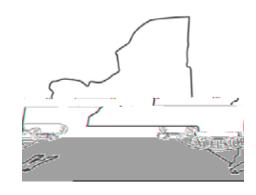# Grades 3–8
English Language Arts and Mathematics Tests

Scoring Leader Handbook

v202 Edition

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

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Handbook   *ScorePoint Manual.*

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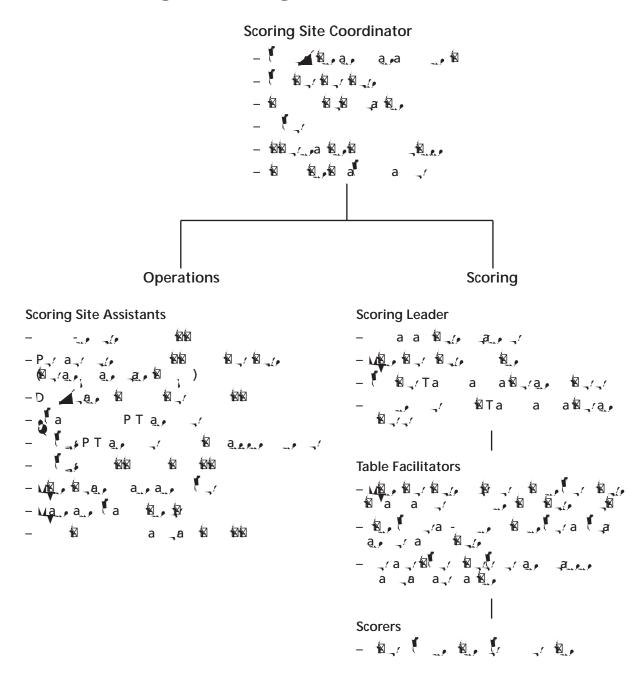   p   .

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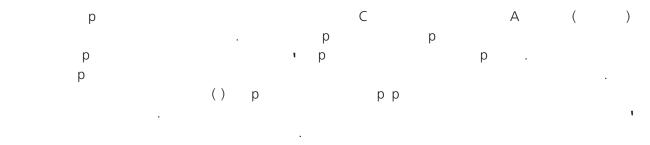   p   p   p
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Scoring Materials

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                        CD .   CD   p   p   .

PBT Scoring Site Organization

Scoring Site Coordinator

Operations

Scoring

Scoring Site Assistants

Scoring Leader

Table Facilitators

Scorers

All scoring personnel are responsible for maintaining the confidentiality of student responses.

Scoring Site Personnel and Duties

Leadership Team

p   C   A   (   )
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 p   ' p   p   .
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                    ( )   p   p p
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                                .

Scoring Site Coordinators

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    p   ٢

                            ٢

p   pp   .

Table Facilitators

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p   p   ˇ
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p p   .

Read-Behinds

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p   . App
p   (p   )   .
A   p   p p   (. .   p p
). H

C

Scorers

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Space Requirements

Scoring Rooms

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Break Area

A p   p   /   p

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PBT Materials Room

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p   p   p   .

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p   .

General Scoring Room Setup

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p   ʳ   p

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For CBT scoring p   *ScorePoint Manual*   .

Preparation for Training

Training Materials

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Scoring Leader Handbook

Scoring Leader Handbook   p

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Training Set

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p   p   (p p   )

p   . A   p   .

p

p

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p

p   (. . G   p   CA   .)   . H

p   p   p

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pp p p .

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p . **To ensure accurate and consistent scoring, Scorers need to use only the standards defined in the training materials and rubric.** p p p

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Condition Code A: p **Condition Code A** p

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. p **Condition Code A**. p **Condition Code A** . pp

p p .

Crossed out responses: p

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Practice Set

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Training Logistics

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For CBT Scoring

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Note: C   A
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                                                      p   p
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p   p   .
              p   p   p
p   .

Recommended Assignment of Test Questions to Scorers for English Language Arts Tests

Grade	Scoring Group	Suggested Question Grouping (Student Session 2 Booklet)	Question Types	Estimated Scoring Time Paper Tests Rate/Student	Estimated Scoring Time Computer Tests Rate/Student	Estimated Training Time Required
3		1 , 20	2	2.2	1.1	1.3
		21, 22, 23	3	3.2	1.	2.0
		2 , 2	1 , 1	3.3	1.	2.3
		1 , 20, 21	3	2.	1.	2.0
		22, 23	2	2.	1.3	1.
		2 , 2	1 , 1	3.	2.2	2.3
		2 , 30, 31	3	3.2	1.	2.0
		32, 33	2	2.2	1.1	1.3
		3 , 3	1 , 1	3.	2.0	2.3
		2 , 30, 31	3	.0	2.	2.0
		32, 33	2	3.2	1.	1.
		3 , 3	1 , 1	.0	3.2	2.3
		2 , 30, 31	3	.	2.	2.0
		32, 33	2	3.	1.	1.
		3 , 3 , 3	2 , 1	.	2.	3.0
		2 , 30, 31	3	.2	2.1	2.0
		32, 33	2	3.	2.2	1.3
		3 , 3 , 3	2 , 1	.3	2.	3.0

Recommended Assignment of Test Questions to Scorers for Mathematics Tests

Grade	Scoring Group	Suggested Question Grouping (Student Session 2 Booklet)	Question Types	Estimated Scoring Time Paper Tests Rate/Student	Estimated Scoring Time Computer Tests Rate/Student	Estimated Training Time Required
3		2 , 31, 3	2 , 1	1.	0.	3.0
		30, 32	2	2.0	1.0	1.
		2 , 33	2	1.	1.0	1.
		32, 33, 3	3	2.	1.3	1.
		3 , 3	2	2.1	1.1	1.3
		3 , 3	1 , 1	2.3	1.2	1.
		33, 3	2	2.2	1.1	2.0
		32, 3 , 3	3	2.1	1.0	2.0
		3 , 3	1 , 1	1.	0.	1.
		32, 3 , 3	3	3.1	1.	2.0
		33, 3 , 3	3	3.0	1.	2.0
		3 , 3	1 , 1	3.1	1.	2.3
		3 , 3 , 3	3	2.	1.	2.0
		3 , 3 , 0	3	2.	1.	2.0
		3 , 1	1 , 1	2.	1.	1.
		3 , 3	2	3.2	1.	2.
		3 , 3 , 3	3	3.	1.	2.
		3 , 0, 1	2 , 1	3.3	1.	2.

p (p)

p (p)

Training for Scoring

Scoring Leader Training

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Scorer Training

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PBT Responses That Should Be Flagged

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For CBT scoring p   *ScorePoint Manual*   p

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Sensitive Responses: p

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' p   p .

Scoring Model Codes

Scoring Model Code	The Scorers for the school's tests include the following:
1. Regional scoring	a) [illegible]) [illegible]
2. Schools from two districts*	a) [illegible]) [illegible]) [illegible]) [illegible]
3. Three or more schools within a district	[illegible]
4. Two schools within a district (PBT only)	[illegible]
5. One school (PBT only)	

Preparation for Scoring

Optional Pre-Scoring Meeting

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Correspondence with Scorers

     p   :

          p

     p

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     p

      p

    p   p   (p   p   )

Assigning Scorer Numbers and Questions to PBT Scoring Committee Members

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     p   .

G   pp

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     '   .

For CBT scoring p   *ScorePoint Manual*   .

Assigning Scorers to Scoring Tables

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                                                      p
          p   p   ˇ
          p   p   /   .   p
               pp   .   p   p
                                                    ˇ
          p   (   )   .

Backup Scoring Plan

                    p   p   .
                                        p   .   C
     p   p p   p   p   (. .
          .).   p   p   .

Scoring Site Setup

                         p p   ( )
    ( ). D   p   p
  pp   (p   )   p   ˈ   .
     p   p p   p   p   p
     p   .

Opening Remarks

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  p   C   ˈ   .
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                    p

          p   p

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Scoring

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Y   p   p

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p

Table Facilitators or Scoring Leaders

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Scoring Site Security

NOTE: No one is permitted, <u>for any reason</u>, to remove any printed test booklets, PBT answer sheets, ScorePoint login credentials, or scoring materials from the scoring site without authorization from the Scoring Site Coordinator.

Room Security

Materials Room Security

Confidentiality

Scoring Leader Handbook

(App A).

CBT Scoring Security Recommendations

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C
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D p p p
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p p *Scoring Leader Handbook*.

Checking In PBT Materials from Schools

Schoolwide Scoring (Scoring Model 5) and Districtwide Scoring (Scoring Models 2–4)

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Regional Scoring (Scoring Model 1) and Private Contractor Scoring (Scoring Model 6)

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Randomizing and Building PBT Booklet Folders/Boxes

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NY D .

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Quality-Checking PBT Answer Sheets

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Steps for Quality-Checking the PBT Answer Sheets

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Forwarding PBT Answer Sheets to Scanning Centers and Returning PBT Booklets to School Administrators

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Steps for Returning PBT Materials to Schools and Scanning Centers

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Audit Scoring

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NY D   p .

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 p   . **Send completed PBT booklets only, not the student answer sheets.**

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Return of Scoring Ancillary Materials

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C   p   p   (U   DH)   p   p
                                   p   .

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Scoring Support

N D p   pp   p   p   .   pp
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        .   (*Scoring Leader Handbook,*
        C   A   )
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        Q   H p
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            p   CD   D   Ap
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Questar

Scoring Helpline:

888-382-4246

v202 Scoring Window Dates:

A   :   Ap

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Hours: :   . .   :   p. . (   )

Appendices

Appendix C: Guidelines for Including Special Education Teachers in Scoring Committees

Note: A

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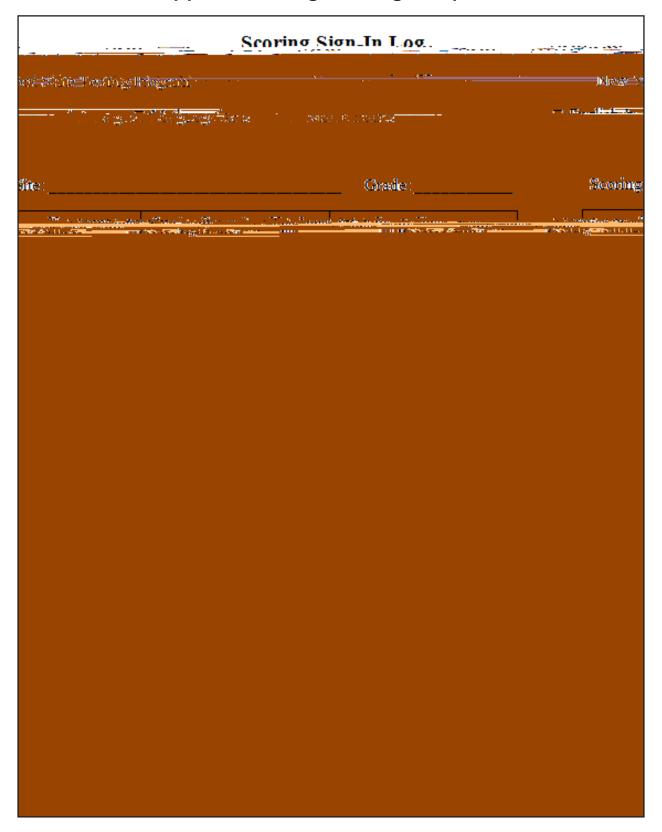p   .

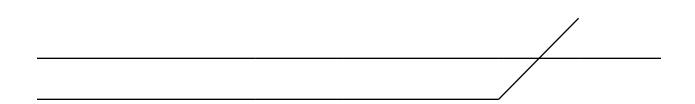## Special Education Teaching Titles Awarded Prior to February 2, 2004

Certificate Titles Awarded Prior to February 2, 2004	May Score English Language Arts Tests and/ or Mathematics Tests in these Grades	Additional Requirements
a ... 12	3	
D a a ... a ...	3	
a ... a ...	3	
a ... a D a	3	

Special Education Teaching Titles Awarded
On or After February 2, 2004

Certificate Titles Awarded On or After February 2, 2004	May Score English Language Arts Tests and/ or Mathematics Tests in these Grades	Additional Requirements
(illegible) 1	3	
(illegible)	(illegible)	
(illegible)	(illegible)	(illegible)
(illegible) 12	(illegible)	(illegible)
(illegible)	3 (illegible)	(illegible)
(illegible)	3 (illegible)	(illegible)
(illegible)	3	(illegible)

Appendix E: Sign-In Log Template
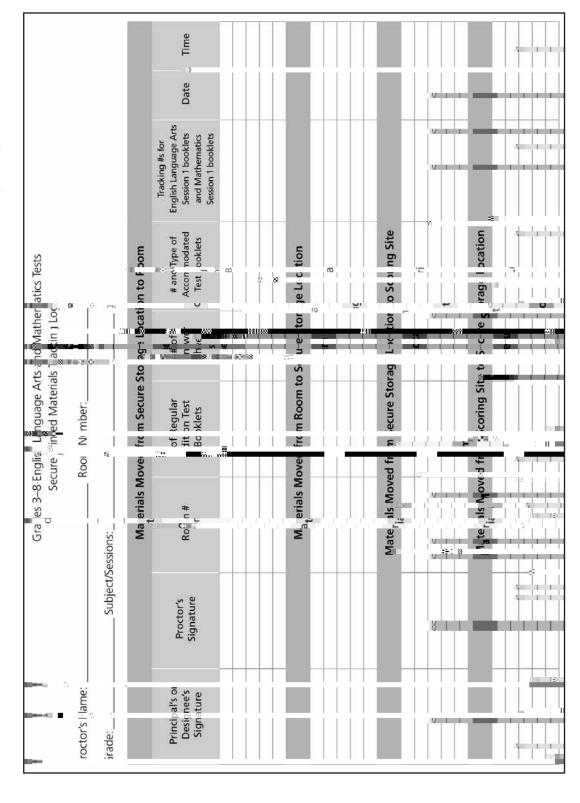
Scoring Sign-In Log

Site: _____ Grade: _____ Scoring

Appendix I: PBT Return to Scorer Template

New York State

RETURN TO SCORER

GRADE: _____

BOX #: _____

CONTENT:

Appendix J: PBT Secure Materials Tracking Log

Grades 3–8 English Language Arts and Mathematics Tests
Secure Signed Materials Tracking Log

Proctor's Name: _____

Subject/Sessions: _____

Grade: _____

Room Number: _____

Proctor's Signature	Principal's or Designee's Signature		Date	Time
		Tracking #s for English Language Arts Session 1 booklets and Mathematics Session 1 booklets		

Materials Moved from Secure Storage Location to Room — # and Type of Regular and Accommodated Test Booklets

Materials Moved from Room to Secure Storage Location

Materials Moved from Secure Storage Location to Scoring Site

Materials Moved from Scoring Site to Secure Storage Location

Appendix K: Sample PBT Classroom Roster

Appendix L: PBT School/Group List

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N :

p G

p G

N :

D N :   C   N :

D C :   N :

Testing Room Number	Grade	Number Tested	Comments

Appendix N: PBT Folder Label Template

Approximate Read Times for Each Question: Mathematics Grades 7 and 8						
	Grade 7			Grade 8		
Question	Points	Electronic	Pencil/Paper	Points	Electronic	Pencil/Paper
Q. 34	2	0.?2	0.??	2	0. 0	1.20
Q. 35	2	0. ?	1.3	2	0.	1.30
Q. 36	2	0. 2	1.0?	2	1.0	1.?
Q. 37	2	0.?2	0.??	2	0. 3	1.2
Q. 38	2	0.?3	0.?	2	0. 3	1.0
Q. 39	2	0. 3	1.0	2	0. 2	1.2?
Q. 40	2	0. ?	1.1	2	0.33	0.
Q. 41	3	0. ?	1.3	3	0. 0	1.?0

Appendix R: ScorePoint System Requirements

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	2 1		
	1 a a		
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a a ( )	02.11 , 100		
	a a a a a , 1		
	02.11 1 0 1		
	a a a a a , 2		
	1 0		
	300		

Grades 3–8