Guide to KAP Instructional Mini Test Reports

KAP Instructional Mini Test reports provide immediate, actionable insight into student performance at the test, item and standards level. Reports are designed to support instruction, student reflection, and progress monitoring throughout the school year.

Choosing the Right Report

If You Want To…	Use This Report
See overall class performance	Test Summary Report
Analyze one student's answers	Student Test Report
Identify difficult questions	Test Items Report
Review answers with students	Feedback Report
Track participation across subjects	Student Activity Report
Monitor standards mastery	Standards Based Report

Test Summary Report

Best for: Quick class overview

How to Access: Interim > View Results > Instructional Report (tab) > Test Summary

Available Formats: Online view; CSV export

What it shows:

- Overall student scores
- Class averages
- Points earned vs. possible points
- Item-level score totals

When to use it:

- Immediately after testing
- To identify overall class strengths and weaknesses
- To determine if reteaching is needed for the whole group

Instructional Use: Start here. This report indicates whether the class generally mastered the content of the Mini Test or if reteaching is needed before moving forward.

Student Test Report

Best for: Individual student analysis

How to Access: Interim > View Results > Instructional Report (tab) > Student Test

Available Formats: Online view; CSV export

What it shows:

- Each student's responses
- Correct answers
- Points earned per item
- Total score and percent correct

When to use it:

- During PLCs or data meetings
- When planning small-group instruction
- For parent conversations

Instructional Use: Identify patterns in errors. Look for misconceptions, not just incorrect responses.

Test Items Report

Best for: Item-level class trends
How to Access: Interim > View Results > Instructional Report (tab) > Test Items
Available Formats: Online view; CSV export

What it shows:

- Performance by item
- Percentage of students answering correctly
- Item type and scoring type

When to use it:

- During PLCs
- To see which specific questions were most challenging
- To determine whether difficulty was content-based or format-based

Instructional Use: If most students missed the same item, review how that concept was taught. If performance varies widely, consider targeted small-group support.

Feedback Report (PDF)

Best for: Student reflection and reteaching
How to Access: Interim > View Results > Instructional Report (tab) > Test Items
Available Formats: PDF

What it shows:

- Student answers
- Correct answers
- Item-level feedback (when available)
- Item display designed for review and after answer keys are revealed

When to use it:

- With students during review
- For independent correction activities
- For reteaching discussions

Instructional Use: Designed for formative discussion. Supports guided review and student reflection before and after answer keys are shown. Used with Review Test in Student Portal for all-class review.

Student Activity Report

Best for: Monitoring participation and completion
How to Access: Interim > View Results > Student Activity Report (tab)
Available Formats: Online view; CSV export

What it shows:

- Testing status
- Total points and percent correct per session
- Performance data across all subjects

When to use it:

- To confirm completion
- To monitor testing progress
- To review student performance trends across subjects

Instructional Use: Use as a tracking tool and to identify patterns in completion and performance.

Standards Based Report

Best for: Standards-level progress monitoring over time
How to Access: Interim > View Results > Standards Based Report (tab)
Available Formats: Online view; Excel export

What it shows:

- Performance by standard or cluster
- Aggregated results across Mini Tests and Interims
- Longitudinal view of growth

When to use it:

- During PLCs
- For long-term progress tracking
- When aligning instruction to standards

Instructional Use: Helps identify standards that need reinforcement and track growth across the school year.