

Teacher Hand Scoring System User Guide

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Descriptions of the operation of the Teacher 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.

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Section I. Introduction to the User Guide

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

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 TAs must take note .

Intended Audience

This user guide is intended for TA 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 the OELPS Program systems are available on the OELPS Program [portal](#).

Section II. Overview of the THSS

The Teacher Hand Scoring System (THSS) allows TAs to score item responses from Step Three of the OELPS that require human scoring. Student responses to these items will appear in the THSS for online and paper forms. 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 TAs can enter scores or mark items with condition codes. There are two condition codes available for all grade bands:

- Blank – the student has written no response;
- Technological Issue – problem with the computer although this code should not be used until the computer has been checked and if necessary, a request for a Reopen or Reset has been requested.

For more information about how to score responses, refer to the *OELPS Step 3 Handscoring Rubrics and Guide*.

THSS User Roles

The following users can access the THSS:

- **TAs** use the THSS to score the hand-scored Step Three items for students whose items are assigned to them. Items are assigned by default to the TA of each test session.
- **District Test Coordinators (DTCs):** DTCs can view a list of items completed by all students associated with their school (if a school-level user) or district (if a district-level user) and reassign them to any TA in their school or district (depending on their user level). DTCs also can view and score item responses that have been reassigned to them. If a TA is unable to score a student's response, it may be escalated to the DTC for scoring.

Section III. Accessing the THSS

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

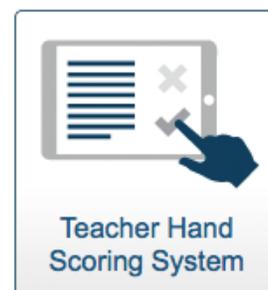
Logging in to THSS

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

To log in to the 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 the THSS



Switching between OELPS Program Systems

OELPS 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 different assessment program applications:

- Online Reporting System (ORS)
- TA Interface
- 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 the TA wants to switch to. The home page for that application appears.

THSS | [Navigate to another application](#)

 **Department of Education** **Teacher Hand Scoring System - Response Search**

Scorers:

Student Name	Item	Session
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Section IV. Using the THSS

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

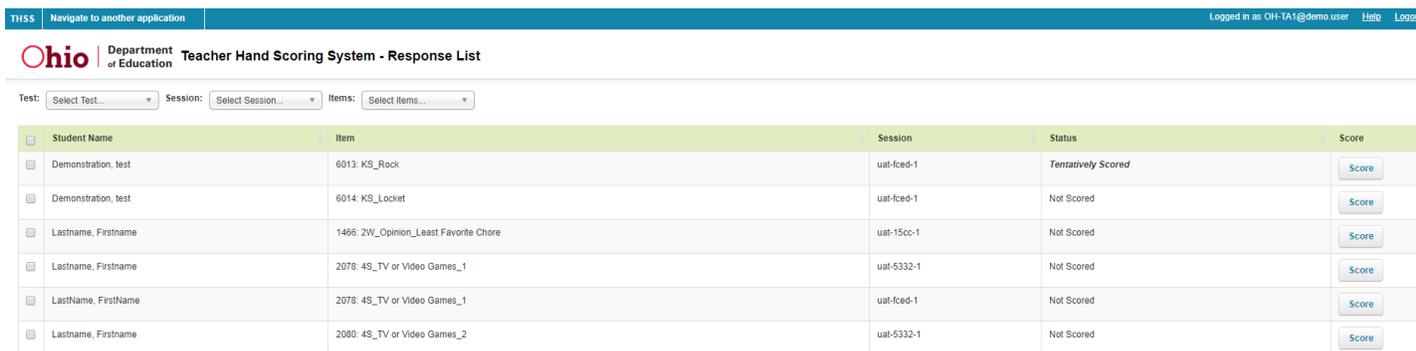
Overview of the Response List Page

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.



If the TA is a DTC, 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



[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 to whom the response is currently assigned. This column only appears in the Response List table for DTCs.
Score	Click the button in this column to enter a score for the response. If the TA is a DTC, the TA can only enter scores for responses assigned to the TA.

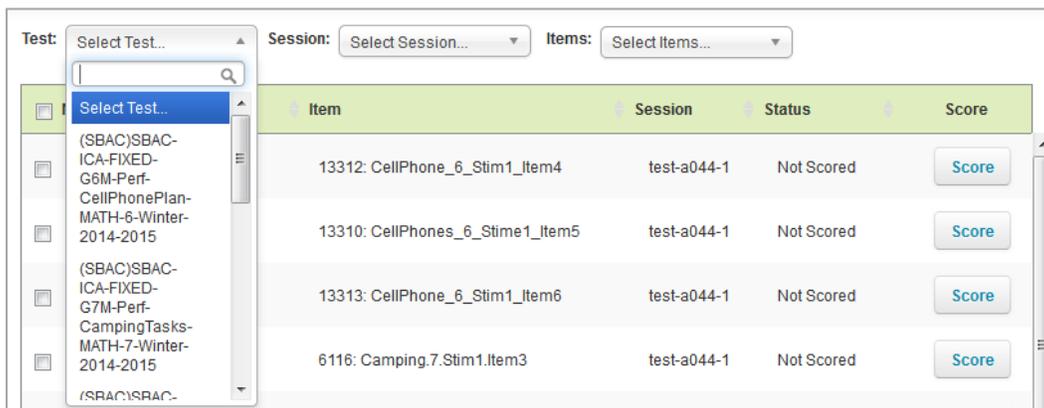
Filtering the Response List Table

The TA can use the drop-down lists on the **Response List** page to filter the item responses in the table. TAs can filter the table by test, session, and item. DTCs can filter the table by test, session, grade, subject, assigned TA, and item.

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.



DTCs also can sort the **Response List** table by the assigned TA.

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 *OELPS Step Three Handscoring Rubrics and Guide* which can be accessed within the THSS under "Training Guides".



To score student responses, TAs first must 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 options – 0 points, 1 point or 2 points Option explanations are listed for the 0-point score. 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. After entering a score 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, the 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 the TA has 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 the TA marks a response complete, it is submitted and can no longer be edited or viewed.

Reassigning Responses

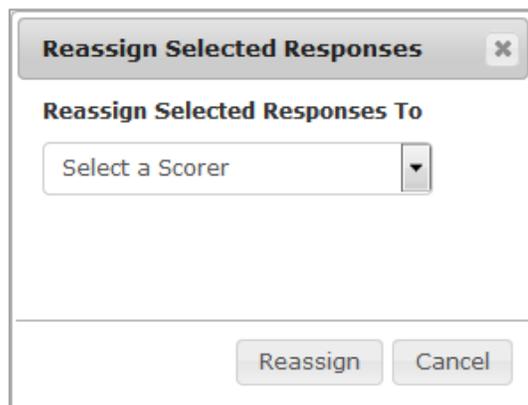
The THSS automatically assigns to the TA a response to be scored for the session in which the student tested. If a student started a test in one session, and completed it in another, the response will appear only to the TA who proctored the session in which the student completed the test.

TAs will only see responses for students they tested, but can reassign responses to other TAs in their school, including the DTCs. DTCs can reassign responses to any TA in their district. Item responses should only be **reassigned** when the TA who 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 the TA wishes to reassign.
2. Click **Reassign All Selected**. A window pops up.
3. In the popup window, select a TA 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 TA. The responses no longer appear on the **Response List** table. TAs will no longer be able to access reassigned responses.

Figure 6. Reassign Selected Students Window



The image shows a software window 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" and has a downward-pointing arrow on its right side. At the bottom of the window, there are two buttons: "Reassign" and "Cancel".

User Support

If this document does not answer your questions, please contact the Ohio Help Desk. The Help Desk is open Monday-Friday 7 a.m. to 5 p.m. (except holidays or as otherwise indicated on the Ohio's State Tests [portal](#))

Ohio Help Desk

Toll-Free Phone Support: 1.877.231.7809

Email Support: OHHelpdesk@air.org

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

TAs should include the following information to the Ohio Help Desk:

- TA name and Technology contact name and contact information
- Result ID for the affected student tests – assigned by the system
- 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