![West Virginia DEPARTMENT OF EDUCATION]

Quick Guide for Fixed Form Comprehensive Interim Assessments (FF-CIAS) Reports
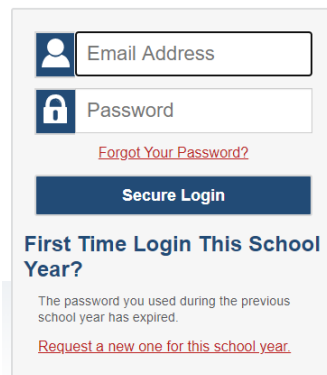
Important: For teachers to view reports, the principal/school coordinator must create rosters to associate students to a teacher. Please use the **Quick Guide for How Principals Create and Manage Rosters in TIDE** available on the WV Assessment Portal.

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.
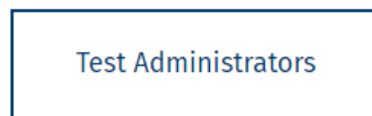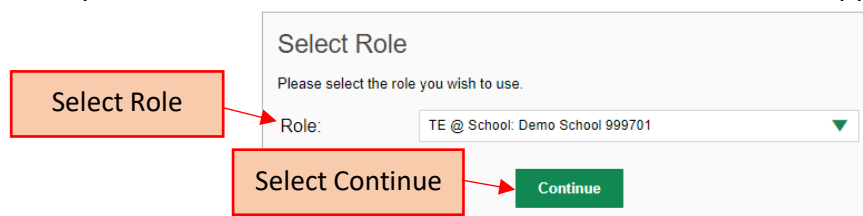

2. Enter your username and password and select **Secure Login.** If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The Reporting site appears.
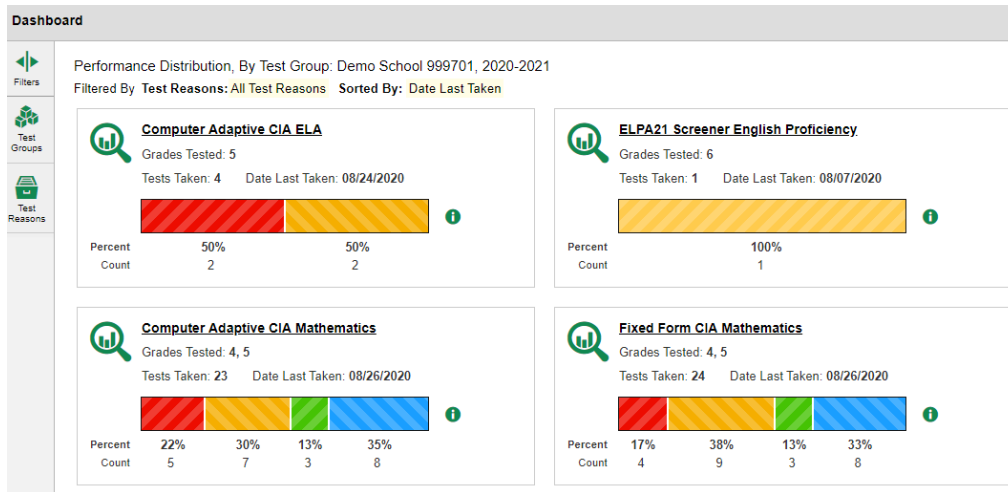

3. Select your **Role.** Select **Continue.** The teacher-view Dashboard appears.

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

Dashboard

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	50%	50%
Count	2	2

ELPA21 Screener English Proficiency
Grades Tested: 6
Tests Taken: 1   Date Last Taken: 08/07/2020

Percent	100%
Count	1

Computer Adaptive CIA Mathematics
Grades Tested: 4, 5
Tests Taken: 23   Date Last Taken: 08/26/2020

Percent	22%	30%	13%	35%
Count	5	7	3	8

Fixed Form CIA Mathematics
Grades Tested: 4, 5
Tests Taken: 24   Date Last Taken: 08/26/2020

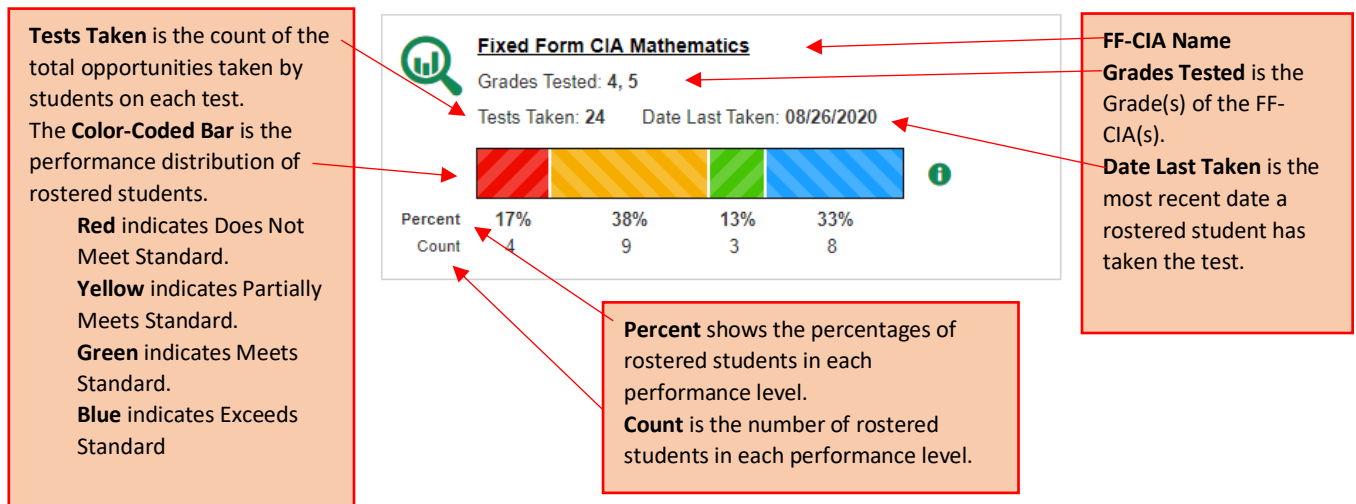| Percent	17%	38%	13%	33%
Count	4	9	3	8

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.
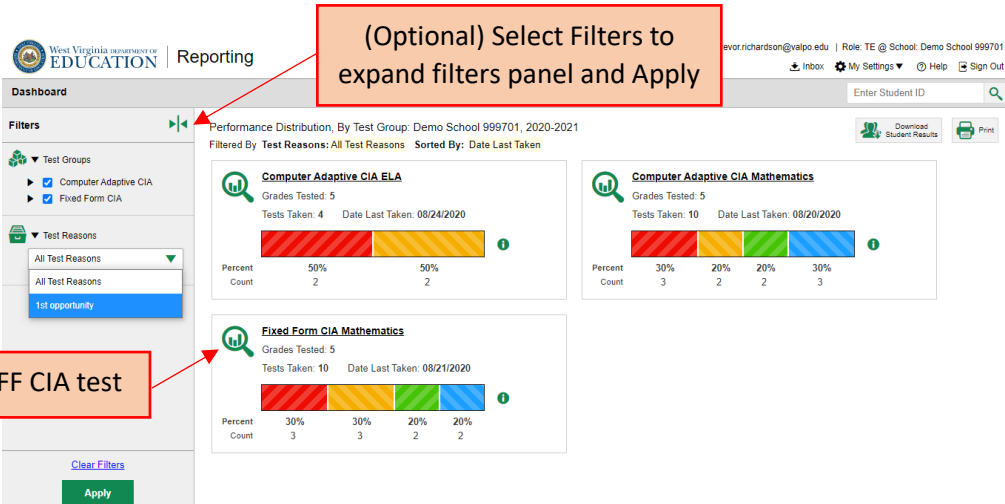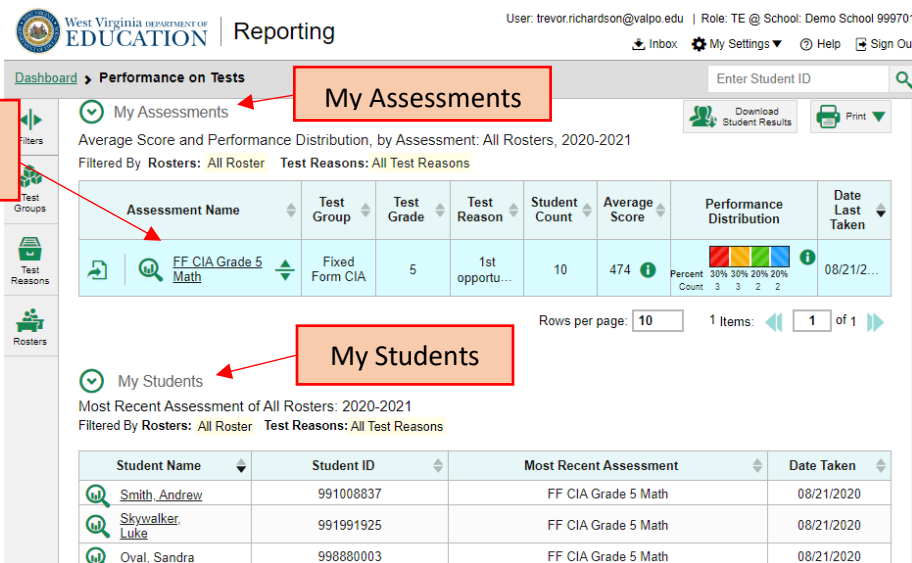
Dashboard

There are no assessments to display. Try selecting different filter options or changing your preferences from the Task Manager menu. If you still do not see any data, your associated students may not have completed any assessments yet.
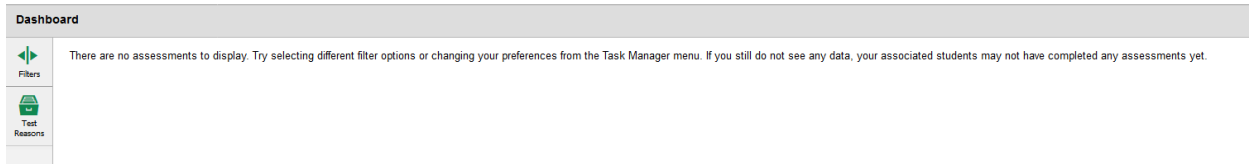
Contact your principal and/or district test coordinator if you have administered a FF-CIA and receive this **Dashboard** message.

FF-CIA Dashboard Tile

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

Tests Taken is the count of the total opportunities taken by students on each test.

The **Color-Coded Bar** is the performance distribution of rostered students.

> **Red** indicates Does Not Meet Standard.
> **Yellow** indicates Partially Meets Standard.
> **Green** indicates Meets Standard.
> **Blue** indicates Exceeds Standard

Fixed Form CIA Mathematics
Grades Tested: 4, 5
Tests Taken: 24   Date Last Taken: 08/26/2020

Percent	17%	38%	13%	33%
Count	4	9	3	8

FF-CIA Name
Grades Tested is the Grade(s) of the FF-CIA(s).
Date Last Taken is the most recent date a rostered student has taken the test.

Percent shows the percentages of rostered students in each performance level.
Count is the number of rostered students in each performance level.

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.

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 Assessmen**ts 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.

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.**

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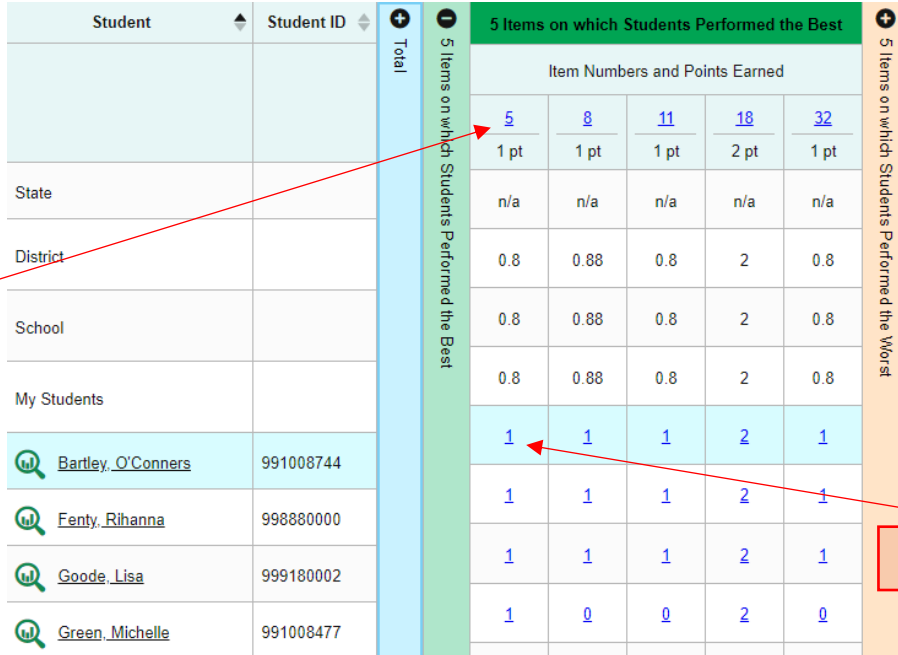
1. On the **Roster Performance on Test** page, navigate to the **Total** panel to view average Scale Score and the Performance Distribution for the roster. Select the i icons to view descriptions of the average Scale Score and Performance Distribution for the roster. Students in the selected roster will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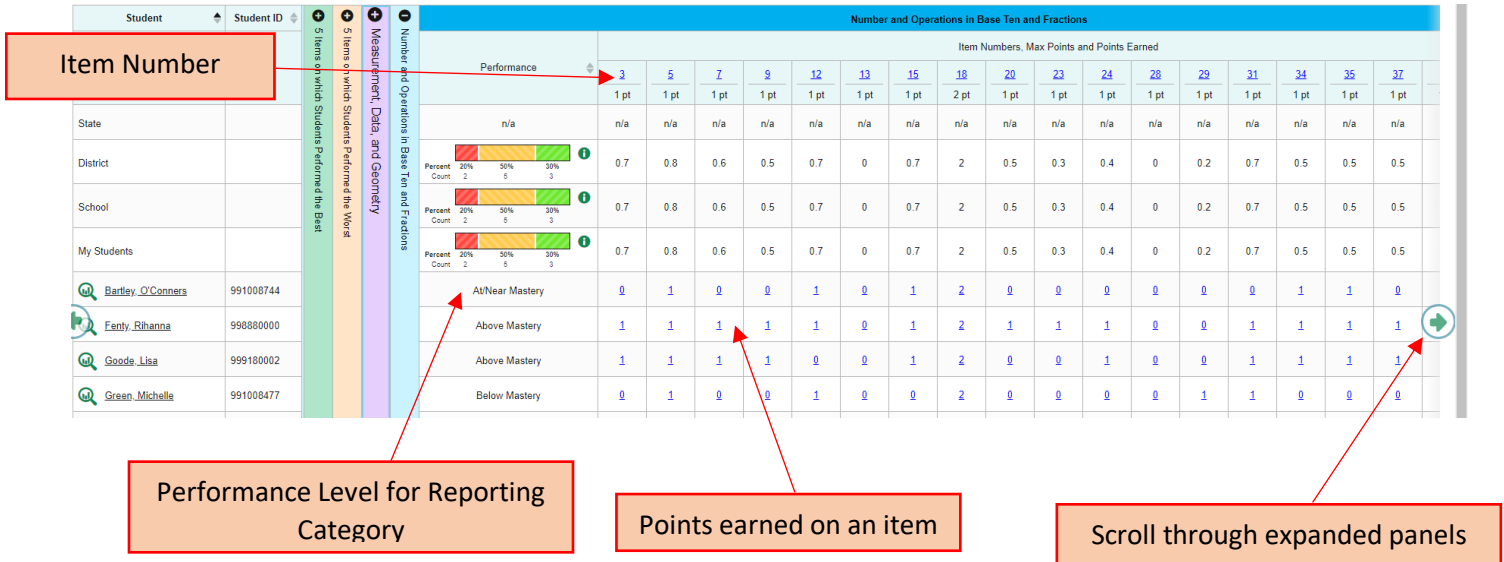

2. On the **Roster Performance on Test** page, navigate to the **5 Items on which Students Performed the Best** and the **5 Items on which Students Performed the Worst** panels to view student item scores and items in the applicable category. Select the + icon to expand the appropriate panel. Select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

3. 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.

Item Number

Performance Level for Reporting Category

Points earned on an item

Scroll through expanded panels

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

Select the appropriate student

5. 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.

6. 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.
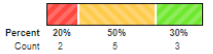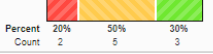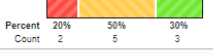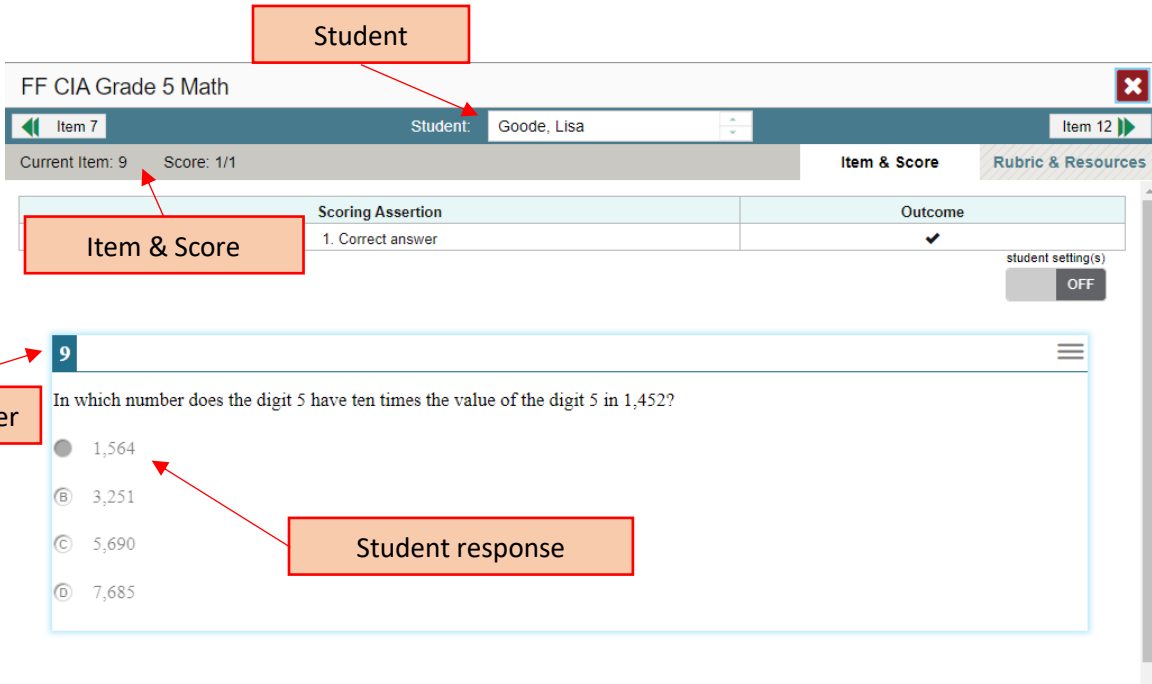
7. Click on the blue hyperlink points earned to see item-level information for that student.

Student	Student ID	**⊕** Total	**⊕** Measurement, Data, and Geometry	**⊖** Number and Operations in Base Ten and Fractions	Performance		3 1 pt	5 1 pt	7 1 pt	9 1 pt	12 1 pt	13 1 pt	15 1 pt	18 2 pt	20 1 pt
State					n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District					Percent 20% 50% 30% Count 2 5 3		0.7	0.8	0.6	0.5	0.7	0	0.7	2	0.5
School					Percent 20% 50% 30% Count 2 5 3		0.7	0.8	0.6	0.5	0.7	0	0.7	2	0.5
My Students					Percent 20% 50% 30% Count 2 5 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

Number and Operations in Base Ten and F

Item Numbers, Max F

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   Rubric & Resources

Item & Score

	Scoring Assertion	Outcome
	1. Correct answer	✔

student setting(s)   OFF

9   ≡

Item number

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

● 1,564

Ⓑ 3,251

Ⓒ 5,690

Ⓓ 7,685

Student response

9. Next, click on the Rubric & Resources tab. Techers 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**	**Domain**: NBT: Number and Operations in Base Ten **Cluster**: NBT|5.C: Understand the place value system. **Standard**: NBT|5.C|5.NBT.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.

⌄ Rubric

Correct Answer: A

WV Content Standard

Reporting Category

Correct answer