

USER'S GUIDE FOR PROGRAM PERFORMANCE REPORTS

- **WHERE CAN I FIND PPR INFORMATION ON THE BOC WEBSITE?**

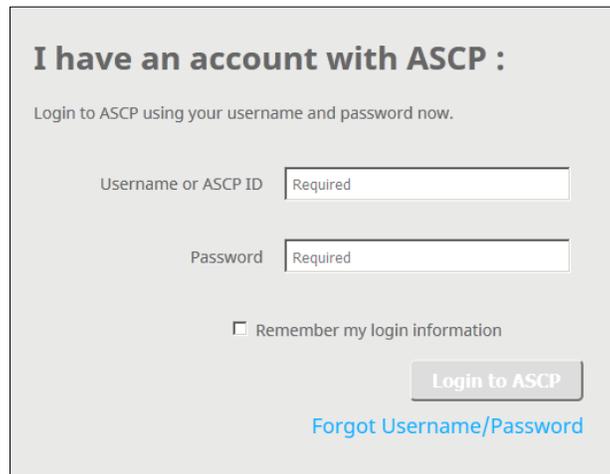
Under “Program Directors” you can choose “Manage Your Students” for complete information about the PPR and EEV: www.ascp.org/boc/program_directors

- **HOW DO I GET TO THE PPR INFORMATION?**

You will need to [login](#) with your personal ASCP login to access both the PPR and the EEV.

- **I HAVE FORGOTTEN MY ASCP LOGIN INFORMATION. WHAT SHOULD I DO?**

When you go to [login](#), please choose “Forgot Username/Password” and follow the directions provided.



I have an account with ASCP :

Login to ASCP using your username and password now.

Username or ASCP ID

Password

Remember my login information

[Forgot Username/Password](#)

- **I DO NOT SEE A LINK TO ACCESS THE PPR UNDER “MANAGEMENT TOOLS” WHEN I LOG IN. WHY NOT?**

Make sure that you are on your Dashboard as that is where you will see the “Management Tools” box. If you have an unpaid PPR Invoice for the current year you will only see a link to “View PPR Invoice Order.” Until this invoice is paid, you will not have access to your PPR data. Please pay by credit card online or mail a check to the address on the invoice. Make sure to enclose the invoice with the check to ensure that payment is made correctly. If paying by check, it will take 10 – 13 business days for payment to clear and for you to have access to your PPR. When paying by credit card you should have access the same day. If you have questions or concerns please contact us at PDInfo@ascp.org.

- **I PAID FOR LAST YEAR’S PPR BUT HAVE NOT PAID THIS YEAR’S INVOICE YET. WHY CAN I NOT SEE PRIOR YEAR’S DATA?**

Beginning in 2017, you will not have access to any PPR data unless the current year’s invoice has been paid. If your program has closed and you only need prior year’s information, please contact us at PDInfo@ascp.org.

- **WHAT ARE MY OPTIONS ONCE I LOG IN?**

Once you have logged in, you will see the following screen:



Then you will choose from these two options.



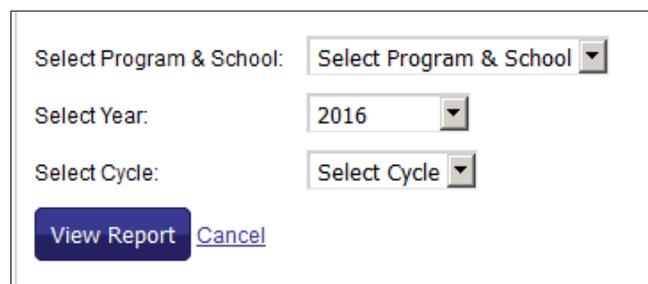
- **WHY IS 2016 DATA AVAILABLE IN BOTH SELECTIONS? HOW DO I KNOW WHICH ONE TO CHOOSE?**

2016 data is available in the old and new reports as we understand that people want different information and it takes time to get used to a new format.

If choosing the 2010-2016 link, data will be provided in six month and annual cycles. As well, for MLS and MLT Program Directors, these static 6-month and annual report contains the sub-content area breakdowns. This information will not be available in the more customizable report. Please see page 5 for a full explanation.

- **WHAT FUNCTIONALITY IS AVAILABLE WITH THE “2010-2016 PROGRAM PERFORMANCE REPORT?”**

You will be able to choose six month or annual reports for your selected program from 2010 – 2016.



The screenshot shows a form with three dropdown menus and two buttons. The first dropdown menu is labeled "Select Program & School:" and has the text "Select Program & School" inside. The second dropdown menu is labeled "Select Year:" and has the text "2016" inside. The third dropdown menu is labeled "Select Cycle:" and has the text "Select Cycle" inside. Below the dropdown menus are two buttons: a blue button labeled "View Report" and a blue link labeled "Cancel".

- **WHAT IF I CHOOSE “2016-CURRENT PROGRAM PERFORMANCE REPORT?”**

This option will bring you to the updated PPR format.

We wish to express our appreciation for your cooperation in keeping individual records confidential and in working with the Board of Certification to maintain our standard of excellence.

IMPORTANT:
Program Performance Report (PPR) data is NOT to be shared with the public. The Program Performance Report is a paid subscription service meant for Program Directors and Program Administrators ONLY.

The PPR (including the histograms, individual student data and subtest means) is not public information, and it is inappropriate to publicize this data in recruitment efforts. However, Program Directors can provide the scaled score comparisons for "First Time Examinees from the Total Population" (contained within the "Program and National Scaled Score Comparisons" section) as an outcomes measure for accreditation purposes.

*Exam Date for this report begins January 1, 2016.

*Program End date cannot be prior to January 1, 2011, and only students who tested after December 31, 2015 will display on this report.

Date Type*

Select Program & School:

Start Date*

End Date*

Once you have made your selections, you will see this screen:

Board of Certification Program Performance Report Summary

School Code: 026005 Exam Code: MLS [Go To Program Performance Report \(PPR\)](#)

Date Type: EXAM Start Date: 1/1/2016 End Date: 8/31/2016

Medical Laboratory Scientist

University of Nebraska Medical Center

600 S 42nd St

Omaha, NE 68198-1023

USA

This Program Performance Summary includes the following parts:

[First time individual student scaled scores](#)

[Program and National scaled score comparisons](#)

[Repeater individual student scaled scores](#)

[Distribution of examinee scaled scores](#)

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The information contained in Program Performance Reports should be handled in a confidential manner which respects the rights of the individual whose scores are reported.

All examination scores are reported in scaled score. A scaled score is statistically derived (in part) from the raw score (number of correctly answered questions) and the difficulty level of the questions. Because each examinee has taken a different form of the examination, scaled scores are used so that tests may be compared on the same scale.

The minimum passing score is 400. The highest attainable score is 999.

For Subtest Information: [Please refer to the Examination Content Guideline](#)

- **WHAT NEW OPTIONS DO I HAVE WITH THE NEW PPR FORMAT (2016 – CURRENT)?**

The Program Performance Reports (PPR) have been revised to better suit your individual needs. If you are the Program Director for multiple programs, you will first choose which program you want to see data about from the “Select Program & School” dropdown menu.

You can choose whether to search by Program Completion Date range or Exam Date range. If you search by Program Completion Date, you will only see your specific program’s information; national information will not be provided.

You can customize the date ranges for viewing students' results so you are not held to the previous 6 month or annual cycles. This enables you to group students by exam date, program end date or class, and makes reporting outcomes easier.

- **WHAT IF I WANT TO CHANGE PROGRAMS OR DATE RANGE, ETC.?**

Choose “Go to Program Performance Report (PPR)” in the top right of every page. This will bring you back to the selection screen.

Board of Certification Program Performance Report Summary			
School Code: 026005	Exam Code: MLS	Go To Program Performance Report (PPR)	
Date Type: EXAM	Start Date: 1/1/2016	End Date:	8/31/2016

- **HOW WILL I IDENTIFY THE SELECTION I CHOSE – PROGRAM COMPLETION DATE OR EXAM DATE?**

This header is at the top of every page noting if you chose “Exam” or “Program” end date, as well as the date range you have chosen.

Board of Certification Program Performance Report Summary			
School Code: 026005	Exam Code: MLS	Go To Program Performance Report (PPR)	
Date Type: EXAM	Start Date: 1/1/2016	End Date:	8/31/2016

OR

Board of Certification Program Performance Report Summary			
School Code: 026005	Exam Code: MLS	Go To Program Performance Report (PPR)	
Date Type: PROGRAM	Start Date: 1/1/2016	End Date:	8/31/2016

- **WILL THE PPR DATA BE IN THE SAME FORMAT?**

Yes, the data will appear in the same format as previously; however, MLS/MLT subtests will no longer be provided. With Computer Adaptive Testing (CAT), the subtest breakdown does not provide useful information on program performance.

- **WHY ARE THE SUB-CONTENT AREA SCORES NO LONGER BE PROVIDED?**

As of January 1, 2017, only the scaled scores in the main content areas (e.g., Blood Bank, Chemistry, Hematology, Microbiology, etc.) will be reported for MLT and MLS examinees on the PPR. Sub-content area scores will no longer be reported. The scores from these sub-content areas are often misinterpreted and used inappropriately, for purposes for which they were not intended.

Each ASCP BOC certification examination administers questions according to the examination content guideline. The number of questions administered in each content area corresponds to the main content area percentages (e.g., in MLS, 17 - 22% for Blood Bank, Chemistry, Hematology, etc.). This means that candidates see 17 – 22 questions in each of the main content areas and receive a content area score for all questions in that content area. The computerized adaptive testing (CAT) algorithm selects items to administer to equal the examinee's ability. CAT is continuously calculating the examinee's ability each time a question is answered. The items administered from each content area are dependent upon the individual's ability measure, item difficulty, and the examination content guideline.

The CAT algorithm does not control for the number of items administered in each of the sub-content areas (e.g., sub-content areas under Hematology: Erythrocytes and Leukocytes; Morphology and Differentials; Platelets and Hemostasis, etc.). Thus, for each individual, the number of items administered from each sub-content area is quite variable and is not the same number of items administered from each sub-content area for another individual. The availability of the sub-content area scores gave the false impression that the same number of items was administered to each examinee from each sub-content area. For this reason, it is inappropriate to use sub-content area scores to guide major decisions in educational programs for staffing, student performance, and/or curricula.

Logistically, programming the new online Program Performance Reports to calculate the sub-content area scores proved too resource intensive for the perceived benefit it provided. In addition, it would also impede our ability to be nimble in changing the content outline as required by changes in the field, the subject matter experts, or practice analysis results.

- **I NEED DATA PRIOR TO 2010. WHAT DO I DO?**

If you need data prior to 2010, please email us at PDInfo@ascp.org. Include your program type, school code, and the date range of the data requested. If you have paid for the current PPR invoice you will receive a .pdf of the requested information in 3 - 5 business days.

- **MY PROGRAM IS CLOSED AND SO WE DID NOT PAY FOR THE CURRENT PPR. HOWEVER, I STILL NEED PREVIOUS YEARS' DATA FOR REPORTING PURPOSES. WHAT DO I DO?**

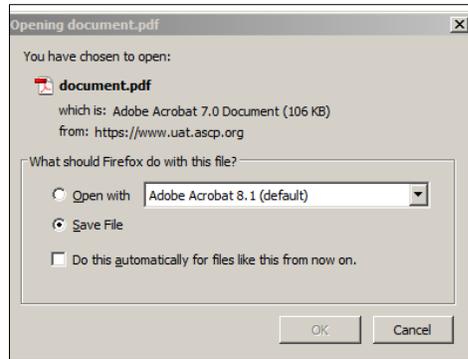
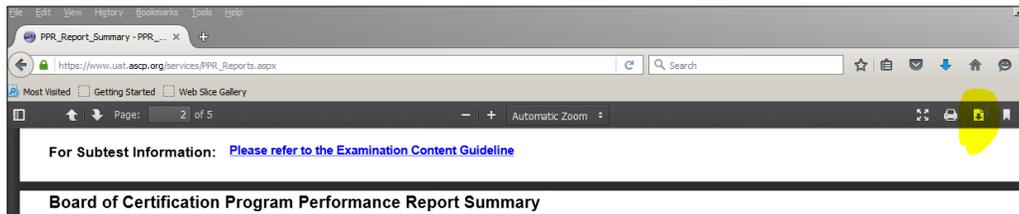
We understand that there are often changing circumstances. Please email us at PDInfo@ascp.org with a brief explanation. Include your program type, school code, and the date range of the data requested. You will receive a response in 3 – 5 business days.

- **I NEED TO SEND THE PPR RESULTS TO MY ADMINISTRATOR OR SAVE THEM FOR MY FILES. HOW DO I DO THAT?**

You can save the entire PPR document as a .pdf. Please note that the steps are different depending on the Internet browser you are using. See below for instructions for Mozilla Firefox, Google Chrome, and Internet Explorer.

If there is someone other than the Program Director who should also have access to the PPR information, please email PDInfo@ascp.org with the name of the institution, school code, and name and email address of individuals who should be added. Please note that the Program Director will remain the only person able to access the EEV (Exam Eligibility Verification) to verify students' completion of the program.

In **Firefox**: Choose “Download” in the top right of the page



In **Google Chrome**: Choose “Download” in the top right of the page
(you will need to move your mouse over the top of the page to see these options):

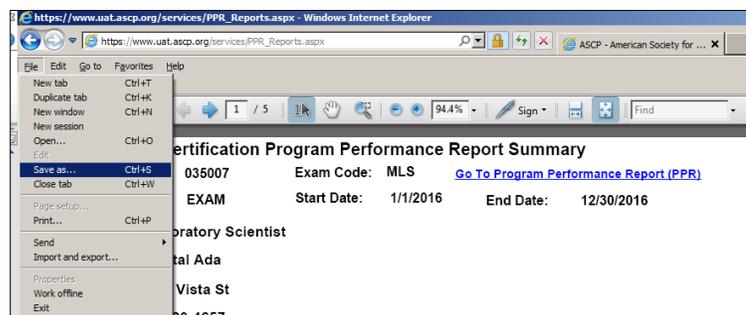


Change the file name to **PPR_Reports.pdf**

Choose save as type: “All Files”



In **Internet Explorer**: Choose “Save As” from the File menu.



- **HOW DO I COPY AND PASTE DATA INTO A SPREADSHEET?**

In **Google Chrome** and **Firefox**, first download the PPR and save as a .pdf document (see above).

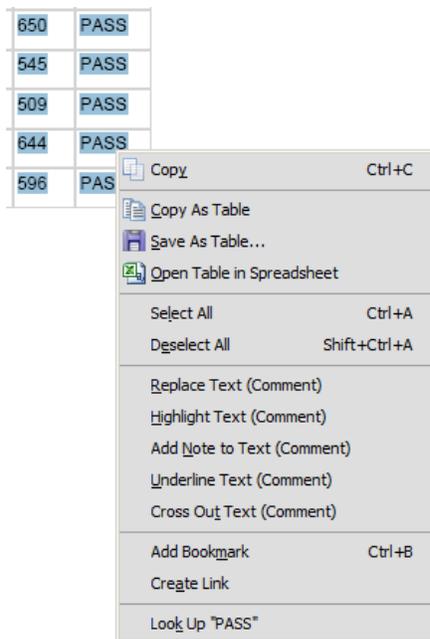
Next, click on the arrow in the top toolbar of the .pdf document.



Highlight the data that you want to put into a spreadsheet.

First Time Individual Student Scaled Scores											
First Time Individual Student Scaled Scores: Minimum Passing Score MPS=400											
Attempt	Examinee Name	Exam Date	BBNK	UA	CHEM	HEMA	IMMU	MICR	LO	Total	Status
1	[REDACTED]	May 12 2016	650	348	702	556	690	753	710	650	PASS
1	[REDACTED]	May 17 2016	547	335	580	553	465	508	812	545	PASS
1	[REDACTED]	May 18 2016	551	538	383	484	395	633	555	509	PASS
1	[REDACTED]	May 31 2016	688	832	675	481	701	631	711	644	PASS
1	[REDACTED]	May 12 2016	451	999	653	614	586	578	688	596	PASS

Then right click on the highlighted data and you will see this set of options.



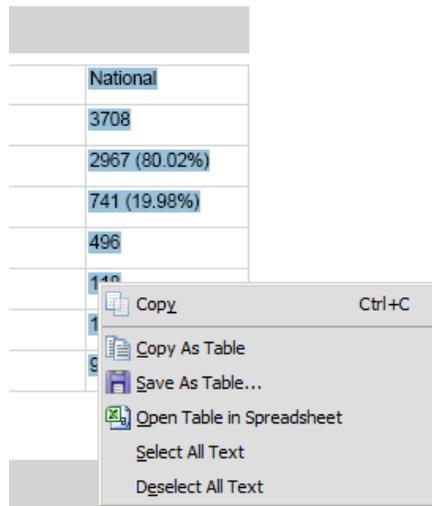
****See page 9 for explanations of "Copy as Table," "Save as Table," and "Open Table in Spreadsheet."**

In **Internet Explorer**, you can save the data right from the webpage.

First, highlight the data that you want to put into a spreadsheet.

First Time Individual Student Scaled Scores											
First Time Individual Student Scaled Scores: Minimum Passing Score MPS=400											
Attempt	Examinee Name	Exam Date	BBNK	UA	CHEM	HEMA	IMMU	MICR	LO	Total	Status
1	[REDACTED]	May 12 2016	650	348	702	556	690	753	710	650	PASS
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1	[REDACTED]	May 12 2016	451	999	653	614	586	578	688	596	PASS

Then right click on the highlighted data and you will see this set of options.



****See page 9 for explanations of “Copy as Table,” “Save as Table,” and “Open Table in Spreadsheet.”**

- **HOW DO I KNOW IF I WANT TO COPY AS TABLE, SAVE AS TABLE, OR OPEN TABLE IN SPREADSHEET?**
This depends on what you want to do with the data you are copying.

Copy As Table – allows you to copy data and paste into an Excel file. This does not copy formatting.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Time	Minimum Passing Score MPS=400										
2	Attempt	Examinee	Exam Date	BBNK	UA	CHEM	HEMA	IMMU	MICR	LO	Total	Status
3	1	[REDACTED]	May 12 2016	650	348	702	556	690	753	710	650	PASS
4	1	[REDACTED]	May 17 2016	547	335	580	553	465	508	812	545	PASS
5	1	[REDACTED]	May 18 2016	551	538	383	484	395	633	555	509	PASS
6	1	[REDACTED]	May 31 2016	688	832	675	481	701	631	711	644	PASS
7	1	[REDACTED]	May 12 2016	451	999	653	614	586	578	688	596	PASS
8												
9												

Save As Table – allows you to save this table as a .csv file.

Open Table in Spreadsheet – opens an Excel spreadsheet with this data, including formatting.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Time	Minimum										
2	Attempt	Examinee	Exam Date	BBNK	UA	CHEM	HEMA	IMMU	MICR	LO	Total	Status
3	1	[REDACTED]	May 12 20	650	348	702	556	690	753	710	650	PASS
4	1	[REDACTED]	May 17 20	547	335	580	553	465	508	812	545	PASS
5	1	[REDACTED]	May 18 20	551	538	383	484	395	633	555	509	PASS
6	1	[REDACTED]	May 31 20	688	832	675	481	701	631	711	644	PASS
7	1	[REDACTED]	May 12 20	451	999	653	614	586	578	688	596	PASS
8												