



Career and Technical Education Skill Certificate Program

Guide to Reports

This is a “getting started” guide for accessing reports in the *Precision Exams* test system.

Use this guide if you are a teacher, CTE coordinator, or district/state administrator trying to access CTE reports!

In order to activate reports you MUST have a valid user ID and password. **Note:** Report access is subject to user permissions; Teachers ONLY have access to class reports, while State, District, and CTE coordinators have higher-level access.

If you need to retrieve your *Precision Exams* account information, or, if you have any questions about using the system, please contact *Precision Exams* at: **801-850-9883**, or e-mail us at: support@precisionexams.com

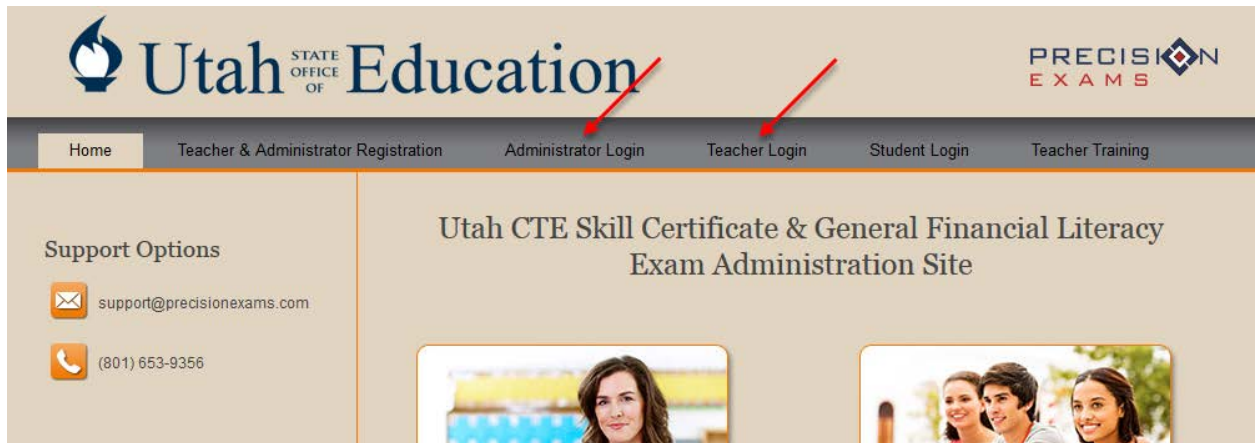
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Accessing the System:

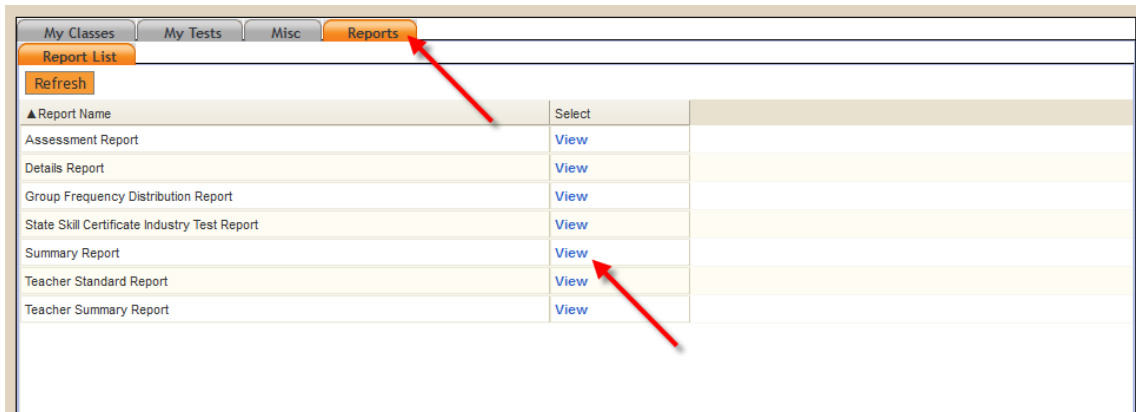
Step 1: Open a Web browser (Firefox or Internet Explorer) and navigate to the Utah Career and Technical Education (CTE) test administration site: <http://www.precisionexams.com/usoe>

Step 2: Select the **Administrator Login** or **Teacher Login** tab.



Step 3: Enter your **ID** (this is your CACTUS ID) and **Password**. If you cannot remember your Teacher ID or PASSWORD, please contact *Precision Exams*.

Step 4: Select the **Report** tab.



Step 5: Select the Report Type by choosing the **View** function.

Step 6: This opens the Assessment Report screen and pre-populates the District, School, and Teacher Name fields. Fields are pre-defined based upon teachers' system rights and roles (e.g.,

CTE Test Coordinators and District personnel have administrative level access appropriate to their role).

The screenshot shows a web application interface with a navigation bar at the top containing 'My Classes', 'My Tests', 'Misc', and 'Reports'. Below the navigation bar, there are two tabs: 'Report List' and 'Assessment Report'. The 'Assessment Report' tab is active. The form contains the following fields:

District	AAA Testing District		
School	AAA Testing School		
Teacher	Park Tyler (520577)		
Class	All		
Student	All		
Test Name	3D Animation (819)		
Start Date	2013-07-01	End Date	2014-06-30

At the bottom of the form, there is a 'Print Report' button and a dropdown menu set to 'Html'.

Step 7: Complete the form by choosing the Class, Student (if applicable, depending on the report type), and Test Name for the report you would like to view.

Step 8: Choose the Date Range for the report you would like to view.

Step 9: Choose the Report Output Type by using the drop down box. Available report types are HTML, PDF, and Excel.

Final Step: Select Print Report.

Teacher Reports

Teachers can access three report types: Summary, Assessment, Detail, and Standards.

Teacher Summary Report

The Teacher Summary Report shows data for individual **exams**. The report displays the exam name, number tested, number sufficient, number substantial, number certified, percent certified, and state average.

Definitions:

- **Tested:** Number of students tested
- **Proficient (65-79%):** Number of students scoring between 65-79% correct.
- **Highly Proficient (80-100%):** Number of students scoring between 80-100% correct, **AND** meets the performance requirements (i.e., Performance Requirements is Yes).
- **Certified:** Same definition as Substantial.
- **Percent Certified:** Percent of students meeting the Substantial/Certified requirements.
- **State % Certified:** Average percent certified for the state.

Utah CTE Summary Results:

Teacher Summary Report

Teacher Level Report

Report for: **Smith David**

Testing period: **Jul 1, 2014 - Jun 30, 2015**

Number of Participants: **235**

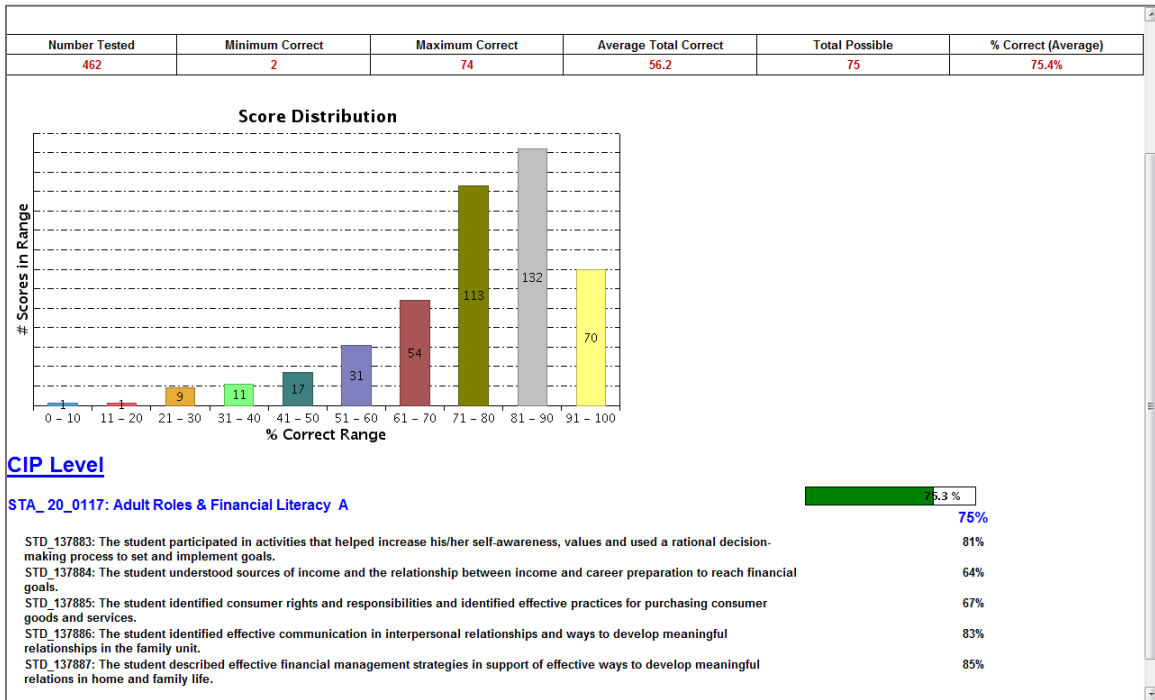
Assessment Summary

Course ID	Course	Tested	Proficient 65 - 79%	Highly Proficient 80 - 100%	Certified	% Certified	State % Certified
250E	Computer Technology (250E)	20	5	1	1	5%	41%
254E	Business Web Page Design (254E)	64	22	20	20	31%	58%
256	Advanced Business Web Page Design (256)	12	6	1	1	8%	43%
401	Marketing, Semester Part I (401)	58	24	18	18	31%	53%
450	Economics (450)	20	11	4	4	20%	35%
451	Entrepreneurship (451)	61	26	17	17	28%	46%
	Total	235	94	61	61	26%	

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Teacher Assessment Report

The Teacher Assessment Report shows the frequency distribution (bar chart) for each percent score within a category range. The report also displays a table with the number tested, minimum correct, maximum correct, average total correct, total points possible, and average percent correct. Additionally, the report displays a horizontal bar indicating the average total score and average sub-scores by Standard.



Teacher Detail Report

The Teacher Detail Report shows test statistics for **individual** students. The report displays student name, raw score points, percent correct, requirements complete status (**Yes** or **No**), pass status (**Yes** or **No**), and whether a certificate was earned.

Utah CTE Details:

Teacher Level Report

Report for: **John Smith**

Testing period: **Jul 1, 2014 - Jun 30, 2015**

Assessment/Student Name	Student ID	Score	Perc	Req.	Pass	Certificate	Time Spent	Start Date	End Date
Computer Technology (250E)			53%	8	2	2			
STUDENT 001	S13301256	29.3/59	50%	Y	N	N	13.8	May 28, 15	May 28, 15
STUDENT 002	S13301257	32.2/59	55%	Y	N	N	24.5	May 28, 15	May 28, 15
STUDENT 003	S13301258	39.5/59	67%	Y	N	N	15.3	May 28, 15	May 28, 15
STUDENT 004	S13301259	24.8/59	82%	Y	Y	Y	25.2	May 28, 15	May 28, 15
STUDENT 005	S13301260	25.3/59	43%	Y	N	N	19.9	May 28, 15	May 28, 15
STUDENT 006	S13301261	42.3/59	72%	Y	N	N	22.6	May 28, 15	May 28, 15
STUDENT 007	S13301262	30.2/59	89%	Y	Y	Y	22	May 28, 15	May 28, 15
STUDENT 008	S13301263	23.4/59	40%	Y	N	N	20.3	May 28, 15	May 28, 15
Business Web Page Design (254E)			56%	3	1	1			
STUDENT 001	S13301258	34.3/84	41%	N	N	N	16.8	Mar 2, 15	Mar 2, 15
STUDENT 002	S13301259	65.5/84	81%	Y	Y	Y	18.3	May 28, 15	May 28, 15
STUDENT 003	S13301260	46.7/84	56%	Y	N	N	28.9	Mar 2, 15	Mar 2, 15
STUDENT 004	S13301261	43.5/84	52%	N	N	N	24.6	May 28, 15	May 28, 15
STUDENT 005	S13301262	30.8/84	37%	N	N	N	26.9	Mar 2, 15	Mar 2, 15
STUDENT 006	S13301263	62.3/84	74%	Y	N	N	16.5	Mar 2, 15	Mar 2, 15

District/CTE Coordinator Report

District administrators and CTE Coordinators can access the District Summary Report.

District Summary Report

The District Summary Report shows data for individual **exams BY teacher**. The report displays the exam number and name, teacher name, number tested, number sufficient, number substantial, number certified, percent certified, and state average.

Definitions:

- **Tested:** Number of students tested
- **Sufficient (65-79%):** Number of students scoring between 65-79% correct.
- **Substantial (80-100%):** Number of students scoring between 80-100% correct, **AND** meets the performance requirements (i.e., Requirements Status is Yes).
- **Certified:** Same definition as Substantial.
- **Percent Certified:** Percent of students meeting the Substantial/Certified requirements.
- **State % Certified:** Average percent certified for the state.

Utah CTE Summary Results:		<u>District Summary Report</u>						
District Level Report								
Report for: AAA Testing District								
Testing period: Apr 1, 2010 - Dec 31, 2012								
Number of Participants: 102								
Assessment Summary								
Course ID	Course	Teacher	Tested	Sufficient 65 - 79%	Substantial 80 - 100%	Certified	% Certified	State % Certified
1001	TestForVersion (1001)	VGoncharenko TST	6	1	1	1	17%	18%
110	Agricultural Systems Technology I (110)	VGoncharenko TST	1	0	0	0	0%	33%
17001	AlexTest (17001)	1 Vchutel	2	1	0	0	0%	19%
210	Accounting I (210)	Richard Poor	1	0	0	0	0%	32%
210	Accounting I (210)	VGoncharenko TST	1	0	0	0	0%	32%
220	Business Communication I (220)	VGoncharenko TST	1	0	0	0	0%	25%
250E	Computer Technology (250)	1 Vchutel	3	0	0	0	0%	50%
250E	Computer Technology (250)	Black David	6	4	0	0	0%	50%
250E	Computer Technology (250)	Nielson Linda	2	0	0	0	0%	50%
250E	Computer Technology (250)	Palmer Test	4	0	0	0	0%	50%
250E	Computer Technology (250)	Palmer Test	1	0	0	0	0%	50%
250E	Computer Technology (250)	Palmer Test_486	1	0	0	0	0%	50%
250E	Computer Technology (250)	Rock BorntoRock	1	0	0	0	0%	50%
250E	Computer Technology (250)	Teacher 1.7.1 (0001) TST Alex	2	0	0	0	0%	50%
250E	Computer Technology (250)	VGoncharenko TST	6	0	0	0	0%	50%
250E	Computer Technology (250)	Valeria Goncharenko_2 TST	3	0	0	0	0%	50%
310	Adult Roles (310)	Palmer Test	1	0	0	0	0%	51%
310	Adult Roles (310)	Palmer Test_486	1	0	0	0	0%	51%
317	Adult Roles & Financial Literacy (317)	VGoncharenko TST	2	0	0	0	0%	43%
319	Adult Roles & Financial Literacy B (319)	VGoncharenko TST	1	0	0	0	0%	47%
320	Child Development (320)	Wilson Dave	1	0	0	0	0%	53%
340E	Food And Nutrition I (340)	Palmer Test	1	0	0	0	0%	27%
340E	Food And Nutrition I (340)	Palmer Test_486	1	0	0	0	0%	27%
340E	Food And Nutrition I (340)	Richiens Greg	1	0	0	0	0%	27%
340E	Food And Nutrition I (340)	VGoncharenko TST	1	0	0	0	0%	27%
340E	Food And Nutrition I (340)	Wilson Dave	2	0	1	1	50%	27%
343	Food And Nutrition II (343)	Palmer Test	1	0	0	0	0%	34%
343	Food And Nutrition II (343)	Wilson Dave	1	0	0	0	0%	34%
350	Clothing I (350)	Teacher3 TST VGonch	1	0	0	0	0%	42%
404	Fashion Merchandising A (404)	Wilson Dave	1	0	0	0	0%	24%
405	Fashion Merchandising B (405)	Wilson Dave	1	0	0	0	0%	33%
410	Travel And Tourism (410)	Wilson Dave	1	0	0	0	0%	26%
412	Advertising and Promotion (412)	Washington Martha	2	0	0	0	0%	39%
505E	Introduction To Automotive Service (505)	Wilson Dave	1	0	0	0	0%	19%
520	Woodworking (520)	Wilson Dave	1	0	0	0	0%	30%
522	Furniture Design & Manufacturing (522)	Wilson Dave	2	0	0	0	0%	28%
524	Cabinetmaking (524)	Wilson Dave	1	0	0	0	0%	27%
530	Design Visual Communications (530)	VGoncharenko TST	3	0	1	1	33%	21%
570	Law Enforcement (570)	Palmer Test	1	0	0	0	0%	28%

State Report

State administrators can access the State Summary Report.

State Summary Report

The State Summary Report shows data for individual **exams**. The report displays the exam number and name, number tested, number sufficient, number substantial, number certified, and percent certified.

Definitions:

- **Tested:** Number of students tested
- **Sufficient (65-79%):** Number of students scoring between 65-79% correct.
- **Substantial (80-100%):** Number of students scoring between 80-100% correct, **AND** meets the performance requirements (i.e., Requirements Status is Yes).
- **Certified:** Same definition as Substantial.
- **Percent Certified:** Percent of students meeting the Substantial/Certified requirements for the state.

Utah CTE Summary Results: [State Summary Report](#)

State Level Report

Report for: **Utah**
 Testing period: **Apr 1, 2010 - Dec 31, 2012**
 Number of Participants: **240,554**

Assessment Summary

Course ID	Course	Tested	Sufficient 65 - 79%	Substantial 80 - 100%	Certified	% Certified
1001	TestForVersion (1001)	11	3	2	2	18%
110	Agricultural Systems Technology I (110)	799	301	262	262	33%
113	Agricultural Systems Technology II (113)	228	71	85	85	37%
120	Animal Science & Technology, Entry (120)	2301	824	985	985	43%
123	Animal Science & Technology, Advanced (123)	266	70	141	141	53%
126	Equine Science & Technology (126)	181	55	83	83	46%
127	Equine Science & Technology (127)	245	99	73	73	30%
128	Equine Science & Technology (128)	25	9	13	13	52%
130	Floriculture & Greenhouse Management (130)	817	308	117	117	14%
131	Floriculture & Greenhouse Management (131)	1154	451	308	308	27%
132	Floriculture & Greenhouse Management (132)	293	99	23	23	8%
133	Nursery Operation & Landscape Management (133)	188	78	44	44	23%
140	Plant & Soil Science & Technology, Entry (140)	264	82	128	128	48%
150	Agriculture Business And Management (150)	48	20	1	1	2%
170	Natural Resource Management I (170)	483	171	174	174	36%
17001	AlexTest (17001)	16	5	3	3	19%
173	Natural Resource Management II (173)	27	13	5	5	19%
180	Agriculture Science And Technology I (180)	565	253	94	94	17%
183	Agricultural Science And Technology II (183)	37	15	19	19	51%
190	Agricultural Communication and Leadership (190)	119	39	12	12	10%
210	Accounting I (210)	5093	1503	1636	1636	32%
212	Accounting II (212)	1162	293	196	196	17%
215	Administrative Procedures (215)	167	70	59	59	35%
220	Business Communication I (220)	1332	585	329	329	25%
222	Business Communication II (222)	514	216	178	178	35%
230	Business Management (230)	1563	503	122	122	8%
235	Banking And Finance (235)	490	216	50	50	10%
240	Business Law (240)	1535	482	463	463	30%
245	Computers In Business (245)	810	209	381	381	47%
248	Desktop Publishing (248)	1550	592	503	503	32%
249	Desktop Publishing II (249)	115	42	12	12	10%
250E	Computer Technology (250)	44209	11155	22109	22109	50%
251E	Computer Technology II (251)	1457	525	646	646	44%
254E	Business Web Page Design (254)	3608	1181	1696	1696	47%
256	Advanced Business Web Page Design (256)	276	131	54	54	20%
260	Word Processing Basics (260)	3557	1422	1012	1012	28%
262	Word Processing (262)	660	218	298	298	45%
310	Adult Roles (310)	1683	387	851	851	51%
317	Adult Roles & Financial Literacy (317)	6007	1710	2609	2609	43%