APPENDIX T

ANALYSIS AND REPORTING DECISION RULES

– MCAS-ALT

Analysis and Reporting Requirements
Massachusetts Comprehensive Assessment System (MCAS)
Alternate Assessment
Spring 2016
This document details requirements for analysis and reporting. The final student level data 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 said sign-off, ESE sign-off will be obtained for each such rule.

Table of Contents:

I. Contract Overview

A. New For 2016

i. Writing is now a required strand at grades 03, 05, 06 and 08. The addition of the writing strand increases the number of required strands to 3.

ii. Grades 03-08 ela students not testing at or near grade level will take strands: Language, Reading and Writing

iii. Grades 03-08 ela students testing at or near grade level will take strands: Reading, Reading II and Writing

iv. Lepfirst is no longer collected on the scannable, it now is provided in SIMS.

- Measured Progress will not perform any audits on Lepfirst, YrsInmass, YrsInmass_num

v. Portfolio Feedback Form: A superscript "dagger" (†) will appear when the Achievement level = 'Absent'. The associated footnote on the 2nd page.

B. Test Administration(s) Adminid=5

Subject	Required Grades	Permissible Grades	Test Type
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

C. General Information

i. Client and internal deliverables for this contract are listed. Specifications for each deliverable are detailed in the Deliverable Specifications section provided.

Details Section	Deliverable	Type	Delivery	Administration		
				June	Prelim	Post-Discrepancy
	Student data Files	.xls	To PM	✓		✓
	Alt Mega File	.dat	To PM	✓		
	Comments Summary	.xls	To PM			✓

Details Section	Deliverable	Type	Delivery	Administration		
				June	Prelim	Post-Discrepancy
	General Portfolio Comments Summary	.xls	To PM			✓
	State Performance Level Summary	.xls	To PM		✓	✓
	State Participation Summary	.xls	To PM			✓
	Teacher Survey (Not done for 2016)	.xls	To PM		✓	
	Participation by Disability	.xls	To PM			✓
	Portfolio Feedback Form(school level pdf)	.pdf	FTP for State	✓		
	Portfolio Feedback Form(by student pdf)	.pdf	Shipped with Portfolio	✓		
	Parent/Guardian Report (school and district copy)	.pdf	Shipped to District			✓

II. Internal Data Sources

A. Scoring

i. If score 1 does not match score 2 for any dimension, there must be a 3rd score for that dimension.

ii. If there is a 3rd score for a dimension, that score is the score of record. Otherwise, the 1st score is the score of record.

iii. If scorer 3 bubbles Strand not Submitted, the strand will be considered not submitted and no scores will be reported.

iv. If Demonstration of Skills or Independence has a score of 'M' then both Demonstration of Skills and Independence must have a score of 'M'.

v. A score of 'M' for scorer 1 and/or 2 will always have a 3rd score.

vi. A score of '1' for Level of Complexity from scorer 1 and/or 2 will always have a 3rd score.

vii. If Level of Complexity has a score of 1 then all other scores for that strand must be blank.

viii. 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.

ix. A score of 'M' for Demonstration of Skill and Independence counts as a 1 for analysis.

x. 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.

xi. Bubbled comments that do not have text associated with them will be suppressed.

xii. 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.

xiii. In grades 03-08 the content strands that a student is exposed to in math differs by grade. The strand turned in is determined by the strand number. For grade 05 there are six available strands. For all other grades there are five.

xiv. For High School sciences DP sets the SciTry variable to indicate which science test was submitted for the current year. SciTry is calculated by reconciling the subject indicated by scorer 1 with scorer 3.

- '1' = Biology
- '2' = Chemistry
- '3' = Physics
- '4' = Technology/Engineering
- For grades 10+ where science was not submitted, default sciTry to 1.
- SciTry is blank for grades 03-08.
- DA calculates the final reporting SciTry value as rptScitry.

B. Data Processing (DP)

i. **Amend Flag**

- The Amend flag for each content area is set by DP based on test booklet reconciliation and the ESE Breach List on an individual student basis. The default Amend flag value for all students is '0'.
- See the Amend Flag Lookup (Measured Progress Document) for valid Amend Flag values and their impact on reporting.

III. External Data Sources

A. Breach List

i. Students who are considered a security breach are provided by the ESE in the Breach List. These students are identified as Security Breach: Cheating and instructions for processing and reporting the tests on an individual case basis are provided.

ii. Data Analysis adds necessary Amend flag values (> '1') and instructions to the Amend Flag Lookup for each distinct scenario on the Breach List.

iii. Data Processing applies any necessary changes to the student record based on the ESE instructions, and applies the corresponding Amend Flag value from the lookup to the student for Data Analysis processing.

B. SIMS

   i. Student demographic data is provided by the ESE for reporting use. Please see the Data Processing specifications for internal validations and requirements of the data.

   ii. ***Summarize***

- Summarize is populated in SIMS as either '1' or '0' or blank:

   a. Summarize = '1' indicates that the student is expected to test in the subjects specified for their grade and should be included in aggregations (where applicable). Their results are included in accountability determinations.

- Students in Grades 03-08 are all expected to test.
- Students in Grade 10 (or students skipping grade 10 who have not yet been tested) are expected to test in Math and ELA, and are expected to test or to have prior scores for Science. They will have Summarize = '1'.

   b. Summarize = blank in SIMS is only applicable to students from the student directory that do not link to SIMS.

   c. Summarize = '0' indicates that the student is not expected or required to test at this time for accountability. These students are excluded from aggregations (except for grade 09 specific aggregations). Their results are not counted towards accountability determinations. This includes, but is not limited to: student grade 09 students, students that are retesting to meet graduation requirements in a subject they previously failed or missed, students that are retesting to increase their scores for scholarship purposes, or students that are new to Massachusetts.

- See the Data Reconciliation section IV.A for Data Processing rules for determining the final Summarize source or default value in the views for DA based on Test Grade and SIMS data.

   iii. ***Banked Prior Achievement Level***

- Only applicable for Science. All references are specific to science; in the event that these determinations are needed for Math or ELA, the corresponding Math and ELA specific fields would be used.

- High_sPerf in SIMS contains the prior high achievement level to be considered during participation status assignment. ELA and Math fields are High_ePerf and High_mPerf respectively, and are expected to be blank for 2013-2014 for HS students with Summarize = '1'.

- SciNTL='1' indicates a student has previously participated in Science as a first-year LEP student. These students are considered to have prior results in Science during the participation status assignment hierarchy. Corresponding fields for Math and ELA do not exist currently in SIMS.

- All other fields with historical score or performance information, including the CD fields, are ignored during the participation status determination for students.

- Data are stored in DPRaw for DA in [sub]PerfLevelHigh (for all subjects) and [sub]NTL fields (for Science).

   iv. ***SciNTL***

- If SciNTL = '1' a student is considered to have previously tested in science as a first-year LEP student and was reported with a sTestStat = 'NTL'.

C. Grade Span Lookup

- The ESE provides a grade span lookup for all public official schools. These are joined to student data based on sprp_sch in tblStudemo.

- Measured Progress will provide the ESE with a list of any public schools that have student's assigned to them that are not included in the lookup, resulting in blank grade span data based on the Preliminary data release.

- All public schools must have a grade span for final post-discrepancy reporting. For earlier releases grade spans may be blank for schools missing from the lookup.

D. Discrepancy Site

i. Data from preliminary reporting is posted to the discrepancy site for clean up by the field and the department.

ii. See the Discrepancy Site Requirements for more details on which fields are available for editing at each user level.

iii. Data Processing re-processes data post-discrepancy to incorporate the updated information and discrepancy resolutions from the ESE for DA for final reporting.

iv. During final processing all information from the discrepancy site is considered final and is maintained, however, changes to certain fields require additional data audits and/or recalculation of student participation status to ensure consistency. See the Data Reconciliation section for these details.

E. Alternate Assessment Override

i. Based on preliminary results from the Alt and Standard Results data file, the ESE may identify any students whose Standard Assessment results should be reported instead of their Alternate Assessment results during final reporting (subject specific).

ii. The ESE will provide this list to Data Processing with the discrepancy resolutions.

iii. DP will set the amend flag to appropriately identify these students for DA.

IV. Data Reconciliation
The following cleanup will be performed on student level data prior to analysis once demographic data and reconciled test information are compiled to ensure consistency. Calculations are performed in the order listed below, and audited values are used in each subsequent check and for all analysis and reporting, as applicable:

A. *Summarize* (performed by DP)

i. If test grade is in 03-08, summarize is defaulted to '1' for all students, regardless of SIMS value.

ii. If test grade is '09' summarize is defaulted to '0' for all students, regardless of SIMS value.

iii. If test grade is '10':

- If student grade is ≤ '09':
  a. If the student submitted both Math and ELA (Alt or Standard), then summarize = '1'.
  b. Otherwise, summarize = '0'.
- If student grade = '10','11','12', or 'SP' then summarize is taken from SIMS. If summarize is missing, or if student grade is missing, it is defaulted to '0'.

iv. The same rules are applied post-discrepancy, except summarize is taken from the updated Discrepancy data in place of SIMS. If summarize is updated during discrepancy reporting the participation status is set to blank to be reassigned.

B. LEPFirst/ YrsInmass/ YrsInmass_num

i. Lepfirst is provided in SIMS and is not audited by Measured Progress

ii. YrsInmass and YrsinMass_num are not audited by Measured Progress

C. LEP

i. If LEPFirst = '1' then update existing LEP to '1'.

D. LEPFLEP

i. If LEPFirst = '1' or LEP = '1' or LEPFormer (DA Use: "flep_off" in dpraw) = '1' then update existing LEPFLEP to '1'.

E. Official School and Official District Code

i. **Terminology:**

- Discode = MP Testing Discode from DPRaw (See DP Specifications)
- SchCode = MP Testing SchCode from DPRaw (See DP Specifications)
- SendDiscode = Sending District from SIMS
- SimsDisCode = Official Discode from SIMS
- SimsSchCode = Official SchCode from SIMS
- Exceptions List = "Assigning sprp_dis and sprp_sch: Exceptions List" (Appendix A*)*

ii. **Official District (sprp_dis)**

- If the student's testing discode begins with a 6, 7, 8, or 9 and the testing school (discode+schcode) is not listed on the Exceptions List then the official district is the sending district from SIMS (senddiscode) it is exists, concatenated with four zeroes at the end. If senddiscode is blank the official district is set to '99999999'.
- If the student's testing discode is on the Exceptions List (System) then the official district is the sprp_dis from the Exceptions List. If the sprp_dis is blank in the exception list, then the official district is set to the SimsDisCode concatenated with four zeroes.
- Otherwise the official district is the testing district (discode) code concatenated with four zeroes at the end.

iii. **Official School (sprp_sch)**

- If the student's testing district code begins with a 6 or 7 and testing school (discode+schcode) is not listed on the Exceptions List then the official school is the official school code from SIMS (simsDiscode + SimsSchcode). If the simsDiscode and simsSchcode are blank the official school is set to the testing school code (discode+schcode).

- If a student is from a collaborative school (testing district code begins with '95') then the official school is = 05XX0000 where XX is the 3rd and 4th digit of the testing district code

- If the student's testing school (discode+schcode) is on the Exceptions List (System+School) then the official school is the sprp_sch from the Exceptions List. . If the sprp_sch is blank in the exception list, then the official school is the official school code from SIMS (simsDiscode + SimsSchcode).

- Otherwise the official school is the testing school (discode+schcode).

F. YrsInSch and YrsInDis

i. If sprp_sch or testing school (discode+schcode) = the official SIMS school code from June SIMS (simsDiscode + simsSchcode) then use YrsInSch value from SIMS. Otherwise set YrsInSch = '1'.

ii. If sprp_dis = SendDiscode+0000 from June SIMS then use the YrsInDis value from SIMS. Otherwise set YrsInDis = '1'.

G. Oct_Enrol *(enrolled in same location since Oct)*

i. If sprp_sch or testing school (discode+schcode) = SIMS school code from June SIMS (simsDiscode+simsSchcode) then OctEnr = Oct_off from SIMS. Otherwise set Oct_Enr = '0'.

H. Con_Enrol *(continuously enrolled for 2 years)*

i. Only populated for students in the grade 10 view, otherwise blank.

ii. If sprp_sch or testing school (discode+schcode) = the official SIMS school code from June SIMS (simsDiscode + simsSchcode) then use con_enr_sch value from SIMS. Otherwise set con_enr_sch = blank.

iii. If sprp_dis = SendDiscode+0000 from June SIMS then use the con_enr_dis value from SIMS. Otherwise set con_enr_dis = blank.

iv. ConEnr_sta is taken from SIMS.

V. Student Participation and Reporting Status

A. Basic Definitions

i. *Test Attemptedness (by subject)*

- A strand was submitted if there is at least one scoring dimension with a valid score

- Attempt: A student participated if at least one required strand was submitted

- Did not attempt: Students did not submit any required strands.

ii. ***Not Tested Indicators*** *(by subject)*

The following Not Tested reasons may be bubbled on the student's answer booklet.

- Tested Standard MCAS
- Medically Excused Absent (MED)

iii. ***Transfer***

- If Active_Test ≠ '1' and at least one required strand is missing the student is considered a transfer student.

iv. ***Void***

- Students whose only answer booklet has been voided (Void = '1') are considered "Void".

v. ***Prior Results*** *(by subject)*
Prior results currently only apply to HS Science. All references to High_sPerf and SciNTL should be considered subject specific in the event that ELA and Math are updated to allow for prior result determinations.

- **No Prior Results**
  Students with a blank High_*x*Perf and sciNTL ≠ '1' from SIMS are considered to not have prior results.

- **Previously Passed**
  Students with a High_*x*Perf from SIMS in ('A', 'P', 'NI', 'A_A','P_A', or 'NIA') are considered to have previously passed the subject.

- **Previously Failed**
  Students with a High_*x*Perf from SIMS in ('F', 'PRG', 'EMG', 'AWR', and 'INP') are considered to have previously failed the subject.

- **Previously First Year LEP**
  a. Students with SciNTL = '1' from SIMS are considered to have previously tested in science as a First Year LEP student and were reported as TestStat = 'NTL'.
    - Applies to Science only, corresponding variables for ELA and Math do not currently exist in SIMS.
    - If High_sPerf is not a Previously Passed status and SciNTL = '1', the student is considered Previously Failed.

B. Participation Status Assignment Hierarchy (by subject):

i. Breach List (Amend Flag > '1:' continue through assignment, breach instructions will trump all reporting instructions)

ii. Summarize = '1' or Grade='09' <u>without</u> prior results:

- If the student **meets attemptedness** Tested *(PartStatus='A).*

- If the student did not attempt:
  a. If subject = 'ELA' and First Year LEP then: **Not Tested, LEP** *(PartStatus='F')*
  b. Otherwise if MED then: **Not Tested Medically Excused** *(PartStatus='G')*

<ol type="a" start="3">
Otherwise if Tested Standard MCAS is indicated then : **Tested MCAS Standard Assessment** (PartStatus='Z')
Otherwise: **Not Tested Absent** *(PartStatus='E')*

<ol type="i" start="3">
If (Summarize='1' or Grade='09') and Previously Failed:

If the student *meets attemptedness* then: **Tested Accountable Retest** (PartStatus='C').
If the student *partially attempted* or *did not attempt* then: **Not Tested Accountable Retest** (PartStatus='L').

If (Summarize='1' or Grade='09') and <u>Previously Passed</u>: **Previously Passed** (PartStatus='K')
Summarize = '0' and grade≠'09' (regardless of any prior test results):

If the student meets attemptedness: **Not Accountable Retester** *(PartStatus='W').*
If the student did not attempt: **Not Tested Not Accountable** (P*artStatus='J').*

C. Participation Status Summary

<ol type="i">
Note there are some participation statuses in the chart that are not in the hierarchy above. These are not achievable in the alt and will only come out of the discrepancy site.

Summarize	Prior Results	Description	Part Status	Test Stat*	Discrepancy Site Code	Discrepancy Site Text
n/a	n/a	Breach		*Breach Instructions are applied at the student level regardless of participation status and are identified by Amend > '1'*		
		Void *(Preliminary Only)*	H	NTO	VAB	Void Answer Booklet
		Multiple Answer Documents (Security Breach)				
		Preliminary	I	NTO	DUP	Multiple Answer Booklets
		Final	N	NTO	*n/a*	*n/a*
		Invalidated (Only assigned via Breach List)	N	NTO	INV	Invalidated
1 (or Grade=09)	n/a	Tested Accountable Alternate Assessment	A	T*	ALT	Tested Alternate Assessment
		Tested	Z	T*	STD	Tested Standard
		Not Tested (/Partially Tested) – LEP *(ELA Only)*	F	NTL	LEP	Not Tested First Year LEP
		Not Tested (/Partially Tested) - Transfer	D	NTO	TRN	Transferred
		Not Tested (/Partially Tested) – Medically Excused Absent	G	NTM	MED	Medically Excused
		Not Tested (/Partially Tested) -	E	NTA	ABS	Absent

		Absent				
	Prev. Failed	Tested Alternate Assessment Accountable Retest	C	TR*	ALR	Retested Alternate Assessment
	Prev. Failed	Tested Accountable Retest	Y	TR*	RET	Retested
	Prev. Failed	Previously Failed (Not Tested /Partially Tested Accountable Retest)	L	NTO*	PRF	Previously Failed
	Prev. Passed	Ineligible Accountable Retest – Previously Passed & Retested *(Preliminary Only- final see K)*	P	NTO*	PPR	Previously Passed & Retested
	Prev. Passed	Previously Passed	K	NTO*	PAS	Previously Passed
0	*Any*	Tested Not Accountable Alternate Assessment (Retest)	W	TR*	ALN	Retested Alternate Assessment Not Aggregated
		Tested Not Accountable (Retest)	R	TR*	REN	Retested Not Aggregated
		Partially Tested Not Accountable (Retest)	B	NTO*	INC	Incomplete
		Not Tested Not Accountable (Retest)	J	NTO*	DNT	Did Not Test

* Student results achieved while First-year LEP, or students currently First-year LEP (see rptLEPFirst calculation) are reported with TestStat = "NTL" in place of listed TestStat (all subjects). See Calculations by Participation Status Summary Table for more details.

D. Post-Discrepancy Assignment

i. DA only "recalculates" participation statuses for students with a blank participation status during post-discrepancy processing. All other participation statuses are <u>maintained</u> as they are provided from the discrepancy data.

ii. DP will reset participation statuses to blank prior to final processing for the following discrepancy events so DA will recalculate a new status:

- Student test grade is changed.
- Summarize is changed (not applicable in unchanged grades 03-08, 09).
- First year LEP status is changed.
- Answer document is still void (entire book is suppressed).
- Answer document(s) are added or removed for a student.
- Prior results (high_xPerf, sciNTL) are changed for a student.

VI. Calculations

i. Calculation Summary by Participation Status (by subject)

Summarize	Prior Results	Description	Part Stat	rptLEP[sub][1]	Test Stat	Current Year Reporting Results ('---' indicates data are blank)				Aggregation/Accountability Results			
						Raw Scores	Item Scores	rScaled Score	Achievement Level (rPerfLevel, mfPerfLev)	mfScaledScore	Achievement Level (mfPerf2)	CPI / Numin	Assess[2]
		Breach	Breach Instructions are applied at the student level regardless of participation status and are identified by Amend > '1'										
		Void (Preliminary Only)	H	any	NTO	earned	earned	---	VAB	---	---	---	0[3]
		Multiple Answer Documents (Security Breach) :											
		Preliminary	I	any	NTO	earned	earned	---	DUP	---	---	---	---
		Final	N	any	NTO	---	---	---	INV	---	---	---	---
1 (or Grade=09*)		Tested Alternate Assessment	A	0	T	---	---	---	earned (Alt)	---	earned (Alt)	✓	1
				1	NTL					---	---	---	1
		Tested	Z	0	T	earned	earned	earned	earned	earned	earned	✓	1
				1	NTL			Pass: earned Else: ---	Pass: earned Else: LEP	Pass: earned Else: ---	---	---	1
		Not Tested /Partially Tested – LEP (ELA Only)	F	1	NTL	earned		HS Pass: earned Else: ---	HS Pass: earned Else: LEP	HS Pass: earned Else: ---	---	---	1

Summarize	Prior Results	Description	Part Stat	rptLEP[sub] [1]	Test Stat	Current Year Reporting Results ('---' indicates data are blank)				Aggregation/Accountability Results			
						Raw Scores	Item Scores	rScaled Score	Achievement Level (*rPerfLevel, mfPerfLev*)	mfScaledScore	Achievement Level (*mfPerf2*)	CPI / Numin	Assess [2]
		Not Tested /Partially Tested - Transfer	D	0 (M/S 1)	NTO				*HS Pass:* earned *Else*: TRN		---	---	---
		Not Tested /Partially Tested – Medically Excused Absent	G	0 (M/S 1)	NTM				*HS Pass:* earned *Else*: MED		---	---	0
		Not Tested /Partially Tested - Absent	E	0 (M/S 1)	NTA				*HS Pass:* earned *Else*: ABS		---	---	0
	F	Tested Alternate Assessment Accountable Retest	C	0	TR	---	---	---	earned (Alt)	---	highest (Alt)	✓	1
				1	NTL					---	---	---	1
	F	Tested Accountable Retest	Y	0	TR	earned	earned	earned	earned	highest	highest	✓	1
				1	NTL			*Pass:* earned *Else:* ---	*Pass:* earned *Else*: LEP	*Pass:* highest *Else:* ---	---	---	1
	F	Previously Failed (Not Tested /Partially Tested Accountable Retest)	L	0	NTO	*Pass:* earned *Else:* ---	*Pass:* earned *Else:* ---	*Pass:* earned *Else:* ---	*Pass:* earned *Else:* PRF	highest	highest	✓	1
				1	NTL				*Pass:* earned *Else:* LEP	*Pass:* highest *Else:* ---	---	---	1
	P	Ineligible Accountable Retest – Previously Passed & Retested *(Preliminary Only)*	P	0	NTO	earned	earned	---	INE	prior	prior	✓	1
				1	NTL					prior	---	---	1
	P	Previously Passed	K	0	NTO	---	---	---	PAS	prior	prior	✓	1
				1	NTL					prior	---	---	1
0		Tested Not Accountable Alternate Assessment (Retest)	W	0	TR	---	---	---	earned (Alt)	---	---	---	---
				1	NTL								
		Tested Not Accountable (Retest)	R	0	TR	earned	earned	earned	earned	earned	---	---	---
				1	NTL			*Pass:* earned *Else:* ---	*Pass*: earned *Else:* LEP	*Pass:* earned *Else:* ---			

Summarize	Prior Results	Description	Part Stat	rptLEP[sub] [1]	Test Stat	Current Year Reporting Results ('---' indicates data are blank)				Aggregation/Accountability Results			
						Raw Scores	Item Scores	rScaled Score	Achievement Level (*rPerfLevel, mfPerfLev*)	mfScaledScore	Achievement Level (*mfPerf2*)	CPI / Numin	Assess [2]
		Partially Tested Not Accountable (Retest)	**B**	*any*	NTO	earned	earned	*Pass:* earned *Else:* ---	*Pass:* earned *Else:* INC	*Pass:* earned *Else:* ---	---	---	---
		Not Tested Not Accountable (Retest)	**J**	*any*	NTO	---	---	---	DNT	---	---	---	---

[1] rptLEP is LEPFirst for all grades/subjects/participation statuses that do not have prior results. It is a calculated combination of LEPFirst and prior LEP First status for Accountable partstatuses with prior results. See calculations section for details.
[2] Assess exceptions for ELA: there is an additional condition of participation on the Access test. See calculation specifics for details.
[3] If Summarize = 1 then Assess = 0. If Summarize = 0 then Assess is blank.

*Grade = 09 students are assigned participation statuses as if Summarize = '1'. Perf2, CPI, Numin, and Assess are populated for calculations but set to blank in the Megafile deliverable.
Note: "(M/S 1)" indicates that rptLEP[sub] may also be '1' in Math and Science for the listed participation statuses.

A. Student Level Calculations

i. StudentID (tblStudemo)

- StudentID = rptStudentID from DPRaw.
- If StudentID begins with '8' it will be set to blank.

ii. Grade Span (tblStudemo)

- Calculated using a lookup file provided by the ESE.

iii. Reporting First Year LEP Status (rptLEP[sub]) (tblStudemo)

- RptLEP is determined for each subject based on current year partstatus, test attemptedness, First Year LEP status, and Prior First Year LEP Status (where applicable) in order to determine if a student's results should be considered achieved while under First-Year LEP status or as currently First-year LEP. This takes into consideration the prior status of the student when prior results are eligible for accountability.
- For all participation statuses that are considered Not Accountable rptLEP[sub] = LEPFirst.
- Otherwise if the student is considered Accountable then:
  - a. If the student has prior results:
    - If the student meets attemptedness this year then: rptLEP[sub] = LEPFirst.
    - If the student does not attempt this year then:

1. rptLEP*[sub]* = '1' if either LEPFirst = '1' or SciNTL = '1'.
2. Otherwise rptLEP*[sub]* = '0'.

   b. If the student does not have prior results then rptLEP*[sub]* = LEPFirst..

iv. **SpecialEd** (tblStudemo)

- If a student is considered Tested or Retested Alternate Assessment (accountable or not accountable) in any subject, then Sped_off = '1'. Otherwise it is '0'.

v. ***ParentLetter (tblStudemo)***

- The Parent Letter flag is set to '0' to indicate that the student should not receive a Parent/Guardian Report or Student Results Label in the following cases:

   a. If a student is classified as not tested or breach in each required subject then ParentLetter = '0'.

- Class Pack Identifiers (Measured Progress) for printing the Parent version of the Parent/Guardian Report are produced for all students with ParentLetter = '1'.

vi. ***General Portfolio Comments (tblStuDemo)***

- Scorers have the option of leaving comments for individual strands as well as for the portfolio as a whole.

- Comments will be sorted numerically (6-52) and then alphabetically (A-Z).

- Only the first 4 general portfolio comments will be kept and reported on the portfolio feedback form.

- If a student did not receive a performance level of incomplete and the student has less than 4 general portfolio comment codes, then

   a. Data Analysis will add comment code 50 as a general portfolio comment. If the student still has less than 4 general portfolio comment codes, Data Analysis will add 51 as a general portfolio comment.

vii. ***Strand Specific Comments (tblStuScore)***

- Scorers have the option of leaving comments for individual strands as well as for the portfolio as a whole.

- Comments will be sorted numerically (6-52) and then alphabetically (A-Z).

- Data Analysis will set comment code 52 automatically when the Level of Complexity score is '1'.

- Only first 2 strand specific comments will be kept and reported on the portfolio feedback form.

- 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.

- 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.' (This is handled at scoring not programmatically)

- If the performance level for a particular subject is Student took the Standard MCAS then suppress all strand specific comments for that subject.
- For grades 11, 12, and 12+ suppress the comment "Strand required but not submitted" for all strands.
- "P" will not be set by data processing or data analysis as a comment code

viii. *Performance Level (tblStuPL)*

- A content area has a performance level of Incomplete when one of the following occurs:
  a. When not all of the required strands are submitted for a content area, the content performance level is Incomplete.
  b. If Demonstration of Skills and Independence = M:
    - For contents requiring 3 strands, if there are 2 strands or more M's in either Independence or Demonstration of Skills, the content performance level is Incomplete.
    - For contents requiring 2 strands, if there is 1 strand 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.
  a. 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.
  b. 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.
  c. 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.
  d. 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 before assigning the final performance level.
- Needs Improvement:
  a. Grades 03-08 only
    - 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.

- 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.

b. Competency: Grades 09-12+ only
- 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:
  1. For ELA, a student must complete the 3 required strands and earn a performance level of 4 for each of the strands.
  2. For Mathematics, complete all 5 strands and earn a performance level of 4 for each of the strands.
  3. For Science, a student must complete all 4 strands in one discipline and earn a performance level of 4 for each of the strands.
- 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.
- 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.
- 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.
- For 14-15, Math students will be tested against the 13-14 math strands.

ix. ***Aggregation/Accountability Results*** *(tblStuPL)*
Aggregation and Accountability Results combine prior and current results, where applicable.

- **Perf2** *(MP aggregate calculations)*
  a. Populated with the achievement level for aggregate calculations and the megafile.
  b. Perf2 is blank for all students with rptLep[sub] = '1'.
  c. Perf2 = rPerfLevel for Tested Alternate Assessment that are not first-year LEP (PartStatus = 'A' and rptLEP = '0'). It is translated to standard assessment achievement levels (1-4).
  d. Perf2 = the highest achievement level between PerfLevel and [sub]PerfLevelHigh for Accountable Retest Alternate Assessment students that are not first-year LEP (PartStatus = 'C' and rptLEP = '0'). It is translated to standard assessment achievement levels (1-4).
  e. Otherwise, Perf2 is calculated in general MCAS.

x. ***NumIn*** (***tblStuPL*** for Megafile)

- The subject specific numin field is set to '1' if the student is assigned CPI Points for the subject. Otherwise it is '0'. Fields are prefixed with *e/m/s* in the megafile.

- See the calculations by participation status summary for a list of statuses that receive CPI points and numin = '1'.

xi. ***Assess*** (***tblStuPL*** for Megafile):

- Blank since alt mega file is only produced in June

xii. ***Composite Level of Complexity (tblStuPL)***

- 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, which is based on the number of strands.

- Students attempting Needs Improvement Grade 03-08

  a. When a two strand portfolio contains the required strands plus at least one additional strand apply the rules for a three strand portfolio.

  b. If there is more than one additional strand submitted use the strand with the higher complexity score to compute the CLC.

- Incomplete Portfolios

  a. For portfolios with not all required strands submitted, only the required strands that were submitted will be used to compute the CLC.

  b. When a three strand portfolio has a strand missing, apply the rules for a two strand portfolio.

  c. When a two or three strand portfolio has only one of the required strands, apply the rules for a one strand portfolio.

xiii. ***Competency: Updating ELA_CD, Mat_CD, and Sci_CD (tblStuPL)***

- These variables represent whether or not a student has met the testing graduation requirement for the subject, combining prior CD information from SIMS with the current test results.
- The updated CD fields begin with the prior CD value from SIMS (studemo SIMS_*[sub]*CD) for all students, regardless of participation status on this year's test. The prior value may be blank for students that have not previously tested in a subject.

- The CD Status from SIMS is then updated using the current test results if and only if it <u>increases</u>, otherwise the prior value is retained:

- For Math and ELA:

  a. If rPerflevel ='11' then CD = '1'.

  b. Otherwise if rPerflevel in('12','13') then CD = '2'.

  c. Otherwise CD is '0'.

- For Science:

  a. If rPerflevel in('11','12','13') then CD = '1'.

  b. Otherwise CD is '0'.

xiv. ***Composite Performance Index Points (daStuCPI)***

- The ESE provides Measured Progress with the number for students tested in MCAS and MCAS-Alt. These counts are provided at the subject level (i.e. ela, mat and sci). DA use: These counts are stored in tblstuCPILookup.
- CPI Points are assigned based on results used for Aggregations and Accountability.
- Students with Test Status='T' or (PartStatus="C" and rptLEP=0) will receive CPI points.
- Otherwise CPI points will not be assigned.
- Breach cases will not receive CPI points.
- Assign cpi points for students with Test Status="T" as follows
    a. Assign cpi points based on performance level as follows for performance levels other than PRG
        - CPI=100 for PerfLevel=A_A or P_A.
        - CPI=75 for PerfLevel=EMG or NIA.
        - CPI=50 for PerfLevel=AWR
        - CPI=25 for PerfLevel=INP.
    b. Assign cpi points based on performance level as follows for PRG
        - Step 1:
            1. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=04.
            2. CPI=75 for PerfLevel= PRG and NatureofDis not equal to 01, 09, 10, 11, or 13 or LevelOfNeed not equal to 04
        - 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:
            1. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=03 or 04.
            2. CPI=75 for PerfLevel= PRG and NatureofDis not equal to 01, 09, 10, 11, or 13 or LevelOfNeed not equal to 03 or 04
        - 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:
            1. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=01, 02, 03, or 04.
            2. 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.
        - 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:
            1. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=03 or 04.
            2. Also CPI=100 for PerfLevel=PRG and NatureofDis=01 and LevelOfNeed=01 or 02.

3. CPI=75 for PerfLevel= PRG and NatureOfDis and LevelOfNeed do not satisfy I or II.

- 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:
  1. CPI=100 for PerfLevel=PRG and NatureofDis=01, 09, 10, 11, or 13 and LevelOfNeed=04.
  2. Also CPI=100 for PerfLevel=PRG and NatureofDis=01 and LevelOfNeed=03.
  3. CPI=75 for PerfLevel= PRG and NatureOfDis and LevelOfNeed do not satisfy I or II.
- 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.
- 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.

- Assign student's with (PartStatus="C" and rptLEP=0) CPI points as follows
  - CPI points will be based on either current year Alternate assessment Achievement level or Prior year test results which may be from the Alternate Assessment or MCAS. The results from the assessment that produces the highest CPI points will be used.
    1. Calculate the current year CPI points using the Alternate Assessment translation below on the tblstuPL.rPerfLevel
    2. If ScaledScoreHigh is populated, calculate the prior year CPI points using the MCAS lookup table below. Otherwise, use the Alternate Assessment lookup table on PerfLevelHigh.

Test	ScaledScore Range	CPI Points
Standard MCAS	240-280	100
	230-238	75
	220-228	50
	210-218	25
	200-208	0

Test	Alt Performance Level:	CPI Points
Alternate Assessment (Only when re-	A_A	
	P_A	100
	PRG	

Test	Alt Performance Level:	CPI Points
assigning based on prior-year Alt Results for Accountability)	EMG NIA	75
	AWR	50
	INP	25

xv. **Achievement Level Coding**

- The MCAS Standard Assessment has four possible achievement levels, assigned to students using the raw to scale score lookup provided by psychometrics.

- Alternate Assessment achievement levels are translated to their corresponding standard assessment achievement level prior to computing any aggregate calculations that include alternate assessment achievement level results as shown below:

MCAS Achievement Level	MCAS Description	MCAS Alt Achievement Level	MCAS Alt Description
1	*03-08:* Warning (W) *HS:* Failing (F)	7	Incomplete (INC)
		8	Awareness (AWR)
		9	Emerging (EMG)
		10	Progressing (PRG)
2	Needs Improvement (NI)	11	Needs Improvement (NIA)
3	Proficient (P)	12	Proficient (P_A)
4	Advanced (A)	13	Advanced (A_A)

B. Aggregate Level Calculations

i. **Aggregation Rules**

- These rules are applied to all aggregate calculations. Any additional rules specific to a particular calculation will be listed under the rules for the calculation.

- Tested Students (PartStatus = 'A) are included in aggregations.

C. Lookup Tables

i. Required Strands By Content Area and Grade

Grade	Content Area	Number of Strands Required	Strands Required
3	ELA	3	Language, Reading & Writing*
3	Math	2	Operations and Algebraic Thinking, Measurement and Data
4	ELA	3	Language, Reading & Writing*
4	Math	2	Operations and Algebraic Thinking, Numbers and Operations – Fractions
5	ELA	3	Language, Reading & Writing*
5	Math	2	Number and Operations in Base Ten, Numbers and Operations – Fractions
5	Sci	3	Choice of 3
6	ELA	3	Language, Reading & Writing*
6	Math	2	Ratios and Proportional Relationships, The Number System
7	ELA	3	Language, Reading & Writing*
7	Math	2	Ratios and Proportional Relationships, Geometry
8	ELA	3	Language, Reading & Writing*
8	Math	2	Expressions and Equations, Geometry
8	Sci	3	Choice of 3
10+	ELA	3	Language, Reading, Writing
10+	Math	3	Choice of 3**
09, 10+	Sci	3	Any three learning standards from one discipline: Biology, Chemistry, Physics, or Technology/Engineering

ELA 03-08: Students that test at or near grade level will take strands: Reading, Reading II & Writing.

*** Math 10+: Non-competency students test using the Common Core Standards. The strands titles are: 'Functions', 'Geometry', 'Statistics and Probability', 'Number and Quantity', and 'Algebra'. Competency Students test using the 13-14 strands: 'Number Sense and Operations', 'Patterns, Relations, and Algebra', 'Geometry' , 'Measurement' and 'Data Analysis, Statistics, and Probability'.*

ii. Strand Performance Level

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

iii. **Content Area Performance 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

iv. ***Composite Level of Complexity***

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

Key:
ACC = Access Skill
EP=Entry Point
GL = Grade Level Achievement Standards

I. Student Data Files

A. Student Demographics

B. Student Scores

C. Student Performance Levels

    i. Use Roster code for the Performance Levels

II. MegaFile(s)

A. Generic Details

    i. Megafile deliverables are posted to the FTP site for the state and contain data for all processed students.

    ii. All MegaFile deliverables follow the layout: MCASAlt1516AllStudentFileLayout.xls.

    iii. Fields that are not applicable to particular deliveries are left blank.

    iv. Students with Amend > '1' are reported as Amend = '1'.

    v. Subject specific fields are prefixed by '*x*' such that: m=math, e=ela, s=science.

    vi. *x*Alt = '1' if the student Tested or Retested Alternate Assessment, otherwise blank.

    vii. Sped_Off = tblStudemo.SpecialEd.

    viii. *x*Perflev = tblStuPL.rPerfLevel reformatted to ESE code or achievement level code based on rPerfLevelLookup. ESE Code (See Appendix D).

    ix. *x*Perf2 = tblStuPL.Perf2.

    x. The mcasrowid is a 15 digit number created in the following manner

- 2 digits=year(11)
- 2 digits=grade
- 1 digit=x
    - a. x=1 if at least one strand was submitted for all required content area.
    - b. x=2 if at least one strand was submitted for ELA and no strands were submitted for other required content areas.
    - c. x=3 if at least one strand was submitted for Math and no strands were submitted for other required content areas.
    - d. x=4 if at least one strand was submitted for Science and no strands were submitted for other required content areas.
    - e. 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.
    - f. X=6 if a student did not submit any content areas.

- 10 digits=bookletnumber

III. Summary Files

A. Comments Summary

 i. Contains Counts of each strand specific comment by grade, subject, and strand

 ii. One tab includes all students

 iii. One tab includes student with Performance Level Incomplete

B. General Portfolio Comments Summary

 i. Contains counts of each General Portfolio Comment by grade

 ii. Includes all students

C. State Performance Level Summary

 i. Layout is MCASAlt1516PerfSummaryLayout.xls

 ii. Include counts and percents

 iii. Only include students who earned a performance level

 iv. One tab will contain performance levels aggregated by grade and subject

 v. One tab will contain performance levels aggregated across grades and subjects

 vi. One tab will contain performance level aggregations for grades 09 and 10 by subject.

- Will include the alt students who earned a competency in either 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

 vii. 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.

D. State Participation Summary Files

 i. Layout is MCASAlt1516PartSummaryLayout.xls

 ii. "Assessed Student" = partstatus in ('A','Z') and TestStatus = 'T' based on data in MCAS tblStudemo (therefore NTL or first-year lep students are excluded).

 iii. Retest Students (TestStatust = 'TR' or Alt students in grades, 11, 12, or 13) were excluded from all counts.

 iv. Sort first tab by subject, then grade and the PartByCLC tab by grade then subject.

 v. One tab will contain counts and percents by grade and subject.

vi. Percent is based on number of students assessed in standard MCAS or alt

vii. One tab will contain count and percent of students taking alt across all grade and subjects.

viii. Percent is based on number of students assessed in standard MCAS or alt.

ix. 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.

E. Teacher Survey Summary (Not produced in 2016)

i. This file is created every other year and will not be produced for the 1516 reporting year.

ii. Only include records with a first and last name and at least one response.

iii. Calculate total number of surveys.

iv. Compute counts and percents of responses for each question. Also compute number of non-responses for each question.

v. In addition compute:

- For Question "What do you see as beneficial outcomes from conducting the MCAS-Alternate Assessment?" aggregate responses that indicate some benefit.

- For Question "What assistance did you receive in conducting the 2013 MCAS Alternate Assessment?" calculate how many teachers provided 1 or more response and 2 or more responses.

- For Question "What training did you receive for the 2013 MCAS Alternate Assessment?" calculate the number of teacher who indicated "I learned on my own" and did not provide any other response.

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

F. Participation by Disability

i. Counts of tested students by disability type

IV. Specifications

A. Portfolio Feedback Form

i. The files will be named PortfolioFeedbackForms2016_[DisCode][SchCode].pdf

ii. A grade 09 or higher report lists the science discipline strands instead of the science strands that appear for grades 03-08.

iii. For grades 03-08 math and ela the titles of the strands that were not submitted and not required will not print.

1. Indicated in tblStuScore where RepAction='0'
2. For these cases the strands below will move up to display with all blank rows at the bottom.
3. In grade five where there are six possible strands, if a student turns in all six only the first five will print based on the strand sort order. The strand "Measurement and Data" will not print in this case.

iv. An asterisk (*) is displayed in place of missing strand scores for required strands that were not submitted

v. For grades 11, 12, and 12+ do not display asterisks in any strands.

vi. If the performance level for a particular subject is Student took the Standard MCAS then do not display asterisks in any strands.

vii. Missing scores are left blank for non required strands.

viii. All strands submitted will be reported.

ix. At most 4 general portfolio comments (see section III for description of choosing general portfolio comments).

x. At most 2 strand specific comments (see section III for description of choosing strand specific comments).

B. Parent Report

i. Cover Page Header

1. For student name print Last Name, First Name, MI. in all caps.
2. Print the two digit grade print for grades 03-12 and 12+ will print for grade 13.
3. Print the school name associated with the student's testing school.
4. 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.

ii. Performance Display

1. For tested students, place a check and shade the performance level box corresponding to the student's performance level.

2. For not tested students, print the not tested reason in the performance display for that content area. Based on tblPerfLevelLookup

3. 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'.

iii. Score Display

1. If the student did not submit the required number of strands print an asterisk (*) after the subject text.

   a. Print 'REQUIRED BUT NOT SUBMITTED' in the grid for required strands that were not submitted.

   b. If the performance level for a particular subject is Student took a Standard MCAS then do not display the asterisk or print 'REQUIRED BUT NOT SUBMITTED' in the grid for any strand.

2. A grade 09 or higher report lists the High School STE discipline strands instead of the STE strands that appear for grades 03-08.

3. Score Grid

   a. All strands submitted will be reported.

   b. 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.

   c. 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.

iv. Data Page Footer

1. For student name print Last Name, First Name, MI. in proper case.

2. Print SASID.

Appendix

I. Assigning Sprp_sch and Sprp_dis: Exceptions List (daTestSiteLookup)

This information is collected and stored with the Operational General Assessment program. Please refer to the Operational General Assessment rules for the list of exceptions.

a. One-School District List

This information is collected and stored with the Operational General Assessment program. Please refer to the Operational General Assessment rules for the list of one-school districts.

b. rPerfLevel Lookup for MegaFile Codes

Achievement Level or Part Flag	MegaFile Code	Description
1	F	Failing
2	NI	Needs Improvement
3	P	Proficient
4	A	Advanced
6	W	Warning
7	INP	Incomplete Portfolio
8	AWR	Awareness
9	EMG	Emerging
10	PRG	Progressing
11	NIA	Needs Improvement-Alt
12	P_A	Proficient-Alt
13	A_A	Advanced-Alt
B	INC	Incomplete
D	TRN	Transferred
E	ABS	Absent
F	LEP	First-year LEP
G	MED	Absent—Medically Documented
H	VAB	Void
I	DUP	Invalidated
J	DNT	Did Not Test
K	PAS	Previously Passed
P	PPR	Previously Passed & Retested
L	PRF	Previously Failed
N	INV	Invalidated

c. **Historical PerfLevel Translations**

If the following achievement levels are provided in SIMS for a student they are translated to currently-reported achievement levels.

SIMS PerfLevel	Description	Code	PerfLevel	PerfLevel Description
A_M	Advanced Mastery	A	4	Advanced
P_M	Proficient Mastery	P	3	Proficient
NIM	Needs Improvement Mastery	NI	2	Needs Improvement
F_M	Failing Mastery	F	1	Failing
P+	Above Proficient	A	4	Advanced