

Grade 3, 7, and 8 Assessment and Reporting

CAR Reports - the following reports should be saved electronically before the end of the assessment periods. Reports are not accessible after these periods.

➤ **Collection of Assessment Results**

- Web based application (HOST) to help teachers report
- Teachers report on their collection of student assessment results using CAR (collection of Assessment Results)

Six Steps when Reporting

- **Step 1** – Enter Student Data (Also ensure all students on list)
- **Step 2** – Verify Data, Edit & Re-Save Data, Save Verification Report
- **Step 3** – Save School Summary
- **Step 4** – Save Raw Data File
- **Step 5** – Save Parent Reports & Print from Saved File
- **Step 6** – Submit the Data

➤ **Verification Report**

- This is the only report that links the MET number, student name and assessment values
- This report can be used to cross reference with original data source for accuracy
- Schools should verify data entry prior to saving and printing any other reports
- The verification report is produced so that teachers can ensure that each student's data has been accurately entered before submitting it to the Department and printing the Parent Reports.

- **Gender Issue** – *the problem of the wrong gender being entered in CAR only appears when a new student is added to the list. The student lists are populated with the names, MET numbers and gender of students reported to the Department each year (the previous September 30 for Grade 3 and the current year for Grades 7 and 8). If students are not reported, they must all be added manually by the school. The gender issue then is minimal for any public schools. It should be fixed before next school year.*

How to correct gender in your raw data

When the raw data was saved, it was saved as a .txt file. You can open excel or any other spreadsheet program you might use, and open the saved data file in the spreadsheet program. It is a good idea for schools to review the complete data submitted including gender. If incorrect, gender can be edited and the revised data file saved.

How to avoid the issue for the future

Manitoba Education hopes to have the gender issue addressed for next school year. It is only an issue when the school adds a student. This entire issue can be, for the most part, avoided if

participating schools complete and submit EIS collection to Student Records by the September 30 deadline (i.e. with updated information *including grade* for each student for the current year). If this updated student data is in EIS, then the students will be loaded into the CAR web application before CAR opens. Then adding students will be the exception rather than the rule.

➤ **School Summary Report**

- Summary of school data – a roll-up of how many students reported at each level, but no personal information

➤ **Raw Data File**

- Save as a .txt file.
- Can be opened in Excel, formatted and sorted as needed
- Used for statistical research

➤ **Parent Reports**

- Original must be signed by teacher and principal before being given to parents and a copy must be filed in the student's cum file
- Comments, if added, cannot be entered electronically and must be handwritten