

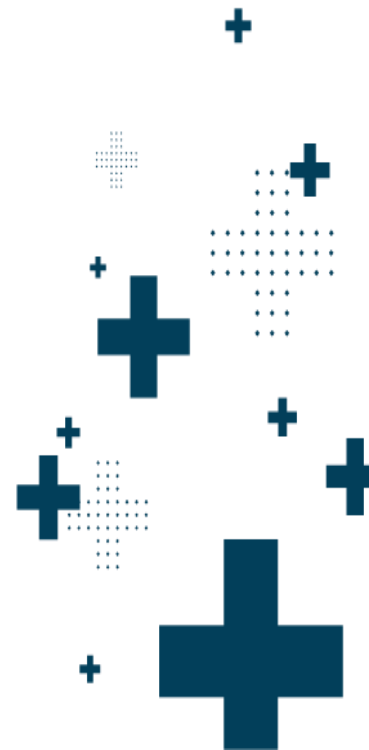
New York State Grades 3-8 ELA and Mathematics Computer-Based Testing

Operational Training: ScorePoint



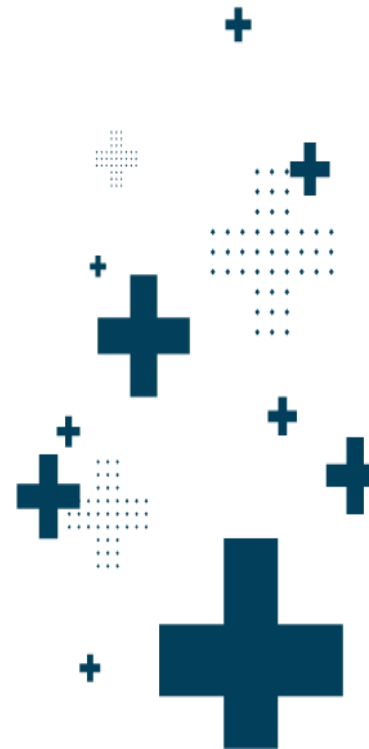
Purpose of this Training

- The ScorePoint Training will provide scoring consortia personnel details on the system for scoring constructed-responses from the computer-based testing operational administration.
- The ScorePoint Training will be posted under the Tutorials Training page of CBT Support at:
<https://cbtsupport.nysed.gov/hc/en-us/sections/115000412586-CBT-Video-Tutorials-Trainings>
- The ScorePoint Manual is posted on the Office of State Assessment web site on the Manuals page:
<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>
- The Scoring Leader Handbook is also posted on the Office of State Assessment's website on the Manuals page. Schools conducting CBT scoring activities should use this Handbook in conjunction with the ScorePoint Manual.



Agenda

- General Information
- Roles & Responsibilities
- Security & System Recommendations
- Logging into ScorePoint
- Readers
- Team Leaders
- Scoring Directors
- Reports
- Finishing the Project
- Customer Support Information



General Information



Scoring Materials Posted in Nextera Admin

The scoring materials will be posted in Nextera Admin Help tab on 4/9

- Scoring Leader Handbook and ScorePoint Manual
- ELA Scoring Materials
- Math Scoring Materials

*Note: Science Scoring Materials will be posted in Nextera Admin on the Help-Downloads tab

New York State Grades 3-8 Testing Program

Questar

HOME STUDENTS ▾ CLASSES TESTS ▾ ACCOUNTS ▾ STUDENT RESPONSES HELP ▾

Click or tap the "Change" link at the top of the page to select or change your active district

Administration Quick Links

- [CBT Support](#)
- [Question Sampler](#)
- [NYSED Office of State Assessment](#)
- [NYSED CBT Website](#)
- [Nextera Admin Roles & Responsibilities](#)

What's New

Welcome to the Nextera Administration System (Nextera Admin) for the NYS Grades 3-8 ELA and Math computer-based testing (CBT) program.

Nextera Admin is Questar's test administration system where schools can manage computer-based testing for their students. Based on user roles, schools will make sure students are loaded into the platform, edit and add classes, set testing accommodations, and print login tickets in Nextera Admin. As a Nextera user, you play an important role in the successful execution of testing activities.

In Spring 2023, schools will also access secure scoring materials for the Grades 3-8 ELA and Math tests from the Help tab.

Verify Technology Readiness – Complete Technology Readiness Checklist

DTC Important Information

- **PII Reminder:** When contacting [CBT Support](#) or

How do ScorePoint and Nextera work together?

Beginning March 12

- Login credentials are distributed and Scoring Directors access ScorePoint to:
- Request & print login tickets
 - Set Scoring and Read Behind windows

April 8 – May 17

Students submit tests in Nextera Test Delivery System (TDS) during the Operational testing window

How do ScorePoint and Nextera work together?

April 9- May 21

- CRs are routed to appropriate ScorePoint projects based on Lead Scoring Entities
- Always check for responses as they are imported into ScorePoint as the students submit tests throughout the day
- Continue to check for responses until May 21st, when all remaining tests will be submitted

April 9 – May 24

- ScorePoint activities:
- Readers score responses
 - Team Leaders distribute login tickets, perform read behinds, monitor scoring process, etc.
 - Scoring Directors accountable for timely completion of scoring, handling of alerts, etc.

The ScorePoint Application

What is ScorePoint?

- A secure, online, web-based scoring platform accessed through Google Chrome
- No installation required
- Login access provided by NWEA
- Role-based access
 - Scoring Director
 - Team Leader
 - Reader

ScorePoint

User ID

Password

Sign In



What Is ScorePoint?

All the same paper-based scoring activities can be accomplished in ScorePoint when scoring 1, 2, 3 and 4 point questions such as:

- Scoring responses
- Marking non-score codes (Condition Code A) and sending alerts to be escalated
- Identifying non-score items where the student left an answer blank
- Performing read behinds
- Managing scoring periods

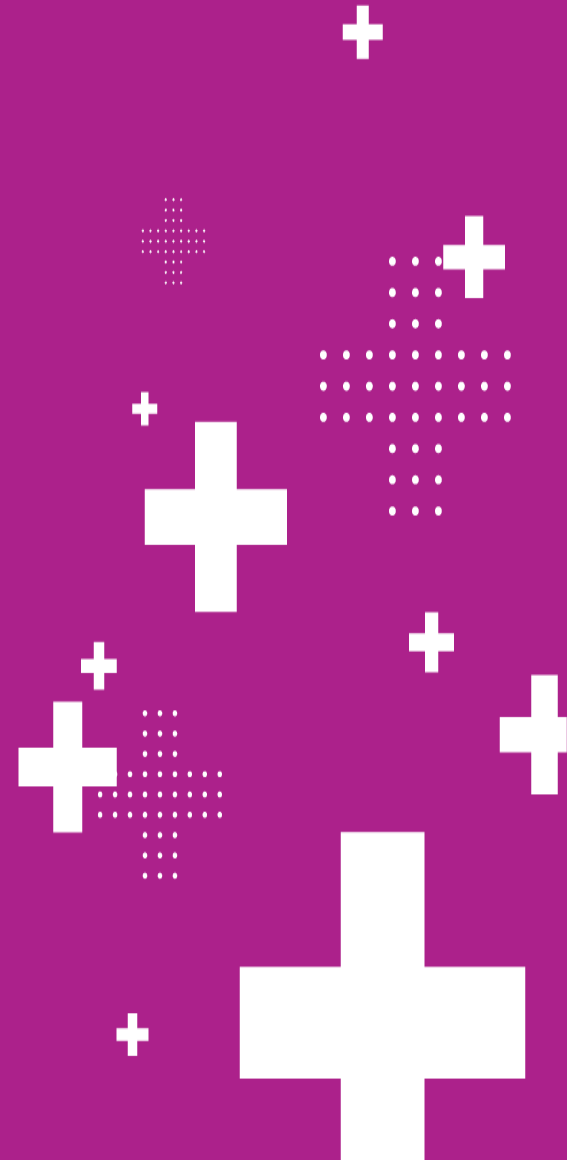


CBT Operational ScorePoint Dates

English Language Arts and Math Scoring	
ScorePoint Available	April 9
ScorePoint Window	April 9 – May 24

A teacher may not begin to train for scoring or rate student responses until the primary administration of a specific grade level test that the teacher will be rating has been administered in that teacher's school.

Roles and Responsibilities



Roles and Responsibilities



PBT Scoring Role		CBT ScorePoint Role
Scorer	=	Reader
Table Facilitator	=	Team Leader
Scoring Leader & Scoring Site Coordinator	=	Scoring Director

Roles and Responsibilities



Reader

- Score student responses
- Identify and mark alerts while scoring responses for the items assigned to you
- Mark responses identified as unable to score
- Identify and use the non-score Condition Code A when appropriate

Roles and Responsibilities

Team Leader

- Distribute Login Tickets to Readers
- Monitor progress of scoring for Readers and items assigned to your scoring group
- Release Reserved Responses
- Perform read-behinds for Readers and items assigned to your scoring group
- Handle alerts for Readers and items assigned to your scoring group

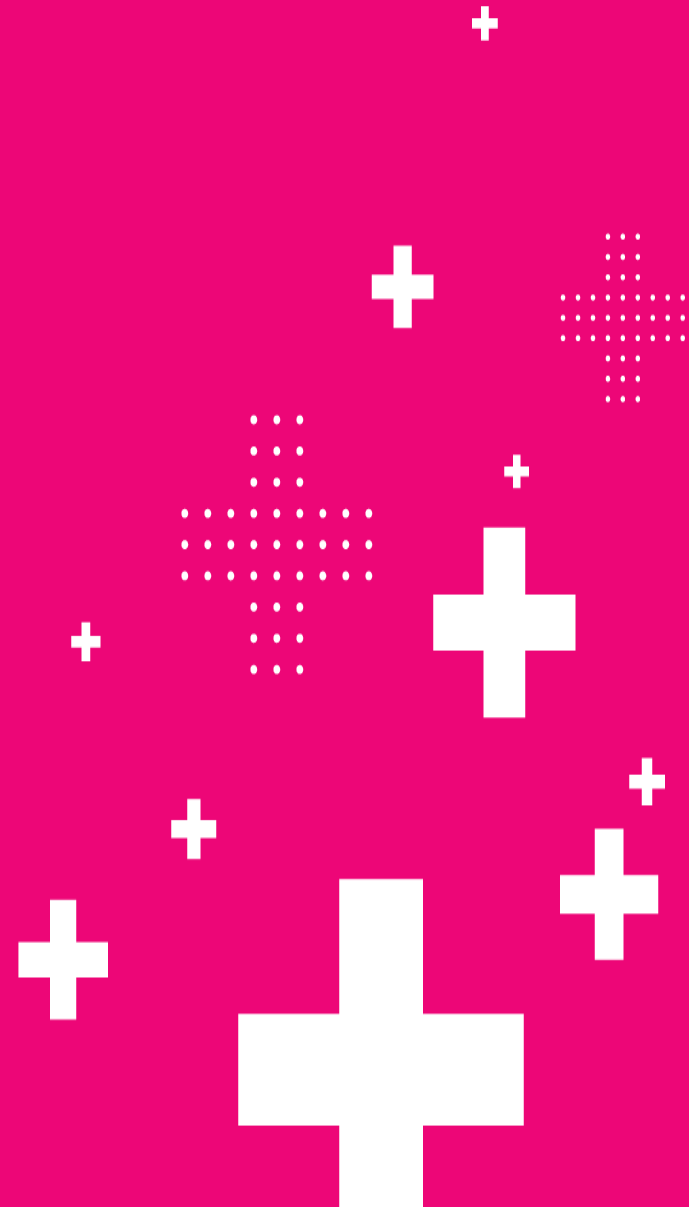
Roles and Responsibilities

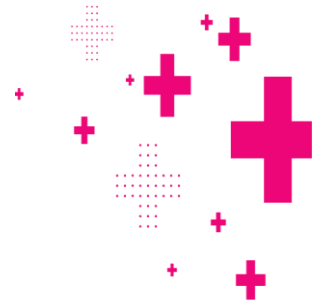


Scoring Director

- Implement the policies and procedures for scoring provided in the Scoring Leader Handbook, 2024 edition.
- Request login tickets
- Setup days and times for scoring
- Monitor progress of scoring for all Readers and all items assigned to your consortium
- Release Reserved Responses
- Monitor read-behinds for all Readers and all items assigned to your consortium
- Handle alerts for all Readers and all items assigned to your consortium
- Generate and review reports

Security and System Requirements





Security & System Recommendations

CBT Scoring Security Recommendations

- Consortium to work with local IT staff ahead of scoring to ensure a secure scoring environment.
- Whitelist the ScorePoint URL (<https://ny-scorepoint.questarai.com/scorepoint>) and block access to all other websites during scoring.
- Devices with photographic capabilities or that could be used to transport electronic data should not be allowed
- Printing from scorers' devices should not be allowed
- Scoring room actively monitored at all times
- Devices should always be locked with passwords when scoring personnel step away from their workstations and should not be left unlocked and unattended.
- All logins are considered secure materials

Security & System Recommendations

General System Requirements:

System Memory/Hard Disk Space

- Minimum 512MB Free RAM
- Recommended 1GB Free RAM
- Minimum 1GB Free Storage Space

Browser

Google Chrome 109+

General System Requirements:

LAN Network

- Recommended available LAN bandwidth at each workstation 1Mbps

Internet Speed

- Minimum per device: 150Kbps
- Recommended: 300Kbps

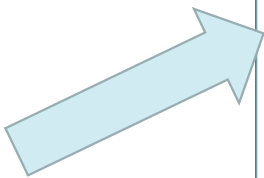
Operating System	OS Version	Processor	Screen Size Resolution
Windows	10, 11	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU	Minimum 1024 X 768 screen resolution Recommended 11.6" or larger screen size for desktops Recommended 9.7" or larger screen size for Chromebooks
Mac	Mac OS X 11, 12, 13, 14		
Chrome OS	Version 109+		


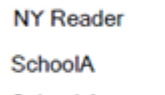
Logging into ScorePoint



Logging into ScorePoint

- NWEA will send Scoring Directors login credentials via email:
ELA and Math: March 12th.
- Scoring Directors will distribute login tickets to Team Leaders
- Team Leaders will distribute login tickets to Readers



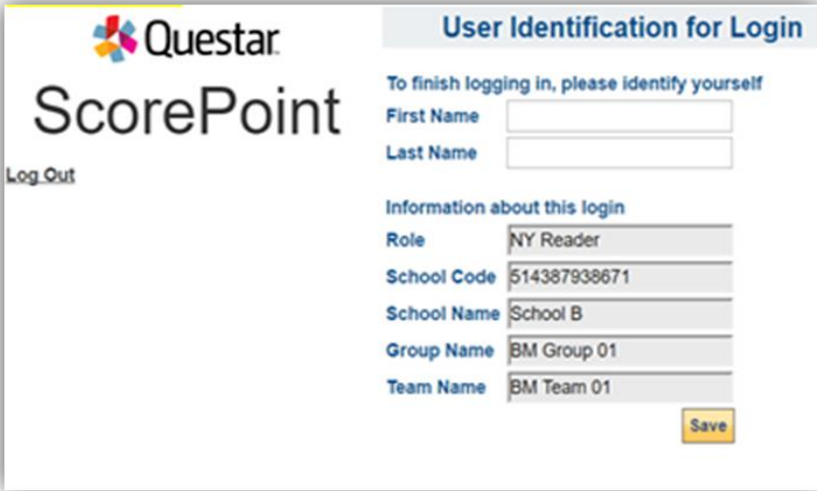
User ID:		
Password:		
Role:	NY Reader	Name: _____
School Code:	SchoolA	
School Name:	School A	
Group:	Grade 4 ELA	Password: _____
Team:	G4E Scoring Group A	

Scoring Directors can call NWEA's Customer Support (1-866-997-0695) or email NYTesting@nwea.org to reset their password. Be sure to identify the reason for your inquiry.

Logging into ScorePoint

1. Log into ScorePoint
2. Type in First/Last Name
3. Verify information
4. Update Password

If a Reader or Team Leader forgets their password, they will receive a new login ticket from the Team Leader or Scoring Director.



The screenshot shows the 'User Identification for Login' form in the Questar ScorePoint system. The form includes a 'Log Out' link, a 'Save' button, and fields for 'First Name', 'Last Name', 'Role', 'School Code', 'School Name', 'Group Name', and 'Team Name'. The 'Role' field is set to 'NY Reader', 'School Code' is '514387938671', 'School Name' is 'School B', 'Group Name' is 'BM Group 01', and 'Team Name' is 'BM Team 01'.

User Identification for Login	
To finish logging in, please identify yourself	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Information about this login	
Role	NY Reader
School Code	514387938671
School Name	School B
Group Name	BM Group 01
Team Name	BM Team 01
<input type="button" value="Save"/>	

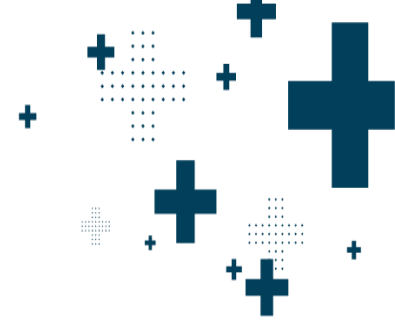
Password Requirements

- 8-16 characters
- one capital letter
- one number

Readers



Reader Responsibilities



Reader

- Score student responses
- Identify and mark alerts while scoring responses for the items assigned to you
- Mark responses identified as unable to score
- Identify and use the non-score Condition Code A when appropriate

Scoring Responses

Questar
ScorePoint

Change Password [Log Out](#)

Customers: NYSED
Test Admin: NY1801 Consortium 1

Setup

Performance Scoring

Score Responses **1**

Alerts
Read Behind
Release Reservations

Reporting

Score Responses

Select an Item to Score

Content Area: All
Grade/Level: Grade 04
Item Type: OP
Item: Select Item **2**

Score Selected Item **3**

Reserved Responses

Choose a reserved response to score.
Grade 4 Math Item 6 - 1 / 5axG

Score Reserved Response

1. Click Score Responses
2. Select the item to be scored
3. Click Score Selected Items

Questar
ScorePoint

Change Password [Log Out](#)

Customers: NYSED
Test Admin: NY1801 MATH ALBANY

Setup

Performance Scoring

Score Responses

Alerts

Score Responses

Select an Item to Score

Content Area: All
Grade/Level: Grade 08
Item Type: Operational
Item: Select Item

Score Selected Item

Reserved Responses

Choose a reserved response to score.

Grade 03 MATH Item 26
Grade 03 MATH Item 27
Grade 03 MATH Item 28
Grade 03 MATH Item 29

Scoring Responses

The screenshot shows a web interface for scoring responses. At the top, there's a header 'Score Responses'. Below it, a table lists items with columns for 'Item Name' and 'Response ID'. The first row shows 'Grade 04 ELA Item 5' and 'br2vg', with the latter highlighted by a red box. Below the table, there's a 'Display Item' button and a text area containing the question: 'The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice.' To the right of the text area, there are several buttons: 'Clear Scores', 'Scores' (with a sub-section for 'Domain 1' showing '0 1 2' and three radio buttons), 'Non Score Codes' (with a sub-section for 'NSCodes' showing 'A' and one radio button), 'Submit & Get next', 'Submit & Exit', 'Cancel & Exit', and 'Unable to Score'. A red arrow points to the 'Unable to Score' button.

If there is a question about a specific response, the Response ID will be needed. For example, if a Reader has a specific question about a response, they will note the Response ID, click on Unable to Score. This would send the response to the Reserved queue where a Team Leader or Scoring Director could review it.

Scoring Responses

The screenshot displays the 'Score Responses' interface. At the top, there is a header 'Score Responses' and a table with columns 'Item Name' and 'Response ID'. The table contains one row: 'Grade 54 ELA Item 5' and 'br2vg', where 'br2vg' is highlighted with a red box. Below the table is a text area containing the response: 'The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice.' To the right of the text area are buttons for 'Display Item', 'Clear Scores', 'Submit & Get next', 'Submit & Exit', 'Cancel & Exit', and 'Unable to Score'. A red arrow points to the 'Unable to Score' button. On the right side of the interface, there are sections for 'Scores' (Domain 1 with scores 0, 1, 2) and 'Non Score Codes' (NSCodes with 'A').

Alternate language Responses:

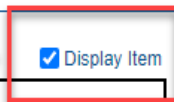
If a reader is given an item to score in an alternate language, they can also choose Unable to Score. This would send the response to the Reserved queue where a Team Leader or Scoring Director will review it and make the necessary arrangements to have the item scored.

Scoring Responses

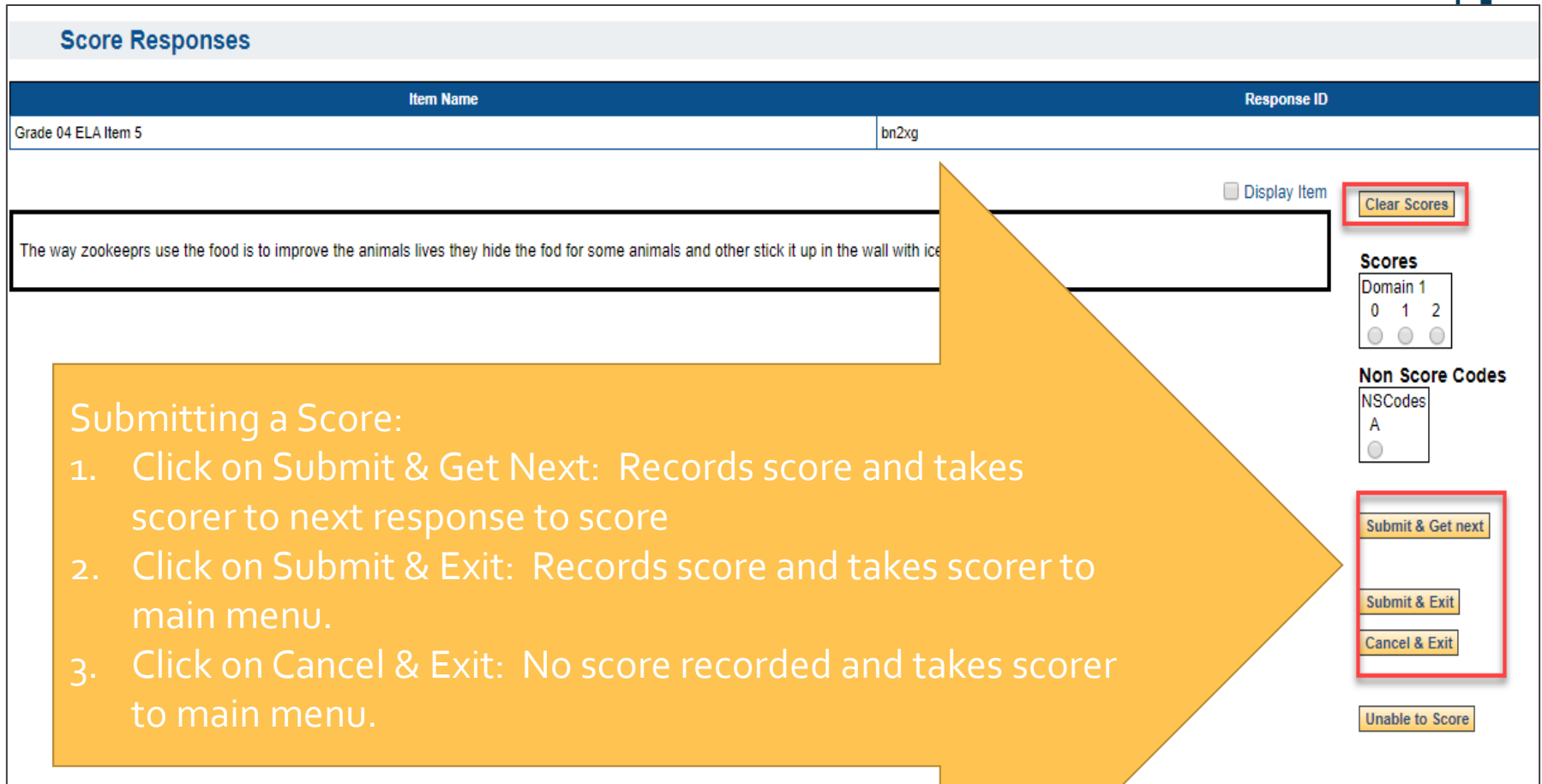
Click Display Item to view the response within the question.



Item Name	Response ID
Grade 04 MATH Item 6	ENkyd
<div style="text-align: right;"><input checked="" type="checkbox"/> Display Item Clear Scores</div>	
<p>The area of a rectangular doghouse floor is 15 square feet. The length of the floor is five feet. What is the perimeter of the floor of the doghouse?</p> <p><i>Show your work.</i></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">← → ± + - × ÷ = < > $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$ (□) 3 + 5 = 8</div> <p>Answer ← → ± + - × ÷ = < > $\frac{\square}{\square}$ $\frac{\square}{\square}$ $\frac{\square}{\square}$ (□) feet</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">75</div>	
<div style="text-align: right;">Submit & Get next Submit & Exit Cancel & Exit</div>	



Scoring Responses



Score Responses

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item

The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice

Scores

Domain 1
0 1 2
<input type="radio"/> <input type="radio"/> <input type="radio"/>

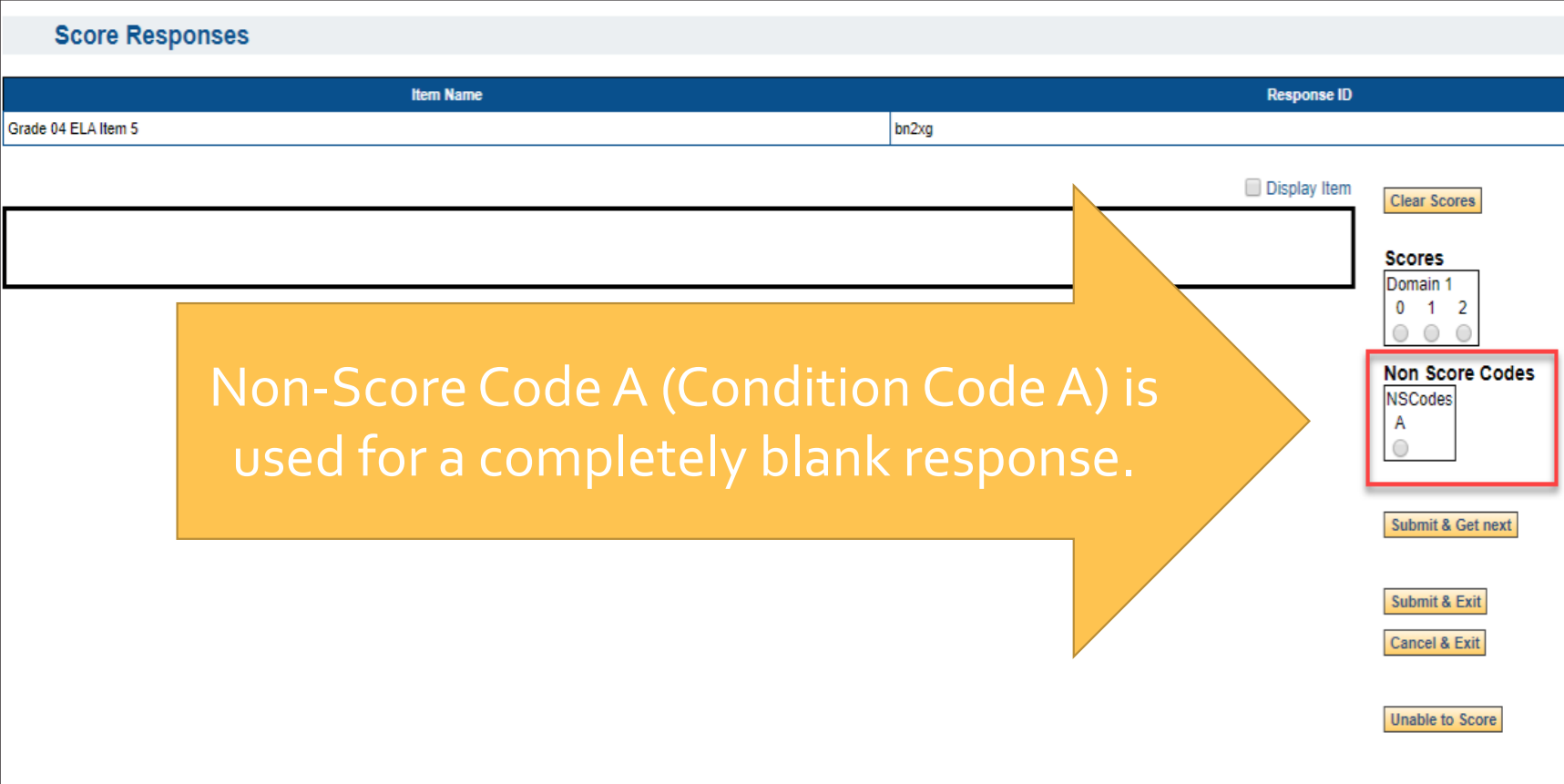
Non Score Codes

NSCodes
A
<input type="radio"/>

Submitting a Score:

1. Click on Submit & Get Next: Records score and takes scorer to next response to score
2. Click on Submit & Exit: Records score and takes scorer to main menu.
3. Click on Cancel & Exit: No score recorded and takes scorer to main menu.

Scoring Responses



The screenshot displays the 'Score Responses' interface. At the top, there is a header 'Score Responses'. Below it, a table shows the 'Item Name' as 'Grade 04 ELA Item 5' and the 'Response ID' as 'bn2xg'. A large orange arrow points from the text 'Non-Score Code A (Condition Code A) is used for a completely blank response.' to a 'Non Score Codes' section on the right. This section is highlighted with a red box and shows 'NSCodes' with 'A' selected. Other sections include 'Scores' for 'Domain 1' with radio buttons for '0', '1', and '2', and several action buttons: 'Clear Scores', 'Submit & Get next', 'Submit & Exit', 'Cancel & Exit', and 'Unable to Score'. A 'Display Item' checkbox is also visible.

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item

Clear Scores

Scores

Domain 1

0 1 2

Non Score Codes

NSCodes

A

Submit & Get next

Submit & Exit

Cancel & Exit

Unable to Score

Non-Score Code A (Condition Code A) is used for a completely blank response.

Scoring Responses

Score Responses

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item Clear Scores

The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice.

Scores
Domain 1
0 1 2

Non Score Codes
NSCodes
A

Submit & Get next
Submit & Exit
Cancel & Exit
Unable to Score

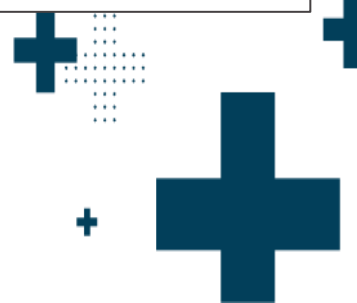
Unable to Score Process:

1. Reader marks a response as Unable to Score
2. Team Leader locates the response in Reserved Responses queue
3. Team Leader finishes scoring this response

Scoring Responses

Reserved Responses:
 To make sure all student responses are scored, it is critical that you score ALL responses in the queue

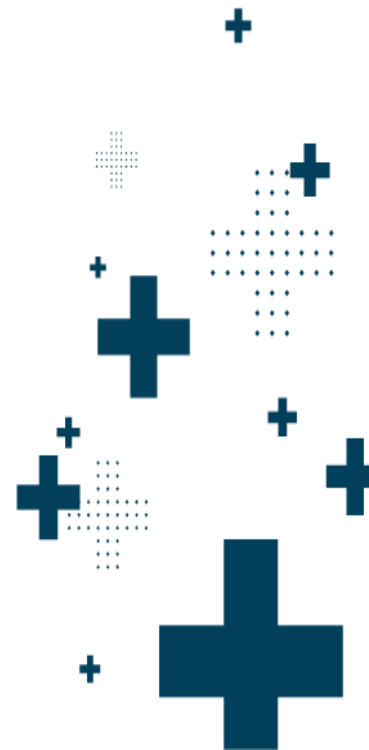
The screenshot displays the Questar ScorePoint interface. At the top left is the Questar logo and 'ScorePoint' title. Below it are links for 'Change Password' and 'Log Out'. The left sidebar contains a navigation menu with sections: 'Customers' (with dropdowns for 'NYSED' and 'NY2021 ELA-1'), 'Setup', 'Performance Scoring' (highlighted with a red circle '1'), 'Reporting', and 'Score Responses'. The main content area is titled 'Score Responses' (2) and contains a 'Select an Item to Score' section with dropdowns for 'Content Area' (ELA), 'Grade/Level' (Grade 4), 'Item Type' (Operational), and 'Item' (Select Item). Below this is a 'Score Selected Item' button. The 'Reserved Responses' section prompts the user to 'Choose a reserved response to score' and shows 'Grade 04 ELA Item 5 / ENXAK'. At the bottom right of this section is a 'Score Reserved Response' button (3).



Scoring Responses

How do responses end up in my Reserved Responses queue?

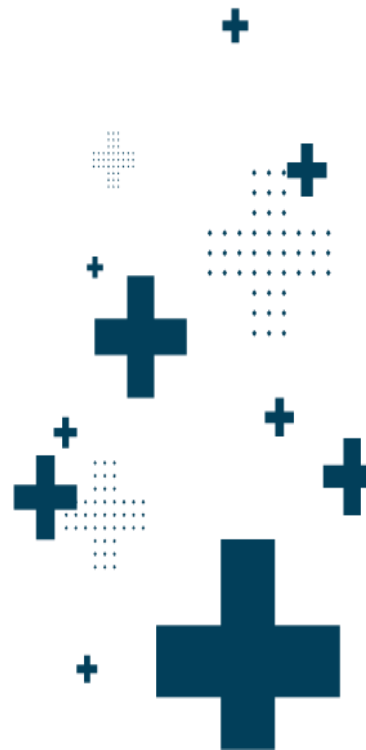
1. When a response is displayed for you on the Score Responses or Read Behind screen, it is reserved for you. It remains reserved for you until you actively click on a button to release it: Submit & Get Next, Cancel & Exit, or Unable to Score.
2. If you leave a response for any other reason, the system will retain your reservation. For example: click on another ScorePoint menu option, close your browser tab, or shutdown your workstation, etc.



Scoring Responses

Reserved Responses Important Notes

- After scoring a reserved response, if you click Submit and Next, it will not bring you to the next reserved response, but to a new response in the queue.
- To continue scoring your remaining reserved responses, return to the main Score Response screen and select another reserved response to score.
- You cannot close out of a project if you have reserved responses in your queue.



Scoring Responses

Score Responses

Select an Item to Score

Content Area

Grade/Level

Item Type

Item

Score Selected Item

Reserved Responses

Choose a reserved response to score.

Score Reserved Response

All available responses have been scored. Check reserve bin for remaining responses.

This message appears (“All available responses have been scored. Check your reserve bin for remaining responses.”) when all responses are scored.

Perform the following steps to verify all responses are scored:

1. Attempt to select the item one more time
2. Check that your Reserved Responses queue is empty

Alerts

Marking Alerts

- Reader scores the response
- Reader selects Alert Reason and then enters any Alert Comments
- Reader selects “Submit and Get Next”

The screenshot displays the 'Score Responses' interface. At the top, there is a header with 'Score Responses' and a table with columns for 'Item Name' and 'Response ID'. Below the header, the 'Item Name' is 'Grade 04 ELA Item 7' and the 'Response ID' is 'ENzvX'. A checkbox labeled 'Display Item' is present. The main content area contains a text passage: 'There are similarities and differences between the two. We'll start with the similarities. They both place in a zoo. They both take care of these animals. They both talk about animals. Now let's talk about differences. In Elephants don't wear boots It takes place in winter They both have different animals Elephants don't wear boots it talk about the zookeepers worries in winter. I call of the wild the make it more comfiable.' To the right of the passage, there are several controls: a 'Clear Scores' button, a 'Scores' section with 'Domain 1' and three radio buttons labeled '0', '1', and '2', a 'Non Score Codes' section with 'NSCodes' and a radio button labeled 'A', and three buttons: 'Submit & Get next', 'Submit & Exit', and 'Cancel & Exit'. At the bottom left, there is an 'Alert Reason' dropdown menu with 'Disturbing Content' selected, and an 'Alert Comment' text box containing 'See sentence #2.'. Red arrows point to the '0', '1', and '2' radio buttons, the 'Submit & Get next' button, the 'Disturbing Content' dropdown, and the 'Alert Comment' text box.

Item Name	Response ID
Grade 04 ELA Item 7	ENzvX

Display Item

Clear Scores

Scores

Domain 1

0 1 2

Non Score Codes

NSCodes

A

Submit & Get next

Submit & Exit

Cancel & Exit

Alert Reason

Disturbing Content

Alert Comment

See sentence #2.

Alerts

- In the comments section, identify the location of the concerning content in the response. Do not include details or emotional responses
 - Example alert text: "See paragraph 2, line 4"
- Selecting "Harm to Self or Others" will generate an immediate email to the Scoring Director prompting them to address the alert as soon as possible.



I

From: ScorePoint@questarai.com <ScorePoint@questarai.com>

Sent:

To: A..

Subject: You need to run an Alerts Report right away.

At least one student response has been flagged with "Harm to Self or Others" by a scorer. You must review this information as soon as possible and escalate this issue if necessary. Here are the specifics:

Response ID: 186001

Project Name: NY2021 ELA-1

Reason for Alert: Harm to Self or Others flagged

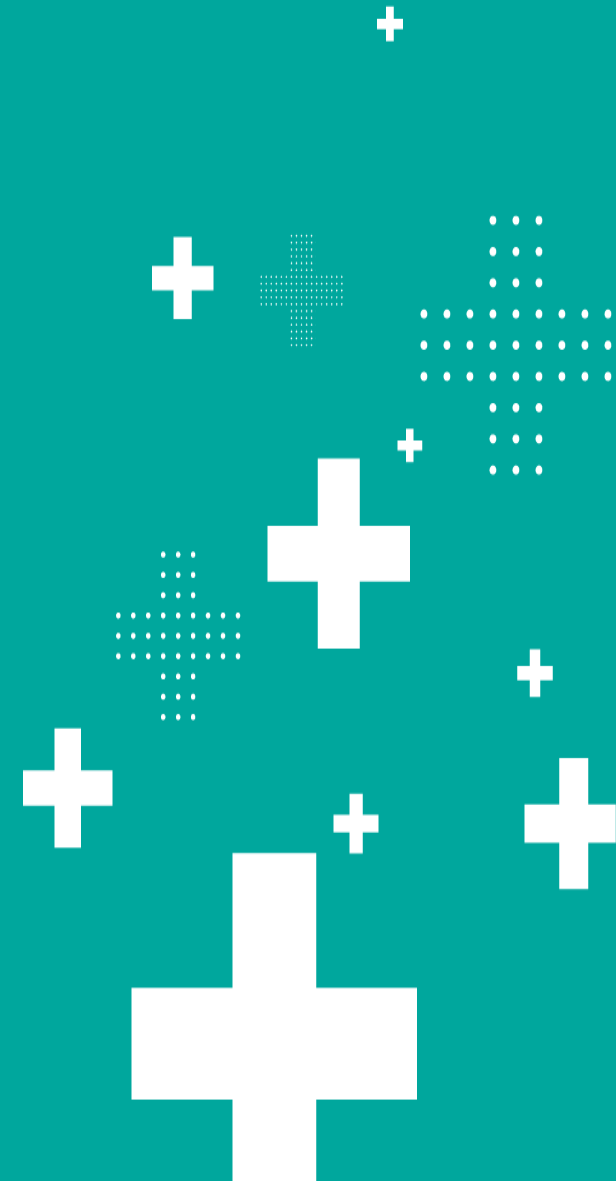
Alert Submitted:

Thank you for your prompt attention to this matter.

ScorePoint Alert Services

This message was sent from a mailbox that does not accept replies. If you have questions about this email or actions you need to take, speak to your supervisor.

Team Leaders




Team Leader Responsibilities

Team Leader

- Distribute Login Tickets to Readers
- Monitor progress of scoring for Readers and items assigned to your scoring group
- Release Reserved Responses
- Perform read-behinds for Readers and items assigned to your scoring group
- Handle alerts for Readers and items assigned to your scoring group

Alerts


Score Responses (Alerts)

Response ID: Staff Number: Alert Status:

Response ID	Grade	Subject	Create Date/Time	Staff #	Alert Reason	Alert Status
186004	Grade 4	ELA	03/24/2021 11:44 AM	18111	Disturbing Content	New
186002	Grade 4	ELA	03/24/2021 11:44 AM	18111	Disturbing Content	New
186001	Grade 4	ELA	03/24/2021 11:44 AM	18111	Harm to Self or Others	New
190000	Grade 4	ELA	03/24/2021 10:56 AM	18111	Disturbing Content	New

[Change Password](#) [Log Out](#)

Customers:

Test Admin:

[Setup](#)

Performance Scoring

Score Responses

[Alerts](#)

Read Behind

[Release Reservations](#)

First [1](#) Last

- Team Leaders and Scoring Directors have access to the Alerts menu:
1. Click on "Alerts"
 2. On Response ID row, click on "New" Alert Status

Alerts

After reviewing the response, update Alert Status and add any comments in “New Comments” box

Score Responses (Alerts)

Item Name	Response ID
Grade 04 ELA Item 5	GvXa6

Display Item

The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice.

Alert Reason
Disturbing Content

Alert Date
3/24/2021, 10:44:57 AM

Past Comments

Alert Status
New

New Comments

Save Alert

Return

- Closed
- New
- Not an Alert
- Open - Action Needed
- Open - Action Taken
- Save Alert

Alerts

Alert Problem Sheet With Images/Text


Status: All

From Date: 04/01/2022

To Date: 04/15/2022

View/Save As: PDF

Run



Alert Problem Sheet
NY2021 ELA-1

Helene Gniadek

Date: 3/24/2021

Reader ID: Gniadek, Helene (18111)

Content Area: ELA

Response ID: 190000

Item: Grade 04 ELA Item 7

Student Personal Identifiable Information (PII) removed from sample

Reason for Alert(check)

Disturbing Content

Harm to Self or Others

Comments in the System

Alert Report: "Alert Problem Sheet With Images/Text"

- Report provides a summary of all alerts including student Personal Identifiable Information (PII)
- Alerts stay on Alert Report even after Team Leader adds comments.

Performing Read Behinds

- Number of Read Behinds is a local decision
- Options to search for responses to Read Behind.
 - Required Fields: Content Area, Grade, Item, and Staff number/or First and Last Name

Score Responses (Read Behind)

Scoring Group: All
 Scoring Group Team: All
 Content Area: ELA
 Grade: Grade 6
 Choose an Item: Grade 06 ELA Item 34
 Start Date: 04/01/2022
 End Date: 04/09/2022
 Staff Number: Select staff by number | Staff Name: Select staff by name
 Hide Read Once Hide Previous Reviewed

Domain 1: All

Search

Response ID	Reserved	Staff #
186017	No	22360
186018	No	22360
186019	No	22360
186020	No	22360
186021	No	22360

Performing Read Behinds

When you agree with the Reader's score click Submit & Exit.

Score Responses (Read Behind)

Item Name	Response ID	Reading #	Staff #	Staff Name	Scores
Grade 04 ELA Item 5	8dprc	1	22360	Graham, Project D	1

Display Item Clear Scores


The way zookeepers use the food is to improve the animals lives they hide the fod for some animals and other stick it up in the wall with ice.

Scores
Domain 1
0 1 2

Non Score Codes
NSCodes
A

Update Reader Score

Submit & Exit Cancel & Exit



Important Note: Read Behinds must occur the same day as the initial scoring for that response.

Performing Read Behinds

If you agree with the Reader's score after your review, click **Submit & Exit**.

Consult

If you agree, then no consult is needed.

Agree & Submit

If you agree with the Reader's score after your review, click **Submit & Exit**.

Performing Read Behinds

When your score does NOT match the Reader's Score consult with the reader in person at your workstation.

Consult

In person, using your device, consult with the Reader about possibly changing the score.

Agreement

If the Reader **agrees** to change the score, have the Reader select the new score on your device and click **Update Reader Score.**

Submit New Score

To finish submitting the new score, the Reader must enter their password on your device.

Performing Read Behinds

When your score does NOT match the Reader's Score consult with the reader in person at your workstation.

Consult

In person, using your device, consult with the Reader about possibly changing the score.

Disagreement

If the Reader **disagrees**, you will still change the score but will NOT click **Update Reader Score**.

Instead click **Submit and Exit**.

Mark Your Suggested Score

This will log that there was a disagreement in the score selected by the Reader, even though the Reader's score is not updated.

Performing Read Behinds

If a response is a “fence-sitter” response (i.e., a response for which either of two contiguous scores could be justified), then you should not question the Reader’s score.

Do not consult with the reader.

Fence Sitter

You will still change the score and click **Submit and Exit**.

Mark Your Suggested Score

This will log that there was a disagreement in the score selected by the Reader, even though the Reader’s score is not updated.

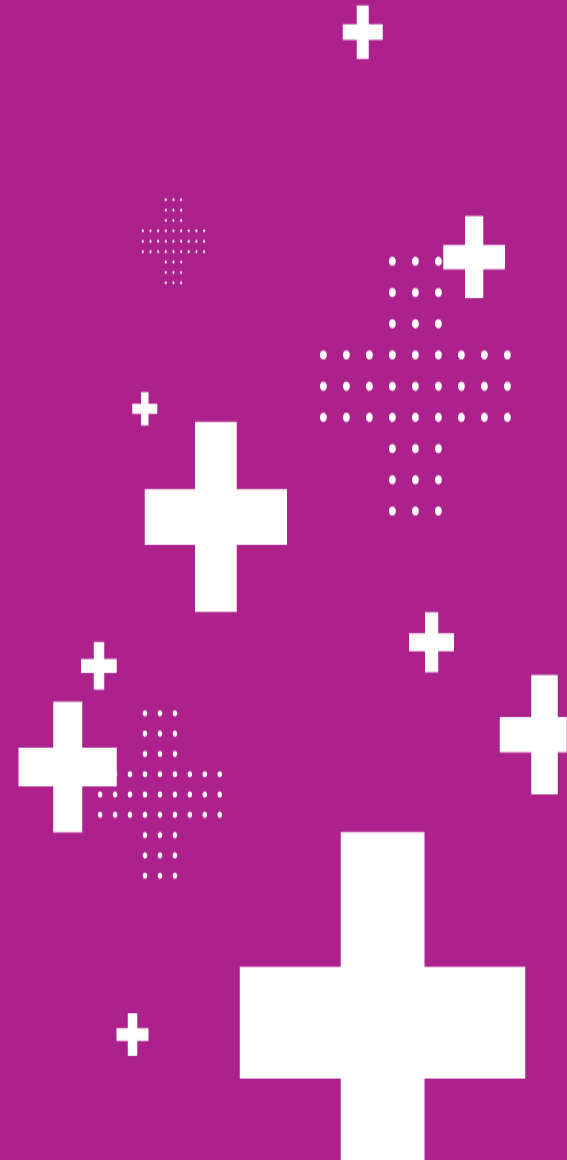
Performing Read Behinds

Report Parameters:		Read Behind Report							
Customer: NYSED		NY		ELA-1				12:14:49 PM	
Test Admin: NY2021 ELA-1								Helene Gniadek	
Score Sheet Item: ALL									
Content Area: ALL									
Reader: ALL									
From Date:									
To Date:									
Row For Reader: YES									
Row For Item: YES									
Reader,Item	Readings	Read Behinds Performed		Readings Accepted		Readings Modified		Readings Disagree	
		%	#	%	#	%	#	%	#
Gniadek, Helene	18111								
Grade 04 ELA Item 5		9	0	0	0	0	0	0	0
Grade 04 ELA Item 7		1	0	0	0	0	0	0	0

Read Behind Report

Used to monitor the progress of the read behind process

Scoring Directors



Scoring Director Responsibilities



Scoring Director

- Train Team Leaders and Readers
- Implement the policies and procedures for scoring provided in the Scoring Leader Handbook, 2024 edition.
- Request login tickets
- Setup days and times for scoring
- Monitor progress of scoring for all Readers and all items assigned to your consortium
- Release Reserved Responses
- Monitor read-behinds for all Readers and all items assigned to your consortium
- Handle alerts for all Readers and all items assigned to your consortium
- Generate and review reports

Project Setup Report

**Report Parameters:**

Customer: NYSED

Test Admin: NY1801 MATH ALBANY

Project Setup Report

2/28/2018

11:09:23 AM

School Name	School BEDS Code	District BEDS Code
ALBANY AVENUE ELEMENTARY SCHOOL	280522030001	280522030000
ALBANY AVENUE ELEMENTARY SCHOOL	280522030001	280522030000
School B	SchoolB	DistrictA

Scoring Group

Scoring Group Team:

Scoring Directors should run the Project Setup Report to:

- Verify that all schools are assigned to your consortium
- Review item groups based on the Scoring Leader Handbook

Setting up ScorePoint

Managing Periods: Scoring Directors set the window for both Scoring and Read-Behinds

Reminders:

- Periods can be set up on a day-to-day basis
- Only one period can be created per day for Read-Behind and one period for Scoring
- If all of the day's activities are complete, adjust the end time of the period to prevent any further activity.
- Important: Make sure to extend the periods beyond estimated completion to avoid interruption to either of these activities.

The screenshot displays the 'Manage Period' interface in the Questar ScorePoint system. On the left, a navigation menu includes 'Setup', 'Performance Scoring', and 'Reporting'. The 'Setup' section is expanded, and 'Manage Periods' is selected, indicated by a red arrow. The main content area shows a table of existing periods and a 'New Period' form.

Period	First Date	Last Date	Actions
Scoring	02/28/2020	03/20/2020	
Read Behind	02/28/2020	03/20/2020	

New Period

Name:

Start: End:

Day of week:

Dates:

Start *: End *: * All times are Eastern Time (ET)

Time of day:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Days of week:

Item Response Checking: Project Status Reports

Beginning in 2024 responses will be loaded into projects automatically, as students submit their tests, rather than as a nightly extract. Therefore, student responses may begin to load into ScorePoint as soon as testing begins and continue to load several days after the end of the testing window.

Report Parameters:
 Customer: NYSED
 Project Status Report
 1
 Score Sheet Item: ALL
 Subject: ALL
 Item Type: ALL
 Row For Each Subject: YES
 Row For Each Item: YES

Item Name	School Name	Not Read	In Review	In Read Behind	Complete #	Complete %	Total
ELA							
Grade 03 ELA Item 25		2	0	0	5	66.66%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		2	0	0	1	33.33%	3
Grade 03 ELA Item 26		1	0	0	6	83.34%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		1	0	0	2	66.67%	3
Grade 03 ELA Item 27		2	0	0	5	66.66%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		2	0	0	1	33.33%	3
Grade 03 ELA Item 28		3	0	0	4	50.00%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		3	0	0	0	0.00%	3

Scoring Directors should work with their schools and monitor the Project Status Report to know when responses are available for scoring. Be prepared to receive additional responses after the testing window has closed. It is possible that responses can be loaded into ScorePoint until 5/21.

Setting up ScorePoint



Requesting Logins

Questar
ScorePoint

Request NY Logins

Enter and select a school to create NY logins for

School A / 123 Main, New York / SchoolA

Change Password Log Out

Customers NYSED

Test Admin NY2001 ELA NY-3

Setup

Manage Periods

Request NY Logins

Group	Team	Number of Reader Logins *	Number of Team Leader Logins *
Grade 4 ELA	GRE Scoring Group A	<input type="text"/>	<input type="text"/>
Grade 4 ELA	GRE Scoring Group B	<input type="text"/>	<input type="text"/>

* Limit of 25 per cell

Clear Entries Request Logins

Setting up ScorePoint

Reprinting Logins: To reprint these login tickets, use the “NY Logins and Initial Password report”

Questar
ScorePoint

Change Password Log Out

Customers NYSED

Test Admin

Setup

Performance Scoring

Reporting

Reporting

Manage Reports

Title
Alert Problem Sheet With Images/Text
Audit Constructed Responses Report
Item Reading Times Detail
Item Reading Times Report
Item Score Report
NY Logins and Initial Passwords Report
NY Read Behind Report
Project Incomplete Report
Project Set Up Report
Project Status Report
Score Point Distribution

Releasing Reservations

Project Incomplete Report: Used to identify responses that have been paused either in the Score Responses phase or the Read Behind phase.

Report Parameters:

Test Admin: NY1801 Consortium 1

Scoring Group: ALL

Scoring Team: ALL

Item: Grade 4 ELA Item 6

Item Format: ALL

Item Type: ALL

Score Sheet Item

Response ID

Last Reserved Date

Reserved By

Status

Scoring Group:Grade 4 ELA

Scoring Team:G4E Scoring Group A

Grade 4 ELA Item 6

9001

ProjectDirector,

(10036)

Reserved for First Read

Project Incomplete Report

Releasing Reservations

Releasing a response identified on the Project Incomplete Report from the Reserved Items area allows the response to be put back into the queue for initial scoring or Read Behind scoring.

This should be done mid-day, so scorers have a chance to score these responses.

Questar ScorePoint

Change Password Log Out

Customers: NYSED
Test Admin: NY2021 ELA-1

Setup

Performance Scoring

Score Responses
Alerts
Read Behind
Release Reservations (1)

Reporting

Release Reservations

Group Name: All
Team Name: All
Item Name: Grade 04 ELA Item 5 (2)
Reservation Start Date:
Reservation End Date:
Response ID:

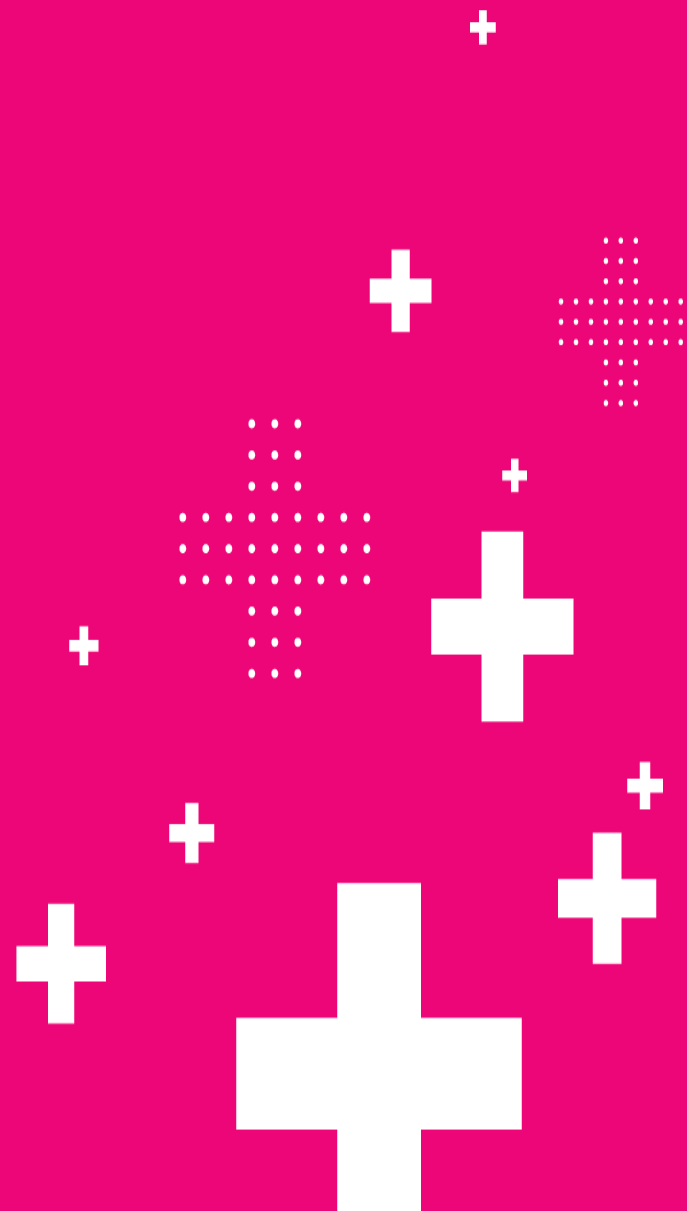
Staff Number: Select staff by number
Name: Select staff by name (3)

Search (3)

<input type="checkbox"/>	Response ID	Group Name	Team Name
<input type="checkbox"/>	186005	Grade 4 ELA	GRE Scoring Group A
<input type="checkbox"/>	186006	Grade 4 ELA	GRE Scoring Group A
<input type="checkbox"/>	186011	Grade 4 ELA	GRE Scoring Group A

Release (5)

Reports

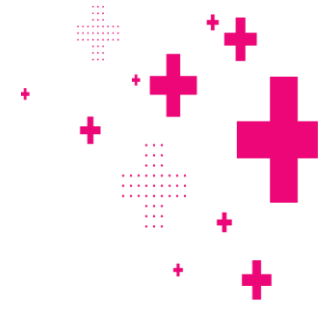


Project Setup Report

Report Parameters:	
Customer: NYSED	Project Setup Report
Test Admin: NY1801 QA 1 - 201700000013	
School Name	School BEDS Code
QA ScorePoint Test Elementary - 201700000013	
QA ScorePoint Test Elementary A - 201700000014	
QA ScorePoint Test Elementary B - 201700000015	
QA ScorePoint Test Elementary C - 201700000016	
QA ScorePoint Test Elementary D - 201700000017	
QA ScorePoint Test Elementary E - 201700000018	
QA ScorePoint Test Elementary F - 201700000019	
QA ScorePoint Test Elementary G - 201700000020	
Scoring Group: QA-KM Group 1	
Scoring Group Team: QA-KM Team A	
Grade 03 ELA Item 25	
Grade 03 ELA Item 26	
Grade 03 ELA Item 27	
Grade 03 ELA Item 28	
Grade 03 ELA Item 29	
Grade 03 ELA Item 30	
Grade 03 ELA Item 31	
Grade 03 Math Item 34	
Grade 03 Math Item 35	
Grade 03 Math Item 36	
Grade 03 Math Item 37	

- This report should be the first report run by a Scoring Director
- Shows all the schools and BEDS codes that are assigned to the project and the items assigned to the groups and teams





Project Status Report

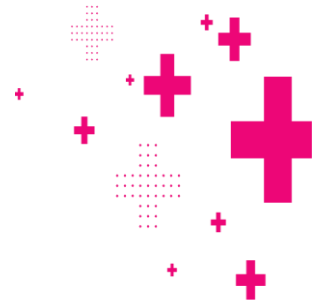
- Used to access the volume of responses to score and to assess the status of the responses at a high level for each item
- Scoring Directors have the option to run this report by school

Item ID	Item Name	Not	Behind	Complete #	Complete %	Total
ELA						
NYE1608242	Grade 04 ELA Item 5	1000	0	0	0.00%	1000
NYE1608243	Grade 04 ELA Item 6	1000	0	0	0.00%	1000
NYE1608244	Grade 04 ELA Item 7	1000	0	0	0.00%	1000
Content Area: ELA		3000	0	0	0%	3000
Report Totals:		3000	0	0	0%	3000

Project Status Report NY2001 ELA NY-1

Report Parameters:

Customer: NYSED
 Test Admin: NY2001 ELA NY-1
 Score Sheet Item: ALL
 Subject: ALL
 Item Type: ALL
 Row For Each Subject: YES
 Row For Each Item: YES
 Hide rows without responses: YES
 Display status by school: NO



Audit Constructed Response Report

- By school name
(including BEDS code)
the number of responses
received by item
- By school/grade the total
number of students that
have responses in
ScorePoint

Report Parameters:		
Customer: NYSED	Audit Constructed Responses Report	
Test Admin: N		
School Name	Grade Name	# students
Deal School (1236543)	Grade 3	3
	Grade 3	4
QA ScorePoint Test Elementary (201700000013)	Grade 4	4
	Grade 5	4
	Grade 6	4
	Grade 7	4
	Grade 8	4
	Grade 8	4
SP School (1236543)	Grade 3	3
	Grade 4	1
	Grade 8	2
SP School E (SCH005)	Grade 3	3
	Grade 4	3
	Grade 5	3
	Grade 6	3
	Grade 7	3
	Grade 8	3



Project Incomplete Report

Used to identify responses that have been paused either in the Score Responses phase or the Read Behind phase.

Report Parameters:

Test Admin: Consortium 1

Scoring Group: ALL

Scoring Team: ALL

Item: Grade 4 ELA Item 6

Item Format: ALL

Item Type: ALL

Score Sheet Item

Scoring Group: Grade 4 ELA

Scoring Team: G4E Scoring Group A

Grade 4 ELA Item 6

Project Incomplete Report

2/15/2017

2:05:30 PM

ScoringDirector

Score Sheet Item	Response ID	Last Reserved Date	Reserved By	Status
Grade 4 ELA Item 6	9001	Jan 26 2017	ProjectDirector, (10036)	Reserved for First Read



Item Reading Times Detail Report

Contains the reading time (in seconds) of a response by item and by reader.

Report Parameters:

Customer: NYSED
 Test Admin: NY2021 ELA-1
 Item: Grade 04 ELA Item 5
 From Date: ..
 To Date: ..

Item Reading Times Detail Report
 NY: ELA-1

Helene Gniadek

Name	Staff #	Subject	ReadTime Seconds	DateScored	TimeScored	Read #
Grade 04 ELA Item 5						
Gniadek, Helene	18111	ELA	8	3/24/2021	9:40:02 AM	1
Swedin, Erik	18112	ELA	16	3/24/2021	12:17:56 PM	1

Staff Person: All

Item: , / 10262

Min Read Time: , / 10263

Max Read Time: , / 10264

View/Save As: , / 10265

Run

10266

10267

10268

10269

10270

Unclaimed logins show as a comma followed by the ID. To locate the claimed logins, with first and last names in the list continue scrolling down .



Item Reading Times Report

Contains the average time taken by a reader to score a response.

Report Parameters:

Customer: NYSED

Test Admin: NY2021 ELA-1

Reader: ALL

Item: ALL

Item Reading Times Report NY ELA-1

12:28:06 PM
Helene Gniadek

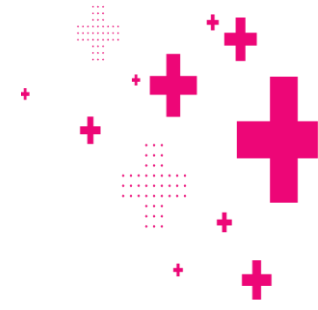
<u>Name</u>	<u>Staff #</u>	<u>Items Read</u>	<u>Total Seconds</u>	<u>Avg./Item</u>
Grade 04 ELA Item 5				
Gniadek, Helene	18111	9	51	6
Swedin, Erik	18112	6	42	7
Sub Totals		15	93	7



Item Score Report

Contains a breakdown of how each response was scored for an item. It lists the Response ID, reader information, the score for each dimension as applicable, any non-score codes assigned, and the reading time in seconds.

Report Parameters:						
Test Admin: NY2021 ELA-1		Item Score Report			Helene Gniadek	
Reader: All		NY ELA-1				
Item: (ALL)						
Response ID	Readin g.#	Name	Staff #	Domai n1	NS Code	Reading Time
Grade 04 ELA Item 5						
186000	1	Gniadek, Helene	18111	1		8
186011	1	Swedin, Erik	18112	1		16



Score Point Distribution Report

View the distributions of score points by Reader

<u>Report Parameters:</u>					
Customer: NYSED	Score Point Distribution Report			12:30:51 PM	
Test Admin: NY2021 ELA-1				NY	ELA-1
Scoring Group: ALL					
Scoring Team: ALL					
Subject: ALL					
Item Type: ALL					
Item: Grade 04 ELA Item 5					
Date Range: :					
<u>Reader</u>	<u>Responses</u>	<u>Domain1</u>			<u>NS</u>
<u>Number</u>	<u>Read</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>Cod</u>
		<u>0</u>	<u>1</u>	<u>2</u>	<u>A</u>
Group: Grade 4 ELA					
Team: GRE Scoring Group A					
Gniadek, Helene (18111)	%	0	44	44	11
		9	0	4	4
					1
Swedin, Erik (18112)	%	17	50	33	0
		6	1	3	2
					0
Subtotal:	%	7	47	40	7
		15	1	7	6
					1
Total:	%	7	47	40	7
		15	1	7	6
					1
Report Grand Totals:	%	7	47	40	7
		15	1	7	6
					1

Finishing the Project



Steps for Finishing the Project

1. Using reports, verify all responses have been scored and that read behind is complete.
Use Project Setup, Project Status, Project Incomplete, and Read Behind reports.
2. Verify all alerts have been worked and closed.
Use Alerts from the Performance Scoring menu
3. Scoring Directors Only– If needed, extend days and times for Scoring and Read Behind.
Use Manage Periods from the Setup menu

Customer Support Information



Customer Support Information



For Assistance With:

Contact:

Scoring policies

The Office of State Assessment

Telephone: 518-474-5902

ScorePoint system issues

NWEA's Customer Support

Resetting a password: Scoring
Directors only

Email: NYTesting@nwea.org

Telephone: 866-997-0695

Reminder: Team Leader and Reader
accounts must get new login credentials
from their Scoring Directors; password
cannot be reset

Scoring Helpline (Content Related
Questions only)

NWEA's Scoring Helpline

Telephone: 866-997-0695

Monday – Friday 9:00 am to 5:00 pm ET

When calling the helpline, please identify your call as
related to scoring and it will be routed accordingly.

Thank you!

