

1 Locating the School Summary Report

Insert for Process Step 1

The first step is to locate your school Summary Report. This document will use sample reports, but you should be looking at your school's report as you follow along in the documents. Summary Reports come with the individual student MEAP and MME results and should be available at your school. If you cannot locate them, the School Summary Report is available on the Bureau of Assessment and Accountability (BAA) Secure Site at <https://baa.state.mi.us/meap/login.asp>.

1. To obtain a User ID and Password, contact your District Administrator as designated by your Superintendent. You can also request the name of your District Administrator by sending an email to: baa@michigan.gov. Be sure to include your ISD and District name.



https://baa.state.mi.us/meap/login.asp

Michigan Department of Education

Bureau of Assessment & Accountability (BAA) - Login

Please enter your User ID and Password.

User ID:

Password:

Log In

[About BAA Certificates](#)

Don't have a User ID and Password?

Access to the BAA Secure Site is limited to official school business. To obtain a User ID and Password, contact your District Administrator as designated by your Superintendent. You can also request the name of your District Administrator by sending an email to: baa@michigan.gov. Be sure to include your ISD and District name.

If you have difficulty using this system, please refer to the [BAA Secure Site User Manual \(updated 11/26/2012\)](#), or email us at: baa@michigan.gov.

[Pre-ID File Format Version 2.3 Effective May 7, 2012](#)
[Pre-ID Microsoft Excel Template Effective May 7, 2012](#)

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- Once you have obtained access to the BAA Secure Site, enter your user name and password, and click **Log In**. You will see a screen similar to the one below. Note: Depending on the level of access that you receive for the BAA Secure Site, you may see more or fewer menu options on the left. Click on **Student Test Scores** in the Reports section of the left menu.

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Online Registration

- Announcements
- Student Search
- PreID Mass Updates
- Mass Demo Updates
- ELPA Exemption Request
- ELPA Exemption Review
- Initial Material Orders
- Add'l Material Orders
- Emergency Order
- Order Summary/Tracking

ELPA Screener

- Screener Material Orders
- Screener Order Processing
- ELPA Screener Entry
- Screener Reports

Test Verification

- Tested Roster
- MME Tested Roster
- Expected to Test
- Roster Issues
- Tested Roster Accessed
- Students Not Tested
- Not Tested Issues

Reports

- Pre-Identified Students
- Student Test Scores**
- Student Record Labels
- Report Printing Options

Welcome to the BAA Secure Site

To view important information and documents pertaining to a specific assessment: select the assessment from the dropdown menu below.

To begin working on the BAA Secure Site: please click on the appropriate link from the menu at the left.

Announcements

Assessment: All

Assessment	Announcement	Task Start Date	Task End Date
ELPA	ELPA additional material orders can be placed February 25 - April 5, 2013 on the Add'l Material Orders page.	2/25/2013	4/5/2013
MI-Access	MI-Access additional material orders can be placed February 4 - March 15, 2013 on the Add'l Material Orders page.	2/4/2013	3/15/2013
MME	MME additional material orders can be placed on the Add'l Material Order screen as follows: Day 3 non-secure materials, January 28-March 12, 2013; Day 3 secure standard time materials, February 20-March 12, 2013; Day 3 secure accommodated formats, February 20-March 12, 2013.	1/28/2013	3/12/2013

Assessment Documents

BAA Test Administration Incidence Report
[BAA Test Administration Incidence Report](#)

BAA Security Compliance Form
[BAA Security Compliance Form](#) PDF

BAA Secure Site User Manual
[BAA Secure Site User Manual \(updated 11/26/2012\)](#) PDF

Pre-ID File Format
[Pre-ID File Format Version 2.5 Effective May 7, 2012](#)
[Pre-ID Microsoft Excel Template Effective May 7, 2012](#)

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- After clicking on **Student Test Scores**, you will see a screen like the one below. Select the desired Test Cycle (Test Name and Year) and select **Summary Report** in the Report Type dropdown box. Select the appropriate Grade, ISD, District and School. Then click **Submit** in the upper right hand corner of the screen.

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Student Test Scores Submit

Test Cycle: Spring 2012 MME

Report Type: Summary Report

Report for Summary

Grade: 1 Subject: N/A

Home School: N/A Test Type: N/A

Entity Information

ISD: Please select

District: N/A

School: N/A

Report Descriptions

PDF documents require Adobe Acrobat Reader 6.01 or higher

[Student Data File Format \(modified on 5/21/2012\)](#)

[Aggregate Data File Format \(modified on 5/29/2012\)](#)

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4. The report will display in a PDF format. **Save** the report by clicking on the floppy disk icon on the left end of the PDF menu at the bottom. If this menu is not displaying, move your mouse over the bottom of the document. Once you have saved the School Summary Report for future reference, print out a copy of all of the pages. The **Print** icon is the second one from the left on the PDF menu at the bottom of the report. The insert for Process Step 2 will review how to analyze the data in the report.

SCHOOL SUMMARY REPORT

All Students

Grade 11
Spring 2012

School Name:
School Code:

MME READING

TIME READING								
Year	* No. of Students Assessed	Scale Score		Performance Levels				
		Mean	** Margin of Error	4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced	*** Levels 1 & 2
Scale Score Range		(950-1250)		(950-1080)	(1081-1107)	(1108-1140)	(1141-1250)	(1108-1250)
2012	136	1083	1080-1085	39%	42%	18%	1%	19%
2011	154	1079	1073-1085	42%	44%	12%	1%	14%
2010	113	1077	1072-1082	50%	41%	9%	0%	9%
2009	110	1083	1077-1089	43%	41%	14%	3%	16%
2008	139	1085	1080-1090	42%	37%	22%	0%	22%

MME SCIENCE

Year		* No. of Students Assessed	Scale Score		Performance Levels				
			Mean	** Margin of Error	4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced	*** Levels 1 & 2
Scale Score Range			(950-1250)		(950-1105)	(1106-1125)	(1126-1143)	(1144-1250)	(1126-1250)
2012	135	1063	1059-1067		90%	7%	3%	0%	3%
2011	156	1072	1066-1078		90%	8%	2%	0%	2%
2010	118	1059	1050-1068		93%	7%	0%	0%	0%
2009	103	1067	1059-1075		92%	7%	1%	0%	1%
2008	132	1076	1070-1082		87%	11%	2%	0%	2%

MME WRITING

TIME WRITING		Scale Score		Performance Levels				
Year	* No. of Students Assessed	Mean	** Margin of Error	4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced	*** Levels 1 & 2
		Scale Score Range		(950-1050)	(1051-1099)	(1100-1145)	(1146-1250)	(1100-1250)
2012	139	1067	1064-1069	26%	65%	9%	0%	9%
2011	161	1060	1054-1066	30%	62%	8%	0%	8%
2010	122	1056	1050-1062	29%	69%	2%	0%	2%
2009	123	1058	1051-1065	28%	63%	8%	0%	8%
2008	131	1066	1061-1071	24%	66%	9%	0%	9%

MME SOCIAL STUDIES

MIME SOCIAL STUDIES		Scale Score		Performance Levels				
Year	* No. of Students Assessed	Mean	** Margin of Error	4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced	*** Levels 1 & 2
Scale Score Range		(950-1250)		(950-1096)	(1097-1128)	(1129-1157)	(1158-1250)	(1129-1250)
2012	135	1095	1093-1096	64%	31%	4%	0%	4%
2011	153	1097	1094-1100	50%	46%	4%	0%	4%
2010	113	1095	1092-1098	64%	35%	2%	0%	2%
2009	102	1096	1092-1100	52%	42%	5%	1%	6%
2008	136	1099	1096-1102	42%	54%	4%	0%	4%

MME MATHEMATICS

		Scale Score		Performance Levels				
Year	* No. of Students Assessed	Mean	** Margin of Error	4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced	*** Levels 1 & 2
Scale Score Range		(950-1250)		(950-1092)	(1093-1115)	(1116-1137)	(1138-1250)	(1116-1250)
2012	135	1068	1065-1071	81%	18%	1%	0%	1%
2011	152	1052	1044-1060	88%	12%	0%	0%	0%
2010	111	1048	1039-1057	91%	9%	0%	0%	0%
2009	96	1066	1059-1073	79%	19%	2%	0%	2%
2008	130	1066	1060-1072	81%	15%	5%	0%	5%

*** Value might not equal the exact sum of Level 1 & Level 2 due to rounding.

Notes: 1) Performance Levels for prior years have been adjusted to reflect scores consistent with career- an college-ready cut scores.
2) Due to rounding, percentages might not total 100%.

* Includes students who received valid scores.
** This is the likely range within which the true mean scale score would fall for the students listed on this report.

