

ACCESSING ONLINE RESOURCES FOR SUMMATIVE ASSESSMENTS

For Department of Juvenile Justice (DJJ) and Non-Public Schools

General Information About Summative Assessment Reports

Multiple reports are available to provide information about student performance on summative assessments administered by the North Carolina Department of Public Instruction (NCDPI). Reports are accessible in the NC Education online scoring and reporting system. Teachers are linked to these reports through student information system enrollments.

To access reports through the online scoring and reporting system, the teacher's email address in the student information system must match the teacher's email address on his or her NC Education account. The teacher must have students enrolled in the appropriate course code in the student information system. Teachers listed as "teacher 2" for co-teaching classes need to contact their district or school test coordinator for access to reports. Other users (principal, school report reviewer or district report reviewer) must have an NC Education account with the appropriate user role assigned.

Once testing is completed and scores have been processed overnight, users will be able to see reports as soon as they have been released by the LEA TC or the Non-Public Schools Testing Service Coordinator.

User Log In

To access summative assessment reports, navigate to NCTest Admin located at <https://center.ncsu.edu/ncadmin/>. After entering NC Education credentials, users are directed to the main menu on the NCTest Admin site.

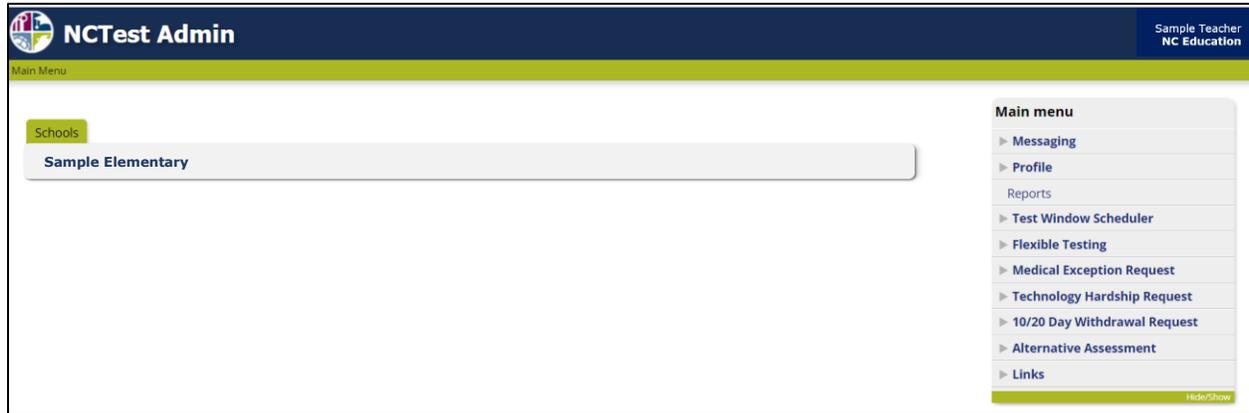


Figure 1. NCTest Admin log in page.

Selecting **Reports** from the main menu reveals the link to the NC Check-Ins 2.0 and Summative Assessment online reports. Users should select Summative Assessments to access reports for grades and subjects. Tests available under Summative Assessments include Beginning-of-Grade 3 Reading, End-of-Grade, End-of-Course (fall/winter 2024), CCRAA for Grades 10 and 11, NCEXTEND1 for Grades 3-8, 10 and 11, Read to Achieve (spring 2025), CDM (spring 2025), and Summer Program assessments.

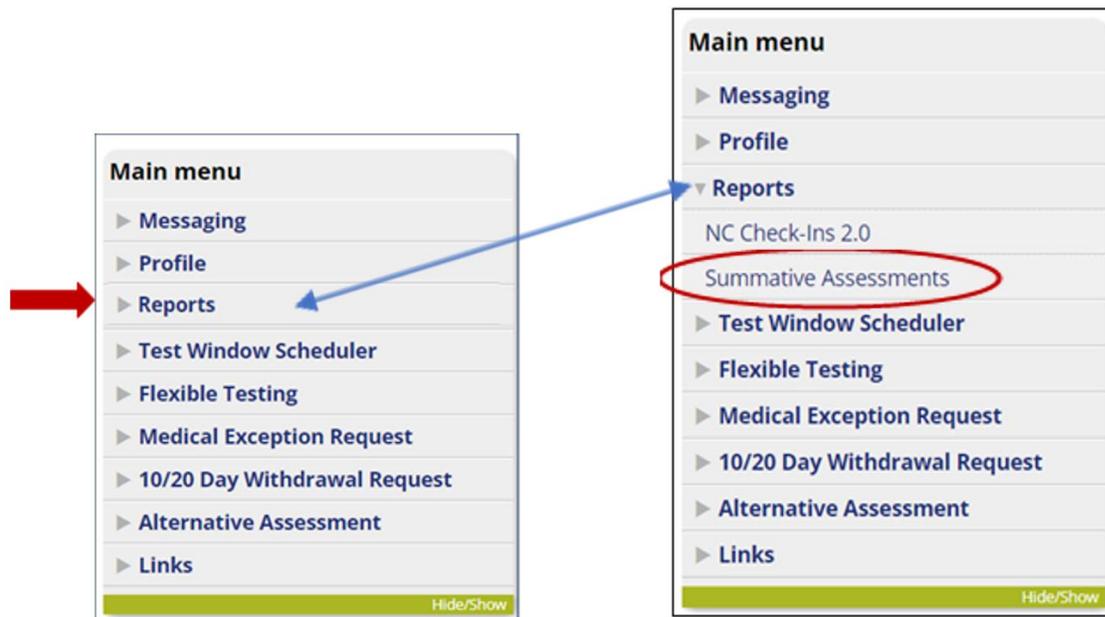


Figure 2. Accessing summative assessments reports.

Once the Summative Assessments link is selected, users see a landing page (see figure 3).

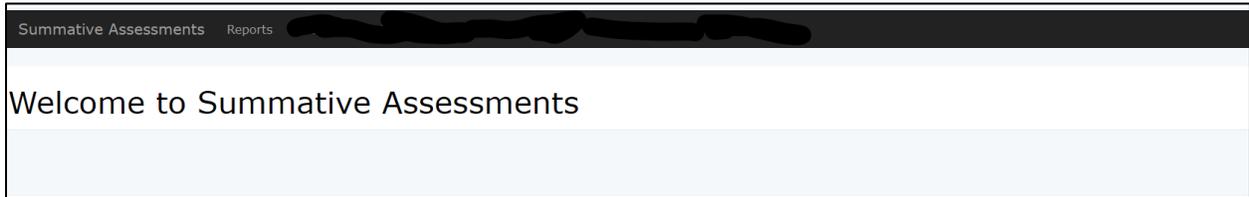


Figure 3. Welcome page for summative assessment reporting.

Accessing Summative Assessment Reports for Teachers

Click on the **Reports** link and select Course-Level Reports by Teacher from the dropdown list.

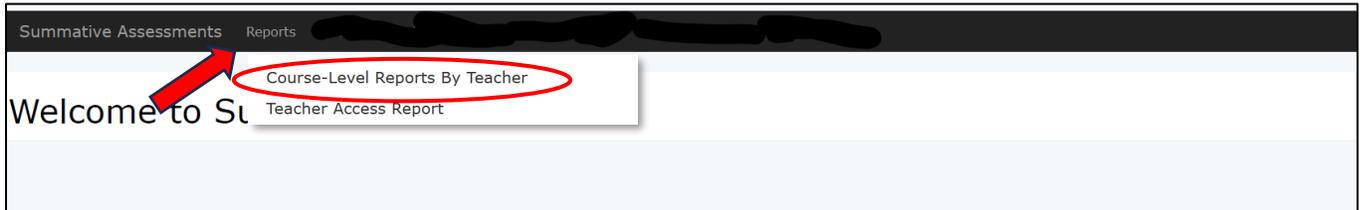


Figure 4. Reports menu for summative assessment reporting.

Two or three teacher reports are available for most summative assessments. They are the

- Class Roster Report, the
- Achievement Level and Scale Score Frequency Report for BOG3, EOG, EOC, and NCEXTEND1 assessments, and the
- Domain Summary Report. The Domain Summary Report is only available for teachers administering End-of-Course assessments.

Alternate assessments reports are customized to display data available for the specific assessment

After following the log-in steps and selecting reports, users see a list of all tests administered to their students. Clicking on the **Reports** link opens a list of reports for viewing. Once the type of report is selected, all students or individual class periods can be chosen for viewing.

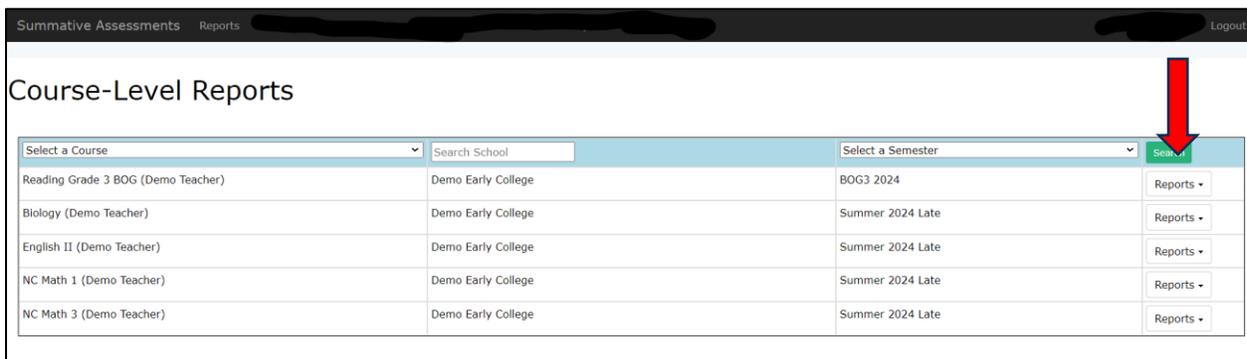


Figure 5. Reports menu for summative assessment reporting.

Once the type of report is selected, “all students” or “individual class periods” must be chosen for viewing.

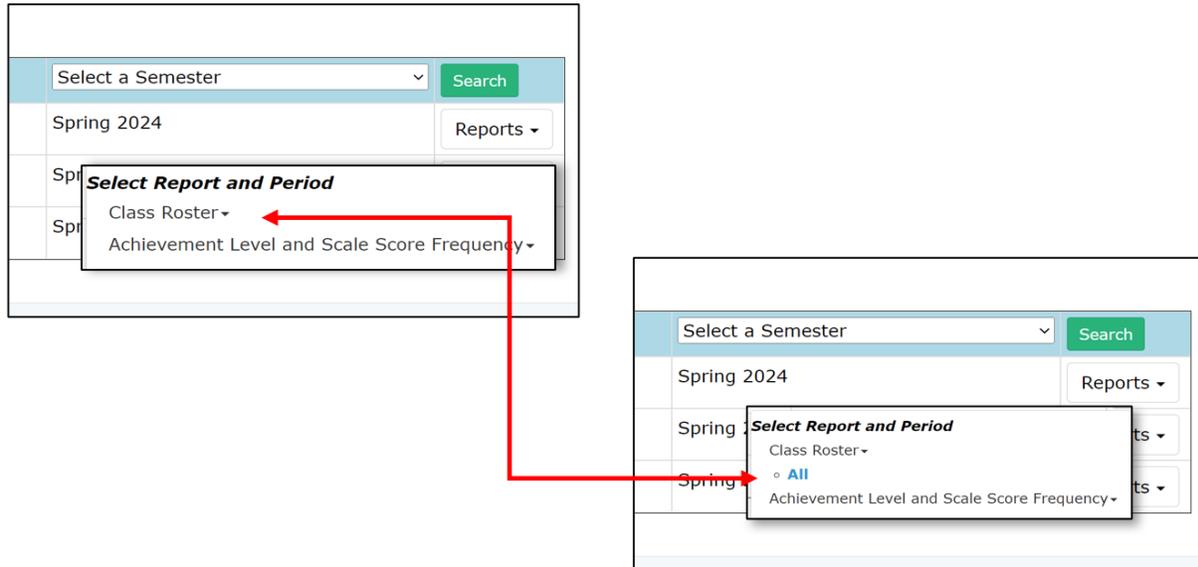


Figure 6. Available reports with class period links.

Both the Class Roster and the Achievement Level and Scale Score Frequency Report display a blue **Download PDF** button in the top right-hand corner. Clicking this button creates a PDF for the report being viewed. The PDF is automatically created, named, and saved to the downloads folder on the user’s computer.

In addition to the download PDF button, a green **Export CSV** button is in the top left-hand corner of the class roster report. Clicking this button creates a comma-separated file containing data from the report being viewed. The CSV file is also automatically created, named, and saved to the downloads folder on the user’s computer.

Student Name ^	Grade Level †	Achievement Level †	Scale Score †	2021 Percentile Rank †	Percent Items Attempted †
Sample Student A	9	Level 5	275	99	100.0

Figure 7. Download PDF and export CSV buttons.

Users should note that the Class Roster and Achievement Level and Scale Score Frequency, and the Domain Summary reports are for internal use only. The reports provide results of students tested. The data in the report may change as (1) additional tests are completed and (2) scores are validated by the NCDPI. Test scores on printed reports may include students who may be removed during the validation process. Only test scores loaded into the North Carolina Student Information System by NCDPI are considered official and final.

Class Roster Report

The summative assessment Class Roster Report displays a list of students for the selected class and provides Achievement Level, Scale Score, Percentile, and Number Items Attempted for each student. The information that follows provides details about each section of the report.

Student List Section – In the sample Class Roster Report below, student names and student information system ID numbers are listed. Information provided for each student includes the achievement level (Not Proficient, Level 3, Level 4, or Level 5); scale score; the 2021 state percentile rank; the Lexile (reading) or Quantile (mathematics) level; and the percent of items attempted. Columns can be sorted to view results alphabetically or numerically. When they appear, the words Lexile and Quantile are hyperlinks that connect the user to more information about the Lexile and Quantile frameworks. A class mean scale score appears after the final student on the roster. Hovering over the column titles (Achievement Level, Scale Score, Percentile, and Percent Items Attempted) provides definitions for each title.

Student Name ^	Grade Level ↕	Achievement Level ↕	Scale Score ↕	2021 Percentile Rank ↕	Percent Items Attempted ↕
Sample Student A	9	Level 5	275	99	100.0
Sample Student B	9	Level 5	275	99	100.0
Sample Student C	9	Level 5	275	99	100.0
Sample Student D	9	Level 5	275	99	100.0
Sample Student E	9	Level 5	275	99	100.0

Figure 8. Sample class roster report.

Reason(s) for No Score Section – A section at the bottom of the class roster provides Reason(s) for No Score (see figure 9 below). This section lists students who will not have a score for the summative assessment for reasons such as: the student has a medical exception, the student is taking the NCEXTEND1 alternate assessment rather than the regular End-of-Course (EOC), End-of-Grade (EOG), or other assessments, or the student is absent.

Reason(s) for No Score information will only be displayed on the roster if reasons have been coded correctly in the special codes section in NCTest Admin. For questions about the reason codes, see the school test coordinator. Students not tested or without reason codes are not displayed on the Class Roster.

Student Name	Reason(s) for No Score
Student Q 000000000	Misadmnistration
Student T 000000000	Medical Exception
Student V 000000000	Participates in NCEXTEND1
Student Z 000000000	Absent

Figure 9. Sample reason for no score table.

Achievement Level and Scale Score Frequency Report

The Achievement Level and Scale Score Frequency Report provides summary data for the group of students selected. The information that follows provides details about each section of the report.

Achievement Level Section – The first part of the report (figure 10) displays the number (frequency) and percent of students at each achievement level. Hovering over the information symbol (i) at the top of each column provides definitions for the headings. Below the Achievement Level Frequency Distribution, users will see the rolled-up achievement values for Met Career- and College-Readiness Standards and Met Grade-Level Standards. The percent of students at each achievement level are also represented by the graph at the bottom of this section.

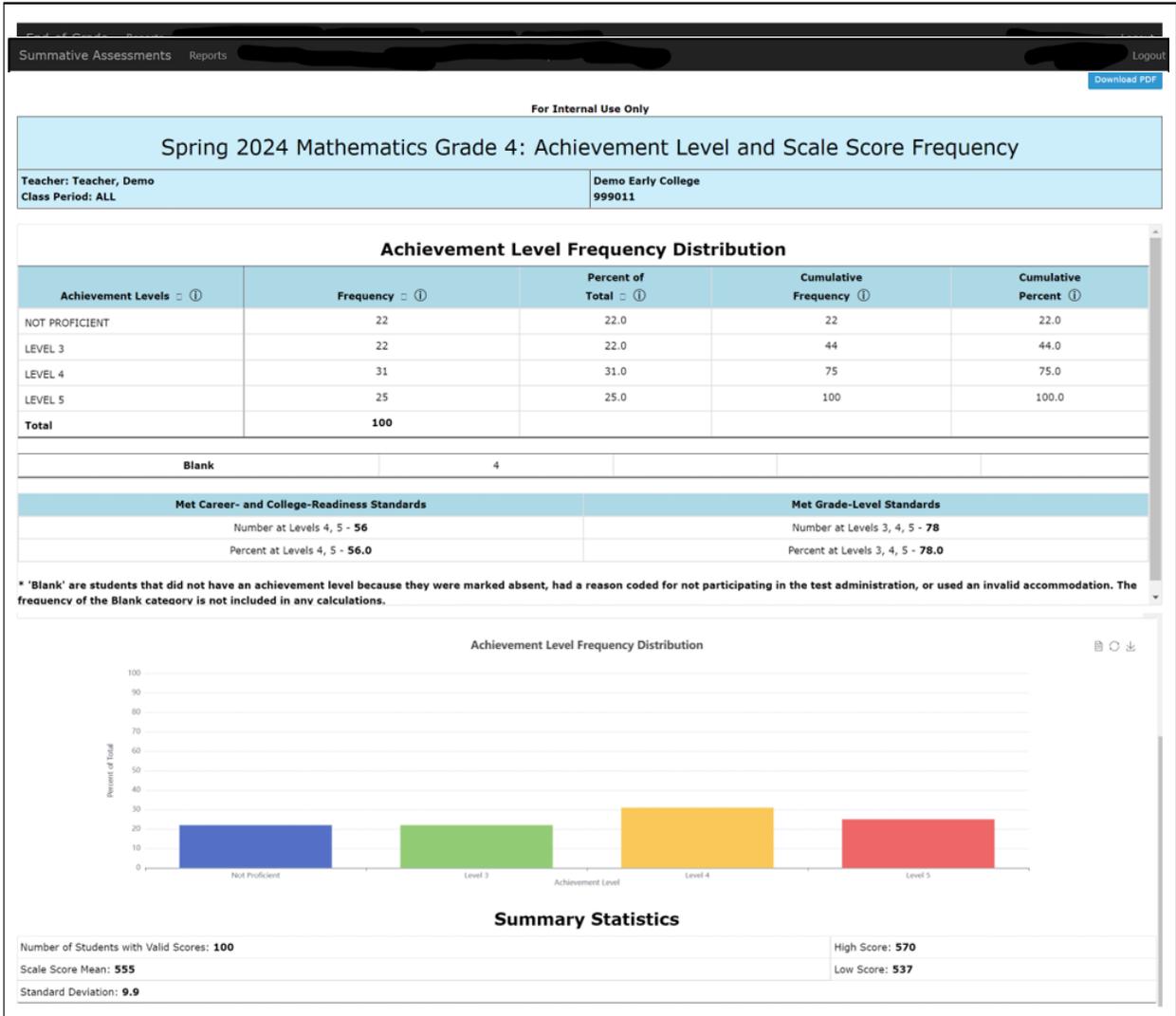


Figure 10. Sample achievement level frequency report.

Scale Score Frequency Distribution Section – This section displays information about each scale score represented by the selected group. It includes the achievement level, state percentile rank, reported Lexile for reading or Quantile for mathematics, the frequency (count of the student scoring at the specific scale score), the percent of students scoring at the specific scale score, the cumulative frequency, and cumulative percent.

Scale Score Frequency Distribution							
Frequency Distribution							
Scale Score	Achievement Level	2021 State Percentile Rank	Reported Quantile	Frequency	Percent	Cumulative Frequency	Cumulative Percent
537	Not Proficient	35	475Q	1	1.0	1	1.0
539	Not Proficient	40	515Q	1	1.0	2	2.0
540	Not Proficient	44	535Q	1	1.0	3	3.0
541	Not Proficient	49	560Q	3	3.0	6	6.0
542	Not Proficient	52	580Q	2	2.0	8	8.0
544	Not Proficient	57	620Q	5	5.0	13	13.0
545	Not Proficient	60	645Q	5	5.0	18	18.0
546	Not Proficient	64	665Q	4	4.0	22	22.0
547	Level 3	67	685Q	2	2.0	24	24.0
548	Level 3	69	705Q	7	7.0	31	31.0
549	Level 3	71	725Q	4	4.0	35	35.0
550	Level 3	75	750Q	1	1.0	36	36.0
551	Level 3	77	770Q	8	8.0	44	44.0

Figure 11. Sample scale score frequency distribution table.

Domain Summary Report

The Domain Summary Report provides summary data by domain for the group of students selected. This report is only available for teachers who teach English II, NC Math 1 and NC Math 3 courses. The report will be available for Biology after the completion of standard setting for science assessments (August 2025). Like other reports, the domain summary report provides a **Download PDF** button for downloading and saving this report.

Mathematics Domains				Percent of Mathematics Items	Mean Percent Correct	Difference from 2019 State Mean Percent Correct
Number and Quantity and Algebra				36-40%	34.3	-9.4
Functions				32-36%	27.3	-10.5
Geometry				8-12%	49.6	-7.3
Statistics and Probability				18-20%	23.2	-15.3

Figure 12. Sample domain summary report.

The first part of the report displays the high and low mean scale score for the group. Below the mean scale score is a section that displays the domain, the percent of items on the summative assessment that measure each domain, the percent correct for each domain for the chosen group, and the difference between the group’s percent correct and the percent correct during the first year the test was administered. Users will see

positive values if the current group’s performance is higher than the state mean for that domain and negative values if it is lower.

Accessing the School-Level Summative Assessment Report

School-level users can access the reports described in the teacher section. School-wide rosters, achievement level and scale score frequency reports, and domain summary report (EOC only) are available by selecting Course-Level Reports by Test Administration.



Figure 13. Course-Level Reports by Test Administration.

The School-Level Report is available in the NC Education online reporting system. This report contains the results from the specific summative assessments administered at the school. After following the log-in steps, users must select the school-level report link from the dropdown menu under Reports.

Users should note that the School-Level Report is for internal use only. This report does not reflect the final school results for accountability purposes, as not all business rules have been applied. These reports may not match final reporting and school accountability results presented to the North Carolina State Board of Education. Contact the public school unit testing coordinator to review finalized data.

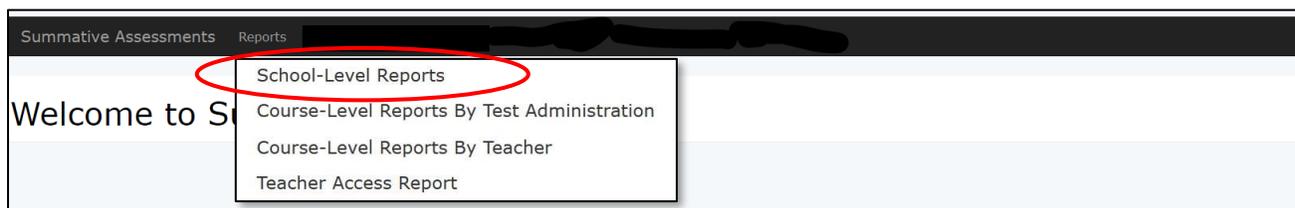


Figure 14. Report list for the summative school report reviewer role.

Next, users see a screen where several selections must be made to view the appropriate school-level report. The semester dropdown menu refers to the specific test cycle for viewing (see figure 15). The region, district, and school dropdown selections are the only items in the list for those fields. The user must select information for semester, region, district, and school, and choose blue **Submit** button to proceed.

Figure 15. Selection screen for the summative assessment school-level report.

Figure 16. Selection screen for the summative assessment school-level report with sample choices.

There are three sections to the school-level report for summative assessments. They are the

- School Results by Domain (for End-of-Grade and End-of-Course test), the
- School Results by Achievement Level, and the
- Frequency Distribution by Scale Score.

School Results by Domain Section – This section of the school-level report provides the percent correct for each of the domains included in the summative assessments at the school. A set of domain graphs will be present in the report for every grade tested at the school. The blue slider bar at the bottom of the graph, as shown in figure 17, allows users to increase or decrease the number of grade levels displayed on the report.

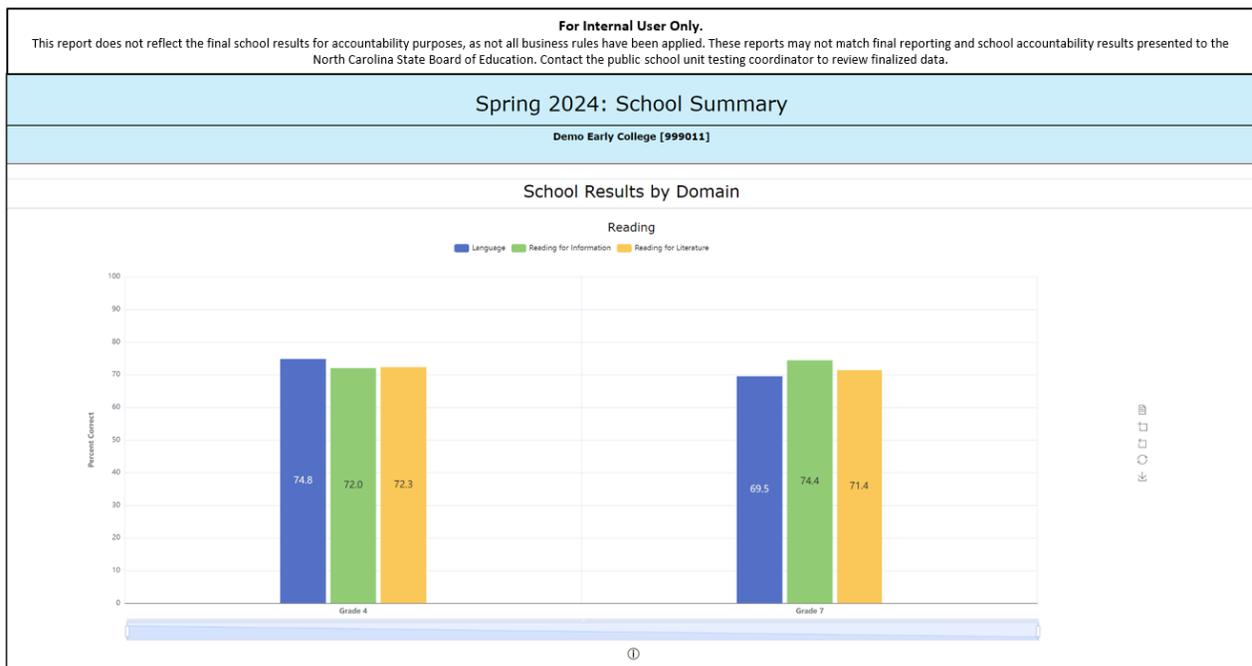


Figure 17. Results by domain section of the summative assessment school-level report.

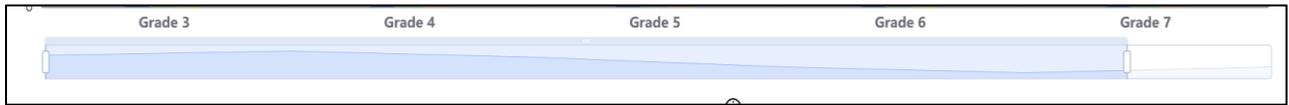


Figure 18. Slider bar at the bottom of each graph of the school-level report.

The School-Level Report contains other features to allow the user to examine information in greater depth. By hovering over the domain labels in the legend at the top of the graph, a single domain is visible while the other domain bars are displayed in the shadows (see figure 19). Clicking on one or more domains temporarily removes them from the graph. Clicking the circular reset button (↻) restores all information to the graph.

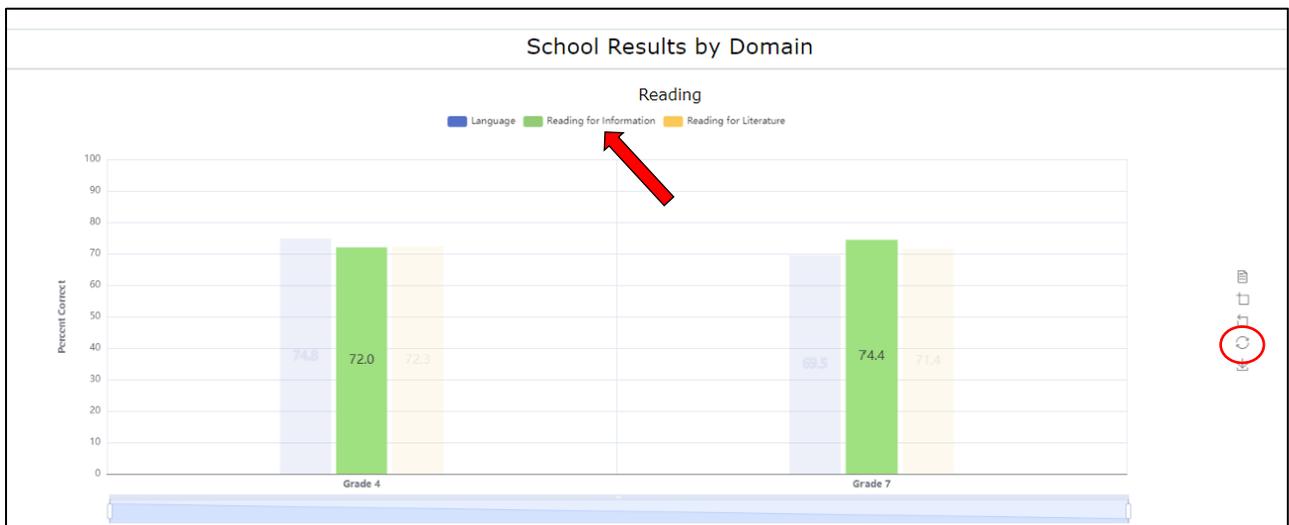


Figure 19. Hovering, removing and restoring the domain results.

In addition to the ability to change the domains displayed on the graph, a hover text box is available so that users see results for the entire grade level as seen in figure 20 below.

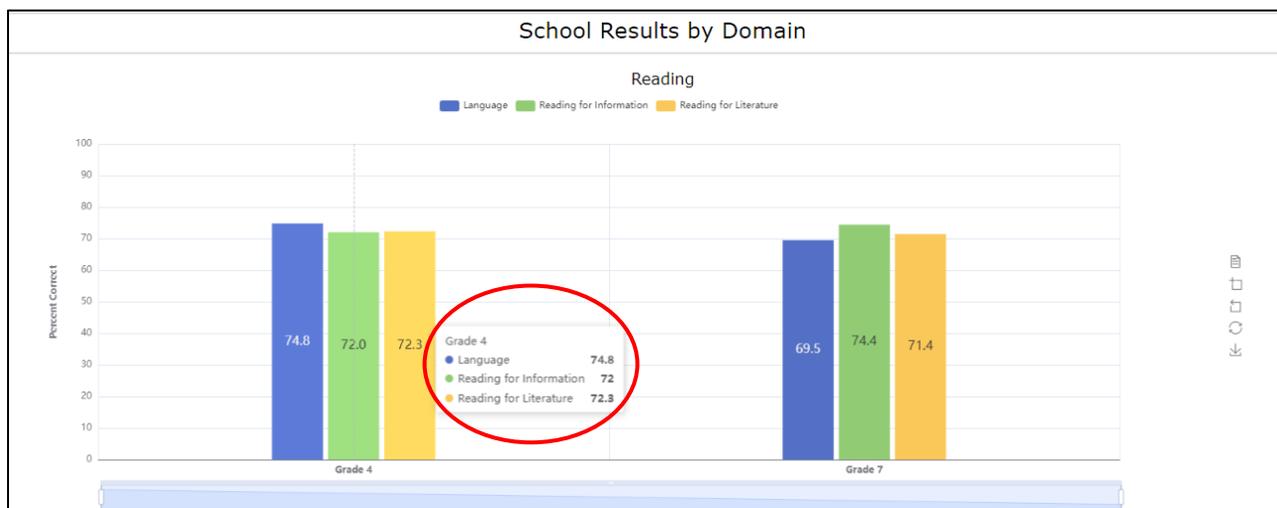


Figure 20. Example of hover text for the domain graphs.

By selecting the data view symbol to the right of the graphs (), users can view the percent correct for each domain for each grade level tested. A sample of the data table is shown in figure 21. Select the close button to return to the domain graph.

Reading - Domain Mean			
	Language	Reading for Information	Reading for Literature
Grade 3	83.3	68.2	70.5
Grade 4	88.5	65.2	72.1
Grade 5	81.1	70.9	68.5
Grade 6	69.6	74.1	69.0
Grade 7	62.5	68.3	74.5
Grade 8	69.5	72.0	71.6

Figure 21. Data view for the school results by domain section.

School Results by Achievement Level – This section of the school-level report, as shown in figure 22, provides data about the achievement levels of the students tested. There are three parts to the achievement level section. At the top of each graph (1), users will see the number and percent of students who met Career- and College-Readiness Standards and students who Met Grade-Level Standards. Graphs for reading and math by grade level (2), are in the center of each grades’ achievement level report. The percent of students scoring at Not Proficient, Level 3, Level 4 or Level 5 are reported here. The summary statistics section (3) is at the bottom of each graph. This section provides additional information for the user.



Figure 22. Results by achievement level section of the summative assessment school-level report.

Data tables are provided for each achievement level graph. By clicking the data symbol (), users are able to see a table containing the percent of students at each achievement level. Select close to return to the domain graph.

Achievement Level	Percent of Total
Not Proficient	38.0
Level 3	18.0
Level 4	18.0
Level 5	26.0

Close
Refresh

Figure 23. Data table in the school results by achievement level section of the school-level report.

Frequency Distribution by Scale Score – This section of the school-level report provides the percent of students who scored at each scale score. As shown in figure 24 below, the percent of students’ values are listed down the left side of the graph (y-axis) and the scale scores are listed at the bottom of the graph (x-axis). Users can hover over a scale score to see the corresponding percent of students represented by the bar (see figure 25).

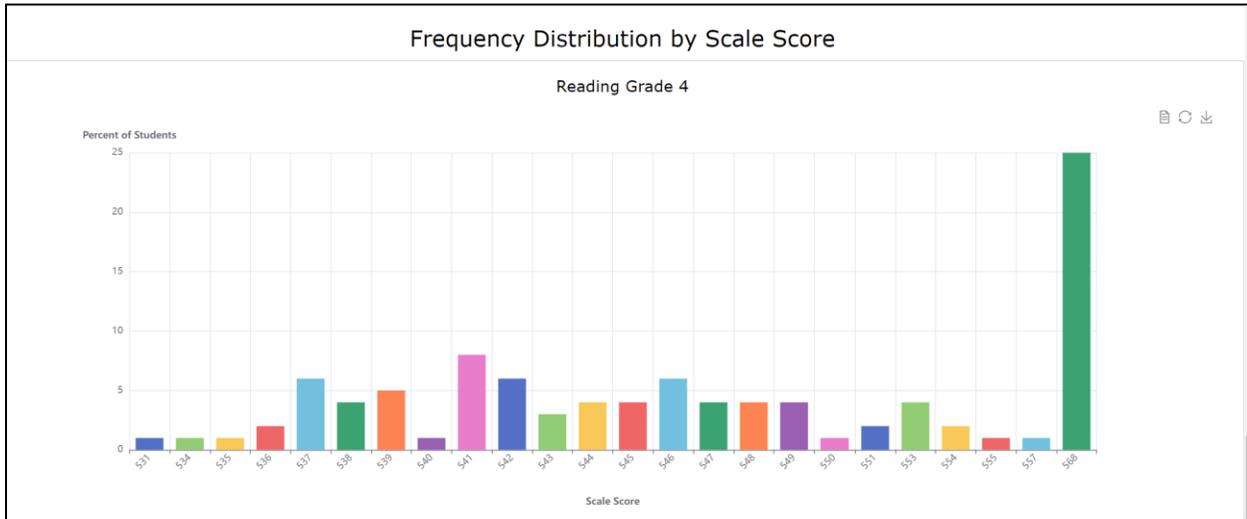


Figure 24. Results by scale score section of the summative assessment school-level report.

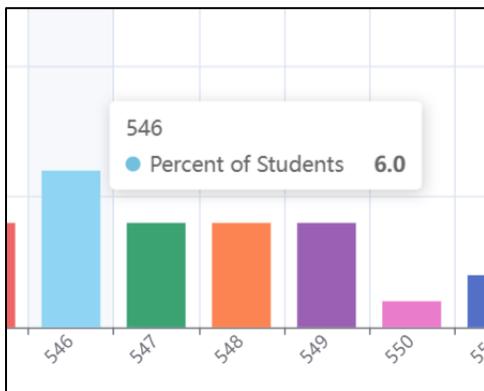
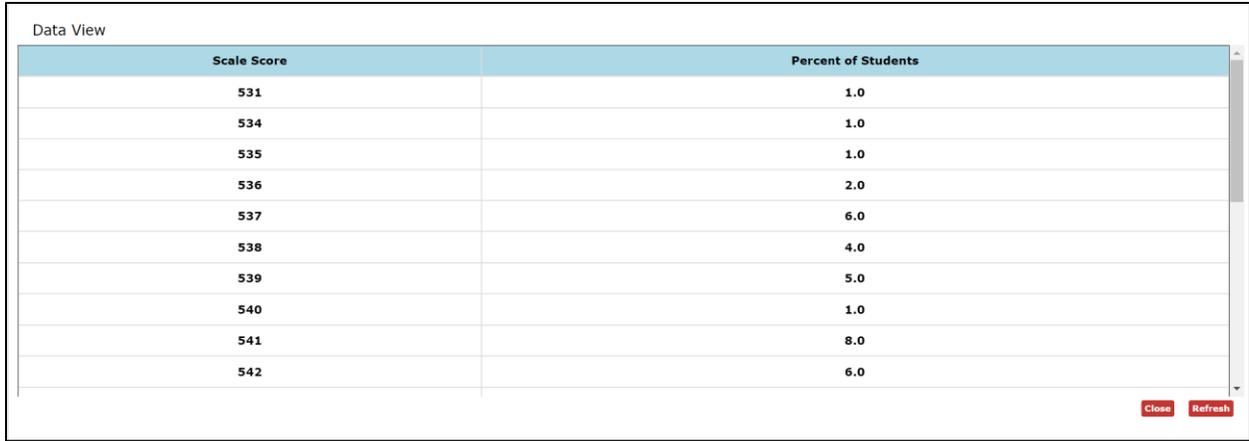


Figure 25. Percent of students performing at a sample scale score.

In addition to the hover view (figure 26), users can also select the data view button () to see the scale score information in a data table. Select close to return to the domain graph.



The image shows a screenshot of a web-based data table titled "Data View". The table has two columns: "Scale Score" and "Percent of Students". The data is as follows:

Scale Score	Percent of Students
531	1.0
534	1.0
535	1.0
536	2.0
537	6.0
538	4.0
539	5.0
540	1.0
541	8.0
542	6.0

At the bottom right of the table, there are two buttons: "Close" and "Refresh".

Figure 26. Data table for scale score frequency section.

Using the Teacher Access Report for Summative Assessments

The purpose of the Teacher Access Report is to provide information to school and district users about connections between NCTest email accounts and student information system email accounts. The report highlights instances of email mismatches or teachers who are missing roles in NCTest.

After following the log-in steps, users should click on the Reports link and select Teacher Access Report from the dropdown list.

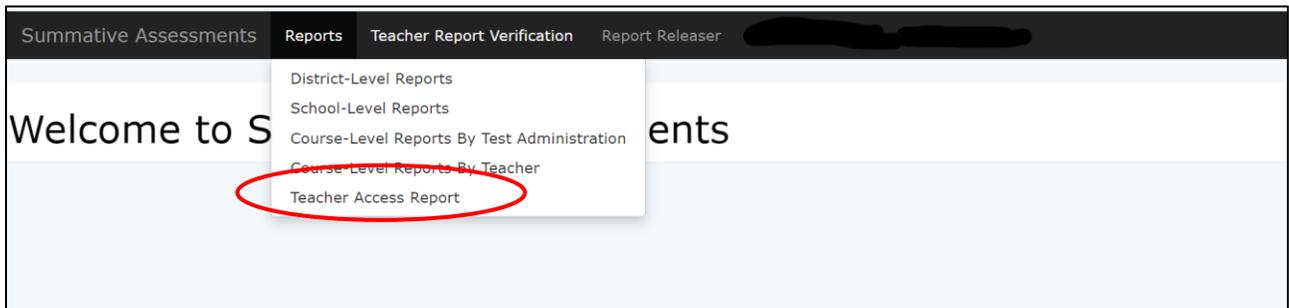


Figure 27. Teacher access report selection.

The Teacher Access report generates a list of teachers in the school district who have an NCTest Admin email address, a student information system email address, or both. If the teacher’s NCTest Admin email matches his or her student information system email, then the email addresses are highlighted in *green* (see figure 28 below). If the two email addresses are not the same, or if one email is missing, then the row is highlighted in *red*. In figure 28 below, the teacher is highlighted in *red* has a disconnect which must be resolved.

Teacher Access						
First Name: <input type="text"/>		Last Name: <input type="text"/>				
NCTest Admin Email: <input type="text"/>		PowerSchool Email: <input type="text"/>				
School Code: <input type="text"/>		School Name: <input type="text"/>				
Course: <input type="text"/>						
<input type="button" value="Search"/> <input type="button" value="Reset"/>						
<input type="button" value="Export CSV"/>						<input type="button" value="Course View"/>
First Name	Last Name	NCTest Admin Username	NCTest Admin Email	PowerSchool Email	School/Charter	Courses
Sample A	Teacher	samplea	teachera@xyz.k12.nc.us	teachera@xyz.k12.nc.us		<input type="button" value="Active Courses"/>
Sample B	Teacher	sampleb	teacherb@xyz.k12.nc.us	teacherb@xyz.k12.nc.us		<input type="button" value="Active Courses"/>
Sample C	Teacher	samplec	teacherc@xyz.k12.nc.us	teacher@xyz.k12.nc.us		<input type="button" value="No Role/Email Mismatch"/>
Sample D	Teacher	sampled	teacherd@xyz.k12.nc.us	teacherd@xyz.k12.nc.us		<input type="button" value="Active Courses"/>

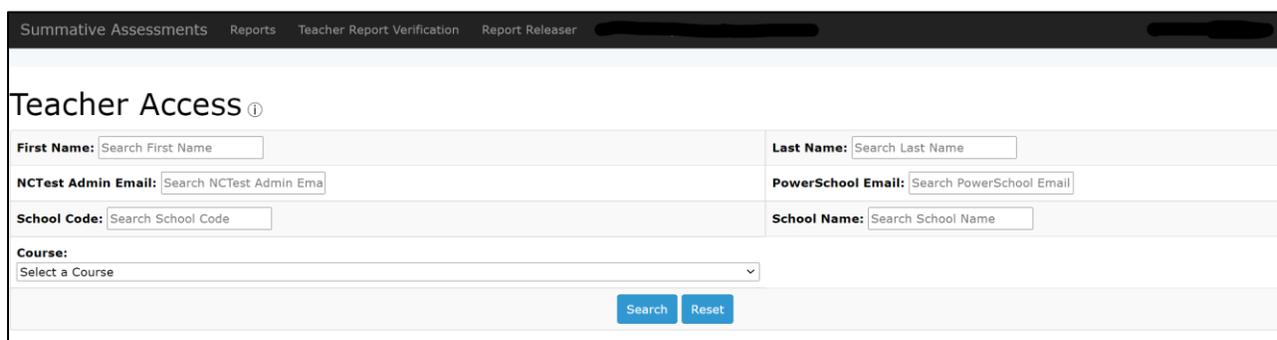
Figure 28. Teacher access report email list.

In figure 28 above, the NCTest Admin email for this teacher is different from the student information system email. The correction for this situation involves changing either the NCTest email address or the student information system email address.

- If the NCTest email needs to be changed, the teacher must make the change themselves. The change is immediately reflected on the Summative Assessments reporting site so that the teacher can see his or her reports.
- If the student information system email address is the one that needs to be changed, the teacher must contact the appropriate local staff to request the change. Changes to a student information system email address are not immediately reflected on the summative assessments site and take a minimum of two days to process. If online reports are not accessible after four days, the school or district test coordinator should follow up with either the regional accountability office or the Help Desk for assistance.

When email addresses match, and the teacher row is still highlighted in red, it is because the teacher has no role assigned to them in NCTest (see the item circled in figure 28 above. In this case, users should refer to the NCTest Admin guide, if needed, to assign the teacher the appropriate role. Role assignments typically process overnight.

The teacher access report also allows the user to search for teachers using a variety of fields (ex. first name, last name, school code, course). Once the desired criteria have been entered, click **Search**. The **Reset** button removes the criteria entered in the fields at the top of the Teacher Access report page (see figure 29 below).



Summative Assessments Reports Teacher Report Verification Report Releaser

Teacher Access ⓘ

First Name: Search First Name	Last Name: Search Last Name
NCTest Admin Email: Search NCTest Admin Ema	PowerSchool Email: Search PowerSchool Email
School Code: Search School Code	School Name: Search School Name
Course: Select a Course	

Search Reset

Figure 29. Teacher Access report search screen.

Using the Teacher Report Verification Tools for Summative Assessments

The purpose of the Teacher Report Verification Tool is to ensure that teachers have the most up-to-date reports to work with as they provide instructional support for their students. This tool is available to district test coordinators and school test coordinators only. Teachers, District Report Reviewers and School Report Reviewers will not see the Teacher Report Verification tool.

There are three tools available in the Teacher Report Verification menu.

- Student ID Verification (district test coordinators only)
- Roster Review
- Roster Creation

After following the log-in steps, users should click on the Teacher Report Verification link.

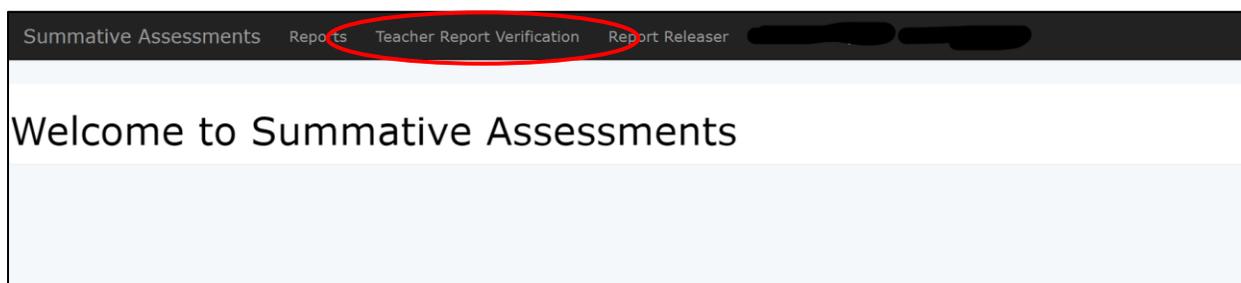


Figure 30. Teacher Report Verification link.

When the verification tool link is opened, the three tools available are visible. Opening the window defaults to Student ID Verification.

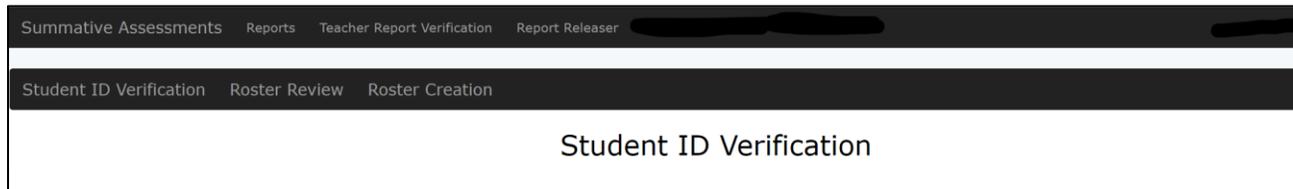


Figure 31. Default window for the Teacher Verification Tool.

Student ID Verification – The purpose of the Student ID Verification tool is to match a student with his or her student information system ID number. There are times when a student is tested before his/her student information system ID number can be imported into the NCTest enrollment database. The Student ID Verification tool allows the district test coordinator to change the unofficial NCTest ID to the student's correct student information system ID. To make the change, the district test coordinator should click the blue **Find** button and choose the correct ID number from the dropdown list. Then, the user should click the blue **Submit** button.

When a student’s ID number has been changed from the unofficial NCTest ID to the corresponding student information system ID, his or her name appears in the Matched Student IDs list at the bottom of the screen.

Care should be taken to double check the selection before clicking the **Submit** button. The Student ID Verification tool is available for district test coordinators only. School test coordinators will not see the link for Student ID Verification.

The screenshot shows the 'Student ID Verification' interface. At the top, there are navigation links: 'NC Check-Ins 2.0', 'Review', 'Reports', 'Teacher Report Verification', and 'Log'. Below this is a secondary navigation bar with 'Student ID Verification', 'Roster Review', and 'Roster Creation'. The main heading is 'Student ID Verification'.

Student Name	Student Grade	School Name	Unofficial NCTest ID	PowerSchool ID
[Redacted]	8	[Redacted]	100000554505	Find
[Redacted]	8	[Redacted]	100000554507	Find
[Redacted]	4	[Redacted]	100000554509	Find
[Redacted]	5	[Redacted]	100000554514	Find

Below the table is the 'Matched Student IDs' section:

Student Name	Student Grade	School Name	Unofficial NCTest ID	Matched NCTest ID
[Redacted]	3	[Redacted]	100000554508	
[Redacted]	5	[Redacted]	100000554503	
[Redacted]	5	[Redacted]	100000554506	

Figure 32: Student ID Verification screen.

The screenshot shows a modal window titled 'Sample Student B's NCTest ID Matching'. It contains a dropdown menu with the instruction 'Choose from below dropdown'. The dropdown is open, showing three options:

- Select an option
- Sample Student B [963258741] [Grade: 8] (highlighted in blue with a red arrow pointing to it)
- Sample Student B [100000554507] [Grade: 8]

At the bottom right of the modal are 'Close' and 'Submit' buttons.

Figure 33: Matching a student’s ID number.

Roster Review – The purpose of the Roster Review tool is to examine teachers rosters for accuracy and make appropriate changes where needed. This tool is provided for both the district test coordinator and the school test coordinator. The Roster Review screen enables the user to select the course and a school for review of rosters. The region and the district are preset as the only options for the district test coordinator, and the region, district, and the school are preset as the only options for the school test coordinator.

When the user has selected the course (subject) to review, a list of teachers and their email addresses is displayed on the screen. This enables the user to see if there are any missing or mismatched student information system and NCTest Admin email addresses. Like the Teacher Access Report, the missing or mismatched email address boxes are shaded in red. Mismatched email addresses should be corrected in either the student information system or NCTest Admin depending on which address is wrong. Refer to Teacher Access Report section above.

The screenshot shows the 'Roster Review' interface. At the top, there are navigation tabs: 'Summative Assessments', 'Reports', 'Teacher Report Verification', and 'Report Releaser'. Below this is a sub-navigation bar with 'Student ID Verification', 'Roster Review', and 'Roster Creation'. The main heading is 'Roster Review'. Below the heading are four dropdown menus: 'Course' (with 'Select a Course' selected), 'Region' (with 'Select a Region' selected), 'District' (with 'Select a District' selected), and 'School' (with 'Select a School' selected). A blue 'Submit' button is located below the dropdowns.

Figure 34. Initial Roster Review screen.

The screenshot shows the 'Roster Review' interface with a table of teacher data. The navigation tabs and sub-navigation bar are the same as in Figure 34. The dropdowns are now populated: 'Course' is 'NC Check-In 2.0 Mathematics Grade 5', 'Region' is 'Sample Region [rac0]', 'District' is 'Sample District (000)', and 'School' is 'Sample School (000000)'. A blue 'Submit' button is present. Below the dropdowns is a table with the following data:

Test Administered	PowerSchool Teacher Name	Teacher PowerSchool Email	Teacher NCTest Admin Email	PowerSchool Class Period	PowerSchool Semester	Roster
End-Of-Grade Mathematics Grade 5 - Sample Elementary (9000000)	Teacher A	teachera@xyz.k12.nc.us		61(A)	Year-Long	View Edit
End-Of-Grade Mathematics Grade 5 - Sample Elementary (000000)	Teacher B	teacherb@xyz.k12.nc.us	teacherb@xyz.k12.nc.us	3(A-E)	Year-Long	View Edit
End-Of-Grade Mathematics Grade 5 - Sample Elementary (000000)	Teacher C	teacherc@xyz.k12.nc.us	teacherc@xyz.k12.nc.us	3(A-E)	Year-Long	View Edit

Figure 35. Roster Review teacher list.

Selecting the **View** button allows the user to see the students on a specific teacher's roster so that they can review the roster for accuracy. The teacher above (Teacher A) does not have a roster to view due to the missing NCTest Admin email address. See the Teacher Access Report section for more information about correcting email mismatches.

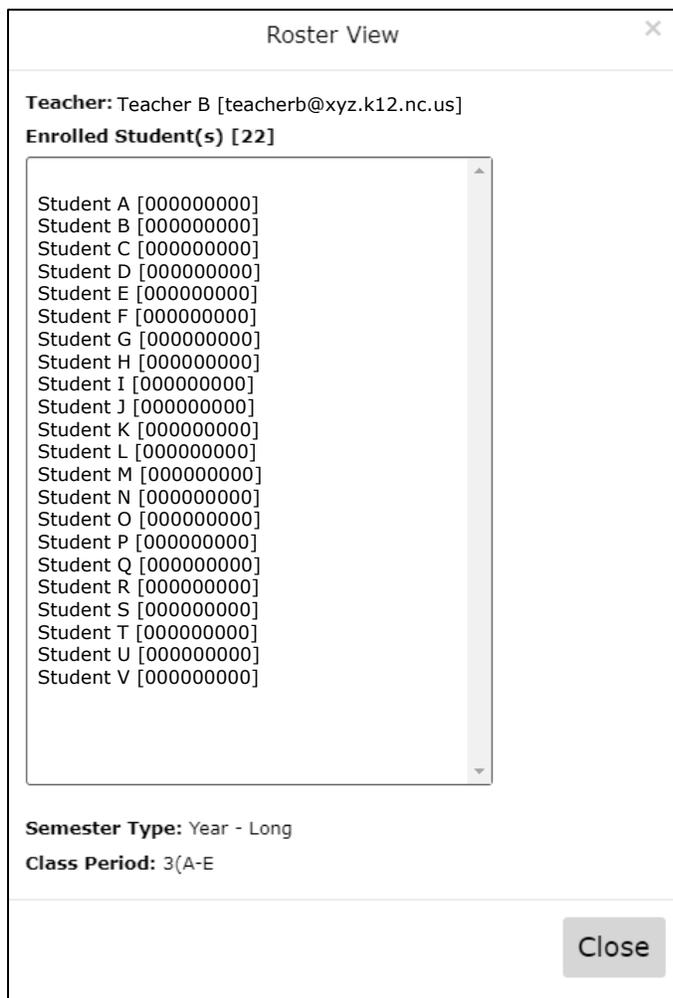


Figure 36. Roster for teacher B in roster view mode.

Clicking the **Edit** button on the roster review teacher list allows the user to see the selected teacher's roster and view the students who are enrolled in the class (enrolled students). These are the same students who appeared when using the **View** button. When using the edit feature, the user can move students from the available students' list (left side of the screen) onto the teacher's class roster (right side of the screen). The buttons at the center of the screen allow users to: (1) move all students to the right (enrolled list), (2) move the selected student(s) to the right, (3) move selected student(s) to the left (removing them from the enrolled students' list), or (4) move all students to the left (removing all students from the enrolled students' list). See the components of figure 37 on the next page.

Once selections are made, the user should click the blue **Submit** button. Changes are immediately available when teachers log into their summative assessment reports.

Roster Review ✕

Select a Teacher

Teacher B [teacherb@xyz.k12.nc.us]
▼

Note: Please check the role assignment at entity /user account information in NCTest Admin for intended teacher if **NOT** found in above dropdown list.

Available Student(s) [119]

- Student W [000000000]
- Student X [000000000]
- Student Y [000000000]
- Student Z [000000000]
- Student AA [000000000]
- Student BB [000000000]
- Student CC [000000000]
- Student DD [000000000]
- Student EE [000000000]
- Student FF [000000000]
- Student GG [000000000]
- Student HH [000000000]
- Student II [000000000]
- Student JJ [000000000]
- Student KK [000000000]
- Student LL [000000000]
- Student MM [000000000]
- Student NN [000000000]
- Student OO [000000000]
- Student PP [000000000]
- Student QQ [000000000]
- Student RR [000000000]
- Student SS [000000000]
- Student TT [000000000]
- Student UU [000000000]
- Student VV [000000000]
- Student WW [000000000]
- Student XX [000000000]

1

2

3

4

Enrolled Student(s) [22]

- Student A [000000000]
- Student B [000000000]
- Student C [000000000]
- Student D [000000000]
- Student E [000000000]
- Student F [000000000]
- Student G [000000000]
- Student H [000000000]
- Student I [000000000]
- Student J [000000000]
- Student K [000000000]
- Student L [000000000]
- Student M [000000000]
- Student N [000000000]
- Student O [000000000]
- Student P [000000000]
- Student Q [000000000]
- Student R [000000000]
- Student S [000000000]
- Student T [000000000]
- Student U [000000000]
- Student V [000000000]

Select a Semester Type

Year - Long
▼

Modify/Enter a Class Period

3(A-E)

Close

Submit

Figure 37. Available students and enrolled students in edit mode.

Roster Creation – The purpose of the Roster Creation tool is to allow the creation of rosters for teachers other than the teacher of record for a specific subject. This gives exceptional children teachers, co-teachers, English learner teachers, or other school personnel who provide additional instruction to a group of students the opportunity to have their own reports. This tool is provided for both the district test coordinator and the school test coordinator. The Roster Creation screen enables users to select the course and the school for which they would like to create rosters. The region and the district names are preset as the only options for the district test coordinator, and the region, district, and school names are preset as the only options for the school test coordinator.

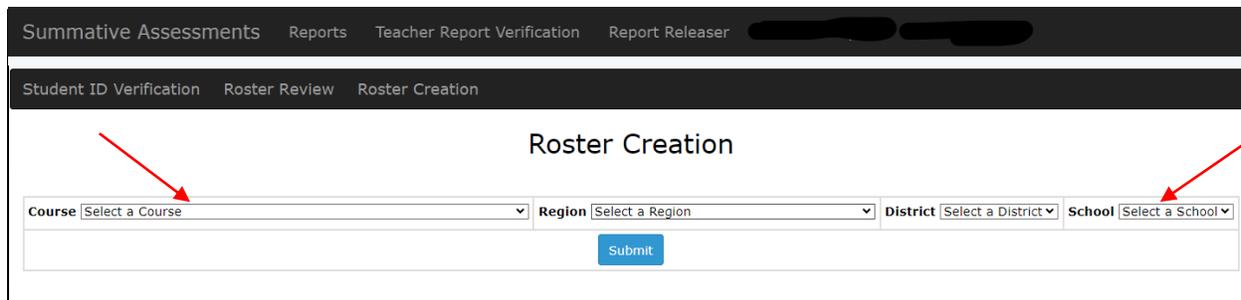


Figure 38. Initial roster creation screen.

When the user has selected the course (subject) and school to create a roster, a list of tests that were administered for that course are displayed on the screen. Clicking the **Submit** button takes the user to the Roster Creation screen (see figure 39). The tests administered are listed. Selecting the **Create** button moves the user to the roster creation student lists.

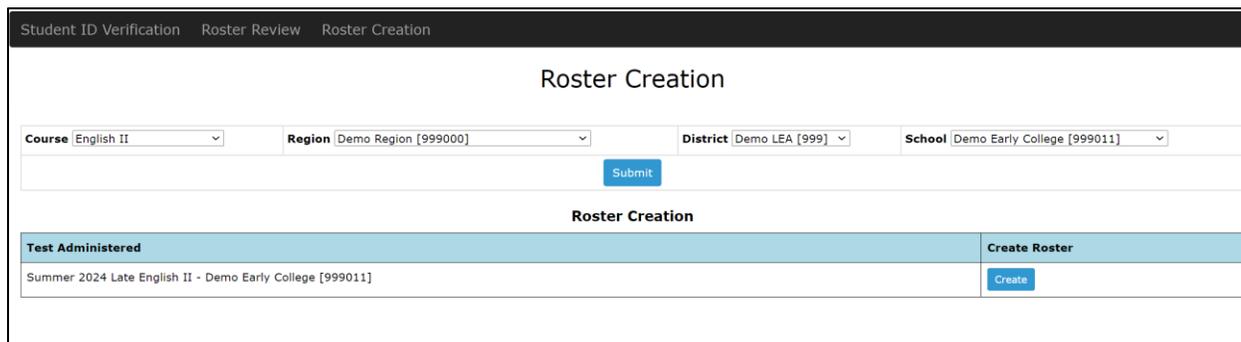


Figure 39. Roster creation selection screen with test administered selected.

Figure 40 below displays an example of the initial Roster Creation screen. At this point, the teacher’s name is blank, and all students are listed as available students. The user first selects a teacher name at the top of the screen. Next, the user picks the students taught by the selected teacher and uses the buttons at the center to add those students to the teacher’s roster.

Roster Creation

Select a Teacher
Select an option

Note: Please check the role assignment at entity []/user account information in NCTest Admin for intended teacher if **NOT** found in above dropdown list.

Available Student(s) [102]
Search...
Student A [000000000]
Student B [000000000]
Student C [000000000]
Student D [000000000]
Student E [000000000]
Student F [000000000]
Student G [000000000]
Student H [000000000]
Student I [000000000]
Student J [000000000]
Student K [000000000]
Student L [000000000]
Student M [000000000]
Student N [000000000]
Student O [000000000]
Student P [000000000]
Student Q [000000000]
Student R [000000000]
Student S [000000000]
Student T [000000000]
Student U [000000000]
Student V [000000000]
Student W [000000000]
Student X [000000000]
Student Y [000000000]

Select a Semester Type
Select an option

Modify/Enter a Class Period
Modify/Enter a valid class period....

Select a Teacher Type
Select an option

Close Submit

Figure 40. Blank roster creation screen before teacher and student selections.

In the next figure, (Figure 41), users see an example of the same screen with the teacher and student selections made. Several additional pieces of information need to be completed. The semester type and teacher type fields are required fields. The class period field is optional. When users have made all the choices needed, click **Submit**.

The screenshot shows a 'Roster Creation' window with the following elements:

- Select a Teacher:** A dropdown menu with 'Teacher B [teacherb@xyz.k12.nc.us]' selected.
- Note:** 'Please check the role assignment at entity []/user account information in NCTest Admin for intended teacher if NOT found in above dropdown list.'
- Available Student(s) [102]:** A search box and two lists of students (Student W through Student V) with selection buttons between them.
- Select a Semester Type:** A dropdown menu with 'Select an option'.
- Modify/Enter a Class Period:** A text input field with 'Modify/Enter a valid class period....'.
- Select a Teacher Type:** A dropdown menu with 'Select an option'.
- Buttons:** 'Close' and 'Submit' buttons at the bottom right.

Red arrows point from the text 'Required Fields' to the 'Select a Semester Type' and 'Select a Teacher Type' dropdown menus.

Figure 41. Roster creation screen after teacher and student selections.

The newly created roster appears at the bottom of the Roster Creation home screen in the Created Rosters section (see figure 42 below). Items in this list can be edited, and students can be added or removed. Repeat the process to create additional rosters.

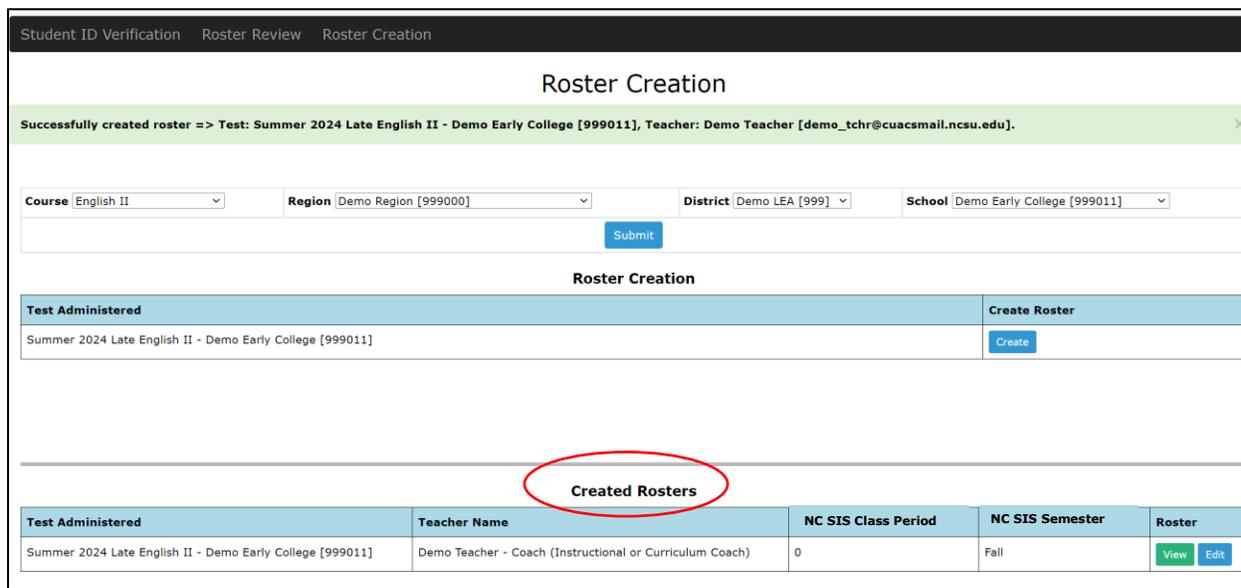


Figure 42. Roster Creation screen showing a newly created roster.

The Roster Creation tool can also be used to provide rosters for teachers who are highlighted in red on the Teacher Access Report lists and are awaiting resolution of the issues there. Users should follow the same process as they did when creating a roster for a teacher (select the teacher, add their students, select the semester type, and select other as the teacher type).

Other Information

Additional information about the Teacher-Level, School-Level, District-Level Reports, or Teacher Access and Teacher Report Verification Tools is available in three training modules.

- Summative Assessments: Accessing Online Resources for Teachers,
- Summative Assessments: Accessing Online Resources for School Report Reviewers,
- Summative Assessments: Using the Teacher Access Report and the Teacher Report Verification Tools

Questions about online reports, access to the NC Education online reporting system site, or access to the training modules should be directed to the LEA test coordinator or the non-public schools testing service coordinator.