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Welcome to Quick and Custom Analytical Reports

The ETS® Data Manager for The Praxis® Series® tests consists of a series of services related to Praxis® score reporting and analysis. See the Praxis website for more information about available services. Quick and Custom Analytical Reports is a dynamic interactive statistical tool used to explore aggregated examinee performance data using Praxis data. This is a free service offered to our Praxis clients. It encompasses many analytical functions, such as sophisticated searching, data comparison, and chart and table creation. This service is easy to use and allows you to get the data you want, how and when you want it.

Quick and Custom Analytical Reports provides a custom experience for each user. There are two different categories of users: State or Agency users and Institution of Higher Education (institutional) users. Since not all states use Praxis tests as part of their licensure or certification requirements, institutional users can fall into one of two categories: those associated with states that require one or more Praxis tests or those in states that do not require any Praxis tests.

Quick and Custom Analytical Reports does not provide scores for individual examinees. To view individual test taker score reports, users must have access to one or more of the score reporting services associated with the ETS Data Manager for The Praxis Series tests: Test Taker Score Reports or Test Taker Score Reports via Web Service. (See the Praxis website for more information about these services.) Instead users can view data for a variety of examinee groups in the context of a wide variety of variables such as gender, ethnicity, educational level, and type of teacher preparation program. Examinee groups are customized for the individual user to ensure the privacy of the examinees as well as the individual agencies and institutions that serve them. Users can compare data for the following groups:

**State or Agency Users:**

1. All examinees (worldwide)
2. All examinees listing an Attending Institution associated with their State/Agency
   a. By individual institution
   b. All institutions in aggregate
3. All examinees sending scores to their specific State/Agency (listed their agency as a Designated Institution)
   a. For all examinees in aggregate
   b. By individual Attending Institution

**Institution of Higher Education Users:**

1. All examinees (worldwide)
2. Examinees that indicated they were prepared by their institution (listed their agency as an Attending Institution)
3. Examinees that indicated they were prepared by any of their state’s Attending Institutions (if their state is a user of Praxis)
4. All examinees sending scores to their specific institution (listed their agency as a Designated Institution)
Navigating Quick and Custom Analytical Reports

Quick and Custom Analytical Reports opens in **Quick Reports** but navigation between the different areas is accessible from the bar at the top of the page. The current location is shown in **blue** text. The **gray** links allow users to switch from one area to another. Note, some of the selections made in the current area may not be remembered when switching to another.

![Figure 1 – Navigation Bar](image)

**Online Tutorial**

Quick and Custom Reports also includes a **built-in tutorial**. To access the tutorial, click the link at the bottom of any screen. The **tutorial** is designed in four sections that address each of the main areas of the tool: navigation, **Quick Reports**, **Custom Reports** and **My Projects**. The user can proceed through the entire tutorial or pick an individual section to review.

![Figure 2 – Accessing the Tutorial](image)

**Computer Requirements**

- Target screen resolution is 1024x768.
- Browsers: Internet Explorer® 8 or 9, Firefox® latest version.
- Enable JavaScript®, cookies and pop-ups in your browser.
- Adobe Flash Player® 9.0.115 or higher, ([download](#)).
- Office 2003® or higher is required to download Excel® and Word® documents.
- Exports of files to PDF can be read with Adobe Acrobat Reader®.

**Note:** If you encounter an error, please send the details to **PraxisDataManager@ets.org**. When writing, please include your browser version, operating system version, and as many other details as possible. Be sure to provide an e-mail address so that we can contact you.
**Getting Started**

The first step is deciding which area to visit. Quick and Custom Analytical Reports has three areas available to you: **Quick Reports**, **Custom Reports**, and **My Projects**.

<table>
<thead>
<tr>
<th>Quick Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fast - Three steps to obtain results</td>
</tr>
<tr>
<td>• Select from pre-designed reports</td>
</tr>
<tr>
<td>• Data available by testing years</td>
</tr>
<tr>
<td>• Abbreviated list of variables and statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Personalized - You design the reports</td>
</tr>
<tr>
<td>• Four steps to obtain results</td>
</tr>
<tr>
<td>• Data available by individual test administrations or for a date range</td>
</tr>
<tr>
<td>• Extensive list of variables and statistics</td>
</tr>
<tr>
<td>• Option to add charts and graphs</td>
</tr>
<tr>
<td>• Option to save your work for future use</td>
</tr>
<tr>
<td>• Option to switch tests for created reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Access saved projects created in <strong>Custom Reports</strong></td>
</tr>
<tr>
<td>• Rename or delete created projects</td>
</tr>
</tbody>
</table>

Once you have decided which area you will visit, creating and producing a report is easy.

**QUICK REPORTS**

1. **Select a Report**
   • Select from the list of available Quick Reports

2. **Select Report Options**
   • Select a test year and any of the other available options

3. **Select Variables**
   • Select at least one variable (i.e., gender, ethnicity, etc.)
CUSTOM REPORTS

1. Select Criteria
- Select a test
- Select one or more groups of examinees
- Select test administrations

2. Select Variables
- Select at least one variable (i.e., gender, ethnicity, etc.)

3. Edit Reports
- Preview how your data will look and edit your report format

4. Build Reports
- Retrieve the data; make charts and graphs; save and print reports

MY PROJECTS

- Open a Project in Edit Reports
- Open a Project in Build Reports
- Rename a Project
- Delete a Project
Quick Reports

Quick Reports provides commonly requested information in pre-designed formats. Creating a Quick Report involves three simple steps.

For each Quick Report there are up to four result tabs.

Follow the steps to create your own Quick Reports.

1. Select Criteria
2. Select Report Options
3. Select Variables
4. View Results

Overview

Your experience in Quick Reports begins on the Select Criteria tab where you choose a report, report options and variables. The list of Quick Reports is customized to the user. Available Report Options are customized to the Quick Report selected.

To create a Quick Report,

1. Use the radio buttons to select a Report. Wait for the screen to refresh to show the Report Options available for the selected Report.
2. Choose from the available Report Options.
   a. Use the drop down menu to select the test (if available). Wait for the screen to refresh to show available test years.
   b. Choose if you wish to include all test delivery methods in your report
   c. Use the drop down menu to select the test year.
   d. Use the drop down menu to select an institution, if desired/available.
   e. Use the radio button to select which score(s) to use for duplicate candidates.
   f. Use the reference tables to assist you in making selections.
3. Choose one or more variables.
   a. You may choose entire variables such as “Gender” or “Ethnicity.”
   b. You may choose only certain values within variables such as “Male” or “Asian American/Asian.”
Use the Reset button to erase all your choices and begin again. If you wish to change your Report, Report Options, or Variables you must return to this tab to do so.

Figure 3 – Select Criteria

Step 1: Select a Quick Report
In order to begin making selections, you first must choose the report you wish to create. Once you select a report, additional options will become available. You may return to this tab and change the report selection at any time, however doing so will erase all previously selected report options and variables. The list of available Quick Reports is customized to the user.
Select a report by clicking the radio button to the left of the report name. You can view a description of what the report contains by clicking on the details link to the right of the report name.

**Figure 4 – Select Report**

**Step 2: Select Report Options**

Once you have selected a Quick Report, the screen will refresh with the available Report Options. Report Options define parameters for the selected report. Not all options are required (or available) for all reports; however, you must select a Test Year for all reports. As part of the customized experience, your State/Agency and Institution (if applicable) are pre-selected at the time of login. You may return to this tab and change Report Options at any time.
A. Select a Test Name

To select a test name

- Click inside the “Test Name” box and type part of the test name or test code to filter the list.
- Use the drop down arrow to scroll through the list.

*Note:* This option is not required for all reports.
B. Select Delivery Modes
The default value is Yes which will include both paper and computer delivery modes. To change the default click the radio button.

Figure 6 – Report Options: Choose Delivery Modes

C. Select a Test Year
The default value is the current testing year. To select a year, use the drop down arrow to scroll the list of available years.

Figure 7 – Report Options: Select a Test Year
D. Select an Institution
To select an institution

- Use the drop down arrow to scroll through the list.
- Click inside the Institution box and type all or part of the institution name to filter the list.

Figure 8 – Report Options: Select an Institution

E. Select an option for processing Duplicate Candidates
Since Quick Reports aggregates data over an entire year, some examinees may take the same test title multiple times during that year. These “duplicate candidates” have multiple scores for a given test year. The Duplicate Candidates option allows you to choose which score or scores you want to use in the calculations. Additional options are available in Custom Reports. The default is Highest Score Achieved. To choose which score or scores to use for duplicate candidates, select the radio button to the left of your choice.

- Highest Score: Use only the highest score achieved by an examinee during the test year selected.
- All Scores: Use all scores achieved by an examinee during the test year selected.
Reference Tables
Reference tables are provided to assist you in selecting the different Report Options. These reference tables can be viewed or printed. Not all reference tables are available to all users.
Reference Tables by User

<table>
<thead>
<tr>
<th>State or Agency User</th>
<th>Institutional User (State uses one or more Praxis tests)</th>
<th>Institutional User (State does not use any Praxis tests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index of Tests</td>
<td>Index of Tests</td>
<td>Index of Tests</td>
</tr>
<tr>
<td>Index of Institutions</td>
<td>Al Delete Data</td>
<td>Al Delete Data</td>
</tr>
<tr>
<td>AI Delete Data</td>
<td>Passing Scores</td>
<td></td>
</tr>
<tr>
<td>Passing Scores</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reference Table: Index of Tests
The Index of Tests reference table shows test volumes for each of the testing years available in Quick Reports. You can perform these functions in the Index of Tests window.

1. Use the Test Year drop down arrow to change the testing year.
2. Select the type of volume you wish to view.
   a. State Aggregate contains all volume aggregated for the entire state or agency.
   b. Specific Institution shows all volume for a specific Institution of Higher Education. Use the drop down box to select or change the institution you wish to view.
3. Print the report using the “Print” button.
4. Apply the testing year and/or institution to your existing Quick Report.
5. Click the link to view the Test at a Glance (TAAG) for a test
6. Cancel all changes and close the window.

Figure 11 – Index of Tests: State Aggregate View
Reference Table: Index of Institutions

The Index of Institutions reference table shows test volumes for individual institutions of higher education for each of the testing years available in Quick Reports. This reference report is only available for State/Agency users. You can perform these functions in the Index of Institutions window.

1. Use the Test drop down arrow to change the test.
2. Use the Test Year drop down arrow to change the testing year.
3. Print the report using the “Print” button.
4. Apply the testing year and/or test to your existing Quick Report by using the “Apply to Report Options” button.
5. Cancel all changes and close the window.
Reference Table: AI Delete Data

The AI Delete Data reference table shows, by institution, the number of examinees removed by the AI delete process for each of the testing years available in Quick Reports.

You can perform these functions in the AI Delete Data window.

1. Use the Test drop down arrow to change the test.
2. Use the Test Year drop down arrow to change the testing year.
3. Print the report using the “Print” button.
4. Apply the testing year and/or test to your existing Quick Report by using the “Apply to Report Options” button.
5. Cancel all changes and close the window.
Reference Table: Passing Scores
The Passing Scores reference table shows the history of passing scores, by test. Please note that composite scores or tests with multiple passing scores do not appear in this table. You can perform these functions in the Passing Scores window.

1. Print the report using the “Print” button.
2. Close the window.
Step 3: Select Variables

You must choose at least one variable to generate a Quick Report. Total is the default value. The Quick Reports area contains the most commonly requested variables. Additional variables are available in Custom Reports. You may return to this tab and change variables at any time.

- Click the plus sign to view the values for a specific variable. Click the minus sign to hide the values.
- Check the box next to the variable name to select all values for a given variable.
- To select only some of the values for a variable, check only those values you wish to include.
- Variables and variable values can be selected in any combination.

Note: Not all reports will allow you to select variables. For these reports, Total is used.
Results
After selecting a report, the required Report Options and at least one Variable, the applicable result tabs will become accessible. To access the results, click on the desired tab or use Next and Previous to move sequentially between tabs.

Each result tab represents a separate report and contains the same basic parts. On these tabs, you will find the report title, any applicable directions, controls to select or change views of the report, and “Export” button to allow the user to export available reports into a variety of formats.

Each of the statistics tabs provides data in a table format for these statistics.

1. Percent Pass (performance data)
   a. Shows performance at three different points on the score scale.
   b. Allows users to adjust which points on the score scale to view in the table.
2. Total N
3. Mean
4. Median
5. Standard Deviation
6. Highest/Lowest Observed Score
7. Average Performance Range

The Category Scores tab provides data in a table format for these statistics.

1. Points Available Range (maximum possible points available for the selected category)
2. Average Percent Correct
   a. National (all test takers)
   b. State/Agency (all test takers statewide)
   c. Institution (all test takers for the institution chosen)
3. Quartiles

**All Test Takers Statistics**
The All Test Takers Statistics tab provides statistical data based on the entire group of test takers (worldwide) that took the selected test during the selected test year. This tab is not available for all Quick Reports. You can perform these functions on the All Test Takers Statistics tab.

1. Adjust score points relevant to percent pass calculations using the “Adjust” button
   ![Adjust Button](Adj.png)
2. View score distributions using the “Distribution Table” button
   ![Distribution Table Button](Dist.png)
3. Export the table (report) using the “Export” button
   ![Export Button](Export.png)

Figure 17 – All Test Takers Statistics
To access other results click on the desired tab or use the Next > and < Previous buttons to move sequentially between tabs.

**Adjust Score Points Relevant to Percent Pass Calculations**
Percent pass statistics are available for three score points. The default values for these score points are the state’s **Current Passing Score**, **Current Passing Score -5 (or 10) points** and **Current Passing Score +5 (or 10) points**. If the state does not have a current passing score for the selected test, the values default to the score at the center of the range (blue) and 5 (or 10) score points above and below that point (green and red, respectively). These score points can be adjusted by the user.

To adjust these scores, use the “Adjust” button. The Percent Pass pop-up window will open. You can perform these functions in the Percent Pass window.

1. The Percent Pass At column in the table below the slider will change as the sliders move so the user can preview the impact for different score points. There are two options to change score points:
   a. Click the slide bar at the desired location(s).
   b. Click and drag the individual sliders to different positions.
2. The **Done** button applies the new score points to the tab and close the window.
3. The **Reset** button resets the score points to the original default values.
4. The **Cancel** button cancels all changes made and closes the window.
Distribution Table

Frequency distribution tables are available for all variables selected. To access the score distributions use the “Distribution Table” button. The Frequency Distributions pop-up window will open. You can perform these functions in the Frequency Distributions window.

1. Select or change the variable.
2. Select or change the variable value.
3. View the spark line by count/percent or cumulative percent.
4. The button prints the frequency distribution for the selected variable value.
Export

All the available tabs for the selected Quick Report are able to be exported into a variety of formats. To export one or more tabs use the “Export” button. The Export pop-up window will open. Each tab in Quick Reports represents a separate report for exporting. You can export one or more of the available reports. You can perform these functions in the Export window.

1. Select reports (tabs) to export.
2. Expand (ו) or hide (ג) the Category Scores report to select categories to export.
3. Choose the file format.
4. The (cancel) button cancels the export.
5. The (done) button exports the selected reports.
State/Agency Statistics
The State/Agency Statistics tab provides statistical data at the state/agency level. The report selected determines the group of examinees on which the statistics are based. This tab is not available for all Quick Reports.

Quick Reports labeled

- **State DI** are based on examinees listing the State or Agency as a Designated Institution. These types of reports are only available to State or Agency users.
- **Designated Institution or IHE DI** are based on examinees listing the individual Institution or Organization as a Designated Institution. These types of reports are only available to Institution or Organization users.
- **Attending Institutions** are based on examinees that listed an Attending Institution associated with the state.
This tab may not be available for all Quick Reports. You can perform these functions on the State/Agency Statistics tab.

1. Adjust score points relevant to percent pass calculations using the “Adjust” button.

2. View score distributions using the “Distribution Table” button.

3. Export the table (report) using the “Export” button.

Figure 21 – State/Agency Statistics

To access other results click on the desired tab or use Next > and < Previous to move sequentially between tabs.

See Also:

Adjust Score Points Relevant to Percent Pass Calculations

Distribution Table

Export
Institutional Statistics
The Institutional Statistics tab provides statistical data for a particular institution of higher education that took the selected test during the selected test year. Data will only appear on this tab when an institution has been selected. To select an institution you may use the drop down menu on the Select Criteria tab, or use the drop down menu that appears on the tab. This tab is not available for State/Agency users unless a specific Institution is selected.

The Institutional Statistics tab provides statistical data at the institution of higher education level. The report selected determines the group of examinees on which the statistics are based.

Quick Reports labeled

- **State DI** are based on examinees listing the State or Agency as a Designated Institution. The institutions listed represent the Attending Institutions identified by those examinees. These types of reports are only available to State or Agency users.
- **Designated Institution or IHE DI** are based on examinees listing the individual Institution or Organization as a Designated Institution. These types of reports are only available to Institution or Organization users.
- **Attending Institutions** are based on examinees that listed the selected Institution of Higher Education as an Attending Institution.

You can perform these functions on the Institutional tab.

1. Adjust score points relevant to percent pass calculations using the “Adjust” button

2. View score distributions using the “Distribution” Table button

3. Export the table (report) using the “Export” button.
Figure 22 – Institutional Statistics

To access other results click on the desired tab or use the [Next] and [Previous] buttons to move sequentially between tabs.

See Also:

* Adjust Score Points Relevant to Percent Pass Calculations*

* Distribution Table*

* Export*
**Category Scores**

The Category Scores tab provides average percent correct and quartile data for each of the categories on selected test during the selected test year. Data is presented for National (all test takers), State, and Institution (if selected). This tab is not available for all Quick Reports.

You can perform these functions on the Category Scores tab.

1. Use the drop down arrow to select or change the test category.
2. Use the drop down arrow to select or change the institution (optional) – This drop down is pre-populated with the name of the institution selected on the Select Criteria tab. If no institution was selected, you have the option of selecting one on this tab.
3. Use Export the table.

See Also:

*Export*
Custom Reports

Custom Reports allows the user to create individualized reports specific to their needs, collectively called a Project. A Project consists of a group of reports containing tables, charts, and/or analyses. Creating a Project involves four steps.

Follow the steps to create your own Projects.

1. Select Criteria
2. Select Variables
3. Edit Reports
4. Build Reports
Step 1: Select Criteria

Your Custom Reports experience begins on the Select Criteria screen, where you will choose a test, one or more groups of examinees, and one or more administration dates for the data you wish to view or compare.

To complete your selections,

1. Use the Test Name drop down menu to select a test. Wait for the screen to refresh to show options for State/Agency/Institution and Administration Dates specific to your choice.
2. Select an option for Delivery Modes. Yes would include both paper and computer delivery modes in the results.
3. Select one or more groups of examinees from the State/Agency/Institution list. Use details to obtain additional information about each choice. Groups of examinees are customized to the user and test selected, therefore all groups may not be available for all tests or for all users.
4. Select one or more Administration Dates. Users have a choice of selecting a date range or selecting one or more individual months.

Use the “Reset” button to erase your choices and begin again. If you want to change the group or groups of examinees or the administration dates later in the process, you must return to this tab to do so.

Figure 24 – Step 1: Select Criteria
A. Choose Test
Select Test Name from the drop down menu. You may either use the drop down arrow to view and scroll the list of available tests or type all or part of the test name or test code to filter the selections. Once you have decided on a test, click the test name to select it. Wait for the screen to refresh to show options for State/Agency/Institution and Administration Dates specific to your choice.

B. Choose State/Agency/Institution Options
Select one or more groups of examinees from the State/Agency/Institution list. Use details to obtain additional information about each choice. Groups of examinees are customized to the user and test selected, therefore all groups may not be available for all tests or for all users. Click the check box to the left of the group or groups you wish to select.

The IHE groups (IHEs for the Agency/Institution Name – DI and IHEs for Agency/Institution Name – AI) contain a list of institutions specific to the test name selected. The list of institutions can vary greatly, from one to over one thousand.

- Groups containing 10 or fewer institutions will display a plus sign to the left of the group name. Click the plus sign to expand the list to select specific institutions.
- Groups containing more than 10 institutions will also display only a plus sign to the left of the group name. To select institutions from this type of group, click the plus sign expand the group and click on the link to open the Select Organizations pop-up window.
Select Organizations
The Select Organizations pop-up window groups the available institutions by page. Click the check box to select an institution. You can perform these functions in the Select Organizations window.

1. Search for an institution. Enter all or part of the institution name in the Search box and click Go.
2. Scroll through the available pages using the page navigator at the bottom of the window.
3. Change the number of institutions that appear on the page by clicking on the Page Size value. Options are 10, 12, 20, or 50 institutions per page.
4. View Selected will update the window to show only those institutions you have selected.
5. View All updates the window to show the entire list of institutions. Note, the list will still be paginated.
6. The Cancel button erases your selections and closes the window.
7. The Done button applies your selections and closes the window.
C. Choose Administration Dates

Users have a choice of selecting a date range or selecting one or more individual months. The default date range is September of the current testing year through the current month.

To select Administration Dates using a date range, click the radio button to the left of Select by Date Range. The Select by Date Range portion of the window will activate. Select the Month/Year to begin the date range and the Month/Year to end the date range using the drop down menus. Users may select any valid date range.
To select Administration Dates by month, click the radio button to the left of Select by Month. The Select by Month portion of the window will activate. Select one or more of the available administration dates.

To move on to Select Variables, click the tab or use the button. If you want to see the data quickly for Total Group and without editing the format, you can click on the Build Reports tab.

**Step 2: Select Variables**

The Select Variables tab can only be accessed after choosing criteria on the Select Criteria tab (a test, one or more groups, and one or more administration dates). You can return to this tab at any time to change your variable selections. Custom Reports contains variables representing all the biographical information questions from the Praxis Registration Form as well as several custom created variables such as Current Testing Status, Repeater Status, and Test Taken Count.
To continue in Custom Reports you must select at least one variable. You may scroll through the list of variables. You may also expand or collapse individual variables to view values. The details box provides information about a variable and will contain one or more of the following:

- Question text from registration form (if applicable)
- Date a question was discontinued (if applicable)
- If a variable is optional for an examinee
- If a variable is specific to a particular test title
- Explanation or definition (for calculated variables)

Choose at least one variable on this screen for your report. Variables and variable values can be selected in any combination. To browse and select a variable:

1. Use the plus and minus signs to expand and collapse the values for a specific variable.
2. Click details to show and hide the details for a variable. Some variables may have similar names; details will show you how the variables differ.
3. Check the box next to the variable name to select all values for a given variable.
4. To select only some of the values for a variable, check only those values you wish to include.
5. Use View All to view all variables.
6. Use View Selected to view only your selected variables.
7. Use Search for a Variable to find a particular variable or variable value. Type all or part of the variable or value name in the search box and click Go.
When you have selected the variable(s) you want to include, continue by clicking the Next button at the bottom of the page or use the tab at the top to go to the next screen. If you want to see the data quickly without editing the format, you can click on the Build Reports tab.

**Step 3: Edit Reports**

You can access Edit Reports, after choosing criteria on the Select Criteria tab and variables on the Select Variables tab. You can also skip this step and go directly to the data tables by selecting the Build Reports tab. **Custom Reports** automatically creates a tray of reports based on your selections on Select Criteria and Select Variables.

In Edit Reports, you can

- Preview and edit the layout of your reports;
- Copy, delete, or create new reports based on the variables selected;
- Change formatting options, such as the number of decimal places to display, for all reports (these may also be changed in individual reports, but Format Options will overwrite previous edits);
- Change statistics options, such as percentiles or percentages, for all reports (may also be changed in individual reports, but Statistics Options will overwrite previous edits);
- Select reports to be built into tables and charts on the Build Reports tab; and
- Delete reports.
Action Links
Four action links appear to the left of each of the reports in the report tray. These action links allow you to

- Preview the report — When selecting Preview the Preview pop-up window will open. The preview will not provide actual data, but will show how the data will be arranged in rows and columns.
- Edit the report — When selecting Edit, the Edit Reports pop-up window will open. In the pop-up you will be able to change these aspects of the report
  - name
  - score type used
  - State/Agency/Institution groups
  - variables
  - administration dates
  - statistics
- Delete the report — Use Delete to remove reports that you do not need. You will not be able to undo delete.
- Copy the report — Copied reports appear at the end of the list of reports.
Preview Report

Click Preview to see how our report will be laid out. The preview will not provide actual data, but will show how the data will be arranged in rows and columns.

Click the Edit tab to make additional changes to the report's layout along with other options. Select Preview at any time to see how your changes will affect the report's final layout.
**Edit Report**

You can edit your report either by choosing Edit as an action on the Edit Reports tab, or by selecting the Edit tab when you are previewing a report.

Things you can do in **Edit Report**:

- Name the report and select or change a score type.
- Choose which groups (State/Agency/Institution), variables, administration dates, and statistics to include (out of the selections earlier made for this report).
- Create new Variables and Administration Dates.
- Change the table layout by dragging elements to determine which items will appear in rows and which will appear in columns.

1. Name your report. You have the option to give each report a distinctive name, up to a limit of 50 characters using only letters, numbers, spaces, underscores, and hyphens.

2. You can choose a Score Type. There are two score types available Quick and Custom Analytical Reports, scaled scores and category scores.
   A. Scaled score — the overall score on the test.
   B. Category score — the points earned on a specific area of the test. Each test category is listed as a selection. Average Percent Correct is the only statistic available for category scores.
3. Choose which groups (State/Agency/Institution), Variables, Administration Dates, and Statistics to include:

A. State/Agency/Institution — Check to select which State/Agency/Institution groups to include in the data report.

B. Variables —
   - Check to select which variables to include in the data report.
   - You can also create a new variable out of the ones you have already chosen by clicking Create new... and collapsing response options.

C. Admin. Dates —
   - Check to select which admin dates to include in the data report.
   - If a date range is selected, only that range will be available to be selected.
   - If you have chosen multiple Administration Dates, you have the option of combining several months together by clicking Create new...

D. Statistics — Select up to three statistics (if a category score is selected as the score type, only Average Percent Correct will be available). See descriptions of statistics in Statistic Options.
   - Mean Score
   - Percentages
   - Standard Deviation
   - Min/Max Observed Score
   - Percent Passing
   - Percentiles
   - Median
   - Performance Range
   - Frequency Distributions
   - Average Percent Correct (only for category scores)

E. Change the Table Layout:
   - Drag elements between Row and Column. Some of the arrangements will not be permissible, but a pop-up alert will explain this.
   - Select Preview to see how the new layout will look.

Make sure to select Complete to save changes before closing the Edit Report window. Select Preview at any time to see how your changes will affect the report’s final layout.
Create New Variable

This tab can be reached only from within the Edit Report or Create New Report window.

To create a new variable, you can eliminate or combine the values which make up a variable into a new variable by clicking Create new... under the Variables heading in the Edit Report or Create New Report window.

1. Select the variable for which you wish to combine values.
2. Select the values you want to combine by checking the boxes to the left of the values.
3. Create a name for the new value, and press Create. Wait for the screen to refresh.

Figure 37 – Create New Variable Step 2

4. Use the Cancel button to quit or the Reset button to start over.
5. If you want to create additional combinations, go through the process again. To finish creating custom variable groups, press Done.

When several variables are created from one group, the variables you've created will appear in gray until you select Done.

The new variable will appear in the variables list in the Edit Report window, with the name designated as "collapsed." You will need to select it for it to appear in the report. Use Preview to see how the table will be laid out before retrieving data.

Create new combinations of Administration Months using the same process.

Note: Any new variables you create will not apply to the other reports. If you wish to keep these creations throughout your reports, you should copy the report on the main Edit Reports page. Copied reports appear at the end of the list of reports.
Format Options
To make formatting changes to all the reports, choose Format Options from the main Edit Reports screen. Descriptions of the options follow the window below:

Figure 38 – Format Options

1. Duplicate Candidate allows the user to choose how to process examinees that have tested more than once during the time period selected. The choice made here will determine not only the score(s) that will be used but also the variables associated with that score. For further explanations please see Important Assumptions. There are four options
   a. Show All — use all scores achieved by the examinee during the time period selected.
   b. Most Recent Score — use only the most recent score achieved by an examinee during the time period selected.
   c. Highest Score — (default value) use only the highest score achieved by an examinee during the time period selected.
   d. First Score — use only the first score achieved by an examinee during the time period selected.
2. Show Counts gives you the option to display the total N count on your reports or to suppress it.
3. Decimal Places allows you to specify the level of precision available for statistics. If you export to Excel, you will be able to increase the number of decimal places in most cases.

Note: Choices in the Format Options window will apply to all reports within the Project and cannot be changed for individual reports.
**Statistic Options**

Available only from the Edit Report screen, Statistic Options allows you to designate up to three statistics for all the reports in the current Project at once. However, you may change these choices when you edit individual reports. If you use Statistic Options after editing statistics selected in your reports, any different Statistic Options will overwrite your previously edited selection. If you wish to use the same criteria and variables in a report with a different selection of statistics, consider using Create New Report to generate a new report with different statistics, which you also can copy.

![Figure 39 – Statistic Options](image)

Here are the statistics available:

- **Mean Scores** — Mean is the average score for a data set. For the *Praxis II*® assessments, examinee performance is reported on a scale that runs 100–200 (for most assessments) or 250-990. *Praxis I*® assessments are reported on a scale of 150 to 190 and the ParaPro Assessment is reported on a scale of 420 to 480.

- **Percentages** — Percentage indicates the proportion of examinees represented in the table cell. For example, if the row percentage for Black female examinees is 22%, then Black females composed 22% of the total number of examinees.

- **Standard Deviation** — Standard deviation represents a measure of how widely or narrowly scores are dispersed for a particular data set. Under general normality assumptions, 95% of the
scores are within 2 standard deviations of the mean. For example, if the mean score of a data set is 153 and the standard deviation is 8, it means that 95% of the scores in this data set fall between 137 and 169. The definition of the variance is the average squared difference of each observation and the average. The standard deviation is the square root of the variance.

- **Min/Max.** — The Minimum Observed Score (Min) is the lowest score achieved by any examinee in the data set. The Maximum Observed Score (Max) is the highest score achieved by any examinee in the data set.

- **Percent Passing** — Percent passing represents the percent of examinees in the data set that achieved a score equal to or higher than the state adopted passing score for the test. The date an examinee took a specific test (administration) is used to determine pass/not pass status within Quick and Custom Analytical Reports. (This assumption is only for Quick and Custom Analytical Reports and does not affect how states determine pass/not pass status operationally. See Important Assumptions.) If a state does not have a passing score in effect at the time an examinee tests, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no passing score in effect during the entire time period selected, a 100% pass rate will be displayed for that test title. If a state requires a composite score (with or without minimum scores) for a test title/code, the composite score (and any applicable minimum scores) for that test are not taken into account when determining the passing status for an examinee, only the individual test passing score is used. If no individual passing score has been selected for a test at the time, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no individual passing score in effect for the test during the entire time period selected, a 100% pass rate will be displayed for that test title. Similarly, if a state has multiple passing scores for a test title/code, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there were multiple passing scores in effect during the entire time period selected, a 100% pass rate will be displayed for that test title.

- **Percentiles** — Percentile data show the scale score attained by examinees performing at higher, middle, and lower ranges of the distribution. The percentile is defined by the percentage of examinees scoring lower than a particular scale score. For example, if the 25th percentile is 281, it means that 25% of the examinees scored below 281. Percentile changes over time help indicate trends in how examinees perform at higher and lower levels. Scale score performance data are available for examinee groups at the 10th, 25th, 50th, 75th, and 90th percentiles.

- **Median** — The median score is the middle value in a set of statistical values that are arranged in ascending or descending order.

- **Performance Range** — The performance range shows the scale score attained by examinees performing at the middle of the distribution; performance within the 25th to 75th percentiles.

- **Frequency Distributions** — The number of examinees that received a specific scaled score within the entire group of scores achieved in the data set. Frequency distributions are provided as links to tables that may be printed but are not exportable. If frequency distributions is the only statistic selected for a report, regardless of the N count, that report is disabled in the export wizard.

- **Average Percent Correct** — The average percent of points earned by examinees for a specific test category. This statistic is only available for the category score type.
Choices you make in Statistic Options will be applied automatically to all reports in the current Project, but options can be changed for individual reports in the Statistics box using Edit.

**Note:** Not all statistics are available for all reports. Availability depends on other selections you have made to define the content and format of your report.

**Create New Report**

Create New Report brings up the Edit Reports window, but with no checkboxes marked and without the new State/Agency/Institution, Variables, or Administration Dates you may have created in other reports.

Create New Report provides a "clean slate" for your selections from the first two steps, Select Criteria and Select Variables. Each new report you create will appear at the end of the list of reports. If you do not give the report a specific name, it will be called *New Report*. 
Figure 41 – Newly Created Report
Select Reports to Build
As you edit your reports, you can give them distinct names (up to 50 characters) to differentiate them, as well as make changes to the examinee groups and variables (as previously selected), the statistics, and the layout of the rows and columns. You may also have made copies of reports with these changes. In order to proceed to Build Reports, each report for which you want to retrieve data needs to be checked. You can uncheck any reports for which you don’t need to see the data. In the example below, all reports will be available in Build Reports and for Export except New Report.

Figure 42 – Selecting Reports to Build

Use Delete under the actions column to remove reports that you do not need. You will not be able to undo delete.

Step 4: Build Reports
You can access Build Reports, after choosing criteria on the Select Criteria tab. The default report built will provide data for just mean scores and for the Total variable. Similarly, you can access Build Reports after choosing one or more variables on the Select Variables tab, bypassing Edit Reports. In this case, you will obtain reports for each variable, with the same default of mean scores.
In Build Reports, you can

- see a data table for each report selected in Edit Reports (the default is to retrieve data for all of the reports if Edit Reports is skipped);
- export and save data tables into various formats using the Export button: HTML (print-friendly), Microsoft Word, Microsoft Excel, and Adobe PDF;
- select the Chart tab to create and customize charts of the data for each report and save them for export in the above formats; and
- select the Percent Passing Analysis tab to create pass rate tables.

Figure 43 – Step 4: Build Reports

Note: Any chart or percent passing analysis you create will save only as long as you are on this screen unless you have clicked Done. If you have created charts or analyses for a report, and then want to alter the format of a different report, make sure you have finished creating the graphics by clicking the Done button.
View Reports as Data Tables
Once Custom Reports processes the data for the reports you selected to be built in steps 1, 2, and/or step 3, you will be able to see the data table for the first report. To see any additional reports, use the Select Report menu. To change the format of the table, return to Edit Reports.

Create Charts
Use Select Report to choose the table of interest from the drop-down menu, and then click the Chart tab. You will be able to create many types of charts, and customize them.

To create a chart,
1. Select Data Options
2. Select Chart Options
3. Preview the Chart
4. Create the Chart by clicking Done

Note: Charts are only available until the next database refresh. To update the charts after the monthly database refresh, click each chart tab, click through the steps, and click Done.
**Data Options**

When you click Chart, your screen will present Data Options, with all groups of examinees and Administration Dates selected by default. You can select only one statistic per chart. Uncheck any of the other criteria that you do not wish to chart, leaving at least one selected in each category.

Click Chart Options at the lower right.

**Note:** Any of the new variables you created in Edit Reports should be available for selection, but only if you left them checked when you created your table.

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**Chart Options**

Select a chart type: Bar Chart, Column Chart, or Line Chart. If you selected percentiles in Data Options, you can choose the Percentile chart.

Select a chart type, and then change any Data Dimensions from the drop-down menus for Bar Values and Values Grouped by. Supply a Chart Name limited to 25 characters (letters, numbers, dashes, underscores).
Preview Chart

Preview your chart using the “Preview” button at the lower right, or use the “Data Options” button to make different selections.

Once you have your chart, use the drop-down menus to change the admin dates, groups of examinees, or other variables. Notice that when you change your selection, the change occurs slowly enough that you get a sense of the size and direction of the change.

To see the data points, place your cursor over the bars.

To switch between color and pattern, select the bars and click the “Pattern/Color” button.

You can change the color of bars with a single click on each level in the bars. That click activates a box, which when clicked, brings a thumbnail of a color chart. Click the chart, and select your color.

You can change the pattern design of bars by clicking the bars. Each click will change the pattern design for the bars.
When you want to preserve a chart, be sure to select Done, so that the Export Wizard can access that chart. Alternatively, click Data Options to go back to select or deselect criteria.

Done takes you to the exportable version of the chart but you can “Click here to edit this chart” (upper left corner) to make more changes. Alternatively, the entire chart area if clicked will take you to the edit screen.
If you need to select more tables, go back to Edit Reports and check them. They will appear in the selection box on Build Reports

**Note:** To make a new chart from the same table, press the Chart tab to start all over, and provide a new Chart Name. If you don't start the Chart process again, the new chart will overwrite the previous one. Charts are only available until the next database refresh.
Create a Percent Passing Analysis

Use Select Report to choose the table of interest from the drop-down menu, and then click the Percent Passing Analysis tab.

To create a Percent Passing Analysis,

1. Select a Report.
2. Modify Score Points.
3. Create the analysis using Done.

Figure 49 – Percent Passing Analysis

Percent pass statistics are available for three score points. The default values for these score points are the state’s **Current Passing Score**, **Current Passing Score -5 (or 10) points** and **Current Passing Score +5 (or 10) points**. If the state does not have a current passing score for the selected test, the values default to the score at the center of the range (**blue**) and 5 (or 10) score points above and below that point (**green** and **red**, respectively). These score points can be adjusted by the user. To change the score points, click the slide bar at the desired location(s) or click and drag the individual sliders to different positions.
The Percent Pass At column in the table below the slider will change as the sliders move so the user can preview the impact for different score points.

The button resets the score points to the original default values.

When you want to preserve a Percent Passing Analysis, be sure to select , so that the Export Wizard can access that analysis.

If you need to select more tables, go back to Edit Reports and check them. They will appear in the selection box on Build Reports.

Figure 50 – Newly Created Percent Passing Analysis

Note: Percent Passing Analyses are only available until the next database refresh. To update the analyses after the monthly database refresh, click on each Percent Passing Analysis tab and click .
**Export Reports**

Use the Export Reports window at any time to save or print your tables, charts, and/or percent passing analyses.

The report names are listed with the default data tables checked. Charts and Percent Passing Analyses for each report will only be available on this menu if you have saved them by clicking **Done** on the last screen when you created them.

If you see that a chart or percent passing analysis is grayed out (not available for selection), cancel the Export Reports tool, go back to your chart or analysis, and be sure to click **Done** on the last screen. After that, it will be available for Export.

**Note:** Frequency distributions are provided as links to tables that may be printed but are not exportable. If the frequency distributions statistic is the only selected statistic for a report, regardless of the N count, that report is disabled in the export wizard.

To Export reports, check the boxes next to the reports you want to export, and select one of the file types. All reports that you select at the same time will be exported in one file.

In the Excel format, you will be able to increase the decimal places visible, wherever more precision is available in the database. Note that Excel is exported in a custom format, so be cautious about changing formats. For instance, the standard errors are exported as positive numbers, but if you change the format for them to numeric, Excel will interpret the parenthesis around the standard errors as indicative of negative numbers.

![Figure 51 – Export Custom Reports](image)
**Note:** Because there are many different operating systems in use, you may get an error message with Excel or one of the other formats. Usually, this will not affect your ability to export, so please wait for software "errors" to resolve themselves.

**Change the Test for a Project**

**Custom Reports** allows users the option to change the test for all reports within the current Project without having to create a new Project. Please note that the data will be updated in all the reports and therefore, some reports may be invalidated if data is not available for the new test selected. Additionally any report artifacts (i.e., charts and percent passing analyses) will need to be rebuilt.

To change the test for a project, click the Select Criteria tab. Use the drop down arrow next to Test Name to choose a new test.

![Select from Drop Down Menu](image1)

Save Project

**Custom Reports** allows users to save the projects created. The save feature is available from the top of each tab in **Custom Reports**. The current saved/unsaved state is visible in red text following the name of the current project.

![Figure 52 – Saved State](image2)
Users have two Save options:

- **Save** — Saves the open project using the default name (or name previously assigned by the user). Clicking save will save any changes made to the project since the last save.
- **Save As** — Allows the user to save the open project with a different name or to give a custom name to the current project if it has not previously been saved. The Save As pop-up window opens allowing the user to select a name for the project. The window will show you which reports are included in the current project as well as names of other existing projects.

Figure 53 – Project Save As

All projects are saved to the **My Projects** area. You can access **My Projects** at any time from the top navigation bar.
My Projects

My Projects provides users with a space to save and access Projects created in the Custom Reports area.

In My Projects you can

- Open a Project in Edit Reports.
- Open a Project in Build Reports.
- Rename a Project.
- Delete a Project.
- Sort your project list.
- View details about your projects.

![Figure 54 – My Projects](image)

1. Edit—Opens the selected project in Custom Reports on the Edit Reports tab where the user can edit the contents of the Project.
2. Build —Opens the selected project in Custom Reports on the Build Reports tab where the user can export the contents of the Project or edit/create charts and percent passing analyses.
3. Rename — Rename activates the rename box. Type the new name in the box and click Save. To cancel changes, click Cancel.
4. Delete — Deletes a Project (including all reports, charts, and percent passing analyses associated with the project). You will not be able to undo delete.
5. Sort — To sort items in the project list, click on the column header. To reverse the sort order, click again. You can sort by Project Name, Test Name, and Modified Date.
6. Details — Shows the test, examinee groups, administration dates and variables selected for the Project.
Figure 55 – My Project Details
Glossary

Admin or Administration – The date an examinee takes a particular test. This is also known as the test date. In Quick and Custom Analytical Reports, dates are aggregated by month. Note: All tests taken during the month will be aggregated when selecting an Administration for computer-delivered tests.

Attending Institution (AI) – The institution of higher education identified by the examinee as the location where he or she received preparation relevant to the test taken. Examinees are not required to identify an attending institution.

Automatic Reporting State – A state agency that receives scores for any examinee testing within that state’s boundaries as well as the scores for any examinee that lists the agency as a designated institution (DI). A list of automatic reporting states is identified in the Praxis® Registration Bulletin.

Average Percent Correct – The average percent of points earned by examinees for a specific test category. This statistic is only available for the category score type.

Current Testing Status – Calculated Variable: Current repeater status of an examinee based on all testing activity available within Quick and Custom Analytical Reports. This variable is tied to a specific examinee regardless of the test administration. The example below demonstrates how the Current Testing Status field will change for an examinee based on the date the data is viewed.

Current Testing Status as of Sep. 2009

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Current Testing Status</th>
<th># Times Test Was Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 2009</td>
<td>First-Time Test Taker</td>
<td>1</td>
</tr>
</tbody>
</table>

Current Testing Status as of Nov. 2009

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Current Testing Status</th>
<th># Times Test Was Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 2009</td>
<td>Repeat Test Taker</td>
<td>1</td>
</tr>
<tr>
<td>Nov. 2009</td>
<td>Repeat Test Taker</td>
<td>2</td>
</tr>
</tbody>
</table>

Current Testing Status as of Mar. 2010

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Current Testing Status</th>
<th># Times Test Was Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 2009</td>
<td>Repeat Test Taker</td>
<td>1</td>
</tr>
<tr>
<td>Nov. 2009</td>
<td>Repeat Test Taker</td>
<td>2</td>
</tr>
<tr>
<td>Mar. 2010</td>
<td>Repeat Test Taker</td>
<td>3</td>
</tr>
</tbody>
</table>
**Customer ID** – The unique identifying number assigned to a Praxis test taker, also known as the Praxis ID number.

**Designated Institution (DI)** – The institution or agency selected by the examinee to receive his or her score report. State Agencies or Institutions of Higher Education can be Designated Institutions. Examinees are not required to select a designated institution.

**Duplicate Candidate** – An examinee that has taken a specific test more than one time during the time period being analyzed. The user decides which scores to use when creating reports: all scores, highest score, first score, or most recent score.

**Frequency Distribution** – The number of examinees that received a specific scaled score within the entire group of scores achieved in the data set.

**Max (Maximum Observed Score)** – The highest score achieved by any examinee in the data set.

**Mean Score** – The average score for a data set. For the Praxis II assessments, examinee performance is reported on a scale that runs 100–200 (for most assessments) or 250–990. Praxis I assessments are reported on a scale of 150 to 190 and the ParaPro Assessment is reported on a scale of 420 to 480.

**Median** – The middle value in a set of statistical values that are arranged in ascending or descending order.

**Min (Minimum Observed Score)** – The lowest score achieved by any examinee in the data set.

**Percent Passing** – The percent of examinees in the data set that achieved a score equal to or higher than the state adopted passing score for the test. The date an examinee took a specific test (admin) is used to determine pass/not pass status within Quick and Custom Analytical Reports. (This assumption is only for Quick and Custom Analytical Reports and does not affect how states determine pass/not pass status operationally. See Important Assumptions.) If a state does not have a passing score in effect at the time an examinee tests, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no passing score in effect during the entire time period selected, a 100% pass rate will be displayed for that test title. If a state requires a composite score (with or without minimum scores) for a test title/code, the composite score (and any applicable minimum scores) for that test are not taken into account when determining the passing status for an examinee, only the individual test passing score is used. If no individual passing score has been selected for a test at the time, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no individual passing score in effect for the test during the entire time period selected, a 100% pass rate will be displayed for that test title. Similarly, if a state has multiple passing scores for a test title/code, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there were multiple passing scores in effect during the entire time period selected, a 100% pass rate will be displayed for that test title.

**Percentages** – The proportion of examinees represented in the table cell. For example, if the row percentage for Black female examinees is 22%, then Black females composed 22 percent of the total number of examinees.
**Percentiles** – The scale score attained by examinees performing at higher, middle and lower ranges of the distribution. The percentile is defined by the percentage of examinees scoring lower than a particular scale score. For example, if the 25th percentile is 281, it means that 25 percent of the examinees scored below 281. Percentile changes over time help indicate trends in how examinees perform at higher and lower levels. Scale score performance data are available for examinee groups at the 10th, 25th, 50th, 75th, and 90th percentiles.

**Performance Range** – The scale score attained by examinees performing at the middle of the distribution; performance within the 25th to 75th percentiles.

**Project** – A collection of reports containing tables, charts and/or percent passing analyses. Projects are created in Custom Reports and can be saved into My Projects.

**Repeater Status** – Calculated Variable: Status of an examinee at a specific test administration. This variable is tied to a specific test administration for the examinee and may not be the examinee’s current status. The Repeater Status for prior test administrations does not change regardless of how many times an examinee may take the test.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># Times Test Was Taken</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Report Artifact** – A report artifact is a chart or percent passing analysis created for a report. Report artifacts are stored as images and will need to be rebuilt following each monthly database refresh.

**Standard Deviation** – A measure of how widely or narrowly scores are dispersed for a particular data set. Under general normality assumptions, 95% of the scores are within 2 standard deviations of the mean. For example, if the mean score of a data set is 153 and the standard deviation is 8, it means that 95% of the scores in this data set fall between 137 and 169. The definition of the variance is the average squared difference of each observation and the average. The standard deviation is the square root of the variance.

**State/Agency/Institution** – The category title representing one or more groups of examinees selected for analysis.

**Test Taken Count** – Calculated Variable: The number of times the test was taken by an examinee as of that particular test administration. This variable is tied to a specific test administration and may not represent the current number of times the examinee took the test. The Test Taken Count for prior test administrations does not change regardless of how many times an examinee may take the test.

Which count gets included in the results is determined by how the user decides to treat duplicate examinees. See example below of scores achieved by an examinee during a specific time period:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># Times Test Was Taken</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Score Achieved</td>
<td>157</td>
<td>162</td>
<td>161</td>
</tr>
</tbody>
</table>

- If Highest Score was selected, the examinee would be classified as Test Taken Count = 2
- If First Score was selected, the examinee would be classified as Test Taken Count = 1
- If Most Recent Score was selected, the examinee would be classified as Test Taken Count = 3
- If All Scores was selected, the examinee would be classified three times, one for each of count: Test Taken Count = 1, Test Taken Count = 2, and Test Taken Count = 3.
**Important Assumptions**

Quick and Custom Analytical Reports uses a set of rules and assumptions when creating reports. The following should be kept in mind when using this tool.

1. Only valid, reported scores are included in the database. If a score is put on hold or is cancelled after reporting, the score will be removed from the database during the next refresh.

2. An examinee is represented by a unique Customer ID number. If an examinee has multiple Customer ID numbers, the examinee will be counted once for each ID number. If an examinee combines their records, that change will be reflected at each refresh.

3. Statistical data (other than Total N counts) are only produced for groups of five or more examinees. Caution should be taken when interpreting statistics based on fewer than 30 examinees.

4. The date an examinee took a specific test (administration) is used to determine pass/not pass status within Quick and Custom Analytical Reports. (This assumption is only for Quick and Custom Analytical Reports and does not affect how states determine pass/not pass status operationally.) If a state does not have a passing score in effect at the time an examinee tests, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no passing score in effect during the entire time period selected, a 100% pass rate will be displayed for that test title. If a state requires a composite score (with or without minimum scores) for a test title/code, the composite score (and any applicable minimum scores) for that test are not taken into account when determining the passing status for an examinee, only the individual test passing score is used. If no individual passing score has been selected for a test at the time, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there was no individual passing score in effect for the test during the entire time period selected, a 100% pass rate will be displayed for that test title. Similarly, if a state has multiple passing scores for a test title/code, the passing score is assumed to be zero and the examinee is determined to have passed. As a result, if there were multiple passing scores in effect during the entire time period selected, a 100% pass rate will be displayed for that test title.

5. For tests that have dual delivery modes (paper-delivered format and computer-delivered format), users have two options for viewing results. A radio button on the Select Criteria page is used to select which delivery modes to include in the report. Selecting Yes will include both paper and computer delivery modes. Selecting No will include only the delivery mode for the test title selected in the Select Test drop down. The use of special codes beginning with a leading 8 or 9, unique to Quick and Custom Analytical Reports, have been discontinued.

6. When selecting Quick Reports indicating “DI” (designated institution) or selecting a “DI” option in Custom Reports, the results for automatic reporting states include all examinees that selected that state agency to receive scores as well as any examinee testing at a test center within the boundaries of that state.
7. The variable values selected by examinees may change from administration date to administration date. The classification of the examinee will be determined by the test administrations selected and the option chosen for Duplicate Candidates. Please see the example below.

<table>
<thead>
<tr>
<th>Examinee</th>
<th>Admin Date</th>
<th>Score</th>
<th>Current Education Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>July 2007</td>
<td>150</td>
<td>Sophomore (2nd Year)</td>
</tr>
<tr>
<td></td>
<td>April 2008</td>
<td>160</td>
<td>Junior (3rd Year)</td>
</tr>
<tr>
<td></td>
<td>Nov 2008</td>
<td>158</td>
<td>Senior (4th or Final Year)</td>
</tr>
</tbody>
</table>

If an admin range encompassing all three administrations was selected along with the variable Current Education Level, the following classifications would be made for John Doe for each of the Duplicate Candidate options:

- **All Scores**: John Doe will be counted *three* times, once in the sophomore row, once in the junior row, and once in the senior row.
- **Highest Score**: John Doe will be counted *once* and will be classified as a junior.
- **Most Recent Score**: John Doe will be counted *once* and will be classified as a senior.
- **First Score**: John Doe will be counted *once* and will be classified as a sophomore.

8. The quartile groupings for the Category Scores tab in **Quick Reports** are calculated based on the total number of examinees taking the selected test during the selected testing year, date range or individual administrations, even if Total is not selected as a variable.

9. When selecting the combined format for a test that has dual delivery options, both formats are used to determine the Current Testing Status and Repeater Status variable values for an examinee.

10. In the **Quick Reports** Reference Table: Al Delete Data, examinees are counted only once regardless of the number of tests taken.

11. Al Delete status is updated once per year in the fall for the most recent testing year. Data for the current year is usually available following the October monthly database refresh.

12. If a state requires a composite score (with or without minimum scores) for a test title/code, the composite score (and any applicable minimum scores) for that test are not included in the **Quick Reports** Reference Table: Passing Scores.

13. If a state has multiple passing scores for a test title/code, the passing scores for that test are not included in the **Quick Reports** Reference Table: Passing Scores.

14. Blank responses for variables are not counted and do not appear as part of the Out of Range value.
15. To ensure consistency with procedures for State and Institutional summary reporting, test results from alternate test forms are not included in Quick and Custom Analytical Reports.

16. For multiple subject tests, such as Elementary Education: Multiple Subjects (5031), once a student is considered part of the group being reported, all AIs selected for subtests taken will include that student in the pass rate calculation.

For example, if a student’s test results are as follows:

<table>
<thead>
<tr>
<th>Examinee</th>
<th>Subtest Code</th>
<th>Admin Date</th>
<th>Score</th>
<th>Pass Status</th>
<th>AI Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>5032</td>
<td>Sep 2014</td>
<td>170</td>
<td>Pass</td>
<td>University A</td>
</tr>
<tr>
<td></td>
<td>5033</td>
<td>Sep 2014</td>
<td>160</td>
<td>Not Pass</td>
<td>University A</td>
</tr>
<tr>
<td></td>
<td>5033</td>
<td>Jan 2015</td>
<td>168</td>
<td>Pass</td>
<td>University B</td>
</tr>
<tr>
<td></td>
<td>5034</td>
<td>Sep 2014</td>
<td>160</td>
<td>Pass</td>
<td>University A</td>
</tr>
<tr>
<td></td>
<td>5035</td>
<td>Sep 2014</td>
<td>164</td>
<td>Pass</td>
<td>University A</td>
</tr>
</tbody>
</table>

If an admin range encompassing all administrations was selected the following classifications would be made for John Doe for each of the Duplicate Candidate options:

- **All Scores**: This option is not available for multiple subject tests.
- **Highest Score**: John Doe will be included for University A as a **Pass** for the Elementary Education: Multiple Subjects Test (5031) AND will also be included for University B as a **Pass** for the Elementary Education: Multiple Subjects Test (5031). However, the student will only be counted once (as a **Pass**) for this calculation at the state level.
- **Most Recent Score**: John Doe will be included for University A as a **Pass** for the Elementary Education: Multiple Subjects Test (5031) AND will also be included for University B as a **Pass** for the Elementary Education: Multiple Subjects Test (5031). However, the student will only be counted once (as a **Pass**) for this calculation at the state level.
- **First Score**: John Doe will be included for University A as a **Not Pass** for the Elementary Education: Multiple Subjects Test (5031) AND will also be included for University B as a **Not Pass** for the Elementary Education: Multiple Subjects Test (5031). However, the student will only be counted once (as a **Not Pass**) for this calculation at the state level.
Appendix A: Quick Reports

**DI Summary Report: State/Agency**
Statistics and percent pass by test title and year selected. The calculations for state/agency and institution statistics are based on examinees sending scores to your state’s licensing department or agency. This report is only available for individual test titles and can be disaggregated.

**AI Summary Report: State/Agency**
Statistics and percent pass by test title and year selected. The calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is only available for individual test titles and can be disaggregated.

**Summary Report: Designated Institution**
Statistics and percent pass by test title and year selected. The calculations for institution statistics are based on examinees sending scores to your institution. This report is only available for individual test titles and can be disaggregated.

**Summary Report: Attending Institution**
Statistics and percent pass by test title and year selected. The calculations for institution statistics are based on examinees that indicated they received training at your institution. The calculations for state/agency statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is only available for individual test titles and can be disaggregated.

**1-Yr Pass Rate: State DI**
Pass rates for the testing year selected. The calculations for state/agency and institution statistics are based on examinees sending scores to your state’s licensing department or agency. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

**1-Yr Pass Rate: IHE DI**
Pass rates for the testing year selected. The calculations for institution statistics are based on examinees sending scores to your institution. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

**1-Yr Pass Rate: Attending Institution**
Pass rates for the testing year selected. The calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.
Quick and Custom Analytical Reports Help

2-Yr Pass Rate: State DI
Pass rates for two testing years (the testing year selected and the prior testing year). The calculations for state/agency and institution statistics are based on examinees sending scores to your state’s licensing department or agency.

1-Yr Pass Rate: IHE DI
Pass rates for two testing years (the testing year selected and the prior testing year). The calculations for institution statistics are based on examinees sending scores to your institution. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

2-Yr Pass Rate: Attending Institution
Pass rates for two testing years (the testing year selected and the prior testing year). The calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

5-Yr Performance Summary: State DI
Statistics and percent pass for 5 individual testing years (the testing year selected and four prior testing years). The calculations for state/agency and institution statistics are based on examinees sending scores to your state’s licensing department or agency. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

5-Yr Performance Summary: IHE DI
Statistics and percent pass for 5 individual testing years (the testing year selected and four prior testing years). The calculations for institution statistics are based on examinees sending scores to your institution. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

5-Yr Performance Summary: Attending Institutions
Statistics and percent pass for 5 individual testing years (the testing year selected and four prior testing years). The calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

Repeater Pass Rates: State DI
Pass Rates by first time test takers and repeat test takers for the testing year selected. The calculations for state/agency and institution statistics are based on examinees sending scores to your state’s licensing department or agency. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.
Repeater Pass Rates: IHE DI
Pass Rates by first time test takers and repeat test takers for the testing year selected. The calculations for institution statistics are based on examinees sending scores to your institution. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

Repeater Pass Rates: Attending Institutions
Pass Rates by first time test takers and repeat test takers for the testing year selected. The calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state’s attending institutions. This report is available all tests or for individual test titles, however the report can only be disaggregated if an individual test title is selected.

Multi Subject Test Pass Rate: State DI
Multiple subject test pass rates for the testing year selected. Calculations for state/agency and institution statistics are based on examinees sending scores to your state's licensing department or agency.

Multi Subject Test Pass Rate: IHE DI
Multiple subject test pass rates for the testing year selected for your institution of higher education (IHE). Calculations are based on examinees sending scores to your institution.

Multi Subject Test Pass Rate: Attending Institutions
Multiple subject test pass rates for the testing year selected. Calculations for state/agency and institution statistics are based on examinees that indicated they received training at any one of your state's attending institutions.