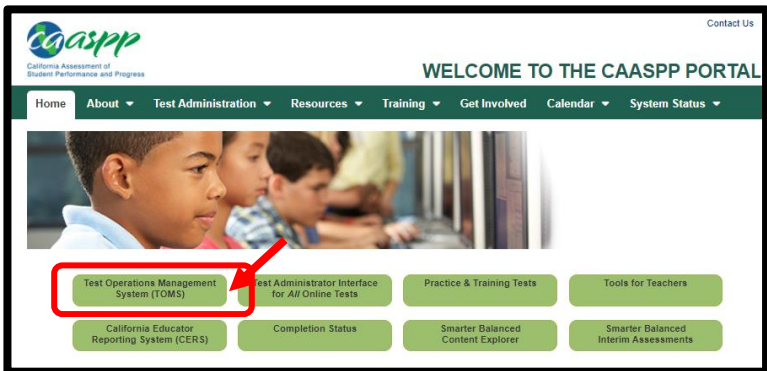
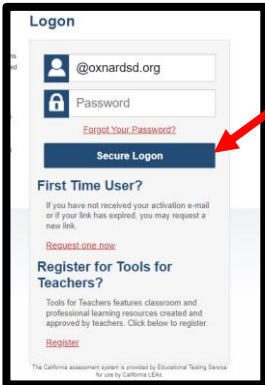
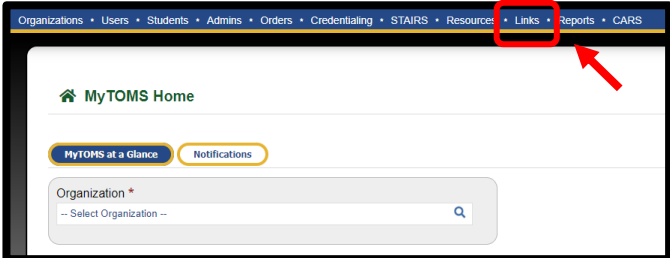


How to score hand scored items - Interim Assessments

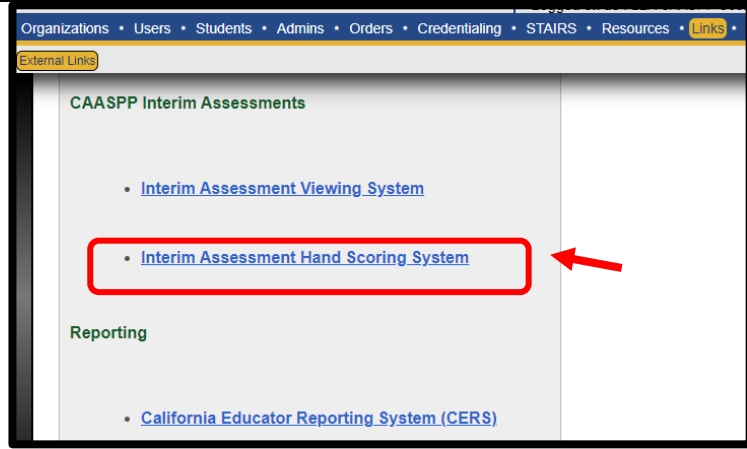
The **Interim Assessment Hand Scoring System (IAHSS)** allows educators to score student responses to items that require hand scoring. When students complete an interim assessment, the items that require hand scoring are sent to the IAHSS, where scorers can view students' responses to each item and enter scores or mark them with condition codes. **Items that require hand scoring must be scored in the IAHSS for results to be displayed in CERS.**

Resources available:

- [Interim Assessments Hand Scoring Demonstration Video](#) (4 minutes): This video demonstrates how to access the hand scoring system, how to view the response list, how to assign scores, and how to reassign responses to other test administrators (teachers).
- [Smarter Balanced Interim Assessments Video Series](#): This 5-part video series helps educators integrate interim assessments into teaching and learning. Each video is three to five minutes in length.
 - *Introducing the Interim Assessments*
 - *Interim Assessment Viewing System*
 - *Administering the Interim Assessments*
 - *Interim Assessment Hand Scoring System*
 - *CERS*

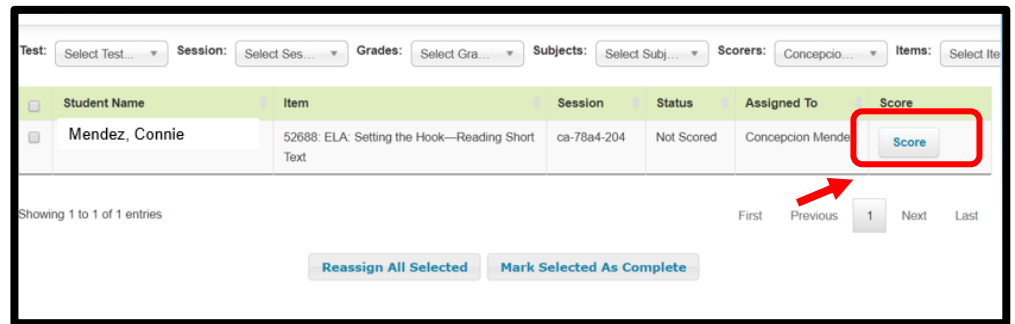
<p>1. Go to https://www.caaspp.org/ and click Test Operations Management System (TOMS) tile in green.</p>	
<p>2. You will be prompted to log in using your TOMS log in credentials.</p> <p><i>If you do not have an account contact Connie Mendez, District Testing Coordinator, at cmendez@oxnardsd.org</i></p>	
<p>3. Click on the <i>Links</i> tab, located on the blue banner.</p>	
<p>4. Under the 'CAASPP Interim Assessments' section, click the</p>	

Interim Assessment Hand Scoring System link.



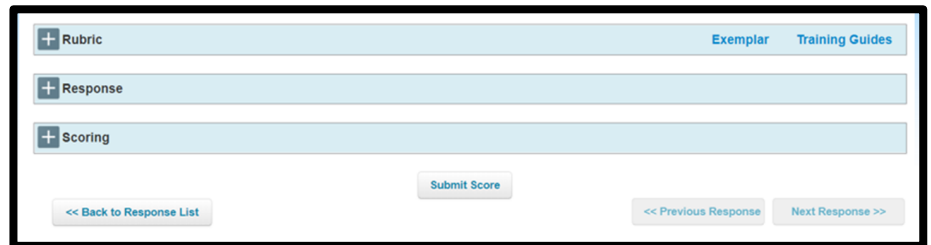
5. Once you've been redirected to a new tab, items requiring hand scoring will populate automatically. To score a test item, click on the *Score* tile.

NOTE: If you did not administer the assessment containing the hand scored item, you will not be given the option to score. The TA must reassign the test item to you.



6. Once you hit the score option, you will be given 3 options:

- **Rubric** – access to the rubric, exemplars & training guides
- **Response** – access to the student's response
- **Scoring** – this is where scores are submitted

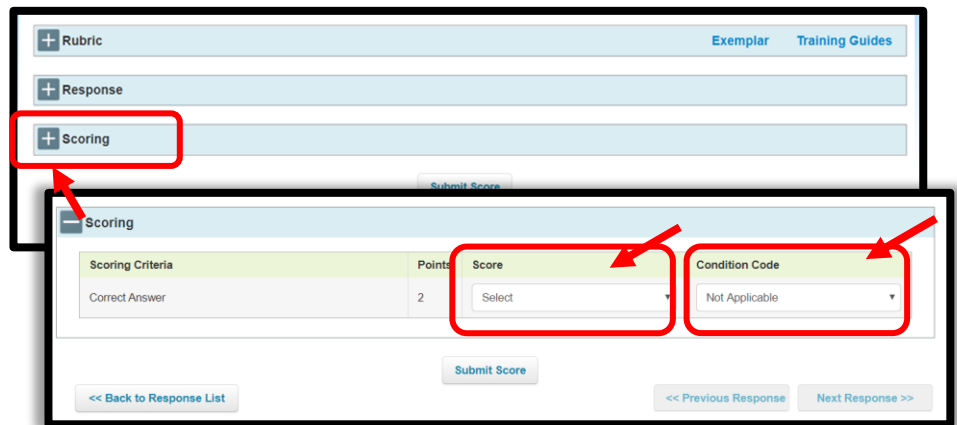


7. To submit scoring, click the *Scoring* option. This is where you will submit a score or a condition code.

The points column, indicated the max amount of points the response can receive.

Condition Codes:

- **Blank**- mark if a student did not enter a response
- **Insufficient**- mark if a student has not provided a meaningful response or its off topic



- **Nonscorable language**-mark if student response is in another language outside of English.

8. Once you have selected a score from the drop down or entered a condition code, click on the *Submit Score* tile.

The screenshot shows a 'Scoring' interface with a table of Scoring Criteria. The table has columns for Scoring Criteria, Points, Score, and Condition Code. The 'Correct Answer' row shows 2 points and a 'Select' dropdown menu. Below the table, the 'Submit Score' button is highlighted with a red box and a red arrow points to it. There are also navigation buttons: '<< Back to Response List', '<< Previous Response', and 'Next Response >>'.

9. To return to the next student's response item, click the *Response List* option.

This screenshot is identical to the previous one, but the '<< Back to Response List' button is highlighted with a red box and a red arrow points to it.

10. Follow steps 5-9 to score any hand score test items.

11. Once all items have been scored, it is important that you return to the *Response List* menu, check off the scored records and select the *Mark Selected As Complete* option.

This is an important step as it finalized the scores and sends the final scores to CERS.

The screenshot shows a 'Response List' interface with a table of student records. The table has columns for Student Name, Item, Session, Status, Assigned To, and Score. The 'Mendez, Connie' row is selected with a checkmark. Below the table, the 'Mark Selected As Complete' button is highlighted with a red box and a red arrow points to it. There are also navigation buttons: 'Reassign All Selected', 'First', 'Previous', '1', 'Next', and 'Last'.

To reassign a student's test item

12. Check off the item/s you would like to reassign, click the *Reassign all Selected* option, click on the teacher you wish to reassign (*checked off only*), and click on the *Reassign* option.

This screenshot shows the 'Response List' interface with the 'Reassign All Selected' button highlighted with a red box and a red arrow. A modal window titled 'Reassign Selected Students' is open, showing a list of scorers. The 'Reassign' button in the modal is also highlighted with a red box and a red arrow. The modal window has a 'Select a Scorer' dropdown menu and a list of scorers including Chelsea Miller, Cherry Schultz, Cheryl Johnson, Chris Stolle, Christian Devey, Christine Roncal Powell, Christine Sucedo, Christine Vazquez, Christina Hartman, Christine Hines, Christine Kinney, Christine Marumano, Christine Simonson, Christine Meza, Christine Iversen, Cindy Madrano, Claudia Ingelhart, Claudia Rontajo, and Claudia Solis Salcedo.