



WASHINGTON
COMPREHENSIVE ASSESSMENT PROGRAM



Teacher Hand Scoring System User Guide ELA and Mathematics

2014-2015

Published February 27, 2015

Prepared by the American Institutes for Research®



Descriptions of the operation of the Test Hand Scoring System, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

Table of Contents

Introduction to the User Guide	1
Organization of the User Guide.....	1
Document Conventions.....	1
Intended Audience.....	1
Additional Resources.....	2
Overview of the Teacher Hand Scoring System	3
THSS User Roles.....	3
Accessing the Teacher Hand Scoring System	4
Logging in to THSS.....	4
Switching Between WCAP Systems.....	5
Using the Teacher Hand Scoring System	6
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.....	10
Reassigning Responses.....	11
Appendix A. Condition Codes	12
Appendix B User Support	13

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.....	9
Figure 6. Rubric Section.....	9
Figure 7. Reassign Selected Students Window.....	11

Introduction to the User Guide

This user guide supports Scorers using the Teacher Hand Scoring System (THSS) to score Interim test responses that require human scoring for the Smarter Balanced Interim Assessments for both ELA and mathematics.




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

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

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

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

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

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

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

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

Overview of the Teacher Hand Scoring System

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

THSS User Roles

The following users can access THSS:

- **Scorers:** Scorers can use THSS to score the hand-scored items for any student whose items they are assigned. Items are assigned by default to the Test Administrator 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:** These users can view items completed by any student associated to their school (if a school-level user) or district (if a district-level user) and reassign them to any Scorers in their school or district (depending on their user level). Score Managers can also score item responses that have been reassigned to them.

Accessing the Teacher Hand Scoring System

This section contains information about how to log in to THSS and how to switch between other WCAP systems.

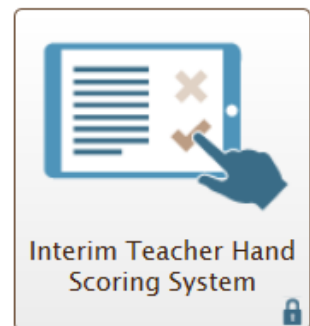
Logging in to THSS

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 **Test Administrators**
3. Select **Interim Teacher Hand Scoring System**. The login page appears.
4. Enter your username and password in the respective text fields.
5. Click **Log In**. The Response List page appears.

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:

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

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 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 in again.

Using the Teacher Hand Scoring System

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

Overview of the Response List Page

After you log in, the **Response List** page appears (see Figure 2 and Figure 3). 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, click **Help** in the banner.



If you are a Score Manager, the table on the Response List Page 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)

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

Figure 3. Response List Page (Bottom)

Name	Item	Session	Status	Assigned To	Score
Jackson, Cynthia	13312: CellPhone_6_Stim1_Item4	uat-86e4-1	Not Scored	TE User	
Jackson, Cynthia	36993: Anthem/7393	uat-912a-1	Not Scored	SC User	Score
Jackson, Cynthia	54117: Beetles	uat-86e4-1	Not Scored	TE User	
Jackson, Cynthia	61136: Whales	uat-86e4-1	Not Scored	TE User	
Jackson, Cynthia	34004: 83370	uat-86e4-1	Not Scored	TE User	
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 on the Response List page.

Table 2. Response List Table Columns

Column	Description
Name	Name of the student.
Item	Name 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/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.

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'. The user is logged in as 'WAdemouserSC@yopmail.com'. Below the navigation bar, there are filter dropdowns for 'Test', 'Session', 'Grades', 'Subjects', and 'Scorers'. The 'Test' dropdown is open, showing a search bar and a list of test items. Below the filters is a table with columns: Item, Session, Status, Assigned To, and Score. The table contains several rows of data, including item IDs and session IDs, all with a status of 'Not Scored'.

Item	Session	Status	Assigned To	Score
30680: 67644	uat-86e4-1	Not Scored	User, TA	
58149: 60164	uat-86e4-1	Not Scored	TE User	
22889: 67976	uat-86e4-1	Not Scored	TE User	
37533: A New Breed of Pets/7172	uat-86e4-1	Not Scored	TE User	
58578: 68429	uat-0f1a-1	Not Scored	TE User	
70080: Preserve or Present	uat-86e4-1	Not Scored	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 option.
3. To apply additional filters, repeat steps 1–2 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.



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

To sort the table by one of these columns:

1. Click a column header. The table lists the responses by that column in ascending order.
 - a. 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. Information on item specific scoring plus documents to practice scoring can be found by accessing the Training Guides and Exemplar tabs on the top right 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. For a description of the available condition codes, see [Appendix A. Condition Codes](#).

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 on the **Score** button. The **Score Response** page appears, displaying the item rubric and student response.
2. On the *Score Response* page, start by reviewing the information in the Training Guides by opening the 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.



To view a guide for scoring the student response, click **Training Guides**. To view scored student responses, click **Exemplar**.

3. On the **Score Response** page, review the rubric, item stem and the student's response.

Figure 5. Rubric Section

THSS | Navigate to another application | Logged in as WAdemouserSC@yopmail.com | Help | Logout

Smarter Balanced Assessment Consortium | Teacher Hand Scoring System - Score Response

<< Back to Response List | << Previous Response | Next Response >>

Item 22775: 67616
 Status : Tentatively Scored | Test : (SBAC)SBAC-IAB-FIXED-G5E-BriefWrites-ELA-5-Winter-2014-2015 | Session : uat-1385-1 | Student : Jackson, Cynthia

Rubric	Exemplar	Training Guides
<p>Description</p> <p>The response:</p> <ul style="list-style-type: none"> 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 adequately connects to or sets up the body of the narrative 		2
<p>The response:</p> <ul style="list-style-type: none"> 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 		1

© AIR 2014

4. After reviewing the student response, do one of the following:
 - a. Enter a score for the response by manually entering a numerical score in the **Score** field or using 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. Assign a condition code to the response by selecting the appropriate option from the **Condition Code** drop-down list.

Figure 6. Student Response Section

Response

4

← → ↶ ↷ ✕

1	2	3
4	5	6
7	8	9
0	.	-

Submit Score | Back

4. If the item consists of multiple scoring criteria, repeat Step 3 for each criterion.

6. When you finish entering scores for the response, click **Submit Score** at the bottom of the page.
7. 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.”

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 page (see [Figure 2](#)), mark the checkbox for any responses you have finished scoring.
2. Click **Mark Selected as Complete** at the bottom of the page.
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 on 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 student scores are available.

Reassigning Responses

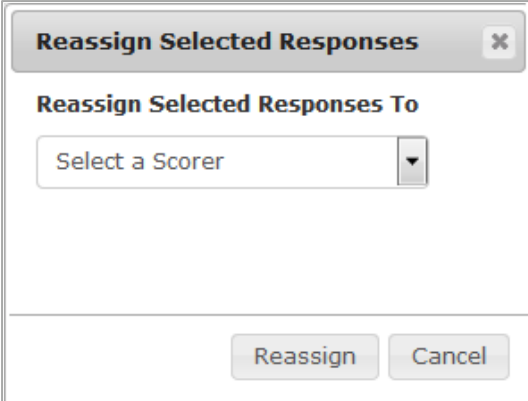
THSS automatically assigns a response to be scored to the Test Administrator for the session in which the student tested. If a student started a test in one session, and completed it in another, the response will appear only to the Test Administrator who proctored the session in which the student completed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

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

To reassign responses:

1. On the Response List page (see [Figure 2](#)) mark the checkbox for any items you wish to reassign.
2. Click **Reassign All Selected** at the bottom of the page. A window pops up.
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. You will no longer be able to score this response.

Figure 7. Reassign Selected Students Window



The image shows a dialog box titled "Reassign Selected Responses". The dialog has a title bar with a close button (X). Below the title bar, the text "Reassign Selected Responses To" is followed by a dropdown menu with the placeholder text "Select a Scorer". At the bottom of the dialog, there are two buttons: "Reassign" and "Cancel".

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.

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

Appendix B 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–Friday from 6:00 a.m. to 6:00 p.m. Pacific Time (except holidays).

**Washington Comprehensive Assessment Program
Help Desk**

Toll-Free Phone Support: 1-844-560-7366

Email Support: 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
- 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