

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

Operational Training: ScorePoint



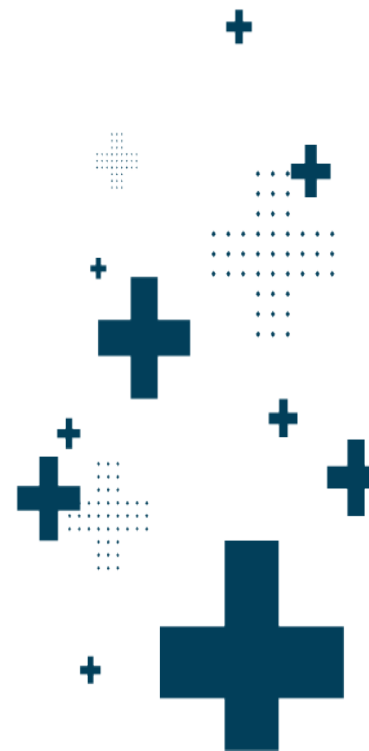
Purpose of this Training

- 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's website 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.

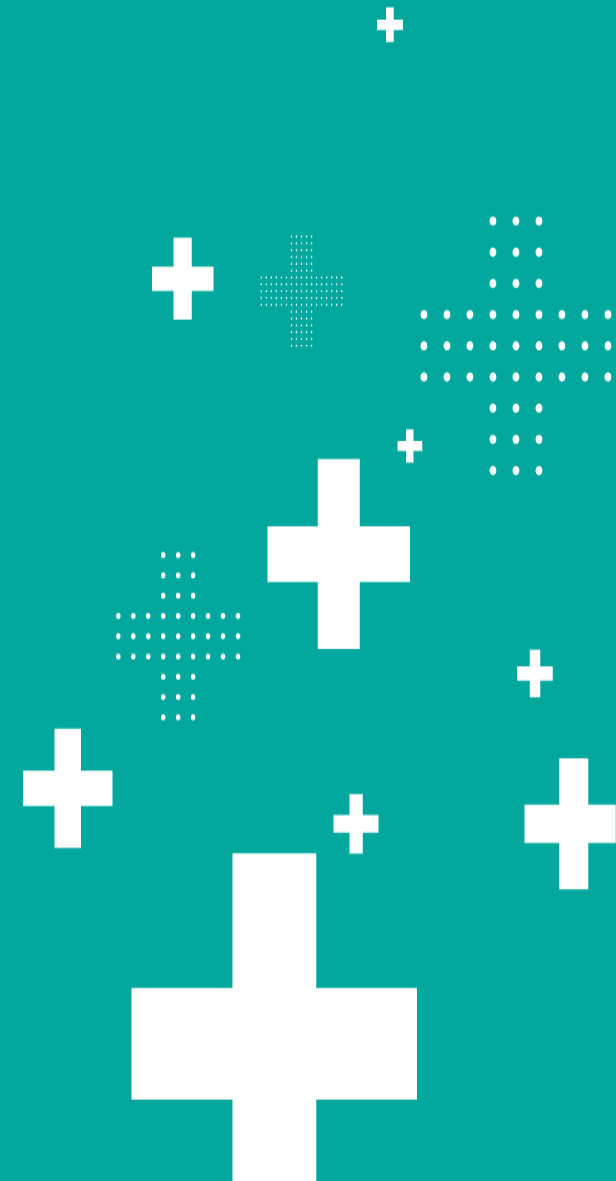


Agenda

- 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
- Alerting responses to be escalated
- Identifying Condition Code A 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 7
ScorePoint Window	April 7- May 22

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 and Math Scoring Materials on 4/7
- Paper Based Scoring ONLY: Science Scoring Materials will be posted in Nextera Admin on the Help-Downloads tab on 4/7
- **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



The screenshot shows the Nextera Admin interface for the New York State Grades 3-8 Testing Program. The navigation bar includes: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, ADMINISTRATION, and HELP. The HELP dropdown menu is open, listing: Help, Order Materials, Downloads, System Scan, Restore Test State, About Nextera, and CBT Technology Readiness. A red box highlights the HELP dropdown, and a red arrow points to the 'Downloads' option. Below the navigation bar, there is a notification: "Click or tap the 'Change' link at the top of the page to select or change your active district and school." The main content area is divided into two columns: "Your Profile" (Name: Jen Janinek, Email: Jennifer.Janinek@hmhco.com, Associated with: State (State)) and "What's New" (Welcome to the Nextera Administration System (Nextera Admin) (Grade 5) and Intermediate-level (Grade 8) Science computer-based testing for their students. Nextera Admin is NWEA's test administration system where schools can manage testing for their students. Based on user roles, schools can make sure students are loaded into the platform, edit and add classes, set testing accommodations, and print login tickets. As a Nextera user, you play an important role in the successful execution of testing activities.).

Important Dates



Beginning March 18th

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 6 – May 15

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

ELA and Math Constructed Responses (CRs) will be loaded into ScorePoint automatically as students submit their tests. Therefore, student responses may begin to load into ScorePoint as soon as testing begins, however, the scoring window will open the following day 4/7 per NYSED's policy.



Important Dates

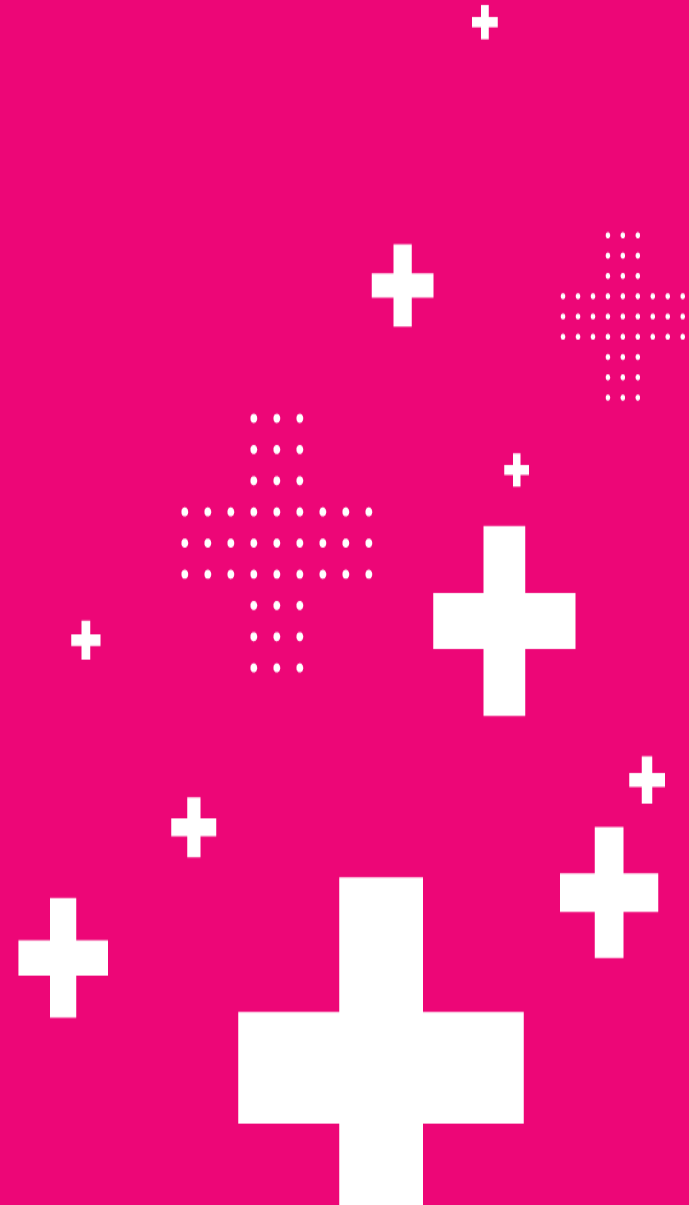
April 6- May 19

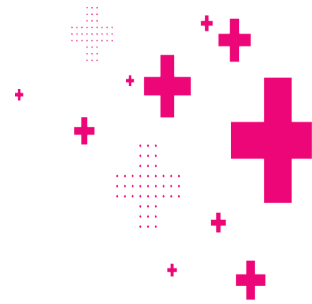
- CRs are routed to appropriate ScorePoint projects based on Lead Scoring Entities
- Always check for responses as they are imported into ScorePoint as the students submit tests throughout the day
- Continue to check for responses until May 19th, when all remaining tests will be submitted

April 7 – May 22

- ScorePoint activities:
- Readers score responses
 - Team Leaders distribute login tickets, perform read behinds, monitor scoring process, etc.
 - Team Leaders collect login credentials daily and are responsible for securely storing them after work hours
 - Scoring Directors accountable for timely completion of scoring, handling of alerts, etc.

Security and System Requirements





Security & System Recommendations

CBT Scoring Security Recommendations

- 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 are prohibited.
- Printing from scorers' devices are prohibited.
- Scoring room actively monitored at all times.
- Devices must always be locked with passwords when scoring personnel step away from their workstations and must 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

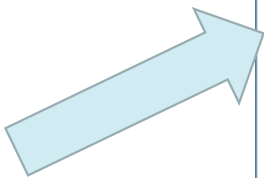
Operating System	OS Version	Processor	Screen Size Resolution
Windows	10, 11	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU	Minimum 1024 X 768 screen resolution Recommended 11.6" or larger screen size for desktops Recommended 9.7" or larger screen size for Chromebooks
Mac	Mac OS X 13, 14, 15, 26		
Chrome OS	Version 131+		

Logging into ScorePoint



Logging into ScorePoint

- NWEA will send Scoring Directors login credentials via email:
ELA and Math: March 18th
- Scoring Directors will distribute login tickets to Team Leaders
- Team Leaders will distribute login tickets to Readers



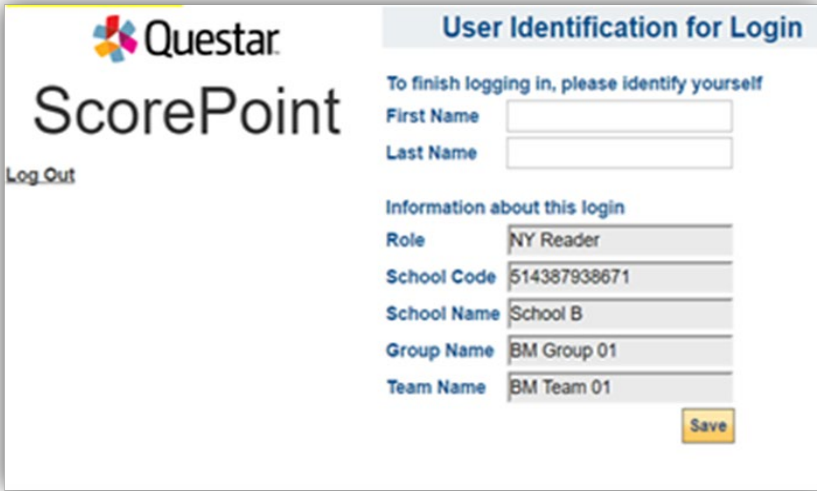
User ID:	<input type="text"/>	
Password:	<input type="password"/>	
Role:	NY Reader	Name: <input type="text"/>
School Code:	SchoolA	
School Name:	School A	
Group:	Grade 4 ELA	Password: <input type="password"/>
Team:	G4E Scoring Group A	

Scoring Directors can call NWEA's Customer Support (1-866-997-0695) or email NYTesting@nwea.org to reset their password, 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 Scoring Director.



The screenshot shows the 'User Identification for Login' form in the Questar ScorePoint system. The form includes a 'Log Out' link, a 'First Name' field, a 'Last Name' field, and a section for 'Information about this login' with fields for Role, School Code, School Name, Group Name, and Team Name. A 'Save' button is located at the bottom right of the form.

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

Roles and Responsibilities



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

Readers



Reader Responsibilities

- 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

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

Score Responses

Select an Item to Score

Content Area: All
Grade/Level: Grade 08
Item Type: Operational
Item: Select Item (2)

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 titled "Score Responses". At the top, there is a header bar with "Item Name" and "Response ID". Below this, a table lists a response for "Grade 04 ELA Item 5" with the ID "bn2xg". The response text is: "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 response text is a "Display Item" checkbox. On the right side of the interface, there are several buttons: "Clear Scores", "Submit & Get next", "Submit & Exit", "Cancel & Exit", and "Unable to Score". A "Scores" section shows "Domain 1" with scores 0, 1, and 2, and a "Non Score Codes" section with "NSCodes" and "A". A red arrow points from the "Response ID" "bn2xg" to the "Unable to Score" button.

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

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

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

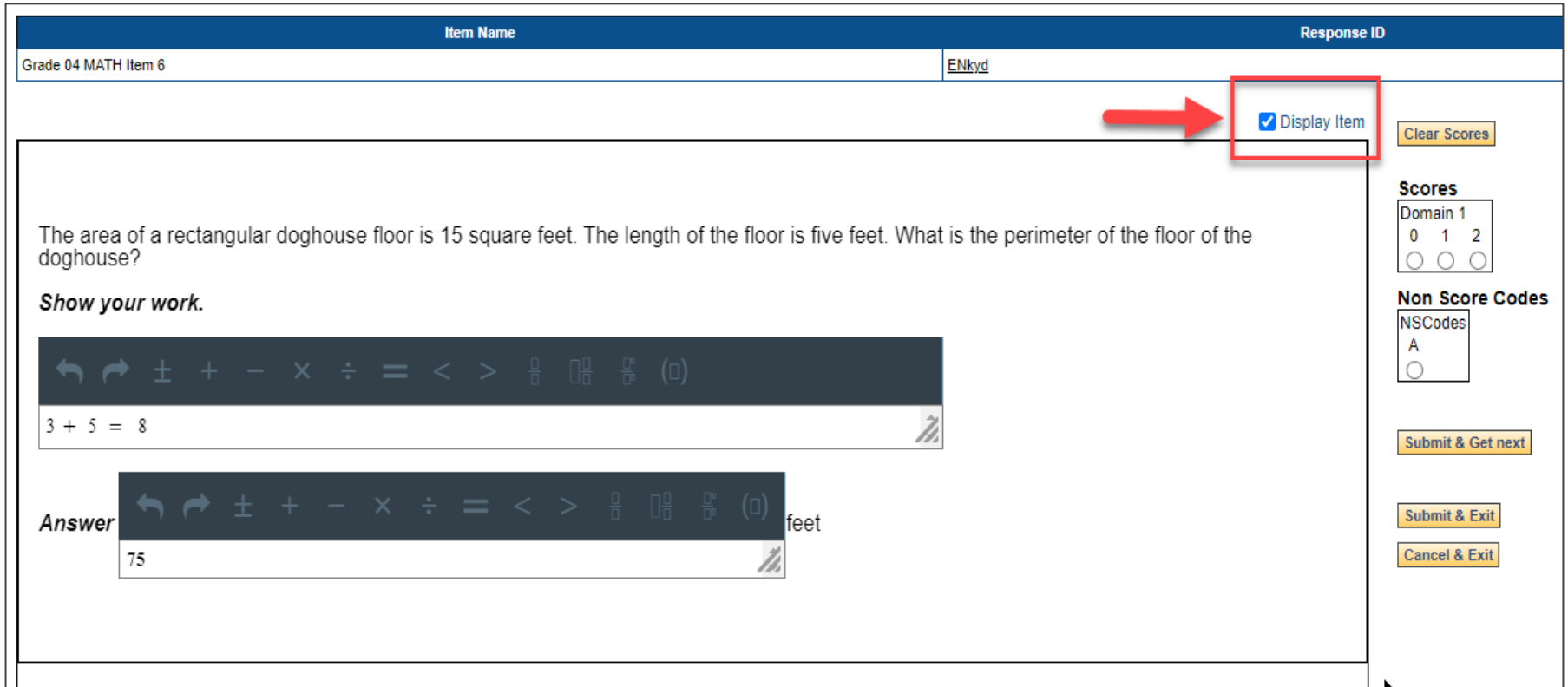
A
<input type="radio"/>

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 a blue header bar. The header bar has two sections: "Item Name" and "Response ID".

Item Name: Grade 04 MATH Item 6

Response ID: ENkyd

A red arrow points to a checkbox labeled "Display Item" which is checked. To its right is a "Clear Scores" button.

The main content area contains the following text:

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?

Show your work.

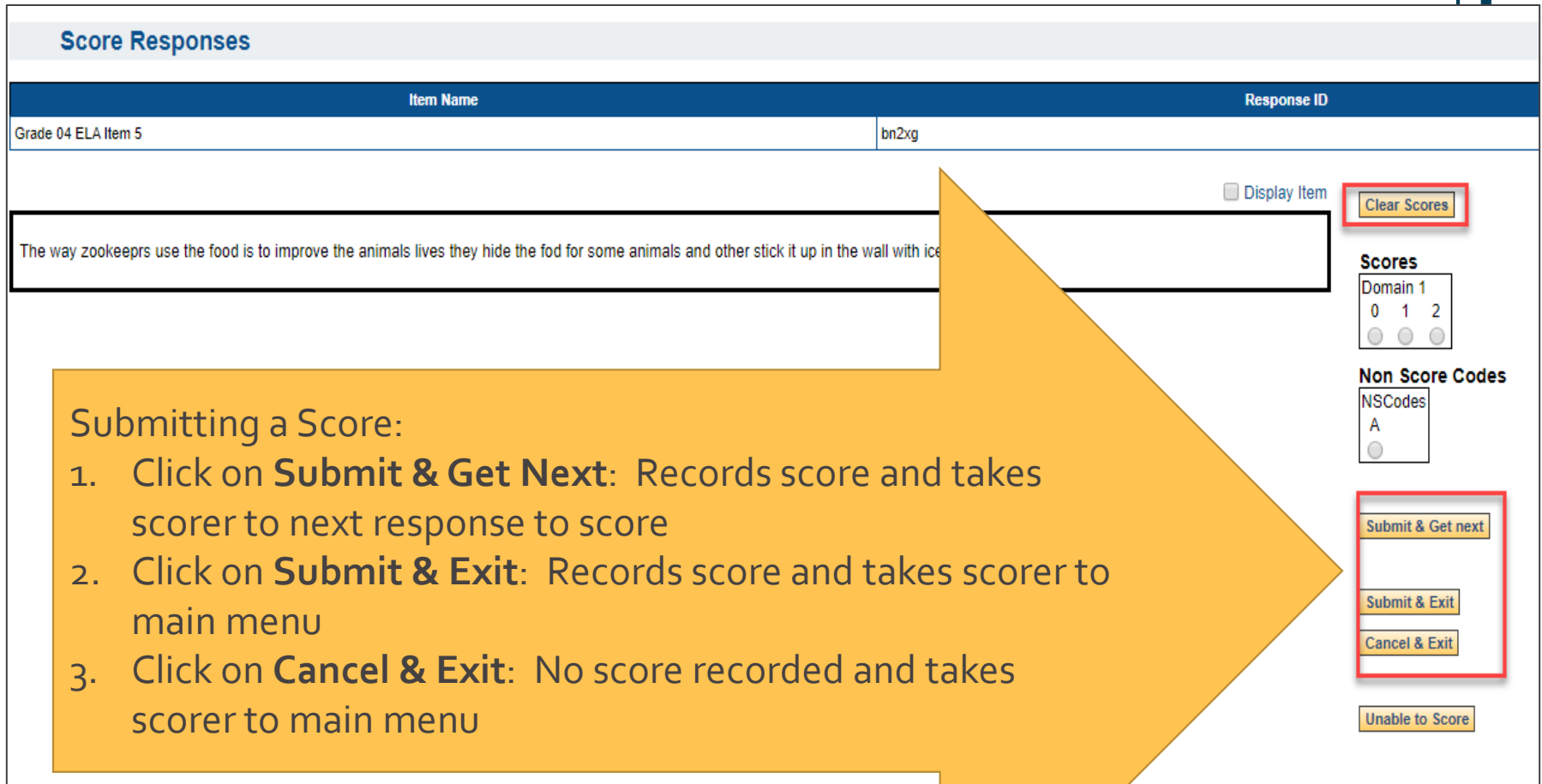
Below the question is a calculator interface. The display shows the equation $3 + 5 = 8$.

Below the calculator is an "Answer" field. The display shows the number 75, followed by the word "feet".

On the right side of the interface, there are several sections:

- Scores:** Domain 1 with three radio buttons labeled 0, 1, and 2.
- Non Score Codes:** NSCodes with a radio button labeled A.
- Buttons: "Submit & Get next", "Submit & Exit", and "Cancel & Exit".

Scoring Responses



The screenshot shows the 'Score Responses' interface. At the top, there is a header 'Score Responses'. Below it, a table lists the item name 'Grade 04 ELA Item 5' and the response ID 'bn2xg'. A text box contains 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 box is a 'Display Item' checkbox. Further right are buttons for 'Clear Scores', 'Submit & Get next', 'Submit & Exit', 'Cancel & Exit', and 'Unable to Score'. Below the 'Clear Scores' button is a 'Scores' section with 'Domain 1' and three radio buttons labeled '0', '1', and '2'. Below that is a 'Non Score Codes' section with 'NSCodes' and a radio button labeled 'A'. A large yellow arrow points from the 'Submit & Get next' button towards the text box.

Score Responses

Item Name	Response ID
Grade 04 ELA Item 5	bn2xg

Display Item

Scores

Domain 1

0 1 2

Non Score Codes

NSCodes

A

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

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"/>

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

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

Questar
ScorePoint

Change Password Log Out

Customers NYSED
Test Admin NY2021 ELA-1

Setup

Performance Scoring 1

Score Responses
Release Reservations

Reporting

Score Responses

Select an Item to Score

Content Area ELA
Grade/Level Grade 4
Item Type Operational
Item Select Item

Score Selected Item

Reserved Responses

Choose a reserved response to score

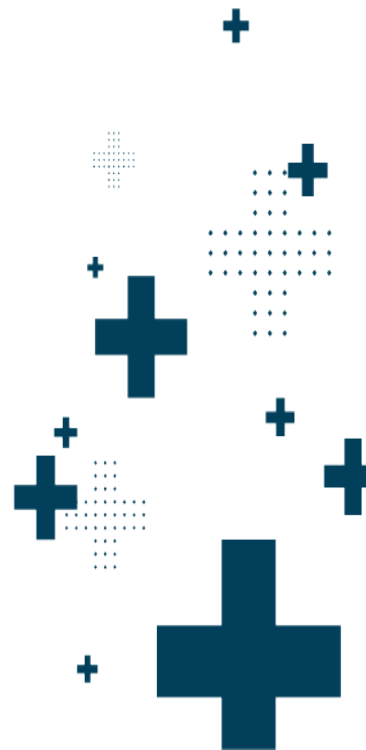
Grade 04 ELA Item 5 / ENXAK 2

Score Reserved Response 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.



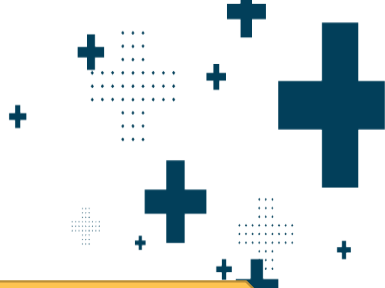
Scoring Responses

Reserved Responses Important Notes

- After scoring a reserved response, if you click Submit & 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 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 & Get Next**

Score Responses

Item Name	Response ID
Grade 04 ELA Item 7	ENzvX

Display Item Clear Scores

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

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

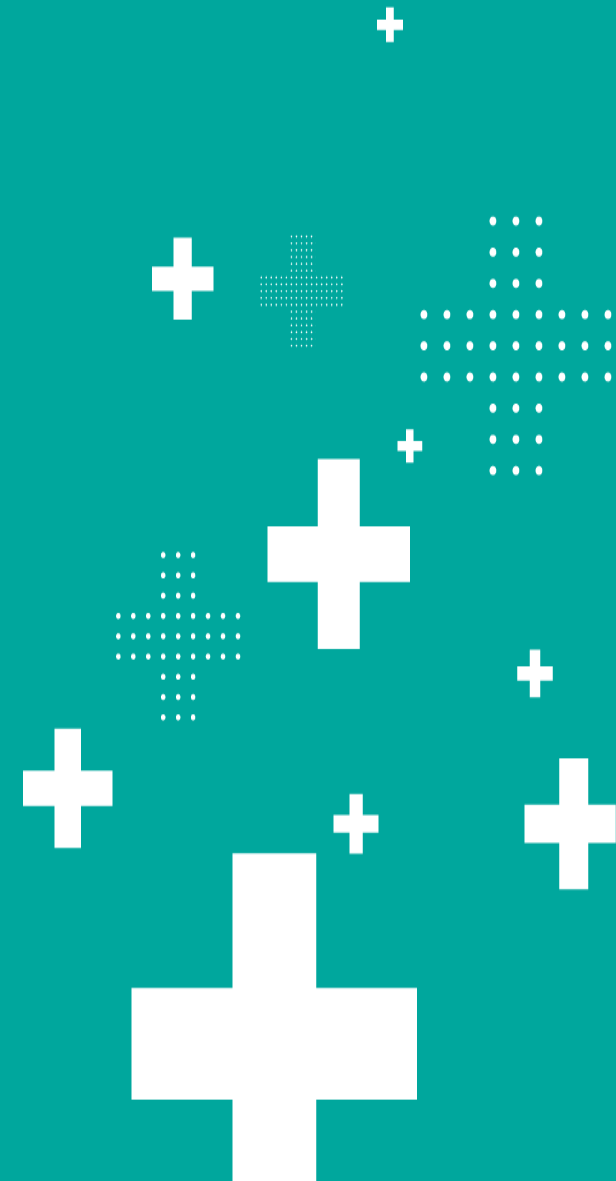
Alert Submitted:

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

- 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	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

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 **New Comments** in the **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:

From Date:

To Date:

View/Save As:

Alert Problem Sheet

New York 3-8

Date:
Reader ID:
Content:
GSSI ID:
Lithocode:
Item:
Batch/Serial:

Student Personal Identifiable Information (PII) removed from sample

Reason for Alert: Disturbing Content

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

Questar ScorePoint

Change Password | Log Out

Customers: NYSED
Test Admin: NY2105 ELA.AUGUSTI

Setup

Performance Scoring

Score Responses
3rd Readings
4th Readings
More
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)

Search

Response ID	Reserved	Staff #
186017	No	22360 (4)
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	8dprg	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

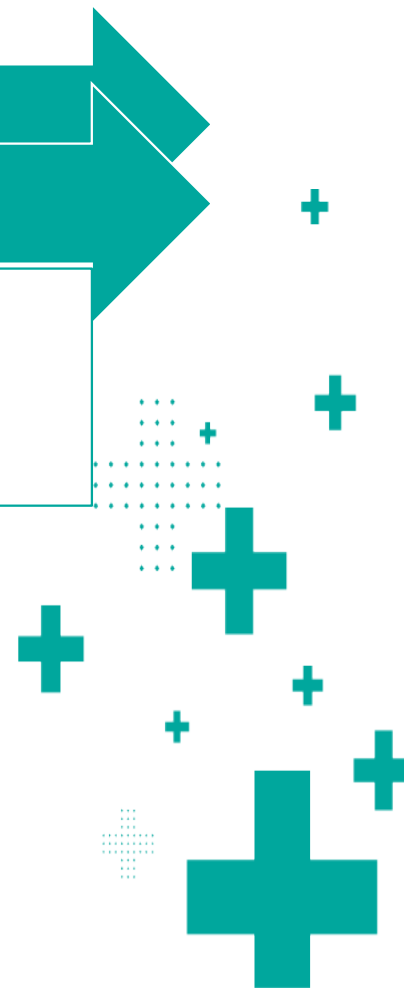
If you agree with the Reader's score after your review, click **Submit & Exit**.

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

- Train Team Leaders and Readers
- Implement the policies and procedures for scoring provided in the Scoring Leader Handbook, 2026 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: C

Scoring Directors should run the Project Setup Report to:

- Verify that all schools that are assigned to their consortium are correct
- Review item groups based on the recommended assignment of test questions for each subject that is provided in 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.

Manage Period

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

Responses will be loaded into projects instantly, as students submit their responses.

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

Project Status Report

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 5/19.

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"/>

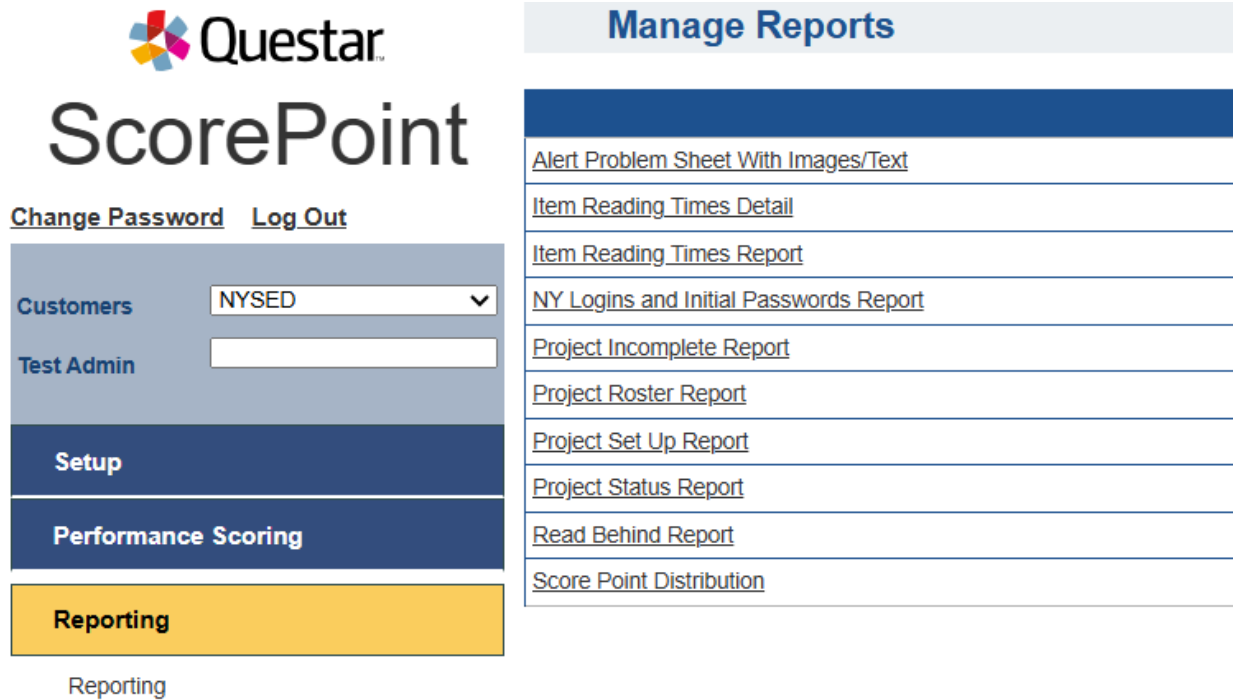
* Limit of 25 per cell

Clear Entries Request Logins

1. Select Request NY Logins from the left menu
2. Enter the school that you need to create NY logins for
3. Enter the number of Reader logins
4. Enter the Number of Team Reader logins
5. Select Request Logins

Setting up ScorePoint

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



The screenshot displays the Questar ScorePoint user interface. On the left, there is a navigation menu with the following items: **Customers** (with a dropdown menu showing 'NYSED'), **Test Admin** (with an input field), **Setup**, **Performance Scoring**, and **Reporting** (highlighted in yellow). Below the menu, the word 'Reporting' is visible. On the right, the **Manage Reports** section is active, showing a list of reports with the following links: [Alert Problem Sheet With Images/Text](#), [Item Reading Times Detail](#), [Item Reading Times Report](#), [NY Logins and Initial Passwords Report](#), [Project Incomplete Report](#), [Project Roster Report](#), [Project Set Up Report](#), [Project Status Report](#), [Read Behind Report](#), and [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:

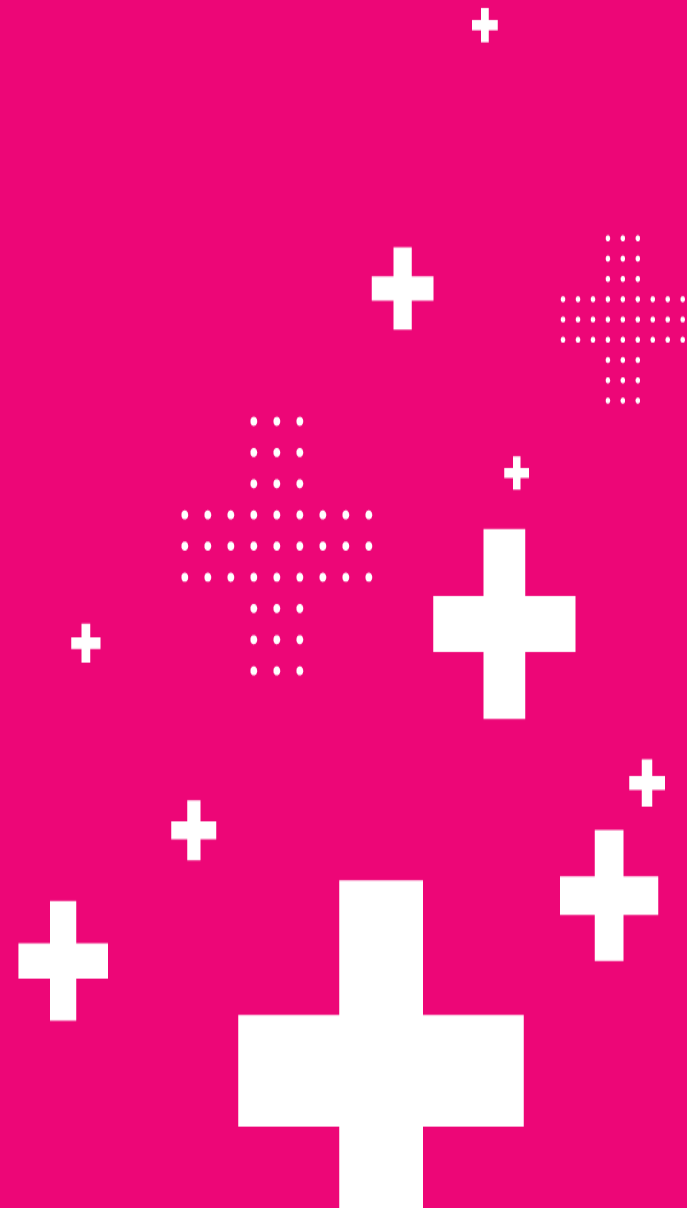
Staff Number: Select staff by number
Name: Select staff by name

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**

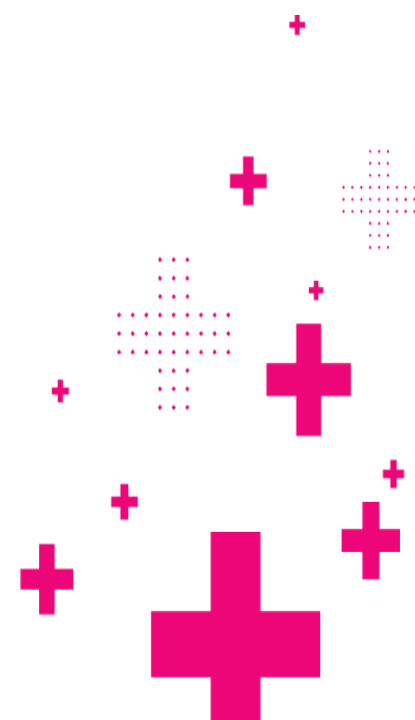
Reports



Project Setup Report

- Who: Scoring Directors
- What: Shows all the schools and BEDS codes that are assigned to the project and the items assigned to the groups and teams
- When: Before testing/scoring begins to ensure proper routing in ScorePoint

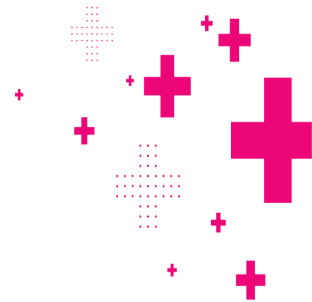
<u>Report Parameters:</u>		Project Setup Report	8:45:04 AM
Customer:	NYSED		
Test Admin:			
School Name	School BEDS Code		
QA ScorePoint Test Elementary	- 201700000013		
QA ScorePoint Test Elementary A	- 201700000014		
QA ScorePoint Test Elementary B	- 201700000015		
est Elementary C	- 201700000016		
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			



Project Status Report

- Who: Scoring Directors and Team Leaders
- What: Used to view the volume of responses to score and to assess the status of the responses at a high level for each item; can be filtered to run by school
- When: Throughout scoring to check on status

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



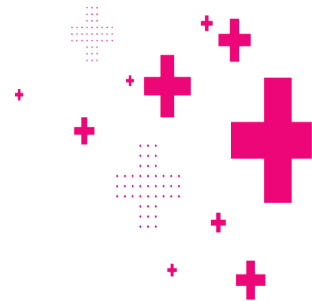
Audit Constructed Response Report

- Who: Scoring Directors and Team Leaders
- What: Allows user to search by school name (including BEDS code) the number of responses received by item and by school/grade the total number of students that have responses in ScorePoint
- When: Will become available the final week of scoring

Report Parameters:		
Customer: NYSED	Audit Constructed Responses Report	9:11:22 AM
Test Admin:		
School Name	Grade Name	# Students
Deal School (1236543)	Grade 3	3
	Grade 3	4
	Grade 4	4
QA ScorePoint Test Elementary (201700000013)	Grade 5	4
	Grade 6	4
	Grade 7	4
	Grade 8	
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

- Who: Scoring Directors and Team Leaders
- What: Used to identify responses that have been paused either in the Score Responses phase or the read behind phase
- When: Throughout scoring



Report Parameters:

Test Admin:

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

ScoringDirector

Response ID

Last Reserved Date

Reserved By

Status

9001

Jan 26 2017

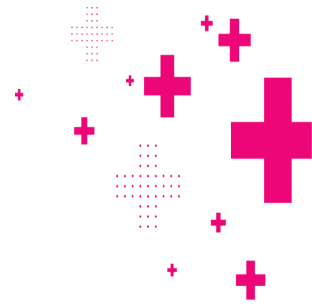
ProjectDirector,

(10036)

Reserved for First Read

Read Behind Report

- Who: Scoring Directors
- What: Allows users to monitor the progress of the read behind process
- When: Throughout scoring



Report Parameters:

Customer: NYSED

Read Behind Report NY ELA-1

Test Admin:

Score Sheet

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	0
Grade 04 ELA Item 7	1	0	0	0	0	0	0	0	0

Item Reading Times Detail Report

- Who: Scoring Directors
- What: Allows users to view the reading time (in seconds) of a response by item and by reader
- When: Throughout scoring

Report Parameters:
 Customer: NYSED
 Test Admin: Helene Gniadek
 Item: Grade 04 ELA Item 5
 From Date:
 To Date:
Item Reading Times Detail Report
 NY: ELA-1

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	
Swedin, Erik	18112	ELA	16	3/24/2021	12:17:56 PM	

Staff Person: All

Item: , / 10262

Min Read Time: , / 10263

Max Read Time: , / 10264

View/Save As: , / 10265

Run

, / 10266

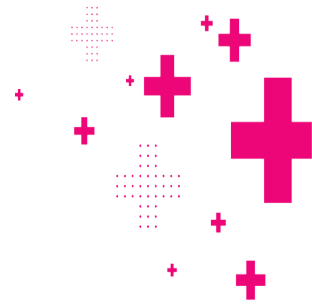
, / 10267

, / 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

- Who: Scoring Directors and Team Leaders
- What: Allows users to view the average time taken by a reader to score a response
- When: Throughout scoring

Report Parameters:

Customer: NYSED

Test Admin: NY2021 ELA-1

Reader: ALL

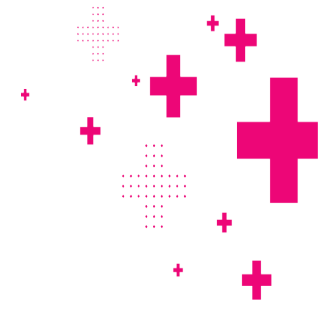
Item: ALL

Item Reading Times Report NY ELA-1

12:28:06 PM

Helene Gniadek

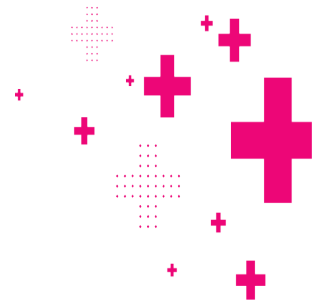
<u>Name</u>	<u>Staff #</u>	<u>Items Read</u>	<u>Total Seconds</u>	<u>Avg./Item</u>
Grade 04 ELA Item 5				
Gniadek, Helene	18111	9	51	6
Swedin, Erik	18112	6	42	7
<u>Sub Totals</u>		15	93	7



Score Point Distribution Report

- Who: Scoring Directors
- What: Allows users to view the distributions of score points by Reader
- When: Throughout scoring

<u>Report Parameters:</u>		Score Point Distribution Report					12:30:51 PM
Customer: NYSED		NY	ELA-1				Helene Gniadek
Test Admin:							
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>Cod</u>	
<u>Number</u>	<u>Read</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	<u>e</u>	
		0	1	2	A		
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		



Alert Problem Sheet Report

- Who: Scoring Directors
- What: Allows users to see all Alerts sent to Team Leaders and Scoring Directors
- When: Throughout scoring

Alert Problem Sheet

New York 3-8

Date:

Reader ID:

Content:

GSSI ID:

Lithocode:

Item:

Batch/Serial:

**Student Personal
Identifiable Information
(PII) removed from
sample**

Reason for Alert: Disturbing Content

Comments in the System:

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.
4. Once scoring is complete, Scoring Directors should destroy login tickets as they are secure materials.

NOTE: Be prepared to receive additional responses after the testing window has closed. It is possible that responses can be loaded into ScorePoint until 5/19.

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

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

Telephone: 866-997-0695

Content Related Questions

NWEA's Customer Support

Monday – Friday 9:00 am to 5:00 pm

Email: NYTesting@nwea.org

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

Telephone: 866-997-0695

Thank you!

