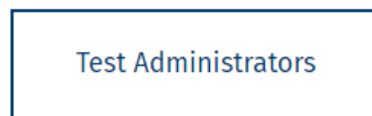


Quick Guide for Fixed Form Comprehensive Interim Assessments (FF-CIAS) Reports

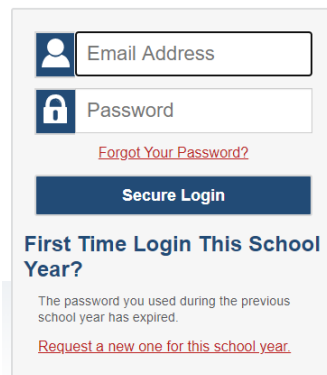
Important: For teachers to view reports, the principal/school coordinator must create rosters to associate students to a teacher. Please use the **Quick Guide for How Principals Create and Manage Rosters in TIDE** available on the [WV Assessment Portal](#).

1. On the [West Virginia Assessment Portal](#) (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **Reporting** card. The log in page appears.

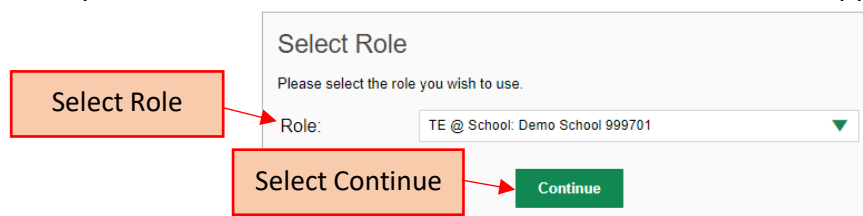


2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The Reporting site appears.

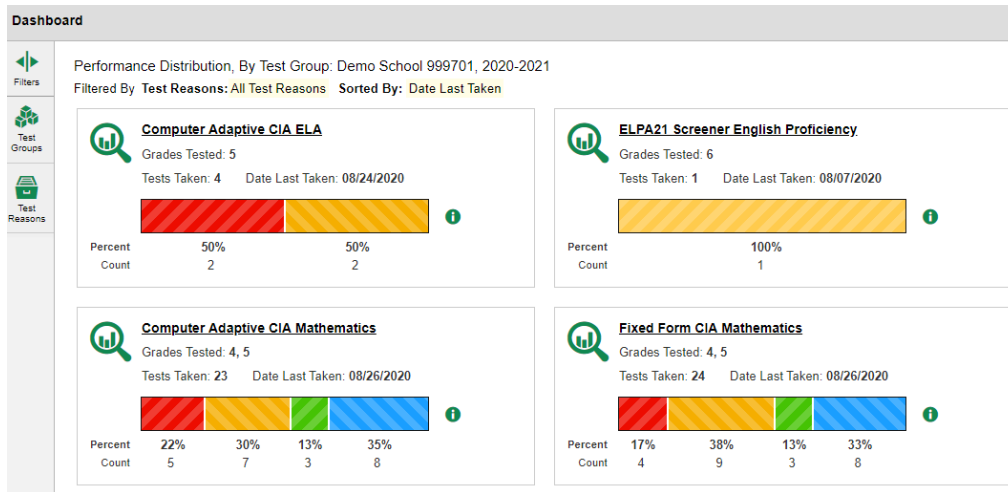
Login

A login form with a white background and a light gray border. It contains an "Email Address" input field with a person icon, a "Password" input field with a lock icon, and a "Forgot Your Password?" link. Below these is a blue "Secure Login" button. Underneath the button, it says "First Time Login This School Year?" followed by a message: "The password you used during the previous school year has expired." and a red link "Request a new one for this school year."

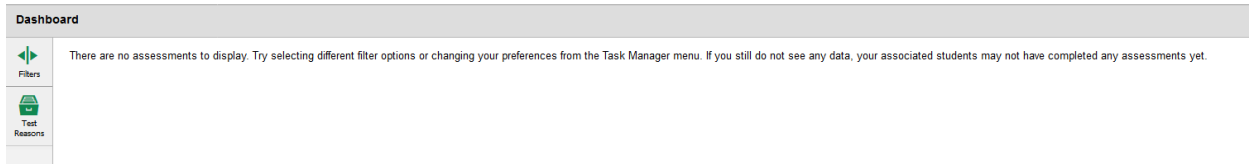
3. Select your **Role**. Select **Continue**. The teacher-view Dashboard appears.

A "Select Role" form with a white background and a light gray border. It has the title "Select Role" and the instruction "Please select the role you wish to use." Below this is a "Role:" label and a dropdown menu showing "TE @ School: Demo School 999701". A red box labeled "Select Role" has an arrow pointing to the dropdown. Below the dropdown is a green "Continue" button. A red box labeled "Select Continue" has an arrow pointing to the "Continue" button.

4. After you click **Continue**, the **Dashboard** appears



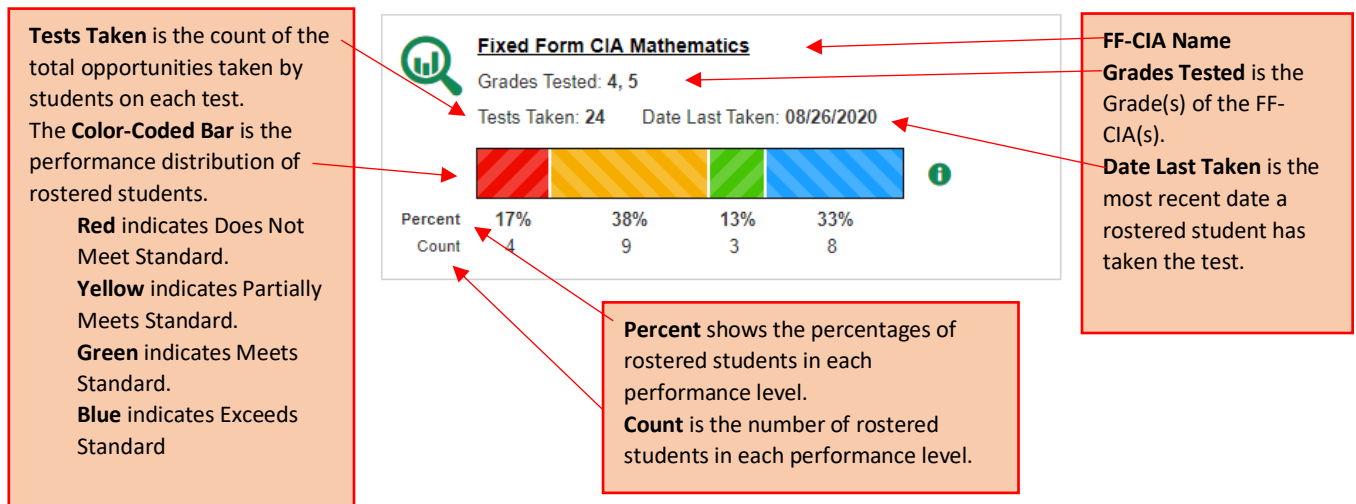
Dashboard **FF-CIA data** appears for teachers, **if the teachers have rosters** and **if rostered students have completed a FF-CIA**. If these two conditions have not been met, teachers will see this message.



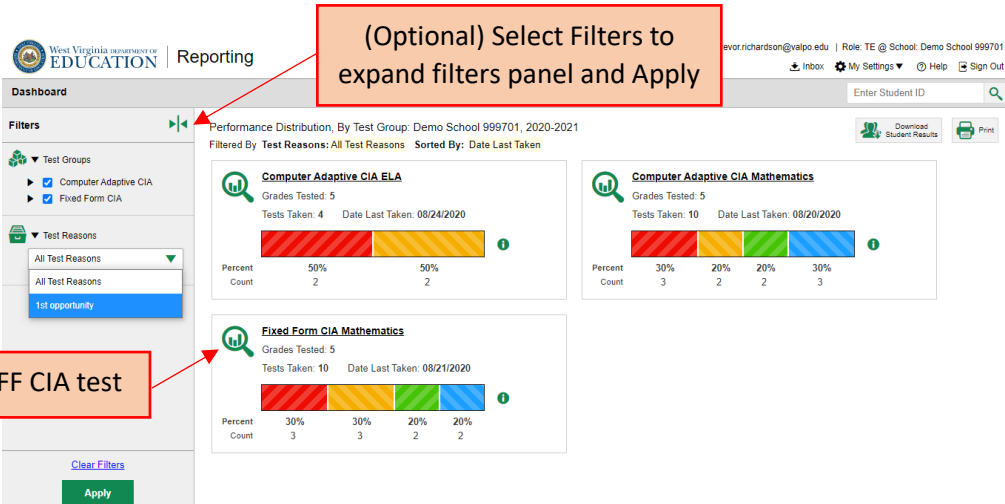
Contact your principal and/or district test coordinator if you have administered a FF-CIA and receive this **Dashboard** message.

FF-CIA Dashboard Tile

5. The **FF-CIA Dashboard Tile** has the following information and data:



6. To view more FF-CIA data and results, click the **Dashboard Tile** of the CA-CIA. *Optional:* Select **Filters** to expand the Filters panel and filter the tests on the Dashboard by Test Group or Test Reason.



(Optional) Select Filters to expand filters panel and Apply

Click the FF CIA test

Reporting

Performance Distribution, By Test Group: Demo School 999701, 2020-2021
Filtered By: Test Reasons: All Test Reasons Sorted By: Date Last Taken

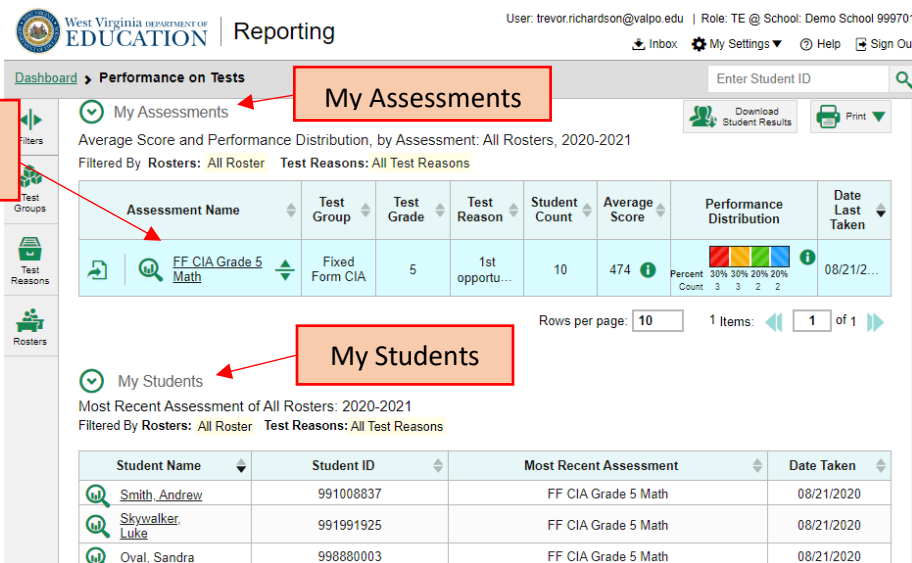
Computer Adaptive CIA ELA
Grades Tested: 5
Tests Taken: 4 Date Last Taken: 08/24/2020
Percent Count: 50% (2), 50% (2)

Computer Adaptive CIA Mathematics
Grades Tested: 5
Tests Taken: 10 Date Last Taken: 08/20/2020
Percent Count: 30% (3), 20% (2), 20% (2), 30% (3)

Fixed Form CIA Mathematics
Grades Tested: 5
Tests Taken: 10 Date Last Taken: 08/21/2020
Percent Count: 30% (3), 30% (3), 20% (2), 20% (2)

7. The **Performance on Tests** page appears. *Optional:* Select **Filters** to expand the Filters panel and filter the tests on the Dashboard by Test Group or Test Reason. Select the **Assessment Name** of the FF-CIA test you want to view.

Data is available at the roster level under the **My Assessments** tab. Student level data is accessed under **My Assessments** by drilling down or by clicking a student's name under the **My Students** tab. This quick guide will focus on the **My Assessments** tab.



Select Assessment Name

My Assessments

My Students

Reporting

Performance on Tests

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

| Assessment Name | Test Group | Test Grade | Test Reason | Student Count | Average Score | Performance Distribution | Date Last Taken |
|---------------------|----------------|------------|----------------|---------------|---------------|---|-----------------|
| FF CIA Grade 5 Math | Fixed Form CIA | 5 | 1st opportu... | 10 | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) | 08/21/2... |

Rows per page: 10 1 Items: 1 of 1

Most Recent Assessment of All Rosters: 2020-2021
Filtered By: Rosters: All Roster Test Reasons: All Test Reasons

| Student Name | Student ID | Most Recent Assessment | Date Taken |
|-----------------|------------|------------------------|------------|
| Smith, Andrew | 991008837 | FF CIA Grade 5 Math | 08/21/2020 |
| Skywalker, Luka | 991991925 | FF CIA Grade 5 Math | 08/21/2020 |
| Oval, Sandra | 998880003 | FF CIA Grade 5 Math | 08/21/2020 |

8. After you click on the FF-CIA, the **My Students' Performance on Test** page loads. This page has the **Average Score**, **Performance Distribution** and **Average Points Earned**. The

Performance by Roster tab is organized by extendable columns. Click on the + to extend and the - to close the columns. Each column has reporting category data of the FF-CIA, and the first two columns include the 5 items on which students performed the best and worst. Roster data that can be viewed and analyzed: **Student Count, Test Completion Rate, Scale Score average, Performance Distribution, Best/Worst Items, Reporting Category data.**

EDUCATION | Reporting Inbox My Settings Help Sign Out

Performance on Tests > My Students' Performance on Test Enter Student ID

Average Score, Performance Distribution and Average Points Earned on **FF CIA Grade 5 Math** (1st opportunity), by Roster and Reporting Category: 2020-2021
Filtered By Rosters: All Roster Test Reasons: 1st opportunity

| Roster | Total | Student Count | Test Completion Rate | Scale Score | Performance Distribution |
|-------------|-------|---------------|----------------------|-------------|---|
| State | | n/a | | n/a | n/a |
| District | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| School | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| My Students | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| Demo Roster | | 10 | 100% (10/10) | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |

5 Items Students Performed the Best/Worst
Reporting Category Data

9. Click on the **Roster Name** to view the individual student data.

Select the appropriate roster

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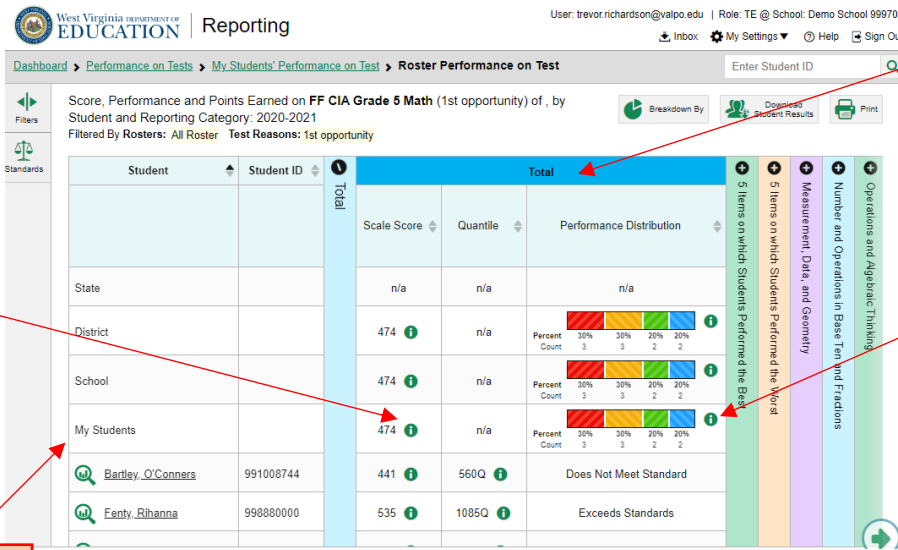
Dashboard > Performance on Tests > My Students' Performance on Test Enter Student ID

Average Score, Performance Distribution and Average Points Earned on **FF CIA Grade 5 Math** (1st opportunity), by Roster and Reporting Category: 2020-2021
Filtered By Rosters: All Roster Test Reasons: 1st opportunity

| Roster | Total | Student Count | Test Completion Rate | Scale Score | Performance Distribution |
|-------------|-------|---------------|----------------------|-------------|---|
| State | | n/a | | n/a | n/a |
| District | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| School | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| My Students | | 10 | | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |
| Demo Roster | | 10 | 100% (10/10) | 474 | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) |

Rows per page: 10 | 1 Items: 1 of 1

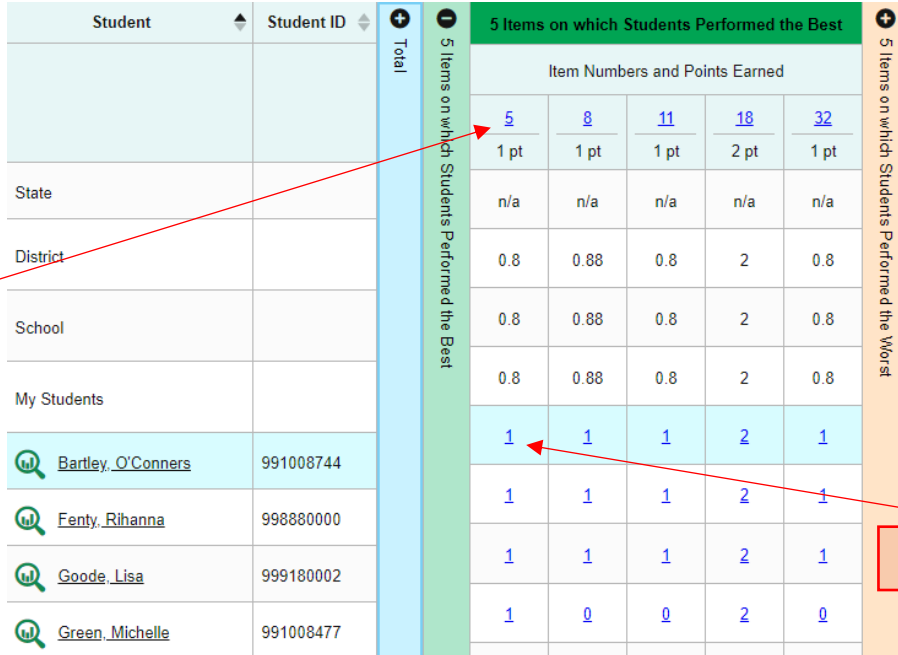
1. On the **Roster Performance on Test** page, navigate to the **Total** panel to view average Scale Score and the Performance Distribution for the roster. Select the **i** icons to view descriptions of the average Scale Score and Performance Distribution for the roster. Students in the selected roster will appear under **My Students**.



The screenshot shows the 'Roster Performance on Test' interface. A callout box labeled 'Total panel' points to the 'Total' column header. Another callout labeled 'Select i icon' points to the information icon (i) next to the 'Total' column. A third callout labeled 'List of students in roster' points to the 'My Students' row in the table.

| Student | Student ID | Total | Scale Score | Quantile | Performance Distribution |
|--------------------|------------|-------|-------------|------------------------|---|
| State | | | n/a | n/a | n/a |
| District | | 474 | n/a | | Percent Count: 30% 3, 20% 3, 20% 2, 20% 2 |
| School | | 474 | n/a | | Percent Count: 30% 3, 20% 3, 20% 2, 20% 2 |
| My Students | | 474 | n/a | | Percent Count: 30% 3, 20% 3, 20% 2, 20% 2 |
| Bartley, O'Connors | 991008744 | 441 | 560Q | Does Not Meet Standard | |
| Fenty, Rihanna | 998880000 | 535 | 1085Q | Exceeds Standards | |

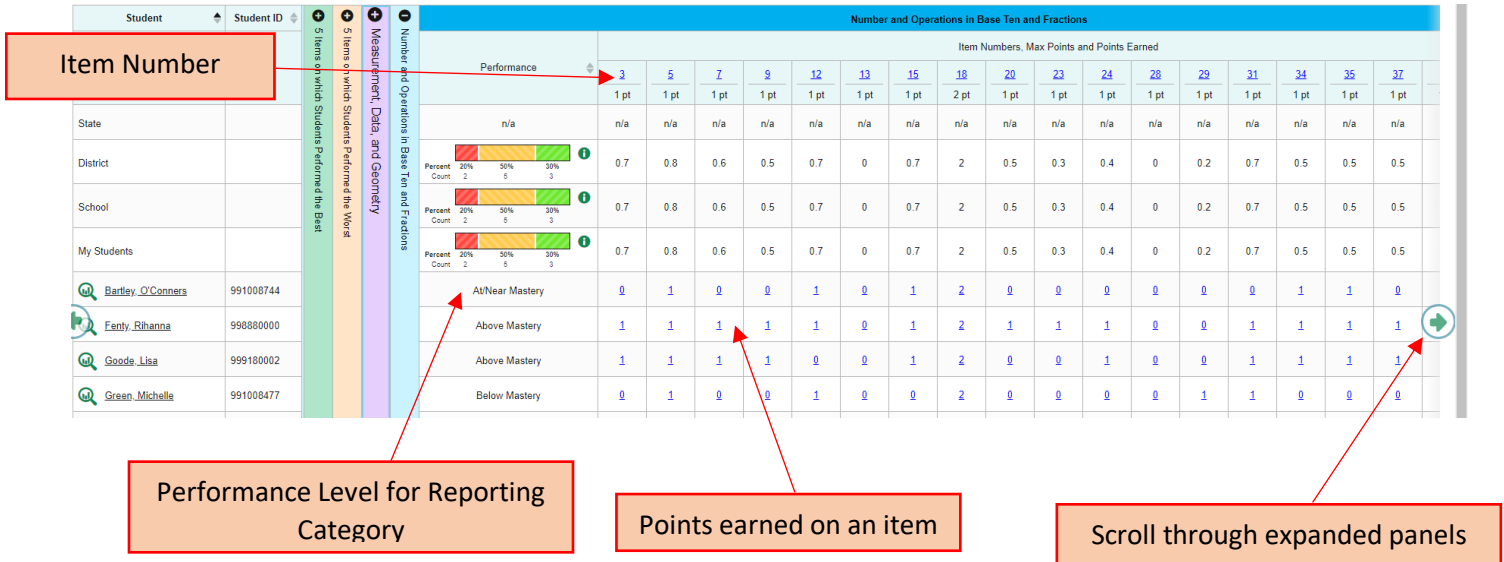
2. On the **Roster Performance on Test** page, navigate to the **5 Items on which Students Performed the Best** and the **5 Items on which Students Performed the Worst** panels to view student item scores and items in the applicable category. Select the **+** icon to expand the appropriate panel. Select the **-** icon to contract the appropriate panel.



The screenshot shows the expanded '5 Items on which Students Performed the Best' panel. A callout box labeled 'Item Number' points to the item number '5' in the first row. Another callout labeled 'Points earned on item' points to the points earned '1' in the first row for student Bartley, O'Connors.

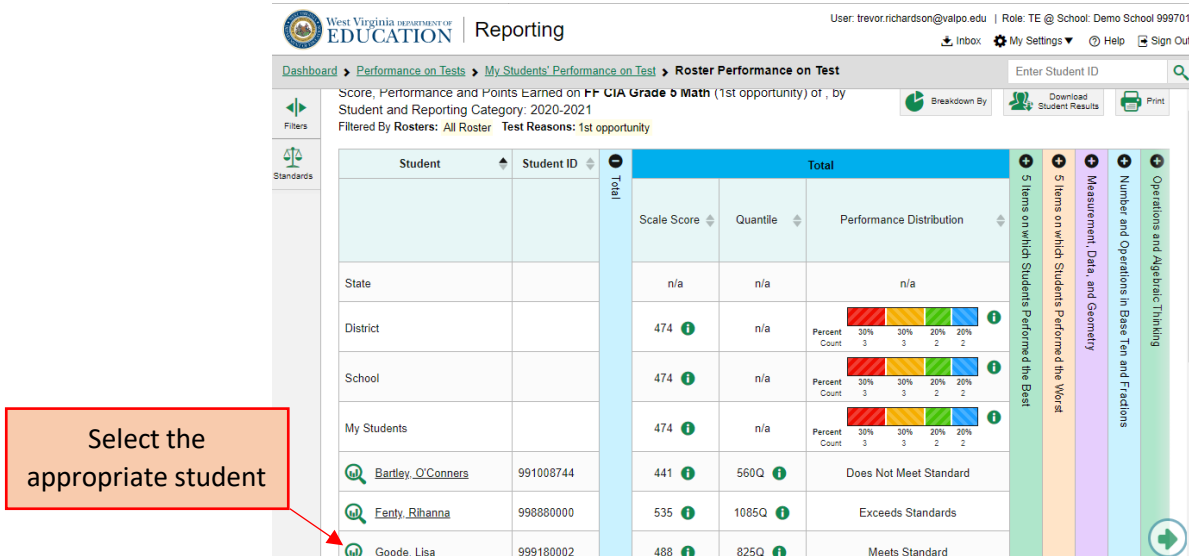
| Student | Student ID | Total | 5 Items on which Students Performed the Best | | | | |
|--------------------|------------|-------|--|------|------|------|------|
| | | | Item Numbers and Points Earned | | | | |
| | | | 5 | 8 | 11 | 18 | 32 |
| | | | 1 pt | 1 pt | 1 pt | 2 pt | 1 pt |
| State | | | n/a | n/a | n/a | n/a | n/a |
| District | | | 0.8 | 0.88 | 0.8 | 2 | 0.8 |
| School | | | 0.8 | 0.88 | 0.8 | 2 | 0.8 |
| My Students | | | 0.8 | 0.88 | 0.8 | 2 | 0.8 |
| Bartley, O'Connors | 991008744 | | 1 | 1 | 1 | 2 | 1 |
| Fenty, Rihanna | 998880000 | | 1 | 1 | 1 | 2 | 1 |
| Goode, Lisa | 999180002 | | 1 | 1 | 1 | 2 | 1 |
| Green, Michelle | 991008477 | | 1 | 0 | 0 | 2 | 0 |

- On the **Roster Performance on Test** page, navigate to the Reporting Category panels to view student performance level, item scores, and items in the selected Domain. Select the + icon to expand the appropriate panel. Select the – icon to contract the appropriate panel. Scroll through expanded panels by select the forward and backward arrows.



The screenshot shows a table titled "Number and Operations in Base Ten and Fractions" with columns for item numbers (3, 5, 7, 9, 12, 13, 15, 18, 20, 23, 24, 28, 29, 31, 34, 35, 37) and rows for performance levels (At/Near Mastery, Above Mastery, Below Mastery). Callouts point to specific elements: "Item Number" points to column 3; "Performance Level for Reporting Category" points to the "At/Near Mastery" row; "Points earned on an item" points to the value '1' in the 'Above Mastery' row for item 7; "Scroll through expanded panels" points to a right arrow icon in the bottom right corner of the table.

- Select the name of the student you would like to view the report for. The **Student Performance on Test** page appears.



The screenshot shows the "Reporting" page for a student. The breadcrumb trail is: Dashboard > Performance on Tests > My Students' Performance on Test > Roster Performance on Test. The student list includes Bartley, O'Connors, Fenty, Rihanna, and Goode, Lisa. A callout box labeled "Select the appropriate student" points to Goode, Lisa. The main table shows her performance: Scale Score 488, Quantile 825Q, and Performance Distribution "Meets Standard".

- On the **Student Performance on Test** page, navigate to the **Total** panel. Select the **i** icon next to the **Scale Score** to view the score description for the student's score. View the Quantile/Lexile measure reported for that student.

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Dashboard > Performance on Tests > My Students' Performance on Test > Roster Performance on Test

Student Performance on Test Enter Student ID

Score, Performance and Points Earned on **FF CIA Grade 5 Math** (1st opportunity) of , by Student and Reporting Category: 2020-2021
Filtered By Rosters: Demo Roster Test Reasons: 1st opportunity

| Student | Student ID | Total | Total | | |
|-------------|------------|-------|--------------|---------------|--|
| | | | Scale Score | Quantile | Performance Distribution |
| State | | | n/a | n/a | n/a |
| District | | | 474 i | n/a | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) i |
| School | | | 474 i | n/a | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) i |
| My Students | | | 474 i | n/a | Percent Count: 30% (3), 30% (3), 20% (2), 20% (2) i |
| Goode, Lisa | 999180002 | | 488 i | 825Q i | Meets Standard |

Select i icon

Select i icon

- On the **Student Performance on Test** page, navigate to the Reporting Categories to view a student's performance level, points earned on the item, and the item number. Select the **+** icon to expand the appropriate panel. Select the **-** icon to contract the appropriate panel. Scroll through expanded panels by select the forward and backward arrows.

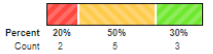
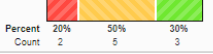
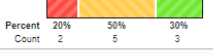
| Student | Student ID | Total | Measurement, Data, and Geometry | Number and Operations in Base Ten and Fractions | Number and Operations in Base Ten and Fractions | | | | | | | | | | | | |
|-------------|------------|-------|---------------------------------|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Performance | 3 | 5 | 7 | 9 | 12 | 13 | 15 | 18 | 20 | | | |
| State | | | | | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| District | | | | | Percent Count: 20% (2), 50% (5), 30% (3) i | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | | |
| School | | | | | Percent Count: 20% (2), 50% (5), 30% (3) i | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | | |
| My Students | | | | | Percent Count: 20% (2), 50% (5), 30% (3) i | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | | |
| Goode, Lisa | 999180002 | | | | Above Mastery | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 2 | 0 | | | |

Performance Level for Reporting Category

Points earned on an item

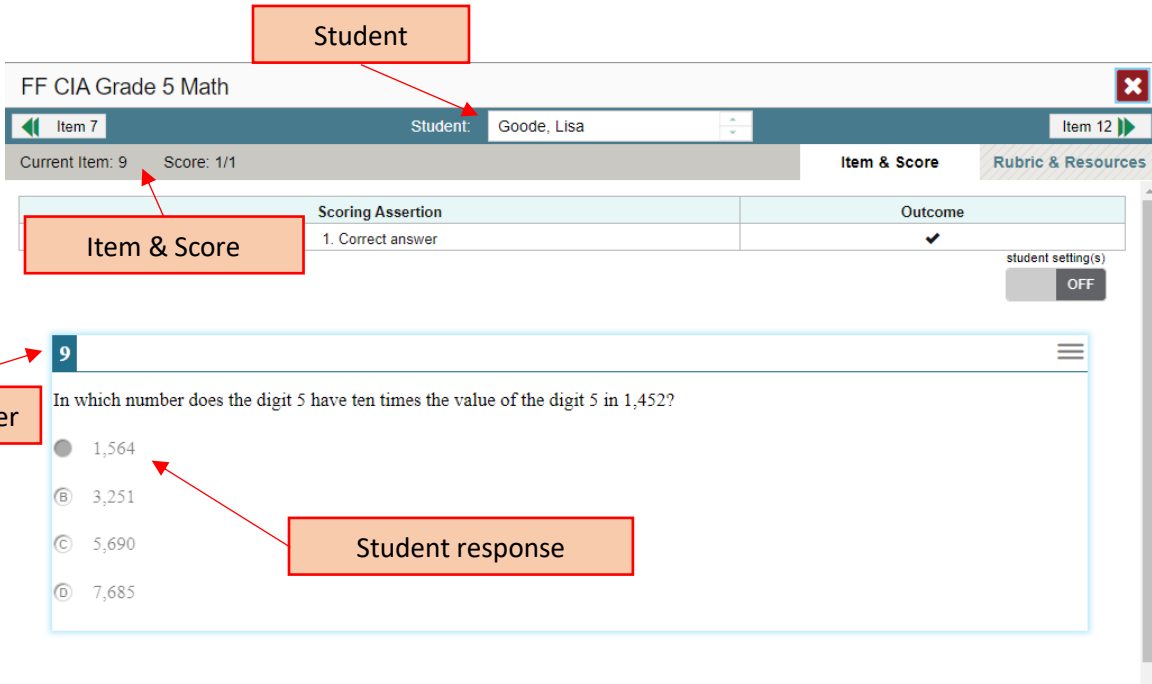
Scroll through expanded panels

7. Click on the blue hyperlink points earned to see item-level information for that student.

| Student | Student ID | Total | Performance | Number and Operations in Base Ten and Fractions | | | | | | | | | | |
|-------------|------------|-------|---|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------|--|
| | | | | 3 | 5 | 7 | 9 | 12 | 13 | 15 | 18 | 20 | | |
| | | | | 1 pt | 1 pt | 1 pt | 1 pt | 1 pt | 1 pt | 1 pt | 1 pt | 2 pt | 1 pt | |
| State | | | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | |
| District | | |  Percent Count: 20% (2), 50% (5), 30% (3) | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | |
| School | | |  Percent Count: 20% (2), 50% (5), 30% (3) | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | |
| My Students | | |  Percent Count: 20% (2), 50% (5), 30% (3) | 0.7 | 0.8 | 0.6 | 0.5 | 0.7 | 0 | 0.7 | 2 | 0.5 | | |
| Goode, Lisa | 999180002 | | Above Mastery | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 2 | 0 | | |

Points earned on an item

8. The Item opens to show the item and score. Teachers can view the item and the student response.



Student

FF CIA Grade 5 Math

Item 7 Student: Goode, Lisa Item 12

Current Item: 9 Score: 1/1

Item & Score Scoring Assertion Outcome

1. Correct answer ✓

student setting(s) OFF

Item number 9

In which number does the digit 5 have ten times the value of the digit 5 in 1,452?

Student response

- A 1,564
- B 3,251
- C 5,690
- D 7,685

9. Next, click on the Rubric & Resources tab. Teachers can view the content standard and the rubric. To close the Item, click on the Red X.

FF CIA Grade 5 Math ✕

Item 7 Student: Goode, Lisa Item 12

Current Item: 9 Score: 1/1 Item & Score Rubric & Resources

Red X

Details

| | | | |
|--------------|---|--------------------------|---|
| Topic | Number and Operations in Base Ten and Fractions | Content Alignment | <p>Domain: NBT: Number and Operations in Base Ten</p> <p>Cluster: NBT.5.C: Understand the place value system.</p> <p>Standard: NBT.5.C.1: Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and 1/10 of what it represents in the place to its left.</p> |
|--------------|---|--------------------------|---|

Rubric

Correct Answer: A

Correct answer

Reporting Category

WV Content Standard