

# Scoring Help Guide

SOUTH DAKOTA ASSESSMENT PORTAL – TEACHER ACCOUNTS ONLY

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## 1. INTRODUCTION

### 1.1. PURPOSE

This document is intended to provide instruction for teachers to successfully use the Scoring component (previously referred to as ScoreNet) to score human scored items that have been authored in the Authoring component, and administered to students in the South Dakota Assessment Portal (SDAP). Once the human scored items have been finalized and submitted in Scoring, the scores will be available in Reporting.

### 1.2. DEFINITION OF TERMS

**Human scored:** Items that were authored with “Human” selected as the scoring type.

**Reader:** Reader is the sole user role within ScoreNet. In this document it is synonymous with teacher.

## 2. SCORING HOMEPAGE

### 2.1. ACCESSING SCORING

Upon logging in to SDAP, teachers may click on the Scoring icon to open the Scoring homepage.



Scoring

## 3. SCORING WORKFLOW

### 3.1. OVERVIEW

During scoring, scores are assigned independently by a reader. Each student response is scored once, but the Reader may modify the score after it has been submitted for reporting.

Upon selecting Scoring from the SDAP homepage, users will see two tabs:

- A. **Ready for Scoring:** The **Ready for Scoring** tab will display a list of human scored items by test that are ready to be scored by the Reader. This list can be filtered by test and class.
- B. **Scored Responses:** Once tests have been submitted for reporting, they will no longer appear in the selections on the **Ready for Scoring** tab. The Reader can access the scored responses on the **Scored Responses** tab or edit a score that has previously been submitted for reporting.



Test Name: Scoring Form A

Class: Brown, Amanda-Scoring Class-010...

Last Name	First Name	Test Status	Date/Time Completed	Form Name	Item 69191	Item 69192	Item 69193
<a href="#">Banker</a>	<a href="#">Bruce</a>	Finished	6/15/2015 1:16:47 PM	Scoring Form A	<a href="#">Score</a>	<a href="#">Score</a>	<a href="#">Score</a>
<a href="#">Clarke</a>	<a href="#">Arya</a>	Finished	6/15/2015 1:19:19 PM	Scoring Form A	<a href="#">Score</a>	<a href="#">Score</a>	<a href="#">Score</a>
<a href="#">Martin</a>	<a href="#">Serena</a>	Finished	6/15/2015 1:22:14 PM	Scoring Form A	<a href="#">Score</a>	<a href="#">Score</a>	<a href="#">Score</a>
<a href="#">Martinez</a>	<a href="#">Roland</a>	Invalid		Scoring Form A	<a href="#">INV</a>	<a href="#">INV</a>	<a href="#">INV</a>
<a href="#">Simmons</a>	<a href="#">Silas</a>	Not Started		Scoring Form A			

\*Note: The test times are reported in Central Standard Time.

Submit Scores for Reporting

3.2. READY FOR SCORING

Upon logging into Scoring, the default display is the **Ready for Scoring** tab. The **Ready for Scoring** tab will provide Readers with the ability to select the test and class group that took the test selected for scoring.

The test name drop-down includes a list of all tests administered by the Reader that have human scoreable items that have been submitted for scoring in iTester, and have not been scored.

The class drop-down includes a list of all classes that had been scheduled to take the above selected test and have responses submitted for scoring in iTester. The class drop-down is filtered based on the test selection.

Test Name: Scoring Form A

Class: Brown, Amanda-Scoring Class-010...

The table of student responses that is generated based on the test and class selections will display the following information:

- Student last name
- Student first name
- Test Status (as displayed in the Test Sessions tab in iTester)
  - The student's responses will not be available in Scoring until the test has been completed. The Test Status column includes the following information:
    - **Not Started** if the student has not yet started their test
    - **In Progress** if the student has logged into their test and their test session is live
    - **Finished** if the student has completed their test

- **Invalid** if the student's test has been invalidated.
- Date/Time completed (as displayed in the Test Sessions tab in iTester)
- Form Name
- An additional column for each human score-able item on the test selected to be scored. The items in the table are ordered by item ID. Hover over the item ID column to view the item name. *Note: The item ID is an internal ID assigned by Authoring (previously referred to as TestBuilder). The item name is the name that was given to the item upon item creation.*
  - A blank is displayed until the student's test has been completed.
  - A **Score** link is shown if the item has not been scored.
  - A link for the scored value is provided if the item has been scored.
  - If a student's test has been invalidated in iTester, then **INV** is displayed in this table as well.

Last Name <sup>1</sup>	First Name	Test Status	Date/Time Completed	Form Name	Item 69191	Item <sup>2</sup> 69192	Item 69193
<a href="#">Banker</a>	<a href="#">Bruce</a>	Finished	6/15/2015 1:16:47 PM	Scoring Form A	<sup>4</sup> <a href="#">1</a>	<a href="#">Score</a>	<a href="#">Score</a>
<a href="#">Clarke</a>	<a href="#">Arya</a>	Finished	6/15/2015 1:19:19 PM	Scoring Form A	<a href="#">Score</a>	<a href="#">Score</a>	<sup>3</sup> <a href="#">Score</a>
<a href="#">Martin</a>	<a href="#">Serena</a>	Finished	6/15/2015 1:22:14 PM	Scoring Form A	<a href="#">Score</a>	<a href="#">Score</a>	<a href="#">Score</a>
<a href="#">Martinez</a>	<a href="#">Roland</a>	Invalid		Scoring Form A	<sup>5</sup> <a href="#">INV</a>	<a href="#">INV</a>	<a href="#">INV</a>
<a href="#">Simmons</a>	<a href="#">Silas</a>	Not Started		Scoring Form A			

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#	Option/Action	Functionality
1	Student Name (First or Last)	By clicking on the student name, users are able to score all human score-able items on the selected student's test.
2	Item ID	By clicking on the Item ID column header, users are able to score all of the student responses for the selected item. Hovering over the Item ID column header will allow the user to view the Item Name as it was assigned during item creation.
3	Score	By clicking on the Score link in the Item # columns, users are able to score that specific item for the student selected.
4	Assigned Score	By clicking on a numerical value in the Item # columns, the user is able to revisit a scored item for the student selected.
5	INV	By clicking the INV link, the user is able to view the response the student submitted even though their test was invalidated. If a student's test has been invalidated in iTester Admin, then the system should not allow a score to be assigned for the student's response. INV should be displayed instead of the Drop-Down Menu with possible score points (See Section 3.3 below).

The Reader can sort the table by clicking on any of the column headers, with the exception of the Item ID header. Readers can adjust the number of students displayed per page by using the drop-down

menu at the bottom of the table. Page buttons allow the Reader to navigate to additional students on subsequent pages.

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## A. SCORING INTERFACE

### STUDENT AND SCORE TRACKING INFORMATION

When Readers are viewing a student's response, the following information is displayed on the right side of the screen, as shown in the figure below:

- Student Name
- Class Name
- Test Name
- Item Id
- Item Name
- Item Sequence

To assist the Reader, tracking information is displayed. The information displayed varies depending upon how the user has chosen to score student responses. There are three ways to score student responses.

1. A Reader can select to score a single student's test by clicking the student's name in the Student Table. The tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Reader scores an item and the display advances to the next item for that student. If there are no more items for that student the user is returned to the main **Ready for Scoring** tab.
2. A Reader can select to score a single human score-able item for all students by clicking the Item ID column header. The tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Reader scores a response and the display advances to the next response for that item. If there are no more responses for that item the user is returned to the main **Ready for Scoring** tab.
3. A Reader can select to score a single human score-able item for a single student by clicking on the **Score** link in that particular cell in the table. No tracking message is displayed.

Describe your ideal summer vacation in three paragraphs.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In ac venenatis felis. Pellentesque volutpat nibh ut purus congue ullamcorper. Vestibulum interdum feugiat lorem lobortis placerat. Etiam mattis ex vitae turpis volutpat, imperdiet blandit tortor sollicitudin. Morbi id sapien dignissim, ultrices felis nec, elementum felis. Ut aliquam lobortis diam, sit amet ultrices orci auctor sit amet. Nulla facilisi. In hac habitasse platea dictumst. Phasellus porttitor luctus vulputate. Fusce at tincidunt purus. Aenean mollis imperdiet viverra. Nunc ultricies erat hendrerit facilisis finibus.

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Student Name: Arya Clarke  
 Class Name: Scoring Class  
 Test Name: Scoring Form A  
 Item Id: 69191  
 Item Name: Scoring Test 1  
 Item Sequence: 1

Score: Choose a S...

**Scoring Guide:**

Human Scoring  
 MaxScore: 4

1 point: Grammar and punctuation errors. No main idea.

2 points: Understanding of the assignment.

3 points: Clear understanding.

4 points: Awesome essay.

Submit & Exit
Print

[Item Stimulus/Stem](#)

## ASSIGNING A SCORE

On the right side of the scoring page, users can select a score using the drop-down box. The drop-down box has a range of scores that span from 0 to the maximum score, which was assigned when the item was created in Authoring.

## VIEW AN ITEM STIMULUS/STEM

The question the student responded to can be viewed by clicking on the **Item Stimulus/Stem** link. This will bring up a new webpage (or a new tab if using a tabbed browser) that will provide a preview of the test question.

## VIEW A SCORING RUBRIC

The item specific scoring rubric may be reviewed in the green box on the right side of the page. If the rubric is large, a magnifying glass will appear in the lower right corner. Readers can click on the magnifying glass to pull up a larger view of the scoring rubric.

## PRINTING A STUDENT RESPONSE

Clicking **Print** will bring up the printing dialog box and will allow the user to print student responses.

## “SUBMIT & GET NEXT” AND “SUBMIT & EXIT” BUTTONS

The **Submit & Get Next** button allows users to advance to another response to score. The two functions of this button are:

1. If the Reader selected the Student Name, the next response in the queue is the selected student's next item response for the same test. Once all item responses for the student have been scored, clicking on this button returns the Reader to the table on the **Ready for Scoring** tab.
2. If the Reader selected the Item ID column header, the next response in the queue is the next student's response for the same item that was selected for the same test. Once all student responses for the selected item ID on the applicable test have been scored, clicking on this button returns the Reader to the table on the **Ready for Scoring** tab.

The **Submit & Exit** button always redirects the Reader to the **Ready for Scoring** tab.

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## B. SUBMITTING SCORES FOR REPORTING

Once the Reader has scored all of the responses in Scoring, the Reader can click the **Submit Scores for Reporting** button below the table. By clicking this button, the Reader is indicating to the system that scoring for this test/class combination is complete and that the Reader is ready for these scores to be imported into the Reporting component of SDAP.

A blue rectangular button with rounded corners and a white border. The text "Submit Scores for Reporting" is centered in white, bold, sans-serif font.

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## C. UPDATING A SUBMITTED SCORE

To update a submitted score, the Reader will navigate to the **Scored Responses** tab. Filter the scored responses by Class and Test, and find the student whose score needs to be updated. The user can click on the link that shows the submitted score. At this point, the Reader will be presented with the following message:

"This student's score for this response has already been submitted for reporting. Are you sure you want to update this score?"

The Reader will select "Yes, I'm sure" or "No". Selecting "No" will close the pop-up message. Selecting "Yes, I'm sure" will redirect the Reader to the page in which they can specify the student's score.

If a student's score is modified after it has been submitted for reporting, it will be updated within the Reporting component in a matter of minutes.

### 3.3. SCORED RESPONSES

Once tests have been submitted for reporting, they will no longer appear in the selections on the "Ready for Scoring" tab. The Reader can access the scored responses on the "Scored Responses" tab.

The test name drop-down includes a list of all tests administered by the Reader that have human scoreable items that meet the following criteria:

- have been submitted for scoring via iTester,
- have been scored by the Reader via Scoring,
- have been submitted for reporting by the Reader.

The class drop-down includes a list of all classes that had been scheduled to take the previously selected test and have scores submitted for reporting in Scoring.

The student table that is generated based on the test and class selections and displays the following information.

- Student last name
- Student first name
- Test Status (as displayed in the Test Sessions tab in iTester)
- Date/Time completed (as displayed in the Test Sessions tab in iTester)
- Form Name
- An additional column for each human scored item that was on the test selected. The number in the column header refers to the item's internal ID.
  - A link for the scored value is provided if the item has been scored.

- o If a student's test has been invalidated in iTester, INV is displayed in this table.

Actionable links from the table and their expected functions are as follows:

Option	Functionality
Student Name (First or Last)	By clicking on the student name, the user is able to view all human scored items on the selected student's test. Only clicking on the score link will allow the user to modify the score.
Item #	By clicking on the Item # column header, the user is able to view all of the student responses for the selected item. Users will not be able to modify the score by clicking on this link.
Assigned Score	By clicking on a numerical value in the Item # columns, the user is able to view a scored item for the student selected. The user can also click on this link to modify a student's score that has been submitted for reporting.
INV	By clicking the INV link, a user is able to view the response the student submitted even though their test was invalidated.

## A. REVIEWING INTERFACE

### STUDENT AND SCORE TRACKING INFORMATION

When Readers are viewing a student's response, the following information is displayed on the right side of the screen:

- Student Name
- Class Name
- Test Name
- Item Id
- Item Name
- Item Sequence
- Score

To assist the Reader, tracking information is displayed. The information displayed varies depending upon how the user has chosen to view student responses. There are two ways to view student responses.

1. A Reader can select to view a single student's test and the tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Reader scores an item and the display advances to the next item for that student. If there are no more items for that student the user is returned to the main **Ready for Scoring** tab.
2. A Reader can select to view a single Item ID for all students and the tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Reader scores a response and the display advances to the next response for that item. If there are no more responses for that item the user is returned to the main **Ready for Scoring** tab.

### **VIEW THE ASSIGNED SCORE**

On the right side of the student scoring page Readers can view the score that was assigned to the student's response.

### **VIEW AN ITEM STIMULUS/STEM**

The question the student responded to can be viewed by clicking on the "Item Stimulus/Stem" link. This will bring up a new webpage (or a new tab if using a tabbed browser) that will provide a preview of the test question.

### **VIEW A SCORING RUBRIC**

The item specific scoring rubric may be reviewed by clicking on the "Scoring Rubrics" link. This will bring up a new webpage (or a new tab if using a tabbed browser) that displays the scoring rubric that was added to the item when the item was authored in Authoring.

### **PRINTING A STUDENT RESPONSE**

Clicking **Print** will bring up the printing dialog box and will allow the user to print the student response.

### **"NEXT" AND "EXIT" BUTTONS**

The "Next" button allows users to advance to another response to score. The two functions of this button are:

1. If the Reader selected the Student Name, the next response in the queue is the selected student's next OE Item # response for the same test. Once all OE Item # responses for the student have been viewed, clicking on this button returns the Reader to the table on the "Scored Responses" tab.
2. If the Reader selected the OE Item # column header, the next response in the queue is the next student's response for the same item that was selected for the same test. Once all student responses for the selected OE Item # on the applicable test have been viewed, clicking on this button would return the Reader to the table on the "Scored Responses" tab.

The "Exit" button redirects the Reader to the "Scored Responses" tab.

### **UPDATE A SUBMITTED SCORE**

See [Section 3.2.C](#) above.