
APPENDIX: TEST RESULTS AVAILABILITY MANAGEMENT

The **Test Results Availability Management** page in the Smarter Reporting System allows authorized users to manage the release of summative test results. Users can review summative test results in the Reporting System (e.g., state data validation, configuration reviews) before making them visible to all end-users. Test result availability can be managed for each district and released by year, district, subject, or report type (i.e., aggregate or individual).



Note: Interim assessments are not included in this release process.

User Roles and Permissions

Roles limit access to this administrative tool and to viewing unreleased data. Refer to the Availability Statuses section of the [SRS User Guide](#) to understand how these roles relate to viewing unreleased summative data.

- **EMBARGO_ADMIN:** Allows a district or state administrator to view summative test results in the reviewing status to all users using standard system functions (e.g., roster views, aggregate reports). This permission does not grant access to the **Manage Test Results Availability** page.
- **EMBARGO_ADMIN_RELEASE:** Allows a state administrator to change the status of summative assessment data from reviewing to released within a district or state using the Manage Test Results Availability page. Releasing results will make the data visible to all institution, group, or district users. These users may also return previously released results to the reviewing status.

Test Results Availability Statuses

There are two statuses the summative test results can be assigned: reviewing and released.

Reviewing

The reviewing status identifies data being reviewed by administrators (e.g., state data validation, configuration reviews) but should not be accessible to general end-users. Users can only view the assessment results in a reviewing status with EMBARGO_ADMIN or EMBARGO_ADMIN_RELEASE roles. Users with either role can view results by using the standard functions of the Smarter Reporting System.

The administrator will receive the following informational banner when reviewing the results in the reviewing status, as shown below.

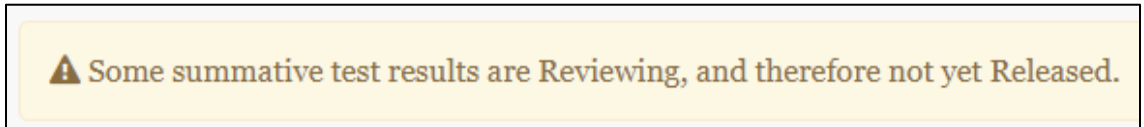


Figure 12.1 Unreleased data warning

Released

When summative assessment results are in the released status, the data are visible to all users throughout the system using standard functions. Only users with the EMBARGO_ADMIN_RELEASE role may transition results from reviewing to released, and vice versa.

View Available Test Results

The ***Manage Test Results Availability*** page, shown below, allows authorized users to view and change the status of summative test results. This page is accessed by selecting the **[Test Results Availability]** button on the ***Home Page***.

Manage Test Results Availability

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Filter Test Results

State: SB Default Der | School Year: All | District Admin: Sample District | Subject: All | Report Type: All | Status: All

2

Selected Test Results

School Year	District	Subject	Report Type	Result Count	Status
2021	Sample District	ELA	Aggregate	1653	Released
2021	Sample District	ELA	Individual	1653	Released
2021	Sample District	Math	Aggregate	1620	Released
2021	Sample District	Math	Individual	1620	Released
2020	Sample District	ELA	Aggregate	1592	Released
2020	Sample District	ELA	Individual	1592	Released
2020	Sample District	Math	Aggregate	1566	Released
2020	Sample District	Math	Individual	1566	Released
2019	Sample District	ELA	Aggregate	1492	Released
2019	Sample District	ELA	Individual	1492	Released
2019	Sample District	Math	Aggregate	1493	Released
2019	Sample District	Math	Individual	1493	Released

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4

Change Status

Figure 12.2 Manage Test Results Availability page

The elements of the **Manage Test Results Availability** page are as follows:

1. **Filter Test Results** panel: Drop-down filters including **State**, **School Year**, **District**, **Subject**, **Report Type**, and **Status**
2. **Selected Test Results** table: Displays rows for each unique combination of values matching the current filters selected and is updated each time a filter is changed
3. **[Pagination Controls]** button: Allows users to navigate through the table if spanning multiple pages
4. **[Change Status]** button: Allows users to change the status of all displayed results

Filter Test Results Panel

Using the **Filter Test Results** panel, users can adjust the data displayed in the **Selected Test Results** table. These filters limit the results shown by school year, district, subject, report type,

and status. The filters are basic drop-down lists that allow the user to select a single value (e.g., [ELA] for *Subject*) or All.


The screenshot shows a horizontal panel titled "Filter Test Results" with six numbered filter controls:

- 1 State:** A dropdown menu with "SB Default Der" selected.
- 2 School Year:** A dropdown menu with "2021" selected.
- 3 District Admin:** A dropdown menu with "Sample District" selected.
- 4 Subject:** A dropdown menu with "ELA" selected.
- 5 Report Type:** A dropdown menu with "All" selected.
- 6 Status:** A dropdown menu with "All" selected.

Figure 12.3 Filter Test Results panel

The **Filter Test Results** panel includes the following filters:

1. **State:** Locked to the state the user is assigned
2. **School Year:** Filters results to a single administration year
3. **District Admin:** Filters results to a single district or all depending on user permissions

 **Note:** If a district administrator is assigned to a single district, the filter displays only their district and cannot be changed. If the user is assigned to multiple districts, the filter displays a list of assigned districts. They can choose one or all of their assigned districts.

4. **Subject:** Filters results based on summative subjects available within the system
5. **Report Type:** Filters results by Aggregate, Individual, or All
 - a. **Aggregate Reports:** All reports available on the **Custom Aggregate Reports** page
 - b. **Individual Reports:** All reports and data displays that include individual student information (e.g., student groups, Student Test History)
6. **Status:** Filters results based on their current assigned status (i.e., Reviewing, Released, or All). This filter setting is required to activate the **[Change Status]** button. Refer to the Changing Test Results Status section for details.

District Filter for State Administrators

The **District Admin** drop-down allows state administrators to choose **[All]** districts. Choosing **[All]** causes all the districts in the state to display in the **Selected Test Results** table.

The **District Admin** drop-down contains every district within the state as a filter option. However, if the drop-down list is long, the control changes to a live search box. Refer to the General Reporting Features of the SRS User Guide for a description of live search functionality.

Selected Test Results Table

Each row of the **Selected Test Results** table displays data available to embargo administrators. Administrators can review the data's status to determine if it should be released for general

users. The table can be sorted by selecting the arrows in the heading of any column and filtered by using the filters on the **Filter Test Results** panel.

Selected Test Results

1 School Year	2 District	3 Subject	4 Report Type	5 Result Count	6 Status
2021	Sample District	ELA	Aggregate	1653	Released
2021	Sample District	ELA	Individual	1653	Released
2021	Sample District	Math	Aggregate	1620	Released
2021	Sample District	Math	Individual	1620	Released
2020	Sample District	ELA	Aggregate	1592	Released
2020	Sample District	ELA	Individual	1592	Released
2020	Sample District	Math	Aggregate	1566	Released
2020	Sample District	Math	Individual	1566	Released
2019	Sample District	ELA	Aggregate	1492	Released
2019	Sample District	ELA	Individual	1492	Released
2019	Sample District	Math	Aggregate	1493	Released
2019	Sample District	Math	Individual	1493	Released

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Figure 12.4 Selected Test Results table

Each row of the **Selected Test Results** table contains the following information:

1. **School Year:** Displays the administration year
2. **District:** Displays the name of the district
3. **Subject:** Identifies the subject and is dependent upon system configurations.
4. **Report Type:** Identifies if the data setting includes aggregate results or individual results
5. **Result Count:** Approximate count of results in the system matching the values in that row
6. **Status:** Displays if the data is currently in a reviewing or released state
7. **[Pagination Controls]:** Allows users to navigate to other pages of the table

Changing Test Results Status

To change the status of test results, administrators use the **Filter Test Results** panel to limit rows in the **Selected Test Results** table to display only the summative assessment results that are to be changed.

Administrators must set the **Status** filter to the current status of the results they want to change. This enables the **[Change Status]** button. Only one status setting may be changed at a time.

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When the **Status** filter is set to the value All, the **[Change Status]** button is disabled.

The **[Change Status]** button will also be disabled if no results match the current set of filters. The **Selected Test Results** table displays a message if no results are available, as shown below.

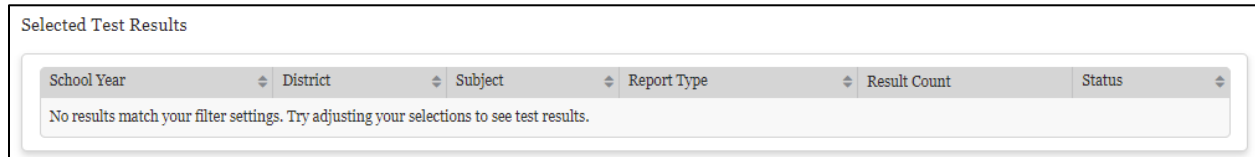


Figure 12.5 No results message

The **[Change Status]** button is enabled once the administrator has adjusted the filters to display data with one status type.

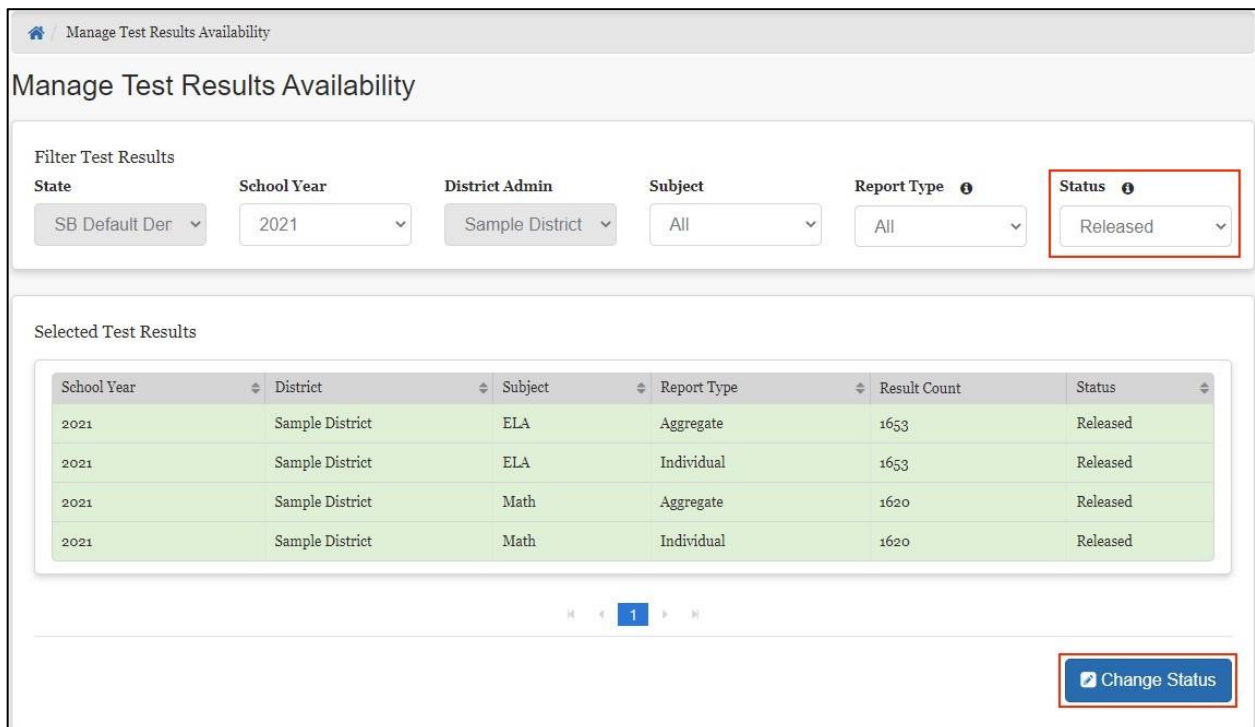


Figure 12.6 Change Status button enabled

Selecting the **[Change Status]** button brings up the **Change Test Results Availability Status** context menu, as shown below.

Figure 12.7 Change Test Results context menu

The **Change Test Results Availability Status** context menu allows administrators to review the requested change, including the type of summative results affected. The **Change Test Results Availability Status** context menu includes the following:

1. **Set status to** field: Identifies the new status for the data
 - a. If the selected data is currently in the reviewing status, this defaults to Released
 - b. If the selected data is currently in the released status, this defaults to Reviewing
2. **Query Selections** panel: Displays the values of the currently selected filters
3. **[Change Status]** button: Submits the change to the system and closes the context menu
4. **[Cancel]** button: Closes the context menu without applying any status changes

Select the **[Change Status]** button to submit the change once the data and status change have been reviewed and confirmed accurate. A banner displays what was changed and warns that this change may not take effect in the system for up to 24 hours.

Figure 12.8 Change status confirmation banner

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This warning applies only to the availability of summative test results in individual and aggregate reports for general users. The status display on the Manage Test Results Availability page is updated immediately.