8 digit school code.
2. MELA-O raw scores are provided.
3. A student is included in the school slice if he has the school as his official school code or testing school code.

A student is included in the district slice if he has the district as his official district code or testing district code.