



How-To Guide, Spring 2016

Test Administration Extract

The Test Administration Extract is a CSV file that lists the summative AMP test stages in which a student is enrolled. For each test stage, you can view the status of the stage, e.g., “Not Started,” “In Progress,” or “Complete”. As students finish stages, you can see the time and date each stage was started and ended, the number of sections in the stage, the number of items (questions) in a stage, and the number of items omitted.

Note: DTCs and BTCs roles can access the test administration extract.

Students will have multiple rows in the extract, one for each stage in “not started”, “in progress”, or “complete” status. “Pending” stages will not appear in the extract.

Note: Extracts generally place a burden on the system. We recommend that extracts are pulled prior to or after test sessions in order to avoid technology issues.

By excluding “pending” stages, you can focus on which test stages are available to the student now or which stages a student has started or completed.

Name of the File

When you save the Test Administration download, the file will have the following name:

KITE_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes forty-seven (47) columns of information about students enrolled in test sessions and the status of each test. Not all of the fields are applicable to Alaska. See the example below.

Student Last Name	Student First Name	Subject	Test Session Name	Test Status	Stage	Part 1 Status	Part 1 Start DateTime	Part 1 End DateTime	Part 1 Ticket Sections	Part 1 Total Items	Part 1 Omitted
Sample1	One	Mathematics	2016_6492_Grade 8_Mathematics_Stage 1	Complete	Stage 1	Complete	04/19/16 11:14 AM AKST	04/19/16 11:47 AM AKST	2	25	2
Sample1	One	Mathematics	2016_6492_Grade 8_Mathematics_Stage 2	Not started	Stage 2	Not started			2	15	
Sample1	One	English language arts	2016_6492_Grade 8_ELA_Stage 1	Complete	Stage 1	Complete	04/24/16 09:38 AM AKST	04/24/16 10:05 AM AKST	3	25	2
Sample1	One	English language arts	2016_6492_Grade 8_ELA_Stage 2	Complete	Stage 2	Complete	04/25/16 09:19 AM AKST	04/25/16 10:19 AM AKST	2	15	
Sample1	One	English language arts	2016_6492_Grade 8_ELA_Stage 3	Complete	Stage 3	Complete	04/26/16 09:29 AM AKST	04/26/16 10:01 AM AKST	3	15	
Sample1	One	English language arts	2016_6492_Grade 8_ELA_Stage 4	Not started	Stage 4	Not started			3	15	
Sample1	One	Science	2016_6492_Grade 8_Science_Stage 1	Not started	Stage 1	Not started			1	25	

You may see the following results in the file:

- Complete – indicates that the student has submitted a stage. When a stage is complete, you will see both a start and end time.
- In progress – indicates that the student has begun but not submitted the test stage.
- Not started – indicates that the student has not started the stage.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Grouping 1	Not applicable for Alaska
Grouping 2	Not applicable for Alaska
Roster Name	If a student is assigned to a roster, the roster name will appear. If a student is assigned to multiple rosters, the system will pick a roster to display. Rosters are not required for summative assessments in Alaska.
Educator Identifier	ID of the educator listed on the roster.
Educator Last Name	Last name of the educator listed on the roster.
Educator First Name	First name of the educator listed on the roster.
Subject	Content area of the test stage
Test Session Name	Name of the test session; there is one test session per stage
Test Collection Name	Collection is used by KITE internally for publishing test forms in groups or batch registration.
Test Status	Indicates the status of the stage when the file was created. Options include: Not started, In progress, and Complete. Hint: New stages appear once the previous stage is completed.
Special Circumstances	Special circumstance entered on the test stage (SC codes need only be entered once for each content-area assessment). The column displays the circumstance entered.
Last Reactivated Date Time	Displays the date and time that the test session was reactivated for a student. The format used is MM/DD/YYYY HH:MM AM/PM and time zone. Note: The reactivation date and time will be included in the CSV even after a test has been completed.
Stage	Another field listing the stage number.
Part 1 Status	In Alaska, all stages have only one part. Options include: Not started, In progress, and Complete. (This is not the case for other assessment programs.)

Column Name	Description
Part 1 Start DateTime	Displays the date and time that the stage was started. If the test has not started, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Part 1 End DateTime	Displays the date and time that the stage was submitted. If the test is not started or in progress, this field will be blank. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Part 1 Ticket Sections	Lists the number of sections in this stage. A test stage may have more than one section.
Part 1 Total Items	Lists the total items (test questions) in the stage.
Part 1 Omitted Items	Lists the total items (test questions) that have not been answered in the stage.
Parts 2-4 Fields	Not applicable in Alaska.

Tips for Using the Test Administration Extract

- Use filters in Excel to narrow the extract and answer questions. See below for some example questions and how the file could be filtered to find answers.

Question	Filters
Which 7 th grade students have completed the entire Math assessment?	Grade=7 Subject=Mathematics Stage=Stage 4 Test Status=Complete
Which 6 th grade students have not started ELA Stage 1?	Grade=6 Subject=English language arts Stage=Stage 1 Test Status=Not started
Which 6 th grade students have completed ELA Stage 1?	Grade=6 Subject=English language arts Stage=Stage 1 Test Status=Complete
Which 10 th grade students are ready to start the last science stage?	Grade=10 Subject=Science Stage=Stage 3 Test Status=Not started
Which 5 th grade students are working on Stage 3 Math?	Grade=5 Subject=Mathematics Stage=Stage 3 Test Status=In progress
Which 4 th grade students have omitted items on any stage?	Grade=4 Part 1 Omitted=(uncheck blanks)
How many stages has "Student Name" completed?	LastName= "Student Name" (alternatively use student ID)
Which students have been reactivated?	Last Reactivated=(uncheck blanks)