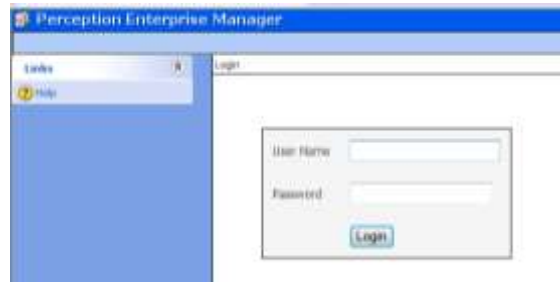


## Pre-Professional Assessment and Certification (Pre-PAC) Administrative Guide to Data Reports

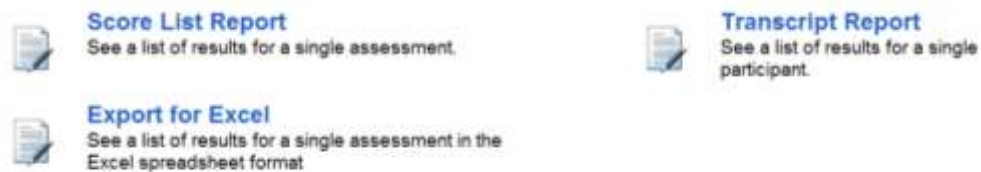
1. Visit the Pre-PAC Management System (available at [www.aafcs.org/prepac/testing](http://www.aafcs.org/prepac/testing)) and click on “Step 5 – Data Reports.”



2. Read the instructions provided and then click on the link “Access Data Reports.” Log into the Assessment Reporting System using the Username (email address assigned to the Test Site) and the Test Site Approval Code as the password. Click the “Login” button



3. Once logged into the system, there will be several data reports available. Click on one of the reports to bring up the “main page” for running that report. The “Score List Report” is the first report that should be run.



4. **Running the Score List Report:** From the “main page” - (1) select the report template desired by clicking on the drop-down menu; (2) select the assessment – click on “Browse” to bring up a list of assessments to choose from. Do not select a filter. Click on “View Report” and the report will be available on screen for printing.



For questions or issues regarding the data reporting system, please contact Lori Myers at AAFCS (703-706-4600 ext. 4602 or [pre-pac@aafcs.org](mailto:pre-pac@aafcs.org))

## Sorting Data Reports

The Assessment Reporting System does provide unique features for sorting assessment results. Sorts can be done based on (1) participants or (2) special demographic fields.

### Participants

1. Click on the "Participants" tab
2. Filter on Participant: Browse to select a test candidate to view results
3. Filter on Participant Details: There are no details for sorting.
4. Filter by Score Band: Browse to select the following bands
  - a. Pass (earned certification)
  - b. Fail (did not earn certification)
5. Filter by Assessment Score: Using the % boxes, identify a range of scores
6. Click on "View Report" at any time after the appropriate filter/sort has been identified.



### Special Demographic Fields

1. Click on the "Special Fields" tab
2. Filter on any Special Field (#1-10) using the demographic data (collected during registration) listed by clicking the "Browse" button and selecting the appropriate category.
3. Click on "View Report" at any time after the appropriate filter/sort has been identified. The report will be available on screen for printing.



5. Be sure to log out of the Assessment Reporting System by clicking the "Log Out" button in the upper right hand section of the website.

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## Accessing the Assessment Overview Report



### Assessment Overview Report

See an overview of results for one or more assessments.

Click on Assessment Overview Report

On the “Main Page” tab, select the following:

- Report Template: Test Site Assessment Overview
- Assessments: Available assessment should be listed; if not, click on Add, and then on next screen, click on “Display All” to see all available assessments

Then click on the “Groups” tab

Click on “Add Group” and when the following screen pops up, type in the first few letters of the Test Site Approval Name and click on “Search” to locate your test site. When the list appears, click on your test site in the list and click “Close”

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When the test site is listed (as illustrated below), click on “View Report”

The screenshot shows a web interface for an "Assessment Overview Report - Screen 2 of 5". At the top, there are five tabs: "Main Page", "Groups", "Participants", "Special Fields", and "Dates". The "Groups" tab is active. Below the tabs, the title "Assessment Overview Report - Screen 2 of 5" is displayed. The main area contains several filter options: "Filter on group(s)" with a list box containing "ABC High School-USA-12345" and buttons for "Add group" and "Remove group"; "Limit results per page" with a spinner box set to "10" and a note "Limits number of records per page (0 - show all)"; and "Filter by status" with a dropdown menu set to "Any status" and a note "Filter on a specific status". At the bottom, there are four buttons: "<< Back", "Next >>", "View Report", "Cancel", and "Help".

Your Assessment Overview Report will be provided on screen. The report will identify the name of the assessment and then provide the Minimum Raw Score, Maximum Raw Score, and Average Raw Score for the entire group. You will need to convert the raw scores to percentages by dividing the raw score by 70. You will also see the average percent scores for each domain. These are percent scores and do NOT need to be converted as the raw scores were.

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