

# Quick and Custom Analytical Reports

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## Overview

The ETS® Data Manager for the Professional Educator Programs consists of a collection of services related to score reporting and analysis. See the [Professional Educator Programs website](#) or the [Praxis® website](#) for more information about available services.

Quick and Custom Analytical Reports is a dynamic interactive statistical tool used to explore aggregated performance data.

## Important Terminology

### Attending Institution vs. Designated Institution

*Attending Institutions (AIs)* are selected by the test taker to represent the institution where he or she received training relevant to the test being taken. Scores are not automatically sent to the AI, however, during the registration process the test taker is asked if he or she wishes to add the AI selected to the score recipient list.

*Designated Institutions (DIs)* are the locations selected by the test taker indicating where he or she wishes to send the test scores. A test taker *must* list your institution as a DI for your school to receive the test taker's score(s). There is one exception, if your state is an automatic reporting state. In this case the test taker's score will be automatically sent to the state's licensing agency as long as the test taker takes the test at a center in the state.

### Repeater Definitions

There are several definitions that can be used to determine if a test taker is testing for the first time or is repeating the test. Quick and Custom Analytical Reports has three different variables that you can use to determine repeater status. More information (along with examples) can be found in the glossary of the available Help documents.

- **Test Taken Count (Attempt Number)** — This variable is used in both Quick and Custom Reports and is tied to the specific testing event. Each time a test taker's score is loaded into the database, an attempt number is calculated for that testing event. "1<sup>st</sup> Attempt" represents the test taker's first attempt at a particular test. This variable has individual values up to and including 10. For test takers testing more than 10 times, a value of "11 or More Attempts" is assigned. We recommend using this variable for users wishing to obtain statistics based on a test taker's first attempt.

- Current Testing Status** — This variable is only used in Custom Reports. For this variable, a test taker is classified based on his or her current status in the database considering the entire 10+ years of testing data available. If the test taker has ever taken the selected test two or more times within the last 10+ years, then the test taker is classified as a “Repeater.” If the test taker only has a single instance of taking a test within the last 10+ years, then the test taker is classified as a “First Time Test Taker.” This variable is updated every time data is loaded into the database. This variable is tied to the individual test taker, not the testing event.
- Repeater Status** — This variable is only used in Custom Reports. For this variable, the test taker is classified based upon the test score chosen for use in the analysis (First Score, Highest Score, Most Recent Score or All Scores). If the score selected for inclusion is the test taker’s first attempt, a value of “No” is assigned. If the score selected for inclusion was achieved on the test taker’s second or greater attempt, the value assigned is “Yes.” This variable is assigned to a new testing attempt being loaded. This variable is tied to the specific testing event and is not updated again once the value is assigned to the record.

## Listing of Available Quick Reports

Quick Report	Level of Data Included	All Test Titles at Once?	Disaggregate by Variable?	Features
Summary Report	Total Test Taker (National), State, Institution and Test Category	No	Yes	Slider Feature, Frequency Distributions
1-year Pass Rate	State and Institution	Yes	Yes, only if a single title is selected	Pass rates by test
5-year Performance	State and Institution	Yes	Yes, only if a single title is selected	View of performance across 5+ years
Pass Rates for Assessments Consisting of Subtests	State and Institution	No	Yes	View of performance on the overall test (across all subtests)
Performance Assessment Pass Rate	State and Institution	No	Yes	View of performance on the PPAT Assessment or Performance Assessment for School Leaders (PASL)

## Helpful Information

### Support

ETS has a team of individuals available to support you while using the ETS Data Manager. You may email the team with any questions and one of our team members will respond to your inquiry. The email address is [PEPDataManager@ets.org](mailto:PEPDataManager@ets.org).

### Help Document

A PDF help document for each area is provided within the tool by clicking the Help button in the upper-right corner. The Help documents contain step-by-step procedures for performing all functions. The documents also contain screen shots to assist in locating the various features. A glossary is provided to define terminology and, in some cases, provide examples of how a particular feature is used or a variable is determined. In addition, there is a section that outlines the assumptions made when developing the ETS Data Manager.

### Web Address

You can either access the ETS Data Manager directly from a link on the website or type the URL directly into your browser.

**Website Location:** [https://www.ets.org/praxis/institutions/services\\_tools/data\\_manager/](https://www.ets.org/praxis/institutions/services_tools/data_manager/)

**Direct URL:** <https://tlcs.ets.org>