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.
Recommended Method

In **Score by Item** tab, one advantage is that you have the item content and rubric fresh in your mind as you 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

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

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

4. Open the scoring rubric with the Key icon

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

**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.

For RELA, scroll down to view both Expression and Conventions
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 make changes.

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.