

Teacher Hand Scoring System User Guide

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Section I. Introduction to the User Guide

This user guide supports Scorers using the Teacher Hand Scoring System (THSS) to score Interim test responses that require human scoring for the MontCAS Interim Assessments.

Organization of the User Guide

- [Overview of](#) provides an overview of THSS.
- [Accessing](#) explains how to log in to THSS.
- [Using](#) describes the overall layout of THSS and highlights the important tasks and functions.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

| Element | Description |
|---|--|
|  | Alert: This symbol accompanies important information regarding a task that may cause minor errors. |
|  | Note: This symbol accompanies additional information or instructions of which users must take note. |

Intended Audience

This user guide is intended for Scorers and Score Managers responsible for scoring or reassigning hand-scored items for students. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms.

Additional Resources

For information about supported browsers and operating systems, see the *System Requirements*.

For information about hardware and software requirements, see the *Technical Specifications Manual*.

For information about registering students for assessments and managing user accounts, see *TIDE User Guide*.

For information about administering online tests in the Test Delivery System, see the *Test Administrator User Guide*.

For information about viewing reports, see the *Online Reporting System User Guide*.

All user guides and related documents for MontCAS systems are available on the MontCAS portal (<http://mt.portal.airast.org/>).

Section II. Overview of THSS

The Teacher Hand Scoring System (THSS) allows Scorers to score items responses that require human scoring. When students in a test session submit an assessment, the hand-scored items are sent to THSS, where Scorers can view students' responses to each item and enter scores or mark them with condition codes.

THSS User Roles

The following users can access THSS:

- **Scorers:** Scorers can use THSS to score the hand-scored items for any student whose items they are assigned. Items are assigned by default to the Test Administrator for that student's test session. School-level Scorers can reassign items to other Scorers in their school, and system-level Scorers can reassign items to other Scorers in their system.
- **Score Managers:** These users can view a list of items completed by any student associated with their school (if a school-level user) or system (if a system-level user) and reassign them to any Scorers in their school or district (depending on their user level). Score Managers can also view and score item responses that have been reassigned to them.
- **State-Level Users:** These users can view the status and assign Scorer for item responses. They cannot enter scores or reassign responses. For more information, see [About State-Level Users](#).

Section III. Accessing THSS

This section contains information about how to log in to THSS and how to switch between other MontCAS systems.

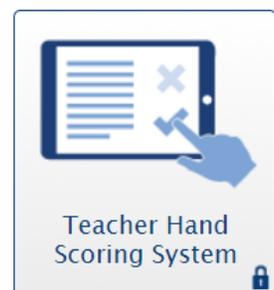
Logging in to THSS

To access THSS, you must have an authorized username and password.

To log in to THSS:

1. Navigate to the MontCAS Portal (<http://mt.portal.airast.org/>).
2. Select the System & Test Administrators button.
3. Select **Teacher Hand Scoring System**. The login page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The **Response List** page appears.

Figure 1. Card for THSS



Switching Between MontCAS Systems

MontCAS systems use an integrated sign-on system that allows users to log in once and access all available applications. Access to all systems and their tasks and features depends on your user role. The sign-on system integrates the following applications:

- Online Reporting System (ORS)
- Test Administration Sites
- Teacher Hand Scoring System (THSS)
- Test Information Distribution Engine (TIDE)
- AIR Ways

The upper-left corner of your browser displays a drop-down list that includes the MontCAS applications you can access. From the drop-down list, select the application you want to switch to. The home page for that application appears.

Section IV. Using THSS

This section explains how to use THSS to enter scores for responses, mark responses as complete, and reassign responses to other Scorers.

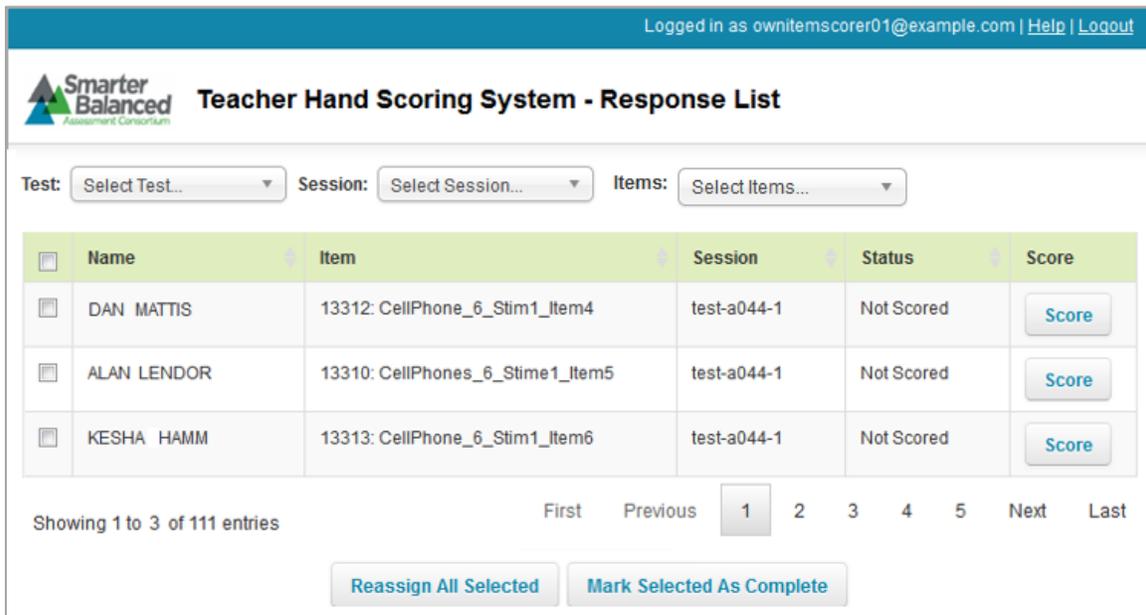
Overview of the Response List Page

After you log in, the **Response List** page appears (see [Figure 2](#)). The table on this page populates with the responses assigned to you to score. You can use the navigation links in the bottom-right corner to view all the responses in the list.



If you are a Score Manager, this table displays the hand-scored responses for all the students in your associated school or system, depending on your user level.

Figure 2. Response List Page



[Table 2](#) describes the columns in the **Response List** table.

Table 2. Response List Table Columns

| Column | Description |
|---------|---|
| Name | Name of the student. |
| Item | Name of the hand-scored item. |
| Session | ID of the session in which the student completed the test containing this response. |

| Column | Description |
|--------------|---|
| Status | “Not Scored” indicates the response still needs to be scored. “Tentatively Scored” indicates the response was scored but still needs to be marked as complete. |
| Assigned To* | The Scorer to whom the response is currently assigned. |
| Score | Click the button in this column to enter a score for the response .If you are a Score Manager, you can only enter scores for responses that are assigned to you. |

*This column only appears in the **Response List** table for Score Managers.

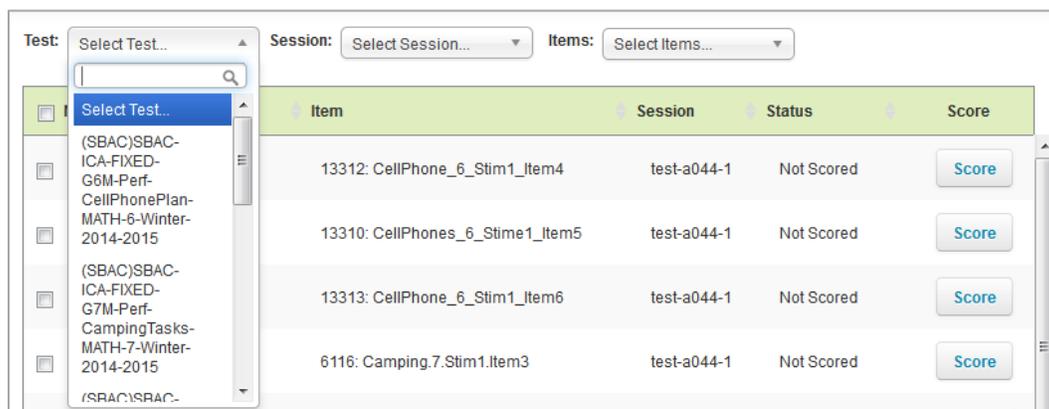
Filtering the Response List Table

You can use the drop-down lists on the **Response List** page to filter the responses that appear in the table. Scorers can filter the table by test, session, and items. Score Managers can filter the table by test, session, grade, subject, assigned Scorer, and items.

To filter the list of items:

1. Open a drop-down list above the **Response List** table.

Figure 3. Test Filter



2. If you see the option you wish to select, click it. Otherwise, enter the desired option in the search bar. The table updates to show only responses associated with the selected option.
3. To apply additional filters, repeat steps [1–2](#) with a different drop-down list.

Sorting the Response List Table

You can sort the **Response List** table by student name, item, session ID, or response status.



Score Managers can also sort the **Response List** table by the assigned Scorer.

To sort the table by one of these columns:

1. Click a column header. The table lists the responses by that column in ascending order.
 - a. To sort the responses in descending order, click the column header again.

Scoring Responses

When scoring responses, you can either assign a score to the response or mark it with a condition code. Condition codes are used for any item you cannot score due to the nature of the student's response. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion. For a description of the available condition codes, see [Condition Codes](#). For more information about how to score responses and use condition codes, refer to the *Smarter Balanced Hand Scoring Rules* document.



In order to score student responses, Score Managers must first reassign the responses to themselves. For more information on reassigning responses, see the section [Reassigning Responses](#).

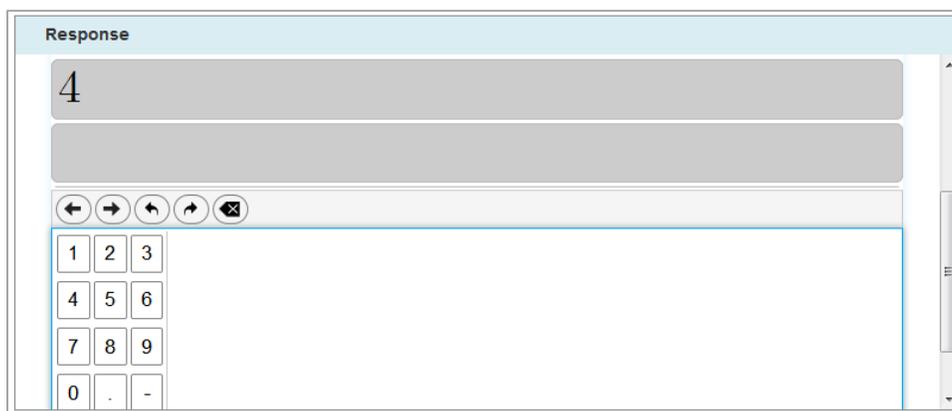
Entering Scores for Responses

This section explains how to enter scores and condition codes for responses.

To score responses:

1. In the Score column of the **Response List** table, click **Score** for a response. The **Score Response** page appears, displaying the item rubric, student response, and scoring fields.
2. To review the rubric, click  in the *Rubric* section.
3. In the *Response* section, review the item stem and the student's response. To view the item's stimulus and an example of a perfect response, click **Exemplar**.

Figure 4. Response Section



The screenshot shows a window titled "Response". At the top, there is a text input field containing the number "4". Below this is a toolbar with several icons: a left arrow, a right arrow, a circular arrow, a square arrow, and a trash can icon. Below the toolbar is a numeric keypad with buttons for digits 1 through 9, 0, a decimal point, and a minus sign. The keypad is arranged in a grid: the first row has 1, 2, 3; the second row has 4, 5, 6; the third row has 7, 8, 9; and the fourth row has 0, ., -.

4. In the *Scoring* section, do one of the following:
 - To enter a score for the response, manually enter a numerical score in the **Score** field. The score cannot exceed the value in the Points column.
 - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 5. Scoring Section

| Scoring | | | |
|----------------------|--------|--------------------------------|------------------|
| Scoring Criteria | Points | Score | Condition Code |
| Organization/Purpose | 4 | <input type="text" value="1"/> | Not Applicable ▾ |
| Evidence/Elaboration | 4 | <input type="text" value="1"/> | Not Applicable ▾ |
| Conventions | 2 | <input type="text" value="1"/> | Not Applicable ▾ |

<<



To view a guide for scoring the student response, click **Training Guides**.

5. If the item consists of multiple scoring criteria, repeat step [4](#) for each criterion.
6. When you finish entering scores for the response, click **Submit Score** at the bottom of the page.
7. To navigate to the **Score Item** page for a different item, click **Previous Response** or **Next Response** at the top or bottom of the page (the order of responses is determined by the selected sorting on the Response List table). To return to the **Response List** page, click **Back to Response List**. The item status now displays “Tentatively Scored.”

About Machine-Scored Responses

Scores for full write items on Performance Tasks are automatically suggested. These responses display "**Tentatively Scored**" in the **Response List** table when they arrive in THSS, and the suggested scores in the **Score** and **Condition Code** drop-down lists on the **Score Item** page display "Machine Score" (see [Figure 6](#)).

Figure 6. Machine-Scored Responses

| Scoring Criteria | Points | Score | Condition Code |
|----------------------|--------|-------------------|----------------|
| Organization/Purpose | 4 | 3 (Machine Score) | Not Applicable |
| Evidence/Elaboration | 4 | 1 (Machine Score) | Not Applicable |
| Conventions | 2 | 2 (Machine Score) | Not Applicable |

You can review the suggested scores and condition codes assigned by the scoring machine and change them, if necessary.



Alert: If you remove the suggested machine score for a response without entering a replacement value, the score for the response will revert to the suggested machine score when you submit it.

Completing Item Responses

After entering scores or selecting condition codes for responses, you should mark the responses as complete to finish the process.

To mark responses as complete:

1. On the **Response List** table (see [Figure 2](#)), mark the checkbox for any responses you have finished scoring.
2. Click **Mark Selected as Complete**.
3. In the window that pops up, click **Mark Selected as Complete**. Once you mark a response complete, it is submitted and can no longer be edited or viewed.

Reassigning Responses

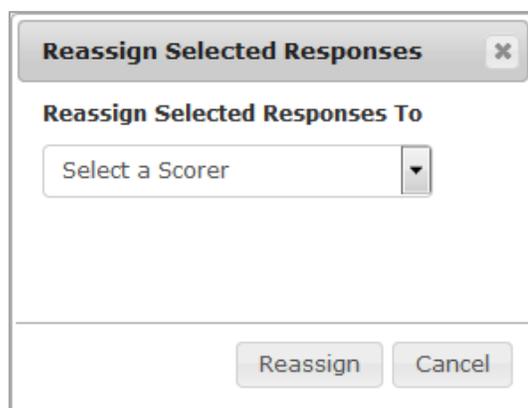
THSS automatically assigns a response to be scored to the Test Administrator for the session in which the student tested. If a student started a test in one session, and completed it in another, the response will appear only to the Test Administrator who proctored the session in which the student completed the test.

You can reassign responses to other Scorers in your school. Those users associated with a system can reassign a response to anyone within their system.

To reassign responses:

1. On the **Response List** table (see [Figure 2](#)) mark the checkbox for any items you wish to reassign.
2. Click **Reassign All Selected**. A window pops up.
3. In the popup window, select a Scorer from the drop-down list. Only users associated with your school or system appear.
4. Click **Reassign**. The selected responses are reassigned to the selected Scorer. They no longer appear on your **Response List** table. You will no longer be able to access this response.

Figure 7. Reassign Selected Students Window



The image shows a dialog box titled "Reassign Selected Responses" with a close button (X) in the top right corner. Below the title bar, the text "Reassign Selected Responses To" is displayed above a dropdown menu. The dropdown menu currently shows "Select a Scorer". At the bottom of the dialog, there are two buttons: "Reassign" and "Cancel".

Appendix A. Condition Codes

For more information about how to score responses and use condition codes, refer to the *Smarter Balanced Hand Scoring Rules* document.

| Condition Code | Description |
|-----------------------|---|
| Blank | Student did not enter a response. |
| Insufficient | <ul style="list-style-type: none"> • Student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> ○ Random keystrokes ○ Undecipherable text ○ “I hate this test” ○ “I like pizza!” (in response to a reading passage about helicopters) ○ Response consists entirely of profanity • For ELA Full Writes, use the “Insufficient” code for responses described above and also if: <ul style="list-style-type: none"> ○ Student’s original work is insufficient to make a determination whether he or she is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. ○ Response is too brief to make a determination regarding whether it is on purpose or on topic. |
| Non-Scorable Language | <ul style="list-style-type: none"> • ELA/literacy: Language other than English • Mathematics: Language other than English or Spanish |
| Off Topic | <p>For ELA Full Writes Only:</p> <ul style="list-style-type: none"> • A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative) • Off topic responses are generally substantial responses. |
| Off Purpose | <p>For ELA Full Writes Only:</p> <p>A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</p> <ul style="list-style-type: none"> • An off-purpose response addresses the topic of the task but not the purpose of the task. • Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. • Off purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose. |

Appendix B. About State-Level Users

When State-Level Users sign in to THSS, the **Response Search** page appears. On this page, State-Level Users can search for item responses by ResultID and view the status and assigned Scorer for each response. The information on this page is read-only.



The ResultID is the identification number associated with a student's test opportunity in the Online Reporting System. For more information, see the *Online Reporting System User Guide*.

Figure 8. Response Search Page

THSS | Navigate to another application | Logged in as firststate1.laststate1 | Help | Logout

Smarter Balanced Assessment Consortium | Teacher Hand Scoring System - Response Search

100063 | Search by ResultID

Scorers: Select Scorers...

| Student Name | Item | Session | Status | Assigned To | ResultID |
|--------------|--------------------------------|------------|--------------------|-------------------|----------|
| 1031539 | 57200: Unlikely Animal Friends | uat-559e-1 | Tentatively Scored | LastTA4, FirstTA4 | 100063 |
| 1031539 | 57202: Unlikely Animal Friends | uat-559e-1 | Tentatively Scored | LastTA4, FirstTA4 | 100063 |

Showing 1 to 2 of 2 entries | First Previous 1 Next Last

To search for responses:

1. In the search field, enter the ResultID for a test opportunity.
2. Click **Search by ResultID**. If any hand-scored item responses are associated with the entered ResultID, they appear in a table below the search field.
3. *Optional:* To filter the table by assigned Scorer, select an option from the **Scorers** drop-down list.

User Support

If this document does not answer your questions, please contact the Montana Comprehensive Assessment System Help Desk.

The Help Desk is open Monday through Friday (8:00 a.m. to 4:00 p.m.).

**Montana Comprehensive Assessment System
Help Desk**

Toll-Free Phone Support: 1-888-792-2741

Email Support:
montanahelpdesk@measuredprogress.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

- Scorer name and IT/network contact person and contact information
- ResultID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup