

PRE-CODING and GROUP INFORMATION SHEET

MAP Grade-Level Assessment

1. Pre-coding

The “sort order” field (which can be teacher name, third grade, etc.) in the pre-code file denotes the way the pre-code labels will be printed and sent to the school district. A roster is also sent with the labels. The sort order is:

- District
- School
- Teacher name (sort order field in pre-code)
- Grade
- Student First Name
- Student Last Name

The teacher name (sort order) in the pre-code file is used only for pre-code label distribution, not for Crystal or Student report purposes.

2. Group Information Sheet (GIS)

Crystal Reports

The “teacher name” on the GIS denotes how the results will be reported in the Crystal Report environment. If the GIS is coded with a teacher name (FLIPPIN, DUNCAN, PHILLIPS, etc.) the results, for Communication Arts, Mathematics and/or Science, in Crystal Reports will be aggregated & reported by the teacher name reported on the GIS.

In June, a process called the “June ID Cleanup” is an opportunity when districts can change the teacher name by content (example: Communication Arts – FLIPPIN; Mathematics – DUNCAN).

Student Reports

Student reports are sorted by:

- District
- School
- Grade
- Alpha Order with student last name and first name.

The district will only receive one student report per student which must be sent to parents. Districts can make copies of the student report to keep on file or use at Parent/Teacher conferences.

End-of-Course Assessments

1. Pre-coding

The “teacher first name”, “teacher last name” and “period” fields in the pre-code file denote the way that pre-code labels will be printed and sent to school districts. The sort order is:

- District
- School
- Teacher Name
- Class Period
- Student First Name
- Student Last Name

2. GIS (Group Information Sheet)

Crystal Reports

The “teacher name” on the GIS denotes how the results will be reported in the Crystal Report environment. If the GIS is coded with a teacher name (FLIPPIN, DUNCAN, PHILLIPS, etc.) the results in Crystal Reports will be aggregated and reported by the teacher name reported on the GIS. The GIS can be coded to include class period. For example: FLIPPIN1, FLIPPIN2, FLIPPIN3, etc.

Student Reports

Student reports are sorted by:

- District
- School
- Teacher Name
- Student Last Name
- Student First Name

The district will receive two student reports for each student.

- One set of reports will be in alpha order (student last name, student first name) by building.
- The second set of reports will be by district, school, and teacher name.