1) Go to [https://edreports.nesinc.com/TX](https://edreports.nesinc.com/TX)

2)
   a) Enter your UNT email address and password you created when setting up your EdReports Account. If you have not requested access or have not received an invitation to sign up, please email Jessica Powell in the TExES Advising Office (Jessica.Powell@unt.edu) to request access.
   b) Check the box next to “I agree to the terms of use of this website.”
   c) Click Sign In

**NOTE:** You may receive a message that says the browser you are using is not recognized, and asks for a verification code. The verification code is automatically sent when this screen appears, but may take a couple of minutes to be received. Enter the verification code you receive and hit verify.

You may check the box that says “Remember this browser.” but even when that option is selected, you may still receive the above message from time to time, especially if you log in from multiple devices.
3) On the Available Resources screen, you should see an option for *Access ResultsAnalyzer®,* click on that option.

4) You will see the options for the different reports available:
   a) **TX Examinee Data** – Data on exam scores, break down of domains and competencies and individual score reports for students.
   b) **TX Test Data** – Data for pass rates (use with caution, calculations vary from reported numbers).
      i) Can be broken down by best attempt, best attempt by program year and first attempt.
      ii) Can also view number of examinees in each certification route, ethnicity, or gender.
   c) **TX Registration Data** – Data for students who have attempted the TExES exams multiple times, as well as students who have registered for their exams.

5) Select the report based on the data you are looking for. Follow the instructions on the following pages for each type of report.
   a) TX Examinee Data: For Individual Students – See Page 3 | For Exam Group – See Page 8
   b) TX Test Data – See Page 19
   c) TX Registration Data – See Page 13
TX Examinee Data Retrieval for Individual Students

**Please be aware that PACT exam scores cannot be retrieved through the ResultsAnalyzer. Please contact the TExES Advising Office if you have questions about PACT scores for an individual student.**

1) Click on TX Examinee Data from the ResultsAnalyzer menu.
   Note: Make sure pop-up blockers are turned off. A new window will open; it may take several minutes to load. If it fails to load, log all the way out and back in again.

2) You must click the drop down menu next to “I agree with the terms and conditions above” each time you access any report. Select Yes.
3) You will see more tabs become available at the top of the screen.

4) If you want to see whether or not an individual has taken/passed an exam, click on Examinee Roster and then click in the Examinee Name field (or TEA ID field, if you know their TEA ID number).
   Note: It may take 30 seconds or longer for the list to populate, because it is bringing up every student associated with UNT.
5) Once the list has populated, simply start typing the student’s last name (or TEA ID number, if you’ve chosen the TEA ID field). It will take several seconds before the system recognizes you are typing, but once it does, you will see the list of students with the last name you typed.

**Note:** If you used the TEA ID number, you should see only that particular TEA ID number appear in the filtered list. Click on the student whose scores you wish to see. If you do not use the full TEA ID number, or if a student has only a 3 or 4 digit TEA ID number, it will pull every TEA ID number that shares the same digit sequence. Be sure to select the correct ID number from the list.

6) Any exams that UNT gave approval for will display to the right of the search criteria. You will see the students name, TEA ID number, exam name, exam date, exam result (pass/fail). Institution type cannot be changed through this screen. The Inst. Type will always default to Ed Prep/Score Report (EP/SR).
7) Without clearing any of the selected criteria, you can click on Examinee/Domain Report in the tabs at the top to see a breakdown of the student’s exam by Domain. It will show you the percent correct in each domain, and will have a domain key at the bottom of the screen to tell you what the domains are. You will also see the overall score. 240 is the minimum passing score (80%). 300 is the highest score.

8) You can click on the Competency Scores tab to get a breakdown of the scores in each competency. Most, but not all, exams will show the number of scorable questions, the number of correct answers, and the % correct. You will also see the domains and each competency with the domain. If the exam has a constructed response component, you will see the scores in the Constructed Response box.
9) If you want to view the student’s actual score report that the student receives, you can click on the Score Report Finder Tab. Your previous selections should auto-populate. You will need to click on the Date, Assessment/Exam, Name, TEA ID number, and Test Date fields in order to pull up the Find Score Report button. Once the button appears, click on it. Pop-up blocker must be disabled in order for the Score Report to pull up.

10) You should now see the student’s individual score report.

   Note: Reports after Sept. 1, 2018 may look different than the example below.
TX Examinee Data Retrieval for Exam Groups

1) Click on TX Examinee Data from the ResultsAnalyzer menu.
   Note: Make sure pop-up blockers are turned off. A new window will open; it may take several minutes to load. If it fails to load, log all the way out and back in again.

2) You must click the drop down menu next to “I agree with the terms and conditions above” each time you access any report. Select Yes.
3) You will see more tabs become available at the top of the screen.

4) Click on Examine Roster.
5) When you are selecting your criteria, consider what data you wish to know. For instance, if you want to know which students took their content exam in 2017 – 2018, click on the down arrow next to Program Year. You will see a list of years for the last 10+ fiscal years.

a) Select 2017 – 2018 from the list by clicking on it.

b) Select the exam you wish to see data on by clicking on the arrow next to Exam.

Note: Do not click on Assessment.
6) All candidates who took the specified exam for the specified time frame will appear. You will see the Examinee’s name, TEA ID number, the exam name, the exam date, and if they passed or failed the exam. The Institution Type (Inst. Type) will always say Ed Prep/Score Report.

7) You can export the data into an Excel file by clicking the paper icon with the x over it on the upper right hand of the blue menu bar above your data.

8) If you would like an in-depth look at your candidates overall scores or the percent correct in each domain, click on the Examinee/Domain Report. This data is also exportable, as in step 7.
9) If you would like information on the exam competencies, you can click on the Competency Scores tab. This data is also exportable to Excel by following the instructions in Step 7.

**Note:** Some of the data may not be available, such as number of scorable questions or % correct.

10) If you are looking to see which of your students have taken the PPR EC-12 (160) exam, unfortunately there is no way to drill down into this data by content area. You can export the entire list to an Excel file and filter to show only your students. You will need to know which students are in your program. Another option for finding PPR data for candidates in your program is to select the content exam, download the data, and follow the steps for retrieving Individual Student data, starting on page 3.
TX Registration Data

1) Click on TX Registration Data from the ResultsAnalyzer menu. 
   Note: Make sure pop-up blockers are turned off. A new window will open; it may take several 
   minutes to load. If it fails to load, log all the way out and back in again.

2) Selecting a Program Year does not really do anything, so you don’t need to make a selection here.
3) To see which candidates are multiple failures for a specific exam, click on the Retake Report tab.

a) You must set a date range by clicking on Date. You can select the criteria as broad (by year) or as specific Year/Month/Week as you desire. Only one year can be selected at a time.
b) After you’ve made your date selection, you can either look for all multiple attempts on a specific exam, or look up multiple attempts for a specific candidate.

i) To look up results for a specific exam, click on the Exam tab and select the desired exam from the list.

(1) After you select the exam, click on the Exam tab again to close the selection box so you can see your results.

Note: You can export the data to an excel file by clicking on the icon in the right hand corner of the blue bar above your data.

ii) To find data for a specific student, click on the Clear All button, then click the Examinee Tab.
(1) You can either type in the student’s TEA ID number or their Name (Last, First) into the search options at the top of the menu by clicking on the magnifying glass icon next to your desired search option.

Note: If you type in a student’s name, it will pull up all students who share that name. It is better to search by TEA ID number if you know it.
(2) Once you have your student selected, click the Examinee tab again to close it so that you can see your data. The data can be exported to Excel by clicking the icon in the right hand corner of the blue bar.

4) To see if an examinee has registered for a test for an upcoming date, click on Future Registrations.

a) Click on the Examinee tab and search by either TEA ID or Full Name (Last, First) by clicking on the magnifying glass next to your desired search option and typing in the information.
b) Click on the Examinee tab again to close the selection window to view your results.

![Image showing future registrations]

Unscheduled registrations have a dash in the exam date field.

<table>
<thead>
<tr>
<th>TEA ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Exam Code</th>
<th>Exam Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1069001</td>
<td>DOE</td>
<td>JANE</td>
<td><a href="mailto:JANE@MY.UNT.EDU">JANE@MY.UNT.EDU</a></td>
<td>608</td>
<td>PRINCIPAL</td>
</tr>
</tbody>
</table>

---

c) You will see the candidate’s TEA ID number, last name, first name, email address, the exam code/test number, the exam name, the date the student registered to take the exam, the scheduled exam date, and the number of prior attempts.
TX Test Data

1) Click on TX Test Data from the ResultsAnalyzer menu.
   Note: Make sure pop-up blockers are turned off. A new window will open; it may take several
   minutes to load. If it fails to load, log all the way out and back in again.

2) Click on the Exam Summary tab and then click to Clear All Selections to make sure that you start
   with a blank slate.
3) Click on the arrow next to Program Year in order to select the year you wish to view the data from. Note: You can select multiple criteria from each of the options by holding Ctrl and selecting your desired criteria. All selected options will appear in the “All Selections” Box at the bottom of the screen.

4) Once you have selected a year, the list will populate data for all certification areas. Click on the down arrow next to Exam under the Assessment/Exam box to select the exam(s) you wish to view.
5) You can filter the results by certification route by clicking the down arrow next to Response in the Background Questions/Responses box. By default, it will show all routes. Note: If you want to view results by a student’s Best or First Language, click the down arrow next to Question in the Background Questions/Responses and select your criteria, then select an option from the Response field. If you want to filter by a particular gender or ethnicity, make the selections in the Demographics box under the Gender and Ethnicity fields.

6) At the bottom of the screen, there are reporting options for Best Attempt, Best Attempt by Program Year, and First Attempt. Each option has multiple options for how to view your results. The default option is the Best Attempt Exam/Question Summary. You can toggle between reports by double clicking on the report option you wish to see.

The Best Attempt view calculates the total best attempts across all selected program years, if you selected multiple years. The two report options will break down the data by cert code or by Ethnicity based on the selected report.

The Best Attempt by Program Year view will show the best attempts broken out into each year you have selected to see. You can view results by cert route or ethnicity.
7) For the following examples, only the Exam/Question Summary by Best Attempt will be used. Your selected data should look similar to the following based on your search criteria. You will see the number of students who took the exam, the number of students who passed, the number who did not pass, the percentage of students who passed, the percentage that did not pass, the University’s mean score, and the state-wide average score.

Note: All data can be exported into an excel file by clicking on the icon in the upper right corner on the blue bar above your data results.

8) By clicking the plus sign next to the exam, you can expand the data view to see the breakdown based on the search criteria (cert route, ethnicity, gender, etc.) that you have selected.
9) By clicking on the Domain Summary, you will be able to see the average scores for each domain of the exam. You will also see the state-wide averages.

10) The Competency Summary will show the percent correct in each competency, however this feature may not currently be viewable for all exams.
11) The Pass Rate Analysis tab has three data view options. The default view is Best Attempt, but you can also view the Best Attempt by Program Year, and First Attempt by Year by double click on the options at the bottom of the screen.

**For accurate annual program pass rates, please contact the TExES Advising Office.**

12) The Retake Analysis tab will show the number of students who tested in the selected year(s), the number that passed on the first attempt and the pass rate percentage for the first attempt, the number of students that passed on the second attempt, and the pass rate percentage, and so on through the 5th attempt. Pass rates reported by TEA are calculated by the best attempt out of the first two attempts. Subsequent attempts do not count against us again.
13) The Exam Date Analysis tab will show a breakdown of number of examinees who tested on a given day within the selected date range. It will also show the pass rate, number of students who took the exam for the first time and the associated pass rate, and the number of students who were retakers for the exam and the associated pass rate. It also shows the state-wide averages.

For a more detailed tutorial of the available features, view the Getting Started guide under the Support tab. You can also read the FAQ.