Thank you for viewing this presentation on ACCUPLACER Reports. Remember that you can pause the video using the controls at the bottom of your window.
Here is the agenda for our presentation. We will discuss:

- The Types of Reports available in ACCUPLACER
- The levels of data access different ACCUPLACER users have
- How data is displayed and what options are available for export
- How long data is retained and the options for archiving it
- The Individual Score Report available for students
- Options to customize an ISR
- The overall steps to create any report
- Reporting tools including the Report Queue and Reporter Scheduler
- Options available to create Custom Reports

And finally
- Tips to make reporting easier
Types of Reports

- ACCUPLACER offers a variety of reports to meet needs of the student, the institution, and the testing center
- Student facing report
  - Individual Score Report available immediately after testing
  - Can be reprinted individually or in bulk
- Reports for institutions
  - Roster Reports
  - Demographic Reports
  - Diagnostic Test Reports
  - Local Test Reports
  - Custom Reports
- Reports for Test Center
  - Test Activity Report
  - Unit History Reports
  - Test Center Management Dashboard

ACCUPLACER offers a large number of reports which can be created by selecting the Reports option on the left. Note there are dropdown menus which give access to specific reports; for example, under Roster Reports you will find 3 different types of rosters available.

ACCUPLACER Reports are intended to meet the needs of the entire campus including the student, the institution, and the Testing Center as well.

The Individual Score Report is designed for the student and is available immediately at the end of their test session. This report can also be reprinted later for individual students or in bulk for groups of students.

A number of reports are available for institutions all of which can be customized to provide the specific data desired. These include rosters, student demographics, details from diagnostic testing, and item analyses for locally created tests. In addition, ACCUPLACER provides the ability to create custom reports by choosing any or all of the data available.

Reports for the Test Center provide information needed to understand and effectively manage the testing process with data that can inform staffing and budgeting. The Test Center Management Dashboard provide a real-time snapshot of testing activity each day.
### User Permissions for Reports

- Institution level users can view and report data for all Testing Sites in the institution account
- Site level users can view and report data only for their own Testing Site

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<th>Institution</th>
<th>Site</th>
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<tr>
<td>Reporter</td>
<td>Create and print reports containing ALL data across all Testing Sites within the Institution</td>
<td>Create and print reports with ALL data from their Testing Site only</td>
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<tr>
<td>Score Reporter</td>
<td>Access and print ONLY ISRs from all Testing Sites within the Institution</td>
<td>Access and print ONLY ISRs from their Testing Site only</td>
</tr>
<tr>
<td>WritePlacer Reporter</td>
<td>View and print WritePlacer essays from all Testing Sites within the Institution</td>
<td>View and print WritePlacer essays from their Testing Site only</td>
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<tr>
<td>Site Manager</td>
<td>In addition to other functions, can create and print reports with ALL data from their Testing Site only</td>
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</tr>
<tr>
<td>Proctor</td>
<td>Print ISRs at the end of each student’s testing. Create Score Roster reports</td>
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As part of the structure of user permissions in ACCUPLACER, various types of users have access to differing levels of student data. Users at the Institution level can see data from across all testing sites in the account while Site level users can only see data from their own testing site. This chart shows the data available to users who are Reporters, Score Reporters, and WritePlacer Reporters as well as those who are Site Managers and Proctor Reporters. Note that Proctors can not only print ISRs at the end of each student’s test session but can also create Score Roster reports.

Remember you can pause the video if you need more time to review this slide.
Some reports, including a student’s Individual Score Report, will display on the screen but most reports produce files which must be downloaded and opened in another application such as Excel.

A number of options are available so that these files can be opened in the application of your choice. The screen shot shows the various options available when creating all reports.

Below you see an example of a Score Roster opened in Excel.
In order to keep the ACCULACER platform operating efficiently, data older than 4 years is deleted on a quarterly basis.

Institutions who wish to have access to data in their Student Information System or for analysis by Institutional Research should set up processes to extract data from ACCULACER for archive and future use.

2 options include execution of standard or custom reports, both of which must be manually run to download files of student data. A 3rd option, which is automatic, is the Score Web Service which transfers a file of data for each student once they complete testing. For all 3 of these options, the institution must set up processes to archive and use the data to meet its needs.

More information is available from the Exporting Data from ACCULACER presentation posted on the Professional Development web page and from the Resources Section of your ACCULACER account.
Individual Score Reports, called ISRs, are available immediately once the student completes all tests in his/her Branching Profile. On the left, you see a typical example which includes sections for the student’s basic information, a record of the time spent in testing, scores for tests taken, responses to Background Questions, and the resulting course placements.

ISRs can be printed immediately when each student finishes testing or can be reprinted in bulk at a later time if desired.

The ISR can be customized to include or exclude various data points by creating a Test Setting to use in the Branching Profile you administer to students.

Below is part of the Test Settings screen which allows you to turn various data points on or off as needed.

When reprinting ISRs after testing, you can select the data points you need to see which could be different than those printed for the student’s version of the report; for example, their answers to Background Questions for Advisors to review.

ISRs can be reprinted in bulk by selecting All or you can check just specific students to print.
In addition to customizing the data points to display on the ISR, ACCUPLACER now provides an ability to use an ISR template to control the order of the various sections of the report.

There are default themes for both Higher Education and for K-12.

You can also create a custom template using a simple drag/drop interface. On the left is an example of an ISR created using a custom template. On the right is the interface used to create that custom ISR.

You can see on the left a list of the various sections available which are simply dropped into place on the right to build the report. There is a new part of the Test Settings screen which lets you choose a default or custom ISR Theme.
ACCUPLACER includes a wide array of reports to provide data to the institution. These reports create files which can be opened using your preferred application such as Excel.

There are 3 different types of roster reports available. The Placement Roster lists the courses students have placed into by discipline. The Course Roster lists students who have placed into specific courses. The Score Roster lists students and their test scores.

Demographic reports provide the non-cognitive responses students give as part of testing. Background Overview and Detail Reports provide the responses to Background questions and demographic information. Data from the Student Address Report can be used for follow up campaigns after students have tested.

Diagnostic Test Reports provide data based on the diagnostic tests. The Diagnostic Score Roster lists the individual strand scores for each student. The Diagnostic Summary Report aggregates data across all students who have taken a diagnostic to help faculty identify trends in students’ strengths/needs.

The Local Test Report provide data to perform an item analysis for locally created tests.

ACCUPLACER has a robust set of tools to create Custom Reports which can include all data points created and maintained by the platform. You can search, filter, and sort data to meet your needs and export those results in a variety of formats. A Custom Report can be used with the Score Web Service to automatically export the specific data you want to include in
your Student Information System.
ACCUPLACER has tools to help Test Centers monitor their purchase and use of test units. Test Unit Reports include the Test Activity Report which shows tests taken. The Unit History Reports show the purchase, transfer, and usage of test units.

The Test Center Management Dashboard is available to Institution Administrators, Site Managers, Proctor Reporters, and Proctors. It provide a real time update on testing activity in each Testing Site and across the entire Institution. Statistics include students who are currently testing, who have completed testing, and who have suspended testing.

The Summary Dashboard is designed to provide an ongoing snapshot of testing activity at both the Testing Site and Institution levels. It allows tracking of Test Activity and resulting Course Placements on both a weekly and monthly basis.
To create a report, you will work through several steps to select the desired data and options for display and export. While the overall process is similar, the specific options available will depend on the report selected.

Report queries can be saved for future use so they won’t need to be recreated every time.

The overall process for all reports includes:

• Finding the desired group of students using the Search Filter
• Selecting Fields of data for your report
• Setting options for the data displayed
• Set options for export of your data.
Most reports generate a file when executed. A list of the resulting files can be found in the Report Queue. You can review the criteria used to create the report as well as download the file itself.

For reports that create files for download, the Reporter Schedule can be used to schedule report executions in advance. The Scheduler allows you to select from previously saved report queries. Up to 7 reports can be scheduled in advance.
ACCUPLACER has a robust set of tools to create Custom Reports that allow for export for all data available.

The overall process is the same as for creating other reports:

Step 1 allows you to select the specific fields you’d like in your report.

Step 2 lets you filter data based on criteria you select.

Step 3 allows you to group and sort data as desired.

Step 4 gives the array of options available to export data to use in other applications such as Excel.

Note the final option lets a Custom Report be used with the Score Web Service to export/import just the data needed into your Student Information System.
While ACCUPLACER Reports are simple to create, there are some tips to keep in mind:

• Queries can be created, then saved, so you will not need to recreate a report every time you need it. A Saved Query dropdown menu is at the top of the screen. To Save or Update a Query that you’ve created previously, use the options at the bottom of the screen.

• To select dates in a query, use the Filter by Test Dates dropdown menu. You can select common dates including Today, Yesterday and Today, the Last 7 Days, and the Last 30 Days. Note that these will automatically change when you re-run a Saved Query in the future.

• If you entered specific To/From dates, they will remain fixed and you will need to change them as time moves forward. For example, if you choose September-December for the Fall semester, you will need to choose January-May for the Spring semester.

• To enter specific dates, you can use the Calendar icons or type dates in the blank which may be easier.

• Note that date entry must be in the form of MM/DD/YYYY.

• As noted earlier, ACCUPLACER retains data for 4 years however a single report query can only cover 365 days. To report on a longer date range, you will need to run multiple
queries.

• When reprinting ISRs, you can select different points to include or a different ISR template if desired.
User Resources
The ACCUPLACER Program offers a wide range of resources to support our users. Many of these are available on-demand 24/7.

Inside ACCUPLACER is the Resources option which contains a variety of tools including:

- Getting Started with ACCUPLACER includes a Quick Start Guide to account setup.
- The ACCUPLACER Program Manual includes information about the tests within the platform as well as information on testing policies and practices.
### Implementation Resources Online

**accuplacer.collegeboard.org**

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Resources designed to provide guidance on implementing various aspects of ACCUPLACER can be found on the public ACCUPLACER Resources page at the address shown. Those resources include:

- Information on use of Multiple Weighted Measures which is a process that incorporates use of background questions and external data to fine tune placement practices
- Documents on Intervention Tools That Work to provide evidence of effectiveness and suggestions on implementation
- Information on ACCUPLACER tests for students including both Sample Questions and the Web-Based Study App
- Details on the benefits and process of conducting a Validity Study to understand the effect of your chosen cut scores.
The ACCUPLACER Outreach Team provides professional development in many different formats. A listing of all the resources available is at the address shown.

- Some topics are presented through a live webcast. The Professional Development page provides a list of sessions available along with a link to register. Once registered, you will receive an email with instructions on joining the session.
- Many topics are available as on-demand videos and are available 24/7.
- The ACCUPLACER Account Setup presentation contains details of the process of setting up an ACCUPLACER account along with detailed step-by-step instructions. Also included are video demonstrations of each step in the process.
The ACCUPLACER Program has teams of staff members dedicated to providing support and service to our users.

The Outreach Team of Sr. Assessment Managers provides service to institutions at the campus, system, and state levels which can include consultation, training, professional development, and advocacy for student college readiness. Services can be provided through on campus, face-to-face events or virtually.

ACCUPLACER Support provides a staff of trained service agents ready to answer questions and resolve issues. Support is available 12 hours/day and can be contacted using a toll-free number, through email, and also live chat.