Chapter 4. Interim Assessment Hand Scoring System
Overview of the Interim Assessment Hand Scoring System

Resources Linked in This Section:

- California Assessment of Student Performance and Progress (CAASPP) Interim Assessment Administration Resources web page—http://www.caaspp.org/ta-resources/interim.html
- CAASPP website—http://www.caaspp.org/

The Interim Assessment Hand Scoring System (IAHSS) allows educators to score responses to items that require hand scoring. When students in a test session submit an interim assessment, the items that require hand scoring are sent to the IAHSS, where scorers can view students’ responses to each item and enter scores or mark them with condition codes. Items that require hand scoring must be scored in the IAHSS for results to be viewable in the California Educator Reporting System (CERS).

Hand scoring interim assessments is a local responsibility. To plan adequate time for hand scoring of interim assessments, it is a good idea to preview the Interim Assessment Block (IAB) or Interim Comprehensive Assessment (ICA) of interest using the Interim Assessment Viewing System on the CAASPP Interim Assessment Administration Resources web page. The Interim Assessment Viewing System allows educators with the appropriate Test Operations Management System (TOMS) credentials to view all of the interim assessments, both ICAs and IABs, and develop an estimate of the time required for hand scoring.

Alert: Hand scoring interim assessments is a local responsibility. Student results will not display in the CERS until hand scoring is completed. Allow approximately 20 minutes for results to populate in CERS.

Note: In most cases, results will populate within 20 minutes. In some cases, results may take longer to populate due to normal quality assurance of student scores and high volumes of student testing during peak summative testing windows.
Warnings:
- All student responses and associated hand scoring materials will be cleared from the IAHSS during the system downtime that occurs just prior to the rollover to the new interim assessments for the new school year. Once they are cleared, student responses will no longer be available for hand scoring.
- For ICAs, scoring (including hand scoring) for both the performance task and the computer-based test must be completed and submitted to produce results in the CERS.

This section contains information on how to do the following:
- Understand IAHSS user roles
- Access the IAHSS
- Select item responses to score
- Score item responses
- Mark item responses as complete
- Apply condition codes

Quick Start Instructions
1. Navigate to the CAASPP website, select the [Smarter Balanced Interim Assessments] button, and then select the [Interim Assessment Hand Scoring System] button.
2. Log on by entering the Test Operations Management System (TOMS) username and password on the Logon screen and selecting the [Secure Logon] button.
3. Select item responses to score.
4. Score item responses.
5. Reassign items (optional).
6. Mark as complete.

More detailed procedures are outlined in the “Using the IAHSS” subsection.

IAHSS User Roles

Scorers
Scorers use the IAHSS to score the item responses that require hand scoring. Student responses are assigned to the scorer based on the Test Session ID in which the test was completed. Scorers can reassign items to other scorers in the same school or score managers from within the school.
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**Note:** When a scorer reassigns a student’s response to an item, the scorer will no longer have access to the student’s response and will not be able to regain access to the response without it being reassigned to him or her by the controlling scorer or score manager.

Test administrators and interim assessment administrators are automatically assigned the role of scorer in the IAHSS.

**Score Managers**

There are two types of score managers: local educational agency (LEA) CAASPP and ELPAC coordinator score managers, who can view items completed by any student associated with their LEA, and CAASPP and ELPAC site coordinator score managers, who can view items completed by any student associated with their school. Both types of score managers can reassign students to any scorer within 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. **Table 10** describes the hand scoring roles and their abilities.

<table>
<thead>
<tr>
<th>Hand Scoring Role</th>
<th>TOMS User Roles</th>
<th>Viewing, Scoring, and Reassigning Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scorer</td>
<td>• Test Administrator</td>
<td>• Can view and score all student responses for assessments the scorer administers</td>
</tr>
<tr>
<td></td>
<td>• Test Examiner (CAASPP and ELPAC)</td>
<td>• Can view and score all student responses assigned to him or her by another scorer or score manager</td>
</tr>
<tr>
<td></td>
<td>• IA Administrator Only</td>
<td>• Can reassign student responses to another scorer or score manager within the same school</td>
</tr>
<tr>
<td>Score Manager</td>
<td>• LEA CAASPP Coordinator</td>
<td>• Can view responses for all students within the LEA</td>
</tr>
<tr>
<td></td>
<td>• LEA ELPAC Coordinator</td>
<td>• Can score student responses for which the score manager has been assigned</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can reassign responses to any other scorer or score manager within the LEA</td>
</tr>
<tr>
<td>Score Manager</td>
<td>• CAASPP Site Coordinator</td>
<td>• Can view responses for all students within the school</td>
</tr>
<tr>
<td></td>
<td>• ELPAC Site Coordinator</td>
<td>• Can score student responses assigned to him or her</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can reassign responses to any user eligible to score responses within the same school</td>
</tr>
</tbody>
</table>
Using the IAHSS

Step 1. Access the IAHSS

To access the IAHSS, TOMS logon credentials (i.e., username and password) are required.

1. Open a web browser and navigate to the CAASPP website.
2. Select the [Smarter Balanced Interim Assessments] button (Figure 68) to navigate to the CAASPP Interim Assessment Administration Resources page.
3. Select the [Interim Assessment Hand Scoring System] button (Figure 69).
4. Enter the required email address and password in the *E-mail Address* and *Password* fields in the *Logon screen* (Figure 70), and then select the [Secure Logon] button.

   - If the password has been forgotten or otherwise needs to be reset, refer to chapter 2 Passwords, Access, and Logon of the *CAASPP and ELPAC TOMS User Guide* for instructions on resetting.

![Logon Screen](image-url)
Step 2. Select Item Responses to Score

Overview of the Response List Page

After logging on, the Response List page will appear (Figure 71). For scorers, this table populates with the responses assigned to a scorer for scoring.

1. [Help] button: This button opens the Teacher Hand Scoring System User Guide.
2. [Test] drop-down list: This list is used to filter the response list by test.
3. [Session] drop-down list: This list is used to filter the response list by Session ID.
4. Student Name: This column indicates the student’s name.
5. Item: This column indicates the name of the hand scored item. It includes item ID and name.
6. Session: This column provides the Session ID in which the assessment was completed.
7. Status: This column provides the scoring status of the item. Refer to Table 11 for information on status types.
8. [Score] button: This button is selected to score a student response.
9. Navigation links: These links are used to view student responses on other pages, if the response list shows more than 25 students.
10. [Mark Selected As Complete] button: This button completes the hand scoring for selected responses; responses will no longer be accessible.
Table 11. Status Types

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Scored</td>
<td>Indicates that the response needs to be scored.</td>
</tr>
<tr>
<td>Tentatively Scored</td>
<td>Indicates that the response was scored but needs to be marked as</td>
</tr>
<tr>
<td></td>
<td>complete. The response is still available to be reviewed or reassigned.</td>
</tr>
</tbody>
</table>

For score managers, the Response List table will include additional information (Figure 72).

**Note:** There are two versions of the Response List table. For score managers, this table displays the hand scored responses for all the students in the manager's associated school (for site coordinators) or LEA (for LEA coordinators).

![Figure 72. Filters for the Response List table—Score Manager](image)

1. **[Grades]** drop-down list: This list is used to filter the response list by grade.
2. **[Subjects]** drop-down list: This list is used to filter the response list by subject.
3. **[Scorers]** drop-down list: This list is used to filter the response list by assigned scorer.
4. **Assigned To**: This column shows the name of the scorer to which the response is assigned.
Filter the Response List Table

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 or session. Score managers can filter the table by test, session, grade, subject, or assigned scorer.

1. Open a drop-down list above the Response List table (Figure 73); for a scorer, the options are Test and Session.

![Figure 73. Test Filter for the Response List table—Scorer](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.

Sort the Response List Table

The Response List table can be sorted by student name, item, Session ID, or response status.

Note: Score managers can also sort the Response List table by the assigned scorer.

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.
Step 3. Score Item Responses

When scoring responses, either assign a score to the response or mark it with a condition code. Condition codes are used for any item that cannot be scored due to the nature of the student’s response. When a student response is assigned a condition code, it is equivalent to a score of zero. Refer to the Hand Scoring Condition Codes subsection for more information on condition codes. If a single item is scored using multiple scoring criteria (i.e., English language arts/literacy [ELA] full writes are scored for Organization/Purpose, Evidence/Elaboration, and Conventions, and would receive three separate scores), a scorer should enter a score or condition code for each criterion. For more information about how to score responses and use condition codes, refer to the Smarter Balanced Hand-Scoring Rules web document.

Score Responses

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

1. In the Score column of the Response List table (Figure 73), select [Score] for a response. The Score Response page appears, displaying the item rubric and student response (Figure 74).

![Figure 74. IAHSS Score Response page](image-url)
2. In the “Response” section of the Score Response page (Figure 75), review the item stem and the student’s response. Table 12 defines the terms used in Figure 75. To view the item’s passage and an example of responses at all score points, select the [Exemplar] link (Figure 76).

![Figure 75. IAHSS Response section](image)

The three parts of the response section (Figure 75) are described in Table 12, following.

### Table 12. Response Section Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Prompt</td>
<td>A test question or stimulus presented to a student to elicit a response.</td>
</tr>
<tr>
<td>Stimulus</td>
<td>Material or materials used in the test context that form the basis for assessing the knowledge and skills of students. Many items and tasks for the assessments include a stimulus along with a set of questions to which the student responds. Stimulus materials are used in ELA and mathematics assessments to provide context for assessing the knowledge and skills of students and are diverse. These stimulus materials can be traditional reading passages and texts but viewed on a computer screen; images with audio presentations for students listening, simulated web pages for students to use for research; or scenarios for student response.</td>
</tr>
<tr>
<td>Student Response Area</td>
<td>The designated area for the student’s response to the item prompt.</td>
</tr>
</tbody>
</table>
3. In the “Rubric” section (Figure 76), review the rubric description and do one of the following:
   a. View a guide for scoring the student response. Select the [Training Guides] link (Figure 76).
   b. 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 (Figure 77). The score cannot exceed the value in the Points column.
   c. Assign a condition code to the response. Select the appropriate option from the Condition Code drop-down list (Figure 77).

![Figure 76. IAHSS “Rubric” section](image1)

4. If the item consists of multiple scoring criteria, repeat Step 3 for each criterion.
5. After finishing entering scores for the response, select [Submit Score] at the bottom of the page (Figure 75).
a. To navigate to the *Score Item* page for a different item, select [Previous Response] or [Next Response] at the top of the page (Figure 78); the order of responses is determined by the sorting options chosen on the Response List table.

b. To return to the *Response List* page, select [Back to Response List]. The item’s status in the *Status* column now displays *Tentatively Scored*.

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**Figure 78. Navigation for the Hand Scoring System**

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**Reassign Responses**

The IAHSS automatically assigns student responses for hand scoring to the test administrator who administered the session in which the student test was completed. If a student started a test in one session and completed it in another, the response will be assigned to the test administrator who administered the session in which the student completed the test.

Score managers at the school level (test site coordinators) can reassign responses to scorers in a school. Those score managers associated with an LEA (LEA CAASPP coordinators) can reassign responses to scorers within the LEA.

What follows is the process for score managers to reassign responses.

1. On the Response List table (Figure 79), mark the check box in the column on the far left for any items intended to be reassigned.

2. Select the [Reassign All Selected] button at the bottom of the Response List page. A dialog box pops up.

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**Figure 79. Response List table**
3. In the Reassign Selected Responses dialog box (Figure 80), select a scorer from the drop-down list. Only users associated with the user’s school or LEA will appear.

![Figure 80. Reassign Selected Responses dialog box](image)

4. Select the [Reassign] button. The selected responses are reassigned to the selected scorer. The newly assigned scorer’s name will show in the Assigned To column of the Response List table.

**Note:** The IAHSS does not provide an internal mechanism for tracking reassignments. Any reassignments must be tracked locally.

**Note:** Responses with a status of “Tentatively Scored” or “Not Scored” can be reassigned. When a “Tentatively Scored” response is reassigned, the initial score will remain for the new scorer to view.
Step 4. Mark Item Responses as Complete

After scoring responses, the scorer must mark the responses as complete to finish the process. The completed response will advance in the process to ultimately generate a score in CERS.

5. On the Response List table, mark the check box for any responses that have final scores (Figure 81).

![Response List table image]

Figure 81. Response List table

6. Select the [Mark Selected As Complete] button (Figure 81).

7. In the window that pops up, select the [Mark Selected As Complete] button. Once a response has been marked as complete, it is removed from the scorer’s queue.

Note: A status of “Tentatively Scored” indicates the response was scored but still needs to be marked as complete.

The interim assessment score results are generally available after 20 minutes once all hand scoring has been completed. The results can be viewed in CERS. Due to regular quality assurance processes and the high volume of testing during peak summative testing times, some results might require more than 20 minutes to populate in CERS.
Hand Scoring Condition Codes

For more information about how to score responses and use condition codes, refer to the Smarter Balanced Hand-Scoring Rules web document. Table 13 provides descriptions of the condition codes available.

Note: Condition codes are available to use in the IAHSS and should be applied if applicable. Please note that condition codes are not referenced or accessible outside of the IAHSS, including the CERS. Any item scored with a condition code defaults to a numeric value of zero and contributes to the overall score as such.

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank (B)</td>
<td>Student did not enter a response.</td>
</tr>
<tr>
<td>Insufficient (I)</td>
<td>1. Student has not provided a meaningful response; examples can include the following:</td>
</tr>
<tr>
<td></td>
<td>− random keystrokes</td>
</tr>
<tr>
<td></td>
<td>− undecipherable text</td>
</tr>
<tr>
<td></td>
<td>− “I hate this test”</td>
</tr>
<tr>
<td></td>
<td>− “I like pizza!” (in response to a reading passage about helicopters)</td>
</tr>
<tr>
<td></td>
<td>− response consists entirely of profanity</td>
</tr>
<tr>
<td></td>
<td>2. For ELA full writes, use the “Insufficient” code for responses previously described and also if</td>
</tr>
<tr>
<td></td>
<td>− the student’s original work is insufficient to make a determination whether he or she is able to organize, cite evidence and elaborate,</td>
</tr>
<tr>
<td></td>
<td>and use conventions as defined in the rubrics, or</td>
</tr>
<tr>
<td></td>
<td>− the response is too brief to make a determination regarding whether it is on purpose or on topic.</td>
</tr>
<tr>
<td>Nonscorable Language (L)</td>
<td>• ELA: language other than English</td>
</tr>
<tr>
<td></td>
<td>• Mathematics: language other than English or Spanish</td>
</tr>
</tbody>
</table>
### Table 13 (continuation)

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Topic (T)</td>
<td><strong>For ELA Full Writes Only</strong></td>
</tr>
<tr>
<td></td>
<td>• A writing sample will be judged as 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).</td>
</tr>
<tr>
<td></td>
<td>• Off-topic responses are generally substantial responses.</td>
</tr>
<tr>
<td>Off Purpose (M)</td>
<td><strong>For ELA Full Writes Only</strong></td>
</tr>
<tr>
<td></td>
<td>• A writing sample will be judged as off purpose when the student has clearly not written to the purpose designated in the task.</td>
</tr>
<tr>
<td></td>
<td>• An off-purpose response addresses the topic of the task but not the purpose of the task.</td>
</tr>
<tr>
<td></td>
<td>• Note that students may use narrative techniques in an explanatory essay or use argumentative and persuasive techniques to explain, for example, and still be on purpose.</td>
</tr>
<tr>
<td></td>
<td>Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</td>
</tr>
</tbody>
</table>
Hand Scoring Training

In order to score student responses, users will need access to the training guides, exemplars, and other training material from the Test Operations Management System (TOMS). These materials are available to anyone with TOMS credentials. After users log on to TOMS, users should select the [Resources] button (Figure 82).

![Figure 82. MyTOMS [Resources] button](image)

Users then land on the **Secure Materials** page for access to the Interim Assessment Secured Materials (Figure 83).

![Figure 83. Interim Assessment Secure Materials web page](image)
The resources under the first section, “Interim Assessment Secure Materials - Workshop,” include a variety of resources (Figure 84). The workshop presentations, materials, and facilitator’s guides offer in-depth training on hand scoring student responses in English language arts/literacy (ELA) and mathematics. These are intended to be used within a group setting with other educators.

Figure 84. Hand Scoring resources

The second section, “Interim Assessment Secure Materials - Hand Scoring Training Guides,” includes the training guides and exemplars for all interim assessment items that require hand scoring. The Training Guide file contains:

- Stimuli—passages, short scenarios, or source material
- Item Stem—questions to which students are responding, also called “prompts”
- Target Specific Scoring Rubric—standardized set of criteria used to score student responses
- Condition Codes Table—explains how to score unusual responses
- Metadata Table—claims and targets assessed by the item
- Grade-Level Conventions Chart—explains which conventions students are expected to know (ELA full write only)
The *Exemplars* file contains:

- Prep Sets—scored sample student responses to a constructed-response item; includes an annotation to explain reasoning for the assigned score
- Check Sets—sample student responses with a separate answer key; to be used as part of hand scoring training to check for consistency and calibration among scorers
- Key—answers to items in the Check Sets

To find the desired training guides and exemplars, users select the content area and grade. The associated items that require hand scoring will then display underneath with links to the training guides and exemplars for each item. In Figure 85, ELA and Grade 6 have been selected.
Once training on hand scoring has been completed, educators are ready to begin hand scoring interim assessment items.