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# A Quick Tour of **TestWiz.Net**

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# Introduction

**TestWiz.Net** is a tool for generating reports via the Web. You log into **TestWiz.Net** from any machine using a Web browser. Students' test results are uploaded to a secure server hosted by *dataMetrics Software*. All data transfer to and from the server is encrypted. Access to the data is controlled via user name and password.

**TestWiz.Net** has been customized for several State assessments, including the 2006 ISAT in Illinois, the MCAS in Massachusetts, and the MEAP in Michigan. It supports virtually any assessment and provides users with the advantage of having one tool to analyze all tests.

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## Requirements

Before using **TestWiz.Net**, you should have the following installed:

- **A Web browser.** TestWiz.Net has been tested on the following Web browsers: Microsoft® Internet Explorer version 6 or higher, Mozilla™ Firefox®, and Apple® Safari™ version 1.2.
- **Adobe® Reader®** or **Adobe Acrobat®** for printing reports.

There is no need to install any other software on your local machine.

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## Getting Started

### Uploading the data

You can choose to either have your own administrator or to use dataMetrics Software as the administrator. If you chose the former, your designated administrator maintains the district database in TestWiz desktop and uploads the database to the server as needed. With the latter option, dataMetrics acts as the administrator. All importing, database management, and uploading are done by dataMetrics.

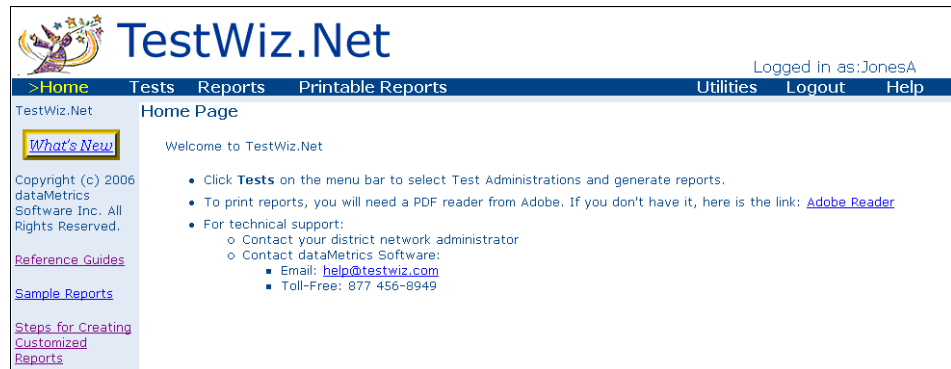
Regardless of who uploads the data, a local administrator then creates user accounts by assigning user names and passwords for those who will be using TestWiz.Net. Our "Reference Guide for Administrators" provides simple step-by-step instructions for doing this. Access can be controlled down to the teacher level.

### Logging in

When you go to the secure TestWiz.Net Web site, you are brought to the **Login Page** where you enter your **User Name** and **Password**.



Once you log in, you arrive at the Home page.



The menu bar at the top of the screen shows you the various sections of TestWiz.Net that you currently have access to. The blue sidebar area on the left contains Help information and changes on each page.



Click on any of the menu items at the top of the page.

**Tests:** Go here to select a test to work with.

**Reports:** Go here to create reports.

**Printable Reports:** If you create a report and choose to print it, you can access the report here.

**Utilities:** Go here to change your password and e-mail address. If you are a System Administrator, you assign user names and permissions here.

**Logout:** Click this to log out of TestWiz.Net. (If you remain inactive for at least one hour, you are automatically logged out.)

**Help:** Click this to open the Table of Contents and Index for the online Help system for TestWiz.Net.

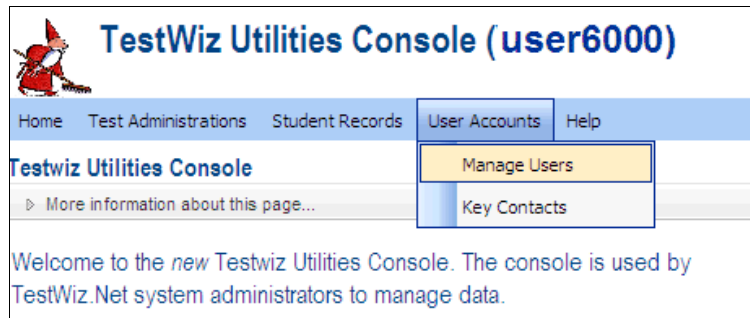
# Assigning User Names

TestWiz.Net System Administrators create user accounts and control access to the student data. Choosing **Utilities** from the top menu bar brings the administrator to the **TestWiz Utilities Console** page. Each user account will have associated with it:

- Basic information such as a user name, a password, and an email address
- a reports access level
- a database management access level

You need to create a separate account for each person. To create a new account:

1. Choose **Utilities** from the top menu bar to arrive at the **TestWiz Utilities Console** page.
2. Choose **Manage Users** from the **User Accounts** menu.



2. Click **Add New User**.

Total Licenses	Concurrent Licenses	Assigned Licenses	Activated Accounts	Online Now
30	30	29	29	2

User Accounts				
Name	Email Address	Activated	Minutes Online	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
user6010not	user6010not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011	user6011@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6011not	user6011not@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>
user6012	user6012@testwiz.com	Yes	Offline	<a href="#">Edit</a> <a href="#">Delete</a>

Change page: [<](#) [1](#) [2](#) [3](#) [>](#) | Displaying page 2 of 3, items 11 to 20 of 29.

Change page:  [Go](#) Page size:  [Change](#)

[Add New User](#)

[View User Accounts Report](#)

3. The **Create and Update User Accounts** page appears.

Now creating a new account

User Name:  Account names are required to be unique for all customers.

Activate:  Activated Activate this user to allow user to log into TestWiz.Net.

Email Address:

Password:  Password must be 6-50 characters having mixed case letters and at least one number.

Confirm Password:

**Permission To View Reports:**

Student Level Details and Summary Reports  Summary Reports Only

## Defining Basic Information

Enter basic information in the text boxes provided on the **Create and Update User Accounts** page.

User Name:  Account names are required to be unique for all customers.

Activate:  Activated Activate this user to allow user to log into TestWiz.Net.

Email Address:

Password:  Password must be 6-50 characters having mixed case letters and at least one number.

Confirm Password:

## Assigning Access to Reports and the Database

You can give each user account the ability to see reports on some level. In addition, you can also give some users the ability to manage TestWiz.Net database to an extent that you specify. The section “Permission to view reports” gives you various options for assigning the appropriate permissions to each user.

**Permission to view reports:**

Student level details and summary reports  Summary reports only

Allow access to some students  Allow access to all students

-REQUIRED: Choose district(s), school(s), teachers(s)

- Willows
  - Cottage Street School
  - Elm Street School
  - Green Street School
  - Willows High School
  - Willows Middle School
- Willows Outplacement

-OPTIONAL: Assign permission to edit the database

- Manage User Accounts
- Enter Scores

# Selecting and Viewing a Report

Anyone with a User Name and password can view reports. To view reports, you first need to select a test. Click **Tests** from the top menu bar to arrive at the **Select Test Administration** page.

**Select Test Administration**

My recently selected Test Administrations:

Filter list of Test Administrations:  
 Grade:  Name:  Year:

Grade	Date Given	Name	Abbr	Admin Name
3	May 01, 2003	MCAS Grade 3 2003- Reading	Mcas303	MCAS Grade 3 2003
3	May 01, 2004	MCAS Grade 3 2004- Reading	Mcas304	MCAS Grade 3 2004
3	May 01, 2005	MCAS Grade 3 2005- Reading	MCAS305	MCAS Grade 3 2005
4	May 01, 2003	MCAS Grade 4 2003	Mcas403	MCAS Grade 4 2003

The tests for which you can view or print reports are listed here. Select a test by clicking anywhere on the row.

**Note:** If you want to filter the list to show only tests for a certain grade or with a particular name, make one or more selections from the **Filter list of Test Administrations** section located above the list of tests. Then click **Filter**.

After you select a test, the **Create Reports** page appears.

**Create Reports**

Test: MCAS Grade 4 2004  
 Test Date: May 01, 2004  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type:   
 Teacher Type/Location:   
 My Customizations:

**Report Parameters**

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

There are over 30 types of reports to choose from, including:

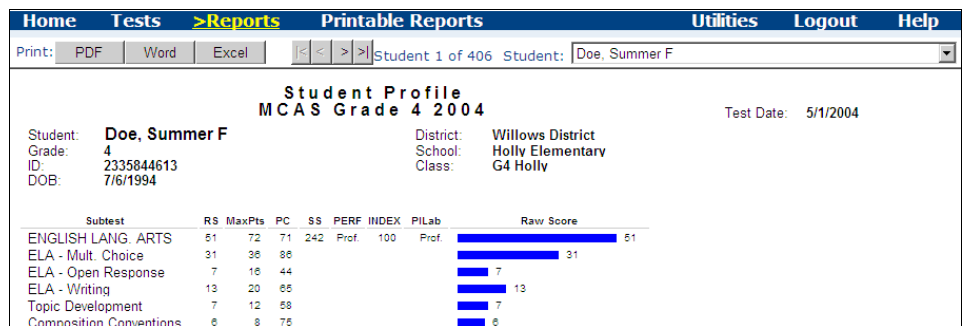
- **Student Reports:** Profile with Letter, Multi-Test, History, Item Analysis, Objectives


- **Class, School, District, and/or Multi-District Reports:** Student List, Class List with Items, Item Analysis, Item Analysis Graph, Student Labels, History, Class Summaries, School Summaries, District Summaries, Objectives Summaries, Instructional Grouping, Multi-Test Frequency Distribution Graph, Multi-Test Summary Graph, Cross-Tab, Multi-Group Frequency Distribution Graph

Refer to our Web site at <http://www.testwiz.com> for sample reports.

To create a report:

1. Select a **Reporting Group:** Student, Class, School, District or Multi-District. The reporting group you choose determines the kind of reports you are able to select.
2. Select a report from the **Report Type** drop-down list. In all, there are over 40 different types of reports to choose from.
3. Click **Preview Report**. The report appears on the screen:



Use the  buttons at the top of the page to navigate from one page to another. Use the **Student** drop-down list (or **School**, or **District**, etc. depending on the report you are viewing) to jump to a specific part of the report.

## Customizing Reports

If you want to query the data in a way other than the default, you can customize your reports. For example, you can change a report to show only certain subtests, or only the female students, or only the students who did not meet the standards on a test, etc.

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### Creating a Customized Report

TestWiz.Net reports are created based on a set of parameters. (For details on the parameters available, refer to the next section beginning on page 9.) You can change these parameters in order to customize your reports. To change the parameters:

1. Click **Reports** on the top menu bar to arrive at the **Create Reports** page. Examine the buttons under **Report Parameters**:

Report Parameters			
Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc. Code Filter	None Specified	Spc. Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

Notice that the parameter buttons have displays next to them to indicate whether a parameter has been specified. Parameter buttons that are gray are unavailable for the report type you selected.

- Click the button for the parameter you want to change and a second screen appears. For example, click on **Student** and the **Select Students** screen appears.

Select Students					
Filter Students					
Last Name:	Teacher:	School:	District:	Filter	Clear
Last Name	First Name	Teacher	School	District	
<input type="checkbox"/>	Brown	Jairo	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	John	G10 Willows High	Willows High	Willows District
<input checked="" type="checkbox"/>	Brown	Hannah	G10 Willows High	Willows High	Willows District
<input checked="" type="checkbox"/>	Brown	Patrick	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Loren	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Karla	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Thiago	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Catherine	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Emily	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Rylan	G10 Willows High	Willows High	Willows District
<input type="checkbox"/>	Brown	Lindsey	G10 Willows High	Willows High	Willows District
1 2 3 4 5 6 7 8 9 10 ...					
Select All	Clear All	OK	Cancel		

- This screen contains a list of students who took the test, enabling you to hand-pick the students on whom you want the report to be based.
- After making changes, click **OK** to return to the **Create Reports** screen.
- Click the **Preview Report** button to display the customized report on your screen.

After you've changed the parameters used for a report, you can save the set of changes you made as a "customization" by clicking **Manage Customizations**.

**Create Reports** Select another Test

Test: MCAS Grade 4 2004  
 Test Date: May 01, 2004  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile  
 Teacher Type/Location: Primary Teacher  
 My Customizations: None Selected

Preview Report Set as Defaults Clear Parameters Manage Customizations

**Report Parameters**

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

## Report Parameters

The parameters that you can customize control various aspects of a report. What follows is a brief description of each of the parameters. These are all available on the **Create Reports** screen under **Report Parameters**. Which parameters are available depends on the type of report you select.

**Create Reports** Select another Test

Test: MCAS Grade 4 2004  
 Test Date: May 01, 2004  
 Reporting Group:  Student  Class  School  District  Multi-District  
 Report Type: 1.0 Student - Profile  
 Teacher Type/Location: Primary Teacher  
 My Customizations: None Selected

Preview Report Set as Defaults Clear Parameters Manage Customizations

**Report Parameters**

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	All	Display Score	Raw Score
Scores	All	History	1 Test Selected
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

### The Student, Teacher, School, and District Parameters

Click on the **Student**, **Teacher**, **School**, or **District** parameter buttons to select one or more students, teachers, schools, or districts for the report.

Select Schools

School	District
<input type="checkbox"/> Cottage Street School	Willows
<input checked="" type="checkbox"/> Elm Street School	Willows
<input type="checkbox"/> Green Street School	Willows

1

Select All Clear All OK Cancel

## The Special Code Filter Parameter

Special Codes are demographic characteristics associated with students. When you import a test, demographics that are in the file get imported along with the students' names and test scores. The **Spc. Code Filter** parameter allows you to generate reports based on selected student characteristics. For example, you can select the Special Code **Sex** and set its value to **Male**. That would allow you to generate reports for only the Male students who took a particular test.

Select Special Codes for Filtering Student R

Filter based on information from  Most recent student record or

<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> StudStat(pre-'06)	<input type="checkbox"/> Yrs in US(MCAS)
<input type="checkbox"/> ELAstat(MCAS)	<input type="checkbox"/> MathStat(MCAS)	<input type="checkbox"/> Sci Stat(MCAS)
<input type="checkbox"/> Title 1 (Official)	<input type="checkbox"/> Days(SIMS)	<input type="checkbox"/> FirstLang(SIMS)
<input type="checkbox"/> LEPstat(MCAS)	<input type="checkbox"/> OctEnroll(MCAS)	<input type="checkbox"/> HS Grade(MCA
<input type="checkbox"/> SPED(SIMS)	<input type="checkbox"/> Accom.(GRADE)	<input type="checkbox"/> Accom.(DIBE
<input type="checkbox"/> Sum/After Interv(RF)	<input type="checkbox"/> Supplem. Interv(RF)	<input type="checkbox"/> Intensive Inter
<input type="checkbox"/> Retained(RF)	<input type="checkbox"/> SPED (Official)	<input type="checkbox"/> Lunch(SIMS)
<input type="checkbox"/> M-Assess(MCAS)	<input type="checkbox"/> LEP-Former(Official)	<input type="checkbox"/> Yrs in MA (Offi

Clear All OK Cancel

Select filter criteria then save results.

**Sex**

Male

Female

Unspecified

When you click **Preview Report**, the report shows only the students who have the Special Code(s) you selected. If you choose more than one Special Code, the report shows students who fit the criteria for the first code, *and* the second code, *and* the third code, etc.

## Subtests and Scores Parameters

By default, the reports include as many subtests and scores as possible. To limit the subtests or scores to appear in your report and the order in which they appear, use the **Subtests** and **Scores** parameters.

**Select Substets**

Select from:

- S - Reading-Mult. Choice
- S - Literature-Mult. Choice
- S - Literature-Ext. Resp.
- S - Number Sense
- S - Measurement
- S - Algebra
- S - Geometry
- S - Data, Stat, Prob
- S - Math-Short Answer
- S - Math-Ext. Resp.

< >  
<< >>

In Report:

- A - READING TOTAL
- A - MATH TOTAL

Order: Up Down

Note: Objective reports require substets that are based on Answer Keys (A), and Item Analysis reports require substets that based on either Answer Keys (A) or Subsections (S). Sources of substets are indicated as follows:

- A=Answer Key
- S=Subsection
- C=Composite
- P=Performance

## The *Cutoff* Parameter

The **Cutoff** parameter enables you to limit a report to students based on their ranks or scores. For example, you can generate a report that shows only the students who failed a test. Or you can have a report that shows those students whose raw score was within a certain range. This screen shot shows a report limited to students whose Scaled Score is between 0 and 200 on Reading Total:

**Select Cutoff**

No Cutoff  Cutoff by Rank  Cutoff by Score

Please select the score and one or more substets:

Score:

Substet:

READING TOTAL  MATH TOTAL

Select range of scores for cutoff:

From:  To:

Include students that meet the cutoff for ALL (each) of the selected substets  
 Include students that meet the cutoff for any one of the selected substets

## The *Rank Order* Parameter

By default, TestWiz prints student names on reports in alphabetical order within their reporting groups (classes, schools, or districts). Use the Rank Order parameter button to rank them in ascending or descending order based on a substet and type of score.

**Select Rank Order**

Select Substet:

(Off)  MATH TOTAL  Geometry

READING TOTAL  Number Sense  Data, Stat, Prob

Reading-Mult. Choice  Measurement  Math-Short Answer

Literature-Mult. Choice  Algebra  Math-Ext. Resp.

Literature-Ext. Resp.

Select Score:

Raw Score  Performance Level  Stanine

Maximum Points  Scaled Score  Normal Curve Equivalent

Percent Correct  National Percentile Rank

Sort Order:

Ascending  Descending

## The Letter Parameter

When you create a **Student-Profile with Letter** or **Student Profile with Objectives** report, you have the option to create and attach a letter or memo using the **Letter** parameter.

**Select and Manage Letter**

Choose from the list of available letters.

General Letter  
 To Parents whose Student Passed  
 To Parents whose Students Failed

\*is a letter shared by another user.

Cutoff in Letter: None.

Letter Preview:

Dear Parent of John Q. Public

As you can see by this report, John scored 100 out of 100 on the ELA.

Sincerely,  
 Mr. R. Smith  
 Principal

The report you create has the letter attached at the bottom:

**Student Report**  
**MCAS Grade 10 2005**

Test Date: 5/1/2005

Student: **Doe, Adam J**                      District: **Willows District**  
 Grade: **10**    School: **Willows High**  
 ID: **2341732738**                                      Class: **G10 Willows High**  
 DOB: **3/29/1988**

Subtest	RS	MaxPts	PC	SS	Raw Score
ENGLISH LANG, ARTS	32	72	44	218	32
ELA - Mult. Choice	16	36	44		16
ELA - Open Response	3	16	19		3
ELA - Writing	13	20	65		13
Topic Development	7	12	58		7
Composition Conventions	6	8	75		6
Language	0	6	0		
Literature	19	46	41		19

Dear Parent of Adam J Doe

It appears that Adam did not pass the ELA portion of the MCAS. Adam scored 218 on the ELA. A 220 is needed to pass.

Sincerely,  
 Mr. R. Smith  
 Principal

You can create your own new letters that are shared or not shared with others who log in. These letters can contain special characters and fields such as scores and student names. Later, you can delete or edit letters that you create.

## The Statistics Parameter

Summary statistics can be based on a mean or median of scores. By default, the statistics are calculated using the mean. You may change this using the **Statistics** parameter.

**Select Statistics Method**

Mean  
 Median

## The *Display Score* Parameter

This parameter sets the type of score to display on reports with graphs. You will also see it on summary reports.

Select Score to Display

Raw Score       Scaled Score

Maximum Points    Performance Level

Percent Correct     Proficiency Index

## The *Objective Cutoff* Parameter

Control the cutoff for an Instructional Grouping report. An Instructional Grouping report tells you how many students (and their names and scores) had a percent correct within the cutoff range.

Select Objective Cutoff

Greater than or equal to

Less than

Percent Correct:

MCAS Grade 8 2006			
Class Instructional Grouping Report			
Grade: 8	Class: G8 Fern School	School: Fern School	District: Willows Outplacement
English Language Arts (ALL)		All Students	
Max. Points: 52		49% [2]	
2 students with percent correct less than 75%			
Childs, Christian R	40	McMahon, Michael	58
ELA Multiple Choice		All Students	
Max. Points: 36		58% [2]	
2 students with percent correct less than 75%			
Childs, Christian R	53	McMahon, Michael	64

## The *Multi-Test* Parameter

A multi-test report allows you to show the scores for more than one test at a time for any group of students. This kind of report works well for multiple tests that have the *same subtests and scores as the primary test*. Use the **Multi-Test** parameter to select additional tests and whether you want the report for all students who took any of the tests or just the students who took each of the tests (cohort). TestWiz.Net will show you a pre-filtered list of tests that matches your selection.

**Select Additional Tests and Population**

**Primary Test:** MCAS Grade 4 2004-May 01, 2004  
**Population:**  Cohort  All Students

**Additional Tests:**  
 6 May 01, 2006 MCAS Grade 6 2006 Remove

---

**Find and Select Additional Tests:**

*Note: Only tests that have a score matching the selected display score and one or more matching subtests will appear in the list below. Therefore, it is best to choose the display score and subtests **before** choosing additional tests.*

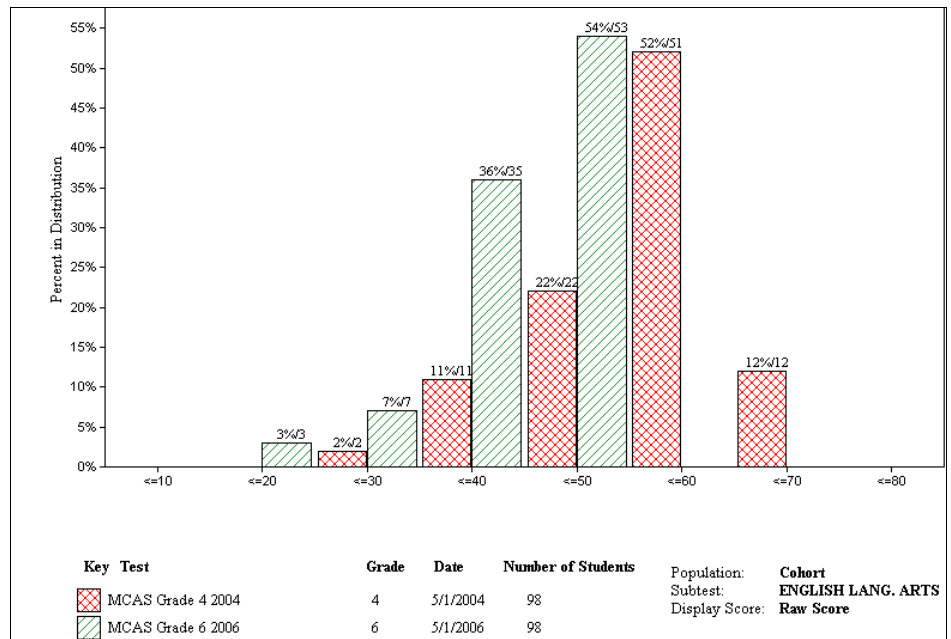
Grade:  Name:  From:  To:

**Select Additional Tests:**

Grade	Date Given	Name	Abbr	
<input type="checkbox"/>	6	May 01, 2004	MCAS Grade 6 2004 - Math	MCAS604
<input type="checkbox"/>	6	May 01, 2005	MCAS Grade 6 2005 - Math	MCAS605
<input type="checkbox"/>	10	May 01, 2006	MCAS Grade 10 2006	MCAS1006
<input checked="" type="checkbox"/>	6	May 01, 2006	MCAS Grade 6 2006	MCAS606

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The report shows your selected tests together:



## The Special Code Display Parameter

The **Sp. Code Display** parameter allows you to select Special Code values to display on a report.

**Select Special Codes to Display**

Enable Parameter  
 Display special codes from:  
 Most recent student record or  When test was administered

Select from:

Lunch(SIMS)
M-Assess(MCAS)
MathStat(MCAS)
MEPA Particip(MEPA)
Migrant(Official)
M-Numin(MCAS)
OctEnroll(MCAS)
Pre-School(RF)
Race(SIMS)
Retained(RF)
Sci Stat(MCAS)
SPED (Official)
SPED(SIMS)
StudStat(pre-'06)
Sum/After Interv(RF)

In Report:

Sex
Race (Official)

Order:

When you preview the report, you see student values for the selected Special Codes.

Grade: <b>6</b>	District: <b>District 13</b>
Class: <b>Willows Middle</b>	School: <b>Margery Smith</b>

	Score	READNG	RdgMC	LitMC	LitExt	MATH	Numb	Measur	Algebra	Geom
<b>Andrews, Marcella</b>	RS	22	15	6	1	22	8	1	4	3
2890000	MaxPts	54	34	16	4	81	19	8	13	14
DOB: 2/21/1994	PC	41	44	38	25	27	42	13	31	21
Sex: Female	PERF	Below				Below				
Ethnicity: Hispanic	SS	200				205				
	NPR	27				14				
	ST9	4				3				
	NCE	37.1				27.2				
	Lexile	720								
<b>Azaro, Michael</b>	RS	26	16	8	2	35	7	4	5	6
2880000	MaxPts	54	34	16	4	81	19	8	13	14
DOB: 4/21/1994	PC	48	47	50	50	43	37	50	38	43
Sex: Male	PERF	Below				Below				
Ethnicity: Hispanic	SS	211				221				
	NPR	19				40				
	ST9	3				5				

## The History Parameter

Click on the **History** parameter button to select other tests to show on a history report.

**Select History**

Grade	Date Given	Name	Abbr	Admin Name					
4	5/1/2004	MCAS Grade 4 2004	Mcas404	MCAS Grade 4 2004	<a href="#">Subtests</a>	<a href="#">Scores</a>			<a href="#">Down</a>
3	5/1/2003	MCAS Grade 3 2003- Reading	Mcas303	MCAS Grade 3 2003	<a href="#">Subtests</a>	<a href="#">Scores</a>	<a href="#">Remove</a>	<a href="#">Up</a>	

A history report shows your selected tests:

MCAS Grade 4 2004 MCAS Grade 4 2004 Test Date:5/1/2004				MCAS Grade 3 2003- Reading MCAS Grade 3 2003 Test Date:5/1/2003			
	RS	MaxPts	PC		RS	MaxPts	PC
ENGLISH LANG. ARTS	20	72	28	ELA Multiple Choice	23	40	58
ELA - Mult. Choice	9	36	25	Literature Items	17	30	57
ELA - Open Response	3	16	19	Language Items	6	10	60
ELA - Writing	8	20	40	Question 19	0		
Topic Development	4	12	33	Question 33	1		
Composition Conventions	4	8	50				
Literature	12	48	25				
Language	0	4	0				

## The Cross-Tab Parameter

The Cross-Tab parameter is used to set up the School or District Cross Tab reports. It allows you to answer questions such as: “Was there a significant difference in the performance of one sub-group of students versus another?” In this example, we are looking at the English test and the students who had the highest performance. We want to know whether gender was a statistically significant factor.

Using the **Cross-Tab** parameter, you choose a subtest and specify a score range:

**Cross-Tab Setup**

Subtest and Score    First Special Code    Second Special Code

Subtest:

Score:

Cutoff:

Value 1:

Cross-Tabulation Type:

One Special Code

Two Special Codes

Then choose Special Codes on the **First Special Code** tab:

**Cross-Tab Setup**

Subtest and Score | First Special Code | Second Special Code

Use Special Codes from:  Student Record  
 Test Administration

Special Code: Sex

Select from: (blank)

In Report: Male, Female

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The Cross-Tab report helps to answer the question:

**School Cross-Tab Report**  
**MCAS Grade 4 2004**

Grade: **4** District: Willows  
 School: Elm Street School

**Count of Students for ENGLISH LANG. ARTS with Percent Correct At or Above 50 by Sex**

	Male	Female	Total
Counts	40	62	102
All	46	64	110

**Percent of Students for ENGLISH LANG. ARTS with Percent Correct At or Above 50 by Sex**

	Male	Female	Total
Percent	87.0	96.9	92.7
All	41.8	58.2	100

**Average ENGLISH LANG. ARTS Percent Correct**

	Male	Female	All
Average	67.3	73.5	70.9

Source: Based on the Special Codes as they are currently logged in Student Records.  
 All means all students regardless of cutoff.  
 Chi Squared = 3.90 with 1 degree(s) of freedom.  
 The groups are not significantly different based on the selected cutoff score (at the 5% chi-square level).

## The Gap Score Parameter for Comparison Reports

The **Gap Score** parameter allows you to define and select comparison groups. It helps you compare the scores of one group with the scores of another group(s).

**Select Gap Scores**

Showing parameters for report Class Multi-Group Frequency Distribution Report

Enter a name for the Primary Group: Cottage

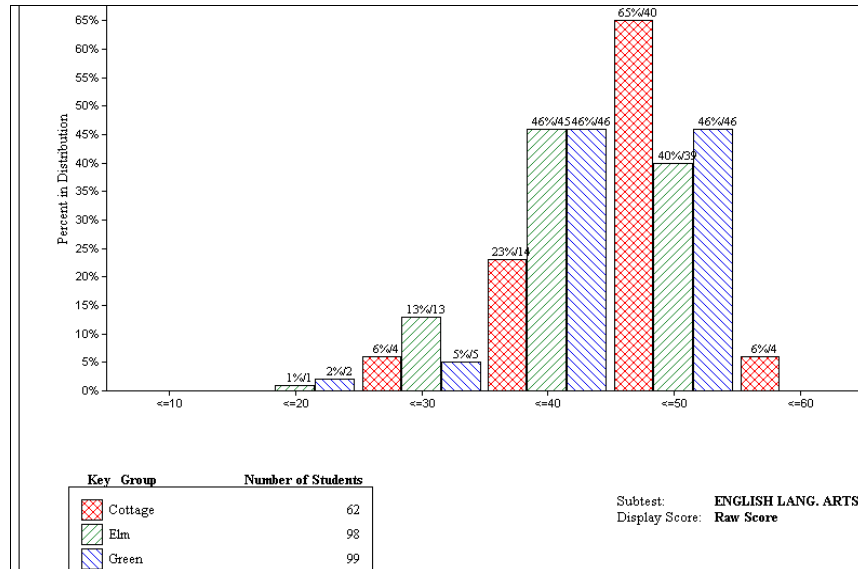
Click New to define a new comparison group: New

Select a comparison group:

Group 1 Elm Edit Group 4 none Edit  
 Group 2 Green Edit Group 5 none Edit  
 Group 3 none Edit Group 6 none Edit

OK Cancel

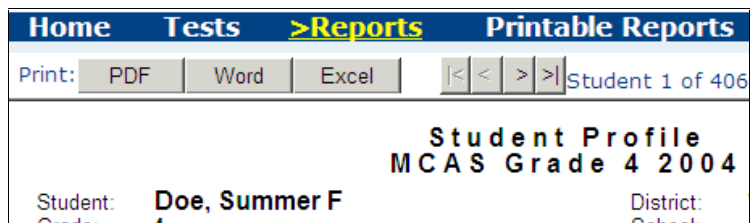
The report such as this Multi-Group Frequency Distribution Graph shows all your comparison groups:



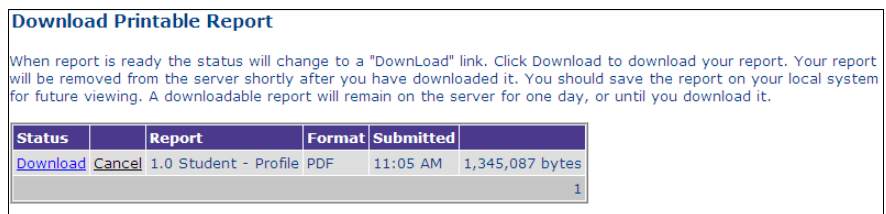
# Printing or Saving a Report

After you have previewed the report and customized it as needed, you may want to print the report.

1. Click the **PDF** button next from the top of the preview window. You will be alerted that the report is being processed.



2. Click **Printable Reports** from the top menu bar. This brings you to the **Download Printable Report** page showing the report(s) you have exported.



3. Click **Download** and the report opens up in Adobe Acrobat or Adobe Reader where you can view it, save it, or print it out.

4. You can also print or save reports in Microsoft® Word or Microsoft Excel® format by clicking the **Word** or **Excel** buttons from the **Report Preview** window.

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