

Welcome to training module #12 in the Centralized Reporting System series, How to Handscore Unscored Items and Modify Machine Scores. Some items, such as essays and short answer responses, require handscoring for data to appear.

You can also modify scored items that arrive in the Reporting System with suggested automated scores. This training shows you how to complete both tasks.

## Objectives


- How to Access Tests that Need Handscoring
- How to Use the Scoring Mode Window and Item View Window
  - Review Rubric and Resources for an Item
- How to Assign Points Earned and Condition Codes
- How to Interpret the Two Scoring Criteria Tables Used for Long-Write Items
- How to Modify Scores




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First, we show you the notification you receive when you have tests awaiting handscoring. Then we take you through the process of using the item-view window to review the rubric and resources for an item, assign points and condition codes to it, and show you how to interpret the two scoring criteria tables used for long-write items. Finally, we show you how to modify machine-scored items, especially those with a low-confidence warning.

## How to Access Tests that Need Handscoring

 **Tests To Score**
















User: te1@demo.user | Role: TE @ School: TestSCHOOL9

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**Scoring Mode**

Dashboard

Assessments to score for All Rosters, 2020-2021  
Filtered By Rosters: All Rosters Test Reason: All Test Reasons

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
 Grade 8 MATH - Performance Task (ICA)	Interim Test Opportunity 1	2	2	10/31/2020
 Grade 6 MATH - Performance Task (ICA)	Unassigned	2	3	09/13/2020
 Grade 11 MATH - Performance Task (ICA)	Interim Test Opportunity 1	1	0	09/03/2020
 Grade 11 MATH - Performance Task (ICA)	Unassigned	1	4	11/14/2020
 Grade 6 ELA - Performance Task (ICA)	Unassigned	1	0	10/15/2020
 Interim ELA Grade 5 - Brief Writing (IAB)	Unassigned	1	6	11/13/2020
 Grade 6 ELA - Interim Assessment (ICA)	Unassigned	1	0	10/15/2020
 Grade 5 ELA - Performance Task (ICA)	Unassigned	1	0	08/21/2020
 Interim ELA Grade 4 - Performance Task - Unlabeled/Animal Friends (IAB)	Unassigned	1	2	08/22/2020
 Interim ELA Grade 4 - Brief Writing (IAB)	Interim Test Opportunity 1	1	6	11/19/2020
 Interim ELA Grade 3 - Brief Writing (IAB)	Unassigned	1	6	11/14/2020
 Interim ELA Grade 3 - Performance Task - Beetles (IAB)	Unassigned	1	2	08/21/2020
 Grade 3 ELA - Performance Task (ICA)	Unassigned	2	1	11/07/2020
 Interim ELA Grade 11 - Performance Task - How We Learn (IAB)	Unassigned	1	2	11/14/2020
 Interim ELA Grade 11 - Brief Writing (IAB)	Unassigned	2	12	11/13/2020

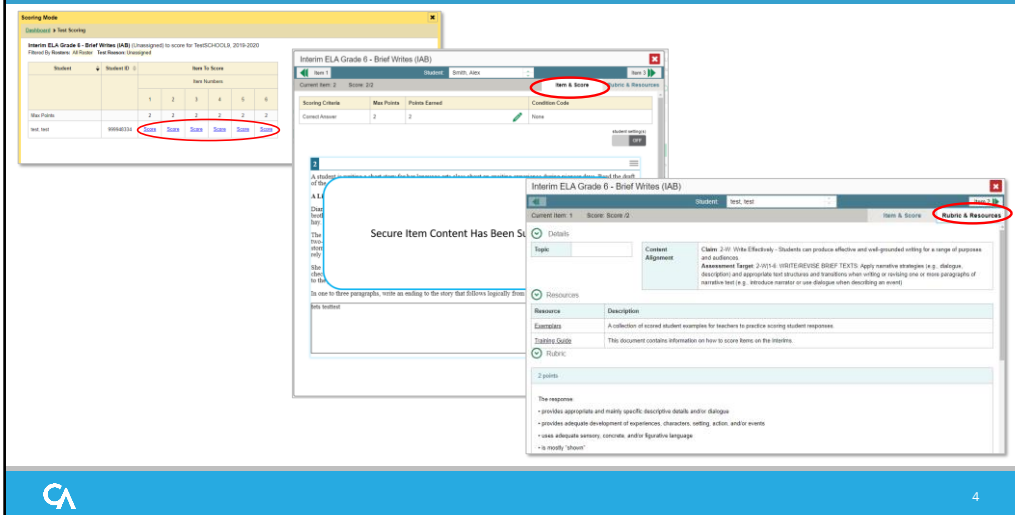


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When you have tests that need to be manually scored, a yellow notification message appears in the banner at the top of the page. Click the Tests To Score notification.

The Scoring Mode window opens, displaying a list of tests with unscored items. Click the name of the test or the magnifying glass view button of the test you wish to score.

## Scoring Mode Window and Item-View Window



The Scoring Mode window displays a list of students and items awaiting scoring. The table below shows the data for the selected test:

Student	Item ID	Item Name	Score	Score	Score	Score	Score	Score
Student 1	Item 1	Item 1	1	2	3	4	5	6
Student 2	Item 2	Item 2	2	2	2	2	2	2

The Item-View window displays the item details, rubric, and resources. The 'Rubric & Resources' tab is highlighted in red.

The Scoring Mode window displays a list of students and items awaiting scoring for the selected test. To enter scores for an item, click the score link for the item in the student's row.

The item-view window opens. You can review the rubric and available resources on the Rubric & Resources tab, if necessary.

## Assign Points Earned and Condition Codes

Interim ELA Grade 6 - Brief Writes (IAB)

Item 1    Student: Smith, Alex    Score: 0/2

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	2	None

student response

Interim ELA Grade 6 - Brief Writes (IAB)

Item 1    Student: Smith, Alex    Score: 0/2

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	2	None

student response

Secure Item Content Has Been Suppressed

In the Item & Score tab, click the pencil icon in the table at the top of the window.

The item view window updates with drop-down menus for Points Earned and for Condition Codes. Review the student's entered response for scoring.

To enter a score for the response, select or type a numerical score in the Points Earned drop-down menu and click Save. If you need to assign a condition code to the response, select the appropriate option from the Condition Code drop-down list. Condition codes include instances such as blank or insufficient answers, off-topic or off-purpose answers, and the use of non-scorable language.

You can continue scoring unscored items in the item-view window.

To view another unscored item for the same student, use the previous/next arrows on the left and right sides of the item-view banner.

To view the same unscored item for another student, use the up/down arrows in the navigation tool in the center of the banner to switch between students.

After you enter scores for all the unscored opportunities of a test, that test is removed from the Scoring Mode window. However, you can still modify the item scores on that test directly from the reports by following the procedure for modifying scores. We explain this process on the next several slides.

## Two Scoring Criteria Tables

INTERIM: G5-ELA-IAB-BriefWrit

Item 1 Student: test, test Item 3

Current Item: 2 Score: 2/10 Item & Score Rubric & Resources

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Evidence/Elaboration	4	Condition Code Selected	Off Purpose
Organization/Purpose	4	Condition Code Selected	Off Purpose

Transformed Points Earned and Condition Codes

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	6	2	None

Full write items are scored using three dimensions: Conventions, Evidence/Elaboration and Organization/Purpose for a total of ten points. For test scoring purposes.



Certain long-write test items will display two tables in the item-view window.

The table on top displays the pencil icon allowing you to modify the scores in three different dimensions. You can see that the Conventions dimension is worth 2 points and the demo student earned 2 points. Evidence and Elaboration is worth 4 points, but the student's answer was off purpose. The Organization and Purpose dimension is worth 4 points as well.

If you edit the scores and refresh the item-view window or navigate away from it, the table on the bottom displays the transformed scores.

## Modify Scores


Dashboard > Performance on Tests > My Students' Performance on Test > Roster Performance on Test

Score, Performance and Points Earned on Interim ELA Grade 6 Brief Writes IAB (Unassigned), by Student and Reporting Category: 2018-2019

Filtered By Rosters: All Roster Test Reasons: Unassigned Standards Keys

Buttons: Download By, Download Student Results, Print

Student	Student ID	Total	Total Items					
		Performance Distribution	Item Numbers, Max Points and Points Earned					
			1	2	3	4	5	6
			2 pt	2 pt	2 pt	2 pt	2 pt	2 pt
State		n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		Percent Correct: 100% 3	1	2	1.33	1.33	1.67	1
School		Percent Correct: 100% 3	1	2	1.33	1.33	1.67	1
My Students		Percent Correct: 100% 3	1	2	1.33	1.33	1.67	1
Ellis_Pat	999908557	Above Standard	1	2	2	1	2	n/a
Smith_John	99991003	Above Standard	1	2	1	1	2	2
Xoon_Yukh	9999087433	Above Standard	1	2	1	2	1	0

Scores of items marked with  can be reviewed.

Rows per page: 5 3 items 1 of 1

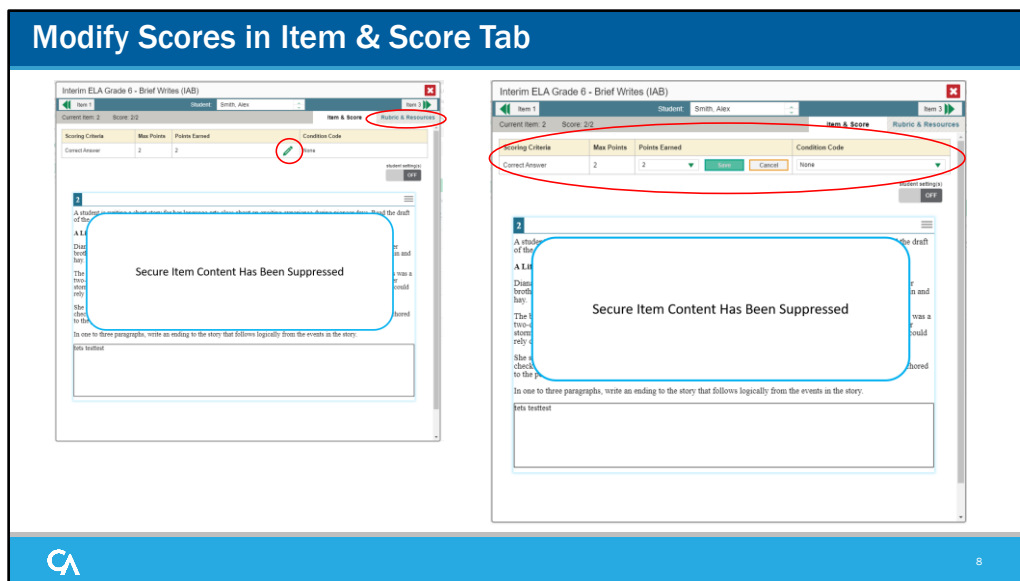


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Machine-scored items are items that would typically require handscoring, but that arrive in the Reporting System with automated scores suggested by the machine scoring system. Reports display a pencil icon in the column headers for each item with editable scores.

If a machine-suggested score has a low confidence level, a yellow warning triangle appears next to the score link. It is highly recommended that teachers view low-confidence scores.

Click the score link in the student's row of the report.



The item-view window opens. You can review the Rubric & Resources content by toggling to that tab.

Click on the pencil icon under Points Earned.

Choose from the options listed in the drop-down menus for Points Earned and Condition Codes.

Click Save.

You can move between students and items by using the navigation tools in the blue banner. This may be useful when scoring the same item for a group of students or if scoring all items for a particular student. When you close the item-view window, any average scores or performance distributions on the assessment report update automatically.



## The Reporting System Series

1. How to Navigate the Dashboard and Access Your Summative Results
2. How to Understand Measures for Standards and Writing Dimensions
3. How to Understand a Demographic Breakdown Report and a Student Portfolio Report
4. How to Drill Down into Your Results by Selecting Specific Tests & Classes
5. How to Drill Down into Your Results by Selecting Previous School Years & Previous Students
6. How to Track Student Performance Over Time Using the Longitudinal Report
7. How to Print Individual Student Reports (ISR) and Student Data Files
8. How to Print and Export Data You Can See in Your Reports
9. How to Use the Roster Manager to Add, Modify, and Upload Rosters

Interim and Benchmark  
Assessments Only

10. How to Analyze a Basic Interim Test Report
11. How to Use the Advanced Features of Reporting to View Interim Data
12. How to Hand-Score Unscored Items and Modify Machine Scores



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Thank you for viewing this training module on hand-scoring unscored items and modifying machine scores. The remaining training modules are available on the DeSSA portal.

## Additional Information

### DeSSA Portal:

- <https://de.portal.cambiumast.com/>

### DeSSA Help Desk:

- **E-mail Support:** [DeSSAHelpDesk@cambiumassessment.com](mailto:DeSSAHelpDesk@cambiumassessment.com)
- **Support Toll-Free Number:** 877.560.8331
- **Hours:** 6:30 a.m. to 6:30 p.m. ET- Mondays–Fridays (except holidays)

### DDOE Contact:

- **Phone number:** (302) 857-3391
- <https://helpdesk.doe.k12.de.us/>



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Thank you for taking the time to view this training module. For additional information, refer to your *CRS User Guide* located on the DeSSA portal or contact the DeSSA Help Desk.