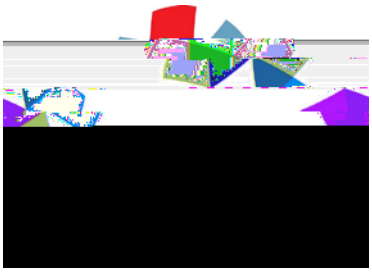

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[illegible]

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.

[illegible]

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:

[illegible]		[illegible]
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:

[illegible]

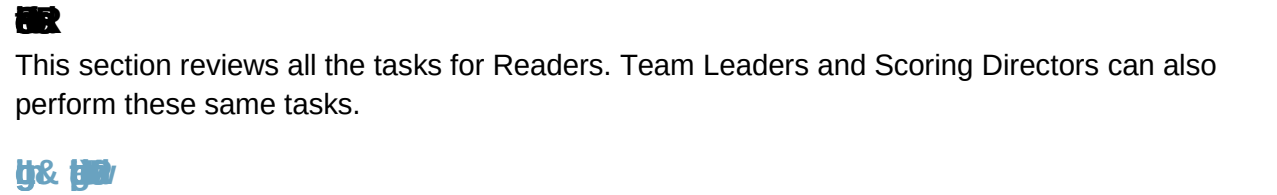
- Score student responses

[illegible]

- 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

- 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

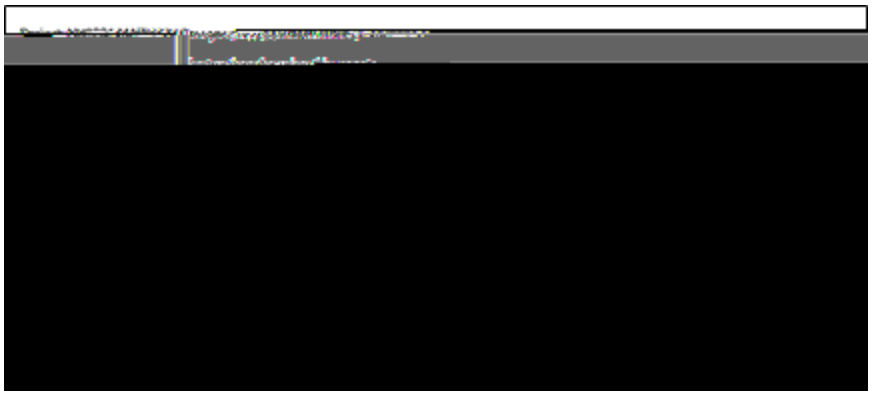
The organization of your scoring location and distribution of roles is a local decision. A Scoring Director can perform the same duties as a Team Leader or Reader.



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

On Your Login Ticket

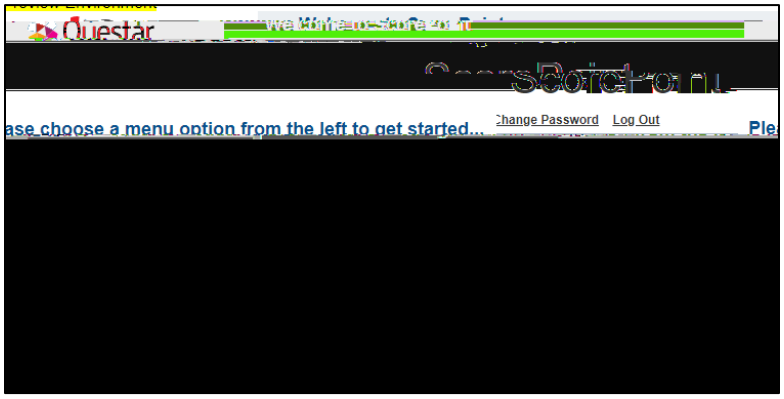
Your login ticket will contain your user ID, initial password, role, school BEDS code and name, group, and team. You will write your name and the password you create on your ticket and keep it secure. At the end of each day, your login ticket will be turned in to the Team Leader.



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

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 **C** once you have entered your name and validated the other information.

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



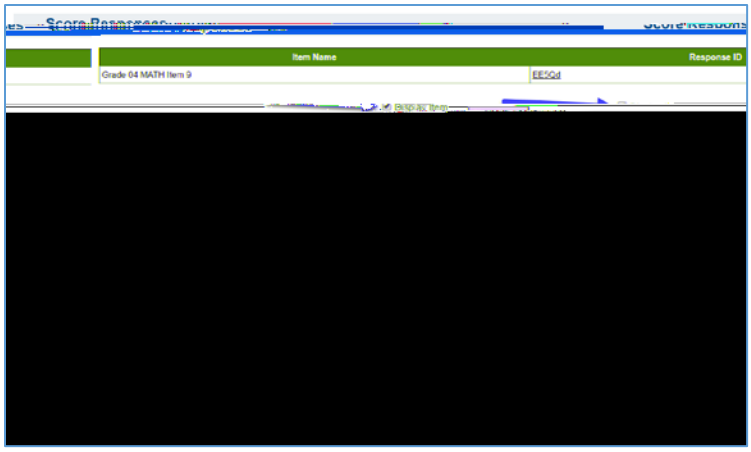
Select an item to score on the screen.

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

, and are pre-selected based on your group and need no action.

2. Click

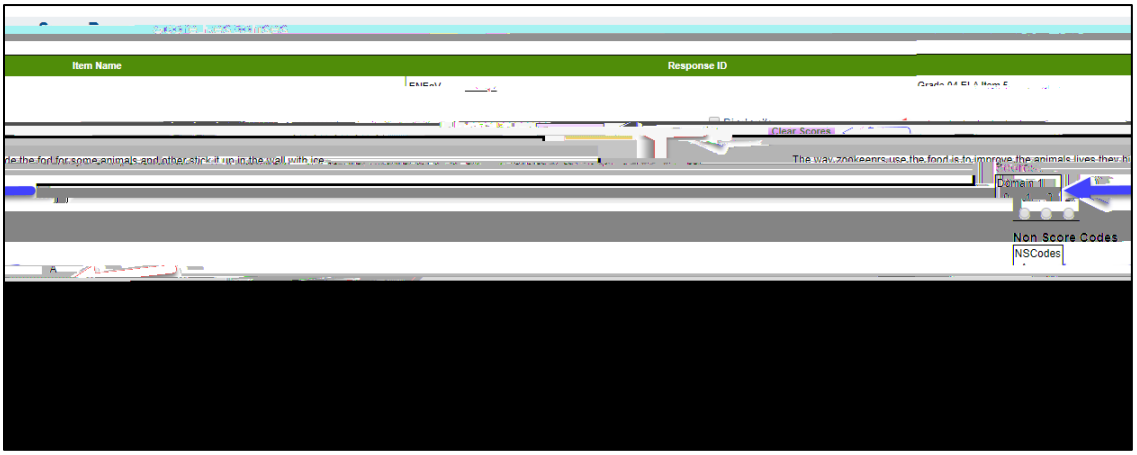
3. You will be taken directly to the first response for you to score. Make sure to scroll if there is a scroll bar available in order to review the full response prior to assigning a score.
4. Click the checkbox on the right above the response box if you would like to view the item as the student viewed 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.



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

- - allows you to score responses one after the other without exiting
- - brings you back to the main score responses screen after assigning a score
- - brings you back to the main score responses screen without assigning a score

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



[illegible]

If you are unable to score a response, click the [illegible] button. The response will be moved to a Team Leader's or Scoring Director's [illegible] box to be scored.

[illegible]

If you would like to reserve a response to score later, click on the main [illegible] menu on the left side of the page. This will take you back to the main menu and the response will appear in the [illegible] 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 [illegible] box at the bottom of the Score Responses screen.

1. Select a reserved response to finish scoring from

[redacted]

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.

[redacted]

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.

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.

Verify and validate your User Identification for Login information. This includes entering your first

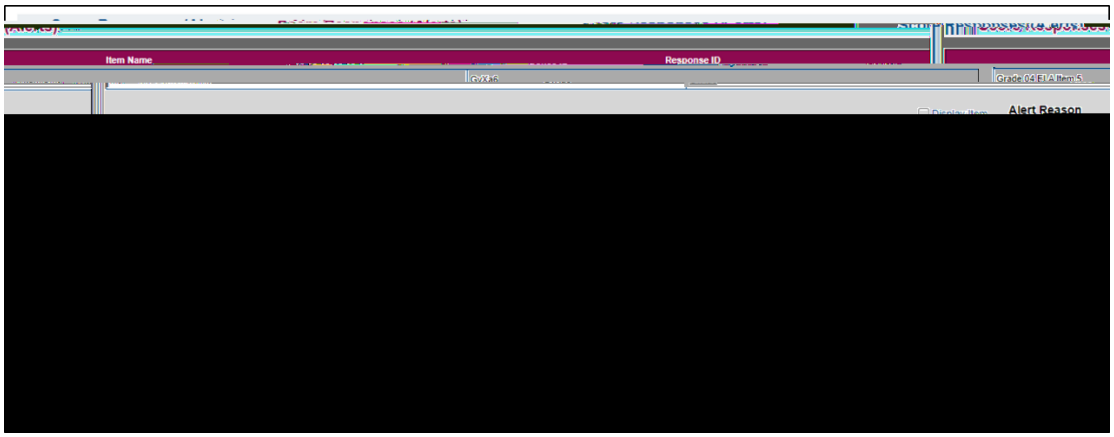
- If you disagree with the Reader's score because it should be a non-score (or vice versa), consult with the Reader and discuss the score.
  - If the Reader does not feel the score should change to a non-score (or vice versa) and you disagree, click on and then choose your score. Click . Do click This 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 and enter the new score on the Team Leader's computer. Click The Reader will be prompted to enter their password to indicate they agree to the change in score. Click

A

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

To view the alert:

1. Click 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 to save any updates or click to cancel updates to the alert.

Scoring Director Tasks

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.

Log In

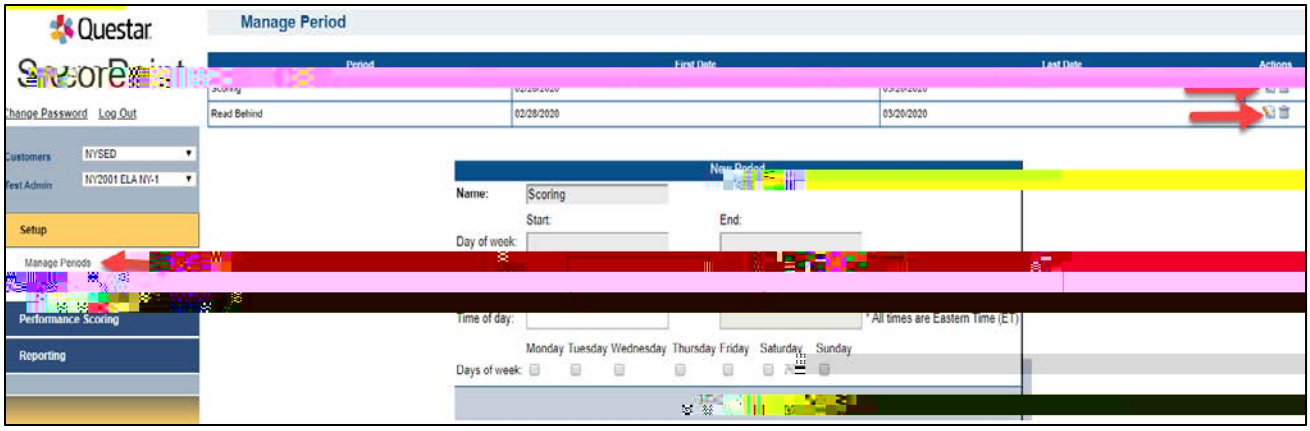
Log in to ScorePoint by entering the ID and Password provided by Questar. When you are logging in for the first time, you will be prompted to create your own unique alpha-numeric password with a minimum of 8 characters. <u>You may not auto-save this information or share it with others.</u>

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

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

Password

- 8-16 characters
- O04 72 51In650.n 0 Td (-m4 70.457 0 Td ( )Tj -9)dWemail x‘c ðEpÐ , t rQe Ôp›o



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.

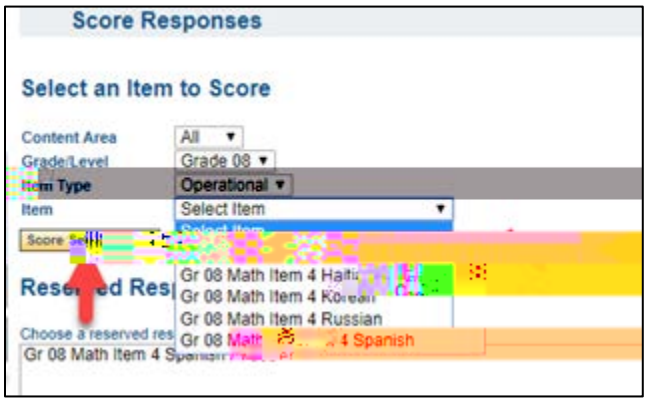
Make sure to extend the periods beyond estimated completion to avoid interruption to either of these activities

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

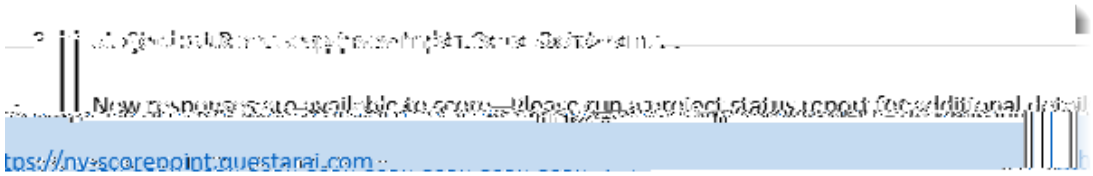
Readers and Team Leaders should be associated with the New York State school with which they are mostly closely aligned. This would be the school at which they are currently employed at a full or part time basis. If the Reader or Team Leader is not currently employed by a school, this should be the school 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 menu on the left side of the page
2. Click
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
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

1. Choose the appropriate item and language from the drop-down menu
2. Select

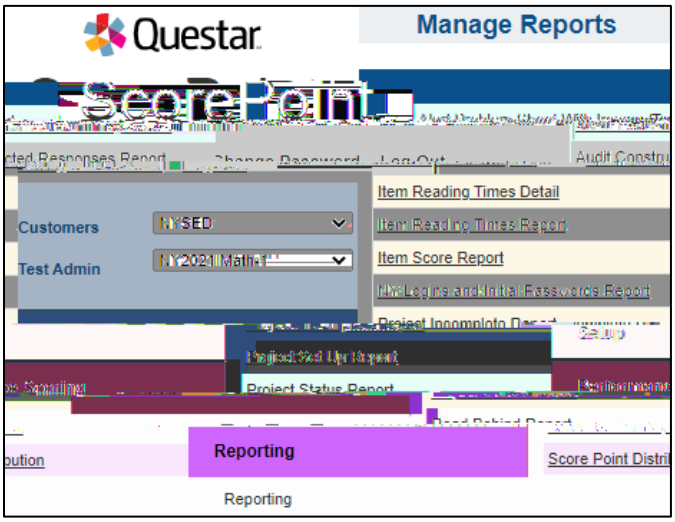


When new responses are imported into the project, Scoring Directors will receive an email notification including the following information:

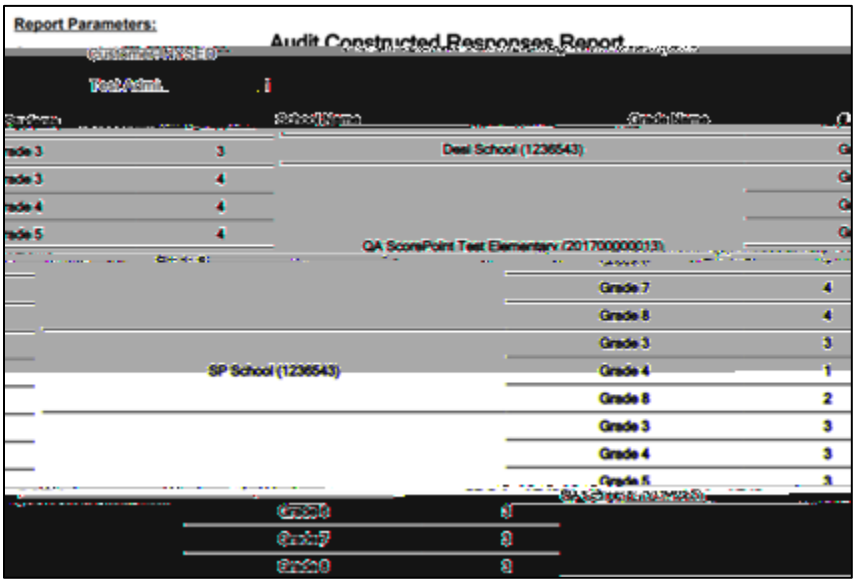


As a Scoring Director you, along with the Team Leaders, have access to several reports in ScorePoint. These reports include:

- 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



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.



Item Score Report

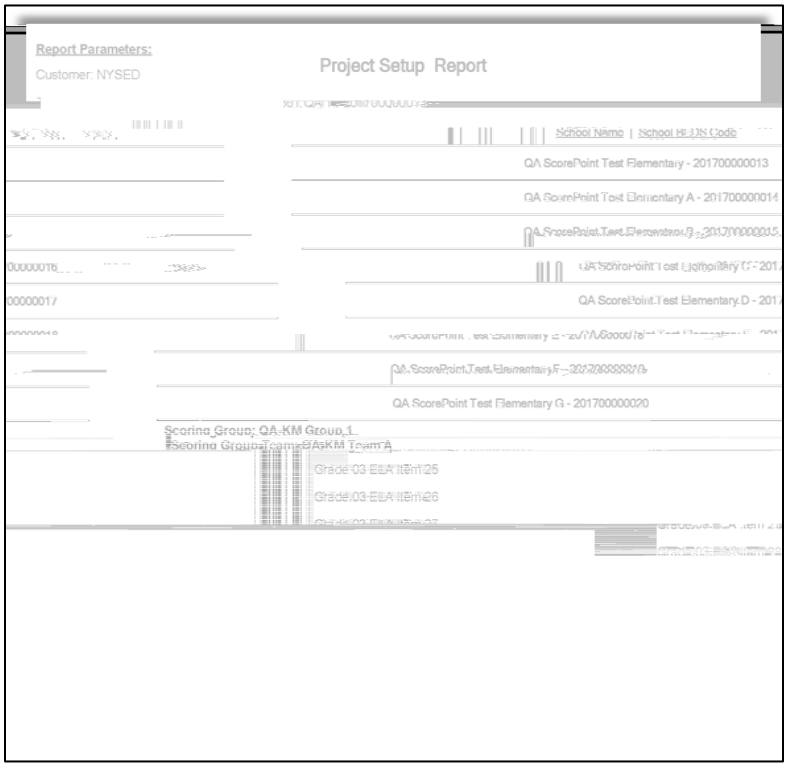
The Item Score Report contains a breakdown of how each response was scored for an item. It lists the response ID, reader information, the score for each dimension as applicable, any non-score codes assigned, and the reading time in seconds.

1. Click the menu on the left side of the page
2. Click ge4-12.6 (sT1 1 Tf -3 o t)-ee ( )11.3cgm7te Report>o11.554 0 0.804 0 Td [

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

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 menu on the left side of the page
2. Click
3. Click



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 menu on the left side of the page
2. Click
3. Choose the report criteria (Content Area, It R/(S)2 (t)4.3 a(f)-6.6 ofPArsen,F rmr D ,T D

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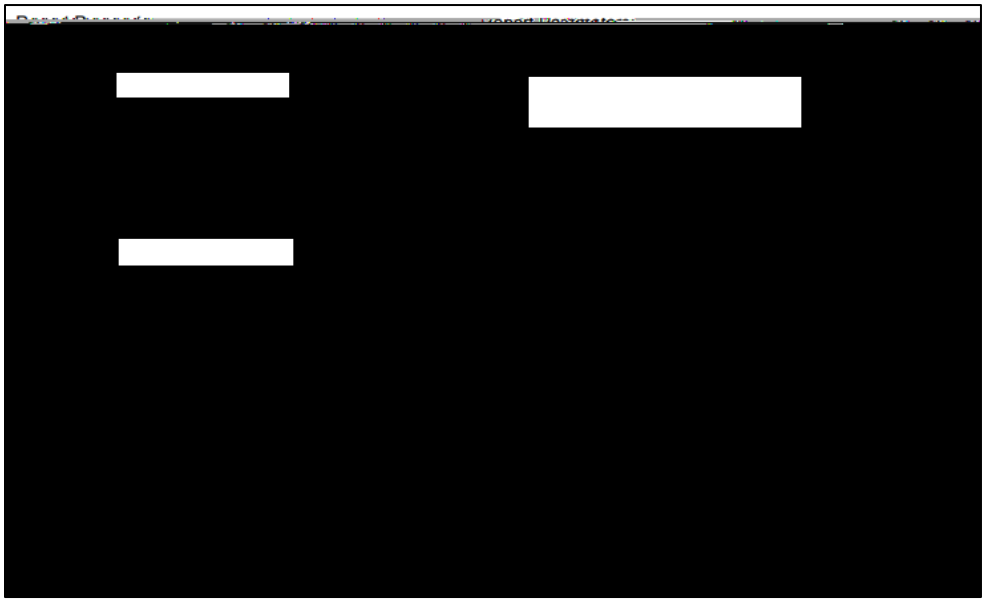
The ScorePoint Distribution Report shows the distributions of score points by Reader.

1. Click the menu on the left side of the page
2. Click
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



	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		

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.
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