

Smarter Reporting System (SRS)

Introductory Guide

2023–24



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Revision Log

Changes to this document made after **October 31, 2023** will be noted in the table below.

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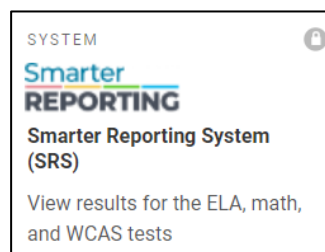
Introduction

This document introduces Washington educators to the Smarter Reporting System (SRS). It does not include every feature and function of the SRS. When you are ready for more information about the SRS, we suggest accessing the [SRS User Guide](#) document provided within the system. If you have suggestions for improving the contents of this document, please send your ideas to asi@k12.wa.us.

Login

1. The Smarter Reporting System (SRS) can be accessed from the WCAP Portal: <https://wa.portal.cambiumast.com/> using a web browser like Chrome or Firefox.
2. Select the assessment you administered and select the task card for Scores and Reporting.
3. Select the systems card for Smarter Reporting System (SRS):

Figure 1: SRS system card



4. Log in using the same email and password combination you use for accessing systems like the Testing Information Distribution Engine (TIDE), the TA Interface, and the Teacher Assessment Scoring Center (TASC).
5. After completing the login process, the home page of the SRS will appear.

User Permissions


Users have permission to see data and perform actions in the SRS based on their user role in TIDE. Table 1 lists some of the activities permitted in the SRS, and the TIDE user role(s) with permission to do that activity.

Table 1: User Permissions

Activity Permitted	User role in TIDE
Assign groups of students to teachers	DC, DA, SC
View student results by district, school, and grade level	DC, DA, SC, IS
Print school and grade level batch reports	DC, DA, SC, IS
Create/view/export custom aggregate reports	DC, DA, SC, IS
View student results by assigned student group	DC, DA, SC, IS, TA
Create/edit/delete custom student groups using students already in their assigned student groups	TA
View student results by custom student group	TA
Search for students to see individual results	DC, DA, SC, IS, TA
View student test history	DC, DA, SC, IS, TA
Export results as comma separated value (csv) files	DC, DA, SC, IS, TA
Print reports of individual student results for a single student or for a group of students	DC, DA, SC, IS, TA

Home Page and Navigation

All user roles can access the full SRS User Guide and the Smarter Balanced Interpretive Guide from the home page of the SRS. Users will also have access to results and different tools based on their user role level.

Users can return to the home page at any time by selecting the blue house icon  from the grey banner displayed on subsequent pages.

On subsequent pages, the full SRS User Guide and the Smarter Balanced Interpretive Guide are linked across the top of the page. A navigation path will follow the house icon, with each page in the path separated by a slash ("/") as shown in Figure 2. Users can go to anywhere on that path by clicking on any blue page name.

Figure 2: Navigation Path



Assigning Student Groups to Teachers

Student groups are assigned to TAs by school or district test coordinators (those with SC, DA, or DC roles in TIDE) through a file upload process in the SRS. These groups are called “assigned student groups” in the full SRS User Guide. Teachers with the TA role in TIDE cannot create “assigned student groups” or assign new students to these groups themselves.

The process described here is separate from the process of creating rosters in TIDE. The rosters created in TIDE do not flow into the SRS. Please see FAQ #6 for more explanation.

Note: TAs will not see any student results in the SRS until the Student Group Creation steps are completed in the SRS by their school or district test coordinator.

Student Group Creation

1. From the home page, click on the [Student Groups] button in the Administrator Tools panel. You will be taken to the Manage Student Groups page.
2. Click on the blue [Upload Groups] button at the top of the page. You will be taken to the Upload New or Revised Groups page.
3. Click on the [CSV File Format] button at the top of the page. You will be taken to the CSV File Format page.
4. Read the instructions on the screen. Click on the [Template] button at the bottom of the panel.
 - Regarding instruction number 7: School Coordinators (SC) can only upload groups for their school. District Administrators (DA) and District Coordinators (DC) can upload groups for any school in the district.
 - Depending on your web browser settings, you will get options to view or save the .csv file, or the file will automatically download.
5. Follow the instructions on the CSV File Format page to construct the file. The bullets in the following list provide some details about how to fill each column in the file:
 - Craft a *group name* that is unique to the school building and school year.
 - The *school natural ID* is the last 4 digits in the school code as listed in TIDE. For example, if your school code in TIDE is “54123_9097” then only enter “9097” for the *school natural ID*.
 - The *school year* is programmed for the date of the spring tests. For SY 2023–24, enter “2024.”
 - The *subject code* must be the same for the entire group. Use “ALL” when test results from all content areas should be available to the assigned users. The other options for subject codes are “ELA”, “MATH” or “SC.”
 - Assign this group to a teacher by entering the TAs email address (the one used to log into TIDE) in the *group user login* column.
 - Assign students to this group by copying the first four columns into a new row, and then entering the student’s unique SSID to the *student ssid* column.

The first four columns create the group, the last two columns assign teachers and students to that group. Tables 2 and 3 on the following page illustrate the bullets.

Table 2 displays an example of a file with two groups of students assigned to one teacher who will see test results for all subject areas. Notice that when the group name changes, the row with only the teacher email starts the new group.

Table 2: SRS Group Upload Format

group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
TeacherP4_24	1234	2024	ALL		teacher@example.edu
TeacherP4_24	1234	2024	ALL	9876043211	
TeacherP4_24	1234	2024	ALL	7567490129	
TeacherP4_24	1234	2024	ALL	1012345678	
TeacherP4_24	1234	2024	ALL	8884445671	
TeacherP5_24	1234	2024	ALL		teacher@example.edu
TeacherP5_24	1234	2024	ALL	9876504321	
TeacherP5_24	1234	2024	ALL	1234567890	
TeacherP5_24	1234	2024	ALL	4567890123	

Table 3 displays an example of a file with multiple groups assigned to different teachers. Each teacher will only see the test results for one subject area.

Table 3: SRS Multiple Group Upload Example

group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
ELA_P5_24	1234	2024	ELA		ELAteach@example.edu
ELA_P5_24	1234	2024	ELA	9876504321	
ELA_P5_24	1234	2024	ELA	1234567890	
ELA_P5_24	1234	2024	ELA	4567890123	
Math_P3_24	1234	2024	MATH		Mathteach@example.edu
Math_P3_24	1234	2024	MATH	9876504321	
Math_P3_24	1234	2024	MATH	1234567890	
Math_P3_24	1234	2024	MATH	4567890123	
Science_P2_24	1234	2024	SC		Scienceteach@example.edu
Science_P2_24	1234	2024	SC	9876504321	
Science_P2_24	1234	2024	SC	1234567890	
Science_P2_24	1234	2024	SC	4567890123	

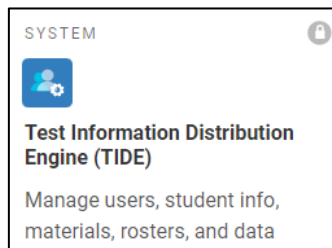
6. Save the completed file in the .csv file format.
7. When the file is ready to upload, return to the Upload New or Revised Groups page (see step 2) and follow the steps on the page.

Optional: Start with rosters created in TIDE

Users can leverage the rosters created in the Test Information Distribution Engine (TIDE) to assist with the creation of assigned groups in SRS. First, export the rosters from TIDE as a .csv file. Then, manipulate that file to match the SRS group upload format. Finally, upload the file into the SRS using the process described above to create the student group. The basic steps are listed here:

1. TIDE can be accessed from the WCAP Portal: <https://wa.portal.cambiumast.com/> using a web browser like Chrome or Firefox.
2. Select the assessment you administered and select the task card for Preparing for [testing].
3. Select the systems card for TIDE:

Figure 3: TIDE system card



4. Complete the login process.
5. In the Preparing for Testing section of the TIDE screen, select "View/Edit Rosters" from the Rosters menu.
6. Use the search panel to find the rosters you want to download. Select the rosters by checking the box next to the roster name. At the top of the table select the export button and then choose "Export My Selected to CSV" and the file will download.
7. The downloaded file contains some of the needed information, and some extra.
 - o School ID: this number has your district and school numbers, for example "9999_1234." Remove the first set of numbers and the underscore, and you are left with the *school natural ID* for the SRS file. In this case, remove "9999_" to be left with "1234" as the *school natural ID*.
 - o School name, TeacherLastName, and TeacherFirstName columns can be deleted.
 - o TeacherEmailAddress can be used for the *group user login* in the SRS file.
 - o Roster Name can be used as-is for the *group name* in the SRS file.
 - o Columns with the Grade, LastName, and FirstName of the students in the roster can be deleted.
 - o Reporting ID should be used for the *student ssid* in the SRS file.
8. Reorder the columns, rename the columns in the header row, and add the information listed in step 5 of section Student Group Creation.

Tip: Copy and paste the column header row from the template you downloaded from the SRS into this file to ensure that the header row is formatted correctly.
9. Proceed to steps 6 and 7 of section Student Group Creation.

Optional: Assign a group to more than one educator

A group of students can be assigned to more than one educator. The additional staff member email address should be listed in an additional row for the group, as shown in Table 4.

Table 4: SRS Group Upload Multiple Users

group_name	school_natural_id	school_year	subject_code	student_ssid	group_user_login
TeacherP4_24	1234	2024	ALL		teacher@example.edu
TeacherP4_24	1234	2024	ALL		principal@example.edu
TeacherP4_24	1234	2024	ALL	9876043211	
TeacherP4_24	1234	2024	ALL	7567490129	
TeacherP4_24	1234	2024	ALL	1012345678	
TeacherP4_24	1234	2024	ALL	8884445671	
TeacherP5_24	1234	2024	ALL		principal@example.edu
TeacherP5_24	1234	2024	ALL		teacher@example.edu
TeacherP5_24	1234	2024	ALL	9876504321	
TeacherP5_24	1234	2024	ALL	1234567890	
TeacherP5_24	1234	2024	ALL	4567890123	

If the group shown in Table 4 were uploaded both the teacher and the school Principal would see the assigned groups named "TeacherP5_24" listed on their Home Page screen.

Note: The principal can have either the SC or TA role in TIDE to have an assigned group.

Edits to an existing student group

A new file upload is the only way to make edits to an existing student group in the SRS. To make edits to your existing groups easier, we recommend that you keep the original files you uploaded to the SRS. Delete rows for students who have left the school or district, insert rows and add new students and/or new teachers to the original group, then upload the file again. Keep the first four columns of the file exactly the same and the new upload will replace the previous upload.

New for SY 2022-23 and still true for SY 2023-24: Students who have left the school or district do need to be removed from the group file for subsequent uploads. Previous versions of this document stated that keeping exited students was acceptable, but experience in spring of 2022 proved that to be the wrong.

Common errors in student group uploads

The [SRS User Guide](#) document discusses common errors and their solutions starting on page 113 of the pdf. The most common errors are listed here:

- The header row is missing or has errors. Solution: Use the header row from the template in your file.
- The school "cannot be found." Solution: Only include the 4-digit school code.
- The year is not accepted. Solution: Use the year for spring, e.g., 2024
- The file is out of order. Solution: Sort by *school natural id* if more than one school.
- Random errors you can't see. Solution: Open the file as a Notepad. You will see leading zeros and other issues causing the rejection of the file.

Viewing Student Results

Test Administrators (Teachers)

VIEW BY GROUPS

Teachers with the TA role in TIDE can only see results for students assigned to them by an SC, DA, or DC via the student group creation process described in the previous section. Once groups are successfully assigned, the TA should follow these steps to see student results.

1. On the homepage, select a student group listed in the Assigned Groups tab.
2. The student group results page opens, with **Groups** at the top of the page. The assessment year defaults to the current school year, and the most recent test taken by the group is displayed.
3. To choose a different test, click the "Select Assessments" button on the right side of the panel. Another panel will drop down with all the tests this group of students had taken. Click on the name of the test you want to view.
4. Scroll down to the Results panel. The results summary and the score distribution for the selected test will be displayed. Click on **[Show Results]** at the bottom of the panel and scroll down to see the results view table.
5. The default of **[Results By Student]** shows under the words "Select a results view" at the top left of the table.
6. The results for all the students in this group who took this test will be listed.

At this point, there are multiple buttons and menus that can be clicked and accessed to view additional information about the test scores and results. See the sections below for more information.

Summative Assessments in ELA

7. Click on the words **[Results By Student]** to activate the drop-down menu. The additional choices of **[Writing Trait Scores]** and **[Target Report]** will appear on the list.
 - a. When the default of **[Results By Student]** is selected, the results view table will show test results with a student listed on each row. The reporting category and scale score each student earned will be in the last two columns. (If a student is not listed in your results see the Troubleshooting section for help.)
 - b. If you select **[Writing Trait Scores]** from the list, the results view table will change to show the group results for the Performance Task full write item. The Points Distribution table shows the points earned by the group on each trait of the performance task rubric. Use the tabs at the top of the table to view the writing trait score data by purpose (informational, opinion, etc.).
 - c. If you select **[Target Report]** from the list, the results view table will change to show the Target Report for this group of students.
8. *Note:* The use of the [adjusted blueprint](#) since spring 2022 means that no claim scores are calculated for the summative ELA test. As a result, when you click on the **[Claim]** button at the right side of the Results panel the claim results for this test will display blank cells.

Summative Assessments in math

7. Click on the words **[Results By Student]** to activate the drop-down menu. The additional choice of **[Target Report]** will appear on the list.
 - a. When the default of **[Results By Student]** is selected, the results view table will show test results with a student listed on each row. The reporting category and scale score each student earned will be in the last two columns. (If a student is not listed in your results see the Troubleshooting section for help.)
 - b. If you select **[Target Report]** from the list, the results view table will change to show the Target Report for this group of students.
8. *Note:* The use of the [adjusted blueprint](#) since spring 2022 means that no claim scores are calculated for the summative math test. As a result, when you click on the **[Claim]** button at the right side of the Results panel the claim results for this test will display blank cells.

Summative Assessments in science

7. Click on the **[Reporting Area]** button at the right side of the Results panel (it's next to the **[Overall]** button). The score distribution chart will change to the reporting area level distribution chart for the group. The Results by Student table will change from their overall scores to their levels in each of the science reporting areas.

Interim Assessments in ELA or math

Note: Students must complete both a CAT and a PT before scores for an ICA can be generated. For example, if you give the INTERIM: G3-ELA-ICA-CAT to students then you must also give the INTERIM: G3-ELA-ICA-PT to the students before a score will display in SRS.

7. Click on the **[Claim]** button at the right side of the Results panel (it's next to the **[Overall]** button). The score distribution chart will change to the claim level distribution chart for the group. The Results by Student table will change from their overall scores to their levels in each of the ELA or claim areas.

Note: Claim results are only available for Interim Comprehensive Assessments (ICAs).

8. Click on the words **[Results By Student]** to activate the drop-down menu. The additional choices of **[Results By Item]**, **[Key/Distractor Analysis]**, (and if you are looking at an ELA Performance Task **[Writing Trait Scores]**) will appear on the list.
 - a. When the default of **[Results By Student]** is selected, the results view table will show test results with a student listed on each row. The reporting category and scale score each student earned will be in the last two columns. (If a student is not listed in your results see the Troubleshooting section for help.)
 - b. If you select **[Results By Item]** from the list, the results view table will change to show results with an item in each row. The percent of points earned by students in the group will be in the last set of columns.
 - c. If you select **[Key/Distractor Analysis]** from the list, the results view table will change to show results with an item in each row. The last set of columns has the percentage/number of students who selected each answer choice. The correct answers are highlighted in green.
 - d. If you are looking at an ELA Performance Task and select **[Writing Trait Scores]** from the list, the results view table will change to show the results of the full write item. The Points Distribution table shows the points earned by the group on each trait of the performance task rubric.

School Coordinators

VIEW BY GROUPS

If student groups have been assigned to you, follow the steps outlined in the previous section for test administrators (teachers).

VIEW BY GRADE LEVEL FOR WHOLE SCHOOL

The default for school coordinators with SC and IS roles in TIDE is to see test results for all students at the school, separated by grade level.

1. On the homepage, find the Search by School panel and click in the box that says "Select."
2. A list will drop down. Select the school you want to see scores for. (If you have the SC role at more than one school, all the schools will be in the list.)
3. The school's name will fill the box. Select a grade level using the drop-down arrow in the Grade box. Click the **[Search]** button.

Tip: For high school ELA and math summative results, choose Grade 10. For high school ELA and math interim results as well as science results, choose Grade 11.

4. The school results page opens, with the school's name and grade level at the top of the page. The assessment year defaults to the current year, and the most recent assessment taken by the group is displayed.
5. The chosen school, assessment grade, and school year can be changed in the top panel.
6. Follow steps 3 through 7 or 8 in the TA View By Groups directions above to see results for the grade level.

District Administrators and District Coordinators

VIEW BY GRADE LEVEL FOR WHOLE SCHOOL

The default for district coordinators with DA or DC role in TIDE is to see test results for all students at the school, separated by grade level. Follow the steps outlined in the previous section for school coordinators (SCs).

Troubleshooting

Problem: I can't find the test result for a particular student.

The following list should be checked in order.

QUESTION 1: IS THE STUDENT ASSIGNED TO THE TEACHER'S GROUP?

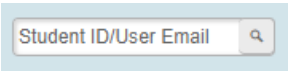
If the SC can see the student in the school listing in the SRS, and can see the test results for the student, but the teacher cannot find the student, the SC needs to check the list of students assigned to this group in Manage Student Groups. The student SSID may have been entered wrong or the student may be missing from the group. The SC needs to correct the error in the .csv file then upload the group again (as explained in the Assigning Student Groups to Teachers section).

QUESTION 2: HAS ALL HAND-SCORING BEEN MARKED COMPLETED?

If the test is an interim assessment, log into the Teacher Assessment Scoring Center (TASC) to confirm that hand-scoring is completed. If the student response is still in the Response List table, finish scoring the response and mark it as complete. Once the response disappears from the Response List table, results for that interim should appear in the SRS in 24–48 hours.

QUESTION 3: HAS THE STUDENT TAKEN ALL PORTIONS OF THE ELA/MATH TEST?

If the test is an Interim Comprehensive Assessment (ICA) or a spring summative assessment for ELA or math, the student must complete both the Computer Adaptive Test (CAT) and the Performance Task (PT) portions of the test before scores can be calculated and displayed in the SRS. Log into TIDE and complete these steps to confirm which portions of the test have been completed:

- a) Enter the student's SSID into the search box in the top right side of the screen  , and select the magnifying glass button.
- b) The **View and Edit Student** page appears. Scroll down to the **Student Participation** panel.
 - The CAT and the PT are listed as sperate tests. If the ICA or Summative ELA or Math test does not have both tests listed, have the student take the missing test.
 - If the tests are all listed, go to step c.
- c) Look in the Status column for the test results you are looking for.
 - If the status is "paused," have the student resume and complete the test.
 - If the status is "expired," the student will need to retake the interim test. If the test is a summative test and the state testing window is still open, talk to your SC and DC about submitting an appeal so the student can complete their test.

If the status is "reported," (and if you have checked everything previously listed) contact the CAI Helpdesk. Give them the following information as listed in TIDE: session ID, the result ID, and the SSID. Tell them that the scores are not displaying in the SRS.

Frequently Asked Questions

Q1: How can a teacher get access to their current students' scores from the previous school year?

A1: The SC, DA, or DC needs to assign the current students to a group for this current school year and assign that group to the teacher (TA). When the TA selects that group from their home screen, they will be taken to the Groups screen. The TA needs to change the School Year drop-down list from the current school year to the previous school year. Then they will be able to select tests students took in the previous grade level.

Q2: The groups for this teacher were uploaded correctly and I (the SC, DA, or DC) can see the group in my Manage Student Groups list. Why can't the TA see the groups on their Assigned Groups tab?

A2: Check the .csv file that you uploaded. An outdated or misspelled email address for the teacher is the most common cause of this error. Delete the groups you created with the wrong email address, then correct the address and upload the .csv file again.

Q3: Why can't I see scores for this dual-enrolled student?

A3: The file that comes to SRS with the student test scores can only contain one school per student. The school/district with the most recent enrolled date in TIDE will be the one that automatically sees the student test score (we'll call that "School A"). For the other school/district (called "School B") to see the test scores for this student, the student needs to be included in a student group for School B. The name of School A will still appear in the school column for this student, but the student scores will be available to all the users who need to access the results for School B.

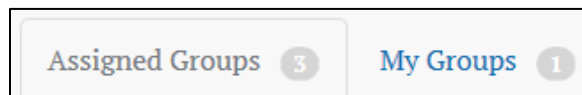
Q4: Why don't the rosters created in TIDE carry over to the SRS?

A4: It's not technically possible. First, TIDE and SRS are systems built by two different companies at different times for different purposes. TIDE is built and maintained by Cambium Assessment, Inc; the SRS is built and maintained by the Smarter Balanced Assessment Consortium. Second, TIDE doesn't connect to SRS. A different Cambium system that has scoring information is the one transferring a file to SRS to show results. Third, that file doesn't have and can't have roster information because SRS wasn't designed to get student group information from that file, just test result information. Therefore, the only way to get student groups into SRS is through the upload process.

Q5: What is the difference between the assigned groups and my groups tabs on the home screen?

A5: The groups assigned by your school or district test coordinator are listed in the **Assigned Groups** tab. Custom groups created by you will show in the **My Groups** tab. The example in Figure 4 shows a user with three assigned groups and one custom group.

Figure 4 Student groups tabs on home screen



You can create custom groups in the **My Groups** tab by clicking the [+ Create] button. The custom groups can be larger or smaller than your assigned groups and can also be a mix of students from your assigned groups. You can only add students to a custom group after those students are assigned to you by your school or district test coordinator.

Q6: How can I quickly see which interim items my students scored the highest or lowest on?

A6: When viewing results for an interim, look for the **Select a results view** drop-down menu. From that menu,

select **[Results By Item]** This display shows student performance on each item in the interim, with the default view being the order the item appears in the interim.

- The display can be sorted using the arrows in the “Full Credit” column to order the items by the percent of students who earned full credit, from highest to lowest or from lowest to highest.
- The display can also be sorted using the arrows in the number of points columns “0,” “1,” or “2,” etc. to order the percent of students who earned 0, 1, 2, etc. points on each item.

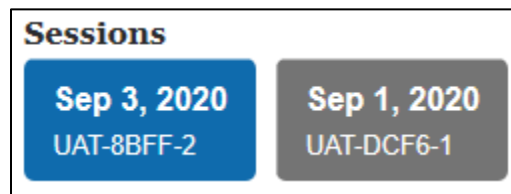
These two sorting methods can help identify the interim items that students “scored the highest on” or “scored the lowest on.”

Q7: Why are there grey and blue boxes with dates and numbers showing on the Results panel for my groups?

A7: These boxes only show up when you are looking at results in a Groups screen. Each box represents the different test sessions for the same test. The TA might have had to administer the same interim over multiple days. For example, if some students who were absent on the day you administered an interim, they had to take it on a later day using a different test session ID.

Figure 5 displays the most recent test session—given on Sep 3, 2020—shown in a blue box and a previous session—given on Sep 1, 2020—shown in a grey box. The results view table will display the scores only for students who tested in the most recent session—the session shown in the blue box.

Figure 5 Session buttons with date and session ID



To change this, click on the grey test session boxes. They should turn blue, and the student scores from those additional sessions will now be included in the results view table.

Q8: Why can't I see the student's responses for a summative test?

A8: Item-level information such as student responses is only available for interim tests, not for summative tests.

Q9: What can we do with all the data available in the SRS?

A9: Educators can use interim and state summative test data in the SRS to ask questions and identify areas where more information can be gathered, not to answer questions. The data in the SRS can be used by educators to raise important questions, such as:

- Have students demonstrated different results in this area in the classroom or at home?
- Are there other modes of assessment, like a project, portfolio, or presentation, where students have shown that they know the content learning standards?
- Do students understand what a Performance Task question asked them to do?
- Does the curriculum provide opportunities for student to engage with topics or skills included in the science Reporting Areas or math or ELA Claims?

State summative tests were designed to help educators and policy makers understand the educational system as a whole. Aggregate, state summative test results in the SRS can help policy makers understand where to direct more resources. Summative results in SRS can help educators raise important questions around trends in the results over time. Additionally, state summative test results can be used as one of multiple pieces to

evaluate system-wide tools like the scope and sequence of a curriculum.

State summative test results in the SRS do not give diagnostic information about individual students' academic needs because no information about student performance on individual questions is provided in the SRS. State summative tests sample content from across a broad range of the standards, and each individual student sees only a portion of that sample on their test. In addition, the tests have limited ways of eliciting students' skills and knowledge (e.g., multiple choice items, short performance tasks) that must be complemented by classroom assessment activities for an accurate understanding of individuals. Therefore, these results should not be used to place individual students in remedial or advanced classes.

Interims were designed to provide information to educators about student learning on specific content. Interim results in the SRS can provide some information about individual students' learning because the interim questions and students' responses are provided in the SRS. Interims, like summative tests, are still limited in the ways that they can elicit students' skills and knowledge. Additionally, teachers can understand students' reasoning when interims are not used to generate scores in the SRS, and can help educators understand how students are interacting with test questions and tasks.

Q10: Tell me more about the district and state result options on the custom aggregate report. What do the different check boxes do?

A10: Each box allows users to choose the results they wish to see:

- Choosing "State results (summative tests only)" will add a row to the report showing the state-wide scores.
- Choosing "District results for selected school(s)" will add a row to the report showing the district's results.
- Choosing "School results for selected district(s)" will display the results for every school within the district.

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Chris Reykdal | State Superintendent
Office of Superintendent of Public Instruction
Old Capitol Building | P.O. Box 47200
Olympia, WA 98504-7200