Interim Assessment Hand Scoring System User Guide

Winter/Spring 2015

Smarter Balanced Interim Assessments for English Language Arts/Literacy and Mathematics

Published March 2015
Prepared by the American Institutes for Research®
California customization prepared by Educational Testing Service®
Table of Contents

Introduction to the User Guide ........................................................................................................... 1
Organization of the User Guide ............................................................................................................ 1
Intended Audience .................................................................................................................................. 1
Additional Resources ............................................................................................................................. 1
Overview of the Interim Assessment Hand Scoring System ................................................................. 2
IHSS User Roles ..................................................................................................................................... 2
Scorers .................................................................................................................................................... 2
Score Managers ....................................................................................................................................... 2
Accessing the Interim Assessment Hand Scoring System ................................................................... 3
Switching Between Systems (Single Sign-On System) ......................................................................... 3
Logging On to the IHSS Using Single Sign-On ..................................................................................... 3
Using the SSO System ........................................................................................................................... 3
Using the Interim Assessment Hand Scoring System ........................................................................... 5
Overview of the Response List Page .................................................................................................. 5
Filtering the Response List Table ......................................................................................................... 6
To filter the list of items: .......................................................................................................................... 6
Sorting the Response List Table ........................................................................................................... 6
To sort the table by one of these columns: ............................................................................................ 6
Scoring Responses ................................................................................................................................ 7
Entering Scores for Responses ............................................................................................................... 7
Completing Item Responses ................................................................................................................ 8
Reassigning Responses ........................................................................................................................ 8
Appendix A. Condition Codes ............................................................................................................. 10
Technical Support ............................................................................................................................... 11
California Technical Assistance Center (CalTAC) for LEA CAASPP Coordinators ............................ 11

List of Figures

Figure 1. Buttons on the CAASPP portal ................................................................................................. 3
Figure 2. Sign In Web form .................................................................................................................... 4
Figure 3. Response List page (top) ....................................................................................................... 5
Figure 4. Response List page (bottom) .................................................................................................. 5
Figure 5. Test filter for the Response List table .................................................................................... 6
Figure 6. Response section .................................................................................................................... 7
Figure 7. Rubric section ........................................................................................................................ 8
Figure 8. Navigation for the Hand Scoring System ............................................................................. 8
Figure 9. Reassign Selected Students dialog box ............................................................................... 9

Acronyms and Initialisms Used in the Interim Assessment Hand Scoring System User Guide

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAASPP</td>
<td>California Assessment of Student Performance and Progress</td>
</tr>
<tr>
<td>CalTAC</td>
<td>California Technical Assistance Center</td>
</tr>
<tr>
<td>ELA</td>
<td>English language arts/literacy</td>
</tr>
<tr>
<td>IHSS</td>
<td>Interim Assessment Hand Scoring System</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agencies</td>
</tr>
<tr>
<td>SSO</td>
<td>Single Sign-on</td>
</tr>
<tr>
<td>TA</td>
<td>Test Administrator</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
</tbody>
</table>
Introduction to the User Guide

This user guide supports Scorers using the Interim Assessment Hand Scoring System (IHSS) to score Smarter Balanced Interim assessment responses that require human scoring.

Organization of the User Guide

The following bulleted list contains brief descriptions of each section in this manual. Table 1 includes common symbols and elements used throughout the document.

- **Overview of the Interim Assessment Hand Scoring System** provides an overview of IHSS.
- **Accessing the Interim Assessment Hand Scoring System** explains how to log in to IHSS.
- **Using the Interim Assessment Hand Scoring System** describes the overall layout of IHSS and highlights the important tasks and functions.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⚠️</td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal system errors.</td>
</tr>
<tr>
<td>📄</td>
<td><strong>Note:</strong> This symbol accompanies additional information that may be of interest.</td>
</tr>
</tbody>
</table>

Intended Audience

This user guide is intended for Scorers and Score Managers responsible for scoring or reassigning hand-scored items for students. To use this system, you should be familiar with using a Web browser to retrieve data and with filling out Web forms.

Additional Resources

Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) Coordinators, CAASPP Test Site Coordinators, and Test Administrators (TAs) may visit the CAASPP Web site at [http://caaspp.org/](http://caaspp.org/) for links to all CAASPP manuals and guides and other resources such as the Practice and Training Test Web site, the TA Interface, secure browsers, CAASPP, Smarter Balanced, and Completion Status reporting, and the Digital Library.
Overview of the Interim Assessment Hand Scoring System

The IHSS allows Scorers to score certain item responses. When students in a test session submit an Interim assessment, the items that require human scoring are sent to the IHSS, where Scorers can view students’ responses to each item and enter scores or mark them with condition codes.

IHSS User Roles

Scorers
Scorers can use the IHSS to score the items that require hand scoring for any student whose items they are assigned. Items are assigned by default to the TA for that student’s test session. CAASPP Test Site Coordinators can reassign items to other Scorers in their school; LEA-level Scorers can reassign items to other Scorers in their LEA.

TAs are automatically assigned the role of Scorer in the IHSS.

Score Managers
These users, who are LEA CAASPP Coordinators or CAASPP Test Site Coordinators, can view items completed by any student associated to their school (if a school-level user) or LEA (if an LEA-level user) level and reassign them to any Scorers in their user level. Score Managers inherit Scorer properties as part of their role, so they can also score item responses that have been reassigned to them and reassign them to other users within their area of influence.
Accessing the Interim Assessment Hand Scoring System

Switching Between Systems (Single Sign-On System)

The IHSS uses the integrated Single Sign-On (SSO) system that allows you to log on to multiple systems provided by Educational Testing Service and the American Institutes for Research. After logging on, you can switch between systems without having to log on and off each system.

SSO is designed to ease the logon process and simplify navigation between systems. SSO integrates the following systems:

- Test Operations Management System (TOMS)
- Test Administrator (TA) Interface
- TA Practice and Training Site
- Completion Status System (forthcoming in spring 2015)

**Note:** Access to each system and its features is dependent on the access provided by your user role.

The top left corner of your browser contains a drop-down list that displays the Smarter Balanced applications you can access. From the drop-down list, select the application you want to switch to. The main page for that application appears and you do not have to log on again.

**Warning:** Although navigating to another system is easy, it is important to understand how the system operates to avoid unintended consequences of switching systems.

If you are using the TA Interface or TA Practice and Training Site and you navigate away from it, your session stops and all students in the session are logged off. You cannot resume your session. You must create a new session, and your students must log on again to resume testing. Refer to the TA Reference Guide for more information.

Logging On to the IHSS Using Single Sign-On

To access the IHSS, you must have an authorized username and password for the SSO.

Using the SSO System

1. Open your Web browser and navigate to the CAASPP portal (http://caaspp.org/).
2. Select either the [Test Operations Management System (TOMS)] button (to manage administration details of the online Smarter Balanced summative and interim assessments, like student test settings), the [Test Administrator Interface] button (to administer and monitor online student assessments), or the [Practice & Training Tests] button (to practice administering online assessments to students), as shown in Figure 1.

![Figure 1. Buttons on the CAASPP portal](image-url)
3. Enter your username and password in the *Username and Password* fields in the *Sign In* Web form, shown in Figure 2, and then select the [Log In] button. You will be directed to the system you selected.

- The username and password are case sensitive.
- If you have forgotten your password, refer to the *TOMS Passwords, Access, and Logon User Guide*, linked on the CAASPP TA Resources Web page at [http://caaspp.org/ta-resources/](http://caaspp.org/ta-resources/) for instructions on resetting it.

![Sign In Web form](image-url)
Using the Interim Assessment Hand Scoring System

This section explains how to use IHSS to enter scores for responses, mark responses as complete, and reassign responses to other Scorers.

Overview of the Response List Page

After you log on, the Response List page appears (see Figure 3 and Figure 4). This table populates with the responses assigned to you to score. You can use the navigation links in the bottom-right corner to view all the responses in the list. To access this user guide, select the [Help] link in the banner.

Note: If you are a Score Manager, this table displays the hand-scored responses for all the students in your associated school or LEA, depending on your user level.

Table 2 describes the columns in the Response List table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name of the student.</td>
</tr>
<tr>
<td>Item</td>
<td>Name of the hand-scored item.</td>
</tr>
<tr>
<td>Session</td>
<td>ID of the session in which the student completed the test containing this response.</td>
</tr>
</tbody>
</table>
Using the Interim Assessment Hand Scoring System | Overview of the Response List Page

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>• “Not Scored” indicates the response still needs to be scored.</td>
</tr>
<tr>
<td></td>
<td>• “Tentatively Scored” indicates the response was scored but still needs to be marked as complete.</td>
</tr>
<tr>
<td>Assigned To*</td>
<td>The Scorer to whom the response is currently assigned.</td>
</tr>
<tr>
<td>Score</td>
<td>Select the button in this column to enter a score for the response. If you are a Score Manager, you can only enter scores for responses that are assigned to you.</td>
</tr>
</tbody>
</table>

*This column only appears in the Response List table for Score Managers.

Filtering the Response List Table
You can use the drop-down lists on the Response List page to filter the responses that appear in the table. Scorers can filter the table by test and/or session. Score Managers can filter the table by test, session, grade, subject, and/or assigned Scorer.

To filter the list of items:
1. Open a drop-down list above the Response List table (circled in Figure 5); options are Test and Session.

![Figure 5. Test filter for the Response List table](image)

2. Select an option; otherwise, enter the desired option in the search field. The table updates to show only responses associated with the selected option.
3. To apply additional filters, repeat steps 1 and 2 with a different drop-down list.

Sorting the Response List Table
You can sort the Response List table by student name, item, session ID, or response status.

Note: Score Managers can also sort the Response List table by the assigned Scorer.

To sort the table by one of these columns:
1. Select a column header. The table lists the responses by that column in ascending order.
2. To sort the responses in descending order, select the column header again.
Scoring Responses

When scoring responses, you can either assign a score to the response or mark it with a condition code. Condition codes are used for any item you cannot score due to the nature of the student’s response. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion. For a description of the available condition codes, see Appendix A. Condition Codes. For more information about how to score responses and use condition codes, refer to the Smarter Balanced Hand Scoring Rules document, which is posted at http://www.smarterapp.org/documents/Smarter_Balanced_Hand_Scoring_Rules.pdf on the Smarter Balanced Web site.

Entering Scores for Responses

This section explains how to enter scores and condition codes for responses.

To score responses:

1. In the Score column of the Response List table shown in Figure 5, select [Score] for a response. The Score Response page appears, displaying the item rubric and student response.

2. In the Response section of the Score Response page (shown in Figure 6), review the item stem and the student’s response. To view the item’s passage and an example of a perfect response, select [Exemplar] (circled in Figure 7).

   **Note:** The arrows and number pad seen in Figure 6 show a sample of a student response screen that appears in the Score Response page and does not apply to the IHSS.

   ![Figure 6. Response section](image)

3. In the Rubric section shown in Figure 7, review the rubric description and do one of the following:

   a. To enter a score for the response, manually enter a numerical score in the Score field or use the arrow button in this field to increase or decrease the score in increments of one. The score cannot exceed the value in the Points column.

   b. To assign a condition code to the response, select the appropriate option from the Condition Code drop-down list.
Using the Interim Assessment Hand Scoring System | Reassigning Responses

Using the Interim Assessment Hand Scoring System

4. If the item consists of multiple scoring criteria like the sample in Figure 7, repeat Step 3 for each criterion.

5. When you finish entering scores for the response, select [Submit Score] at the bottom of the page (circled in Figure 6).

6. To navigate to the Score Item page for a different item, select [Previous Response] or [Next Response] at the top of the page (circled in Figure 8); the order of responses is determined by the selected sorting on the Response List table. To return to the Response List page, select Back to Response List. The item’s status in the Status column (seen in Figure 5) now displays “Tentatively Scored.”

Completing Item Responses

After entering scores or selecting condition codes for responses, you should mark the responses as complete to finish the process.

To mark responses as complete:
1. On the Response List table (see Figure 3), mark the checkbox for any responses you have finished scoring.
2. Select the [Mark Selected as Complete] (circled in Figure 4).
3. In the window that pops up, select [Mark Selected as Complete]. Once you mark a response complete, it is submitted and can no longer be edited or viewed.

Reassigning Responses

The IHSS automatically assigns a response to be scored to the TA for the session in which the student tested. If a student started a test in one session and completed it in another, the response will appear only to the TA who proctored the session in which the student completed the test.
CAASPP Test Site Coordinators or LEA CAASPP Coordinators can reassign responses to other Scorers in a school. Those users associated with an LEA can reassign responses to anyone within the LEA.

What follows is the process for CAASPP Test Site Coordinators and LEA CAASPP Coordinators to reassign responses:

1. On the Response List table (see Figure 3) mark the check box in the column on the far left for any items you wish to reassign.
2. Select the [Reassign All Selected] button, which is circled in Figure 4. A dialog box pops up.
3. In the Reassign Selected Students dialog box (shown in Figure 9), select a Scorer from the drop-down list. Only users associated with your school (CAASPP Test Site Coordinators) or LEA (LEA CAASPP Coordinators) appear.
4. Select [Reassign]. The selected responses are reassigned to the selected Scorer and will no longer appear on your Response List table. You will no longer be able to access this response.
Appendix A. Condition Codes

For more information about how to score responses and use condition codes, refer to the Smarter Balanced Hand Scoring Rules document, which is posted at http://www.smarterapp.org/documents/Smarter_Balanced_Hand_Scoring_Rules.pdf on the Smarter Balanced Web site.

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Student did not enter a response.</td>
</tr>
</tbody>
</table>
| Insufficient   | 1. Student has not provided a meaningful response; examples can include
   the following:
   - Random keystrokes
   - Undecipherable text
   - "I hate this test"
   - "I like pizza!" (in response to a reading passage about helicopters)
   - Response consists entirely of profanity
   2. For English language arts/literacy (ELA) Full Writes, use the “Insufficient” code for responses described above and also if:
   - Student’s original work is insufficient to make a determination whether he or she is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics.
   - Response is too brief to make a determination regarding whether it is on-purpose or on-topic. |
| Nonscorable Language | • ELA: Language other than English
• Mathematics: Language other than English or Spanish |
| Off Topic       | For ELA Full Writes Only
• A writing sample will be judged off-topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative)
• Off-topic responses are generally substantial responses. |
| Off Purpose     | For ELA Full Writes Only
• A writing sample will be judged off-purpose when the student has clearly not written to the purpose designated in the task.
• An off-purpose response addresses the topic of the task but not the purpose of the task.
• Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on-purpose.
• Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose. |

For ELA Full Writes, if a response is too brief to make a determination regarding whether it is on-purpose or on-topic, then it should be coded as “Insufficient.”
Technical Support

If this document does not answer your questions, TAs and/or CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinators, who will contact the California Technical Assistance Center (CalTAC) Help Desk.

California Technical Assistance Center (CalTAC) for LEA CAASPP Coordinators

CalTAC Help Desk for LEA CAASPP Coordinators
Toll-Free Phone Support: 800-955-2954
E-mail Support: caltac@ets.org
Web site: http://caaspp.org/