



Vermont Comprehensive Assessment Program (VTCAP): Reporting

User Guide

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Introduction

Purpose

This document is intended for system, district, or school administrators responsible for accessing reports in the Vermont Comprehensive Assessment Program (VTCAP) online assessment platform.

This document covers the types of reports that are available and how to access the different reports.

Support

All user guides and supporting documents are available on the [Vermont Help and Support website](#).

Cognia Client Care representatives are available to answer any questions about the VTCAP online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: vtservicecenter@cognia.org

Phone: (800) 215-8975

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the latest versions of Chrome, Firefox, and Safari.

Overview

The spring VTCAP is administered in the following content areas and grades:

- English language arts (ELA) grades 3–9
- Mathematics grades 3–9
- Science grades 5, 8, and 11

The ELA and mathematics assessments measure the Common Core State Standards (CCSS) for ELA and mathematics, respectively. The science assessment measures the Next Generation Science Standards (NGSS).

Student performance in each content area is provided through overall scale scores and achievement levels. Achievement levels indicate student proficiency in each content area, as follows:

- ELA:
 - Level 4: Level 4 students show thorough understanding of how to interpret and analyze texts, use language and its conventions, and write for a task and purpose.
 - Level 3: Level 3 students show satisfactory understanding of how to interpret and analyze texts, use language and its conventions, and write for a task and purpose.
 - Level 2: Level 2 students show partial understanding of how to interpret and analyze texts, use language and its conventions, and write for a task and purpose.
 - Level 1: Level 1 students show emerging understanding of how to interpret and analyze texts, use language and its conventions, and write for a task and purpose.
- Mathematics:
 - Level 4: Level 4 students show thorough understanding of mathematical concepts and strong procedural skill, fluency, and application to solve problems.
 - Level 3: Level 3 students show satisfactory understanding of mathematical concepts and adequate procedural skill, fluency, and application to solve problems.
 - Level 2: Level 2 students show partial understanding of mathematical concepts and some procedural skill, fluency, and application to solve problems.
 - Level 1: Level 1 students show emerging understanding of mathematical concepts and beginner procedural skill, fluency, and application to solve problems.
- Science:
 - Level 4: Level 4 students show thorough understanding of all three dimensions in making sense of phenomena and designing solutions in all three science domains.
 - Level 3: Level 3 students show satisfactory understanding of all three dimensions in making sense of phenomena and designing solutions in all three science domains.
 - Level 2: Level 2 students show partial understanding of all three dimensions in making sense of phenomena and designing solutions in all three science domains.
 - Level 1: Level 1 students show emerging understanding of all three dimensions in making sense of phenomena and designing solutions in all three science domains.

Within each content area, more detailed subscore achievement levels describe student strengths and areas for improvement. Subscore achievement levels identify whether students are performing below, at/near, or above standards.

VTCAP reports are currently available in a number of formats, including individual student reports. Overall achievement information and subscore achievement information can be presented. Additionally, reports may be filtered according to available student and test information, such as demographics or use of testing accommodations.

Who can access reports?

There are three user roles that can access reports within the online reporting platform:

- **District Administrator:** District Administrators will see the Performance Dashboard, Program Report, and access to their district and schools when they click on a test. They will also see report assets for their district and schools.
- **District Test Coordinator (DC):** DCs will see the Performance Dashboard, Program Report, and access to their district and schools when they click on a test. They will also see report assets for their district and schools.
- **School Test Coordinator (SC):** SCs will see the Performance Dashboard, Program Report, and access to their school when they click on a test. They will also see report assets for their school.

Types of Reports

There are four types of reports available to administrators: Program Report, Performance Summary, Individual Student Report, and Downloadable Data Files.

Program Report

Program Reports provide access to assessment results and demographic information across grade levels and content areas.

Performance Summary

The Performance Summary report can be used to answer questions about performance across grade levels or classes, such as:

- What percentage of students performed at each performance level within a grade or class and in each content area?
- Who are the students that performed at a specific level?

Individual Student Report

Individual Student Reports (ISRs) provide access to assessment test results for individual students in the different classes. The ISR can be used to answer questions about individual performance and assessment results for individual students across administrations, such as:

- How did the student perform on the assessment?

- How did the student perform in a content area or within a content domain?

Downloadable Data Files

CSV files (.csv) containing district and school reporting data are available to download from the Report Assets page of the Reporting interface. These files are posted along with the ISRs in the district's or school's Report Assets page. These files contain information about student performance and assessment results. A data dictionary to assist with interpretation of these files can be found on the Reporting tab of the [Vermont Help and Support site](#).

Reporting

Performance Dashboard

The Performance Dashboard is available to administrators. The Performance Dashboard is used by administrators to access the Program Report and the Performance Summary report.

To access the Performance Dashboard:

1. Select the **Reporting** **A** menu located on the left side of the page, and then select **Performance** **B**. This opens the Performance Dashboard. The **2023 Vermont Spring** program is displayed by default in the **Program** **C** drop-down list.

There are several options when reviewing the Performance Dashboard:

- Select the **Sort by** **D** drop-down list located at the upper right of the test list to sort the tests by test name, start date, or end date.
- Begin entering the full or partial test name in the **Search Tests** **E** field to automatically narrow the list to display only the tests that match the entered criteria.
- Click a **test name** **F** to open the Performance Report page for that test.

Performance Dashboard of Customer - Vermont

Program: 2023 Vermont Spring

Search Tests

Program Report

Filters

Sort by: Name A-Z

Test Name	TEST PROGRESS SCORED	AVG SCALE SCORE	PROFICIENCY %
2023 Vermont Grade 03 ELA Test	96%		#
2023 Vermont Grade 03 Math Test	96%		#
2023 Vermont Grade 04 ELA Test	95%		#
2023 Vermont Grade 04 Math Test	96%		#

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Program Report

To access the Program Report:

1. Select the **Reporting** **A** menu located on the left side of the page, and then select **Performance** **B**. This opens the Performance Dashboard.

Note: The 2023 Vermont Spring program is displayed by default in the **Program** **C** drop-down list.

2. Click the **Program Report** **D** button. This opens the Program Report page.

Performance Dashboard of Customer - Vermont

Program: 2023 Vermont Spring

Search Tests

Program Report

Filters

Sort by: Name A-Z

Test Name	TEST PROGRESS SCORED	AVG SCALE SCORE	PROFICIENCY
2023 Vermont Grade 03 Math Test	96%	#	%
2023 Vermont Grade 04 ELA Test	95%	#	%
2023 Vermont Grade 04 Math Test	96%	#	%

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Tip: You can also access the Program Report from the **Performance Report** **E** page for a test by clicking the **Program Report** **F** button.

Performance Report

Program: 2023 Vermont Spring

Test: 2023 Vermont Grade 03 ELA Test

Program Report

2023 Vermont Grade 03 ELA Test

Apr 11, 2023 - May 26, 2023 Grade: 03 English Language Arts

Customer - Vermont

TEST PROGRESS SCORED 96%

AVG SCALE SCORE #

SCORE GROUPS

PROFICIENCY % % % %

SCORE GROUP DETAILS

Performance Comparison

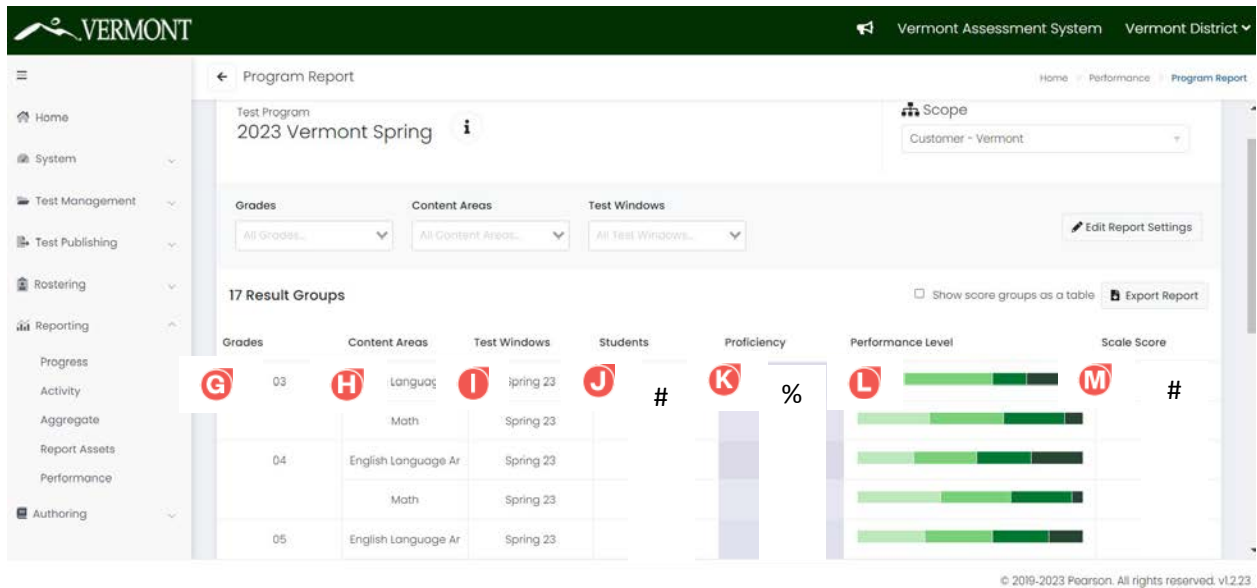
Show score groups as a table

Export Report

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3. The Program Report displays a report table with score information grouped by **Grades** **G**, **Content Areas** **H**, and **Test Windows** **I**, and showing the number of **Students** **J**, **Proficiency** **K**, **Performance Level** **L**, and **Scale Score** **M** for each group of students.

Tip: You can hover over the color of a performance level to display a tooltip that shows the range and percentage and the number of students who scored in that range.



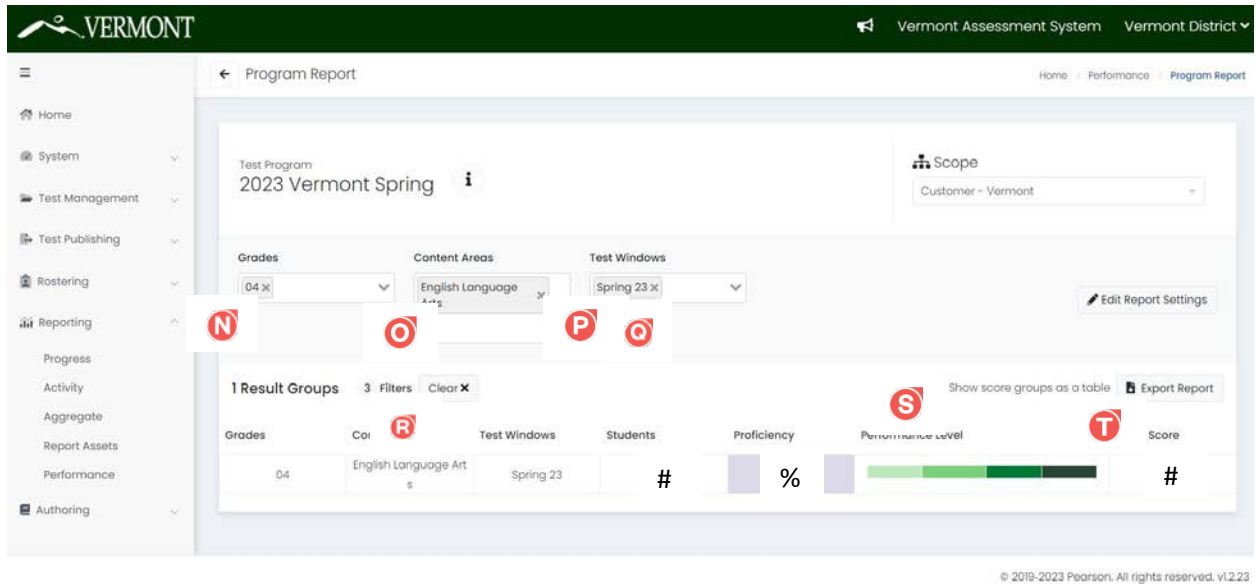
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There are several options when viewing the Program Report:

- Select one or more grades from the **Grades** **N** drop-down list to filter the report by grade(s).
- Select one or more content areas from the **Content Areas** **O** drop-down list to filter the report by content area(s).
- Select one or more test windows from the **Test Windows** **P** drop-down list to filter the report by test window.

Note: Click the **x** **Q** icon located beside a filter selection to remove that selection. Click the **Clear** **R** button located above the report table to remove all filter selections.

- Select the **Show score groups as a table** **S** checkbox to display the performance levels as separate columns in the report table.
- Click the **Export Report** **T** button located at the upper right of the report table to download a .csv file containing the data currently filtered on the report.

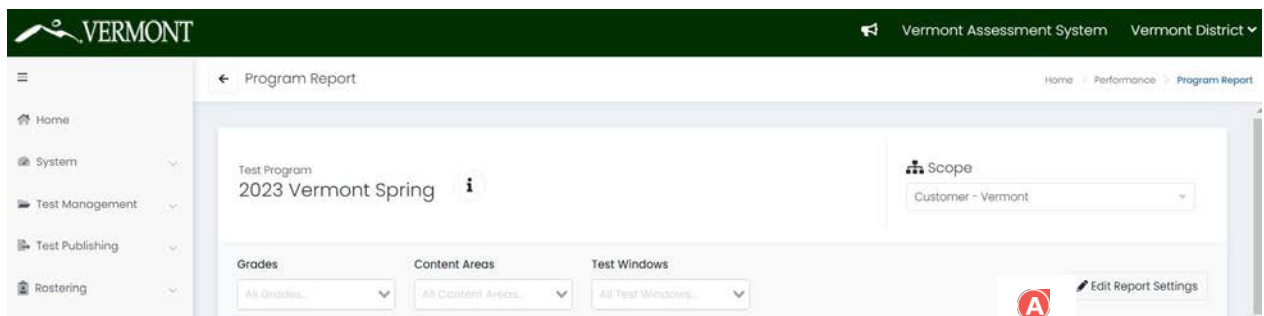


Student Demographic Information

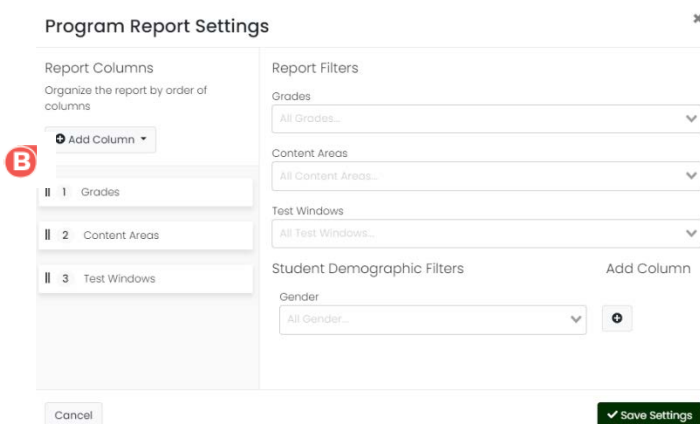
For students with demographic information associated with their account in the online assessment platform, demographics, including race, ethnicity, gender, and educational classifications, can be added to the report.

To add student demographic information to the Program Report:

1. In the Program Report, click the **Edit Report Settings** A button. This opens the Program Report Settings popup.



2. In the Program Report Settings, click the **Add Column** B button to display the list of student demographic fields that can be added to the report.



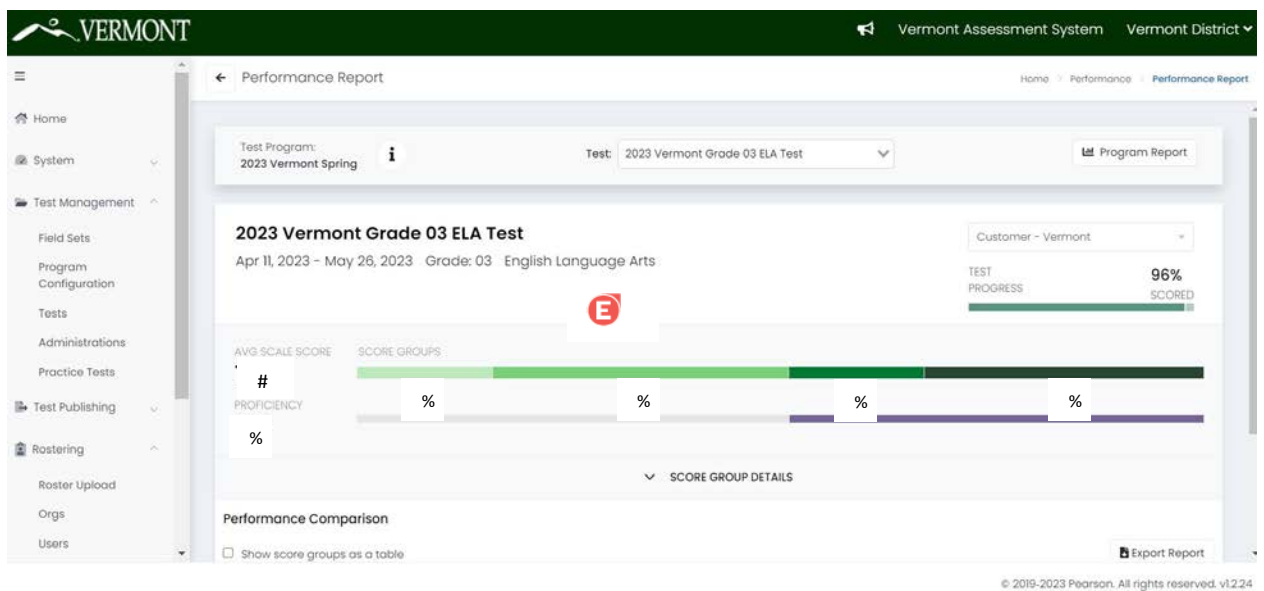
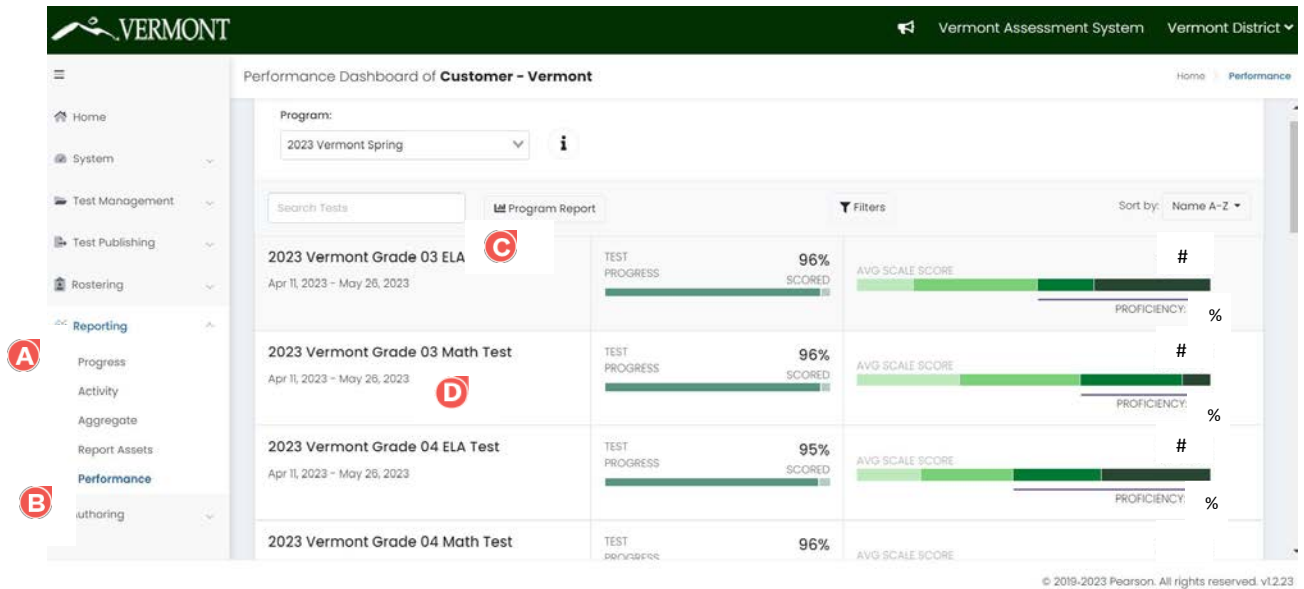
3. Click a demographic **C** to select it.

4. (Optional) Repeat steps 2 and 3 for each demographic you want added to the report.
Note: To remove a demographic from the report, click the **x** **D** located to the right of it.
5. (Optional) To reorder the columns in the report, drag and drop them by selecting the **column name** **E** and dragging and dropping it up or down in the list.
6. Once you have made your selections, click the **Save Settings** **F** button. (Click the **Cancel** **G** button if changes no longer need to be made.) The columns in the report table are updated based on your selections and display the number of students assigned the demographic.
Note: If the students do not have demographic information, the data is not displayed on the report.

Performance Summary Report

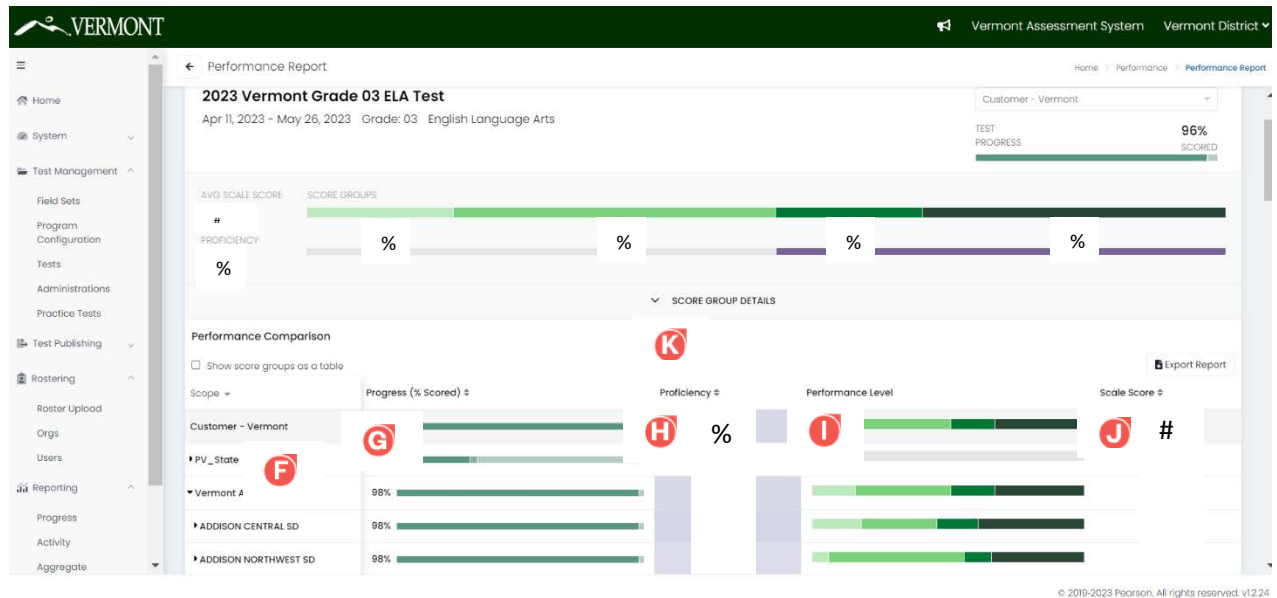
To access a Performance Summary report:

1. Select the **Reporting** **A** menu located on the left side of the page, and then select **Performance** **B**. This opens the Performance Dashboard.
- Note:** The 2023 Vermont Spring program is displayed by default in the **Program** **C** drop-down list.
2. Click the desired **test name** **D** in the test list. This opens the Performance Report page for that test and the **Performance Summary** **E** report tab is displayed by default.



The Performance Summary displays a Performance Comparison report table with list of **districts** and **schools** **F** and score information for each grouped by **Progress (% Scored)** **G**, **Proficiency** **H**, **Performance Level** **I**, and **Scale Score** **J**.

Tip: You can hover over the color of a performance level to display a tooltip that shows the range and percentage and the number of students who scored in that range. You can also click the **Score Group Details** **K** dropdown to view the percent of students, number of students, and score range for proficient and non-proficient.



There are several options when viewing the Performance Summary:

- Select the **Show score groups as a table** **L** checkbox to display the performance levels as separate columns in the report table.
- District administrators only: Click on a **district name** **M** in the report table to display the data for each school within a district. (School test coordinators can only view the data by class.)
- Click the **Export Report** **N** button located at the upper right of the report table to download a .csv file containing the report data.

Tip: Select a test from the **Tests** drop-down list located at the top of the report page to display the report information for a different test.

Performance Report

Home > Performance > Performance Report

AVG SCALE SCORE SCORE GROUPS

#

PROFICIENCY % % % %

%

SCORE GROUP DETAILS

Performance Comparison

Show score groups as a table

Export Report

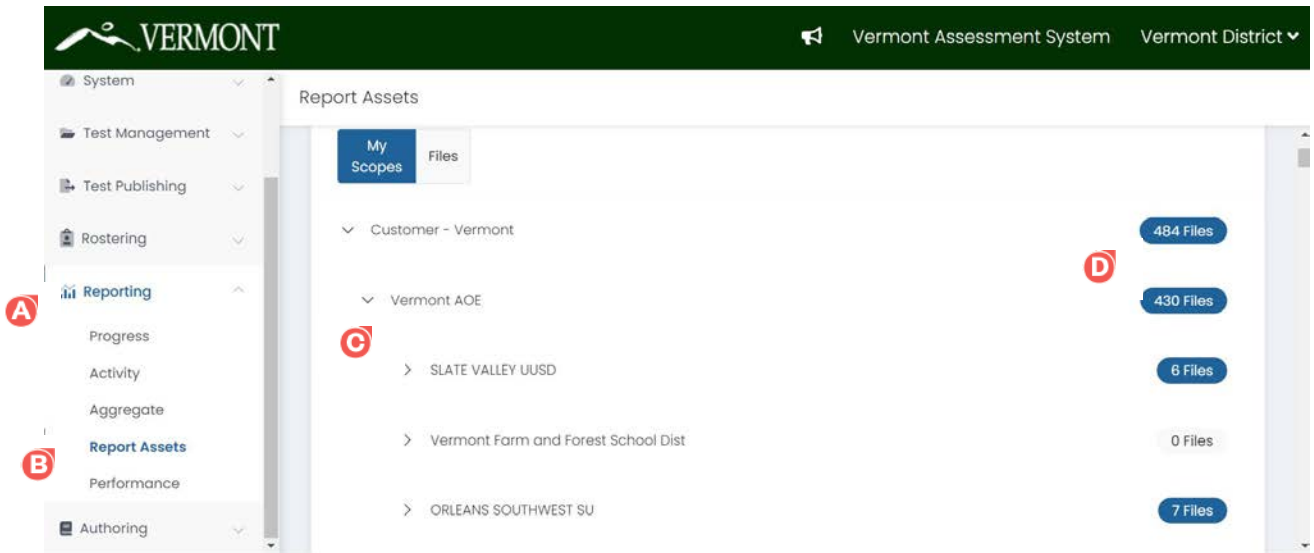
Score	Progress (% Scored) %	Proficiency %	Performance Level	#
Cut	96%			
PV_state	29%			
Vermont AOE	98%			
ADDISON CENTRAL SD	98%			
BINGHAM MEMORIAL SCHOOL	100%			
BRIDPORT CENTRAL SCHOOL	82%			
MIDDLEBURY ID#4	100%			
RIPTON ELEMENTARY SCHOOL	89%			1753

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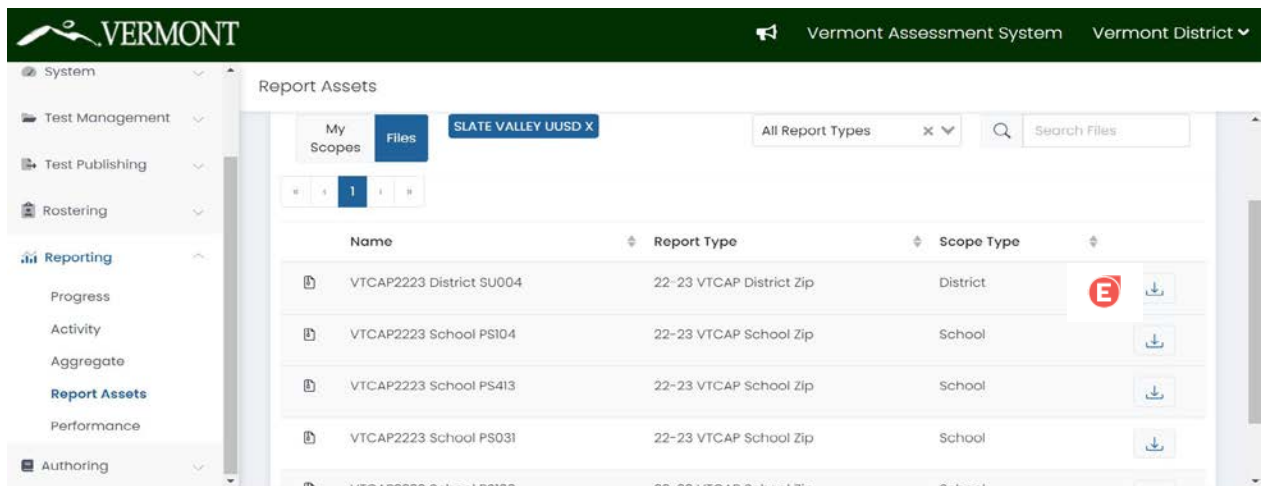
Individual Student Reports and Downloadable Data Files

Individual Student Reports (ISRs) and CSV files are accessed via the Reporting > Report Assets menu item. To access ISR files and/or CSV files:

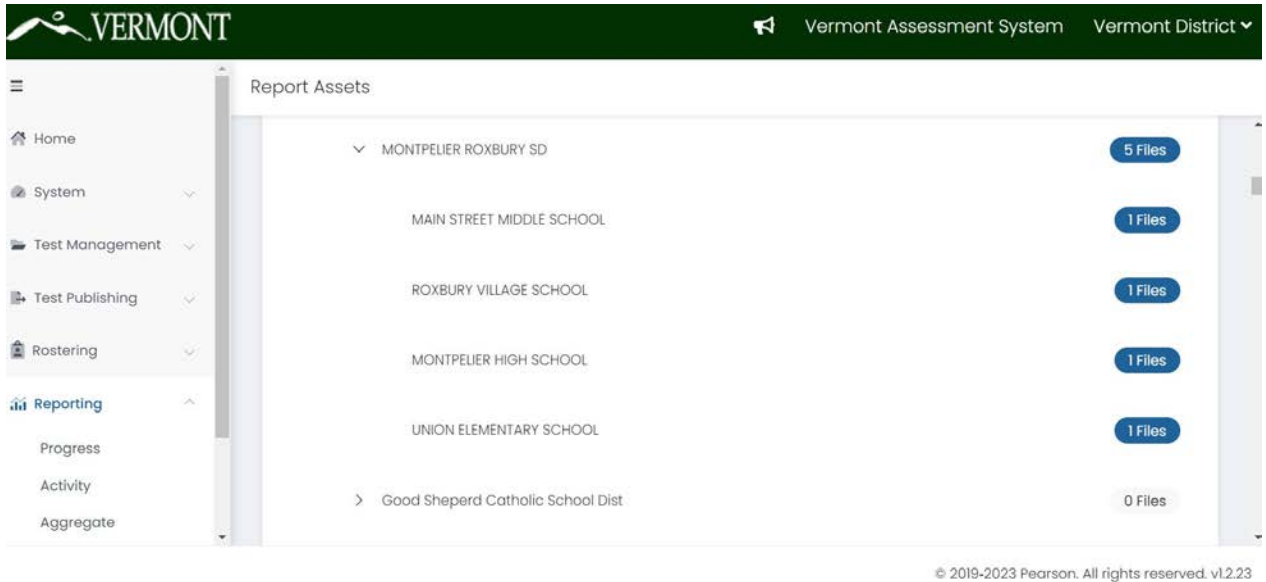
1. Select the **Reporting** **A** menu located on the left side of the page, and then select **Report Assets** **B**. This opens the Report Assets page.
2. Click to expand the desired scope (in this case it will be Customer – Vermont), and then expand the caret next to the **Vermont AOE** district scope **C**. The district(s) that you have access to will be visible. The number of **ISR and csv files** will be listed in the right column **D**.



Click on the number of files to display a list of the ISR and CSV zip packages, listed by Name, Report Type, and Scope Type for that district. You can download the zip packages by clicking the download icon **E**. Once the zip package downloads, you can open the files to view each ISR in PDF format and each CSV file in spreadsheet format.



3. If you are a District Administrator, you will have access to your district's files and you can expand the district caret to view all the schools under that district. You can then download those school ISR and CSV zip packages.



4. Similarly, if you are a School Test Coordinator, you can expand the **district caret** and then you will see your school listed. You can then click on the file number to download your school ISR and CSV packages.



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