

Evaluation Systems
Massachusetts Tests for Educator Licensure (MTEL)

March 2017

This text file describes the report and data files that are posted to the Internet sites made available to Massachusetts institutions for delivery of MTEL score report information.

The information contained herein is confidential and must not be disclosed to unauthorized persons. Appropriate safeguards must be implemented by all personnel to protect against improper disclosure of information.

Individual examinee results are confidential and are for the purpose of Massachusetts teacher licensure only. They are NOT intended to be used for employment decisions, college admission screening, or any other purpose.

SCORE REPORT FILE NAMING CONVENTION

Two score reporting files will be posted to the Internet sites. File names will be of the form rmaxxxfyymmdd.ext, where:

- "r" indicates a file in the Score Reporting System
- "ma" indicates the Massachusetts Tests for Educator Licensure testing program
- "xxx" indicates the three digit code for your institution
- "f" indicates the type of file; "r" for "score report" (formatted roster and summary reports), and "a" for "ASCII data file"
- "yyymmdd" is the date of the test administration: year/month/day
- "ext" indicates file extensions:
 - "pdf" for Portable Document Format (i.e., for Adobe's Acrobat Reader TM)
 - "txt" for readable text file format
 - "asc" for ASCII data file format

The two score reporting files posted to the Internet sites will include the following:

1. The formatted reports (rmaxxxryymmdd_CBT.pdf)
2. The institution ascii data file : rmaxxxayymmdd_CBT.asc (see documentation below)

For example, for the University of Massachusetts - Amherst, whose code is 050, the two score report files posted to the Internet for the March 17, 2017, administration of the MTEL will read:

1. rma050r20170317_CBT.pdf
2. rma050a20170317_CBT.asc

In addition, two information files will be posted to the Internet sites. File content and names will be as follows:

1. This document (rmoreadme.txt)
2. Institution Score Reporting System Instruction Manual (rmamanual.pdf)

Evaluation Systems Massachusetts Tests for Educator Licensure (MTEL) Institution ASCII Data File: Layout and Specifications

Start	End	Width	Description
1	3	3	Institution Code (left-justified)
4	23	20	Last Name
24	24	1	
25	34	10	First Name
35	35	1	
36	36	1	Middle Initial
37	37	1	
38	45	8	MEPID
46	46	1	
47	56	10	Date of Birth (mm/dd/yyyy)
57	57	1	

58	67	10	Test Administration Date (mm/dd/yyyy)
68	68	1	
69	71	3	Test Code
72	72	1	
73	73	1	Subtest (R, W, blank for subject matter tests)
74	74	1	
75	76	2	Status (P or NP)
77	77	1	
78	80	3	Scaled score
81	81	1	
82	109	28	Street
110	110	1	
111	128	18	City
129	129	1	
130	131	2	State
132	132	1	
133	137	5	Zip