



Questar Assessment Inc.
5550 Upper 147th Street West
Minneapolis, MN 55124
www.questarai.com



New York State Testing Program 2021 Grades 3-8 ELA
and Math Computer Based Tests

ScorePoint Manual

Contents

Introduction to ScorePoint	4
Contact Information.....	5
ScorePoint for Readers	6
Logging In & Updating Your Password.....	6
On Your Login Ticket.....	7
Identifying Yourself	7
Selecting an Item to Score.....	8
Scoring Responses	9
Non-Score Code	10
Unable to Score	11
Reserved Responses and Scoring Reserved Responses.....	11
Completion of Scoring for an Item	12
ScorePoint for Team Leaders	13
Logging In & Updating Your Password.....	13
Login Tickets.....	14
Identifying Yourself	14
Read Behind	15
Reserved Responses and Scoring Reserved Responses.....	18
Completion of Scoring for an Item	19
ScorePoint for Scoring Directors	20
Logging In & Updating Your Password.....	20
Setting up ScorePoint.....	21
Managing Scoring Periods	21
Requesting Logins.....	22
Scoring Alternate Languages	23
Requesting Logins for Alternate Languages.....	23
Scoring Alternate Languages	23
Email Notification of New Responses	24
Releasing Reserved Responses	25
Steps for Finishing the Project.....	25

Reporting.....	26
Alert Problem Sheet with Images/Text	27
Audit Constructed Responses Report	28
Item Reading Times Detail	29
Item Reading Times Report.....	29
Item Score Report	30
NY Logins and Initial Passwords Report.....	30
Project Incomplete Report.....	31
Project Status Report.....	32
Project Setup Report.....	33
Read Behind Report	34
ScorePoint Distribution Report	35
Appendix A: ScorePoint Access by Role	36
Appendix B: ScorePoint System Requirements & Security Recommendations	37

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, 2021 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

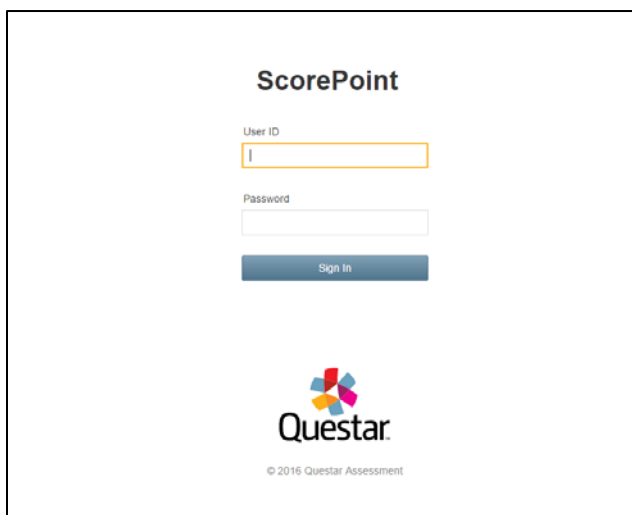
Log in to ScorePoint by entering the **User ID** and **Password** on the login ticket you receive. The Scoring Director or Team Leader will hand out login tickets at the beginning of the scoring period. When you are logging in for the first time, you will be prompted to create your own unique alpha-numeric 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.



The image shows the ScorePoint login interface. At the top, the text "ScorePoint" is displayed. Below it, there are two input fields: "User ID" and "Password". The "User ID" field has a small cursor icon. Below the "Password" field is a "Sign In" button. At the bottom of the screen, there is the Questar logo and the text "© 2016 Questar Assessment".

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.

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:
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

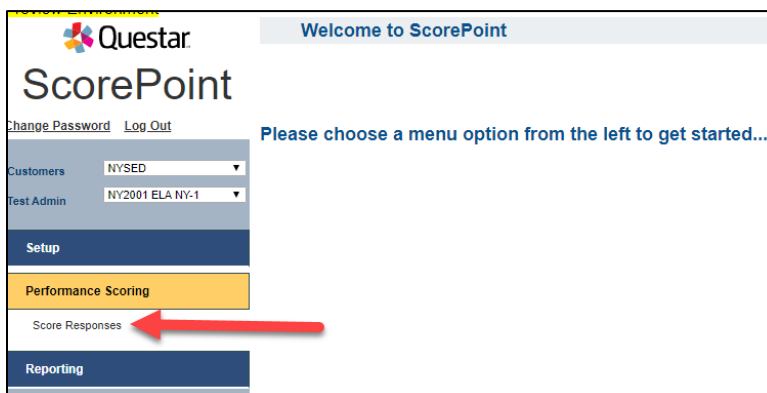
The first time you log in you will also enter and verify your *User Identification for Login* information. This includes entering your first and last name and validating your role, school BEDS code, school name, group name, and team name. Click **Save** once you have entered your name and validated the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


ScorePoint
log Out

User Identification for Login
To finish logging in, please identify yourself
First Name
Last Name
Information about this login
Role NY Reader
School Code 514387938671
School Name School B
Group Name BM Group 01
Team Name BM Team 01
Save

Selecting an Item to Score

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

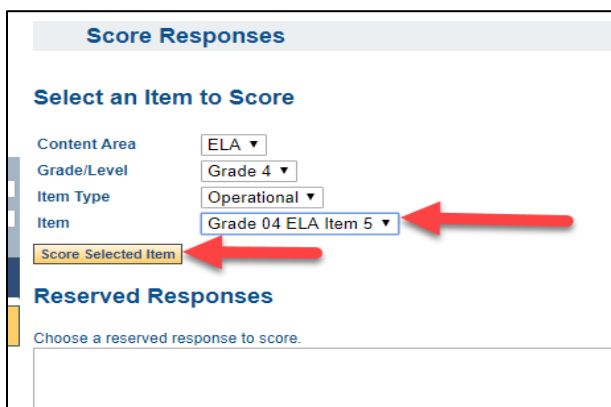


Select an item to score on the **Score Responses** screen.

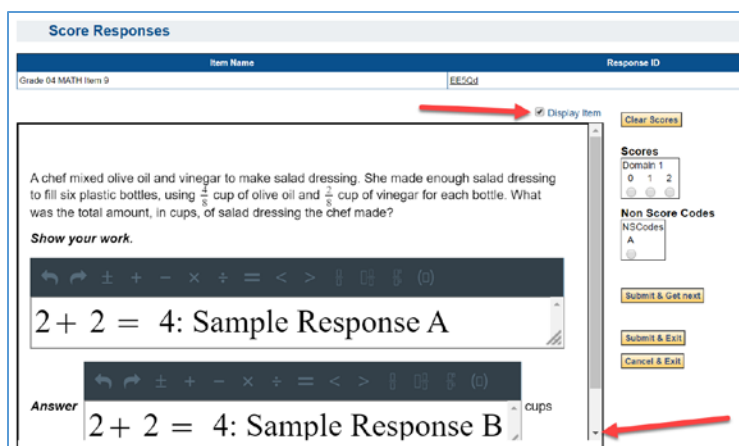
1. Choose the appropriate item from the **Item** drop-down box. Select the item based on instructions from your Scoring Director.

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.

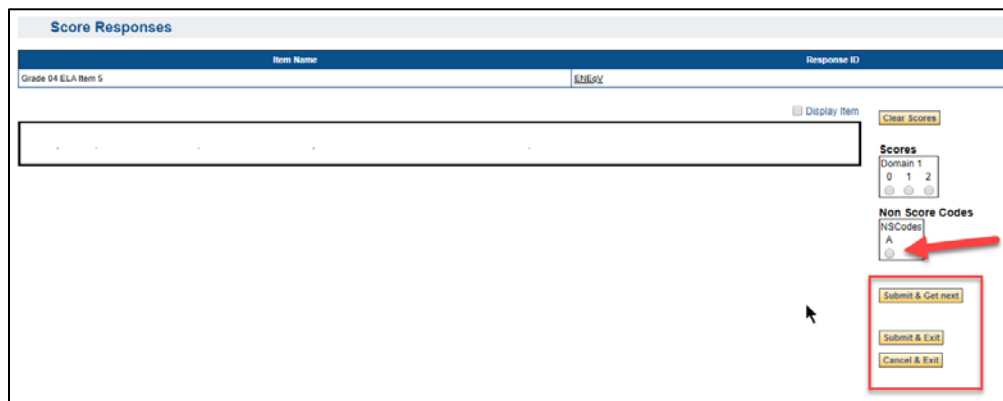
- **Submit & Get next**- allows you to score responses one after the other without exiting
- **Submit & Exit**- brings you back to the main score responses screen after assigning a score
- **Cancel & Exit**- brings you back to the main score responses screen without assigning a score

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.



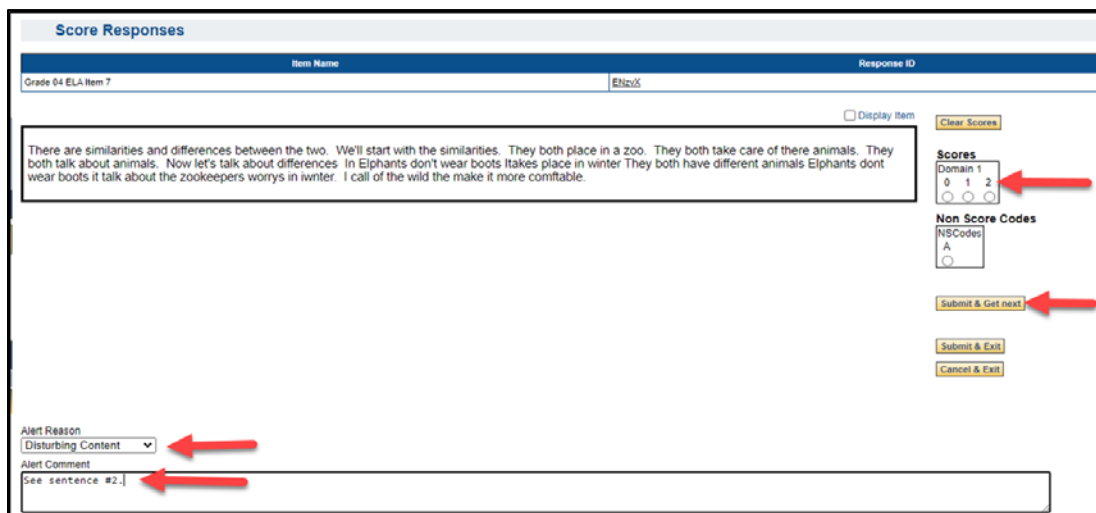
The screenshot shows the 'Score Responses' interface for 'Grade 04 ELA Item 5'. The response area is empty. On the right, the 'Non-Score Codes' section shows 'NSCodes' with 'A' selected, indicated by a red arrow. Below this, a red box highlights the 'Submit & Get next', 'Submit & Exit', and 'Cancel & Exit' buttons.

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.

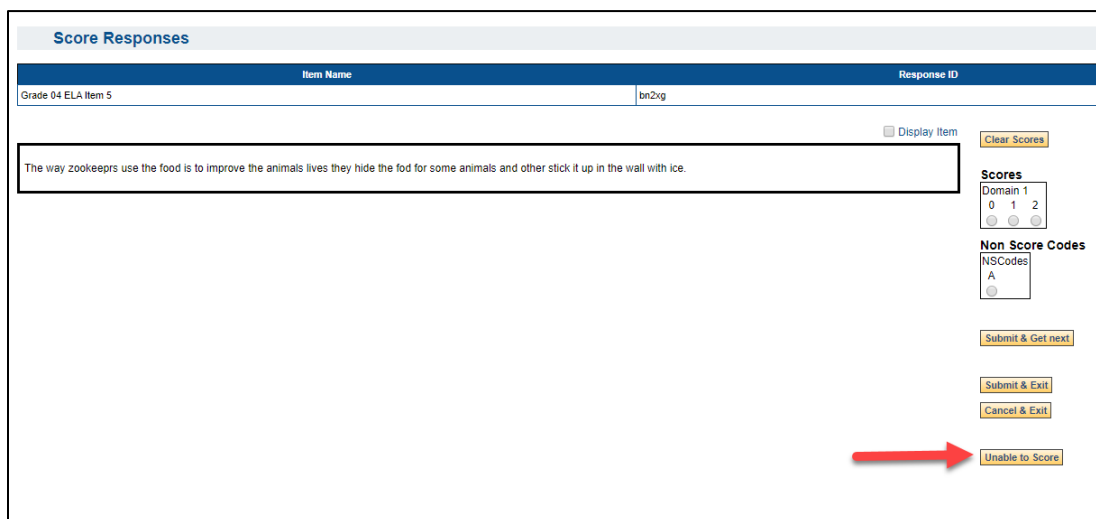


The screenshot shows the 'Score Responses' interface for 'Grade 04 ELA Item 7'. The response text is: 'There are similarities and differences between the two. We'll start with the similarities. They both place in a zoo. They both take care of there animals. They both talk about animals. Now let's talk about differences. In Elphants don't wear boots Itakes place in winter They both have different animals Elphants dont wear boots it talk about the zookeeper's worrys in winter. I call of the wild the make it more comfortable.' On the right, the 'Scores' section shows 'Domain 1' with '0' selected, indicated by a red arrow. Below this, the 'Non-Score Codes' section shows 'NSCodes' with 'A' selected. At the bottom, the 'Alert Reason' dropdown is set to 'Disturbing Content', indicated by a red arrow. The 'Alert Comment' field contains 'See sentence #2.', also indicated by a red arrow. The 'Submit & Get next' button is highlighted with a red arrow.

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

Unable to Score

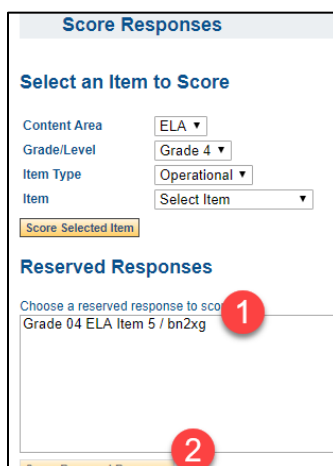
If you are unable to score a response, click the **Unable to Score** button. The response will be moved to a Team Leader's or Scoring Director's **Reserved Responses** box to be scored.



The screenshot shows the 'Score Responses' interface. At the top, there's a header with 'Item Name' and 'Response ID'. Below this, 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, there are buttons for 'Display Item', 'Clear Scores', 'Submit & Get next', 'Submit & Exit', 'Cancel & Exit', and 'Unable to Score'. A red arrow points to the 'Unable to Score' button. On the far right, there are sections for 'Scores' (Domain 1) and 'Non Score Codes' (NSCodes).

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.



The screenshot shows the 'Score Responses' interface. At the top, there's a header with 'Select an Item to Score'. Below this, there are dropdown menus for 'Content Area' (ELA), 'Grade/Level' (Grade 4), 'Item Type' (Operational), and 'Item' (Select Item). A 'Score Selected Item' button is below these. The 'Reserved Responses' section is below, with a heading 'Choose a reserved response to score'. A list of reserved responses is shown, with the first item 'Grade 04 ELA Item 5 / bn2xg' highlighted. A red circle with the number '1' is next to this item. At the bottom of the list, there's a red circle with the number '2'.

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.

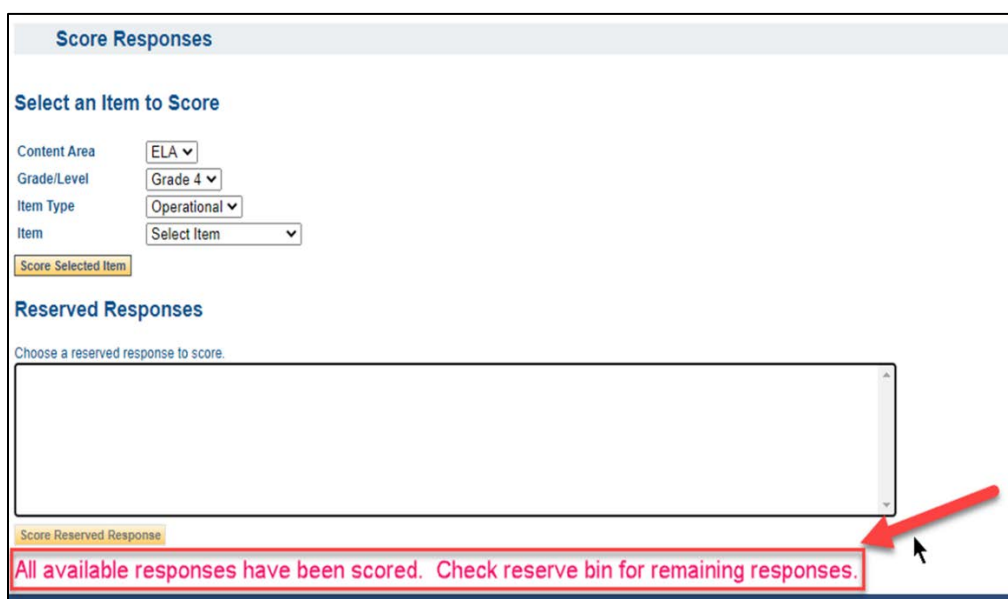
If, after scoring a reserved response, you click **Submit and Next**, the system will not bring you to the next reserved response, but to a new response in the queue.

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



The screenshot shows the 'Score Responses' interface. At the top, there's a header 'Score Responses'. Below it, a section titled 'Select an Item to Score' contains four dropdown menus: 'Content Area' (set to 'ELA'), 'Grade/Level' (set to 'Grade 4'), 'Item Type' (set to 'Operational'), and 'Item' (set to 'Select Item'). A 'Score Selected Item' button is below these. The 'Reserved Responses' section follows, with a prompt 'Choose a reserved response to score.' and a large empty rectangular box. Below this box is a 'Score Reserved Response' button. At the bottom, a red-bordered box contains the message: 'All available responses have been scored. Check reserve bin for remaining responses.' A red arrow points from the right side of the screen towards this message box.

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

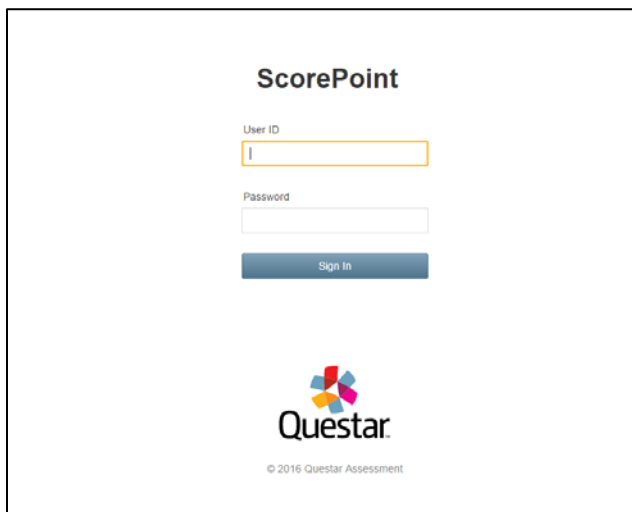
Log in to ScorePoint by entering the **User ID** and **Password** on the login ticket you received. When logging in for the first time, you will be prompted to create your own unique alpha-numeric password with a minimum of 8 characters. You may not auto-save this information or share it with others.

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.



The image shows a screenshot of the ScorePoint login interface. At the top, the text "ScorePoint" is displayed. Below it, there are two input fields: "User ID" and "Password". The "User ID" field contains the letter "I". Below the "Password" field is a "Sign In" button. At the bottom of the form, there is the Questar logo and the text "© 2016 Questar Assessment".

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.

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:
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.

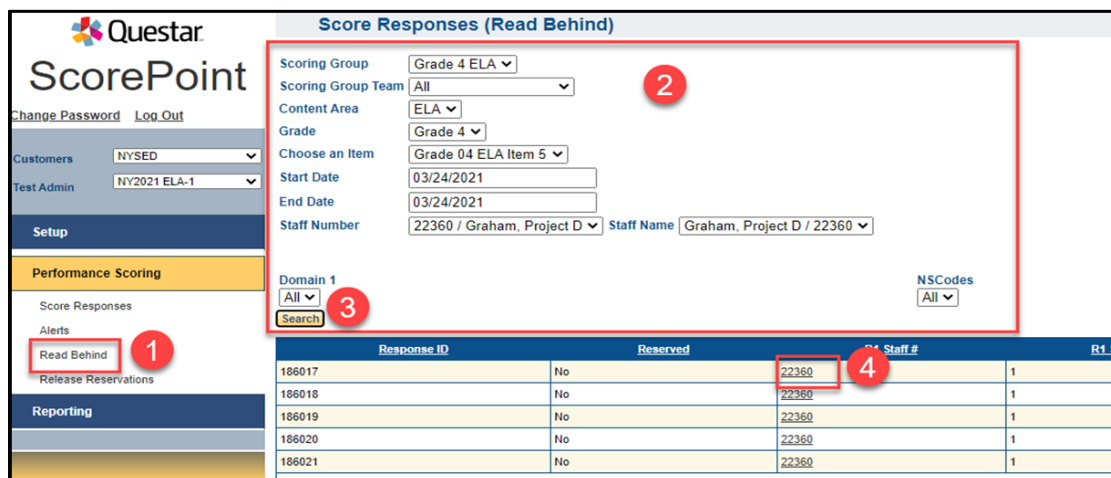

ScorePoint
Log Out

User Identification for Login
To finish logging in, please identify yourself
First Name: _____
Last Name: _____
Information about this login
Role: NY Reader
School Code: 514387836671
School Name: School B
Group Name: BM Group 01
Team Name: BM Team 01
Save

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

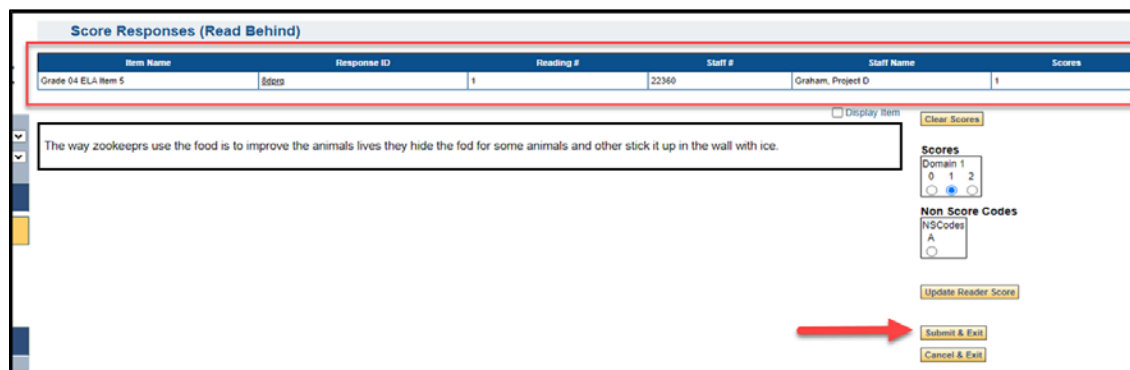


Response ID	Reserved	Staff #	R1 S
186017	No	22360	1
186018	No	22360	1
186019	No	22360	1
186020	No	22360	1
186021	No	22360	1

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**.



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.

Submit & Exit

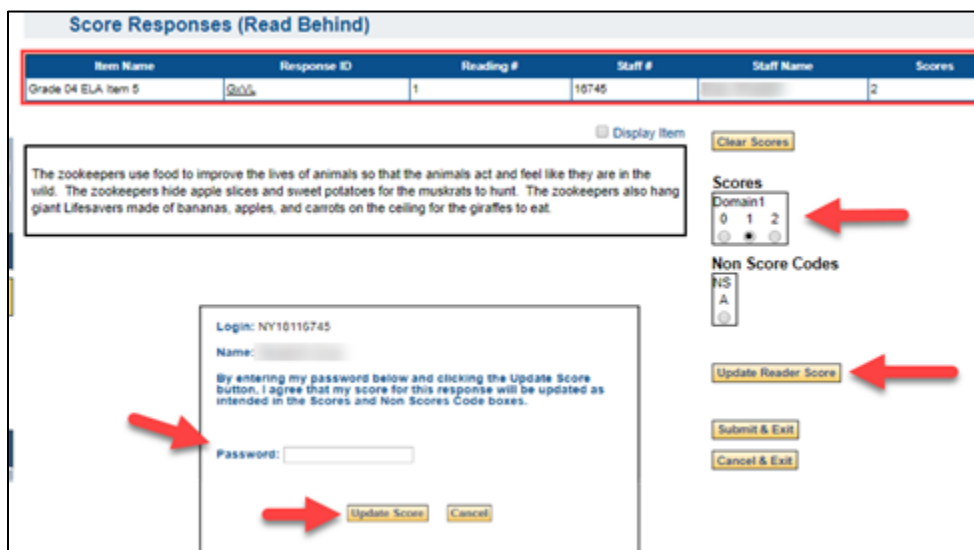
- If you disagree with the Reader's score, consult with the Reader and discuss the score.
 - If the Reader does not feel the score should change and you disagree, choose your score. Click **Submit and Exit**. Do not click Update Reader Score. This will indicate in ScorePoint that the Read Behind is complete 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.



The screenshot shows the 'Score Responses (Read Behind)' interface. At the top, a table lists item details: Item Name (Grade 04 ELA Item 5), Response ID (9000), Reading # (1), Staff # (10745), Staff Name, and Scores (2). Below the table, a text box contains a reading passage about zookeepers. To the right, there are buttons for 'Clear Scores', 'Update Reader Score', 'Submit & Exit', and 'Cancel & Exit'. A 'Scores' section shows 'Domain1' with a score of 2 selected. A 'Non Score Codes' section shows 'NS' and 'A'. Red arrows point to the 'Update Reader Score' button and the 'Scores' section.

- 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.



This screenshot shows the same interface as the previous one, but with a password prompt overlay. The prompt asks the user to enter their password to update the score. It includes a login field (NY10110745), a name field, and a password field. A red arrow points to the 'Update Score' button at the bottom of the prompt. Another red arrow points to the 'Update Reader Score' button on the right side of the interface.

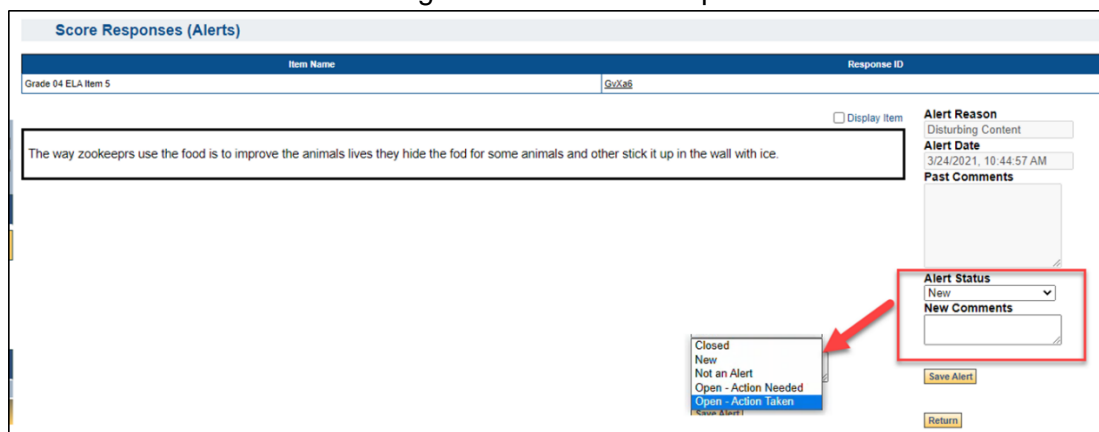
- If you disagree with the Reader's score because it should be a non-score (or vice versa), consult with the Reader and discuss the score.
 - If the Reader does not feel the score should change to a non-score (or vice versa) and you disagree, click on **Clear Score** and then choose your score. Click **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

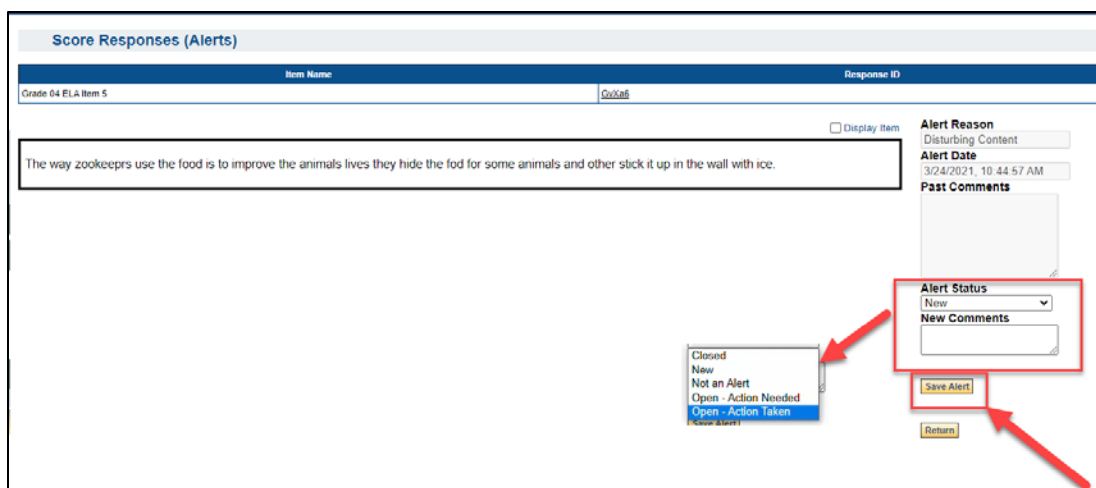
As a Team Leader, you will have access to the **Alerts** menu on the left side of the page.

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 Director's 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.

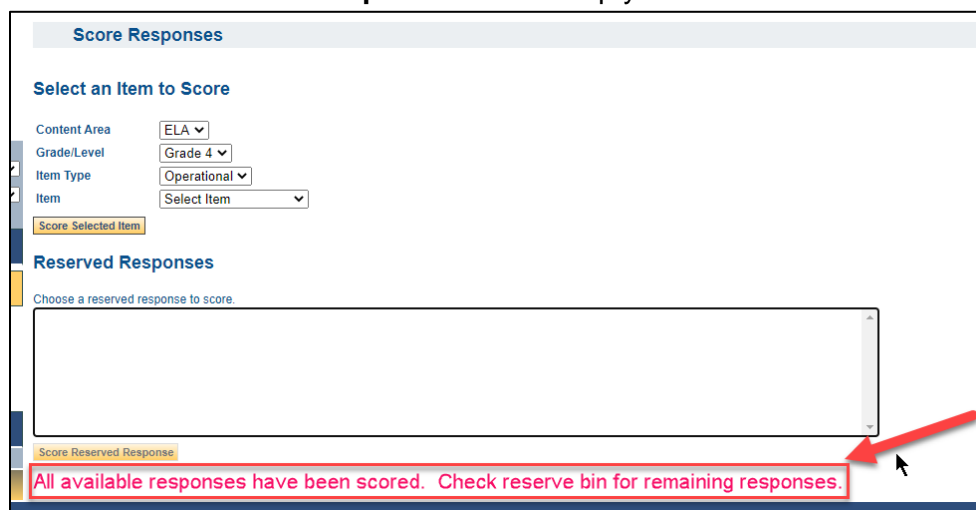
If, after scoring a reserved response, you click **Submit and Next**, it will not bring you to the next reserved response, but to a new response in the queue.

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.



The screenshot shows the 'Score Responses' interface. At the top, there's a 'Select an Item to Score' section with dropdown menus for 'Content Area' (ELA), 'Grade/Level' (Grade 4), 'Item Type' (Operational), and 'Item' (Select Item). Below this is a 'Score Selected Item' button. The main section is 'Reserved Responses', which has a 'Choose a reserved response to score.' label and a large empty text box. At the bottom, a red message box states: 'All available responses have been scored. Check reserve bin for remaining responses.' A red arrow points to this message box.

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.

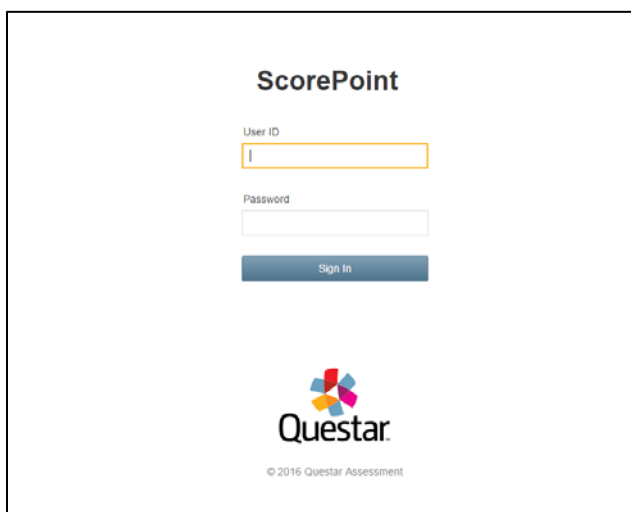
Scoring Directors will receive their login credentials via email from Questar.

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.

The image shows a screenshot of the ScorePoint login interface. At the top, the text "ScorePoint" is displayed. Below it, there are two input fields: "User ID" and "Password". The "User ID" field contains the letter "I". Below the "Password" field is a blue "Sign In" button. At the bottom of the form, there is the Questar logo and the text "© 2016 Questar Assessment".

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](#)

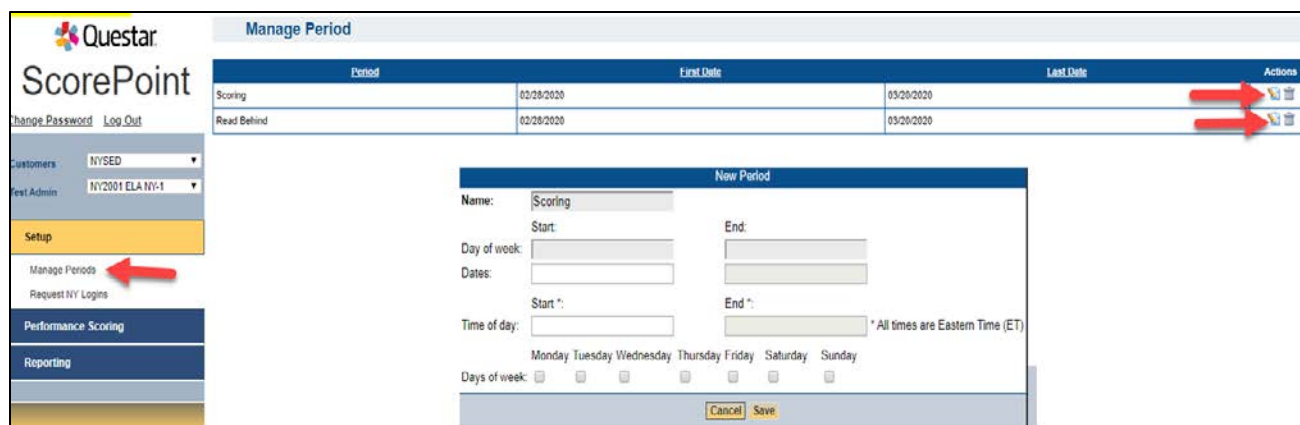
<u>Report Parameters:</u>		Project Setup Report	
Customer:	NYSED		
Test Admin:	QA 1 - 201700000013		
School Name School BEDS Code			
QA ScorePoint Test Elementary - 201700000013			
QA ScorePoint Test Elementary A - 201700000014			
QA ScorePoint Test Elementary B - 201700000015			
QA ScorePoint Test Elementary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

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



Request NY Logins

Enter and select a school to create NY logins for

School A / 123 Main, New York / SchoolA

Group	Team	Number of Reader Logins *	Number of Team Leader Logins *
Grade 4 ELA	GRE Scoring Group A		
Grade 4 ELA	GRE Scoring Group B		

* Limit of 25 per cell

Request Logins

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



Request NY Logins

Enter and select a school to create NY logins for

School A / 123 Main, New York / SchoolA

Group	Team	Number of Reader Logins *	Number of Team Leader Logins *
Alternate Languages	Gr4M Alt Language		
Grade 4 Math	G4M Scoring Group A		
Grade 4 Math	G4M Scoring Group B		

* Limit of 25 per cell

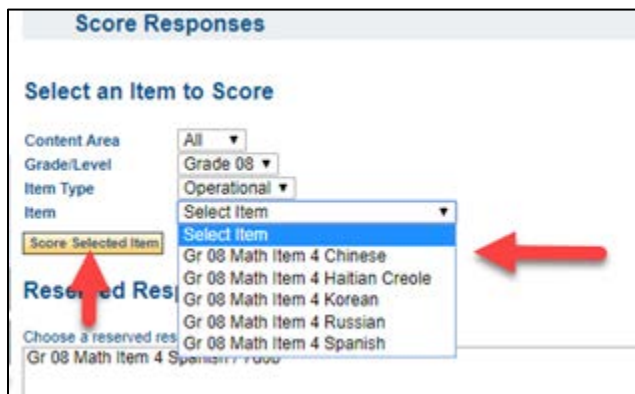
Request Logins

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**



Score Responses

Select an Item to Score

Content Area: All
Grade/Level: Grade 08
Item Type: Operational
Item: Select Item
Score Selected Item
Reserved Res
Choose a reserved res
Gr 08 Math Item 4 Spanish

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:

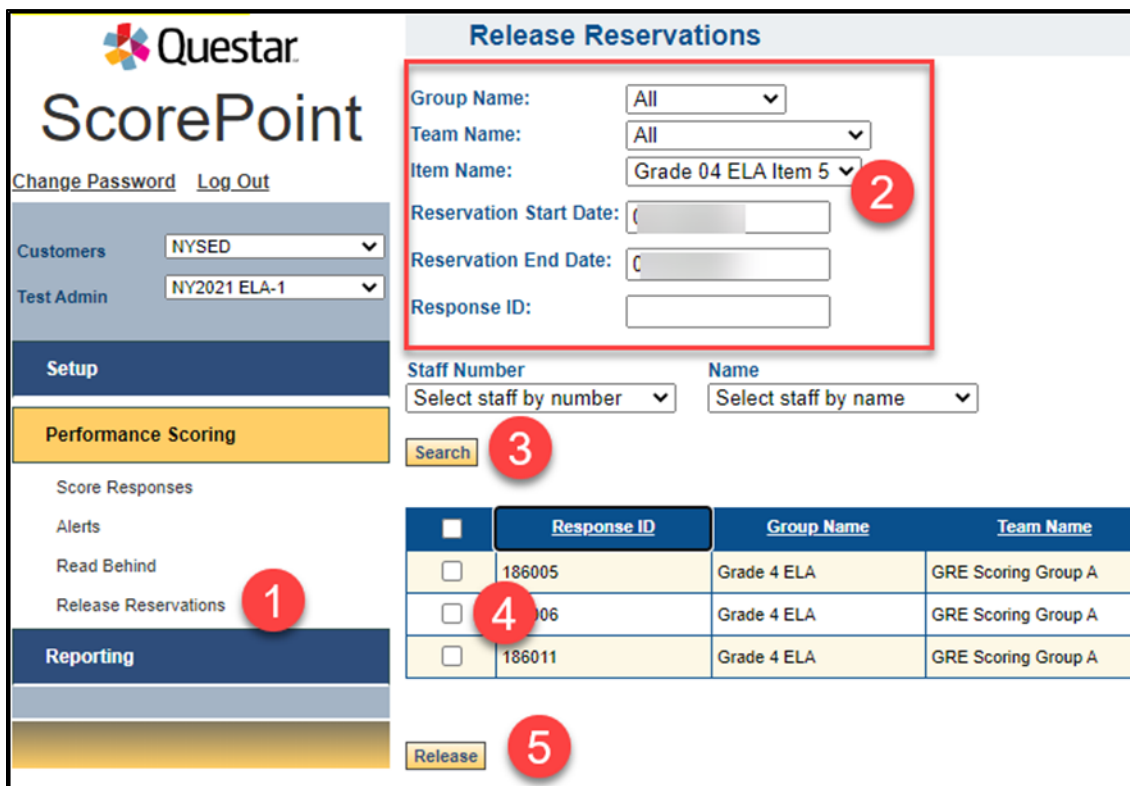
- Select Reporting Menu
- Select Project Status Report
- Select "Run" to generate report

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**



Release Reservations

Group Name: All
Team Name: All
Item Name: Grade 04 ELA Item 5
Reservation Start Date:
Reservation End Date:
Response ID:
Staff Number: Select staff by number
Name: Select staff by name
Search

	Response ID	Group Name	Team Name
<input type="checkbox"/>	186005	Grade 4 ELA	GRE Scoring Group A
<input type="checkbox"/>	006	Grade 4 ELA	GRE Scoring Group A
<input type="checkbox"/>	186011	Grade 4 ELA	GRE Scoring Group A

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

Questar		Manage Reports
ScorePoint		
Change Password Log Out		
Customers	NYSED	Alert Problem Sheet With Images/Text
Test Admin	NY2021 Math-1	Audit Constructed Responses Report
Setup		Item Reading Times Detail
Performance Scoring		Item Reading Times Report
Reporting		Item Score Report
Reporting		NY Logins and Initial Passwords Report
		Project Incomplete Report
		Project Set Up Report
		Project Status Report
		Read Behind Report
		Score Point Distribution

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		THambrick1
Date:	05/09/2016	<div>For Office Use Only</div> <div> Student Name: Student ID: Student Grade: District Code: District Name: School Code: School Name: </div>
Reader ID:	3950	
Content Area:	Math	
GSSI ID:	134028643	
Lithocode:	10720009	
Item:	61	
Batch/Serial:	1072 / 000009	
Reason for Alert (check)		
<input type="checkbox"/> Suspected Teacher Interference <input type="checkbox"/> Suspected Plagiarism <input checked="" type="checkbox"/> Disturbing Content <input type="checkbox"/> 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 Admin: 1		
School Name	Grade Name	# Students
Deaf School (1236543)	Grade 3	3
	Grade 3	4
QA ScorePoint Test Elementary (201700000013)	Grade 4	4
	Grade 5	4
	Grade 6	4
	Grade 7	4
	Grade 8	4
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		Item Reading Times Detail Report NY2001 ELA NY-1			9:20:18 AM	
Test Admin: NY2001 ELA NY-1					Helene Gniadek	
Item: Grade 04 ELA Item 5						
From Date:						
To Date: :						
Name	Staff #	Subject	<u>ReadTime</u> <u>Seconds</u>	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

<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	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			Item Score Report			
Reader: All			NY2001 ELA NY-1			
Item: Grade 04 ELA Item 5						
Response ID	Reading g.#	Name	Staff #	Dimension 1	NS Code	Reading Time
Grade 04 ELA Item 5						
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

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				
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.

Project Status Report							
Report Parameters:							
Customer: NYSED							
1							
Score Sheet Item: ALL							
Subject: ALL							
Item Type: ALL							
Row For Each Subject: YES							
Row For Each Item: YES							
Item Name	School Name	Not Read	In Review	In Read Behind	Complete #	Complete %	Total
ELA							
Grade 03 ELA Item 25		2	0	0	5	66.66%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		2	0	0	1	33.33%	3
Grade 03 ELA Item 26		1	0	0	6	83.34%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		1	0	0	2	66.67%	3
Grade 03 ELA Item 27		2	0	0	5	66.66%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		2	0	0	1	33.33%	3
Grade 03 ELA Item 28		3	0	0	4	50.00%	7
QA ScorePoint Test Elementary - 201700000013		0	0	0	4	100.00%	4
SP School E - SCH005		3	0	0	0	0.00%	3

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

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	
Schmitz, Roselyn	10002									
	QA Grade 4 ELA Item 5	10	0	0	0	0	0	0	0	
Ray, Lisa	10005									
	QA Grade 4 ELA Item 5	35	18	6	50	3	34	2	17	
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						
Reader	Responses	SD1 Scores			NS	
		NonScores			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	Mac OS X 10.14x, 10.15x, 11	ChromeOS v74+
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 74+		
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 workstations. 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](#).