

# Teacher Hand Scoring System User Guide

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## Section I. Introduction to the User Guide

This user guide supports Test Administrators/Scorers using the Teacher Hand Scoring System (THSS) to score test responses that require human scoring for the Ohio ELPA21 Screener. The only items that would be scored in this system are from Step Three of the ELPA21 Screener. The items will be sent directly from the Test Delivery System (TDS) for the online tests, and the Data Entry Interface (DEI) for students who took a paper form into THSS.

### Organization of the User Guide

- [Overview of](#) provides an overview of THSS.
- [Accessing](#) explains how to log in to THSS.
- [Using](#) describes the overall functionality 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.

### Intended Audience

This user guide is intended for Test Administrators (TAs) responsible for scoring hand-scored items for students. To use this system, the TA 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](#) or the [Screener ORS Quick Guide](#).

All user guides and related documents for State Assessment Program systems are available on the State Assessment Program [portal](#).

## Section II. Overview of THSS

The Teacher Hand Scoring System (THSS) allows TAs to score item responses from Step Three of the ELPA21 Screener that require human scoring. If students reach Step Three in a test session (TDS or the DEI) they will be administered items that will flow into THSS for scoring. Once they 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 (Test Administrators):** Scorers/TAs will 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.
- **Score Managers/District Test Coordinators:** These users 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 Scorers 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. This would only be used in a case where the TA was unable to score the students' response.

## Section III. Accessing THSS

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

### Logging in to THSS

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

*To log in to THSS:*

1. Navigate to the OELPA page on the [Portal](#).
2. Select the user role.
3. Select **Teacher Hand Scoring System**. The login page appears.
4. Enter the email address and password.
5. Click **Secure Login**. The **Response List** page appears.

Figure 1. Card for THSS



### Switching Between ELPA21 Program Systems

State Assessment Program systems use an integrated sign-on system that allows users to log in once and access all available applications. Access to all systems and their tasks and features depends on the user role. The sign-on system integrates the following applications:

- Online Reporting System (ORS)
- TA Sites
- Teacher Hand Scoring System (THSS)
- Test Information Distribution Engine (TIDE)
- Data Entry Interface (DEI)

The upper-left corner of the browser displays a drop-down list that includes the Different Assessment Program applications a user can access. From the drop-down list, select the application TA want to switch to. The home page for that application appears.

## Section IV. Using THSS

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 the TA logs in, the **Response List** page appears (see [Figure 2](#)). The table on this page populates with the student responses assigned to the TA to score. The TA can use the navigation links in the bottom-right corner to view all the responses in the list.



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

Figure 2. Response List Page

Student Name	Item	Session	Status	Score
Demonstration, test	6013: KS_Rock	uat-fced-1	Tentatively Scored	Score
Demonstration, test	6014: KS_Locket	uat-fced-1	Not Scored	Score
Lastname, Firstname	1466: 2W_Opinion_Least Favorite Chore	uat-15cc-1	Not Scored	Score
Lastname, Firstname	2078: 4S_TV or Video Games_1	uat-5332-1	Not Scored	Score
LastName, FirstName	2078: 4S_TV or Video Games_1	uat-fced-1	Not Scored	Score
Lastname, Firstname	2080: 4S_TV or Video Games_2	uat-5332-1	Not Scored	Score

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

Table 2. Response List Table Columns

Column	Description
Student 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 TA/Scorer to whom the response is currently assigned.
Score	Click the button in this column to enter a score for the response. If TAs are a Score Manager, TA can only enter scores for responses that are assigned to TA.

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

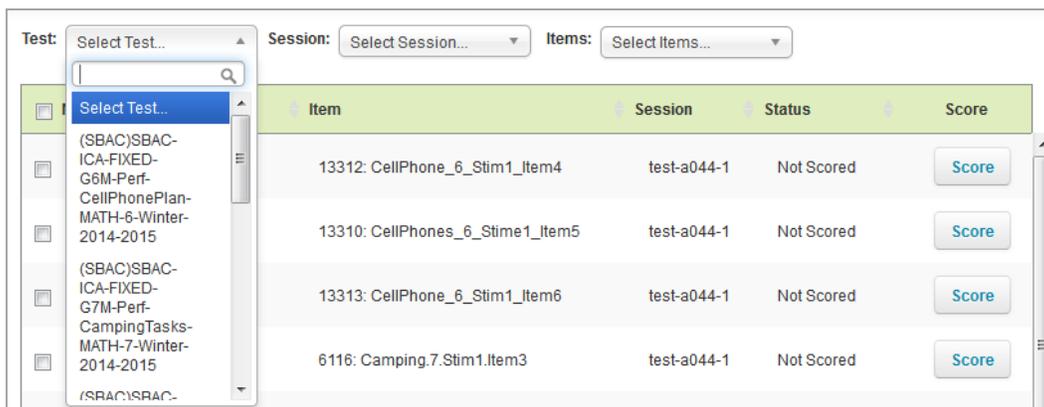
## Filtering the Response List Table

The TA can use the drop-down lists on the **Response List** page to filter the responses that appear in the table. Scorers/TAs can filter the table by test, session, and items. Score Managers can filter the table by test, session, grade, subject, assigned Scorer, and items.

*To filter the list of items:*

1. Open a drop-down list above the **Response List** table.

Figure 3. Test Filter



2. If the TA sees the option they 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

The TA 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

When scoring responses, TAs can either assign a score to the response or mark it with a condition code. Condition codes are used for an item the TA cannot score due to the nature of the student's response. For more information about how to score responses and use condition codes, refer to the *ELPA Screener Step Three Handscoring Rubrics and Guide* which can be accessed within the THSS system under "Training Guides".



In order to score student responses, Score Managers 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 rubric, Training Guides, student response, and scoring fields.
2. To review the rubric, click  in the *Rubric* section.
3. To review the Training Guides, click on the Training Guides link in the Rubric Section

[Training Guides](#)

4. In the *Response* section, review the item stem and the student's response.

Figure 4. Response Section

5. In the *Scoring* section, do one of the following:
  - To enter a score for the response, select a numeric score in the **Score** field. **NOTE:** The OELPS has only three scoring points – 0, 1 or 2; condition codes may apply as listed on the rubric.
  - To assign a condition code to the response, select the appropriate option from the **Condition Codes** drop-down list

Figure 5. Scoring Section

Scoring Criteria	Points	Score	Condition Code
Correct Answer	3	3	Not Applicable



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

6. When TA finish entering scores for the response, click **Submit Score** at the bottom of the page.
7. To navigate to the **Score Response** page for a different item, click **Previous Response** or **Next Response** at the top or bottom 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 List**. The item status now displays “Tentatively Scored.”

### Completing Item Responses

After entering scores or selecting condition codes for responses, TA 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 TA have finished scoring.
2. Click **Mark Selected as Complete** which is located at the bottom of the Response List page.
3. In the window that pops up, click **Mark Selected as Complete**. Once TA marks a response complete, it is submitted and can no longer be edited or viewed.

## Reassigning Responses

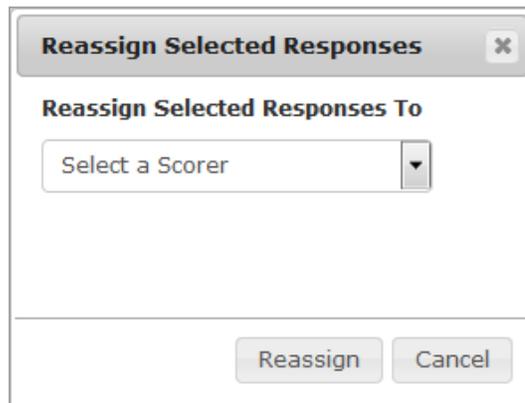
THSS automatically assigns a response to be scored to the Test Administrator for the session in which the student tested. If a student started a test in one session, and completed it in another, the response will appear only to the Test Administrator who proctored the session in which the student completed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

TAs can reassign responses to other Scorers in their school, but will only see scores for students that they administered tests for. Those users associated with a district at a DTC level can reassign a response to anyone within their district. **Tests should only be reassigned if for some reason the TA that administered the test is unable to score their student's responses.**

*To reassign responses:*

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

Figure 6. Reassign Selected Students Window



The image shows a dialog box titled "Reassign Selected Responses" with a close button (X) in the top right corner. Below the title bar, the text "Reassign Selected Responses To" is displayed above a dropdown menu. The dropdown menu currently shows "Select a Scorer". At the bottom of the dialog box, there are two buttons: "Reassign" and "Cancel".

## Appendix A. Condition Codes

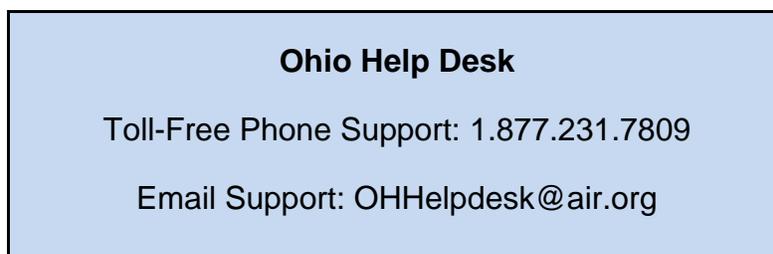
For more information about how to score responses and use condition codes, refer to the *ELPA21 Screener Step 3 Handscoring Rubrics and Guide*.

Condition Code	Description
A) Blank	Student did not enter a response.
B) Technological Issue	

## User Support

If this document does not answer the questions, please contact the Ohio Help Desk.

The Help Desk is open Monday through Friday.



If the TA contacts the Ohio Help Desk, TA will be asked to provide as much detail as possible about the issues the TA encountered.

Include the following information:

- Scorer /TA name and Technology contact name and contact information
- Result ID for the affected student tests
- Operating system and browser version information
- Student SSID
- Any error messages and codes that appeared, if applicable
- Information about the network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup