

# 5. Reports

## Report Headings

The heading is basically identical on all reports. The following is an example of a heading:

Individual Test Results		examSYSTEM II
Date Run: 06/01/2001	Test Date: 05/10/2001	Page 1 of 2
Test Name: MATH	Test ID: 101100	Sort: Student Name
Instructor: BROWN, KATRINA	Grade: 008	Class: 101
Scoring: Raw Score		Select: All

- **Report Name** is the name of the type of report. You select this on the **Report Selection** screen. Example: *Individual Test Results*.
- **Date Run** is the date the report was generated. The format is mm/dd/yyyy.
- **Test Date** is the date that the test was administered as entered in the **Test Date** field on the Test Header sheet.
- **Page *x* of *y*** is the report page number and the total number of pages in the report.
- **Test Name** is the Test Name entered on the Test Header. The example is *MATH*.
- **Test ID** is the Test ID number given to the test as entered on the Test Header sheet. The example is *101100*.
- **Sort** is the order in which students are listed on the report as selected on the **Report Selection** screen: Student Name, Student Id, Raw Score, or None. Only the Individual Test Results report and Individual Item Response report use *Sort*.
- **Instructor** is the instructor's name as entered on the Test Header sheet. If the Test Header sheet has no instructor name, then the **Instructor** on the report will be blank. The example is *BROWN, KATRINA*.
- **Grade** is the Grade/Group being reported as entered on the Test Header sheet. This is an optional item; if the Test Header contains no grade/group, this entry is blank. The example is *008*.
- **Class** is the Class/Subgroup being reported as entered on the Test Header sheet. This is an optional item; if the Test Header does not include a class/subgroup, this entry will be blank. The example is *101*.
- **Scoring** is either **Raw Score** or **Formula, Factor of #**. If **Formula Scoring** is not selected on the Test Header, then Raw Score appears. If it is selected, **Formula, Factor of #** appears, (# is the number entered under **Factor**).
- **Select** tells which group of students appears on the report as selected on the **Report Selection** screen: Mastered, Non-Mastered, or All Students. **Select** applies only to the Individual Test Results report.