

Literacy Reports (Primary Schools)

User Manual

Version 1.2 July 2005



Literacy Reports for Primary Schools

Literacy Data

From the beginning of 2005 your school is responsible for recording literacy assessment data in your school's administrative software system. The data will be automatically uploaded to the CEOM's Information System (CIS) database.

The uploaded data are then used by the online Literacy Report facility on the CEVN–ISS website to generate reports for your school to use.

Contents	Page No
CEVN-ISS website	2
Literacy Reports Menu	3
Pre-Test Scores	4
Post-Test Scores	6
Pre- and Post Test Scores	8
Literacy Scores	10
Literacy Achievement Profiles	
 Year or Class Profile 	12
Student Profile	14
Literacy Text Level (Like Schools)	
 Text Level (Like Schools – single year 	16
 Text Level (Like Schools – over time 	18
Literacy Value Added Measures	20
Reading Recovery Menu	21
Reading Recovery Tentative Selection List	22
Reading Recovery Provision	23
Reading Recovery Student Profile	24
Reading Recovery Statewide Comparison	25
Reading Recovery over Time	26

This manual has been written to provide you with:

- the list of Literacy Reports that can be generated
- instructions on how to generate your school Literacy Reports
- information on what the Literacy reports represent.



CEVN-ISS website

The online Literacy Reports and data can be accessed via the CEVN–ISS website < http://admin.ceo.melb.catholic.edu.au under Profiles & Reports, as shown below. The hyperlink Literacy Reports will only be visible to those people in your school who have been given access to this confidential information, by the Principal. If you are unable to see the link, you need to talk to your Principal.

Information and Support Services					
Directories	Information	Profiles & Reports	Analysis	Professional Development	
School Contacts (View) Directory of Schools	CECV Briefing Papers and Reports Liturgical Calendar Positions Vacant: Create Positions Vacant: View Term dates Personnel	Person Profile School Profile (available early Sept) Literacy Reports		CEO Melbourne Programs CEO Sale Programs CEO Sandhurst Programs CEO Ballarat Programs CEOM PD Application Form	
Documents	Suppliers	Curriculum Support	Links	Data Collection	
Melbourne Archdiocese	Anti-virus Software	Curriculum @ work	CECV	Annual Financial Statement (AFS	
Ballarat Diocese Sale Diocese Sandhurst Diocese	Australian Retirement Fund Catholic Church Insurances Catholic Superannuation Fund DE&T Software Rolling Fund Microsoft Software Salary Packaging Services School Administration Systems	Department of Education & Training (DE&T) EdNA Education Channel KLA Links The Learning Federation RESource site Schools' website - SOFWeb VCAA Yarra Healing	Melbourne CEO Ballarat CEO Sale CEO Sandhurst CEO NCEC National Literacy Registered Schools Board (RSB) Salaries and Conditions of Service (VCSA) Schools Reference Guide Victorian Institute of Teaching (VIT) VIEU	Data File Transfer (ODT) Catholic Education Week Census 2005 Literacy Assessment School Surveys Staff Profiles Staffing Records (OSR) Student Address Collection Connection Upgrade Signoff	



Literacy Reports Instructions

This User Manual can be found on the CEVN-ISS website on the Literacy Reports Instruction page.

To access the Literacy Reports Menu screen, click on the <u>Literacy Reports</u> link.



Literacy Reports Menu

The **Literacy Reports Menu** screen shown below provides you with links to all of the Literacy Reports available for your school.



- ➤ To generate most of the Reports available, you have to make selections concerning the required Test Type, Year Level, Year and other associated items, before clicking on the Generate Report button.
- ▶ Some of the Reading Recovery Reports appear directly after clicking on the appropriate Reading Recovery Menu link, without needing to make selections.
- ► To view any Literacy Report, click on the appropriate blue link for that report.



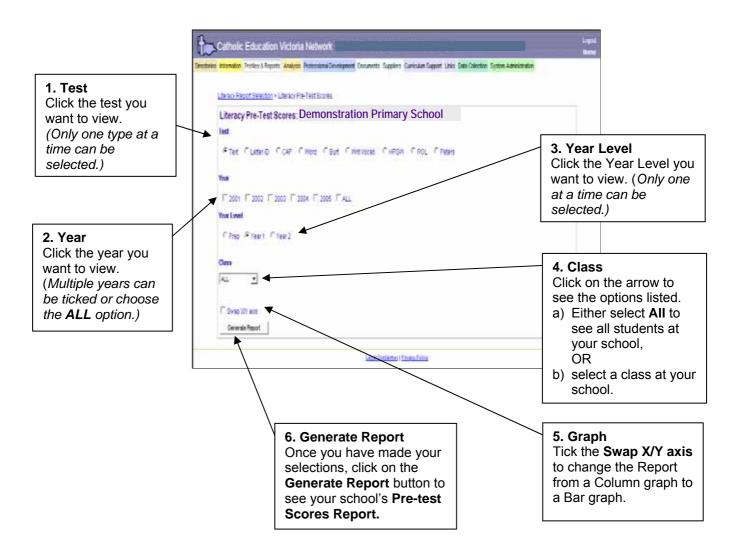


Literacy Pre-Test Scores

The **Literacy Pre-Test Scores Selection** screen below enables you to select different reports about Pre-Test Scores.

Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels P–2.

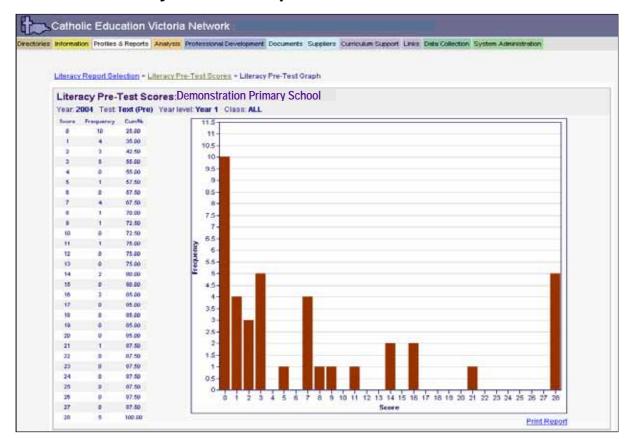
For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted data.







Literacy Pre-Test Report



The **Report**, as shown above, includes a column graph and a frequency table that will be generated after you have made your selection on the **Pre-Test Selection** screen.

The vertical axis displays the number of students with scores, while the horizontal axis displays the actual scores.

- ► To generate this report, you would need to have selected the following options on the **Pre-Test Scores Selection** screen:
 - > Test = Text
 - > Year = 2004
 - > Year level = Year 1
 - ➤ Class = All
- ► To **Print** this screen, click on the <u>Print Report</u> link.
- ▶ If multiple years are selected, you will see a <<u>Previous Year</u> | <u>Next Year</u>> link to enable you to move between years.
- ▶ .For schools with a large number of students, it is possible to rotate the axis of the graph, giving a bar chart rather than a column graph.



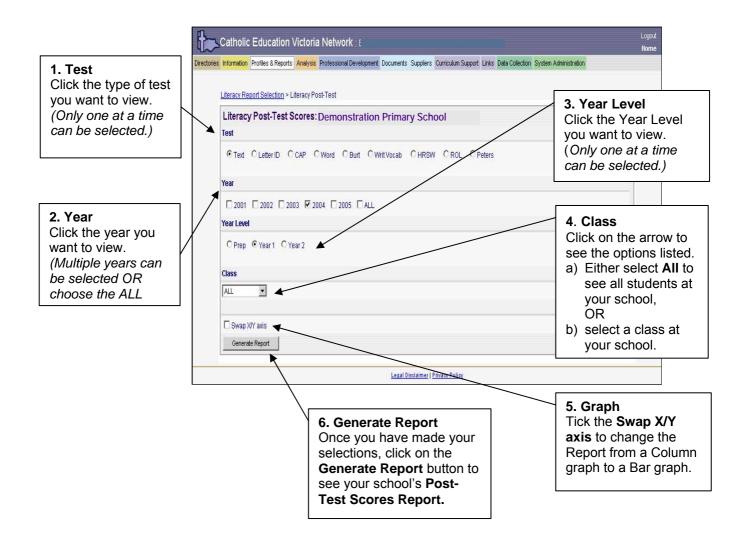


Literacy Post-Test Scores

The **Literacy Post-Test Scores Selection** screen below enables you to select different reports about Post-Test Scores.

Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels P–2.

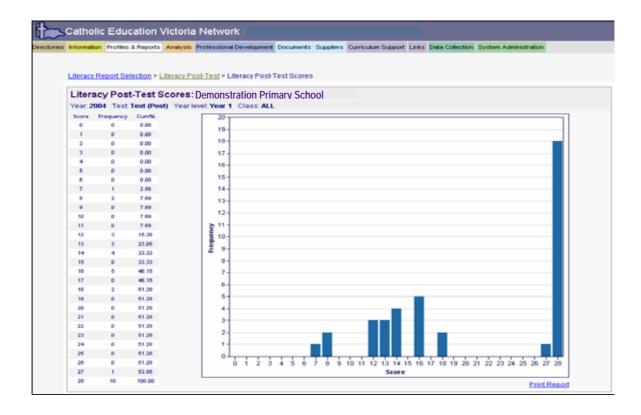
For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted data.







Literacy Post Test Report



The **Report** above includes a column graph and frequency table that will be generated after you have made your selection on the **Post-Test Selection** screen.

The vertical axis displays the number of students with scores, while the horizontal axis displays the actual scores.

- ► To generate this graph, you would need to have selected the following options on the **Post-Test Scores Selection** screen:
 - > Test = Text
 - > Year = 2004
 - ➤ Year level = Year 1
 - ➤ Class = All
- ► To **Print** this graph, click on the <u>Print Report</u> link.
- ▶ If multiple years are selected, you will see a <<u>Previous Year</u> | <u>Next Year</u>> link to enable you to move between years.
- ► For schools with a large number of students, it is possible to rotate the axis of the graph, giving a bar chart rather than a column graph.





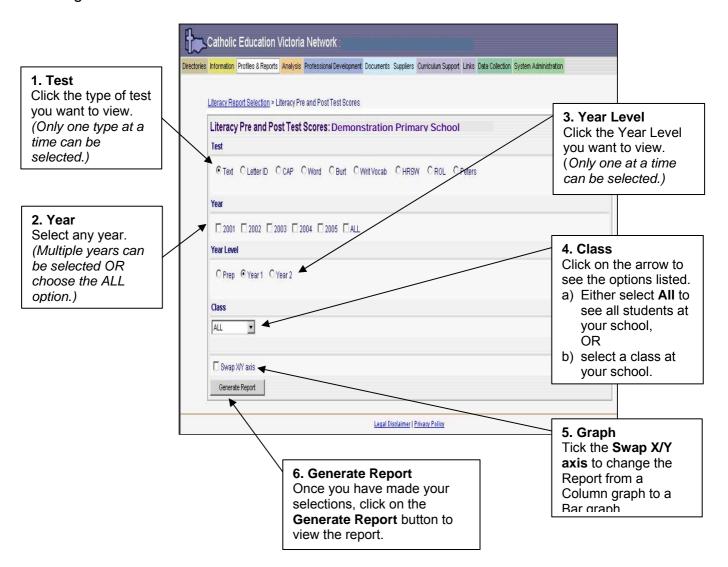
Literacy Pre and Post Test Scores

The **Literacy Pre & Post-Test Scores Selection** screen below enables you to select different reports about Pre and Post-Test scores.

Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels.

For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted data.

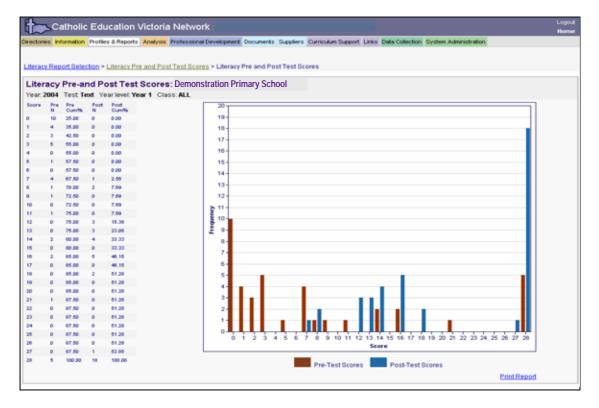
Data will only be displayed for those students who have both Pre and Post Test scores for a given test.







Literacy Pre and Post Test Report



The **Report** above includes a column graph and frequency table that will be generated after you have made your selection on the Pre and Post-Test Selection screen.

The vertical axis displays the number of students with scores, while the horizontal axis displays the actual scores.

- ► To generate this graph, you would need to have selected the following options on the Pre and Post-Test Scores Selection screen:
 - > Test = Text
 - > Year = 2004
 - ➤ Year level = Year 1
 - > Class = All
- ➤ To **Print** this graph, click on the <u>Print Report</u> link in the top right-hand corner of the screen.
- ► If multiple years are selected, you will see a <<u>Previous Year</u> | <u>Next Year</u>> link to enable you to move between years.
- ► For schools with a large number of students, it is possible to rotate the axis of the graph, giving a bar chart rather than a column graph.





Literacy Scores

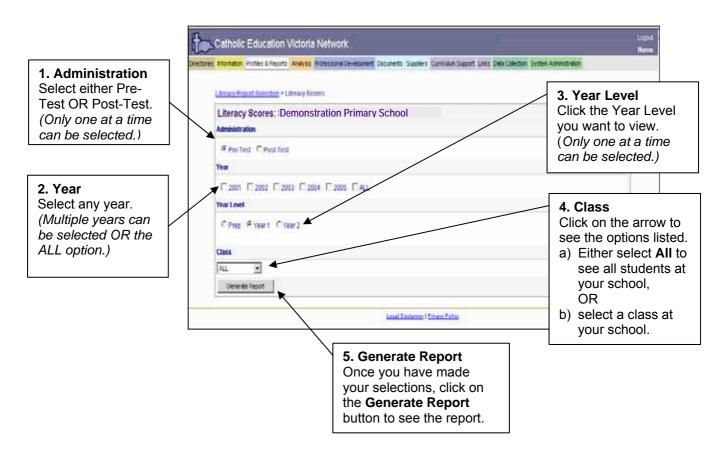
The **Literacy Scores Selection** screen below enables you to select different reports about Literacy Scores. The Literacy Score is calculated by weighting the results on each of the literacy tests and provides a summary of all the tests used. You will be able to view separate graphs for Pre and Post-Test scores.

Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels.

For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted data.

Data will only be displayed for those students who have both Pre and Post-Test scores for a given test.

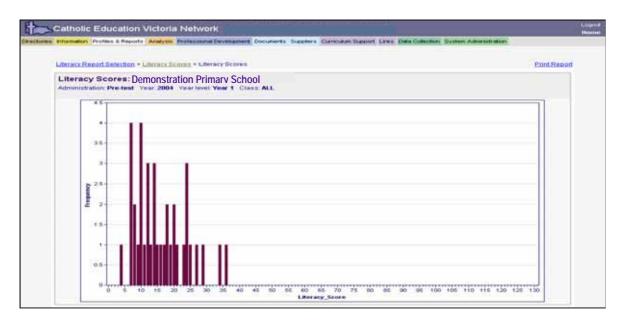
NOTE: You are able to choose one Report at a time - either a Pre-Test Report **OR** a Post-Test Report.







Literacy Scores Report



The column graph **Report** will display either the Pre-Test or the Post-Test Literacy Scores depending on which one you chose under Administration on the **Literacy Scores Selection** screen.

The vertical axis displays the number of students with scores, while the horizontal axis displays the actual scores.

- ► To generate this graph, you would need to have selected the following options on the Literacy Scores Selection screen:
 - > Administration = Pre-Test
 - ightharpoonup Year = 2004
 - > Year level = Year 1
 - ➤ Class = All
- ► To **Print** this graph, click on the <u>Print Report</u> link.
- ▶ After viewing the Pre-Test report, view the Post-Test report where you would see the progression for the year.
- ► If multiple years are selected, you will see a < <u>Previous Year | Next Year</u>> link to enable you to move between years.
- ► For schools with a large number of students, it is possible to rotate the axis of the graph, giving a bar chart rather than a column graph.
- ▶ NOTE: Data will only be shown for those students with both Pre and Post-Test scores.





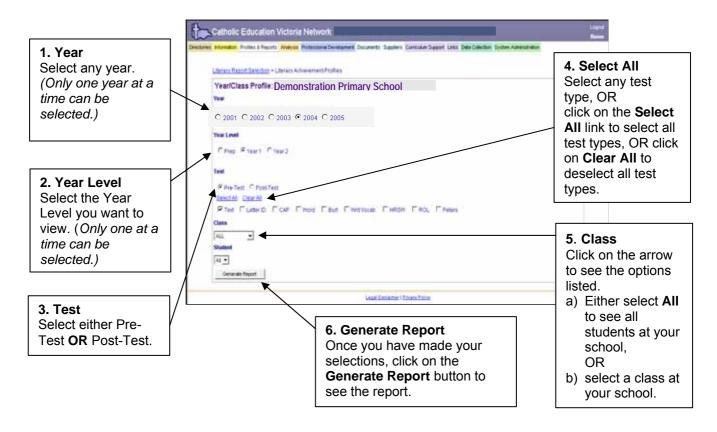
Achievement Profiles

There are 2 types of reports available with this data:

Class Profile –a table of results for all students in the year level or a class group Student Profile –a table of results for an individual student over time.

Class Profile

The **Achievement Profiles Selection** screen below enables you to generate a Pre-Test or a Post-Test Class Profile for any of the Tests available.



Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels.

For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted some data.

Data will only be displayed for those students who have both **Pre and Post Test** scores for a given test.

NOTE: As Peters spelling is applicable for Year 2 Level only, if it is selected for Prep or Year 1, -1 will be displayed in the report table.

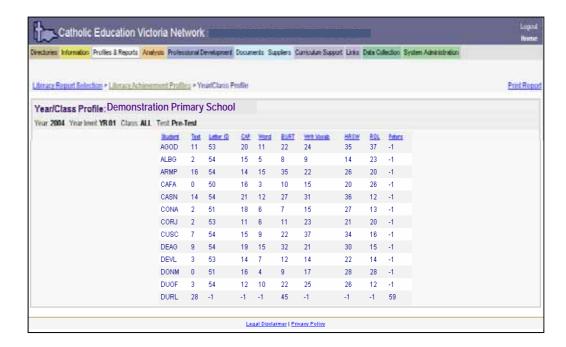




Achievement Profiles - Class Profile

Class Profile Report

The **Class Profile Report** will display either the Pre-Test or the Post-Test data as a table of results for all students in the selected year level or class group.



This is a new report that enables a teacher to consider patterns of performance in any of the tests. Making connections across tests is critical in identifying needs of students.

- ➤ To generate this table, you would need to have selected the following options on the **Achievement Profiles Selection** screen:
 - Year = 2004
 - > Year level = Year 1
 - ➤ **Test =** Pre-Test **AND** Text, Letter ID, CAP, Word, Burt, Write Vocab, HRSW, ROL & Peters
 - ➤ Class = All
- ► Each column in the table can be sorted into ascending or descending order.

 Click **once** on any column name <u>Student</u> to sort into **ascending** order (eg. A–Z)

 Click **twice** on any column name <u>Text</u> to sort into **descending** order (eg. 28–0)
- ► To **Print** this graph, click on the <u>Print Report</u> link.



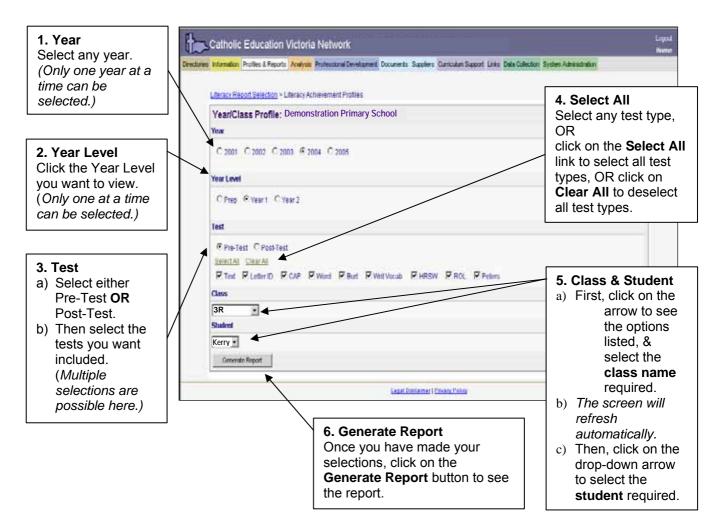


Achievement Profiles

The screen below demonstrates how to generate the alternative report available in **Achievement Profiles** – a **Student Profile**.

Student Profile

The **Achievement Profiles Selection** screen makes it possible to generate a Pre-Test or a Post-Test Student Profile for any of the Tests.



Data should exist for each of the different types of tests across all years for CLaSS schools and in each of the three Year Levels.

For **non-CLaSS** schools, data will only be displayed for a year level where a school has submitted some data.

Data will only be displayed for those students who have both **Pre and Post Test** scores for a given test.

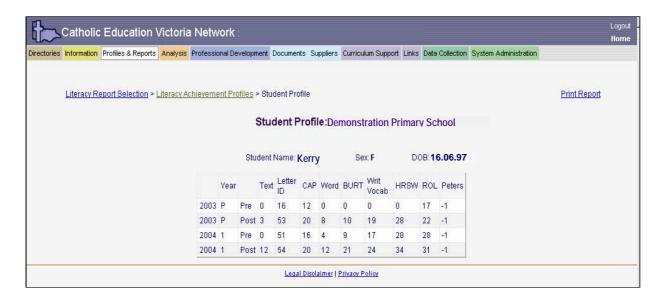




Achievement Profiles – Student Profile

Student Profile Report

The **Student Profile Report** will display both the Pre-Test and Post-Test data as a table of results over time for the individual student selected. All available pre- and post- test data for that student will be included in the results.



This is a new report that enables a teacher to consider an individual student's pattern of performance across any of the tests.

- ➤ To generate this table, you would need to have selected the following options on the **Achievement Profiles Selection** screen:
 - > Year = 2004
 - > Year level = Year 1
 - ➤ **Test =** Pre-Test **AND** Text, Letter ID, CAP, Word, Burt, Write Vocab, HRSW, ROL & Peters
 - > Class = 3R
 - > Student = Kerry
- ▶ After viewing the Pre-Test report, view the Post-Test report where you would see the progression for the year.





There are 2 types of reports available in this section of the site:

- Like Schools single year
- Like Schools over time

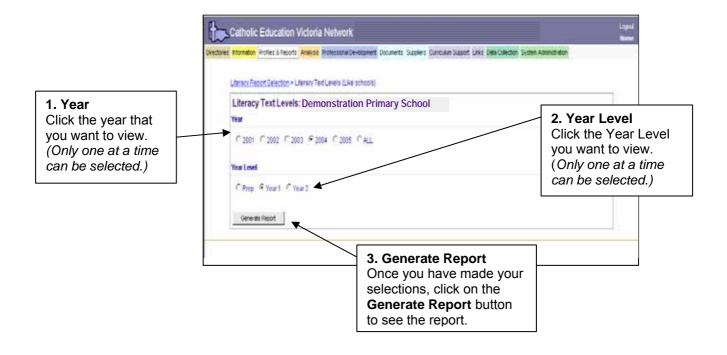
Both reports are based on the Post-Test scores and on Text level. Like school categories are based on Educational Maintenance Allowance (EMA), so that schools within the same group have similar numbers of students receiving EMA funding.

There are 3 categories of EMA funding:

Group	% of Students receiving EMA funding
1	<12%
2	12–25%
3	>25%

Text Level (Like Schools) - single year

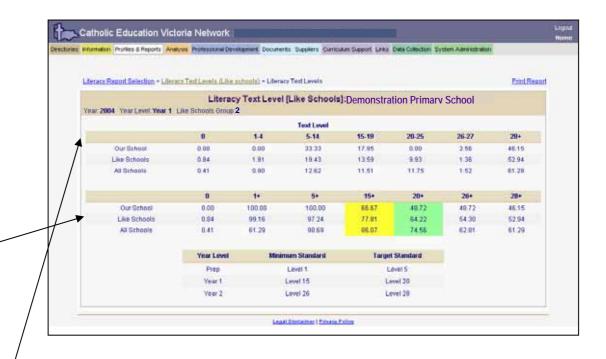
The screen below demonstrates how to generate the first report available: **Text Level** (Like Schools) for a single year.







The **Text Level (Like Schools) Report** for a single year will display a comparative table of results:



Top Table

The first row shows the percentage of students for the selected year level at the school in the indicated score ranges. (Only students with pre and post-test scores are counted.)

The second row indicates the same frequencies for all students in the same category of 'Like School' for year and year level.

The third row displays the same frequencies for all students in all schools for year and year level.

Bottom Table

The same calculations are repeated for the bottom table but with different score ranges, namely 0, 1-28, 5-28, 15-28, 20-28, 26-28, and >=28.

In the second table, the columns are shaded for Minimum (yellow) and Target (green) for that Year Level.



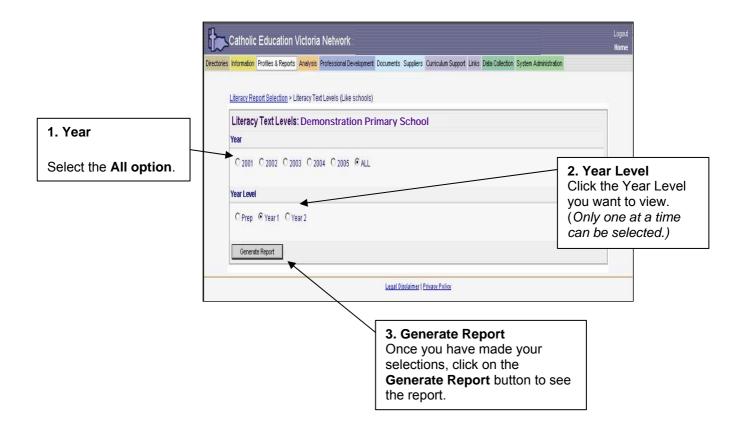


Text Level (Like Schools) - over time

This report is also based on the Post-Test scores and only on Text level. It also compares schools in similar EMA categories.

Only students with valid pre and post-test scores will be included in the results displayed in the Report.

► The Text Level (Like Schools) over time Report is generated by selecting the ALL option under Year.

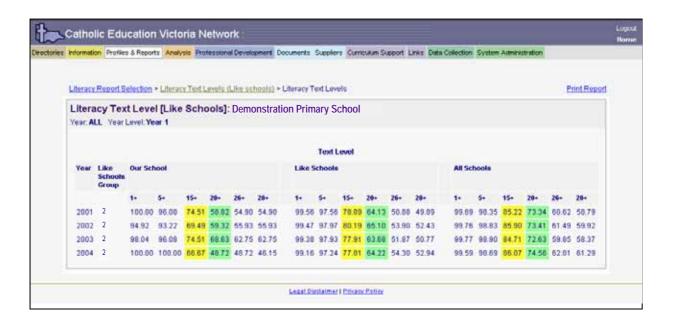


NOTE: the data for Year 1 level is the most reliable.





The **Text Level (Like Schools) Report** over time will display a table of results in 3 sections: 1 - Our School, 2 - Like Schools and 3 - All Schools.



This **Like Schools Over Time Report** demonstrates 'a like school report' where **All years** was selected. It compares the Post-Test **text level** results with schools that fall within the same EMA category, and in the same time period.

Results are displayed in the following score range 0, 1-28, 5-28, 15-28, 20-28, 26-28, and >=28

The first section *Our School* presents the range of frequencies for all students at this school across the years displayed.

The second section *Like Schools* presents the same frequencies for all students in the same EMA category across the years displayed for the CECV.

The **All School** section presents the same frequencies for all students in all schools across the years displayed.

The columns are again shaded for Minimum (yellow) and Target (green) Standards for the Year Levels as shown in the legend below:

Year Level	Minimum Standard	Target Standard
Prep	Level 1	Level 5
Year 1	Level 15	Level 20
Year 2	Level 26	Level 28





Value Added

The Value Added Report displays directly from the Literacy Report Menu screen, without needing any options selected.

'To estimate the value added for Literacy Advance schools, an overall measure of Literacy derived from adding together post-test results on the Burt Word Reading Test, Text Level, and the various components of the Observation Survey, was adjusted statistically for student background characteristics Gender, NESB, EMA, Aboriginal and Torres Strait Islander, and Special Education and student performance on the same pretest measures.

Great care needs to be taken in interpreting the results, since they can be affected by factors that do not actually reflect the effectiveness of the school. These include variables that were not measured, such as extended teacher absence or critical events affecting student performance. In addition, if students pre-tests results were over-stated, or students post-test results were somewhat under-stated, the value-added estimate will be low and understate the value-added of the school. Conversely, if students pre-test results were under-stated or the post-test results were over-stated, the value-added estimate will be high and overstate the value-added of the school.'



The **Value Added** table displays all years from 1998 to the current year and each of the three Year Levels P-2, where there is data available.

The symbols in the body of the table represent:

Value	Meaning
	Below Average-
0	Average
+	Above average+

The table will display **Value Added** estimates for all schools for Year 1 and will include Year P for CLaSS schools only.





Reading Recovery

The Reading Recovery link will take you to the **Reading Recovery Menu** screen shown below. These are all new reports.



- ➤ To view any of the five **Reading Recovery Reports**, click on the appropriate blue link for that report.
- ► These Reading Recovery reports are designed to inform discussions between the Literacy Coordinator, Literacy Team and Reading Recovery teachers.





Reading Recovery Tentative Selection List Report

This Report is generated from the student data file at the beginning of each year. It can assist with the prompt selection of students needing Reading Recovery, so that teachers can begin instruction in the first week of the school year.

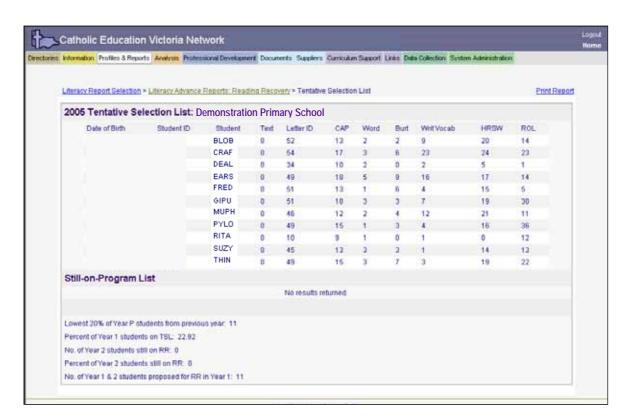
Tentative Selection List

The table displays a list of tentative selections based on the **Post-Test** scores which the current Year 1 students achieved in the previous year (Prep). The scores are those recorded for Text level. The students with scores in the lowest 20% of the class are listed.

In some instances the percentage will be greater than 20% as all students in the class reading at the same text level as the 20% sub—group are included in the list. (If the maximum text level scored by the lowest 20% is 8 then all other students operating at Text level 8 or below will be included on the list.)

Still-on-Program List

Year 2 students who were still on Reading Recovery when the post-test period occurs are listed in the second table.

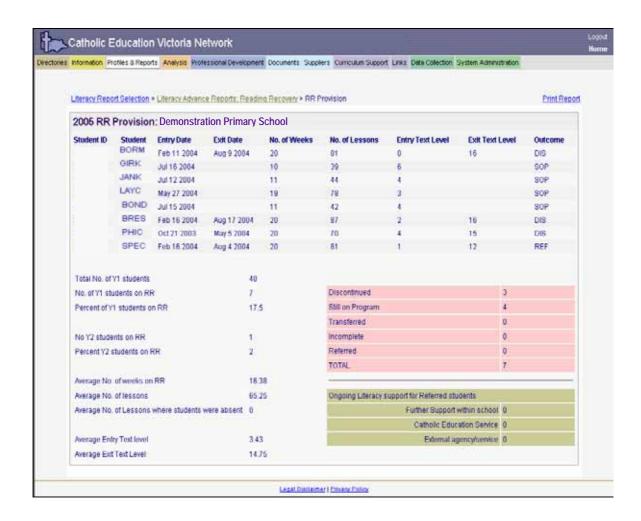






Reading Recovery Provision Report

This Report provides a summary of the school's **Reading Recovery Provision** at a specified point of time in the current year.



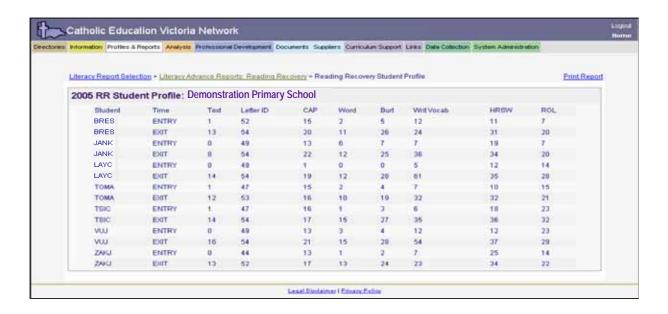




Reading Recovery Student Profile Report

This Report provides information about the Reading Recovery Students' Profile of entry and exit scores across all types of tests.

It would be updated after each CECV data collection period.



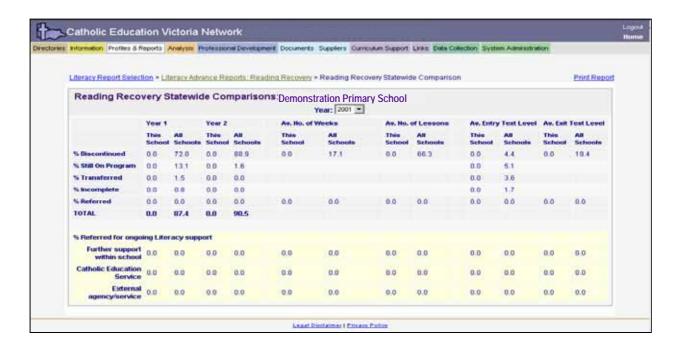




Reading Recovery Statewide Comparisons Report

This Report provides a comparison of a school's Reading Recovery program against all other Catholic schools in the year selected.

Its purpose is to enable a school to compare key indicators of their program with those in all other schools in a given year.



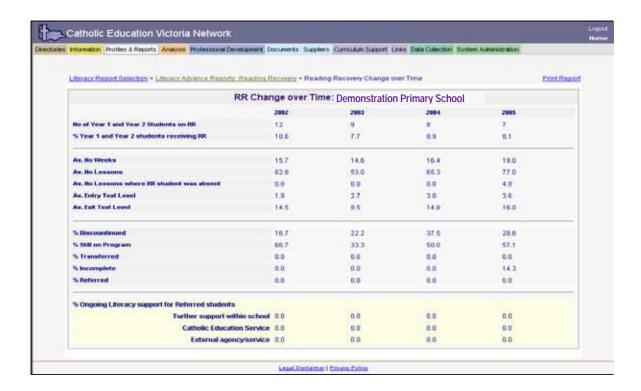
► Click the drop down arrow and select the Year that you want to view.





Reading Recovery Over Time Report

This Report summarises key information about a school's Reading Recovery program over the time period displayed.



The first two rows of the table provides information details about the number of students at the school participating in Reading Recovery.

The second section of the table provides a program implementation summary.

The third section provides an end-of-program summary. The figures contained in this section should total 100%. The number of students in Reading Recovery is shown as a percentage of the total number of students in Year 1 and 2.

The final yellow section of the table provides information on student referrals.