mn DEPARTMENT OF EDUCATION

Student Assessment History Report User Guide

DIVISON OF ACADEMIC STANDARDS, INTRUCTION AND ASSESSMENT

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Reports and data on the Secure Reports section of the Minnesota Department of Education (MDE) website are provided by multiple divisions at MDE. This user guide will provide information on the Student Assessment History Report, available under Assessment Secure Reports. Contact mde.testing@state.mn.us for questions regarding the report and system functionality.

Table of Contents

Purpose of the Student Assessment History Report

The purpose of the Student Assessment History Report is to allow districts to access test history for students who are newly enrolled to their district, based on Minnesota Automated Reporting Student System (MARSS) enrollment information submitted to MDE.

Accessing the Student Assessment History Report

The process for gaining access to MDE secure systems is available on the Data Submissions page (MDE website > Districts Schools and Educators > Business and Finance > Data Submissions). Additional information for District Assessment Coordinators (DACs) is also available in the *New District Assessment Coordinators: Getting Access* document (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources). Each district's Identified Official with Authority (IOwA) manages user access to MDE secure systems. Use the MDE Organization Reference Glossary (MDE-ORG) to look up the IOwA for a specific district (MDE website > About > Schools and Organizations (MDE-ORG).

To log in, go to the Secure Reports page (MDE website > Data Center > Secure Reports) and select Student Assessment History Report to log in.

Overview of the Student Assessment History Report

The Student Assessment History Report provides districts access to test history for newly enrolled students, based on MARSS enrollment information submitted to MDE. Only district-level users in Assessment Secure Reports have access to the Student Assessment History Report. School-level users will receive a message indicating that they do not have access to the report.

The student assessment history report includes the following assessments that can be matched to the student; refer to Appendix A for additional information about the assessments that may appear:

- Standards-based accountability assessments (Minnesota Comprehensive Assessments (MCA)/Minnesota Test of Academic Skills (MTAS), as well as historical assessments like MCA-Modified and Mathematics Test for English Language Learners (MTELL)).
- English language proficiency accountability assessments (ACCESS/Alternate ACCESS for English Language Learners (ELLs), as well as historical assessments like Test of Emerging Academic English (TEAE)/ Minnesota Student Oral Language Observation Matrix (MN SOLOM)).
- Graduation Required Records (GRR) and Reimbursement entries (entries made in GRR for college entrance exam reimbursement).
- Historical graduation-related assessments (statewide administrations of Career and College Assessments in 2014–15, Graduation-Required Assessments for Diploma (GRAD)).

The look up of student scores is done by the MARSS number and results include historical assessment records validated through the Student Identity System.

Updating of the Student Assessment History Report Each Fall

In the fall of each year, there is a short period of time when testing history will not be available in the Student Assessment History Report until districts submit MARSS enrollment data for the new school year.

The submission of MARSS data is required to verify that the district may have access to student information. The assessment history will be again available after MARSS is submitted by the district.

New students submitted in MARSS should appear immediately after submission in the Student Assessment History Report, if any testing history is available. When changes are made to an enrolled student's identity (such as name, birthdate, or State Student Identification (SSID) number), any linked assessment data may not appear in (or be removed from) the report until the following week as additional validations need to be run at MDE.

Similarly, when current assessment results are published at MDE (such as the District Student Results/ School Student Results (DSR/SSR) files), those assessments may not appear in the report until the following day. However, until enrollment information is submitted for the following school year, districts only have access to students who were enrolled in the previous school year.

Accessing Student Assessment History Reports

Student testing history can be looked up on an individual basis or for multiple students at one time.

Search at the Individual Student Level

To search for the testing history for one student, enter the MARSS/SSID number and select "Run Report."

If test results are available, they will appear below. The following screenshot provides an example. To look for testing history for a different student, delete the MARSS/SSID number in the field, enter a new one, and select "Run Report."

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Student Assessment History Report
Enrollment Data
Enrollment Data Source: MARSS F 09/08/20XX
Enrolled Fiscal Year: 20XX
District Number/Type: 5555-09

MARSS/SSID: 0001000024187
Student Name: Control, June Q
Birth Date: 02/19/20XX
Gender: F

Grd	Test Date	Test Name	Subj	Score Code	Ach Level	Test Score	Test Proficient	Dist Num	Dist Type	School Num	Birth Date	Last Name	First Name	Middle	MARSS/SSID	Test UIN
03	03/10/20XX	MCA-III	M	VS	P	341	N	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	3965528
03	03/10/20XX	MCA-III	R	VS	P	346	N	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	3618271
04	03/09/20XX	MCA-III	M	VS	M	454	Y	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	99999103544804001900
04	03/09/20XX	MCA-III	R	VS	P	448	N	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	99999103544801906700
05	03/07/20XX	MCA-III	M	VS	P	546	N	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	AAAOGP12914640818489
05	03/07/20XX	MCA-III	R	VS	M	553	Y	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	AAAOGP12914089054899
05	03/07/20XX	MCA-III	S	VS	P	545	N	5555	09	101	2/19/20XX	Control	June	Q	5555000012345	AAAQSP12914000776539
06	03/06/20XX	MCA-III	M	NA				5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAAQSP12914001005494
06	03/06/20XX	MCA-III	R	NC				5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAAQSP13914001005531
07	03/05/20XX	MCA-III	M	VS	P	741	N	5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAASVP12914700271160
07	03/05/20XX	MCA-III	R	VS	M	752	Y	5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAASVP12914048567385
08	03/04/20XX	MCA-III	M	VS	P	849	N	5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAAVDP12914410485265
08	03/04/20XX	MCA-III	R	VS	M	852	Y	5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAAVDP12948002236505
08	03/04/20XX	MCA-III	S	VS	P	846	N	5555	09	301	2/19/20XX	Control	June	Q	5555000012345	AAAVDP12914000359646
09	03/02/20XX	MCA-III	S	EXC-N				5555	09	401	2/19/20XX	Control	June	Q	5555000012345	AAAXWP12921117840459
10	03/08/20XX	MCA-III	R	VS	P	1048	N	5555	09	401	2/19/20XX	Control	June	Q	5555000012345	AABAAP12925000223837
10	03/08/20XX	MCA-III	S	VS	P	1044	N	5555	09	401	2/19/20XX	Control	June	Q	5555000012345	AABAAP12928350344807

If no information is available, the following message will appear: "No information is available for the institution and criteria selected. Work with your MARSS Coordinator to ensure the student has been submitted in MARSS."

Search for Multiple Students at One Time

To search for testing history for multiple students at one time, enter the MARSS/SSID numbers one per line as shown below. This can be done by copy/paste from Excel or other extract. Make sure there are no commas, semi-colons or other text between numbers.

If test results are available, they will appear below. The following screenshot provides an example. To look for testing history for a different student, delete the MARSS/SSID numbers in the field, enter new ones, and select "Run Report."

Student Assessment History Report
Enrollment Data
Enrollment Data Source: MARSS F 09/09/20XX
Enrolled Fiscal Year: 20XX
District Number/Type: 5555-09

MARSS/SSID: 5555000012346
Student Name: Control, Summer
Birth Date: 04/07/20XX
Gender: F

Grd	Test Date	Test Name	Subj	Score Code	Ach Level	Test Score	Test Proficient or Pass	Dist Num	Dist Type	School Num	Birth Date	Last Name	First Name	Middle	MARSS/SSID
03	03/02/20XX	MCA-III	M	EXC-N				5555	09	101	04/07/20XX	Control	Summer		5555000012346
03	03/02/20XX	MCA-III	R	EXC-N				5555	09	101	04/07/20XX	Control	Summer		5555000012346
04	03/08/20XX	MCA-III	M	VS	M	352	Y	5555	09	101	04/07/20XX	Control	Summer		5555000012346
04	03/08/20XX	MCA-III	R	VS	M	358	Y	5555	09	101	04/07/20XX	Control	Summer		5555000012346

MARSS/SSID: 5555000123457
Student Name: Control, August Z
Birth Date: 01/09/20XX
Gender: M

Grd	Test Date	Test Name	Subj	Score Code	Ach Level	Test Score	Test Proficient or Pass	Dist Num	Dist Type	School Num	Birth Date	Last Name	First Name	Middle	MARSS/SSID
03	03/02/20XX	MCA-III	M	EXC-N				5555	09	101	01/09/20XX	Control	August	Z	5555000123457
03	03/02/20XX	MCA-III	R	EXC-N				5555	09	101	01/09/20XX	Control	August	Z	5555000123457
04	03/08/20XX	MCA-III	M	VS	M	351	Y	5555	09	101	01/09/20XX	Control	August	Z	5555000123457
04	03/08/20XX	MCA-III	R	VS	P	449	N	5555	09	101	01/09/20XX	Control	August	Z	5555000123457

Student Assessment History Report on September 17, 20XX

If no information is available or the MARSS/SSID numbers were entered incorrectly, the following message will appear: "No information is available for the institution and criteria selected. Work with your MARSS Coordinator to ensure the student has been submitted in MARSS."

If you submit a list of MARSS/SSID numbers, you will only receive information for those that are available for the institution and criteria selected. You will not receive notification if a specific MARSS/SSID number is not included in the results.

Student Assessment History Report Columns

The column names and descriptions for the columns in the Student Assessment History Report are provided in Table 1.
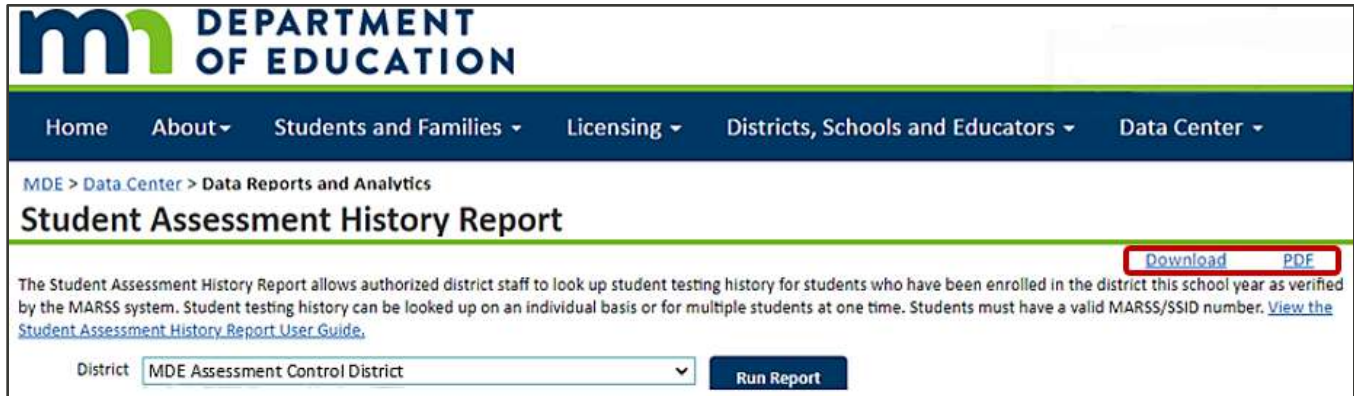
Table 1. Student Assessment History Report Column Names and Descriptions

Student Assessment History Report Column Name	Student Assessment History Report Description
Enrollment Data Source	Date of last MARSS Data Submission File (End of Year = E or Fall= F).
MARSS/SSID	Student MARSS/SSID number.
Student Name	Student name from the enrollment record. Format is last name, first name, and middle name.
Birth Date	Birth date from the enrollment record.
Gender	Gender from the enrollment record.
Enrolled Fiscal Year	Year of enrollment from the enrollment record.
District Number/Type	Currently enrolled District Number/Type.
Grd	Grade test taken for test record; appears blank for GRR entries.
Test Date	Date test was taken; for GRR entries, this date is test date entered; for Reimbursements, the date of reimbursement is indicated.
Test Name	Test name and applicable series number; "GRR" is indicated for GRR entries; "Reimbursed" is indicated for college entrance exams that have been reimbursed by MDE; refer to Appendix A for additional information on test names. Note: In order for a GRR entry to have been reimbursed, there must be two GRR entries shown – one with "GRR" and the tested date and one with "Reimbursed" and the date of reimbursement. If only the "GRR" entry appears, that record was not reimbursed by MDE.
Subj	Subject of the test record or GRR entry.

Student Assessment History Report Column Name	Student Assessment History Report Description
Score Code	The score code of the assessment: VS (valid score), NC (not complete), or NA (not attempted); test codes indicated could also appear (e.g., INV for invalidated or ABS for absent). For GRR entries and Reimbursement, this field is blank. Note: There are two additional test codes for 2020 and 2021: EXC-N (not attempted/no participation due to COVID-19) and EXC-A (attempted/not completed due to COVID-19). EXC-A applies to MCA and MTAS, and EXC-N applies to MCA, MTAS, ACCESS, and Alternate ACCESS.
Ach Level	Achievement level on the test record; for GRR entries and Reimbursement, this field is blank.
Test score	Score student received on the assessment; for GRR entries and Reimbursement, this field is blank.
Test Proficient or Pass	The following list includes the values that may be populated based on the assessment record or what is entered in the GRR system; this field is blank for ACCESS domains: Y (student was proficient) N (student was not proficient) ACT ACT plus Writing SAT SAT with Essay
Dist Number	District number from the assessment/GRR record
Dist Type	District type from the assessment/GRR record
School Num	School number from the assessment record/GRR record
Birth Date	Birth date from the assessment/GRR record
Last Name	Last name from the assessment/GRR record
First Name	First name from the assessment/GRR record
Middle	Middle initial or name from the assessment/GRR record
MARSS/SSID	MARSS/SSID number from the assessment/GRR record

Downloading Student Assessment History Report Files

Each of the Assessment Secure Reports pages has download options on the page or in the upper right corner of the screen.

For the Student Assessment History Report, selecting the "Download" button automatically opens the file in Excel. The same information on the screen appears in the Excel download with one exception; the test Unique Identification Number (UIN) is included in the download only. The UIN is intended for internal MDE use to quickly find and retrieve a unique test record when circumstances require it.

The Student Assessment History Report also has the option to view PDFs. When a user selects PDF in the upper right of the screen, the information displayed below on the screen will open in a PDF format that may either be saved or printed. Note: If testing history for multiple students was accessed, each student's testing history appears on a separate page.

Appendix A – Overview of Available Test History

The following table provides information on the assessments and academic standards alignment (if applicable) for the test results that may appear in the Student Assessment History Report.

- SBAA: Standards-based accountability assessments
- ELPAA: English language proficiency accountability assessments
- GA: Assessments to meet graduation assessment requirements;

Table 2. Student Assessment History Report Assessments and Academic Standards Alignment

Test Group	Test Name	Subject and Test	Grade(s)	Standards Alignment	Assessment Administered
SBAA	MCA-II	Reading MCA	3–8, 10	2003 Minnesota Academic Standards	2006–12
SBAA	MCA-II	Mathematics MCA	3–8, 11	2003 Minnesota Academic Standards	Grades 3–8: 2006–10 Grade 11: 2006–13
SBAA	MCA-II	Science MCA	5, 8, HS	2003 Minnesota Academic Standards	2008–11
SBAA	MCA-III	Reading MCA	3–8, 10	2010 Minnesota Academic Standards	2013–present
SBAA	MCA-III	Mathematics MCA	3–8	2007 Minnesota Academic Standards	Grades 3–8: 2011–present Grade 11: 2014–present
SBAA	MCA-III	Science MCA	5, 8, HS	2009 Minnesota Academic Standards	2012–present
SBAA	MOD-II	Reading MCA-Modified	5–8, 10	2003 Minnesota Academic Standards	2011–12
SBAA	MOD-III	Reading MCA-Modified	5–8, 10	2010 Minnesota Academic Standards	2013–14
SBAA	MOD-III	Mathematics MCA-Modified	5–8	2007 Minnesota Academic Standards	Grades 3–8: 2011–14 Grade 11: 2014
SBAA	MTAS	Reading MTAS	3–8, 10	2003 Minnesota Academic Standards	2007–12
SBAA	MTAS	Mathematics MTAS	3–8, 11	2003 Minnesota Academic Standards	Grades 3–8: 2007–10 Grade 11: 2007–13

Test Group	Test Name	Subject and Test	Grade(s)	Standards Alignment	Assessment Administered
SBAA	MTAS	Science MTAS	5, 8, HS	2003 Minnesota Academic Standards	2008–11
SBAA	MTAS-III	Reading MTAS	3–8, 10	2010 Minnesota Academic Standards	2013–present
SBAA	MTAS-III	Mathematics MTAS	3–8	2007 Minnesota Academic Standards	Grades 3–8: 2011–present Grade 11: 2014–present
SBAA	MTAS-III	Science MTAS	5, 8, HS	2009 Minnesota Academic Standards	2012–present
SBAA	MTELL	Mathematics Test for English Language Learners	3–8, 11	2003 standards	2007–10
ELPAA	TEAE	Test of Emerging Academic English	3–12	N/A	2001–11
ELPAA	MN SOLOM	Minnesota Student Oral Language Observation Matrix	K–12	N/A	2001–11
ELPAA	ACCESS	ACCESS for ELLs	K–12	2012 English Language Development (ELD) Standards	2012–present
ELPAA	ALT ACCESS	Alternate ACCESS for ELLs	1–12	2012 English Language Development (ELD) Standards	2013–present
GA	GRAD	Graduation-Required Assessments for Diploma (GRAD) in Reading, Mathematics, and Written Composition	9–12	N/A	2007–15
GA	PLAN	ACT Plan	8	N/A	2014–15
GA	EXPLORE	ACT Explore	10	N/A	2014–15
GA	COMPASS	ACT Compass	10–12	N/A	2014–15
GA	ACT	ACT plus Writing	11	N/A	2014–15
GA	ACCOM-ACT	ACT plus Writing with Accommodations	11	N/A	2014–15