

**APPENDIX T**

**ANALYSIS AND REPORTING DECISION RULES**  
**MCAS-ALT**

**Analysis and Reporting Decision Rules  
 Massachusetts Comprehensive Assessment System (MCAS)  
 Alternate Assessment  
 Spring 2011 Administration**

This document details rules for analysis and reporting the MCAS Alternate Assessment (MCAS Alt). 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 Department of Elementary and Secondary Education (ESE) signs off. If there are rules that need to be added or modified after ESE sign-off, additional sign-off will be obtained for each rule. Details of these additions and modifications are found in the Addendum section. All lookup tables referred to in this document can be found in section VI.

**I. General Information**

A. *Tests administered*

<b>Subject</b>	<b>Required Grades</b>	<b>Permissible Grades</b>	<b>Test Type</b>
ELA	03-08, 10	03-08, 10+	Portfolio
Mathematics	03-08, 10	03-08, 10+	Portfolio
Science & Technology/Engineering	05, 08	05, 08	Portfolio
One of either High School Biology, Chemistry, Introductory Physics, or Technology/Engineering	10	09,10+	Portfolio

B. *Reports Produced*

1. Parent/Guardian Report
2. Portfolio Feedback Form

C. *Files Produced*

1. Student File
2. Teacher Survey Summary
3. All Student File (Mega File)
4. Re-tester File
5. Comments Summary
6. General Portfolio Comments Summary
7. State Performance Level Files
8. Student Participation Summary Files

D. *Preliminary Reporting*

1. Schools have a chance to review and update student roster information (e.g. students incorrectly included or not included) and not tested reasons during the discrepancy period.
2. If an inadmissible content area is submitted, it is not scored or reported. (See section VI.A for the required content areas for each grade.)
3. Only the Portfolio Feedback Form, all student file (Mega File), and the student data files are produced electronically during preliminary reporting.

E. *Final Reporting*

1. If a student has a not-tested participation status after the discrepancy period, the student is reported with the not-tested reason regardless of any work submitted for the subject (See section II for details).
2. The Parent/Guardian Report is produced during final reporting.

F. *Other Information*

1. The 'At or Close to Grade Level' bubble on the score form is only used if the 3<sup>rd</sup> scorer filled it in. This is placed in an ESE data file, and used in the Composite Level of Complexity determination (see section III.B.4).
2. Previous performance levels provided by ESE will be used to determine if a student previously passed or failed in a given content area. Student's prior participation status will be used to determine tested status in the current administration. These not tested flags will be applied for Science & Tech/Eng at grades 10+ and ELA and Mathematics at grades 11-12+. The term Previously Participated will be applied for ELA and Mathematics at grade 10.

## II. **Student Participation / Exclusions**

A. *Preliminary Reporting*

1. MCAS-Alt Attempt Rules by Content Area
  - A strand was submitted if there is at least one scoring dimension with a valid score (See Section III A for details).
  - Attempt: A student participated if at least one required strand was submitted (See Section IV A for required strands).
  - Did not attempt: Students did not submit any required strands.
2. Not Tested Reasons by Content Area
 

If a student has more than one reason for not participating, one participation status is assigned using the following hierarchy:

  - Security Breach (Amend='1')
  - Previously Passed (Previous performance level is Needs Improvement, Proficient, Advanced, or Above Proficient, ) or Previously Failed (Previous performance level is Awareness, Emerging, Progressing, Warning, or Incomplete) (Grade 10 and HS STE only)
  - Medically Excused (Exempt = '1')

- Participated in Standard MCAS assessment.
3. Student Participation Status by Content Area
- If a student has a not tested reason of security breach:
    - I. Remove all scores from the record.
    - II. Set participation status to Incomplete (PartStatus[sub]=B).
    - III. Suppress Self Evaluation and Generalized Performance Scores.
  - If a student has a not tested reason of previously passed in a given subject, report the not tested reason.
  - If the student attempted the content area in MCAS-Alt report as tested alt.
  - If the student did not attempt the MCAS-Alt:
    - I. For grades 03-08, 09, and 10:
      - i. And there is a not-tested reason, report the not-tested reason.
      - ii. Otherwise report the student as Not Tested, Other Absence.
    - II. For grades 11-12+:
      - i. Report if previously passed or failed.
      - ii. Otherwise, report as Not Submitted.

B. *Final Reporting*

1. Not Tested Reasons by Content Area

After the discrepancy period, the previous hierarchy and test attempt rules are only applied to students who are not already assigned a participation status. The participation status used for final reporting will reflect the change(s) made by the school and/or ESE.

2. Student Participation Status by Content Area

- If a student has a not tested reason of security breach, report according to the breach list.
- If a student has a not tested participation status, regardless of submitting all required strands, report the not-tested participation status.
- Otherwise, if a student attempted the content area in MCAS-Alt, report raw scores and performance levels as applicable by subject.
- If the student did not attempt the MCAS-Alt:
  - I. For grades 03-08, 09, and 10:
    - i. And there is a not-tested reason, report the not-tested reason.

- ii. Otherwise report the student as Not Tested, Other Absence.
- II. For grades 11-12+:
- i. Report if previously passed or failed.
  - ii. Otherwise, report as Not Submitted.

C. *Student Participation Summary by Content Area*

Participation Status	Part. Flag	Raw Score	Perf. Level	Parent Report	Portfolio Feedback Form	Test Status	Roster Code	Parent Report Text (Performance Level)
Tested: Alternate Assessment	A	✓	✓	✓	✓	T	Earned Perf Level	( <i>Earned Performance Level</i> )
Tested: MCAS Standard Assessment	Z			✓		NTO	STD	Student took a standard MCAS test.
Not Tested: Previously Passed	K			✓		NTO	PAS	Previously Passed
Not Tested: Previously Failed	L			✓		NTO	PRF	Previously Failed
Not Tested: Transferred	D			✓		NTO	TRN	Transferred
Not Tested: Medically Excused	G			✓		NTM	MED	Absent – Medically Documented
Not Tested: Absent	E			✓		NTA	ABS	Absent
Not Submitted	J			✓		NTO	NS	Not Submitted
Incomplete	Q			✓		NTO	INC	Results pending
Invalidated	N			✓		NTO	INV	Invalidated

**Note:** Students that have a Not Tested Participation Status for all content areas will not receive a portfolio feedback form including breach cases.

III. **Calculations**

A. *Final Strand Score*

1. If score 1 does not match score 2 for any dimension, there must be a 3<sup>rd</sup> score for that dimension.
2. If there is a 3<sup>rd</sup> score for a dimension, that score is the score of record. Otherwise, the 1<sup>st</sup> score is the score of record.
3. If scorer 3 bubbles Strand not Submitted, the strand will be considered not submitted and no scores will be reported.
4. If Demonstration of Skills or Independence has a score of 'M' then both Demonstration of Skills and Independence must have a score of 'M'.
5. A score of 'M' for scorer 1 and/or 2 will always have a 3<sup>rd</sup> score.

6. A score of '1' for Level of Complexity from scorer 1 and/or 2 will always have a 3<sup>rd</sup> score.
7. If Level of Complexity has a score of 1 then all other scores for that strand must be blank.
8. If 'At or Close to Grade Level Bubble' is 1 for a content area then at least one of the required strands for that content area must have a Complexity score of 3 or higher.
9. A score of 'M' for Demonstration of Skill and Independence counts as a 1 for analysis.
10. The performance level for each strand is determined by a lookup table (see section VI.B) using scores from Complexity, Demonstration of Skills, and Independence.
11. Bubbled comments that do not have text associated with them will be suppressed.
12. Strands with a Level of Complexity score of 1 will be treated as not submitted for analysis. If a required strand has a Level of Complexity score of 1, then the resulting performance level will be incomplete.

B. *Content Area Scores*

1. Performance Level

- A content area has a performance level of Incomplete when one of the following occurs:
  - I. When not all of the required strands are submitted for a content area, the content performance level is Incomplete.
  - II. If Demonstration of Skills and Independence = M:
    - i. For contents requiring 3 strands, if there are 2 or more M's in either Independence or Demonstration of Skills, the content performance level is Incomplete.
    - ii. For contents requiring 2 strands, if there are 1 or more M's in either Independence or Demonstration of Skills, the content performance level is Incomplete.
- For content areas that are not incomplete, the performance level is found using the overall strand performance level and the lookup table in section VI C.
  - I. The overall strand performance level for a content requiring 3 strands is found by averaging the performance levels of the 3 final strands of record. If the average is between 3 and 3.9 round down, otherwise, round to the nearest whole number.
  - II. When more than 3 strands are submitted for a content area that requires the choice of 3, use the 3 strands that yield the highest overall strand performance level. If more

than 3 strands have the same performance level, sort the strands by self-evaluation, complexity, and generalized performance, and select the top 3 based on those criteria.

- III. The overall strand performance level for a content requiring 2 strands is determined by averaging the performance levels of the 2 strands and rounding down.
- IV. If the calculations for strand score average yield a performance level of 11, Needs Improvement, then check that the student meets other requirements to earn Needs Improvement (see section III.B.4) before assigning the final performance level.

2. Needs Improvement:

- Grades 03-08 only

- I. For grades 03-08, a student must complete 3 strands (including those required) in a specific subject and earn a performance level of 4 for each of the strands in order to earn an overall performance level of *Needs Improvement*. If the student submits fewer than 3 strands with a performance level of 4, the student will be reported as Progressing.
- II. If a student submits more than 3 strands when 2 are required, the 2 required strands and the highest scoring additional strand will be used to determine Needs Improvement.

- Competency: Grades 09-12+ only

- I. The Competency List is provided by the ESE and lists students in grades 09-12+ who were judged by a panel of competency experts to be at a performance level of *Needs Improvement* or above. Only students on the Competency list are eligible for a performance level of *Needs Improvement* or above. The students must also meet the following criteria:
  - i. For ELA, a student must complete the 3 required strands and earn a performance level of 4 for each of the strands.
  - ii. For Mathematics, complete all 5 strands and earn a performance level of 4 for each of the strands.
  - iii. For Science, a student must complete all 4 strands in one discipline and earn a performance level of 4 for each of the strands.
- II. If a student is on the Competency List and the requirements are met, the earned scores are reported but the performance level is taken from the list.

- III. If a student is on the Competency List and the requirements are not met a discrepancy list will be given to program management for resolution.
    - IV. If a grade 09-12+ student earns a *Needs Improvement* performance level but is not on the Competency List, then the student will be reported as Progressing.
- 3. Composite Level of Complexity
  - All students who receive an alt performance level will have a Composite Level of Complexity (CLC) computed.
  - Composite Level of Complexity is calculated using the Complexity scores from the final strands used to calculate the content performance level, the 'At or Close to Grade Level' bubble (if it exists), and a lookup table (see section VI.F), which is based on the number of strands.
  - Students attempting Needs Improvement Grade 03-08
    - I. When a two strand portfolio contains the required strands plus at least one additional strand apply the rules for a three strand portfolio.
    - II. If there is more than one additional strand submitted use the strand with the higher complexity score to compute the CLC.
  - Incomplete Portfolios
    - I. For portfolios with not all required strands submitted, only the required strands that were submitted will be used to compute the CLC.
    - II. When a three strand portfolio has a strand missing, apply the rules for a two strand portfolio.
    - III. When a two or three strand portfolio has only one of the required strands, apply the rules for a one strand portfolio.

C. *General Portfolio and Strand Specific Comments*

1. Scorers have the option of leaving comments for individual strands as well as for the portfolio as a whole.
2. Comments will be sorted numerically (6-52) and then alphabetically (A-Z).
3. Only the first 4 general portfolio comments and first 2 strand specific comments will be kept and reported on the portfolio feedback form.
4. For Strand Specific comments, if the student's final score for a particular strand does not have an 'M' for Independence and Demonstration of Skill, then comments that refer to an 'M' in either of these dimensions will be suppressed.
5. For strand specific comments, if a student's final score for a particular strand has an 'M' for Independence or Demonstration of Skills then the student will receive at least one comment that refers to an 'M.'



6. If the performance level for a particular subject is Student took the Standard MCAS then suppress all strand specific comments for that subject.
7. For grades 11, 12, and 12+ suppress the comment “Strand required but not submitted” for all strands.

#### **IV. Report Specific Rules**

##### **A. Portfolio Feedback Form**

1. For the preliminary portfolio feedback forms the files should be named PortfolioFeedbackForms2011\_[ESECode].pdf where ESECode is a code associated with the testing school code.
2. A grade 09 or higher report lists the science discipline strands instead of the science strands that appear for grades 03-08.
3. An asterisk (\*) is displayed in place of missing strand scores for required strands that were not submitted
  - For grades 11, 12, and 12+ do not display asterisks in any strands.
  - If the performance level for a particular subject is Student took the Standard MCAS then do not display asterisks in any strands.
4. Missing scores are left blank for non required strands.
5. All strands submitted will be reported.
6. For ELA grades 03, 05, 06, and 08 if three strands are submitted, the third strand title will be reported as Reading and Literature II.
7. Otherwise for ELA grades 03, 05, 06, and 08 the third strand title will be left blank.
8. At most 4 general portfolio comments (see section III for description of choosing general portfolio comments).
9. At most 2 strand specific comments (see section III for description of choosing strand specific comments).

##### **B. Parent Report**

1. Cover Page Header
  - For student name print Last Name, First Name, MI. in all caps.
  - Print the two digit grade print for grades 03-12 and 12+ will print for grade 13.
  - Print the school name associated with the student’s testing school.
  - Print the district name associated with the student’s sending district if it exists. Otherwise print the district name associated with the student’s testing district.
2. Performance Display
  - For tested students, place a check and shade the performance level box corresponding to the student’s performance level.

- For not tested students, print the not tested reason in the performance display for that content area. The not tested reasons are as follows:
    - I. Security Breach (Amend='1')
    - II. Previously Passed (Previous performance level is Needs Improvement, Proficient, Advanced, or Above Proficient, ) or Previously Failed (Previous performance level is Awareness, Emerging, Progressing, Warning, or Incomplete)
    - III. Previously Failed
    - IV. Transferred
    - V. Absent
    - VI. Not Submitted
    - VII. Incomplete
    - VIII. Invalidated
    - IX. Medically Excused (Exempt = '1')
    - X. Participated in Standard MCAS assessment
  - If a content area is not tested at a given grade then do not shade or check any performance level boxes or that content area. Print 'NOT ASSESSED FOR STUDENTS IN THIS GRADE'.
3. Score Display
- If the student did not submit the required number of strands print an asterisk (\*) after the subject text.
    - I. Print 'REQUIRED BUT NOT SUBMITTED' in the grid for required strands that were not submitted.
    - II. If the performance level for a particular subject is Student took the Standard MCAS then do not display the asterisk or print 'REQUIRED BUT NOT SUBMITTED' in the grid for any strand.
  - A grade 09 or higher report lists the High School STE discipline strands instead of the STE strands that appear for grades 03-08.
  - Score Grid
    - I. All strands submitted will be reported.
      - i. For ELA grades 03, 05, 06, and 08 if three strands are submitted, the third strand title will be reported as Reading and Literature II.
    - II. For non-required strands that were not submitted, print 'NOT ASSESSED FOR STUDENTS IN THIS GRADE' in the grid for that strand. In the cases where student had a choice of three strands, do not print this for any strand.

III. For strands that were submitted print a check in the box associated with the dimension score for level of complexity, demonstration of skills, independence, self evaluation, and generalized performance.

4. Data Page Footer

- For student name print Last Name, First Name, MI. in proper case.
- Print SASID.
- Print testing district code ‘-’ testing school code for the school code.

C. Report Shipment

1. Parent Guardian Reports will ship with MCAS Reports and the specs for the shipment can be found in the MCAS 09-10 Decision Rules.
2. Portfolio Feedback Forms will be shipped with the portfolio.

**V. Data File Rules**

A. *Student Data Files*

1. Student Demographics
2. Student Scores
3. Student Performance Levels
  - Use Roster Code for the performance level

B. State Performance Level Summary Files

1. Produce an excel file with counts and percents at each achievement level by subject.
2. HS Science will be in a separated tab.
3. Only students with a Performance Level are included.

C. Teacher Survey Summary

1. Only include records with a first and last name and at least one response.
2. Calculate total number of surveys.
3. Compute counts and percents of responses for each question. Also compute number of non-responses for each question.
4. For Question “What do you see as beneficial outcomes from conducting the MCAS-Alternate Assessment?” aggregate responses that indicate some benefit.
5. For Question “What assistance did you receive in conducting the 2010 MCAS Alternate Assessment?” calculate how many teachers provided 1 or more response and 2 or more responses.
6. For Question “What training did you receive for the 2010 MCAS Alternate Assessment?” calculate the number of teacher who indicated “I learned on my own” and did not provide any other response.

7. For Question “What is the number of students for whom you completed and submitted MCAS-Alt portfolios?” aggregate responses of 7 or more.

D. All Student File

1. Produced with the preliminary and final data for the Alt.
2. Will contain all alt students.
3. If a student has the lepfirst bubble marked and yearsmass>1 then lepfirst bubble is removed.
4. sprp\_dis
  - If the student’s testing district begins with a 6, 7, 8, or 9 and is not listed in the Assigning sprp\_dis and sprp\_sch: Exceptions table then sprp\_dis is the sending district from SIMS (if it exists) concatenated with ‘0000’ at the end.
  - If the student’s testing district begins with a 6, 7, 8, or 9, is not listed in the Assigning sprp\_dis and sprp\_sch: Exceptions table, and there is no sending district assigned in SIMS the sprp\_dis will be ‘99999999’.
  - Otherwise sprp\_dis is the testing district concatenated with ‘9999’ at the end.
5. sprp\_sch
  - If the student’s testing district begins with a 6 or 7 and is not listed in the Assigning sprp\_dis and sprp\_sch: Exceptions table then sprp\_sch is the school code from SIMS.
  - If the student does not link to SIMS and the testing district begins with a 6 or 7 and is not listed in the Assigning sprp\_dis and sprp\_sch: Exceptions table then sprp\_sch is the testing school.
  - Otherwise sprp\_sch is the testing school.
6. Assigning sprp\_dis and sprp\_sch: Exceptions

<b>system</b>	<b>school</b>	<b>sprp_dis</b>	<b>sprp_sch</b>
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
			from
7005	0004	00350000	SIMS
			from
7005	0005	00350000	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	04490100	04490305
7005	0087	04870000	04870550

7. perf2 fields
  - If test status is T and Grade=03, 04, 05, 06, 07, or 08 perflev=INP, EMG, PRG, or AWR then perf2=W.
  - If test status is T and Grade=09, 10, 11, 12, or 13 perflev=INP, EMG, PRG, or AWR then perf2=F.
  - If test status is T and perflev=NIA then perf2=NI.
  - If test status is T and perflev=P\_A then perf2=P.
  - If test status is T and perflev=A\_A then perf2=A.
  - If test status is not T or if lepfir=1 then perf2 will be blank.
8. lepflep\_off='1' if the student has LEPFLEP='1' (from SIMS).
9. yrsinmass is reported only for students who are marked as LEP in SIMS and/or first year LEP students
10. For students with the First Year LEP bubble marked perf2 and cpi will be blank for all subjects.
11. cpi fields
  - Students with Test Status='T' will receive CPI points.
  - Otherwise CPI points will not be assigned.
  - Breach cases will not receive CPI points.
  - Assign cpi points as follows
    - I. Assign cpi points based on performance level as follows for performance levels other than PRG
      - i. CPI=100 for PerfLevel=A\_A or P\_A.
      - ii. CPI=75 for PerfLevel=EMG or NIA.
      - iii. CPI=50 for PerfLevel=AWR
      - iv. CPI=25 for PerfLevel=INP.
      - v. CPI=0 otherwise.
    - II. Assign cpi points based on performance level as follows for PRG

- i. Step 1:
  - I. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=04.
  - II. CPI=75 for PerfLevel= PRG and NatureofDis not equal to 01, 09, 10, 11, or 13 or LevelOfNeed not equal to 04
- ii. If Step 1 results in the number of students with 100 CPI points being less than 1.0499 percent of the total tested students in both the alt and standard MCAS then proceed to Step 2:
  - I. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=03 or 04.
  - II. CPI=75 for PerfLevel= PRG and NatureofDis not equal to 01, 09, 10, 11, or 13 or LevelOfNeed not equal to 03 or 04
- iii. If Step 2 results in the number of students with 100 CPI points being less than 1.0499 percent of the total tested students in both the alt and standard MCAS then proceed to Step 3:
  - I. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=01, 02, 03, or 04.
  - II. CPI=75 for PerfLevel= PRG and NatureofDis not equal to 01, 09, 10, 11, or 13 or LevelOfNeed not equal to 01, 02, 03, or 04.
- iv. If Step 3 results in the number of students with 100 CPI points being greater than 1.0499 percent of the total tested students in both the alt and standard MCAS then proceed to Step 4:
  - I. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=03 or 04.
  - II. Also CPI=100 for PerfLevel=PRG and NatureofDis=01 and LevelOfNeed=01 or 02.
  - III. CPI=75 for PerfLevel= PRG and NatureOfDis and LevelOfNeed do not satisfy I or II.
- v. If Step 2 results in the number of students with 100 CPI points being greater than 1.0499 percent of the total tested students in both the alt and standard MCAS then proceed to Step 5:

- I. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=04.
    - II. Also CPI=100 for PerfLevel=PRG and NatureofDis=01 and LevelOfNeed=03.
    - III. CPI=75 for PerfLevel= PRG and NatureOfDis and LevelOfNeed do not satisfy I or II.
  - vi. If Step 4 or 5 results in the number of students with 100 CPI points being less than 1.0499 percent of the total tested students in both the alt and standard MCAS then stop.
  - vii. If Step 5 results in the number of students with 100 CPI points being greater than 1.0499 percent of the total tested students in both the alt and standard MCAS then proceed to Step 1 and then stop.
12. The numin fields (one for each subject) ='1' if the student receives CPI points. These are students who are included in CPI calculations. Students excluded from these calculations receive numin='0'.
13. The assess fields
- Will be left blank for preliminary reporting
  - For final reporting
    - I. If the student receives CPI points (and therefore numin='1') or partsatus='F' for the subject then assess='1' (Math and STE). If the subject is ELA and partstatusela='F' and MEPA\_Part='0' then eassess='0' otherwise, if the student receives CPI points or partstatusela='F' and MEPApart='1' or null then eassess='1'. If the student is Absent or Med then assess='0'. If the student is mastery/scholarship or PAS, PRF, INV, INC, TRN then assess is left blank.
14. The ealt, malt, and salt fields will be set to 1 if the student submitted at least one strand in the content area. Otherwise these fields will be blank. Breach cases count as submitted.
15. The mcasrowid is a 15 digit number created in the following manner
- 2 digits=year(11)
  - 2 digits=grade
  - 1 digit=x
    - I. x=1 if at least one strand was submitted for all required content area.
    - II. x=2 if at least one strand was submitted for ELA and no strands were submitted for other required content areas.
    - III. x=3 if at least one strand was submitted for Math and no strands were submitted for other required content areas.

- IV. x=4 if at least one strand was submitted for Science and no strands were submitted for other required content areas.
  - V. x=5 if at least one strand was submitted for any 2 required content areas, but nothing was submitted for the third required content area.
  - VI. X=6 if a student did not submit any content areas.
- 10 digits=bookletnumber
- E. Re-Tester File
- 1. Contains students in Grades 11-12+.
  - 2. Follows naming conventions used in MCAS Mega File.
- F. Comments Summary
- 1. Contains counts of each strand specific comment by Grade, Subject, and Strand.
  - 2. One tab includes all students.
  - 3. One tab only includes students with Performance Level Incomplete.
- G. General Portfolio Comments Summary
- 1. Contains counts of each General Portfolio Comment by Grade.
  - 2. Includes all students.
- H. State Performance Level File
- 1. Include both counts and percents.
  - 2. Only include students who earned a performance level.
  - 3. One tab will contain performance levels aggregated by grade and subject.
  - 4. One tab will contain performance levels aggregated across grades and subjects.
  - 5. One tab will contain performance levels aggregations for grades 09 and 10 by subject.
    - This data will include the alt students who earned competency in either the May or July Competency determination.
    - Students can be identified as alt in the competency data if the performance level is Failing, Needs Improvement, Proficient, or Advanced.
  - 6. One tab will contain performance levels aggregations for grades 11, 12, and 12+ by subject.
    - This data will include the alt students who earned competency in either the May or July Competency determination.
    - Students can be identified as alt in the competency data if the performance level is Failing, Needs Improvement, Proficient, or Advanced.



I. State Participation Summary Files

1. One tab will contain counts and percents by grade and subject.
  - Percent is based on number of students assessed in standard MCAS or alt
2. One tab will contain count and percent of students taking alt across all grade and subjects.
  - Percent is based on number of students assessed in standard MCAS or alt.
3. One tab will contain counts and percents by grade and subject for the tested in Standard MCAS, Tested in MCAS Alt with a composite level of complexity of Grade Level, and Tested in MCAS Alt with a composite level of complexity of Access Skills or Entry Point.

J. Data File Table

Description	Layout	Naming Convention	File Type
Student Demographics	MAALT1011StudentDataFileLayout.xls Sheet: StudentDemographics	StudentData_Demographics	CSV
Student Scores	MAALT1011StudentDataFileLayout.xls Sheet: StudentScores	StudentData_Scores	CSV
Student Performance Levels	MAALT1011StudentDataFileLayout.xls Sheet: StudentPerformanceLevels	StudentData_PerformanceLevels	CSV
Teacher Survey Summary	N/A	TeacherSurveySummary	Excel
All Student File	MAALT1011AllStudentFileLayout.xls		csv
Re-Tester File	MAALT1011AllStudentFileLayout.xls	RetesterFile	CSV
State Performance Levels Summary	MAAlt1011PerfSummaryLayout.xls	MAAlt1011PerfSummary	Excel
State Participation Summary	MAAlt1011PartSummaryLayout.xls	MAAlt1011PartSummary	Excel
Comments Summary	N/A	CommentSummary	Excel
General Portfolio Comments Summary	N/A	GPCommentSummary	Excel

VI. Lookup Tables

A. Required Content Areas/Strands by Grade

Grade	Content Area	Number of Strands Required	Strands Required

3	ELA	2	General Standard 4 & General Standard 8
3	Math	2	Number Sense & Patterns, Relations and Algebra
4	ELA	3	General Standard 4, General Standard 8, Composition
4	Math	2	Number Sense & Data, Statistics and Probability
5	ELA	2	General Standard 4 & General Standard 8
5	Math	2	Number Sense & Measurement
5	Sci	3	Choice of 3
6	ELA	2	General Standard 4 & General Standard 8
6	Math	2	Number Sense & Patterns, Relations and Algebra
7	ELA	3	General Standard 4, General Standard 8, Composition
7	Math	2	Number Sense & Data, Statistics and Probability
8	ELA	2	General Standard 4 & General Standard 8
8	Math	2	Number Sense & Geometry
8	Sci	3	Choice of 3
10+	ELA	3	General Standard 4, General Standard 8, Composition
10+	Math	3	Choice of 3
09, 10+	Sci	3	Any three learning standards from one discipline: Biology, Chemistry, Physics, or Technology/Engineering

B. *Strand Performance Level Lookup*

Level of complexity	Demonstration of skills	Independence	Performance Level
2	1	1	1
2	1	2	1
2	1	3	1
2	1	4	1
2	2	1	1
2	2	2	1
2	2	3	1
2	2	4	1
2	3	1	1
2	3	2	1
2	3	3	2
2	3	4	2
2	4	1	1
2	4	2	1
2	4	3	2
2	4	4	2
3	1	1	1
3	1	2	1
3	1	3	1

3	1	4	1
3	2	1	1
3	2	2	1
3	2	3	2
3	2	4	2
3	3	1	1
3	3	2	2
3	3	3	3
3	3	4	3
3	4	1	1
3	4	2	2
3	4	3	3
3	4	4	3
4	1	1	1
4	1	2	1
4	1	3	1
4	1	4	1
4	2	1	1
4	2	2	1
4	2	3	2
4	2	4	2
4	3	1	1
4	3	2	2
4	3	3	3
4	3	4	3
4	4	1	1
4	4	2	2
4	4	3	3
4	4	4	3
5	1	1	1
5	1	2	1
5	1	3	2
5	1	4	2
5	2	1	1
5	2	2	2
5	2	3	3
5	2	4	3
5	3	1	1
5	3	2	2
5	3	3	3
5	3	4	4
5	4	1	1
5	4	2	2
5	4	3	3
5	4	4	4

C. Content Area Performance Level Lookup

Strand Performance Levels	Content Performance Level	Description
1	8	Awareness
2	9	Emerging
3	10	Progressing
4	11	Needs Improvement
5	12	Proficient
6	13	Advanced
na	7	Incomplete

D. Composite Level Of Complexity Lookups

**Composite Level of Complexity Look up for a 3 strand Portfolio**

At or Near Grade Level Bubble	Strand 1: Level of Complexity Score	Strand 2: Level of Complexity Score	Strand 3: Level of Complexity Score	Composite Level of Complexity
0	2, or 1	2, or 1	2, or 1	ACC
0	3, 2, or 1	3, 2, or 1	3	EP
1	3, 2, or 1	3, 2, or 1	3, 2, or 1	GL
0,1	3, 2, or 1	3, 2, or 1	4, or 5	GL
0,1	3, 2, or 1	4	4	GL
0,1	3, 2, or 1	4	5	GL
0,1	3, 2, or 1	5	5	GL
0,1	4	4	4	GL
0,1	4	4	5	GL
0,1	4	5	5	GL
0,1	5	5	5	GL

**Composite Level of Complexity Look up for a 2 strand Portfolio**

At or Near Grade Level Bubble	Strand 1: Level of Complexity Score	Strand 2: Level of Complexity Score	Composite Level of Complexity
0	2, or 1	2, or 1	ACC
0	3, 2, or 1	3	EP
1	3, 2, or 1	3	GL
0,1	3, 2, or 1	4	GL

0,1	3, 2, or 1	5	GL
0,1	4	4	GL
0,1	4	5	GL
0,1	5	5	GL

**Composite Level of Complexity Look up for a 1 strand Portfolio**

At or Near Grade Level Bubble	Strand 1: Level of Complexity Score	Composite Level of Complexity
0	2, or 1	ACC
0	3	EP
1	3	GL
0,1	4, or 5	GL

<b>Key:</b>
ACC = Access Skill
EP=Entry Point
GL = Grade Level Achievement Standards

**VII. Addenda**

- A. A separate re-tester MegaFile will not be produced. Retesters will be included in the MegaFile. If a student's grade is 11 or higher and has a Participation status of 'A' set [subject]teststat='TR'.
- B. First Year LEP

Reporting will be done using the current rules. First year LEP will be taken into account in the Alt mega file,

If the student is First Year LEP (LEPFirst=1 as marked on scannable),

- 1) Set [subject]teststat to "NTL" regardless of subject
- 2) If the subject participation status is "Tested: Alternate Assessment", then
  - a. [subject]perflev variable will be the earned achievement level.
  - b. [subject]assess will be 1
  - c. [subject]perf2 will be blank
  - d. [subject]cpi will be blank
  - e. [subject]numin will be 0
- 3) If the participation status is NOT "Tested: Alternate Assessment", then
  - a. [subject]perflev variable will be set to 'LEP'.
  - b. [subject]assess
    - i. If the subject is ELA [e] and MEPA\_Part=1 then [subject]assess will be 1
    - ii. If the subject is Math or Science [m,s], then [subject]assess will be 1
  - c. [subject]perf2 will be blank

- d. [subject]cpi will be blank
- e. [subject]numin will be 0

C. Comment Codes

1. "P" will not be set by data processing or data analysis as a comment code
2. Data Processing will set comment code 29 when there is more than one scorer
3. If a student did not receive a performance level of incomplete and the student has less than 4 general portfolio comment codes, then
  - Data Analysis will add comment code 27 as a general portfolio comment. If the student still has less than 4 general portfolio comment codes, Data Analysis will add 28 as a general portfolio comment.

- D. For preliminary reporting set the [subject]assess flags in the mega file to one for all students with [subject]teststat of 'T' or 'NTL'.