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Nova Scotia Student Information System

Nova Scotia Public Education System

# School Individual Assessment Results Report

User Guide

Revision Date:  
May 15, 2024

Administrators at a school can run an Individual results report for Provincial Student Assessments. The report displays the assessment results for students in the school who wrote a given assessment. The report can be sorted, printed and/or exported to Excel.

1. From the PowerSchool Start Page menu, click on **Data and Reporting**, then **Custom Reports**.
2. Click on the header **Administrator** to expand the section, then select the report called **Assessment Reports – Individual Results**.

On the Individual Assessment Results page there are several report parameters from which to choose.

#### A. Select Report to Run

- From the dropdown list select the report you wish to run, all the current NS Provincial Assessments are listed in the dropdown list.

#### B. Select Assessment Year

- From the dropdown list, select the year in which the assessment you picked in option A, was written. You can run only one year at a time.

#### C. Select Gender

- By default, the filter for Gender is set to **All**, if you wish you may choose to filter the results by gender.

#### D. Select Ancestry

- By default, the filter for Ancestry is set to **All**, you may choose to filter by a particular Ancestry from the drop-down list.

#### E. Select Indigenous

- By default, the filter for Aboriginal is set to **All**, you may choose to filter students that have self-identified as Aboriginal by selecting Yes or No from the drop-down list.

4. Once the parameters have been selected, click **Submit** to generate the report.



If you select an assessment from the dropdown list but select a combination of parameters that have no data, you will get a blank report. E.g. you select Mathematics in Grade 4 and the year 12-13, but the province did not administer Mathematics 4 in 12-13 so the resulting report will not display any data.

The results can be viewed on the screen and may be sorted by clicking on the double headed arrows over any of the headers. Note: **Enrolled at** will show the student’s current school and **Taken at** is the school in which the assessment was taken.

Year	Program	Enrolled at School #	Enrolled at	Taken at School #	Taken at	Surname	Given Name
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The report can be exported to Excel, select the **CSV** button from the left-hand side of the screen. When exporting to excel, note that the file produced is a comma separated value (.csv) file with the name and year of the assessment.



The Excel spreadsheet, as exported from PowerSchool, is too wide to print all the columns across one page. If you need to have a paper copy you will need to manipulate the spreadsheet by hiding columns or filtering out certain sections until it fits on the page, and then use the print setup page and your printer menu to manage display of the data.