

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

## Operational Training: ScorePoint



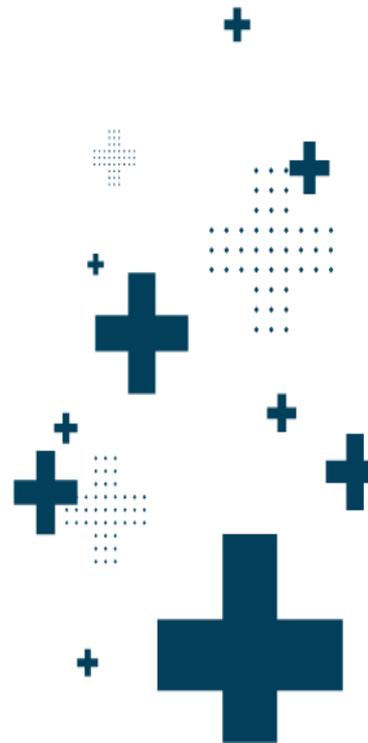
# Purpose of this Training

- 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 on CBT Support under the Computer-Based Scoring section here: <https://cbtsupport.nysed.gov/hc/en-us/sections/201839193-Computer-Based-Scoring>
- 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



# 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 8
ScorePoint Window	April 8 – May 23

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.

# Scoring Materials Posted in Nextera Admin

The scoring materials will be posted in Nextera Admin in the Help tab

- Scoring Leader Handbook and ScorePoint Manual
- ELA Scoring Materials on 4/8
- Math Scoring Materials on 4/8
- Paper Based Scoring ONLY: Science Scoring Materials will be posted in Nextera Admin on the Help-Downloads tab on 4/8
- **Schools are not permitted to share secure scoring materials with third party scoring vendors. Third-party vendors must contact the Office of State Assessment to sign a nondisclosure agreement in order to receive secure scoring materials and access to the ScorePoint system.**

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](#)

DTC Important Information

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

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**

# How do ScorePoint and Nextera work together?

Beginning March 19th

Scoring Directors will be sent an email providing steps to access ScorePoint in order to complete the following:

- Request & print login tickets
- Set Scoring and Read Behind windows

April 7 – May 16

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

**ELA and Math** Constructed Responses (CRs) will begin to be available in the ScorePoint platform on 4/8/25 for any CBT school in your Scoring Consortium that has any completed Session 1 or Session 2 constructed responses in any grade level.

# How do ScorePoint and Nextera work together?

April 7- May 19

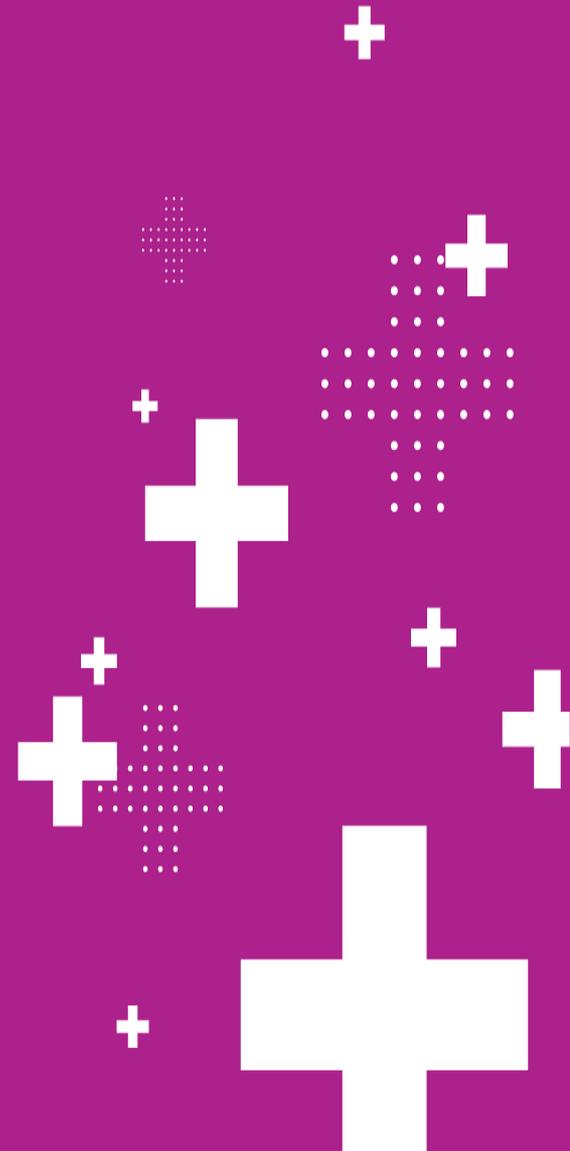
- CRs are routed to appropriate ScorePoint projects based on Lead Scoring Entities
- Always check for responses as they are imported into ScorePoint as the students submit tests throughout the day
- Continue to check for responses until May 20<sup>th</sup>, when all remaining tests will be submitted

April 8 – May 23

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.

# 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 constructed 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

- Train Readers
- 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

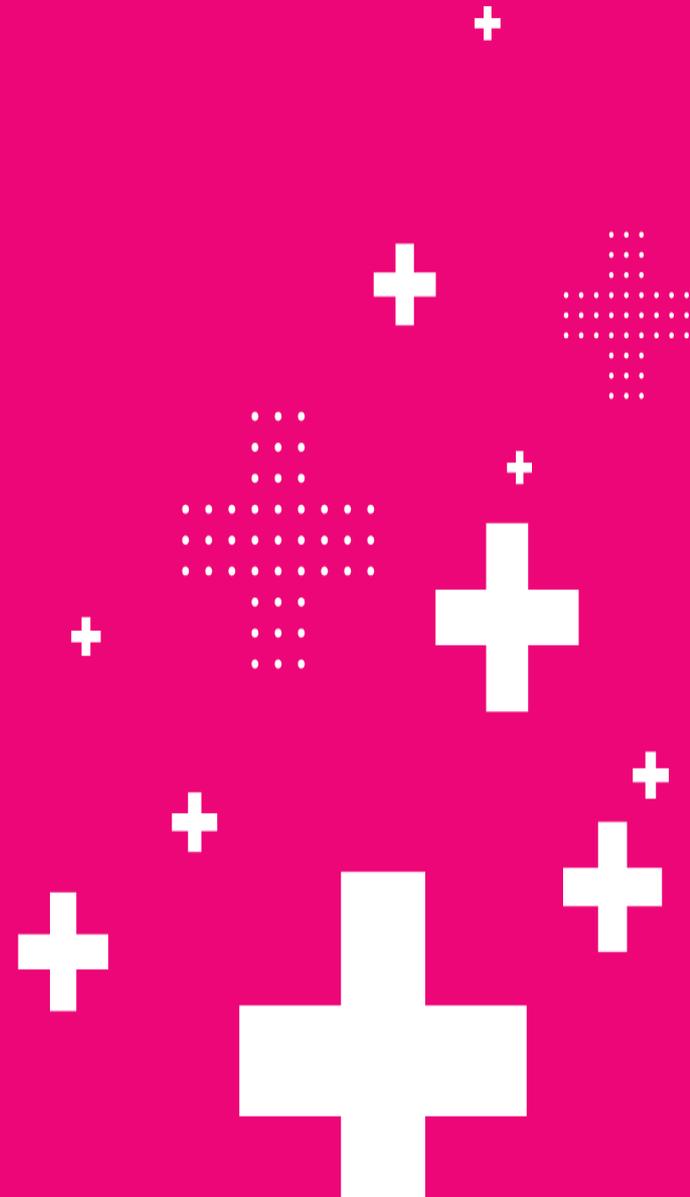
# Roles and Responsibilities

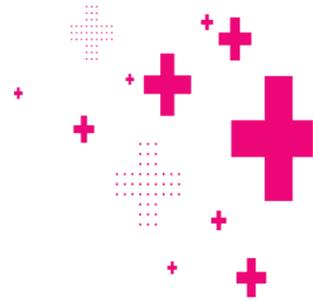


## Scoring Director

- Implement the policies and procedures for scoring provided in the Scoring Leader Handbook, 2025 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 121+

## General System Requirements:

### LAN Network

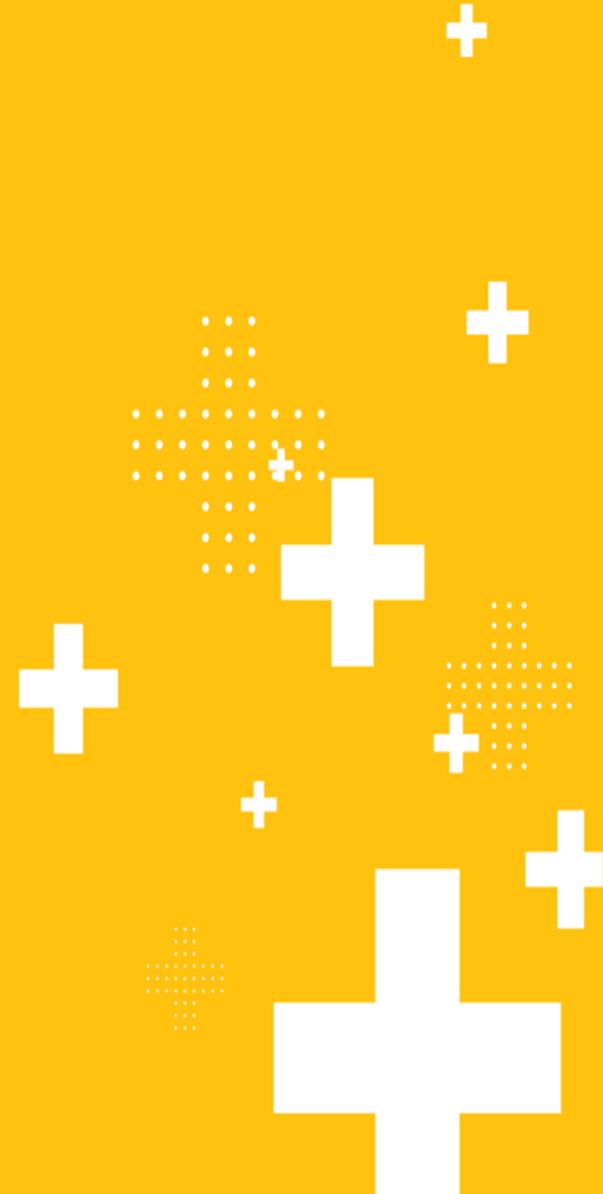
- Recommended available LAN bandwidth at each workstation 1Mbps

### Internet Speed

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

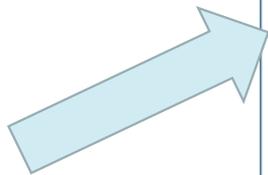
Operating System	OS Version	Processor	Screen Size Resolution
Windows	10, 11	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU	Minimum 1024 X 768 screen resolution Recommended 11.6" or larger screen size for desktops Recommended 9.7" or larger screen size for Chromebooks
Mac	Mac OS X 13, 14, 15		
Chrome OS	Version 126+		

# Logging into ScorePoint



## Logging into ScorePoint

- NWEA will send Scoring Directors login credentials via email:  
ELA and Math: March 19<sup>th</sup>
- Scoring Directors will distribute login tickets to Team Leaders
- Team Leaders will distribute login tickets to Readers



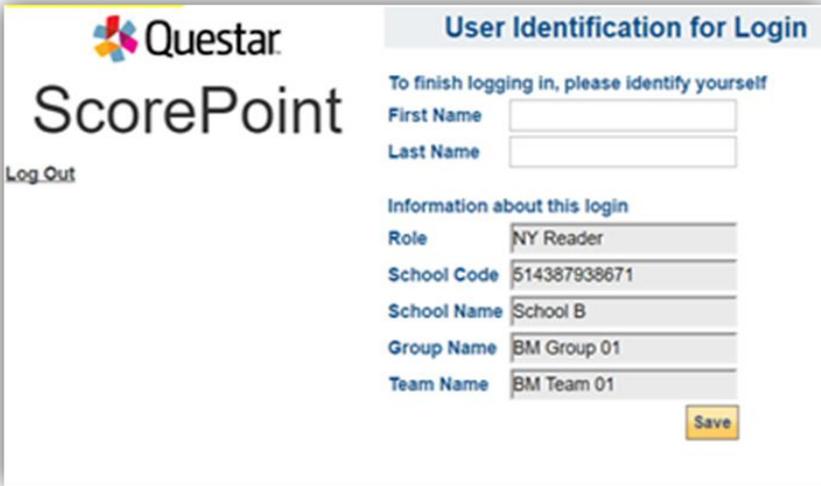
User ID:	<input type="text"/>	
Password:	<input type="password"/>	
Role:	NY Reader	Name: <input type="text"/>
School Code:	SchoolA	
School Name:	School A	
Group:	Grade 4 ELA	Password: <input type="text"/>
Team:	G4E Scoring Group A	

Scoring Directors can call NWEA's Customer Support (1-866-997-0695) or email [NYTesting@nwea.org](mailto:NYTesting@nwea.org) to reset their password, if needed. 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 Questar ScorePoint login interface. On the left, there is a 'Log Out' link. The main area is titled 'User Identification for Login' and contains the following fields:

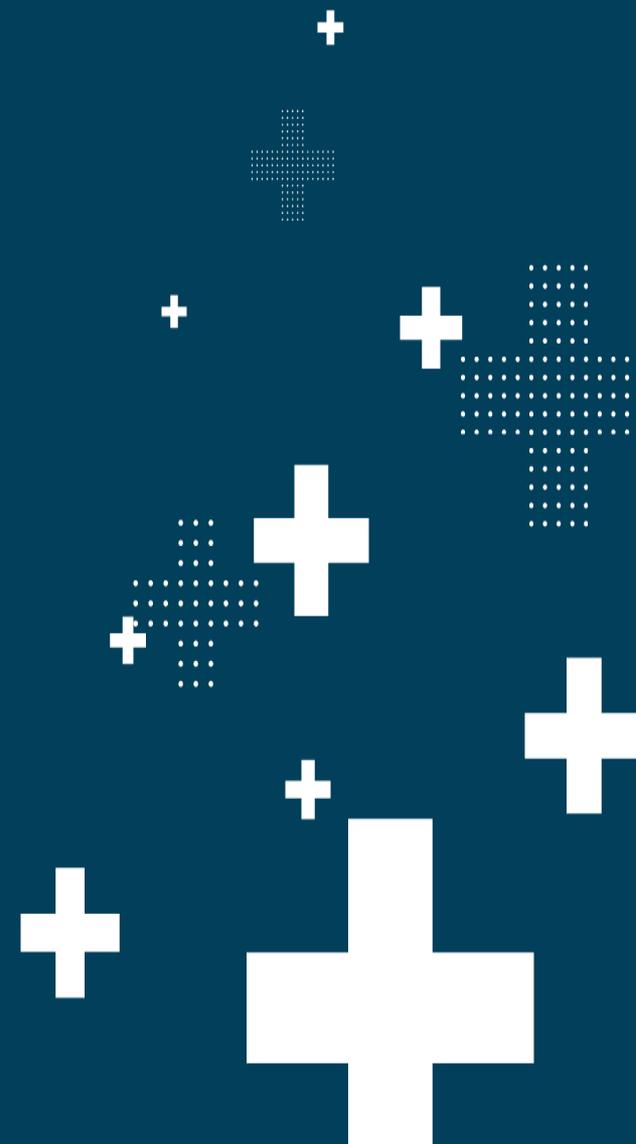
- First Name:
- Last Name:
- Information about this login:
  - Role: NY Reader
  - School Code: 514387938671
  - School Name: School B
  - Group Name: BM Group 01
  - Team Name: BM Team 01

A 'Save' button is located at the bottom right of the form.

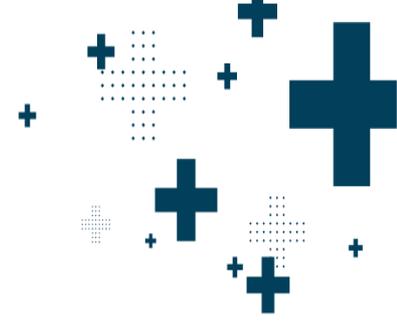
## Password Requirements

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

# Readers



## Reader Responsibilities



### Reader

- Score student constructed 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

The image shows two screenshots of the Questar ScorePoint interface. The top screenshot shows the 'Score Responses' page with the 'Score Responses' option highlighted in the left sidebar (1). The 'Item' dropdown menu is open, showing 'Select Item' (2). The 'Score Selected Item' button is highlighted (3). A red arrow points from the 'Score Selected Item' button to the bottom screenshot. The bottom screenshot shows the 'Score Responses' page with the 'Score Responses' option highlighted in the left sidebar (1). The 'Item' dropdown menu is open, showing a list of items including 'Grade 03 MATH Item 26', 'Grade 03 MATH Item 27', 'Grade 03 MATH Item 28', and 'Grade 03 MATH Item 29' (2). The 'Score Selected Item' button is highlighted (3).

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

# 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

Alert Beacon

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

**Score Responses**

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item

**Scores**

Domain 1

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

**Non Score Codes**

NSCodes

A
<input type="radio"/>

## 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.

The screenshot shows a test item interface with the following elements:

- Item Name:** Grade 04 MATH Item 6
- Response ID:** ENkyd
- Question:** 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?
- Instruction:** Show your work.
- Calculator:** A digital calculator interface showing the input  $3 + 5 = 8$ .
- Response Field:** A text input field labeled "Answer" with the value "75" and the unit "feet".
- Controls:** A "Display Item" checkbox (checked) highlighted with a red box and a red arrow pointing to it. Other buttons include "Clear Scores", "Submit & Get next", "Submit & Exit", and "Cancel & Exit".
- Scores:** A section for "Domain 1" with a table of scores and radio buttons.
- Non Score Codes:** A section for "NSCodes" with a table of codes and radio buttons.

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

NSCodes
A
<input type="radio"/>

# 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

Clear Scores

**Scores**

Domain 1

0 1 2

**Non Score Codes**

NSCodes

A

Submit & Get next

Submit & Exit

Cancel & Exit

Unable to Score

**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 contains a radio button next to the code 'A'. Other sections include 'Scores' for 'Domain 1' with options 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

# Scoring Responses

**Score Responses**

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item

Clear Scores

**Scores**

Domain 1

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

**Non Score Codes**

NSCodes

A
<input type="radio"/>

Submit & Get next

Submit & Exit

Cancel & Exit

**Unable to Score**

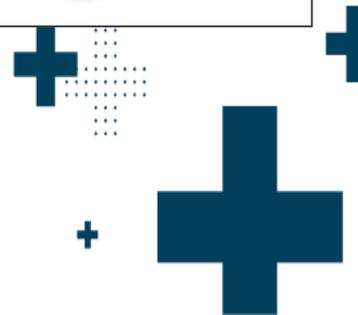
## Unable to Score Process:

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

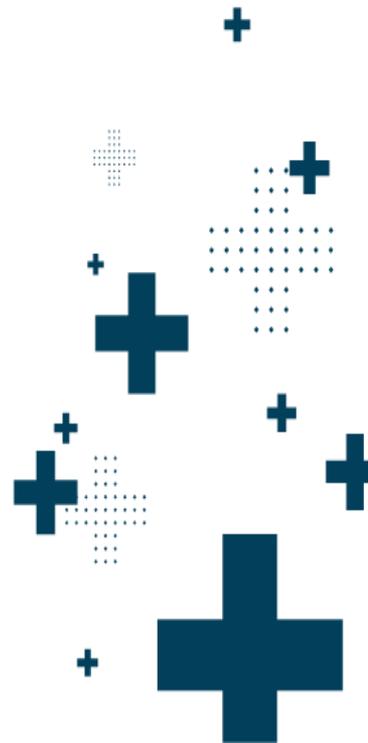
The screenshot displays the Questar ScorePoint interface. At the top left is the Questar logo and 'ScorePoint' title. Below it are links for 'Change Password' and 'Log Out'. The left sidebar contains a navigation menu with sections: 'Setup', 'Performance Scoring' (1), 'Reporting', and 'Score Responses'. The 'Performance Scoring' section is expanded to show 'Score Responses' (1) and 'Release Reservations'. The top right header is 'Score Responses' (2). The main content area is titled 'Select an Item to Score' and contains dropdown menus for 'Content Area' (ELA), 'Grade/Level' (Grade 4), 'Item Type' (Operational), and 'Item' (Select Item). Below these is a 'Score Selected Item' button. The section below is titled 'Reserved Responses' and contains the text 'Choose a reserved response to score' and 'Grade 04 ELA Item 5 / ENXAK' (2). 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?

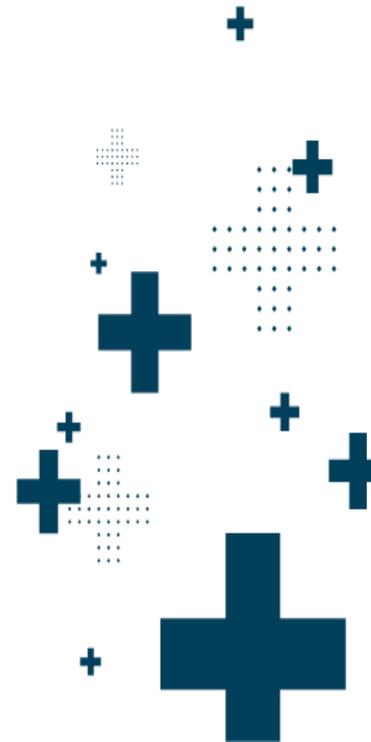
1. When a response is displayed for you on the Score Responses or Read Behind screen, it is reserved for you. It remains reserved for you until you actively click on a button to release it: Submit & Get Next, Cancel & Exit, or Unable to Score.
2. If you leave a response for any other reason, the system 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”

### Score Responses

Item Name	Response ID
Grade 04 ELA Item 7	ENzvX

Display Item

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 Itakes place in winter They both have different animals Elephants dont wear boots it talk about the zookeepers worries in iwnter. I call of the wild the make it more comftable.

**Scores**  
Domain 1  
0 1 2

**Non Score Codes**  
NSCodes  
A

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](mailto:ScorePoint@questarai.com) <[ScorePoint@questarai.com](mailto: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

- Train Readers
- 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

Questar  
ScorePoint

Change Password Log Out

Customers NYSED  
Test Admin NY2021 ELA-1

Setup

Performance Scoring

Score Responses  
Alerts  
Read Behind  
Release Reservations

Score Responses (Alerts)

Response ID Staff Number Alert Status Search

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	<a href="#">New</a>
186002	Grade 4	ELA	03/24/2021 11:44 AM	18111	Disturbing Content	<a href="#">New</a>
186001	Grade 4	ELA	03/24/2021 11:44 AM	18111	Harm to Self or Others	<a href="#">New</a>
190000	Grade 4	ELA	03/24/2021 10:56 AM	18111	Disturbing Content	<a href="#">New</a>

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

Reason for Alert(check)

Disturbing Content

Harm to Self or Others

Comments in the System

Student Personal Identifiable Information (PII) removed from sample

## 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

**Questar ScorePoint**

Change Password | Log Out

Customers: NYSED  
Test Admin: NY2105 ELA.AUGUSTI

Setup

Performance Scoring

- Score Responses
- 3rd Readings
- 4th Readings
- Read Behind **1**
- Expert Score

**Score Responses (Read Behind)**

Scoring Group: All **2**  
 Scoring Group Team: All **2**  
 Content Area: ELA **2**  
 Grade: Grade 6 **2**  
 Choose an Item: Grade 06 ELA Item 34 **2**  
 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 **3**

Response ID	Reserved	Staff #	Staff #
186017	No	22360 <b>4</b>	1
186018	No	22360	1
186019	No	22360	1
186020	No	22360	1
186021	No	22360	1

# 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.

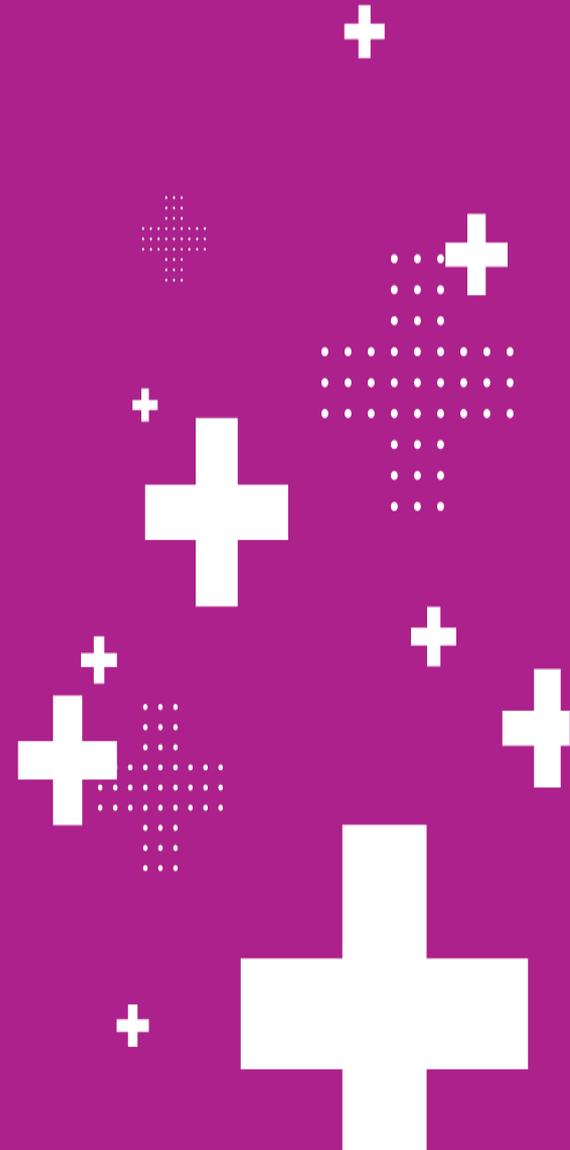
# Performing Read Behinds

<b>Report Parameters:</b>		<b>Read Behind Report</b>							
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									
<b>Reader,Item</b>	<b>Readings</b>	<b>Read Behinds Performed</b>		<b>Readings Accepted</b>		<b>Readings Modified</b>		<b>Readings Disagree</b>	
		<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>
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, 2025 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 Questar ScorePoint 'Manage Period' interface. On the left, a sidebar contains navigation options: 'Change Password', 'Log Out', 'Customers' (set to NYSED), 'Test Admin' (set to NY2001 ELA NY-1), 'Setup', 'Manage Periods' (highlighted with a red arrow), 'Request NY Logins', 'Performance Scoring', and 'Reporting'. The main content area is titled 'Manage Period' and features a table with the following data:

Period	First Date	Last Date	Actions
Scoring	02/28/2020	03/20/2020	[Edit] [Delete]
Read Behind	02/28/2020	03/20/2020	[Edit] [Delete]

Below the table is a 'New Period' form with the following fields:

- Name: Scoring
- Start: [Field]
- End: [Field]
- Day of week: [Field]
- Dates: [Field]
- Start \*: [Field]
- End \*: [Field] \* All times are Eastern Time (ET)
- Time of day: [Field]
- Days of week: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

At the bottom of the form are 'Cancel' and 'Save' buttons. Two red arrows in the top right of the table point to the 'Actions' column.

# Item Response Checking: Project Status Reports

Responses will be loaded into projects instantly, as students submit their responses, rather than as a nightly extract.

**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
<b>ELA</b>							
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 5/20.



# 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

Print the logins for your Team Leaders and Readers

**IMPORTANT:** These logins are confidential and should be stored in a secure area and not shared.



Project: NY2001 MATH NY-2

Instructions for using this report:

1. Cut each page into login tickets, using the dashed lines as a guide.
2. Distribute each login ticket to the appropriate educator:
  - a. The login ticket should reflect educator's school
  - b. The login ticket should reflect the grade, subject and scoring group that the educator will be scoring
  - c. Scorers should receive the login ticket for the Reader role
  - d. Table Facilitators should receive a login ticket for the Team Leader role

---

User ID:	NY20223991		
Password:	Q6J6AAXZ		
Role:	NY Team Leader	Name:	_____
School Code:	SchoolB		
School Name:	School B		
Group:	Grade 4 Math	Password:	_____
Team:	G4M Scoring Group A		

---

# 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
<a href="#">Alert Problem Sheet With Images/Text</a>
<a href="#">Audit Constructed Responses Report</a>
<a href="#">Item Reading Times Detail</a>
<a href="#">Item Reading Times Report</a>
<a href="#">Item Score Report</a>
<a href="#">NY Logins and Initial Passwords Report</a>
<a href="#">NY Read Behind Report</a>
<a href="#">Project Incomplete Report</a>
<a href="#">Project Set Up Report</a>
<a href="#">Project Status Report</a>
<a href="#">Score Point Distribution</a>

# 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:

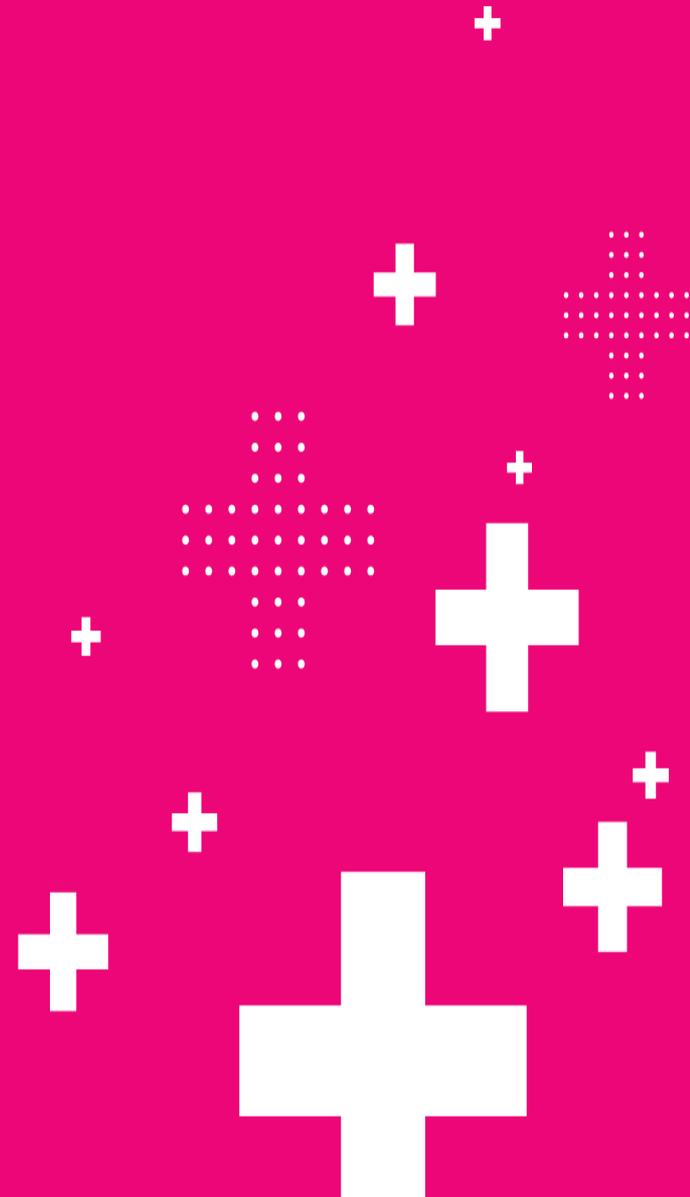
Staff Number: Select staff by number  
Name: Select staff by name

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**

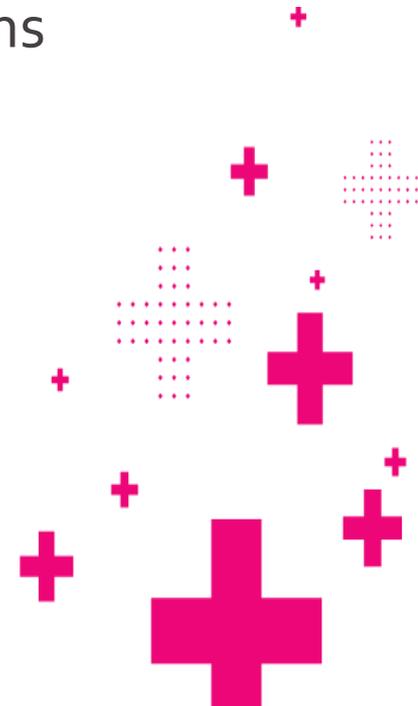
# Reports

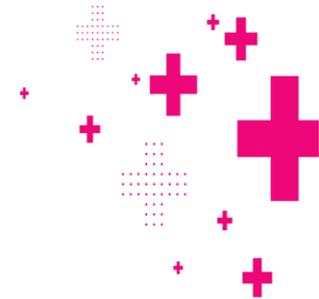


# Project Setup Report

<b>Report Parameters:</b>	
Customer: NYSED	<b>Project Setup Report</b>
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	
<b>Scoring Group: QA-KM Group 1</b>	
<b>Scoring Group Team: QA-KM Team A</b>	
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
<b>ELA</b>						
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
<b>Content Area: ELA</b>		3000	0	0	0%	3000
<b>Report Totals:</b>		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

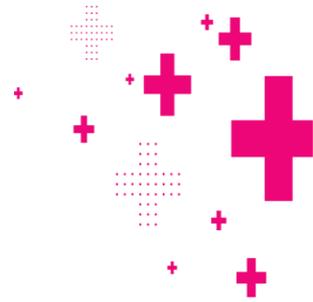
Item Type: ALL

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

<b>Report Parameters:</b>		
Customer: NYSED	<b>Audit Constructed Responses Report</b>	
Test Admin: N		
<b>School Name</b>	<b>Grade Name</b>	<b># Students</b>
<b>Deal School (1236543)</b>	Grade 3	3
	Grade 3	4
	Grade 4	4
	Grade 5	4
<b>QA ScorePoint Test Elementary (201700000013)</b>	Grade 6	4
	Grade 7	4
	Grade 8	4
	Grade 3	3
<b>SP School (1236543)</b>	Grade 4	1
	Grade 8	2
	Grade 3	3
<b>SP School E (SCH005)</b>	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 #
<b>Grade 04 ELA Item 5</b>						
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

Item list continues: , / 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>
<b>Grade 04 ELA Item 5</b>				
Gniadek, Helene	18111	9	51	6
Swedin, Erik	18112	6	42	7
<b>Sub Totals</b>		<b>15</b>	<b>93</b>	<b>7</b>



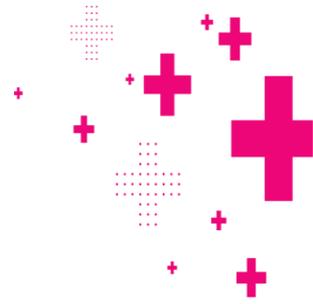
# Item Score Report

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.

<b>Report Parameters:</b>						
Test Admin: NY2021 ELA-1		<b>Item Score Report</b>			Helene Gniadek	
Reader: All		NY ELA-1				
Item: (ALL)						
Response ID	Reading g.#	Name	Staff #	Domain1	NS Code	Reading Time
<b>Grade 04 ELA Item 5</b>						
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



Report Parameters:

Customer: NYSED

Test Admin: NY2021 ELA-1

Scoring Group: ALL

Scoring Team: ALL

Subject: ALL

Item Type: ALL

Item: Grade 04 ELA Item 5

Date Range: :

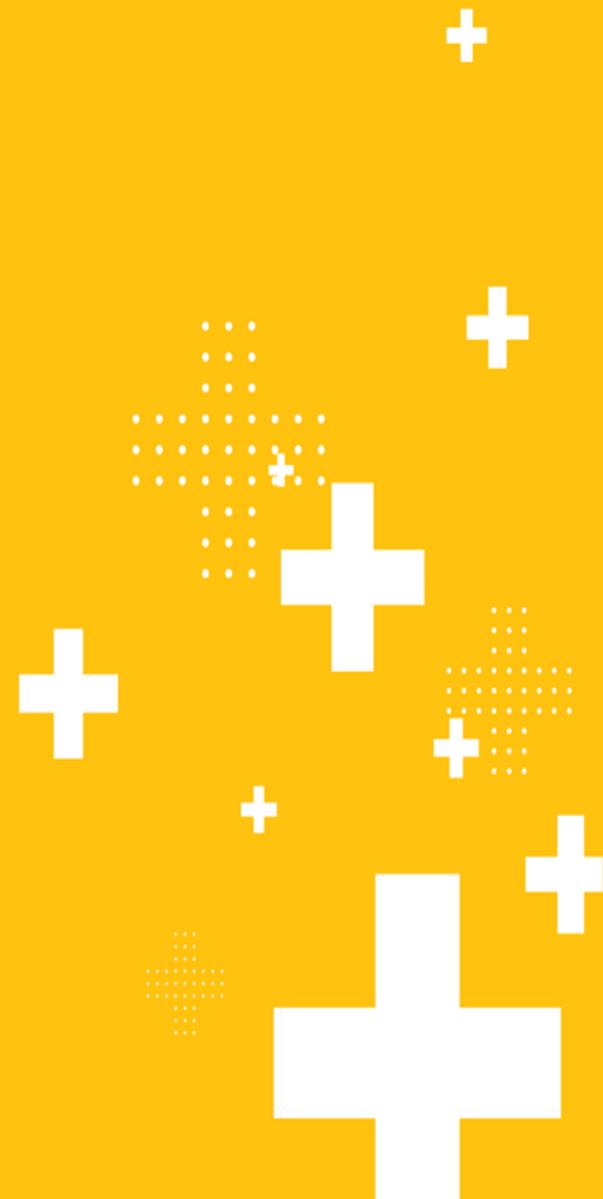
Score Point Distribution Report  
NY ELA-1

12:30:51 PM

Helene Gniadek

Reader	Responses	Domain1			NS
		Read	%	%	Cod e
Number		%	%	%	%
		Q	1	2	A
<b>Group: Grade 4 ELA</b>					
<b>Team: GRE Scoring Group A</b>					
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

**NOTE: Be prepared to receive additional responses after the testing window has closed. It is possible that responses can be loaded into ScorePoint until 5/20.**

# 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](mailto: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

Content Related Questions

NWEA's Customer Support

Monday – Friday 9:00 am to 5:00 pm

Email: [NYTesting@nwea.org](mailto:NYTesting@nwea.org)

Telephone: 866-997-0695

Please identify your inquiry as related to scoring and it will be handled accordingly.

Thank you!

