

# Teacher Hand Scoring System User Guide

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# Table of Contents

<b>Introduction to the User Guide .....</b>	<b>1</b>
Organization of the User Guide .....	1
Document Conventions .....	1
Intended Audience.....	1
Additional Resources.....	2
<b>Overview of the Teacher Hand Scoring System .....</b>	<b>3</b>
THSS User Roles .....	3
<b>Accessing the Teacher Hand Scoring System.....</b>	<b>4</b>
Logging in to THSS.....	4
Switching Between WCAP Systems.....	5
<b>Using the Teacher Hand Scoring System.....</b>	<b>6</b>
Overview of the Response List Page .....	6
Filtering the Response List Table.....	7
Sorting the Response List Table .....	8
Scoring Responses.....	8
Entering Scores for Responses.....	8
Completing Item Responses.....	11
Reassigning Responses .....	12
<b>Appendix A. Condition Codes .....</b>	<b>13</b>
<b>User Support .....</b>	<b>15</b>

## Table of Figures

Figure 1. Card for THSS .....	4
Figure 2. Response List Page (Top) .....	6
Figure 3. Response List Page (Bottom) .....	6
Figure 4. Test Filter .....	7
Figure 5. Response Section.....	10
Figure 6. Rubric Section.....	10
Figure 7. Reassign Selected Students Window.....	12

## Introduction to the User Guide

This user guide supports educators using the Teacher Hand Scoring System (THSS), to score Interim test responses that require human scoring for the WCAP Interim Assessments.




### Organization of the User Guide

- [Overview of the Teacher Hand Scoring System](#) provides an overview of THSS.
- [Accessing the Teacher Hand Scoring System](#) explains how to log in to THSS.
- [Using the Teacher Hand Scoring System](#) describes the overall layout of THSS and highlights the important tasks and functions.

### Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.

### Intended Audience

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

## **Additional Resources**

For information about supported browsers and operating systems, see the *System Requirements*.

For information about hardware and software requirements, see the *Technical Specifications Manual*.

For information about registering students for assessments and managing user accounts, see *TIDE User Guide*.

For information about administering online tests in the Test Delivery System, see the *Test Administrator User Guide*.

For information about viewing reports, see the *Online Reporting System User Guide*.

All user guides and related documents for Washington Comprehensive Assessment Program (WCAP) systems are available on the WCAP portal (<http://wa.portal.airast.org>).

## Overview of the Teacher Hand Scoring System

The Teacher Hand Scoring System (THSS) allows educators to score responses that require human scoring. When students in an interim test session submit an assessment, the hand-scored items are sent to THSS, where educators, based on their user roles, can view students' responses to each constructed response item and enter scores or mark them with condition codes.

### THSS User Roles

The following users can access THSS:

- **Scorers:** This role can use THSS to score the constructed response items for any student that a scorer is assigned. Items are assigned by default to the TA for that student's test session. School-level Scorers can reassign items to other Scorers in their school, and district-level Scorers can reassign items to other Scorers in their district.
- **Score Managers:** This role can view a list of items completed by any student associated with their school (if a school-level user) or district (if a district-level user) and reassign them to any Scorer in their school or district (depending on their user level). Score Managers can also view and score item responses that have been reassigned to them.

## Accessing the Teacher Hand Scoring System

This section contains information about the different systems found within WCAP and how to log in to the Teacher Hand Scoring System (THSS). It also provides information on how to move between WCAP systems.

### Logging in to THSS

To access THSS, you must have an authorized username and password.

*To log in to THSS:*

1. Navigate to the WCAP Portal (<http://wa.portal.airast.org>).
2. Select your user role.
3. Select **Interim Teacher Hand Scoring System** (see [Figure 1](#)). The login page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The **Response List** page appears (see [Figure 2](#)).

Figure 1. Card for THSS



## **Switching Between WCAP Systems**

WCAP systems, including THSS, use an integrated Single Sign On (SSO) system that allows users to log in once and access all available applications. SSO integrates the following applications:

- Online Reporting System (ORS)
- Test Administration Interface
- Test Administration Practice and Training Site
- Teacher Hand Scoring System (THSS)
- Test Information Distribution Engine (TIDE)

Access to all systems and their tasks and features is dependent on your user role.

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

# Using the Teacher Hand Scoring System

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

## Overview of the Response List Page

After you log in, the **Response List** page appears (see [Figure 2](#) and [Figure 3](#)). The table on this page populates with the responses assigned to you to score. You can use the navigation links in the bottom-right corner of the page to view all the responses in the list.

To access this user guide, click **Help** in the banner.



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

Figure 2. Response List Page (Top)

<input type="checkbox"/>	Name	Item	Session	Status	Assigned To	Score
<input type="checkbox"/>	Jackson, Cynthia	30680: 67644	uat-86e4-1	Not Scored	User, TA	
<input type="checkbox"/>	Jackson, Cynthia	58149: 60164	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	22889: 67976	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	37533: A New Breed of Pets/7172	uat-86e4-1	Not Scored	TE User	

Figure 3. Response List Page (Bottom)

<input type="checkbox"/>	Jackson, Cynthia	13312: CellPhone_6_Stim1_Item4	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	36993: Anthem/7393	uat-912a-1	Not Scored	SC User	<a href="#">Score</a>
<input type="checkbox"/>	Jackson, Cynthia	54117: Beetles	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	61136: Whales	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	34004: 83370	uat-86e4-1	Not Scored	TE User	
<input type="checkbox"/>	Jackson, Cynthia	55267: Things Worth Remembering	uat-86e4-1	Not Scored	TE User	

Showing 1 to 25 of 117 entries

First Previous **1** 2 3 4 5 Next Last

[Reassign All Selected](#) [Mark Selected As Complete](#)

[Table 2](#) describes the columns in the **Response List** table.

Table 2. Response List Table Columns

Column	Description
Name	Name of the student.
Item	Name and/or number of the hand-scored item.
Session	ID of the session in which the student completed the test containing this response.
Status	“Not Scored” indicates the response still needs to be scored. “Tentatively Scored” indicates the response was scored but still needs to be marked as complete.
Assigned To*	The Scorer to whom the response is currently assigned.
Score	Click 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.

\*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 session. Score Managers and Scorers can filter the table by test, session, grade and subject. Score Managers can also filter by assigned Scorer.

*To filter the list of items:*

1. Open a drop-down list above the **Response List** table (see [Figure 4](#)).

Figure 4. Test Filter

The screenshot shows the 'Teacher Hand Scoring System - Response List' interface. At the top, there is a navigation bar with 'THSS' and 'Navigate to another application'. On the right, it says 'Logged in as WAdemouserSC@yopmail.com | Help | Logout'. Below the navigation bar, the Smarter Balanced Assessment Consortium logo is visible. The main heading is 'Teacher Hand Scoring System - Response List'. Below the heading, there are several filter dropdown menus: 'Test: Select Test...', 'Session: Select Session...', 'Grades: Select Grades...', 'Subjects: Select Subjects...', and 'Scorers: Select Scorers...'. The 'Test' dropdown is open, showing a search bar and a list of test items. Below the filters is a table with the following columns: 'Item', 'Session', 'Status', 'Assigned To', and 'Score'. The table contains several rows of data, including items like '30680: 67644', '58149: 60164', '22889: 67976', '37533: A New Breed of Pets/7172', '58578: 68429', and '70080: Preserve or Present'. All items in the table have a status of 'Not Scored' and are assigned to 'User, TA' or 'TE User'.

2. If you see the option you wish to select, click it. Otherwise, enter the desired option in the search bar. The table updates to show only responses associated with the selected (or search?) option.
3. To apply additional filters, repeat steps 1–2 with a different drop-down list.

## Sorting the Response List Table

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



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

*To sort the table by one of these columns:*

- Click a column header. The table lists the responses by that column in ascending order. To sort the responses in descending order, click the column header again.

## Scoring Responses

To score a response, click on the Score button in the Score column. This will open a Student Response page. Item specific information and documents to practice scoring are found by accessing the Exemplar and Training Guides tabs on the top right-hand side of the Teacher Hand Scoring System – Score Response page. 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. This is relevant for ELA items, in particular. A description of available condition codes is located within the Training Guide tab, or 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 that is available on the WCAP portal.



In order for Score Managers to score student responses, they must first reassign the responses to themselves. For more information on reassigning responses, see the section [Reassigning Responses](#).

## 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, click **Score** for a response. The **Score Response** page appears, displaying the item stem, rubric and student response.

2. Start by reviewing the item information by opening the **Training Guides** tab on the top right. This guide provides basic instructions, an item specific stimulus, stem and rubric, plus the condition code document. The **Exemplar** tab provides two sets of scored student responses. The Prep Set provides scored student responses with comments (when available). The Check Set provides student responses with scores and comments attached via a key and is intended to be used for teacher scoring practice. These documents should be accessed prior to scoring student work.
3. These documents are also located in TIDE under the THSS Materials tab. ELA materials are more comprehensive and contain more item specific information whereas math materials are more general and can be applied across items. It's necessary that educators have access to all the ELA THSS materials prior to administering the interims to students based on the variety of materials educators will need to be familiar with to score ELA interims. Educators need to allow a good portion of time to become familiar with these materials prior to scoring student responses as there are a variety of scoring methodologies, rubrics, and item types that educators scoring ELA interims must be familiar with. This can best be accomplished by providing all the ELA interim scoring materials in TIDE.

The same is not true for mathematics interim items. The samples on the THSS Materials tab in TIDE represent the two different “flavors” of interim items that educators will see: independent and dependent. Once educators are familiar with these two “flavors” of items, they are prepared to engage with the scoring material for any math interim item, any of which will take significantly less time that engaging with any ELA scoring materials. So, as opposed to the ELA materials, the mathematics THSS materials in TIDE are only provided by as examples of those two types, and should be sufficient to become familiar with the scoring methodology, rubric, and item types for any mathematics interim items. Scorers can access and train on items prior to student’s submitting their responses.

4. In the *Response* section of the **Score Response** page (see [Figure 5](#)), review the item stem and the student’s response. If you have not accessed the Exemplar materials in TIDE, you can view examples of scored student responses, in the **Exemplar** tab.

Figure 5. Response Section

5. In the *Rubric* section (see [Figure 6](#)), review the rubric description and do one of the following:
  - a. Enter a score for the response: manually enter a numerical score in the **Score** field or use the arrow button in this field to enter 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.

Figure 6. Rubric Section

Description	Points
The response: <ul style="list-style-type: none"> <li>provides an adequate opening or introduction to the narrative that may establish setting, set up the action to come, and/or introduce the narrator and/or other characters for audience and purpose</li> <li>adequately connects to or sets up the body of the narrative</li> </ul>	2
The response: <ul style="list-style-type: none"> <li>provides an opening or introduction to the narrative that may partially establish setting, or partially set up the action to come, and/or partially introduce the narrator</li> </ul>	1



To view information about the item, click **Training Guides**.

6. Some items, like ELA full-writes, contain multiple scoring criteria. Repeat step [5](#) for each criterion.
7. When you finish entering scores for the response, click **Submit Score** at the bottom of the page (see [Figure 5](#)).
8. To navigate to the **Score Item** page for a different item, click **Previous Response** or **Next Response** at the top of the page (the order of responses is determined by the selected sorting on the Response List table). To return to the **Response List** page, click **Back to Response List**. The item status now displays “Tentatively Scored.” (see [Figure 6](#)).

### 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 2](#)), mark the checkbox for any responses you have finished scoring.
2. Click **Mark Selected as Complete**.
3. In the window that pops up, click **Mark Selected as Complete**. Once you mark a response complete, it is submitted and can no longer be edited or viewed.

Student scores in the ICA will be available in ORS once teachers hand score all open-ended test items on both the computer adaptive and performance task portions of the assessment using the Teacher Hand Scoring System (THSS). Not all IABs require hand scoring. Student responses within the blocks that do require hand scoring must be completed before the student scores for that block are available.

## Reassigning Responses

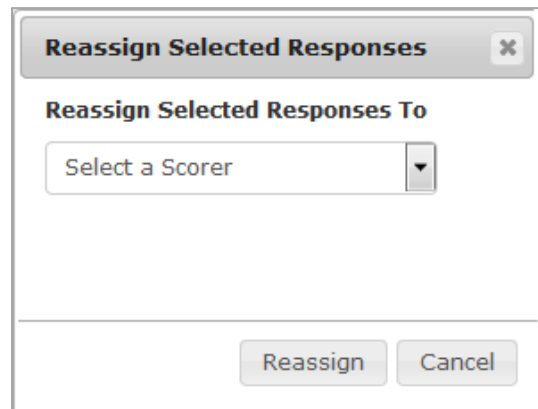
THSS automatically assigns a response to be scored to the TA for the session in which the student tested. If a student started a test in one session, and completed it in another, the response will appear only to the TA who proctored the session in which the student completed the test.

Score Managers can reassign responses to Scorers. Those Scoring Managers associated with a district can reassign a response to anyone in their district.

*To reassign responses:*

1. On the **Response List** table (see [Figure 2](#)) mark the checkbox for any items you wish to reassign.
2. Click **Reassign All Selected**. A window pops up (see [Figure 7](#)).
3. In the popup window, select a Scorer from the drop-down list. Only users associated with your school or district appear.
4. Click **Reassign**. The selected responses are reassigned to the selected Scorer. They no longer appear on your **Response List** table. You will no longer be able to access this response.

Figure 7. Reassign Selected Students Window



## 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, posted to the WCAP portal.

Condition Code	Description
Blank	Student did not enter a response.
Insufficient	<p>a. Student has not provided a meaningful response</p> <p>Some examples:</p> <ul style="list-style-type: none"> <li>• Random keystrokes</li> <li>• Undecipherable text</li> <li>• “I hate this test”</li> <li>• “I like pizza!” (in response to a reading passage about helicopters)</li> <li>• Response consists entirely of profanity</li> </ul> <p>b. for ELA Full Writes, use the “Insufficient” code for responses described above and also if:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Response is too brief to make a determination regarding whether it is on purpose or on topic.</li> </ul>
Non-Scorable Language	<ul style="list-style-type: none"> <li>• ELA/literacy: Language other than English</li> <li>• Mathematics: Language other than English or Spanish</li> </ul>
Off Topic	<p>For ELA Full Writes Only</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Off topic responses are generally substantial responses.</li> </ul>

Off Purpose	<p>For ELA Full Writes Only</p> <p>A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</p> <ul style="list-style-type: none"><li>• An off-purpose response addresses the topic of the task but not the purpose of the task.</li><li>• 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.</li><li>• Off purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</li></ul>
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## User Support

If this document does not answer your questions, please contact the Washington Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday through Friday 6:00am - 6:00pm Pacific Time (except holidays).

**Washington Comprehensive Assessment Program  
Help Desk**

Toll-Free Phone Support: 1.844.560.7366

Email Support: [wahelpdesk@air.org](mailto:wahelpdesk@air.org)

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Scorer name and IT/network contact person and contact information
- Results ID for the affected student tests. The result ID is the ID that is entered into THSS for a student that brings up the students test in THSS to score.
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

Teacher Hand Scoring System

Change Log

Date	Location	Change