



Vermont Comprehensive Assessment Program (VTCAP): Reporting

User Guide

Table of Contents

Introduction	1
Purpose	1
Support	1
Browser Requirements	1
Overview	2
Who can access reports?	3
Types of Reports	3
Program Report	3
Performance Summary	3
Individual Student Report	3
Downloadable Data Files	4
Reporting	5
Performance Dashboard	5
Program Report	6
Student Demographic Information	8
Performance Summary Report	10
Individual Student Reports and Downloadable Data Files	13



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 a bove 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 <u>Vermont Help and Support site</u>.



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

There are several options when reviewing the Performance Dashboard:

- Select the Sort by O 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.

=		Performance Dashboard of Custor	ner - Vermont				Hor	ne Performane
😭 Home		Program:						
System		2023 Vermont Spring	~ i					
🖿 Test Management	-	Parch Tests	버 Program Report		т	Filters	Sort by: Non	ne A-Z 👻
Test Publishing		E23 Vermont Grade 03 ELA Ter	st TEST	icee	96%	AVG SCALE SCORE	D #	
Rostering	~	Apr II, 2023 - May 26, 2023	PROOR	1535	SCORED		PROFICIENCY:	%
i Reporting Progress	-	2023 Vermont Grade 03 Math T	rest TEST	sece	96%	AVG SCALE SCORE	#	
Activity		/ (<u>26, 2023</u>	i i	1653	SCORED		PROFICIENCY	%
Report Assets		2023 Vermont Grade 04 ELA Te	st TEST	2231	95%	AVG SCALE SCORE	#	
Performance		Apr 11, 2023 - May 26, 2023			SCORED	_	PROFICIENCY:	0/
uthoring	10	2023 Vermont Grade 04 Math 1	est TEST		96%		#	%

Click a **test name**
 to open the Performance Report page for that test.

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Program Report

To access the Program Report:

1. Select the **Reporting** 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 ⁶ drop-down list.

2. Click the **Program Report ()** button. This opens the Program Report page.

		Performance Dashboard of Customer - Vern	nont				Home Perlo
Home		Program:					
System	.32	C 1023 Vermont Spring	1				
Test Management		Search Tests MProgram	Report		Filters	Sort by:	Name A-Z 👻
Test Publishing	~	2023 Vermont Grade (TEST PROGRESS	96%	AVG SCALE SCORE	#	ŧ
Rostering	- 20	Apr 11, 2023 - May 26, 2023		SCORED		PROFICIENC	0/
Progress		2023 Vermont Grade 03 Math Test	TEST PROGRESS	96% SCORED	AVG SCALE SCORE		#
Activity			÷		-	PROFICIEN	%
Report Assets Performance		2023 Vermont Grade 04 ELA Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS	95% SCORED	AVG SCALE SCORE		#
uthoring	141					PROFICIENC	^{29:5}
N75521714726		2023 Vermont Grade 04 Math Test	TEST	96%		#	ŧ ,°

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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** ^(E) button.

✓ VERMONT		4	Vermont Assessment System Vermont Distr	ict 🗸
=	← Performance Report		Home 🦿 Performance 👘 Performance R	teport
슈 Home	Program: 2023 Vermont Spring i Test: 2023 Vermont Grade 03 ELA Test	~	Program Report	
Field Sets Field Sets Program Configuration Tests	2023 Vermont Grade 03 ELA Test Apr 11, 2023 - May 26, 2023 Grade: 03 English Language Arts		Customer - Vermont - TEST 96% PROGRESS SCORED	
Administrations Practice Tests	AVG SCALE SCORE GROUPS			
Test Publishing	PROFICIENCY % %	%	%	
Roster Upload	✓ SCORE GROUP DETAILS			
Orgs	Performance Comparison			
•	Show score groups as a table		Export Report	





3. The Program Report displays a report table with score information grouped by **Grades G**, **Content Areas G**, and **Test Windows**, and showing the number of **Students**, **Proficiency**, **Performance Level**, and **Scale Score O** 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.

		← Program Re	eport					Home Performance Program
Home		Test Program 2023 Ver	mont Spring i	0		Customer - Vermont	*]	
Test Management	-	Grades All Grades	Content A	reas nt Areas. 🗸 🗸	Test Windows	×		🖋 Edit Report Settings
Rostering		17 Result Gro	ups				C Show score group	os as a table 🚦 Export Report
		Grades	Content Areas	Test Windows	Students	Proficiency	Performance Level	Scale Score
Activity		G 03		ipring 23	U #	K %	0	— (1) #
Report Assets		04	English Language Ar	Spring 23			_	
thering			Math	Spring 23			-	
moning	~		Provide Lance and La	0-1-2 00				

There are several options when viewing the Program Report:

- Select one or more grades from the **Grades** O 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 🕑 icon located beside a filter selection to remove that selection. Click the **Clear** 🕄 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 f** button located at the upper right of the report table to download a .csv file containing the data currently filtered on the report.



VERMONT		Vermont Assessment System	m Vermont District 🗸
Ξ	← Program Report	Home /	Performance / Program Report
骨 Home			
🕲 System 🗸	Test Program	A Scope	
🛎 Test Management 🕓	2023 Vermont Spring	Customer - Vermont	
🕞 Test Publishing 🗸	Grades Content Areas Test Windows		
Rostering 🗸	04 x v English Language y Spring 23 x v	1	Edit Report Settings
ilii Reporting	0 0		, con noport containing .
Progress			
Activity	1 Result Groups 3 Filters Clear X	Show score groups as a tr	able 🖪 Export Report
Report Assets	Grades Col 🕄 Test Windows Students Proficiency	Perrormanue Level	Score
Performance	04 English Longuage Art Spring 23 # %		#
Authoring 🗸			

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** ⁽¹⁾ button. This opens the Program Report Settings popup.

NERMO	ONT				¥	Vermont Assessment System Verm	ont District 🗸
Ξ		← Program Report				Home Performance	Program Report
骨 Home							
🕼 System	14	Test Program			A Scope		
🛎 Test Management		2023 Vermont	Spring 1			Customer - Vermont	7
- Test Publishing	125	Grades	Content Areas	Test Windows			
Rostering		All Gradies	◆ All Content Areas.	All Test Windows.		Edit Report Se	ttings

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

Report Columns	Report Filters	
columns	Grades	
Add Column T		`
add Coldmin	Content Areas	
1 Grades		×
	Test Windows	
2 Content Areas		×
3 Test Windows	Student Demographic Filters	Add Column
	Gender	
	All Gender	0



3. Click a demographic ^C to select it.

Report Columns Organize the report by order of columns	Report Filters Grades	
• Add Column 👻	All Grades	N
Gender		~
	Test Windows	
I 2 Content Areas		×
II 3 Test Windows	Student Demographic Filters Gender	Add Column
II 4 Gender	All Gender	~

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** ¹ located to the right of it.

- 5. (Optional) To reorder the columns in the report, drag and drop them by selecting the **column** name
 and dragging and dropping it up or down in the list.
- 6. Once you have made your selections, click the Save Settings ^[6] button. (Click the Cancel ^[6] 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.

×

	Report Columns	Report Filters	
	Organize the report by order of	Grades	
			~
	O Add Column 👻	Content Areas	
			~
	I Grades	Test Windows	
	2 Content Areas		~
E	II 3 Test Windows	Student Demographic Filters Gender	Add Column
	4 Gender ×	All Gender 🗸	
0	Cancel	ſ	✓ Save Settings

Program Poport Sottings

Performance Summary Report

To access a Performance Summary report:

1. Select the **Reporting** 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 (**drop-down list.

2. Click the desired **test name** in the test list. This opens the Performance Report page for that test and the **Performance Summary** is report tab is displayed by default.

=		Performance Dashboard of Custom	ner - Vermont					Home	Performanc	æ
슈 Home		Program: 2023 Vermont Spring	~ i							
🛎 Test Management		Search Testa	ළ Program Report		5	T Filters	Sort by:	Name A	4-Z ▼	
Test Publishing Rostering	* *	2023 Vermont Grade 03 ELA	0	TEST PROGRESS	96% SCORED	AVG SCALE SCORE		#		1.6
Progress	*	2023 Vermont Grade 03 Math Te Apr 11, 2023 - May 26, 2023	əst	TEST PROGRESS	96% SCORED	AVG SCALE SCORE	PROFICIEN	#	6	
Aggregate Report Assets Performance		2023 Vermont Grade 04 ELA Test Apr II, 2023 - May 26, 2023	t	TEST PROGRESS	95% SCORED	AVG SCALE SCORE	PROFICIEI	4CY #	6	
uthoring	e.	2023 Vermont Grade 04 Math Te	est	TEST	96%	AVIS SCALE SCORE	PROFICIE	ICY 9		7.8

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KERMC	ONT					K Vern	nont Assessment System	Vermont Distr	ict 🗸
Ξ		← Performance Re	port				Home 💚 Performa	nce Performance R	leport
合 Home									
🖉 System	e.	Test Program: 2023 Vermont Spring	i	Test	2023 Vermont Grade 03 ELA Test	~	Let Pro	ogram Report	
🛎 Test Management	× .								
Field Sets		2023 Vermon	t Grade 03 ELA T	est			Customer - Vermont	1	
Program Configuration	L	Apr 11, 2023 - May	26, 2023 Grade: 03	English Languag	e Arts		TEST PROGRESS	96% SCORED	
Tests				e					
Administrations		AVG SCALE SCORE	SCORE GROUPS						
Fractice Tests		# PROFICIENCY	%		%	%	%	**	
		%						÷.	
Roster Upload					✓ SCORE GROUP DETAILS				
Orgs		Performance Compa	rison						
Users		Show score groups a	s a table					Export Report	1
							# 0010 0000 De		10.04

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The Performance Summary displays a Performance Comparison report table with list of **districts** and **schools (b)** and score information for each grouped by **Progress (% Scored) (c)**, **Proficiency (1)**, **Performance Level (1)**, and **Scale Score (1)**.



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** dropdown to view the percent of students, number of students, and score range for proficient and non-proficient.

✓ VERMONT				₽	Vermont Assessment Syster	n Vermont District 🗸
E *	← Performance Report				Home 3 Perfo	mance 🤄 Performance Report
A Home	2023 Vermont Grad	de 03 ELA Test	**		Customer - Vermont	π.
a System 🗸	Apr 11, 2020 - Micly 20, 202	o oldde, oo Englian Eangeage An			TEST PROGRESS	96% SCORED
Test Management ^ Field Sets Program Configuration Tests	avis scale score score # PROFICIENCY	%	%	%	%	
Administrations			SCORE GROUP DETAIL	S		
Test Publishing	Performance Comparison		K			Export Report
Rostering A	Scope *	Progress (% Scored) \$	Proficiency \$	Performance Level	Scale Sc	ore ¢
Orgs	Customer - Vermont	ଜ	(i) %			#
Users	• PV_State					
aa Reporting	• Vermont A	98% .				
Progress Activity	ADDISON CENTRAL SD	98%	_			
Aggregate 👻	ADDISON NORTHWEST SD	98%				3

There are several options when viewing the Performance Summary:

- Select the **Show score groups as a table** checkbox to display the performance levels as separate columns in the report table.
- District administrators only: Click on a **district name** I 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 ⁽¹⁾ 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.



~VERMONT				4 3 ∨	ermont Assessment System Vermont Distr
	← Performance Report				Home > Performance > Performance R
Home	AVG SCALE SCORE SCORE G	IROUPS			
System 💝	PROFICIENCY	%	%	%	%
lest Management	%				
Field Sets			SCORE GROUP DETAIL	LS	
Program Configuration	Performance Comparison				
Tests	Show score groups as a table				Export Report
Administrations	Scc	Progress (% Scored) \$	Proficiency #	Performance Level	N **
Practice Tests	cui 🚺	96%			••••••••••••••••••••••••••••••••••••••
est Publishing 🗸 🗸	PV_state	29%	×		#
ostering ^	• Vermont AOE	98%	%		
Roster Upload	▼ ADDISON CENTRAL SD	98%			
xgs Isers	BINGHAM MEMORIAL SCHOOL	100%			
eporting	BRIDPORT CENTRAL SCHOOL	82%		-	
Progress	MIDDLEBURY ID#4	100%			
Activity					



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** menu located on the left side of the page, and then select **Report Assets (B)**. This opens the Report Assets page.
- 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 G. 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.

	NERM.	ION	JT		¥	Vermont Assessment System	Vermont District 🗸
	System	×	*	Report Assets			
	🕞 Test Management	\sim		My Files			
	Test Publishing	~	Ť	Scopes			
	Rostering	\leq		✓ Customer - Vermont		6	484 Files
A	រ៍រ៍ Reporting	^	I	Vermont AOE		Ð	430 Files
	Progress Activity		I	SLATE VALLEY UUSD			6 Files
e	Aggregate Report Assets		I	> Vermont Farm and Forest School Dist			0 Files
	ertormance	8	v	> ORLEANS SOUTHWEST SU			7 Files

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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 ⁽³⁾. Once the zip package downloads, you can open the files to view each ISR in PDF format and each CSV file in spreadsheet format.

NERM.	ONT			P Vermont	t Assessment Syster	n Vermont District
System	~ *	Report Assets				
Test Management		My Files SLATE VALLEY U	USD X	All Report Types	x ¥ Q Se	orch Files
Test Publishing	~	scopes				
Rostering	÷.					
Reporting	~	Name	\$ Rep	port Type	💠 Scope Туре	\$
Progress		VTCAP2223 District SU004	22-	23 VTCAP District Zip	District	E
Activity		VTCAP2223 School PSI04	22-	23 VTCAP School Zip	School	بل
Aggregate Report Assets		VTCAP2223 School PS413	22-	23 VTCAP School Zip	School	٤
Performance		VTCAP2223 School PS031	22-	23 VTCAP School Zip	School	بل
Authoring	× .	ID UTCAD2222 School DCI02	11	32 VTCAB Cohool 7in	Sabaal	
					© 2019-2023 Peor	son All rights reserved v12



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.

NERM.	ONI		₽	Vermont Assessment System	Vermont District 🗸
=	Î	Report Assets			
合 Home		✓ MONTPELIER ROXBURY SD			5 Files
🐼 System	~	MAIN STREET MIDDLE SCHOOL			1 Files
┢ Test Management	~				
🕒 Test Publishing	×.	ROXBURY VILLAGE SCHOOL			1 Files
Rostering	×.	MONTPELIER HIGH SCHOOL			1 Files
ជា៍ Reporting					
Progress		UNION ELEMENTARY SCHOOL			I Files
Activity		> Good Sheperd Catholic School Dist			0 Files
ragiogute					

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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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