Standardized Assessments

State and local assessment data can be imported or manually entered into Focus. After the scores are entered, there are a variety of built-in reports to help analyze this information.

Manually Entering Test Scores

Though most statewide standardized assessment scores are imported into Focus, users with profile permission to edit Test History can manually enter any district assessments or other individualized assessments for a student.

1. Go to the **Assessment** menu and select **Test History**.

2. Search for a student by entering a student ID or first or last name. More Search Options can be utilized to locate a specific group of students meeting defined criteria.

3. Select a student from the list to display the student's individual Test History screen.

Existing test administrations will be listed on this screen.

4. To enter a new test record, scroll to the bottom of the screen and select the appropriate **Test** from the corresponding pull-down.

5. Fill in applicable information such as Administration Date, School Year, and Grade Level.

6. Click **Save**. The test will display at the top of the list.

7. Click the gray arrow next to the test name to enter additional test information.

8. Enter the score information. The tab key can be used to move from field to field.

9. Click **Save**.

Information can be edited by clicking on the underlined field.

> ⚠ Profiles must be selected in the **Allow profiles to modify** pull-down on the **Standardized Tests** screen in order for the profile users to be able to modify test score information.

To minimize the test score information, click the same gray arrow next to the test name that was used to expand the information.

If a test part or test administration needs to be deleted, click the delete button (black dash) in front of the title.

> ℹ️ Only test administrations with no Test Parts set up will display with a delete button. This is because test administrations can only be deleted if there are no scores entered. Therefore, individual test scores need to be deleted first before the option to delete the entire test is available.

Activity

Enter a non-EOC, non-FSA Test Record (this can only happen if the correct permissions are given).

Test Accommodations for Pre-ID

> Test Accommodations for state reporting purposes are known as Pre-ID Flags. The student Category that houses these Test Accommodations for Pre-ID may be defaulted to the ESE category tab and the 504 category tab; however, districts can decide where this data is housed, typically the Graduation tab.

> ⚠️ Districts using the default Focus IEP will not need to manually update these fields as the system will push the applicable accommodations to the logging fields when the IEP is locked.

State Computer Based Test Accommodations

State Computer Based Test Accommodations: If the student is taking an FSA Reading, FSA Math, EOC Algebra 1, EOC Geometry, or EOC U.S. History assessment:

1. Open a student record and select the **Graduation** tab, or the applicable tab.

2. Select the **Assessment** from the **Test Part Administered** pull-down.

3. Select the appropriate accommodation from the **Test Accommodations** pull-down (custom_200000222) logging field for the selected **Test Part**.

If accommodations are not listed in the (custom_200000222) logging field, then the **Test Accommodations** pull-down (custom_829) will be looked at if the student has a primary exceptionality indicated in Focus.

4. Select the check box(es) for any of the other applicable accommodations on that row.

5. Press the **Enter**/**Return** key.

6. Click **Save**.

7. Repeat the steps described above for each Assessment that applies to the student.

💡 Click the modal icon to enter information in a pop-up window.

Alternate Assessment

If the student will be taking an alternate assessment and should be excluded from the Pre-ID extract, select the applicable option from the **Alternate Assessment Administered** pull-down (custom_791) on the student's **ESE** tab.

Assessment Built-in Reports

Focus provides reports for monitoring student test performance. Reports can be viewed for individual students as well as groups of students for comparative purposes.

Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned on every test logged in Focus. The Test History Report allows groups of students to be compared based on test performance data.

1. Go to the **Assessment** menu and select **Test History Report**.

2. Select an assessment from the **Test** pull-down.

3. Select the **Test Not Taken** check box to locate a group of students that have not taken the test displayed in the pull-down. By default this will display a list of all students in the school who have not taken the test. More Search Options criteria can be entered along with the Test Not Taken option to further filter the search results.

4. A student search screen will display. Multiple student IDs can be copied from a saved list and pasted into the search bar or **More Search Options** can be selected to locate a specific group of students. Click **Search**.

A list of students and their scores display all administrations.

5. Use the **Options** pull-down to display Show all Administrations, Show Most Recent Administrations, or selected test scale score.

6. Select the check boxes above the student list to select the score types to be displayed.

> ⚠️ The report automatically refreshes after a check box is deselected. Deselect one box at a time.

Click the **Filter** option to filter information within the columns.

Sort the information in the columns by clicking the column header once to display score information in ascending order or twice to display the score information in descending order.

Click the floppy disk icon to export the test results to an Excel spreadsheet.

Click **Print** at the bottom of the page to generate a PDF that can be printed.

Click **Create Report** to save a report with the filters and parameters that have been set so that the report can be run again at a later time with these settings intact.

   a. A pop-up window displays. Enter a **Title** for the report and click **OK**. The saved report will be available in the Reports menu under My Reports and Reports > Saved Reports.

> ℹ️ If a report is created and saved through the Create Report option, any newly enrolled students who meet the defined Search criteria will automatically display on the report. This same logic applies if new test score information is imported.

Activity

- Select a test from the Test History Report.
- Use More Search Options to set criteria to find a specific group of students to pull into the report results.
- Select Most Recent Administration in the Options pull-down of the report.
- Select the Score types to display in the report.
- Filter the report on one of the column headers.

State Performance Report

The State Performance Report provides district and school personnel with access to three years of longitudinal data for both local and state assessments. This data can be analyzed to identify any patterns or trends in student performance. This report can assist district personnel in making educational decisions for long-term plans for districts and schools.

1. Go to the **Assessment** menu and select **State Performance Report**.

2. At the bottom of the screen, multiple student IDs can be copied from a list and pasted into the search bar or **More Search Options** can be utilized to locate a specific group of students.

3. At the top of the screen, set specific test criteria by using the **Test**, **Subject**, **Part**, and **Years** pull-downs.

💡 It may be necessary to use the scroll bar at the bottom of the screen to scroll to the right to select the three year time frame from the Years pull-down.

4. Select additional test data to display including **Scores**, **Growth,** and **Score Types** for the test displayed in the pull-down.

5. Select any additional student information to display on the report. For each option selected, an additional column containing the information will display on the report. For example, selecting Grade level will display an additional column containing the students' grades.

💡 Additional information can be selected to display on the report; selections will create additional columns.

6. Click **Search**.

The Achievement Levels on the State Performance Report are color-coded and a legend is provided in the top right corner of the report screen.

Hover the mouse over **Near Cutoff** to display a pop-up of the score ranges per level.

Change any of the selections in the check boxes or pull-downs to modify the search results for the report. If any changes are selected, be sure to click the **Go** button in the upper right to update the report.

Click on a student's name to view the details of the student's test data.

The school average for each score type displays at the bottom of the report.

Report results can be exported as an Excel spreadsheet by clicking the floppy disk icon or printed using the Print button at the bottom of the page.

Leading Indicator Report

The Leading Indicator Report is used to compare test data typically from a local assessment to an historic assessment. This report can be used to make school-wide decisions regarding preparation for state assessments.

1. Go to the **Assessment** menu and select **Leading Indicator Report**.

2. On the left side of the screen, multiple student IDs can be copied from a list and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.

3. Select the **Test**, **Subject**, **Part**, and **Score** for the **Leading Indicator** Assessment and the **Historic Assessment**.

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4. Click **Search**.

The report displays assessment score information for the current school year. The historic test score will be displayed in the rightmost column. If selected (Growth), the teacher can view learning gains from test administration to test administration.

💡 Click **Show Options** to display the color coded legend or to modify the data that displays on the report.

The Achievement Levels on the Leading Indicator Report are color-coded and a legend is provided.

Hover the mouse over **Near Cutoff** to display a pop-up of the score ranges per level.

Change any of the selections in the check boxes or pull-downs to modify the search results for the report.

The school average for each score type displays at the bottom of the report.

College Readiness Report

The College Readiness Report displays SAT, ACT, and PERT data.

1. Go to the **Assessment** menu and select the **College Readiness Report**.

2. On the left side of the screen multiple student IDs can be copied and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.

3. Select the applicable **Readiness Test** by selecting the applicable check box.

4. You can also select the **Only Show Students With Tests** check box to display only the students who have taken these tests.

5. Click **Search** to generate the report.

The left section of the College Readiness Report displays student information, including Student ID, Student Name, and Grade.

The right section of the report is divided by the selected Readiness Tests and subdivided into the parts of each test.

Student scores are listed for each corresponding part of the Readiness Tests.

> ℹ️ Score boxes highlighted in green indicate that the student scored in a range considered 'college ready' for that test part.

This report can be exported to an Excel spreadsheet by selecting the floppy disk icon or printed using the Print option at the bottom of the page.

School Status Report

> The School Status Report is used to review student proficiency, learning gains, and changes in achievement levels on the most recent administration of a state assessment. This report can be helpful when schools are preparing School Improvement Plans.

> ⚠️ This report pulls the current school year's students with last year's teachers (when the test was administered).

1. Go to the **Assessment** menu and select the **School Status Report**.

2. Select a **Test**, **Subject**, and **Part** from the applicable pull-downs.

3. Verify whether the report will display by **Teacher Report** or by **Grade Report**.

4. Determine whether to view results by proficiency levels, gains, or improvement levels.

5. Verify the **Effective Date**.

6. Select **Three Year Report** to view three years of test data.

7. Select whether to view **Subject Area Teachers** or **All Teachers.**

8. Click **Go** to generate the report.

Test History Breakdown Report

The Test History Report provides a visual representation of student performance on a test over a three-year timeframe. School-based leadership teams can use this report to monitor year-to-year student performance on a specific assessment.

1. Go to the **Assessment** menu and select **Test History Breakdown**.

2. On the left side of the screen multiple student IDs can be copied and pasted into the search bar or More Search Options can be utilized to locate a specific group of students.

3. Select the **Test, Subject,** and **Part**.

4. Click **Search**.

Year	Level 1	Level 2	Level 3	Level 4	Level 5
2015	19.23	25.45	26.02	20.36	8.94
2016	23.74	25.21	23.92	18.58	8.56
2017	23.68	26.04	23.34	19.42	7.52

Hover over a section in the chart to view the percentage of students scoring at a particular level for a particular school year.
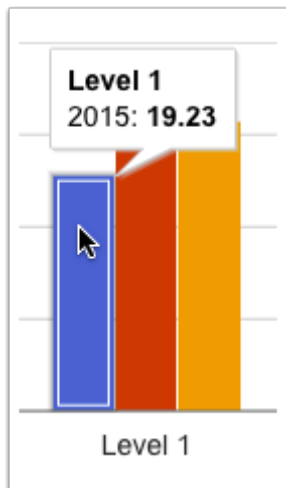
5. Click a bar on the graph to open the Test History Report for those students represented by the bar.

6. To export the report to Excel, click the **Export** icon, and follow your computer's prompts to open or save the file.
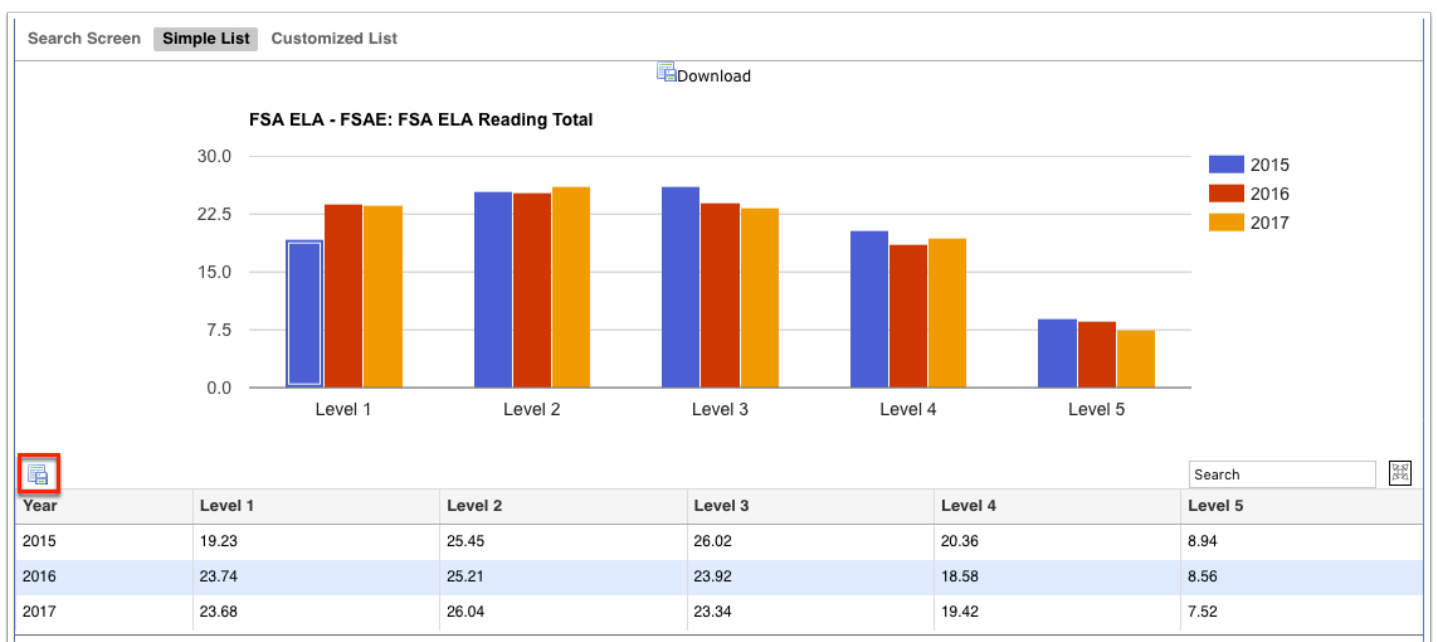
7. To generate a PDF of the report for printing, click **Print** at the bottom of the screen.

8. Click **Download** to open an image of the graph in a new tab or window for printing.

Search Screen | **Simple List** | Customized List

Download

FSA ELA - FSAE: FSA ELA Reading Total

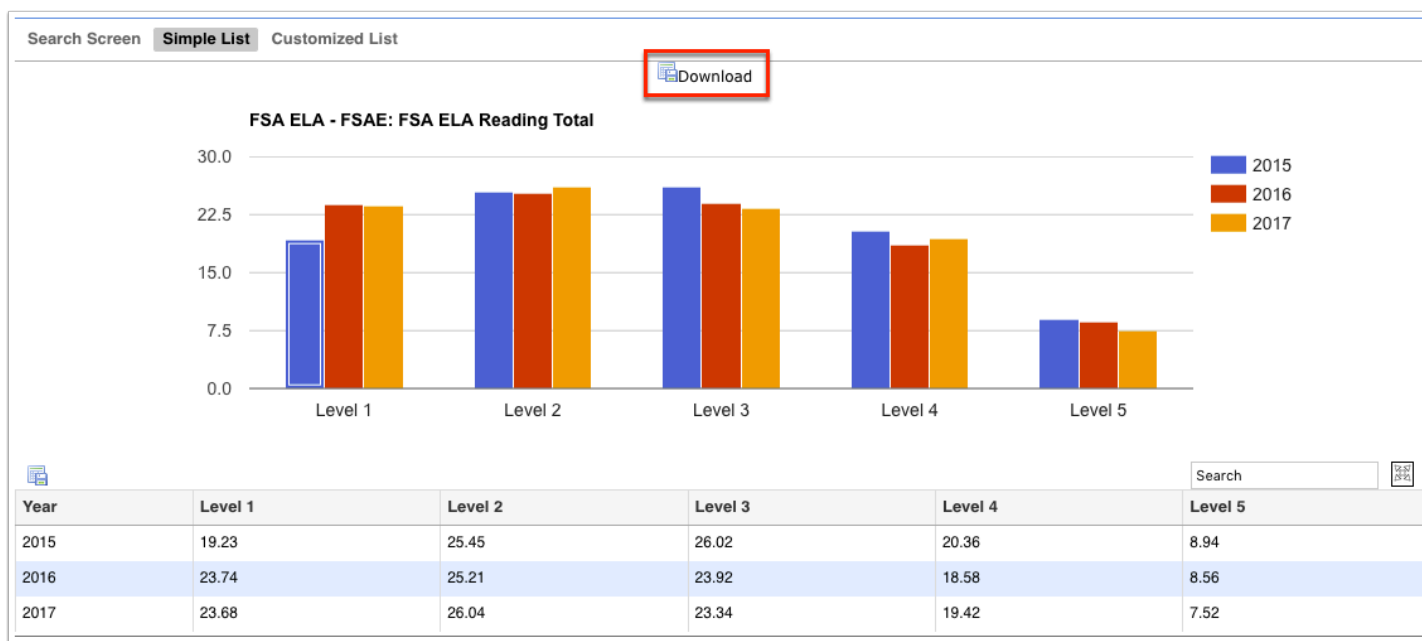| Year	Level 1	Level 2	Level 3	Level 4	Level 5
2015	19.23	25.45	26.02	20.36	8.94
2016	23.74	25.21	23.92	18.58	8.56
2017	23.68	26.04	23.34	19.42	7.52

L25 Report

The L25 Report provides school personnel with a tool to monitor the progress of students considered to be in the lowest 25% of the student population in terms of achievement on State Assessments. This report can be helpful for school-based leadership teams when writing the School Improvement Plan.

⚠ This report will not return accurate results if run before Feb 15 of the current school year. Until then, results are an estimate.

The report is generated by looking at the most recent State Assessment performance scores and identifying the score at the 25th percentile. Any students with scores below this mark, by grade level, will display on the report.

1. Go to the **Assessment** menu and select the **L25 Repor**t.

2. On the left side of the screen, More Search Options can be utilized to locate a specific group of students, for example, by grade level. Leave the Search bar blank to return a list of all students meeting the L25 criteria.

3. Select the state performance test in question from the provided pull-down.

4. Click **Search** to generate the report.

The L25 Report displays the Grade level of the listed student, the Student ID, the Student Name, and the Score. The columns displayed are dependent on the Test selected as different tests contain different information.

Use the **Filter** option to filter information within the columns.

Sort the information in the columns by clicking the column header once to display the information in ascending order or twice to display in descending order.

Export the report to Excel or Print as a PDF.

Activity

- Select an assessment and narrow the search results to one grade level.
- Review the data within the report.