

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 Bureau of Assessment & Accountability

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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Online Reports

Test Cycle: **Fall 2012 MEAP Grades 3 - 9**

Report Type: **Summary Report**

Report Parameters

Grade: **All** (03, 04, 05) | Subject: **N/A**

ISD: **Please select**

District: **N/A**

School: **N/A**

Submit

PDF documents require Adobe Acrobat Reader 5.0 or higher.

[MEAP Fall 2012 Descriptors](#)

[Student Analysis File Extract \(SAFE\) text file](#)

[How to Use the Student Analysis File Extract \(SAFE\) PDF](#)

[MEAP Fall 2012 Item Descriptors](#)

[Student Feeder File Format PDF](#)

[Student Data File Format \(modified on 12/12/2012\) PDF](#)

[Aggregate Data File Format PDF](#)

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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 06

Fall 2012



ACHIEVEMENT - SUMMARY

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		(490-730)		(490-601)	(602-618)	(619-652)	(653-730)	(619-730)
	2012	73	608	602-613	41%	30%	23%	5%	29%
	2011	103	609	604-614	42%	25%	29%	4%	33%
	2010	105	602	598-606	50%	35%	13%	2%	15%
2009	109	608	604-612	30%	42%	25%	3%	28%	

FALL 2011 to FALL 2012 PERFORMANCE LEVEL CHANGE COUNTS (PERCENTS)

	Student Group	Performance Level Change Category				
		Significant Decline	Decline	Maintaining	Improvement	Significant Improvement
READING	Not Previously Proficient	1 (2%)	17 (40%)	9 (21%)	12 (28%)	4 (9%)
	Previously Proficient	1 (6%)	4 (25%)	3 (19%)	7 (44%)	1 (6%)
	All Students	2 (3%)	21 (36%)	12 (20%)	19 (32%)	5 (8%)
	NOTE: 59 students (81%) were successfully matched from Fall 2011 to Fall 2012					

MATHEMATICS	Scale Score Range		(470-769)		(470-613)	(614-628)	(629-674)	(675-769)	(629-769)
	2012	73	616	610-621	52%	15%	33%	0%	33%
	2011	103	613	609-617	54%	19%	26%	0%	26%
	2010	105	623	618-628	38%	16%	45%	1%	46%
	2009	106	605	601-609	64%	23%	13%	0%	13%

MATHEMATICS	Not Previously Proficient	0 (0%)	7 (12%)	7 (12%)	22 (37%)	24 (40%)
	Previously Proficient	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
	All Students	0 (0%)	7 (12%)	7 (12%)	22 (37%)	24 (40%)
	NOTE: 60 students (82%) were successfully matched from Fall 2011 to Fall 2012					

SOCIAL STUDIES	Scale Score Range		(481-729)		(481-592)	(593-624)	(625-648)	(649-729)	(625-729)
	2012	73	593	590-596	48%	51%	1%	0%	1%
	2011	103	598	595-601	33%	65%	2%	0%	2%
	2010	104	597	594-600	33%	64%	3%	0%	3%
	2009	104	590	587-593	61%	38%	2%	0%	2%

NA - Not Applicable.
Due to rounding percents may not sum to 100%.
This report is for school use only. It may not be used for public release.



Fall 2012