

ASAP DISTRICT USER DOCUMENTATION

Regents & NYSITELL Reports of Results Accessing Reports and Descriptions

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Change History

Rev#	Date	Author	Section	Nature of Change
1	8/27/12	LS	All	New document
2	3/1/19	LS	All	Converted document to correct template and updated contents

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Regents Reports

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Revised: March 1, 2019

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1 Executive Summary

This document describes the process of producing reports of Regents or NYSITELL results and a description of available reports.

2 Audience

This document is intended to be used by any district or RIC staff with responsibilities related to producing and/or using ASAP reports for Regents or NYSITELL.

3 Introduction

ASAP = Assessment Scoring and Analysis Program.

ASAP is a web-based application used to score the response data obtained from scanning Regents or NYSITELL answer sheets. ASAP also provides reports of results.

Internet Explorer, Edge, Firefox and Chrome can all be used as the web browser to access ASAP. Chrome was used when generating the screen shots for this document.

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4 ASAP Login

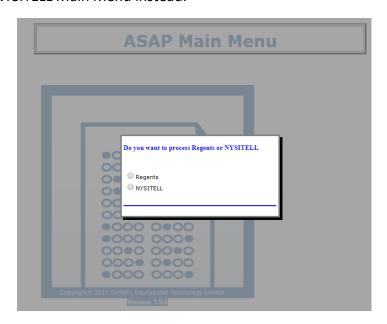
A Level 0 user login is required.

If a user currently has a Level 0 user account, nothing further needs to be done to access ASAP. A new Level 0 user account can be obtained by completing the Level 0 Access form found at https://www.edutech.org/resources/data-warehouse/reporting-tools.

The ASAP web address for EduTech districts is: https://asap.edutech.org

Enter your Level 0 username and password. Click the Login button or press the Enter key.

If a user has rights to access both Regents and NYSITELL reports then the selection screen shown below will appear. If a user has rights to Regents only, the user will be directed to the Regents Main Menu instead of the selection screen below. If the user has rights to NYSITELL only, the user will be directed to the NYSITELL Main Menu instead.



Click the radio button for the type of reports you would like to run.

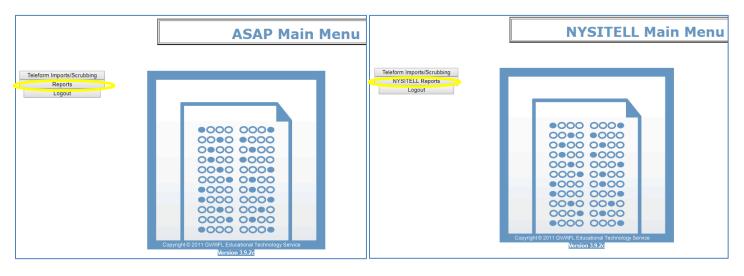
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5 Regents / NYSITELL Main Menu and Reports Tree

5.1 Main Menu

Regents Main Menu Screen:





Click the Reports button

Note: The button on the ASAP Main Menu labeled "Teleform Imports/Scrubbing" was used by district staff responsible for scanning Regents/NYSITELL answer sheets to process the scan data and in order for reports to be available.

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5.2 Reports Tree

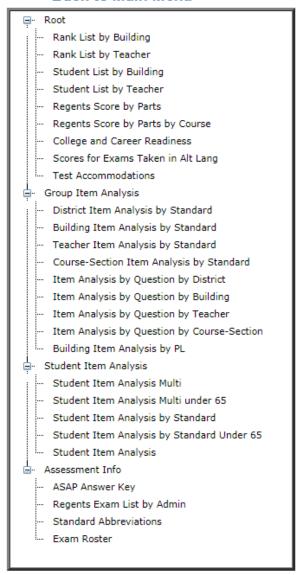
Regents Reports Tree:

Note: This view is of the Regents Reports tree. It will appear at the left of the screen

ASAP Reports



Back to Main Menu



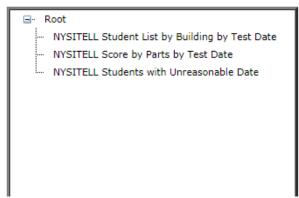
NYSITELL Reports Tree:

Note: This view is of the NYSITELL Reports Tree. It will appear at the left of the screen.

NYSITELL Reports



Back to Main Menu



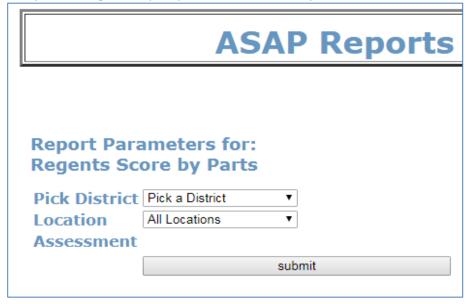
Click on the report to be produced.

The report parameter screen will appear next.

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5.3 Regents Report Parameter Screen

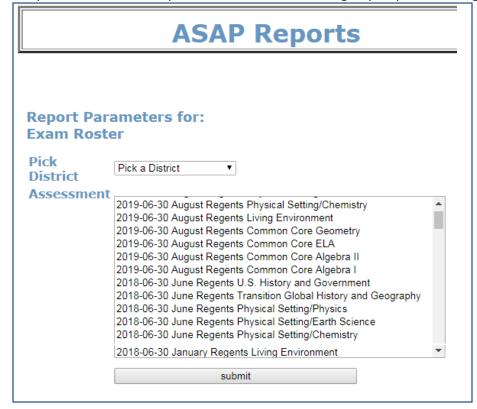
Many of the Regents Report parameter screens require the selection of a district and location as shown:



District level reports will not include the Location selection box.

If the user account has access to just one district, then that is the only district that will appear In the pull-down list for the "Pick District" selection box.

The parameters for the Reports in the Assessment Info group require selecting an assessment from the list:

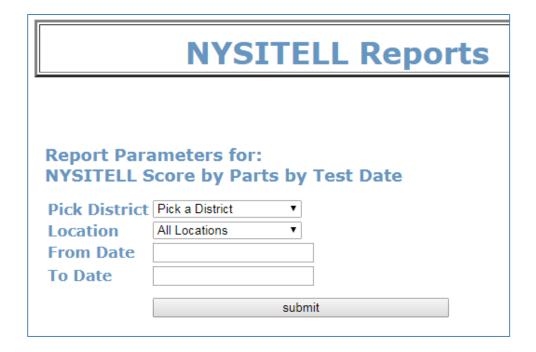


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5.4 NYSITELL Report Parameter Screen

The NYSITELL Report parameter screens require the selection of a district and location as well as specifying the date range for the test administration date as shown below:

Note: Reports reflect the <u>actual test administration date</u>. Any Level I NYSITELL assessments administered from 6/1 through 9/8 will appear on a report when the date range parameters that are specified include any dates from 6/1 through 9/8. However, all Level 1 NYSITELLs that have an actual test date of 6/1 through 9/8 are reported to the State Data Warehouse with a test date of 9/9.



A second note: The <u>Unreasonable Date report</u> will not require date range parameters. It requires specifying the school year instead.

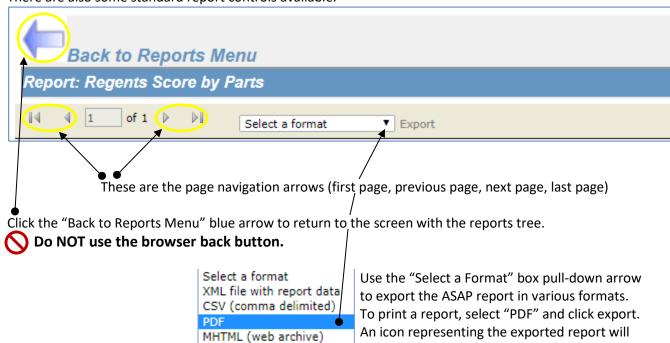
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5.5 Report Screen Format

At the top of the report screen, the report name is displayed in the blue bar. There are also some standard report controls available.

Excel TIFF file

Word



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appear in the lower left corner of your browser

Adobe Acrobat. It can be printed from Adobe using the printer icon that's in the upper right.

window. Click on it to display the report in

5.6 ASAP Logout

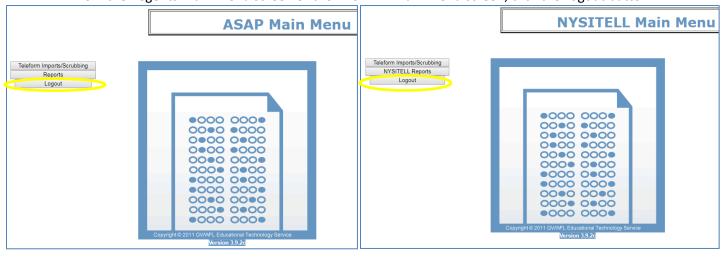
From the screen for the last report selected, click the "Back to Reports Menu" blue arrow.

O Do NOT use the browser back button.

From the ASAP Reports screen or the NYSITELL reports screen, click the "Back to Main Menu" arrow.



From the Regents Main Menu screen or the NYSITELL Main Menu screen, click the Logout button.



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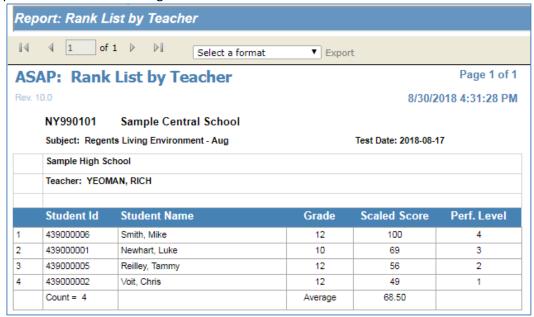
6 Regents Reports Descriptions and Samples

Student names in samples are EduTech employees

6.1 "Root" Section of the Regents Reports Tree (Score Reports)

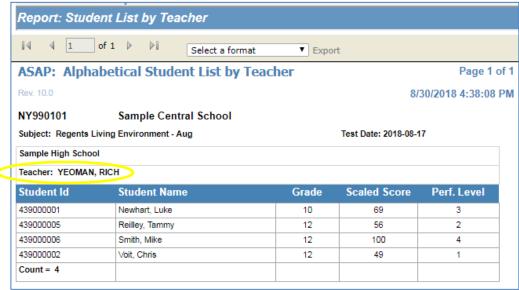
Rank List by Building or Rank List by Teacher (shown)

High to Low listing by scale score with student name and performance level. It can be produced for each building or for each teacher.



Student List by Building or Student List by Teacher_(shown)

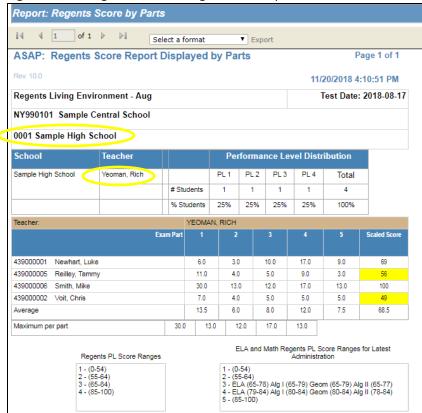
List of students alphabetically by name for each building or for each teacher. It displays the students' scale score and performance level.



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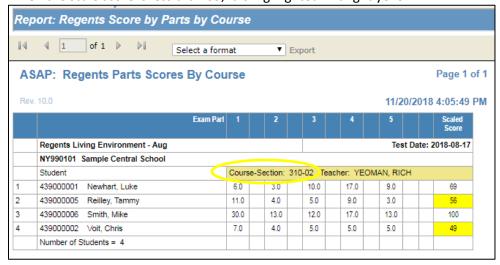
Regents Score by Parts

This report is grouped by teacher and building. It displays a matix of the counts of students in each performance level first, followed by an alphabetical list of students with score points earned for each exam part and their scale score. If the scale score is less than 65, it is highlighted in bright yellow. A legend indicating scale score ranges for each performance level is included at the bottom of each page.



Regents Score by Parts by Course

List of students alphabetically by the course-section shown in the light yellow heading. Points earned for each exam part are displayed along with the student's scale score. When the scale score is less than 65, it is highlighted in bright yellow.

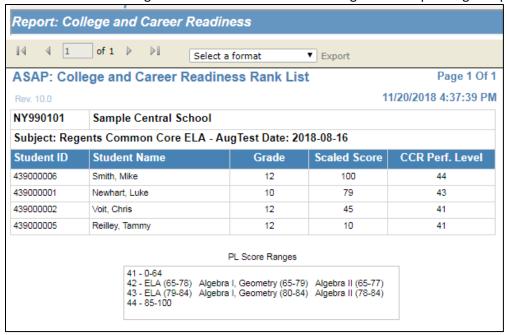


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College and Career Readiness

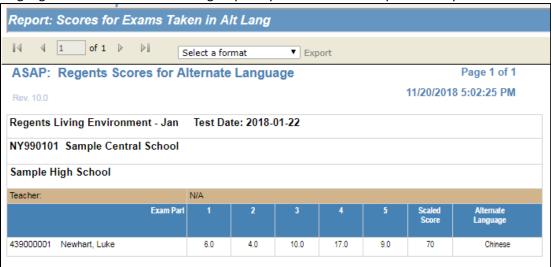
This report is for ELA and Math Regents only. These exams have an additional CCR performance level determined from the more rigorous scale score ranges displayed in the legend at the bottom of the report.

Students are listed in high to low scale score order showing the corresponding CCR performance level.



Scores for Exams Taken in Alt Lang

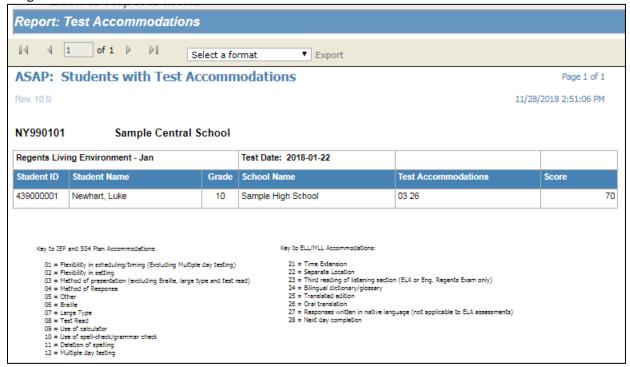
List of students who took a Regents in an alternate language (other than English). Points earned for each exam part are displayed along with the student's scale score and the language of the test. Students are grouped by exam and listed alphabetically.



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Test Accommodations

An alphabetical list of students for a specified exam whose answer sheet had test accommodations bubbled. Each student's test accommodation code(s) and scale score is displayed. The report includes a legend that shows the test accommodation that is associated with each code.

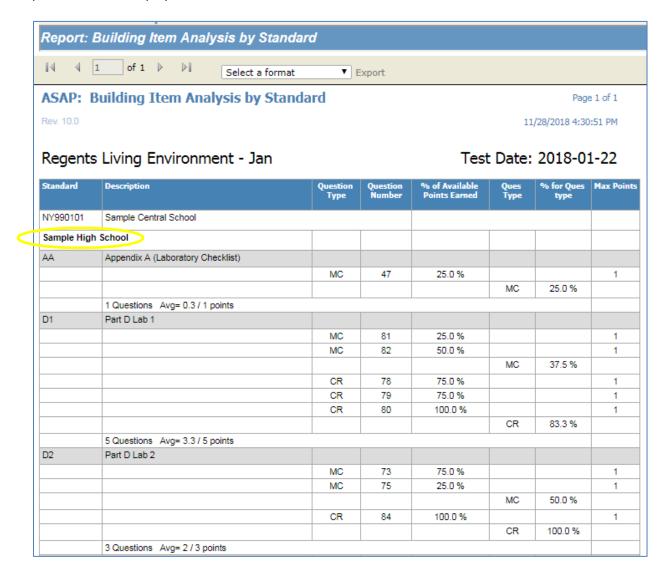


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6.2 "Group Item Analysis" Section of the Regents Reports Tree

District Item Analysis by Standard or Building Item Analysis by Standard (shown)

Questions are displayed grouped by standard and within each standard questions are listed by question type (first MC - multiple choice, then CR - Constructed Response). The percent of available points earned for a particular question by all of the students in the district or in the building is shown along with the percent of available points earned for each question type. There is also an average number of points earned (for all students in the district or in the building) out of the total number of points available displayed for each standard.

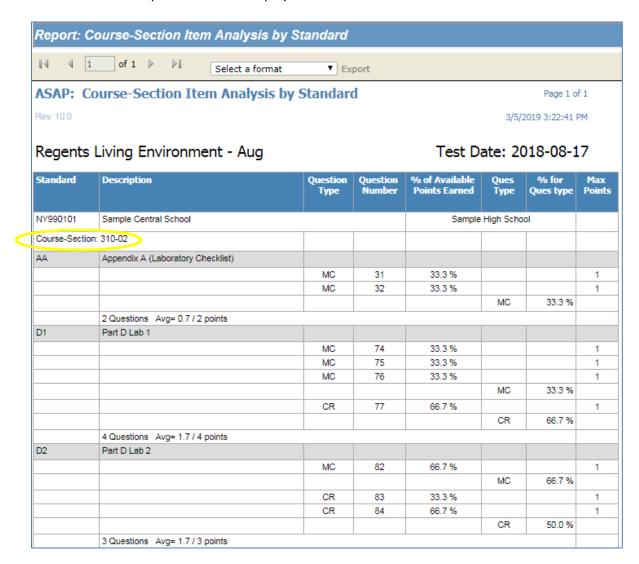


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Teacher Item Analysis by Standard or Course-Section Item Analysis by Standard

(shown)

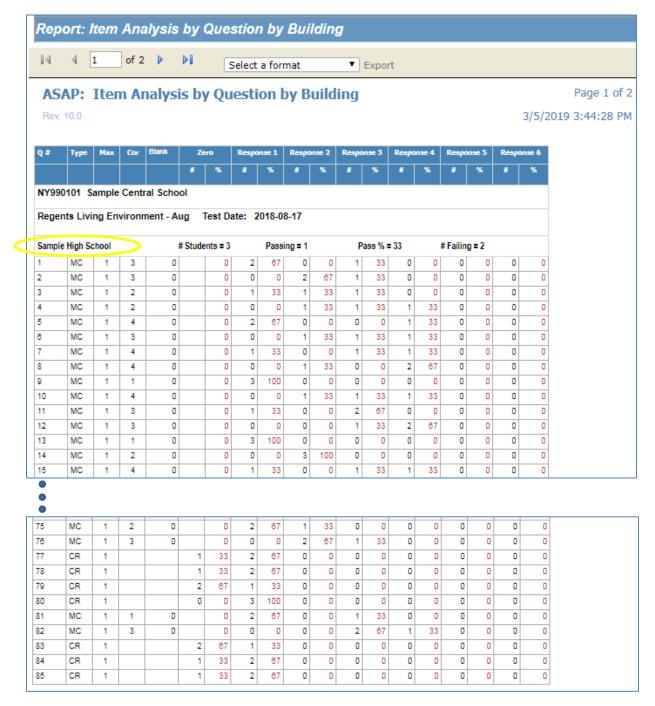
Questions are displayed grouped by standard and within each standard questions are listed by question type (first MC - multiple choice, then CR - Constructed Response). The percent of available points earned for a particular question by all of the students for a teacher or in a course-section is shown along with the percent of available points earned for each question type. There is also an average number of points earned (by all of the students for a teacher or in a course-section) out of the total number of points available displayed for each standard.



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Item Analysis by Question by District or Item Analysis by Question by Building (shown)

Questions are displayed in sequential order with the question type indicated. For the district or for the building, the count of students along with the number passing, percent passing and percent failing are displayed at the beginning of the report in bold. For each MC (multiple choice) question, the point value is shown in the max column followed by the correct response and then the number of students who left the question blank. The following columns show the number and percent of students selecting each response. For each CR (constructed response) question, the maximum point value is shown in the max column followed by the number and percent of students awarded each point value up to the max.

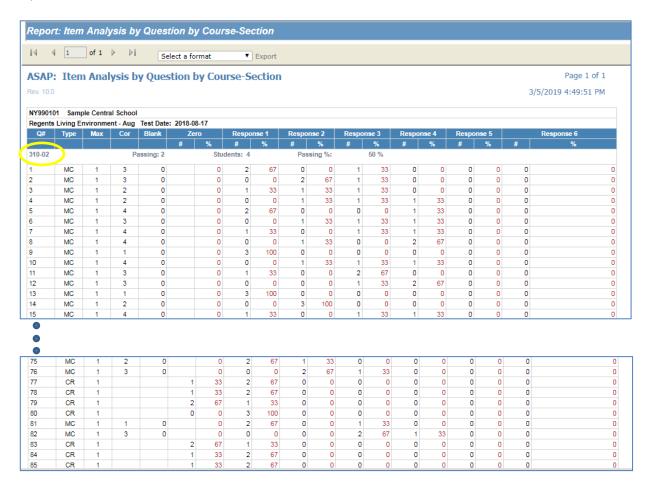


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Item Analysis by Question by Teacher or Item Analysis by Question by Course-Section

(shown)

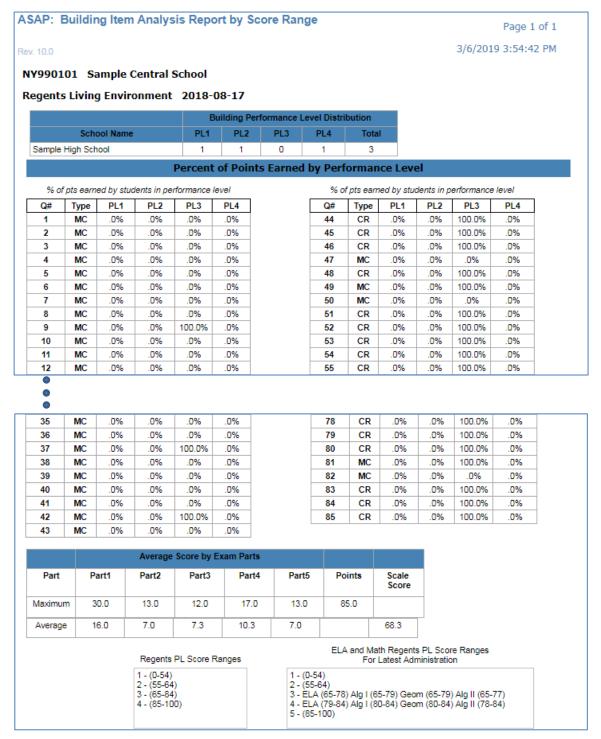
Questions are displayed in sequential order with the question type indicated. For the teacher or the course-section, the count of students along with the number passing, percent passing and percent failing are displayed at the beginning of the report in bold. For each MC (multiple choice) question, the point value is shown in the max column followed by the correct response and then the number of students who left the question blank. The following columns show the number and percent of students selecting each response. For each CR (constructed response) question, the maximum point value is shown in the max column followed by the number and percent of students awarded each point value up to the max.



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Building Item Analysis by Performance Level

The first grid displays the counts of students in the building for each performance level . The second grid displays the questions in sequential order with the question type (MC or CR) and the percent of points earned for the question by students in each performance level. The third grid indicates the maximum points that can be achieved for each exam part and the overall average points earned by the students in the building along with the average scale score. The legend shows the score ranges associated with each performance level.



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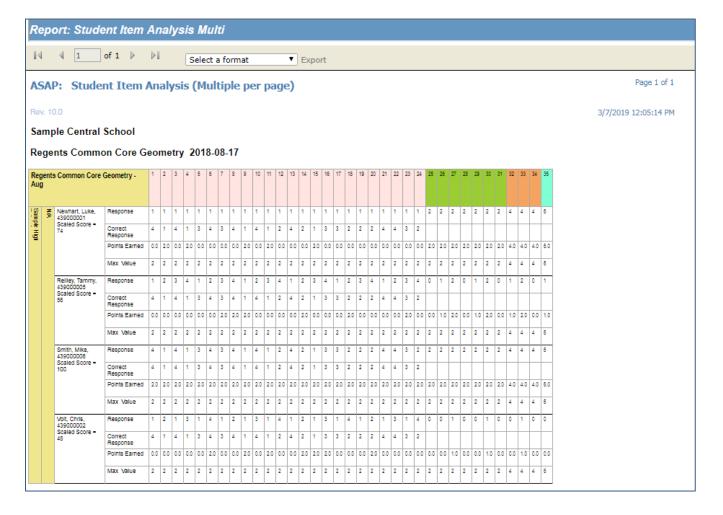
6.3 "Student Item Analysis" Section of the Regents Reports Tree

Student Item Analysis Multi (shown) and Student Item Analysis Multi Under 65

This report lists all the students in the building selected or in each building if the district is selected along with the students' scale scores. When running <u>Student Item Analysis Multi Under 65</u>, only the students with a scale score less than 65 are included. The additional columns on the report provide details about each guestion for each student.

For a <u>Multiple Choice</u> question, the student's response, the correct response, the points earned by the student and the possible points that can be earned are shown.

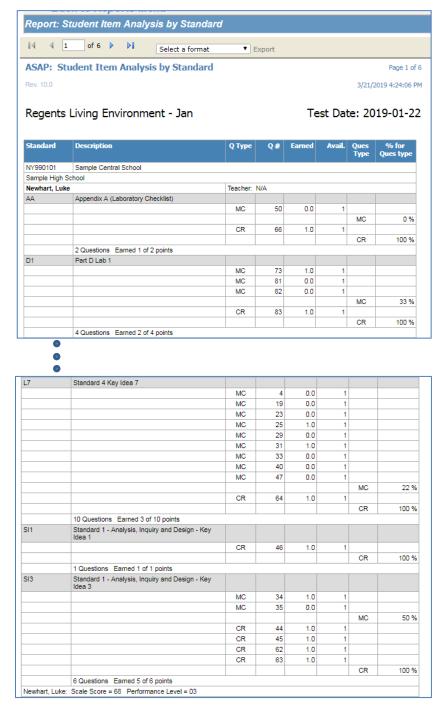
For a <u>Constructed Response</u> question, the number of points the student was awarded, the points earned by the student (these two values match), and the maximum possible points for the question are shown. The questions are grouped with the question numbers in different colored sections that match the exam parts.



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Student Item Analysis by Standard (shown) and Student Item Analysis by Standard Under 65

This report can be 1-4 pages per student depending on the length of the exam. For each student, the question number, question type, points earned and possible points are shown. At the end of each standard/strand section, a summary line is displayed that shows the number of test questions belonging to that standard/strand and the number of points the student earned out of the total possible. The final line of each student's report indicates the student's Scale Score and Performance Level. When running Student Item Analysis by Standard Under 65, only the students with a scale score less than 65 are included.

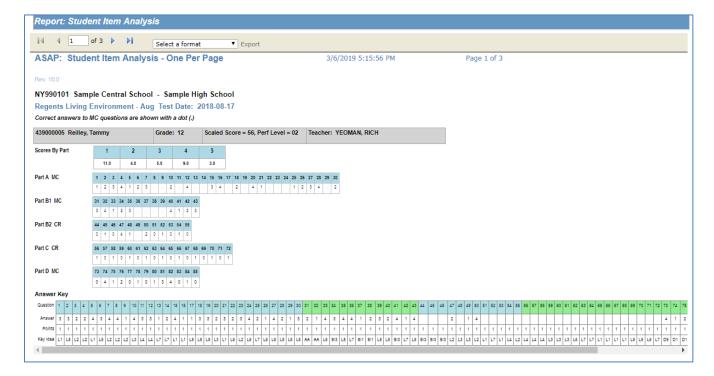


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Student Item Analysis

This report is one page per student. The information in the gray line includes the student's name, grade Scale Score, Performance Level and Teacher Name (if available). The next line shows the points earned for each test part. Then for each test part with the question type in that part identified (MC = multiple choice, CR = constructed response), there is a line showing the student's response for each question. A correct response for Multiple Choice (MC) questions is indicated by a "." (dot/period).

The bottom section of the report is the answer key showing the correct answer for Multiple Choice questions, the points available for each question and the key idea (standard/strand) to which each question is mapped.

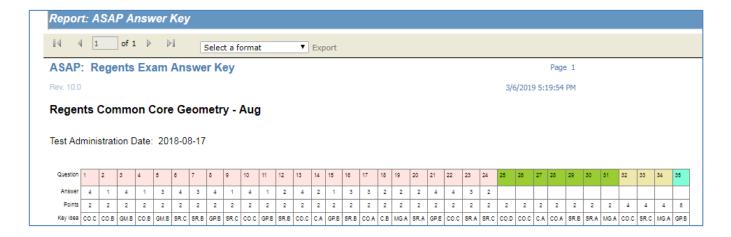


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6.4 "Assessment Info" Section of the Regents Reports Tree

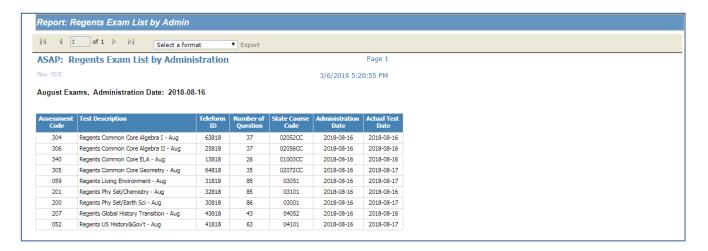
ASAP Answer Key

This is a reference report that provides the answer key for an exam and shows the correct answers for Multiple Choice questions, the points available for each question and the key idea (standard/strand) to which each question is mapped.



Regents Exam List by Admin

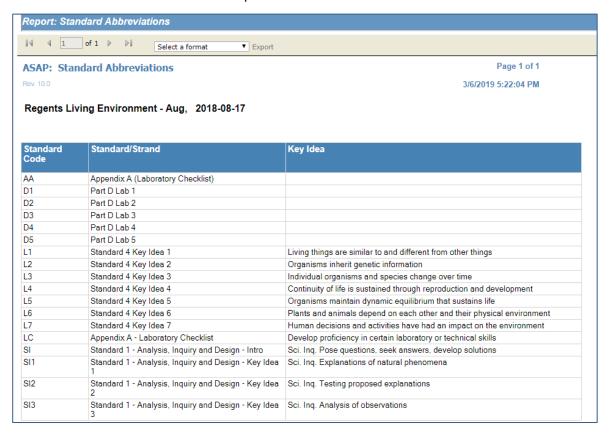
This is a reference report that lists the Regents exams offered for the specified administration. It shows the test name, state course code and exam administration date used to report student scores to the State Data Warehouse. It also provides the Teleform ID used on the answer sheet, number of questions on the test and the actual test date.



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Standard Abbreviations

This report is a reference report that provides a list of the standards/strands/key ideas for the selected exam that are specified in the Scoring Key and Rating Guide provided by SED. The associated abbreviations that are used on ASAP reports are shown in the "Standard Code" column.



Standard	Standard/Strand	Key Idea
Code		
C.A	G-C.A: Understand and apply theorems about circles	
C.B	G-C.B: Find arc lenghts and areas of sectors of circles	
CO.A	G-CO.A: Experiment with the transformations in the plane	
CO.B	G-CO.B: Understand congruence in terms of rigid motions	
CO.C	G-CO.C: Prove geometric theorems	
CO.D	G-CO.D: Make geometric constructions	
GM.A	G-GMD.A: Explain volume formulas and use them to solve problems	
GM.B	G-GMD.B: Visualize relationships between 2-D and 3-D objects	
GP.A	G-GPE.A: Translate b/w geometric description and equation of a conic section	
GP.B	G-GPE.B:Use coordinates to prove simple geometric theorems algebraically	
MG.A	G-MG.A: Apply geometric concepts in modeling situations	
SR.A	G-SRT.A: Understand similarity in terms of similarity transformations	
SR.B	G-SRT.B: Prove theorems using similarity	
SR.C	G-SRT.C: Define trigonometric ratios, solve problems involving right triangles	

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Exam Roster

This report applies to JUNE REGENTS ONLY even though it can be run at any time of the year. It displays the students who will receive Regents answer sheets for the selected subject. The students are listed alphabetically by teacher and course-section. There are student counts at the end of each course-section and a total student count for the subject at the end.

Page 1 of 1 ASAP: Exam Roster Listing 3/20/2019 4:16:24 PM Rev. 10.0 District Regents Teacher Course Name Section Student ID Student Name Grade Level Code NY990101 Sample Central School Regents Phy Set/Chemistry - Jun, 2019-06-03 TEACHER, EXAMPLE CHEMISTRY 031-1 439000001 Newhart, Luke 439000003 Yeoman, Rich 11 439000004 Rosenthal, Gary 11 439000005 Reilley, Tammy 12 4 Students 031-2 439000002 Voit, Chris 11 439000006 Smith, Mike 12 2 Students Regents Total 6 Students

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7 NYSITELL Reports Descriptions and Samples

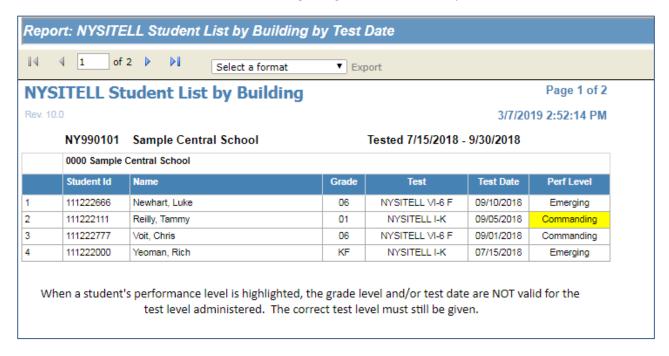
Student names in samples are EduTech employees

7.1 "Root" Section of the NYSITELL Reports Tree (Score Reports)

NYSITELL Student List by Building by Test Date

This report is an alphabetical listing of all the students in the district by building or in the specified building that were administered the NYSITELL during the time period specified (the beginning and ending date are required report parameters). The students grade level at the time of the test, test level, test date and performance level are shown.

Note the legend at the end of the report. If a student's performance level is highlighted, it explains that an incorrect level of the NYSITELL was administered based on the student's grade level and the time of year of the test date. The NYSITELL is to be re-administered immediately within the 10 day window following student enrollment. If that 10 day requirement can not be met, then the student is to be re-administered the NYSITELL at the beginning of the next school year..



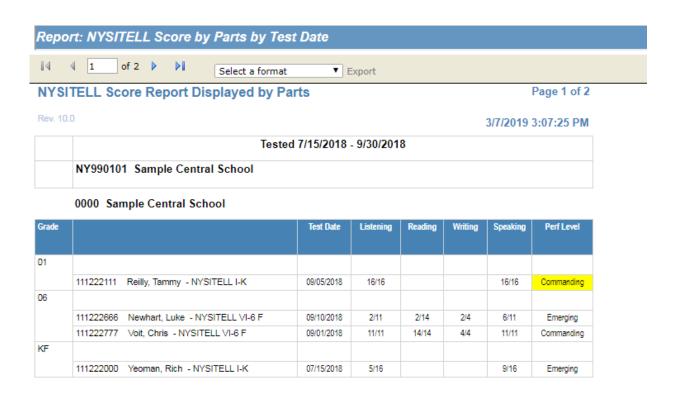
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NYSITELL Score by Parts by Test Date (shown) And NYSITELL Score by Parts 1 Page Per Student

This report is a listing by building and grade level of all the students in the district who were administered the NYSITELL during the time period specified (the beginning and ending date are required report parameters). The test level appears after the student name. The columns that follow contain the test date and, for each test part, the points achieved out of the total possible points. The last column contains the performance level.

The <u>NYSITELL Score by Parts 1 Page Per Student</u> displays the same information described above. Individual pages of this report can be printed if needed for the students' records.

Note the legend at the end of the report. If a student's performance level is highlighted, it explains that an incorrect level of the NYSITELL was administered based on the student's grade level and the time of year of the test date. The NYSITELL is to be re-administered immediately within the 10 day window following student enrollment. If that 10 day requirement can not be met, then the student is to be re-administered the NYSITELL at the beginning of the next school year.



When a student's performance level is highlighted, the grade level and/or test date are NOT valid for the test level administered. The correct test level must still be given.

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