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New York State Testing Program 2022 Grades 3-8
ELA and Math Computer Based Tests

ScorePoint Manual

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Introduction to ScorePoint

ScorePoint is Questar's secure, online web-based scoring platform accessed through Google Chrome that allows scorers to access student constructed responses entered on the computer while protecting student data. Users will log in to ScorePoint with a username and password. ScorePoint uses industry standard HTTPS encryption to ensure electronic data remains secure.

Like the Nextera Administration System (Nextera Admin), ScorePoint access is role-based. This means the user's role determines what functions the user can perform. The roles in ScorePoint are Readers, Team Leaders, and Scoring Directors.

Readers can review and score responses, escalate responses to a Team Leader for review, and flag responses that require additional attention, such as suspected plagiarism or disturbing responses.

Team Leaders and Scoring Directors monitor Reader performance and provide oversight for all scoring activity.

Roles and Responsibilities

The following table shows the roles for scoring the Paper Based Tests (PBT) and the corresponding Computer Based Testing (CBT) scoring roles in the ScorePoint application:

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

The responsibilities for each of the CBT scoring roles in ScorePoint are as follows:

Reader

- Score student responses

Team Leader

- Distribute login tickets to Readers
- Monitor progress of scoring for Readers and items assigned to their scoring group
- Release reserved responses
- Perform "read behinds" for Readers and items assigned to their scoring group
- Handle alerts for Readers and items assigned to their scoring group

Scoring Director

- Train Team Leaders and Readers
- Setup days and times for scoring
- Request NY Logins for Team Leaders and Readers
- Implement the policies and procedures for scoring the Grades 3–8 English Language Arts and Mathematics tests provided in the Scoring Leader Handbook, 2022 edition
- Monitor progress of scoring for all Readers and all items assigned to their consortium
- Release reserved responses
- Monitor "read behind" for all Readers and all items assigned to their consortium
- Handle alerts for all Readers and all items assigned to their consortium
- Generate reports

The organization of your scoring location and distribution of roles is a local decision. A Scoring Director can perform the same duties as a Team Leader or Reader.

Contact Information

For Assistance With:	Contact:
Scoring policies	The Office of State Assessment Telephone: 518-474-5902
ScorePoint system issues **Resetting a password: Scoring Directors only (Team Leader and Reader accounts must get new login credentials from their Scoring Directors; passwords cannot be reset)**	Questar's Customer Support Email: ny.3-8.help@questarai.com Telephone: 866-997-0695
Scoring Helpline **Monday – Friday 7:30am to 4:30pm (ET)** **Available during the scoring window only**	Questar's Scoring Helpline Telephone: 888-382-4246

ScorePoint for Readers

This section reviews all the tasks for Readers. Team Leaders and Scoring Directors can also perform these same tasks.

Logging In & Updating Your Password

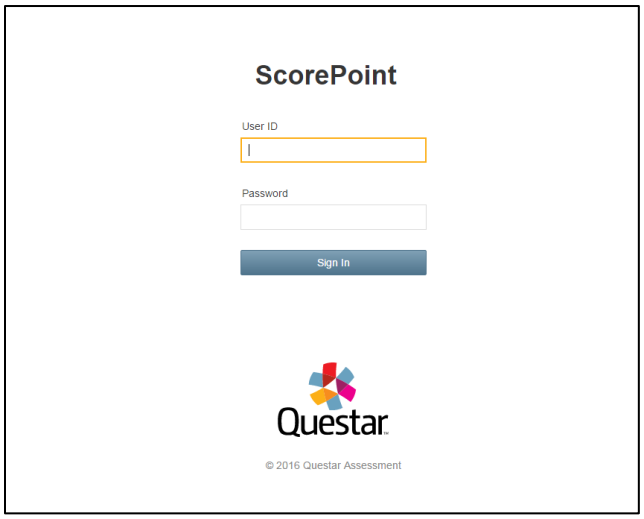
Log in to ScorePoint by entering the **User ID** and **Password** on the login ticket you receive. The Scoring Director or Team Leader will hand out login tickets at the beginning of the scoring period. When you are logging in for the first time, you will be prompted to create your own unique alpha-numeric password with a minimum of 8 characters. You may not auto-save this information or share it with others.

ScorePoint URL: https://ny-scorepoint.questarai.com/scorepoint

Password Requirements:

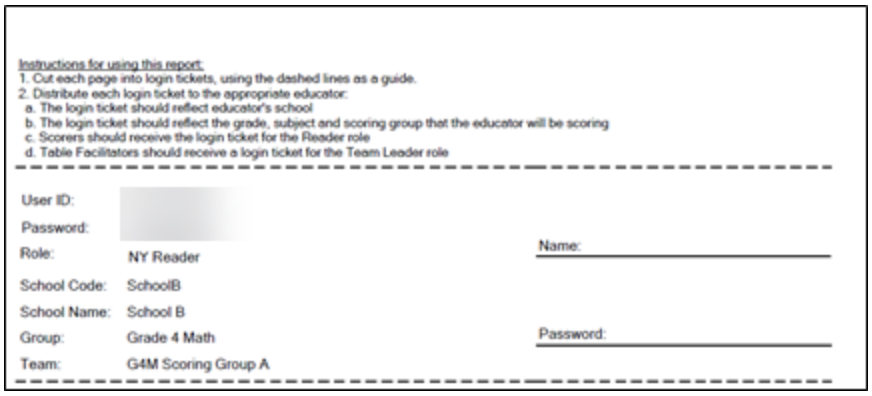
- 8-16 characters
- One capital letter
- One number

Note: Passwords are case sensitive. If you are not successful at logging in, raise your hand and ask for assistance. ScorePoint will log a user off after 15 minutes of inactivity. You will need to log in again to continue scoring.



On Your Login Ticket

Your login ticket will contain your user ID, initial password, role, school BEDS code and name, group, and team. You will write your name and the password you create on your ticket and keep it secure. At the end of each day, your login ticket will be turned in to the Team Leader.



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

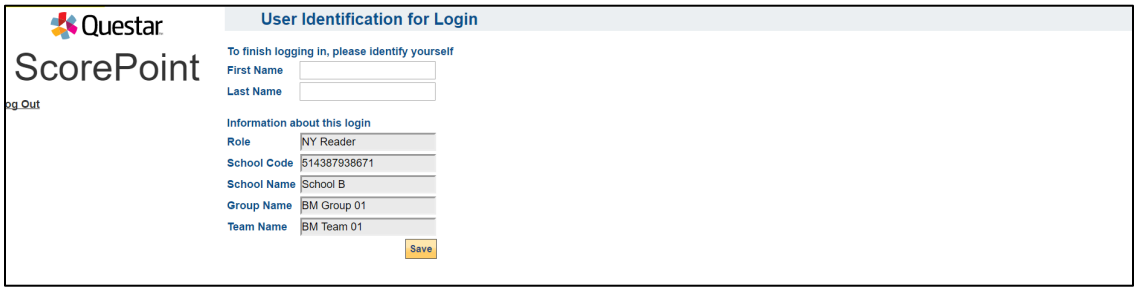
User ID:
Password:
Role: NY Reader
School Code: SchoolB
School Name: School B
Group: Grade 4 Math
Team: G4M Scoring Group A

Name:
Password:

Reminder: Login tickets are secure materials and must be turned in to Team Leaders at the end of the day.

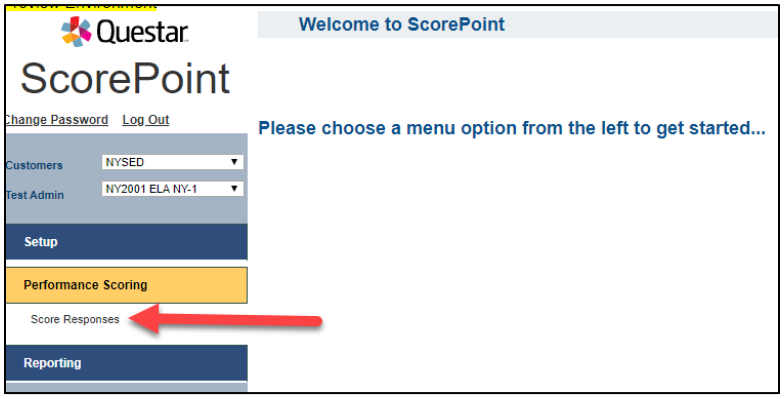
Identifying Yourself

The first time you log in you will also enter and verify your *User Identification for Login* information. This includes entering your first and last name and validating your role, school BEDS code, school name, group name, and team name. Click **Save** once you have entered your name and validated the other information.



Selecting an Item to Score

When you are ready to begin scoring, click on **Score Responses** located on the left side of the page**.**

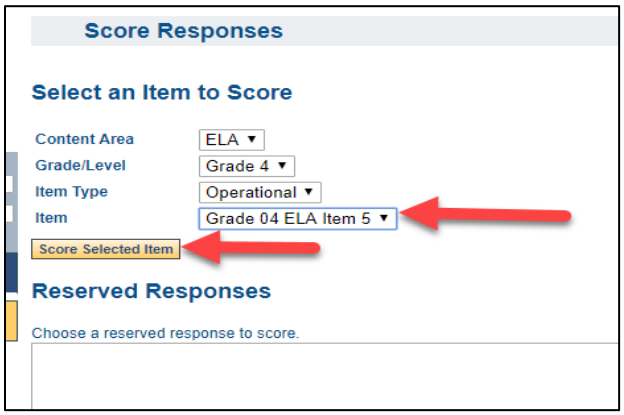


Select an item to score on the **Score Responses** screen.

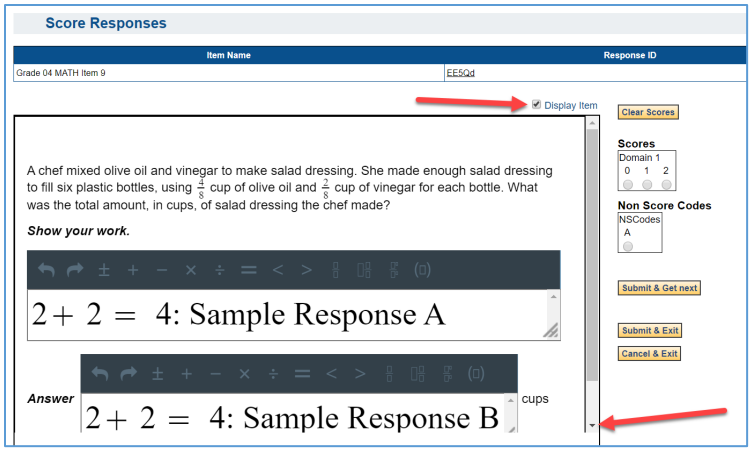
1. Choose the appropriate item from the **Item** drop-down box. Select the item based on instructions from your Scoring Director.

Grade/Level, and **Item Type** are pre-selected based on your group and need no action.

2. Click **Score Selected Item**



3. You will be taken directly to the first response for you to score. Make sure to scroll if there is a scroll bar available in order to review the full response prior to assigning a score.
4. Click the **Display Item** checkbox on the right above the response box if you would like to view the item as the student viewed and responded to the item in the Nextera Test Delivery System. The text response is the default view for Readers in ScorePoint. Click on the Display Item checkbox again to remove the checkmark and return to the text default view of the student response. Make sure to scroll if there is a scroll bar available in order to review the full response prior to assigning a score.

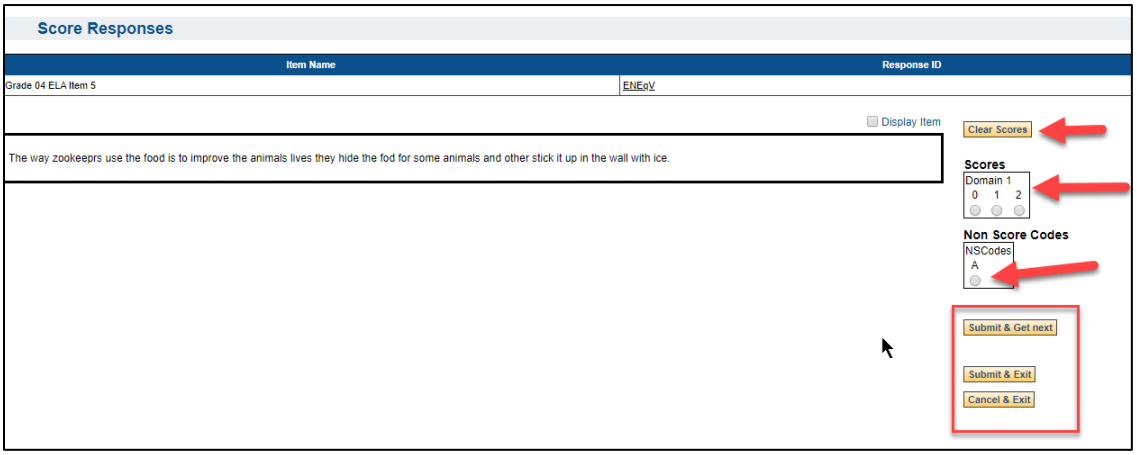


Scoring Responses

You will assign a score to the response using the radio buttons on the right under **Scores**. If the response area is completely blank, select radio button **A** under **Non Score Code.** You have three options available to move on to the next response.

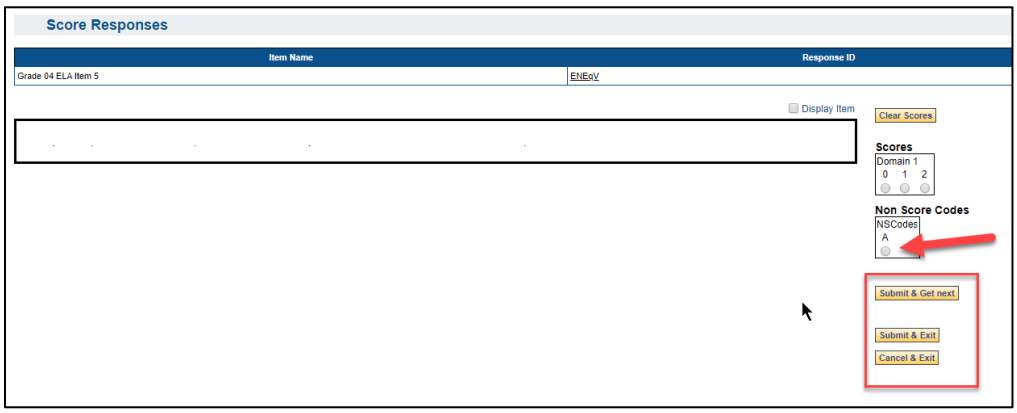
- **Submit & Get next**- allows you to score responses one after the other without exiting
- **Submit & Exit**- brings you back to the main score responses screen after assigning a score
- **Cancel & Exit**- brings you back to the main score responses screen without assigning a score

Note: Click the **Clear Scores** button if you wish to remove the selection or selections you entered and start over.



Non-Score Code

A response is given a non-score code of "**A**" if the response is completely blank.

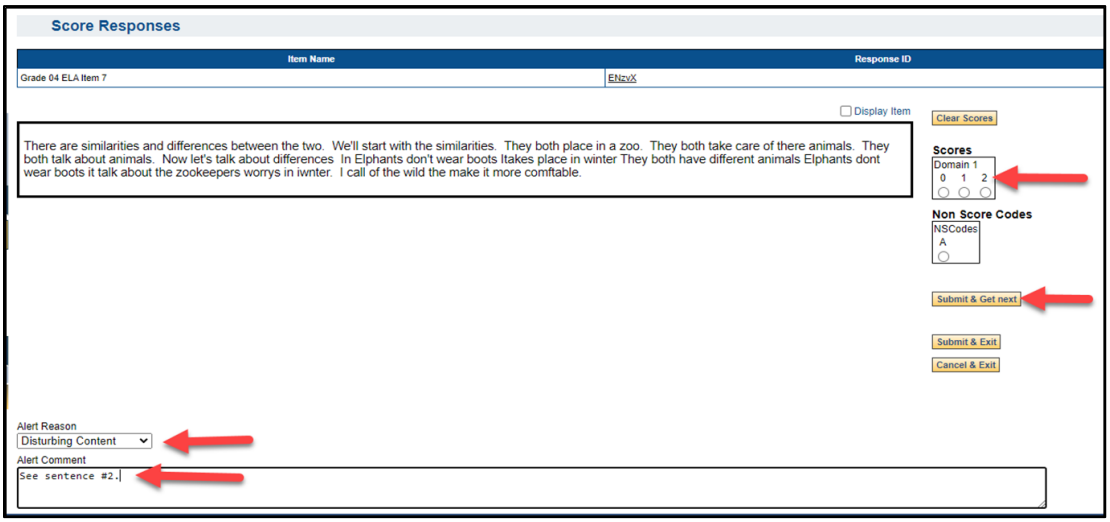


Alerts

To flag a response as an alert:

1. Assign the appropriate score for the response before you submit the alert.
2. Scroll to the bottom of the screen and locate the box titled **Alert Reason**. Select **Disturbing Content** or **Harm to Self or Others** from the drop-down menu.
3. If needed, type an additional note in the comments providing information on where to find the content that prompted the alert. Do not add comments that directly reflect any part of the student response.
4. Select **Submit and Get Next** to move to the next response.

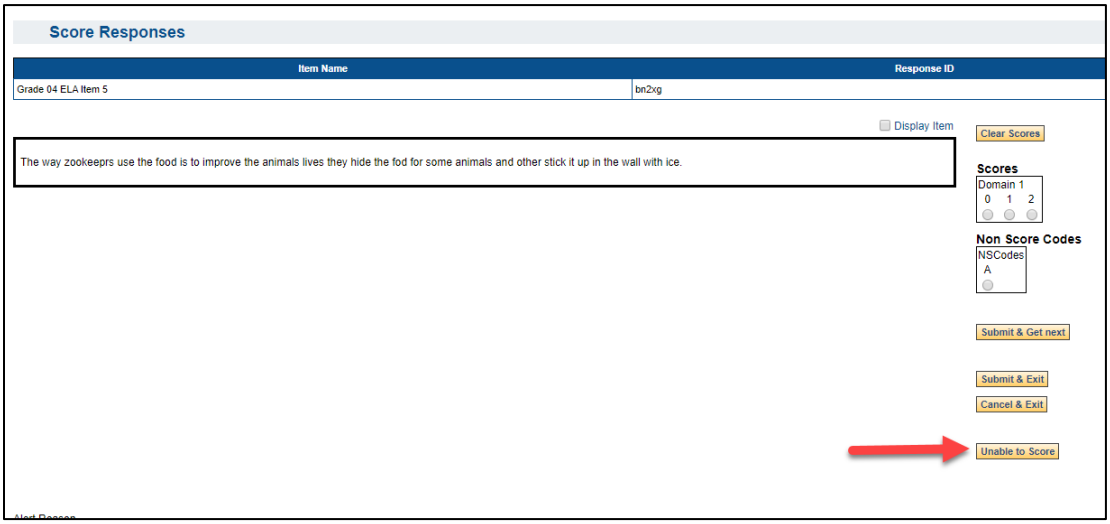
Note: Selecting "Harm to Self or Others" will generate an immediate email to the Scoring Director. When selecting "Disturbing Content", this will just mark the alert for reporting purposes.



Scoring Directors and Team Leaders are able to see responses flagged with alerts.

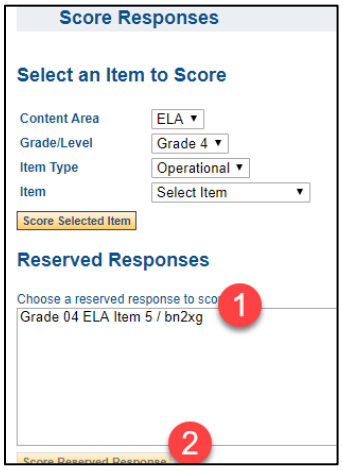
Unable to Score

If you are unable to score a response, click the **Unable to Score** button. The response will be moved to a Team Leader's or Scoring Director's **Reserved Responses** box to be scored.



Reserved Responses and Scoring Reserved Responses

If you would like to reserve a response to score later, click on the main **Score Responses** menu on the left side of the page. This will take you back to the main menu and the response will appear in the **Reserved Responses** box. If you had previously started to score a response but left it without assigning and submitting a score, it will also appear in the **Reserved Responses** box at the bottom of the *Score Responses* screen.



1. Select a reserved response to finish scoring from the list in the box on the bottom of the page.
2. Click **Score Reserved Response**. The student response will appear for you to score.

Note: You MUST clear these out of your queue to ensure that ALL student responses are scored. It is very important that items in the reserved responses bin be individually selected and scored.

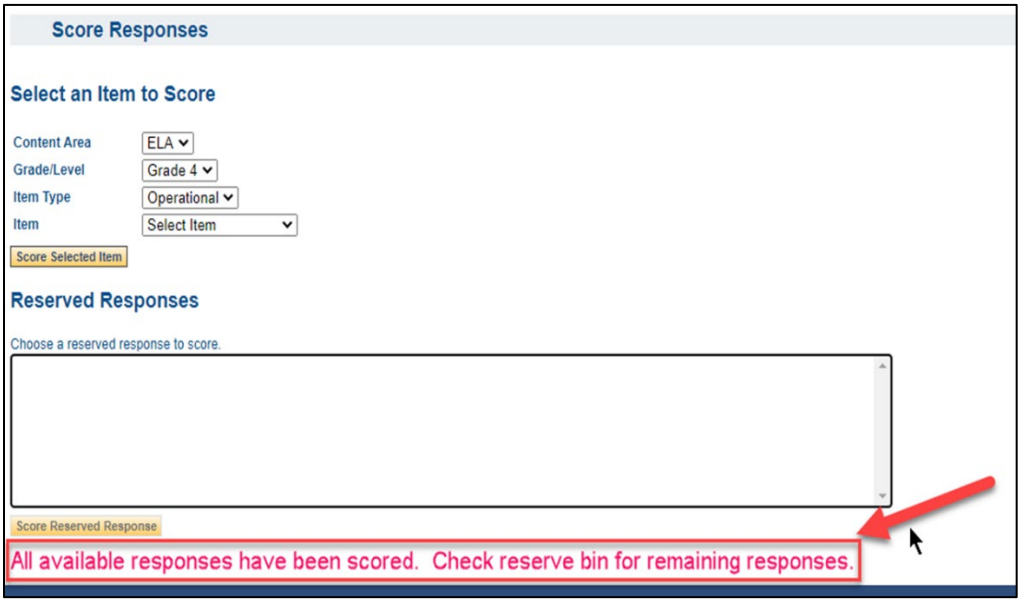
If, after scoring a reserved response, you click **Submit and Next**, the system will not bring you to the next reserved response, but to a new response in the queue.

If you wish to continue scoring your remaining reserved responses, you must return to the main *Score Responses* screen and select another reserved response to score.

Completion of Scoring for an Item

Upon scoring the last available response for an item, you will be automatically directed back to the Score Responses screen. A message will appear in red text below the **Reserved Responses** box that says, "All available responses have been scored. Check your reserve bin for remaining responses." This indicates that scoring is complete for that item. To ensure that scoring is complete, each scorer should:

- Attempt to select the response once more
- Check that the **Reserved Responses** box is empty



ScorePoint for Team Leaders

This section reviews the primary tasks of a Team Leader. Team Leaders also have access to do the same tasks as reviewed in the Readers section above.

Logging In & Updating Your Password

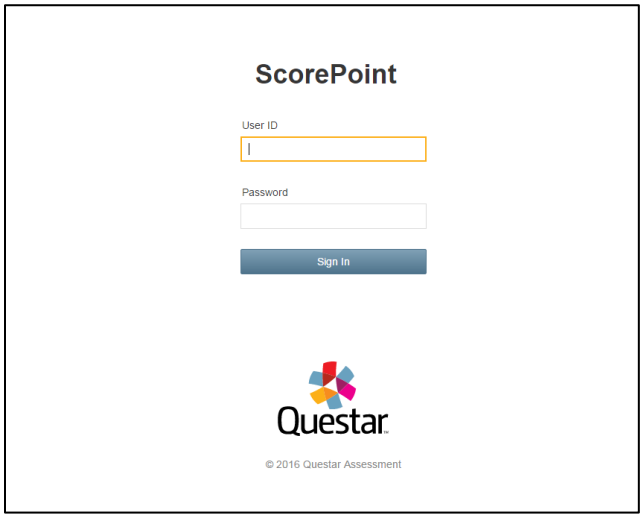
Log in to ScorePoint by entering the **User ID** and **Password** on the login ticket you received. When logging in for the first time, you will be prompted to create your own unique alpha-numeric password with a minimum of 8 characters. You may not auto-save this information or share it with others.

ScorePoint URL: https://ny-scorepoint.questarai.com/scorepoint

Password Requirements:

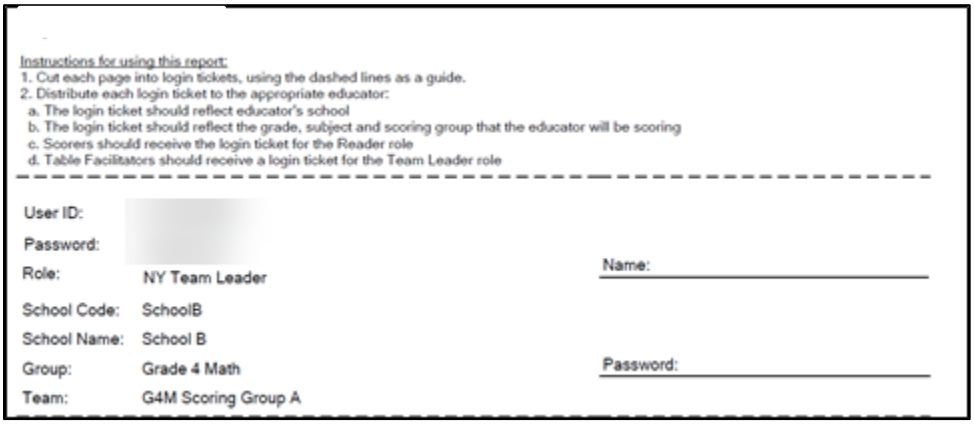
- 8-16 characters
- One capital letter
- One number

Note: Passwords are case sensitive. ScorePoint will log a user off after 15 minutes of inactivity. You will need to log in again to continue scoring.



Login Tickets

Login tickets will contain a user ID, initial password, role, school BEDS code and name, group, and team. Each user will write their name and the password they select on their ticket and keep it secure. At the end of each day, Reader login tickets will be turned in to the Team Leader.



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:
Password:
Role: NY Team Leader
School Code: SchoolB
School Name: School B
Group: Grade 4 Math
Team: G4M Scoring Group A

Name:
Password:

Reminder: Login tickets are secure materials and must be turned in to Team Leaders at the end of the day and should be kept in a safe or vault after work hours.

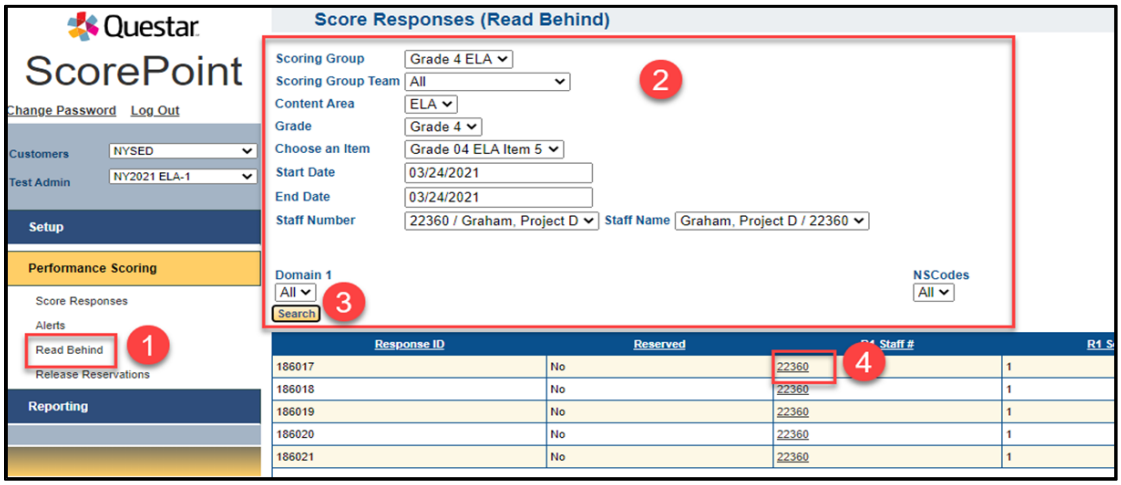
Identifying Yourself

Verify and validate your *User Identification for Login* information. This includes entering your first and last name and validating your role, school BEDS code, school name, group name, and team name. Click **Save** once you have entered your name and validated the other information.

Read Behind

To ensure efficiency, accuracy, and consistency in the scoring process, as the Team Leader you will randomly select and score Reader's scored responses. The number of Read Behinds is a local decision. Read behinds must be conducted the same day as the responses are scored. To conduct read behinds:

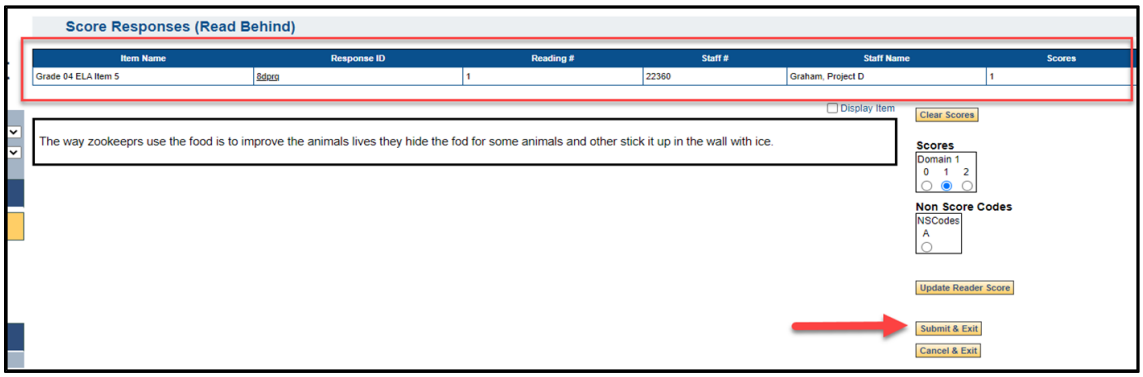
1. Select the **Read Behind menu**
2. Select the Content Area, Grade, and Item
3. Select the Staff Number and Staff Name to select a specific reader
4. Select **R1 Staff #** link



This will open the response with the Reader's information and original score.

When performing the read behind, take the following actions:

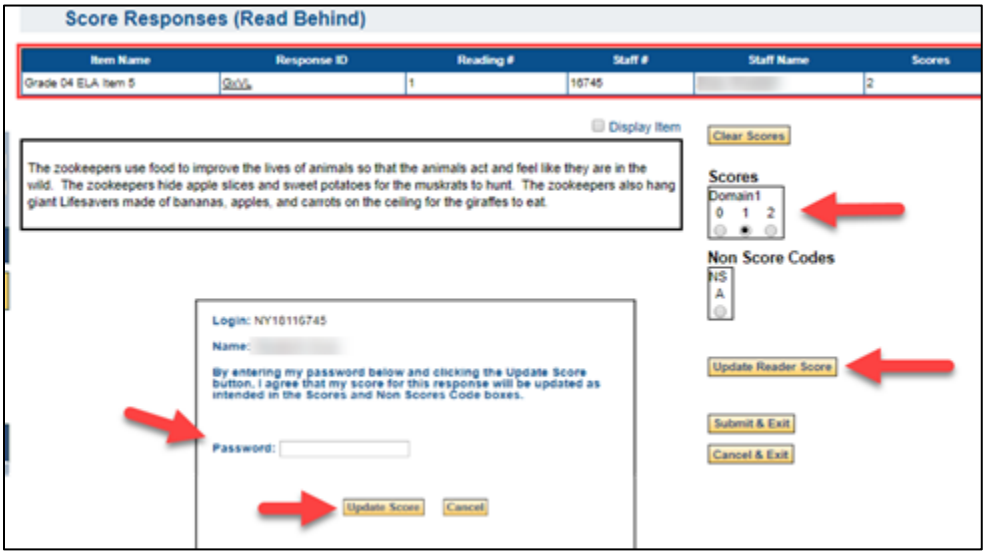
- If you agree with the Reader's score, click **Submit and Exit**. This will indicate in ScorePoint that the Read Behind is complete and the score was confirmed.
- A Team Leader should not question a score if a response is a "fence-sitter" paper (i.e., a paper for which either of two contiguous scores could be justified). Click **Submit and Exit**.



- If you disagree with the Reader's score, consult with the Reader and discuss the score.
  - If the Reader does not feel the score should change and you disagree, choose your score. Click **Submit and Exit**. Do not click Update Reader Score. This will indicate in ScorePoint that the Read Behind is complete and the Reader and Team Leader do not agree on the score. **Note** that the original Reader's score will be used as the official score of record.

  - If the Reader agrees to a different score, have the reader enter the new score on the Team Leader's computer. Click **Update Reader Score**. The Reader will be prompted to enter their password to indicate they agree to the change in score. Click **Update Score**.

Note that the new score will now be used as the official score of record. If the Reader and Team Leader disagree on the score, it is documented by virtue of the Team Leader selecting a different score and saving while on the Read Behind page. The only time a score is changed is if the reader agrees to the new score.



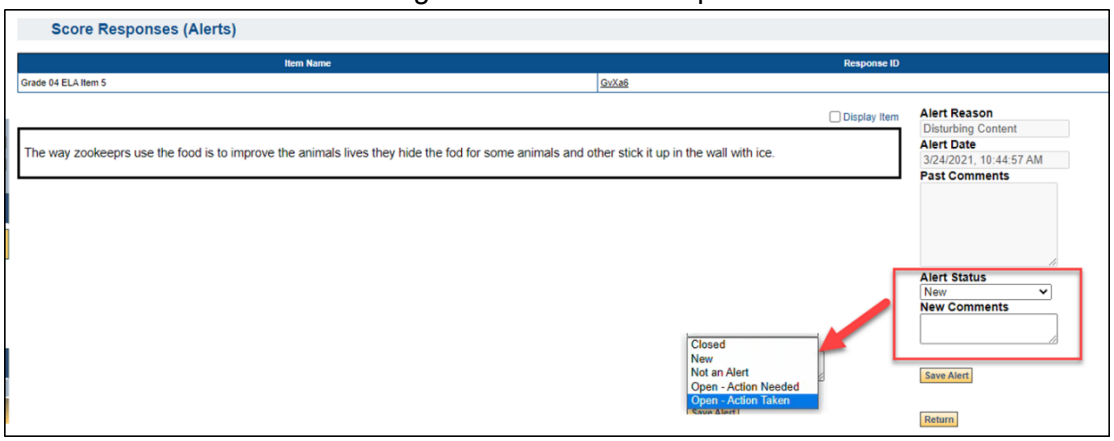
- If you disagree with the Reader's score because it should be a non-score (or vice versa), consult with the Reader and discuss the score.
    - If the Reader does not feel the score should change to a non-score (or vice versa) and you disagree, click on **Clear Score** and then choose your score. Click **Submit and Exit**. Do **not** click **Update Reader Score**. This will indicate in ScorePoint that the Read Behind is complete and the Reader and Team Leader do not agree on the score. Note that the original Reader's score will be used as the official score of record.
    - If the Reader agrees to change to a non-score (or vice versa), have the reader click on **Clear Score** and enter the new score on the Team Leader's computer. Click **Update Reader Score**. The Reader will be prompted to enter their password to indicate they agree to the change in score. Click **Update Score**.

Managing Alerts

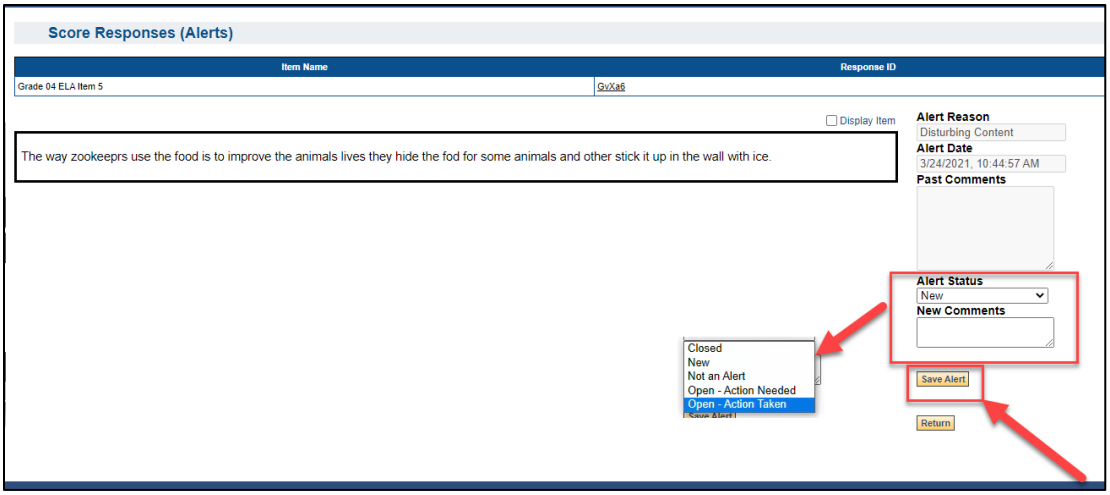
As a Team Leader, you will have access to the **Alerts** menu on the left side of the page.

To view the alert:

1. Click **Alert Status** in the far-right column for the response.



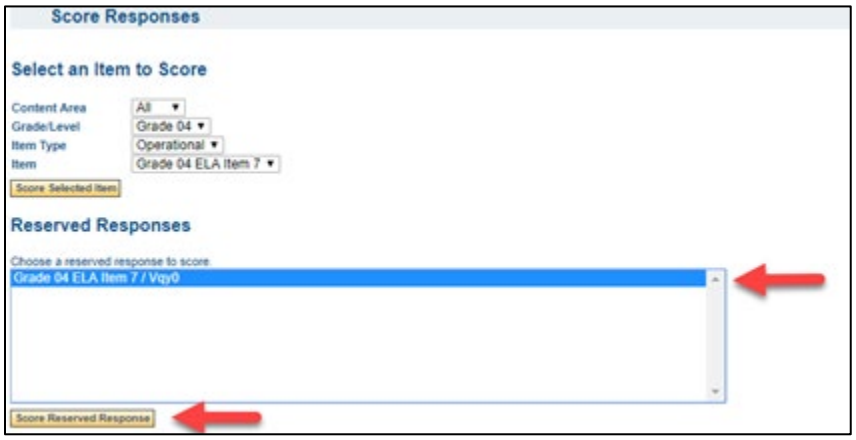
2. Review the response and Reader comments.
3. Select an action from the drop down to determine the next steps for the alert.
    - Closed
    - New
    - Not an alert
    - Open Action Needed
    - Open Action Taken
4. Add comments.
5. Click **Save Alert** to save any updates or click **Return** to cancel updates to the alert.



Note: The status you mark for an alert does not initiate an action within ScorePoint, it only documents the action you are taking. If you are conducting Read Behinds and determine the response should be an alert, you may indicate that within the Read Behind function as well. Scoring Directors will see all comments from the Reader and Team Leader.

Reserved Responses and Scoring Reserved Responses

If you would like to reserve a response to score later, click on the main **Score Responses** menu on the left side of the page. This will take you back to the main menu and the response will appear in the **Reserved Responses** box. If you had previously started to score a response but left it without assigning and submitting a score, it will also appear in the **Reserved Responses** box at the bottom of the *Score Responses* screen.



1. Select a reserved response to finish scoring from the list in the box on the bottom of the page.
2. Click **Score Reserved Response**. The student response will appear for you to score.

Responses that Readers were unable to score will also appear in the Team Leaders **Reserved Responses** boxes. As a Team Leader, you should check your **Reserved Responses** box throughout the day because you are not automatically notified that a response has been marked as *Unable to Score*.

Note: You MUST clear these out of your queue to ensure that ALL student responses are scored. It is very important to know that items in the reserved responses queue must be individually selected and scored.

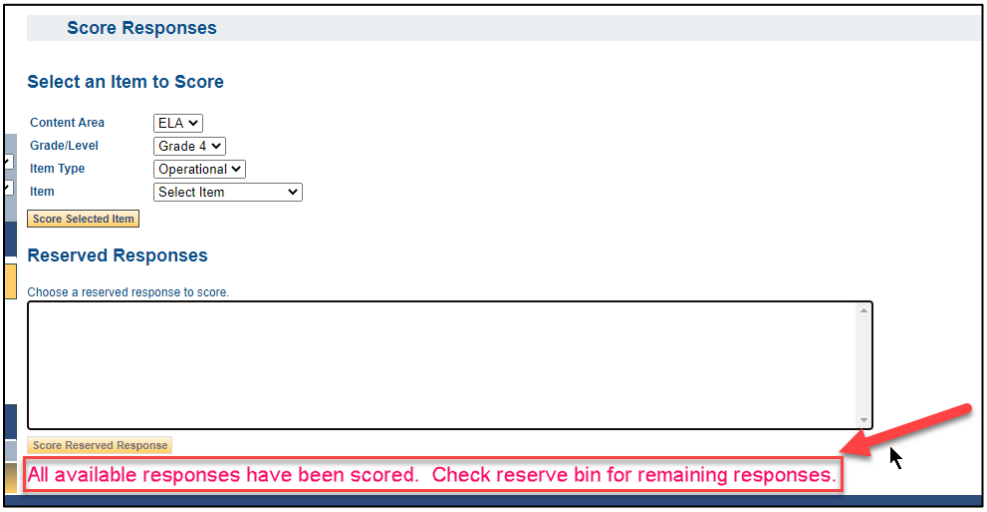
If, after scoring a reserved response, you click **Submit and Next**, it will not bring you to the next reserved response, but to a new response in the queue.

If you wish to continue scoring your remaining reserved responses, you must return to the main *Score Responses* screen and select another reserved response to score.

Completion of Scoring for an Item

If Team Leaders are part of the scoring process, upon scoring the last available response for an item, you will be automatically directed back to the *Score Responses* screen. A message will appear in red text below the **Reserved Responses** box that says, "All available responses have been scored. Check your reserve bin for remaining responses." This indicates that scoring is complete for that item. To ensure that scoring is complete, each scorer should:

- Attempt to select the response once more.
- Check that the **Reserved Responses** box is empty.



ScorePoint for Scoring Directors

This section will review the primary tasks of a Scoring Director. Scoring Directors also have access to do the same tasks as reviewed in the Readers and Team Leaders sections above.

Logging In & Updating Your Password

Log in to ScorePoint by entering the **User ID** and **Password** provided by Questar. When you are logging in for the first time, you will be prompted to create your own unique alpha-numeric password with a minimum of 8 characters. You may not auto-save this information or share it with others.

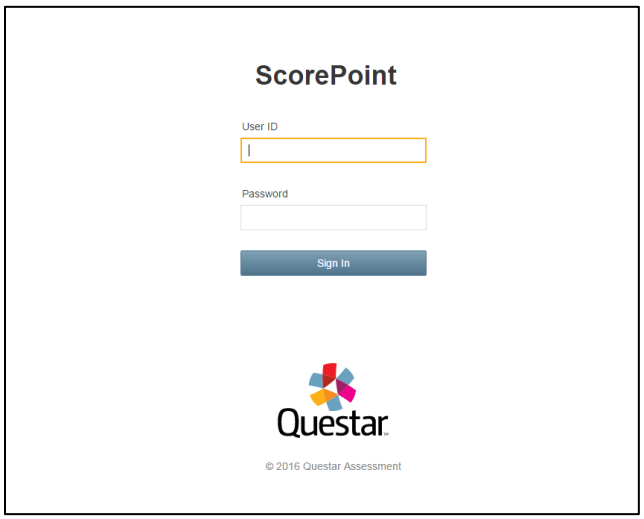
Scoring Directors will receive their login credentials via email from Questar.

ScorePoint URL: https://ny-scorepoint.questarai.com/scorepoint

Password Requirements:

- 8-16 characters
- One capital letter
- One number

Note: Passwords are case sensitive. ScorePoint will log a user off after 15 minutes of inactivity. You will need to log in again to continue scoring.

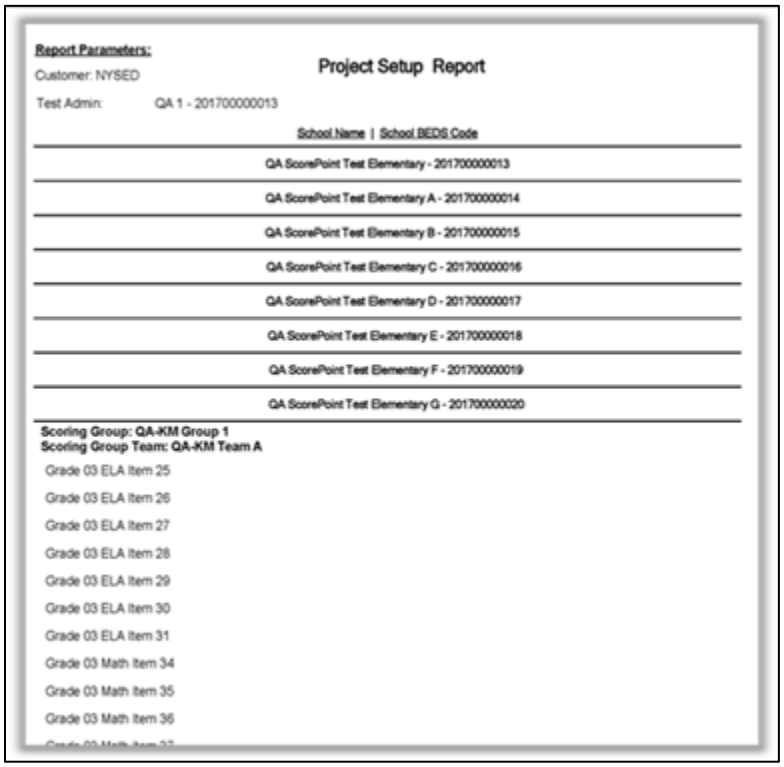


Reminder: Login tickets are secure materials and must be turned in to Team Leaders at the end of the day and should be kept in a safe or vault after work hours.

Setting up ScorePoint

Scoring Directors should run a Project Setup Report to:

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



Report Parameters:
Customer: NYSED
Test Admin: QA 1 - 201700000013

Project Setup Report

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

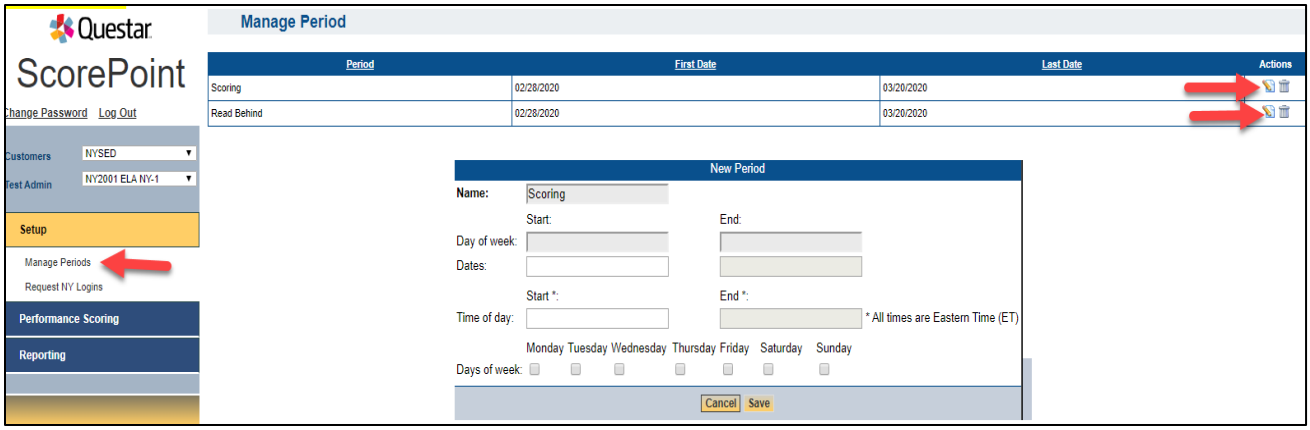
Scoring Group: QA-KM Group 1
Scoring Group Team: QA-KM Team A
Grade 03 ELA Item 25
Grade 03 ELA Item 26
Grade 03 ELA Item 27
Grade 03 ELA Item 28
Grade 03 ELA Item 29
Grade 03 ELA Item 30
Grade 03 ELA Item 31
Grade 03 Math Item 34
Grade 03 Math Item 35
Grade 03 Math Item 36

Managing Scoring Periods

As a Scoring Director, you set the scoring period for the project. This includes setting the window for both Scoring and conducting Read Behinds.

Note: Once the scoring time frame expires, you will not be able to reset or extend a scoring time frame for that day.

1. Click the **Setup** menu on the left side of the page
2. Click **Manage Periods**
3. Click on the edit icon under **Actions** to set up the dates and times for the Scoring and Read Behind periods
4. Click **Save** to complete setting up the periods



Note: Only one period can be created per day for Read Behinds, and one period for Scoring. You cannot have two periods for Scoring or Read Behinds per day.

If the day's activities are complete but there is still substantial time left in the period set, we strongly recommend that you adjust the end of the period to prevent further activity.

Make sure to extend the periods beyond estimated completion to avoid interruption to either of these activities

Requesting Logins

As the Scoring Director, you will request logins for all Readers and Team Leaders by following the below steps.

Readers and Team Leaders should be associated with the New York State school with which they are mostly closely aligned. This would be the school at which they are currently employed at a full or part time basis. If the Reader or Team Leader is not currently employed by a school, this should be the school where they were previously employed, where their children attend school, or closest to where they live. In providing responses for readers to score, ScorePoint will not provide to the Reader any responses by students enrolled in the school with which the Reader is associated.

1. Click the **Setup** menu on the left side of the page
2. Click **Request NY Logins**
3. For each school with which one or more Readers are associated enter the school name in the box at the top of the screen
4. Select a school from the drop-down list
5. Enter the number of Reader and Team Leader logins desired (limit of 25 of each login type per request. Repeat the request if more than 25 logins are needed)
6. Click **Request Logins**
7. The PDF report will appear in the bottom right corner of the page. Open the file and print the login tickets
8. Repeat Steps 3–7 to generate logins for each additional school with which Readers and Team Leaders are associated

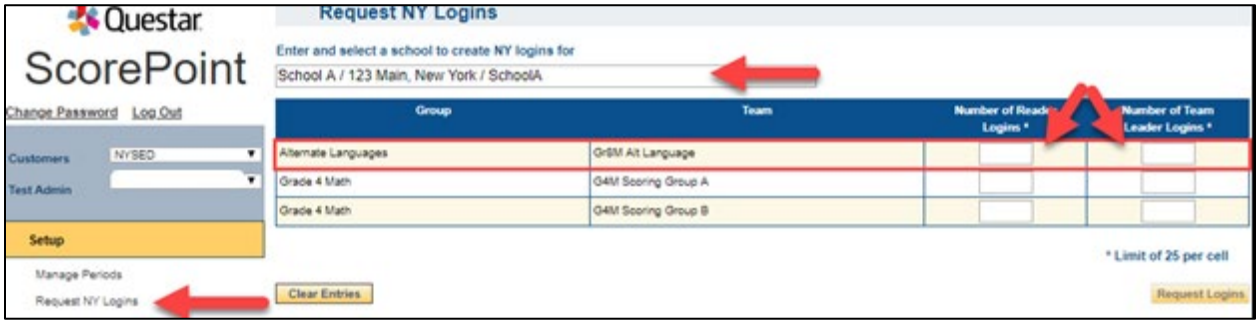
Note: To reprint the login tickets you will need to generate the **NY logins and Initial Password** report. Please note that all login tickets are secure materials.

Scoring Alternate Languages

Requesting Logins for Alternate Languages

If your project has responses in an alternate language that need to be scored, you will first need to request login tickets for those responses. The alternate language responses are automatically flagged on the backend in ScorePoint.

1. Click the **Setup** menu on the left side of the page
2. Click **Request NY Logins**
3. For each school with which one or more Readers are associated enter the school name in the box at the top of the screen
4. Select a school from the drop-down list
5. Next to the Alternate Languages groups, enter the number of Reader and Team Leader logins desired
6. Click **Request Logins**
7. The PDF report will appear in the bottom right corner of the page. Open the file and print the login tickets

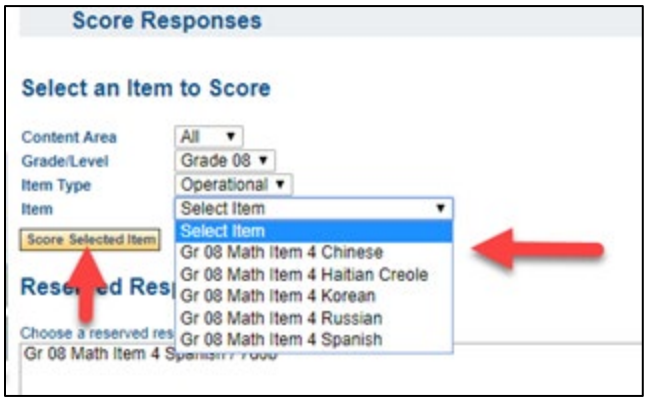


Scoring Alternate Languages

Using the login tickets that were printed above, the Reader who will be scoring the alternate languages will log in and score those responses.

Select an item to score on the **Score Responses** screen.

1. Choose the appropriate item and language from the drop-down menu
2. Select **Score Selected Item**



Email Notification of New Responses

When new responses are imported into the project, Scoring Directors will receive an email notification including the following information:

Subject: Student Responses imported to Score Point

New responses are available to score. Please run a project status report for additional details.

https://ny-scorepoint.questarai.com

To Run a Project Status Report:

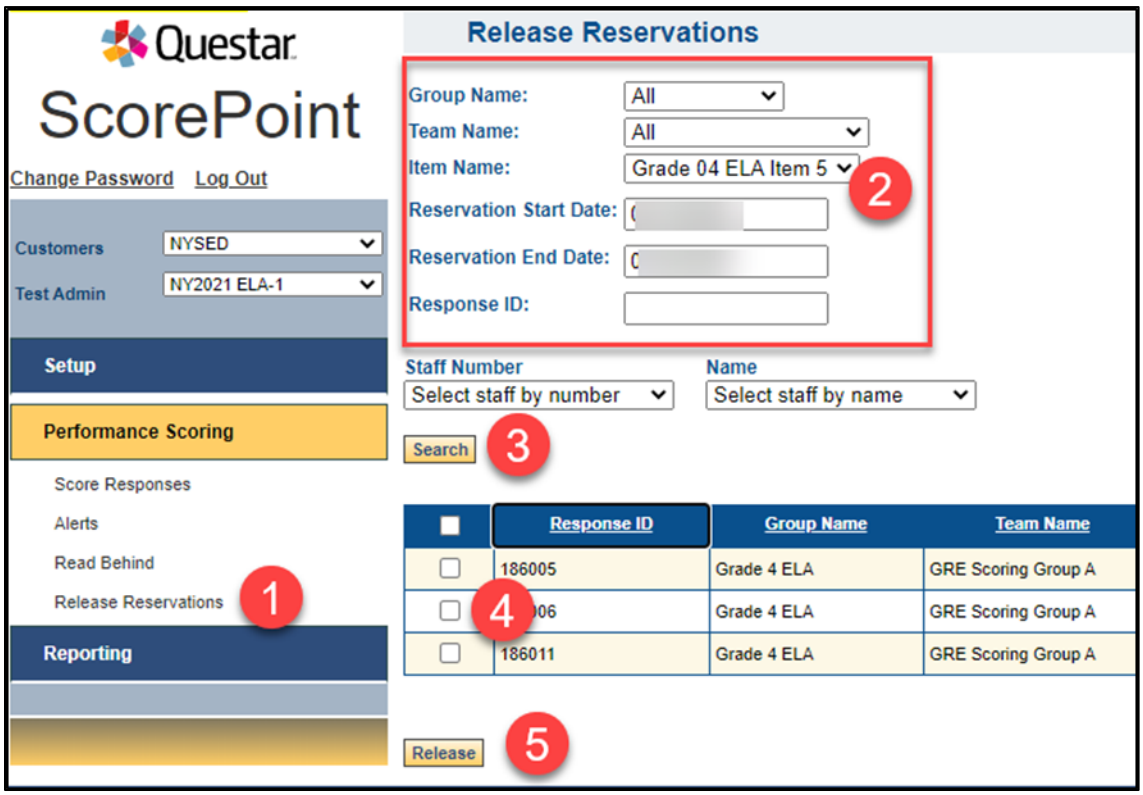
- Select Reporting Menu
- Select Project Status Report
- Select "Run" to generate report

Releasing Reserved Responses

Releasing a response from the Reserved Items area allows the response to be put back into the queue for initial scoring or Read Behind scoring. This may need to occur if Readers have left for the day but have not scored all responses in their Reserved Responses bin.

To release a Reserved Response, first run the Project Incomplete Report. Based on the information found in the report, complete the following steps:

1. Click **Release Reservations**
2. Fill in any criteria based on the Project Incomplete Report
3. Click **Search**
4. **Check** the boxes next to each response that needs to be released
5. Click **Release**



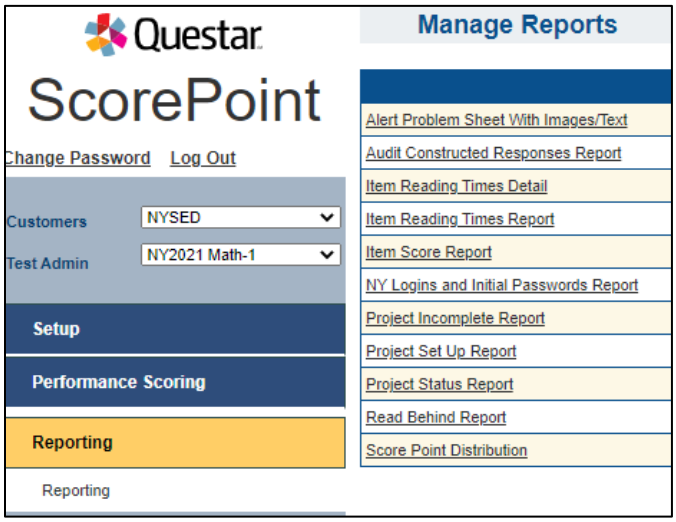
Steps for Finishing the Project

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

Reporting

As a Scoring Director you, along with the Team Leaders, have access to several reports in ScorePoint. These reports include:

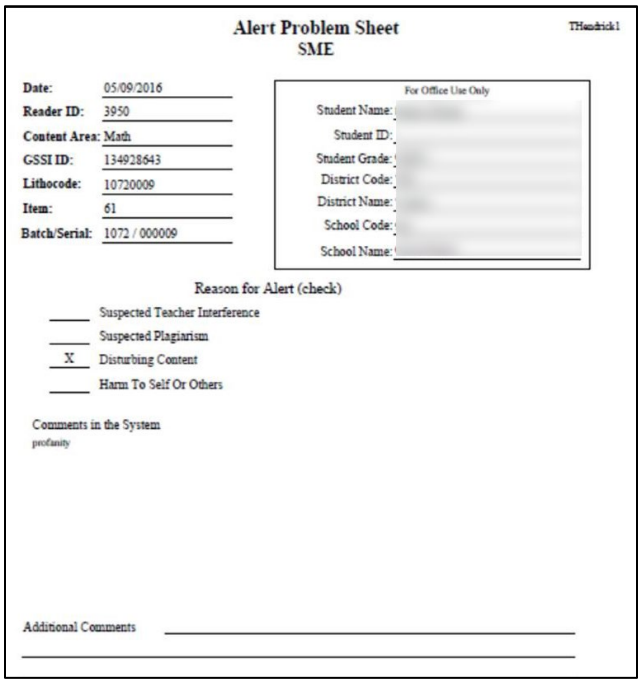
- Alert Problem Sheet with Images/Text
- Audit Constructed Responses Report
- Item Reading Times Detail
- Item Reading Times Report
- Item Score Report
- NY Logins and Initial Passwords Report
- Project Incomplete Report
- Project Status Report
- Project Setup Report
- Read Behind Report
- Score Point Distribution Report



Alert Problem Sheet with Images/Text

The Alert Problem Sheet with Images/Text report shows all Alerts sent to Team Leaders and Scoring Directors. This report can be filtered by Alert Status and/or a specific date range.

1. Click the **Reporting** menu on the left side of the page
2. Click **Alert Problem Sheet with Images/Text**
3. Choose the **Status**, **From Date**, and **To Date**
4. Click **Run**.



Alert Problem Sheet
SME

THendrick1

Date: 05/09/2016
Reader ID: 3950
Content Area: Math
GSSI ID: 134928643
Lithocode: 10720009
Item: 61
Batch/Serial: 1072 / 000009

For Office Use Only
Student Name:
Student ID:
Student Grade:
District Code:
District Name:
School Code:
School Name:

Reason for Alert (check)

____ Suspected Teacher Interference
____ Suspected Plagiarism
_X_ Disturbing Content
____ Harm To Self Or Others

Comments in the System
profanity

Additional Comments

Audit Constructed Responses Report

The Audit Constructed Responses Report shows by school and grade the total number of students that have responses in ScorePoint. Additionally, it shows by school the number of responses received by item.

Report Parameters:

Customer: NYSED

Test Admi 1

Audit Constructed Responses Report

School Name	Grade Name	# Students
Desi School (1236543)	Grade 3	3
QA ScorePoint Test Elementary (201700000013)	Grade 3	4
	Grade 4	4
	Grade 5	4
	Grade 6	4
	Grade 7	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

Item Reading Times Detail

The Item Reading Times Detail report is used to assess the reading time (in seconds) of a response by item and by Reader.

1. Click the **Reporting** menu on the left side of the page
2. Click **Item Reading Times Detail**
3. Choose the report criteria
4. Click **Run**

Report Parameters:

Customer: NYSED
Test Admin: NY2001 ELA NY-1
Item: Grade 04 ELA Item 5
From Date:
To Date: :

Item Reading Times Detail Report
NY2001 ELA NY-1

9:20:18 AM
Helene Gniadek

Name	Staff #	Subject	ReadTime Seconds	DateScored	TimeScored	Read #
Grade 04 ELA Item 5						
Gniadek, Helene	24065	ELA	38		8:35:42 AM	1
Gniadek, Helene	24065	ELA	5		8:35:46 AM	1

Item Reading Times Report

The Item Reading Times Report is used to assess the average time to score a response by Reader.

1. Click the **Reporting** menu on the left side of the page
2. Click **Item Reading Times Report**
3. Choose the report criteria
4. Click **Run**

Report Parameters:

Customer: NYSED
Test Admin: NY2001 ELA NY-1
Reader: ALL
Item: Grade 04 ELA Item 5

Item Reading Times Report
NY2001 ELA NY-1

9:21:39 AM
Helene Gniadek

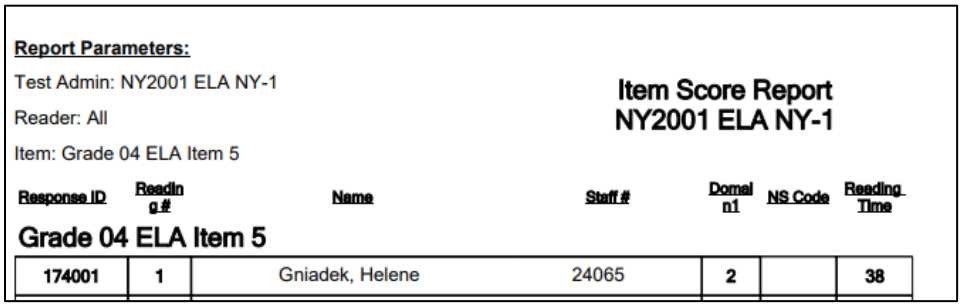
Name	Staff #	Items Read	Total Seconds	Avg./Item
Grade 04 ELA Item 5				
Gniadek, Helene	24065	6	127	22
	Sub Totals	6	127	22

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 Score Report

The 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.

1. Click the **Reporting** menu on the left side of the page
2. Click **Item Score Report**
3. Select All Staff or a specific staff person
4. Select the Item
5. Select the Response ID or leave blank to generate the report with all Response ID's
6. Select PDF or Excel format
7. Click **Run**



Report Parameters:

Test Admin: NY2001 ELA NY-1

Reader: All

Item: Grade 04 ELA Item 5

Item Score Report
NY2001 ELA NY-1

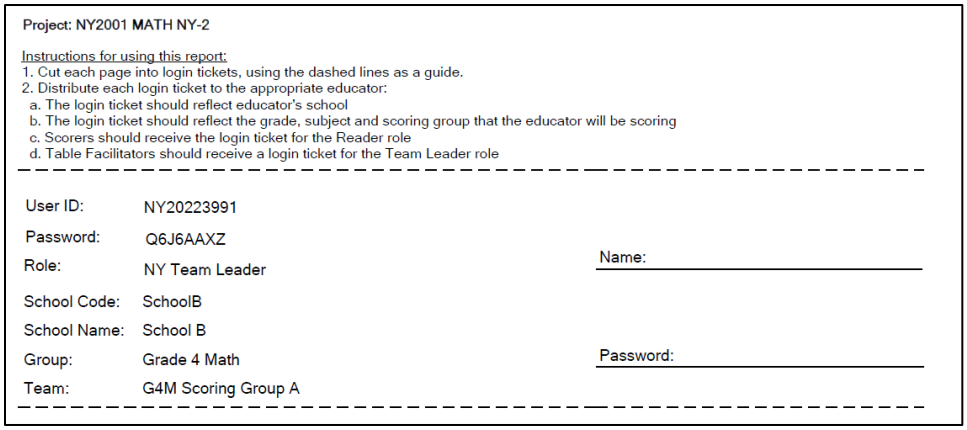
Grade 04 ELA Item 5

Response ID	Reading #	Name	Staff #	Domain1	NS Code	Reading Time
174001	1	Gniadek, Helene	24065	2		38

NY Logins and Initial Passwords Report

The NY Logins and Initial Passwords Report generates a report containing the previously requested login and password tickets for Readers and Team Leaders.

1. Click the **Reporting** menu on the left side of the page
2. Click **NY Logins and Initial Passwords Report**
3. Click **Run**



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
School Code: SchoolB
School Name: School B
Group: Grade 4 Math
Team: G4M Scoring Group A

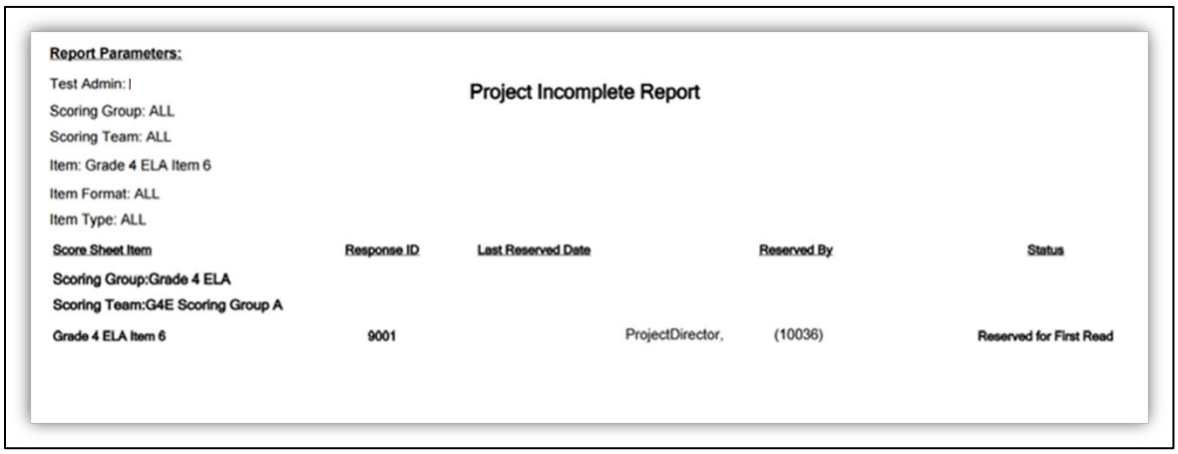
Name: _____

Password: _____

Project Incomplete Report

The Project Incomplete Report is used to identify responses that have been paused either in the Score Responses phase or the Read Behind phase. Releasing a response identified on this report from the Reserved Responses area allows the response to be put back into the queue for initial scoring or Read Behind scoring. It is very important that Team Leaders and Scoring Directors are very careful when they release responses that are on this report. Releasing a response that someone is currently scoring will remove any data and require that the response be scored from the beginning.

1. Click the **Reporting** menu on the left side of the page
2. Click **Project Incomplete Report**
3. Choose the report criteria (Scoring Group, Scoring Group Team, Item Format, Item Type, Item)
4. Make sure to check Exclude Unread Items and Exclude Un-Reserved Items
5. Choose to View/Save As either a PDF or an Excel spreadsheet
6. Click **Run**



Report Parameters:

Test Admin: I

Scoring Group: ALL

Scoring Team: ALL

Item: Grade 4 ELA Item 6

Item Format: ALL

Item Type: ALL

Project Incomplete Report

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 Status Report

The Project Status Report is used to access the volume of responses to score. This report can be used any time to assess the status of the responses.

1. Click the **Reporting** menu on the left side of the page
2. Click **Project Status Report**
3. Choose the report criteria (filter and display options)
4. Click **Run**

Note: Scoring Directors have the option to run this report by school.

Report Parameters:

Customer: NYSED

Score Sheet Item: ALL

Subject: ALL

Item Type: ALL

Row For Each Subject: YES

Row For Each Item: YES

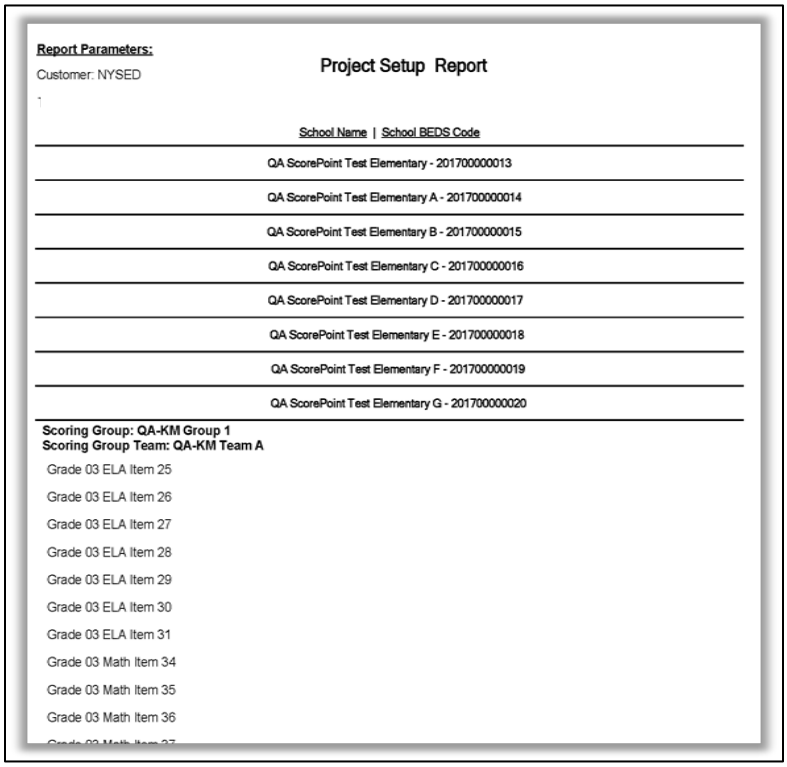
Project Status Report

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

Project Setup Report

Scoring Directors should run the Project Setup Report first to verify that all the schools that are assigned to your consortium and to review item groups based on the Scoring Leader Handbook.

1. Click the **Reporting** menu on the left side of the page
2. Click **Project Setup Report**
3. Click **Run**



Report Parameters:
Customer: NYSED

Project Setup Report

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

Read Behind Report

Scoring Directors and Team Leaders will use this report to monitor the progress of the Read Behind process. The Read Behind Report provides the number of Readings, percent and number of Read Behinds performed, percent and number of Readings Accepted, and percent and number of Readings Modified.

1. Click the **Reporting** menu on the left side of the page
2. Click **Read Behind Report**
3. Choose the report criteria (Content Area, Item, Staff Person, From Date, To Date)
4. Choose to View/Save As either a PDF or an Excel spreadsheet
5. Click **Run**

Report Parameters:

Customer: NYSED

Test Admin: I

Score Sheet Item: QA Grade 4 ELA Item 5

Content Area: ALL

Reader: ALL

Read Behind Report

Row For Reader: YES

Row For Item: YES

Reader,Item		Readings	Read Behinds Performed		Readings Accepted		Readings Modified		Readings Disagree	
			%	#	%	#	%	#	%	#
Appleman, Terry	10001									
QA Grade 4 ELA Item 5		10	0	0	0	0	0	0	0	0
Schmitz, Roselyn	10002									
QA Grade 4 ELA Item 5		10	0	0	0	0	0	0	0	0
Ray, Lisa	10005									
QA Grade 4 ELA Item 5		35	18	6	50	3	34	2	17	1
Cosby, Rita	10010									

ScorePoint Distribution Report

The ScorePoint Distribution Report shows the distributions of score points by Reader.

1. Click the **Reporting** menu on the left side of the page
2. Click **Score Point Distribution Report**
3. Choose the report criteria (Scoring Group, Scoring Group Team, Content Area, Item Type, Item, From Date, To Date, Report Type)
4. Choose to View/Save As either a PDF or an Excel spreadsheet
5. Click **Run**

Report Parameters:

Customer: NYSED

Test Admin:

Scoring Group: ALL

Scoring Team: ALL

Item: Grade 4 ELA Item 6 - 1

Subject:ALL

Item Type: ALL

Date Range:1

Exclude Detail:NO

Exclude Counts:YES

Score Point Distribution Report

Reader	Responses	SD1 Scores NonScores			NS Code
Number	Read	%	%	%	%
		0	1	2	A
Yamacheva, Elena (778435)	1	0	0	0	100
		0	0	0	1
Report Totals:		0	0	0	100
	1	0	0	0	1

Appendix A: ScorePoint Access by Role

Menu Option	Feature	NY Scoring Director	NY Team Leader	NY Reader
SETUP MENU				
Manage Periods				
	Set days/times for Scoring and Read Behind	X		
Request NY Logins				
	Create logins and print login tickets for Readers and Team Leaders *only Scoring Directors can print login tickets for Team Leaders	X	X	
PERFORMANCE SCORING MENU				
Score Responses				
	Submit scores	X	X	X
	Initiate alerts	X	X	X
	Use “Unable to Score” button to escalate responses			X
	Receive "Harm to Self or Others" e-mails	X		
Alerts				
	Manage alerts	X	X	
NY Read Behind				
	Review Readers’ scores	X	X	
	Approve score changes			X
	Receive "Harm to Self or Others" e-mails	X		
Release Reservations				
	Identify reserved responses and release unneeded reservations	X	X	
REPORTING MENU				
Alert Problem Sheet Report	Create documentation for escalating alerts	X	X	
Audit Constructed Responses Report	View number of responses by item	X	X	
Item Reading Times Detail Report	View reading times for individual responses	X	X	
Item Reading Times Summary Report	View average reading times by Reader	X	X	
Item Score Report	View reading times and scores for individual responses	X	X	
NY Logins and Initial Passwords Report	Re-print login tickets for Readers and Team Leaders	X	X	
NY Read Behind Report	Monitor progress of read behind process	X	X	
Project Incomplete Report	Identify responses that are paused	X	X	
Project Set Up Report	Schools assigned to project and items assigned to groups/teams	X	X	
Project Status Report	Assess the progress of scoring	X	X	
Score Point Distribution Report	View the distribution of score points by Reader	X	X	

Appendix B: ScorePoint System Requirements & Security Recommendations

	Windows	Macintosh	Chromebooks
Operating System	Windows 10, 11	Mac OS X 10.15x, 11, 12	ChromeOS v86+
Processor	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU		1.4 Ghz + or equivalent
System Memory	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space		
Supported Browsers	Google Chrome 86+		
Screen Size & Resolution	Recommend 11.6" or larger screen size for desktops, 9.7” or larger for Chromebooks Minimum 1024 X 768 screen resolution		
LAN Network	Recommended available LAN bandwidth at each workstation 1Mbps		
Internet Speed	Minimum per device: 150 Kbps Recommended: 300 Kbps		

CBT Scoring Security Recommendations

Given the wide variety of devices in the market and their overlapping feature sets, this Appendix does not provide specific device level settings for each possible solution. Since most of these devices can perform the same basic functions, the following recommendations will help you configure your network, devices, and scoring centers to ensure the security of the scoring environment in collaboration with the consortium's local IT. The following are strong recommendations for security of confidential and secure materials both physical and technological in nature, specific to CBT scoring:

- Scoring consortiums should work with local IT staff ahead of scoring to ensure a secure scoring environment.
- ScorePoint login credentials should not be left unattended and should be kept in a safe or vault after work hours.
- Use of personal devices with image capture or photographic capabilities (such as tablets, smartphones, and cameras) is strictly prohibited.
- USB disks, flash drives, or other devices that could be used to transport data electronically should not be allowed.
- The ScorePoint URL https://ny-scorepoint.questarai.com/scorepoint should be whitelisted and access to any other website should not be allowed.
- If using Chromebooks, Scoring Directors should work with local IT staff ahead of time to ensure printing (for roles that include printing support from ScorePoint) is properly and securely configured.
- The scoring room should always be actively monitored by Scoring Directors and Team Leaders to ensure adherence to security policies.
- Scoring personnel must always log out before stepping away from their works stations. Devices should always be locked with passwords when scoring personnel step away from their workstations and should never be left unlocked and unattended.

For all other security standards required for a scoring site, see the section titled "Scoring Site Security" in the Scoring Leader Handbook.