Hand Scoring Constructed Response Items

Some assessments have items that must be manually scored. For details on scoring audio capture, see *Considerations for Assessments*.
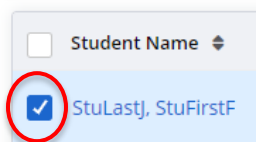
To access hand scoring:

1. Click **Sessions**

2. Minimize the width of the navigation column by the ☰ toggle in the upper left

3. Locate the session with students to score, using the search box if needed

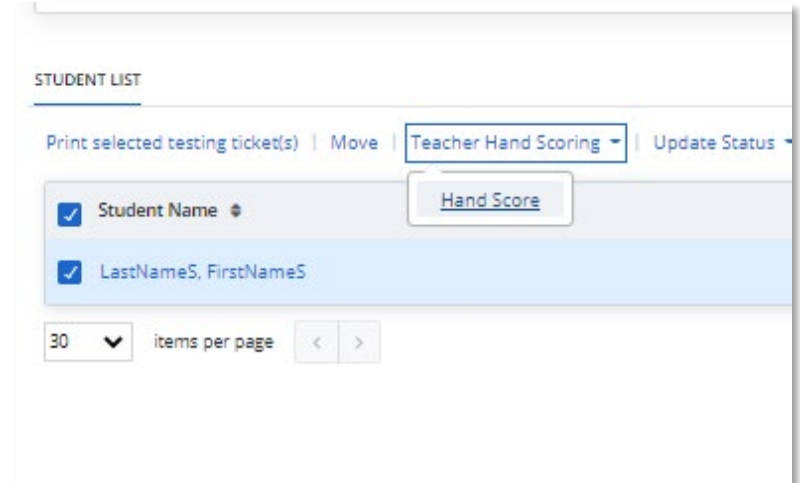4. Click the session title
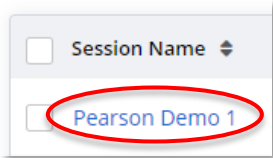
5. Sort on the Status column
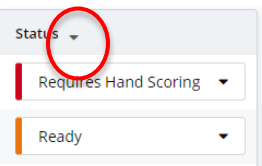
6. Select student(s) who have status of 'Requires Hand Scoring'
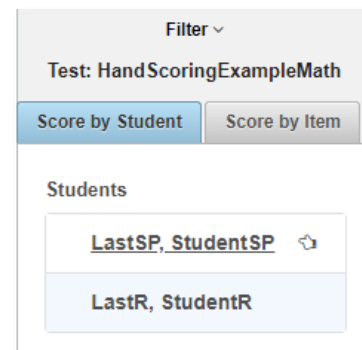

7. In the Teacher Hand Scoring menu, select 'Hand Score'
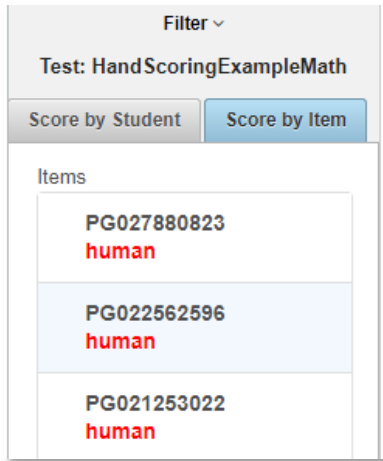

Two Ways to Score

There are two methods available for scoring.

In **Score by Student** tab, score all constructed response items for one student, and then move on to the next student.

Test: HandScoringExampleMath

Filter ∨

| Score by Student | Score by Item |

Items

PG027880823
human

PG022562596
human

PG021253022
**human**

Recommended Method

In **Score by Item** tab, one advantage is that you have the item content and rubric fresh in your mind as your score all students on the same item before moving on to the next item. This method is explained starting on the next page.
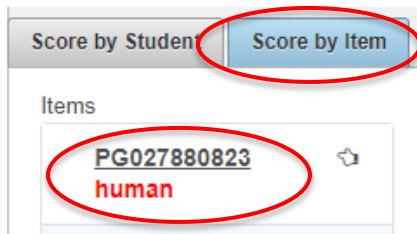
Score by Item

Learn to score students by item.

To score by item:

1. If you don't see score options on the left, click the Sidebar icon

Hand Score
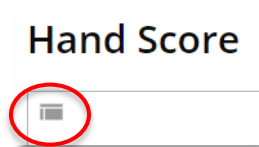
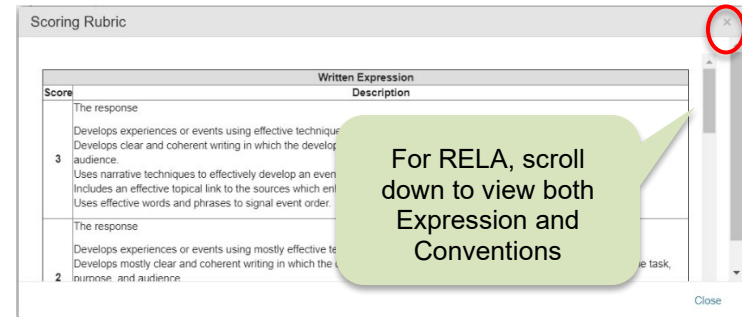2. In the Score by Item tab, click the first item

| Score by Student | Score by Item |

Items

PG027880823
human

3. View the item content and then close the pop-up window

Label

PG027880823 ➡

4. Open the scoring rubric with the Key icon

| Label	Score Completion	Item Type	Scoring Rubric
PG027880823 ➡	0/1	Extended Text	🔍

5. Review the rubric, noting the max possible score and the criteria for each score value, and then close the rubric

Scoring Rubric

	Written Expression
Score	Description
3	The response Develops experiences or events using effective technique Develops clear and coherent writing in which the develop audience. Uses narrative techniques to effectively develop an even Includes an effective topical link to the sources which en Uses effective words and phrases to signal event order.
2	The response Develops experiences or events using mostly effective te Develops mostly clear and coherent writing in which the u…e task, purpose, and audience.

For RELA, scroll down to view both Expression and Conventions

Close

Note: You can 'drag and drop' the rubric window around as needed in order to view the student response also. The rubrics are also available on the Internal Assessment Resource Site.

6. Click the **Edit** icon next to Human score
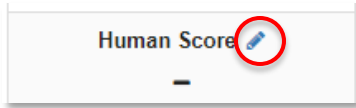
Note: For any composite, two-part items, you may need to scroll down past a multiple-choice, for example, to see the extended response item that requires scoring.

7. Click the up and down arrows to select a score(s), and then click the **Save Changes** icon; although you can edit any mistakes now, once all students you selected are scored for this item, you won't be able to makes changes
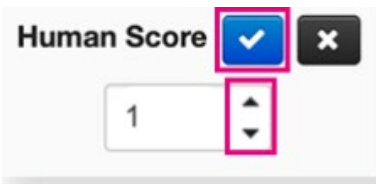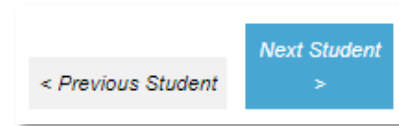

Single-dimension scoring

Multi-dimension scoring (RELA only. Points will vary from this example. Although the Overall score may appear to not be totaling correctly, it takes into account that Expression is weighted.)

8. After the first student is scored, click **Next Student** to see the same item for the next student you selected in the session

9. When the **Next Student** button is grayed out, you have scored the last student for this item: click the next item, if applicable
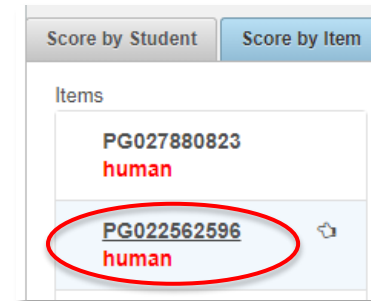
10. When all items are complete, return to the session; it may take several minutes for the status of all students you scored to change to 'Report Ready'

Once you have students in the 'Report Ready' status, you can select them and choose from the available reports. Reports in Report Builder will reflect scoring the next day.