

STIAssessment

Job Aid: Constructed-Response Assessments

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Contents

Constructed-Response Assessments	2
Creating a Constructed-Response Item	2
Entering the Constructed-Response Item	2
"Tagging" a Constructed-Response Item	
Adding a Picture	
Creating a Stimulus	
Creating a Rubric	
Browsing and Creating Instructions	
Building a Test with Constructed-Response Items	13
Viewing a Test with Constructed-Response Items	
Constructed-Response Settings	17
Assigning Points to Constructed-Response Items	19
Correcting Items in Tests: Recommended Procedures	
Best Practices	
Explanation	
Printing a Test with Constructed-Response Items	
Assigning a Test with Constructed-Response Items	22
Special Instructions for District Administrators	
Marking a Test as a District Assessment	
Publishing a District Assessment	
Taking an Online Test with Constructed-Response Items	
Administering a Scanned Test with Constructed-Response Items	
Administering an "Offline" Test with Constructed-Response Items Online	32
Scoring a Test with Constructed-Response Items	33
CR Scoring Assignment	38
Offline Constructed Response Only Tests	42
Reports for Tests with Constructed-Response Items	
Student Performance Report	
Overview Report	52

Constructed-Response Assessments

STIAssessment allows you, the educator, to create constructed-response items such as essays, short answers, and other types of written responses.

This document provides a brief overview of how to create constructed-response items and incorporate them into an assessment. It also explains the different options for administering tests that include constructed-response items and discusses how the items are scored. Finally, it describes some TestSCOPE reports and shows how they capture the results for constructed-response items.

Creating a Constructed-Response Item

From the *Items* page, select **Constructed Response** from the pull-down menu. Select the source and folder from the subsequent pull-down menus. Then click the gray **Create Constructed Response** button. This will open the *Item Creation: Constructed Response* page in a new window.

STI Assessment	Communication Assessment	www.sti-k12.com Help Logout
Home Resources - Assessment Items		User:Tammy Duncan
Favorite Alignments	ms and stimuli; move items and stimuli from the es for use in your assessments. J want to work with items, stimuli, or pictures. To	
	STIASSESSMEN	Communication Assessment
	Constructed Response Type: Source: Constructed Response V Duncan, Ta	ammy 💌 -Select Folder-
	Create Constructed Response Bro	owse/Create Rubric

Entering the Constructed-Response Item

Type the constructed-response prompt in the box provided. The *text editor* feature allows for greater flexibility in editing items. You may also simply copy and paste an item from a source file, such as Microsoft Word, into the text-entry box, as was done with the sample item shown in the screenshots that follow.

<u>Note:</u> If you copy and paste an item from Word, make sure you are satisfied with the font style, size, and formatting. Any special formatting used in item creation will override the usual settings



for both online and printed tests in STIAssessment. In addition, some types of special formatting—for example, tables, line spacing, and certain kinds of bullets—cannot be edited *at all*. (This phenomenon may be familiar to you from other programs you may have used, such as Microsoft Project.)

HINT: You may strip out all formatting by pasting your item first into **Notepad** (a free accessory that comes with Windows operating systems) and then copying from Notepad and pasting into STIAssessment.

🖉 Item Creation: Constructed Response - Windows Internet Explorer
http://demo.stiassessment.com/items/createCR.aspx?CRID=10001036&CloseCond=5
Item Creation: Constructed Response
Enter Item Information ("Tags")
Type your <u>entire</u> prompt in the box, including set-up, writing assignment, and any other elements that are given to the student. If scoring guidelines are given to the student, then they should be included in the prompt as well as in the rubric. Click the "Save" button to save your work in progress.
Click the "Enter Item Information" tab to "tag" your item. Click the "Save & Close" button when you've finished working on your item and its tags.
Item ID: 10001036
Add Picture See an example of a constructed-response item.
i Paragraph V Font V Size V Color V Symbols V I B I U abe X ² X O I
[] 토 프 크 트 : :: ::::::::::::::::::::::::::::
You will now take a stand on the following public policy issue: Should our community adopt the gasoline tax? You may either support or oppose the tax. Write a letter to the editor of a local newspaper.
You will be graded on the following criteria. Your letter must include the following:
 a clear and supported statement of your position; supporting information using a core democratic value of American constitutional democracy; supporting knowledge from history, geography, civics (other than the core democratic values), or economics. (It is NOT enough to only state your opinion.) supporting information from the data section; and a credible argument someone with the opposite point of view could use and an explanation that reveals the flaw in his or her argument.
Remember to:
🗹 Design 📴 HTML
Save & Close

There are both **Save** and **Save & Close** buttons at the bottom of the page. When creating long or involved constructed-response items, it's a good idea to click the **Save** button often. When you click **Save**, don't be surprised if you see reminders appear in red type that instruct you to "tag" your item.

"Tagging" a Constructed-Response Item

Use the pull-down menus to enter information about your constructed-response item. As shown in the inset, handy "mouse-overs" provide information about each tag.

🖉 Item Creati	on: Constructed Response - Windows Interne	Explorer
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Item Creation	on: Constructed Response	
Enter Item E	inter Item Information ("Tags")	
the blue "Instru select a pictur a rubric. If you	uction" link to create new instructions or select fro e, passage, or combination of the two to appear b know the ID numbers for your desired "Instruction the "View" buttons to see the "Instructions", "Sti	t your mouse at the name of each field for more information. Click om existing instructions. Click the blue "Stimulus" link to create or refore a set of items. Click the blue "Rubric" link to create or select ", "Stimulus", or "Rubric", you can simply enter the number in the mulus", and "Rubric" that are associated with this item. All drop-
Click the "Ente and its tags.	er Item" tab to work on your item. Click the "Save	& Close" button when you've finished working on your item
Item ID: 1000	1036	
Status	Public 🖌	
Subject	Social Studies	
Folder	Social Studies Inquiry	
	-Select Folder-	
Grade	9 🗸	
Bloom's	Understanding (Comprehension)	
Knowledge	Conceptual (DOK 2: Skill/Concept)	Text-entry boxes are applicable to online tests only. For
Difficulty Level	Average 💌	paper-and-pencil tests, answer should be written on a
Textbox Type	Large 💌	separate sheet of paper or in a blue book. A small textbox is suitable for a one-word answer; it allows for a
Instructions	100000374 View	maximum of 40 characters. A medium textbox has three
Stimulus	1000519 View	lines visible and scrolls; it's appropriate for a
Rubric	10000243 View	several-sentence response. A large textbox also scrolls, and is appropriate for an essay or other extended
Save		response.

Adding a Picture

The Excel table shown in the example below could simply be copied and pasted directly into the constructed-response text-entry form, as could tables in Word. In fact, for the screenshots shown in these constructed-response examples, a sample item was copied from a Word document and pasted directly into the text-entry box.

Because pictures are seldom simple "text art" (i.e., tables), this section will show how to create a picture and attach it to a constructed-response item, using the Excel table as an example.



1) Select the picture you wish to copy.

	<u>File E</u> dit	<u>V</u> iew <u>I</u> nsert F <u>o</u> rmat	<u>T</u> ools <u>D</u> a	ta <u>W</u> indov	v <u>H</u> elp				T	ype a question	for help	• <u>-</u> 8 :
D	F 8	×⊃ - 100% - »	Times New P	loman 🗣	10 - E	JU	E = 3	國 \$?	6 , t.0	:00 f# f#	- 🖂 🗸 🔕	- <u>A</u> -
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	A	В	С	D	E	F	G	Н	Î.	J	К	L 7
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1		Barrels per day)										
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3	1993	6,787	1									
1	1994	7,063										
5	1995	7,230										
6	1996	7,508										
7	1997	8,225										
3	1998	8,706										
9	1999	8,731	2									
0	2000	9,071										
1	2001	9,328	Į									
2			1									
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5												

2) Paste the picture into your favorite picture-editing program. This example shows Microsoft Paint, a program that comes pre-installed on most Windows machines. Crop and edit the picture as needed.

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File Edit	View Imag	e Colors Help	
41 🗔 🖉 🏟	Year	Average Monthly Oil Imports (Thousands of Barrels per day)	
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0 A	1993	6,787	
A	1994 1995	7,063 7,230	
	1995	7,508	
~ 5	1997	8,225	
	1998	8,706	
00	1999	8,731	
	2000	9,071	
	2001	9,328	
For Help, cli	ck Help Topics	on the Help Menu.	:

3) Save the picture as a .gif, .jpg, or .pjpg. Note that STIA accepts only these three file formats. Also, be aware that pictures to be uploaded cannot be larger than 75K.

Save As					? 🛛
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Desktop					
My Documents					
My Computer					
	File <u>n</u> ame:	oil_imports_gif		~	Save
My Network	Save as type:	GIF (*.GIF)		*	Cancel

4) Upload the picture to STIAssessment. From the pull-down menus on the Items page, select Pictures, then select the source and folder from the subsequent pull-down menus. Then click the gray Add New Picture button. This will open the *Item Creation: Pictures* page in a new window.

STI Asse	essment –	Communicati	on Assessment	www.sti-k12.com Management	Help Logout
Home Resources>	Assessment Items Pictures	3			User:Tammy Duncan
Pictures					
Туре:	Source:				
Pictures	 Duncan, Tammy 	Social \$	Studies Inquiry	*	
		SS Inqu	iry Pictures	*	
Add New Picture					
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View	Move	Delete		Search	

(You may also upload a picture in the context of creating an item, by clicking the Add Picture link and then selecting **Upload**.)

Browse your computer's directory to locate the picture to upload. Fill in the information about the picture in the form provided.



HINT: Fill in the keywords! This will help you to search for a picture later, in case you can't remember what folder you put it in or what you named it.

🏉 http://dev.stiassessment.com/?N=1 - Attach Picture - Windows Internet Explorer	_ 🗆 🗙
Item Creation: Pictures	~
Clo	se Window
Cancel	
C:\Documents and Settings\Elisa\My Documents\STI Assess Browse	
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Keywords social studies inquiry, oil imports	
Add To 2007-08_V3_QA Value Public	
Upload Cancel	
Upload Cancel	
Choose file	
Look in: 🗁 CR_Dev_screenshots 🔹 🗲 🖻 📸 🖅	
Build Test	
Build Test_select_items and CR_table_paste	
Recent Maluf Test_select_items2 Marchart CR_view-print CR_create_rubric Marchart CR_view-print2	
CR_entry Moil_imports	×
CR_entry_criteria oil_imports_gif Desktop CR_entry_tags Paint_gil_imports	
CR_entry_tagsPaint_oii_mports	
My Documents	
CR_pdf3	
CR_print	
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My Network File name: oil imports gif Open	
Files of type: All Files (*.*) Cancel	

A confirmation page will appear. Click the gray Return button to exit picture uploading.

E	dit	Return	Add New Picture	
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Picture T	itle	Oil Imports		
Picture K	eyword	social studies i	nquiry, oil imports	
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1993		6.787		
1994		7.063		
1995		7.230		
1996		7,508		
1997		8,225		
1998		8,706		
1999	1.1.1	8,731		
2000		9,071		
2001	1	9,328		
Selec	Picture			



5) Add the picture to your item. Place your cursor in the item where you want the picture to be inserted. Click the blue Add Picture link, then select **Browse Pictures**.

Enter Item Enter Item Type your <u>entire</u> prompt scoring guidelines are given the Save button to save y	Information ("Tags") in the box, including set-up, writing assignment, and any other elements that are given to the student. If ven to the student, then they should be included in the prompt as well as in the "tags" for the rubric. Click	
Add Picture	See an example of a constructed response item the Creation: Pictures Select. Select. Browse Pictures Upload	Close Window

6) Click the gray **Attach** button next to your desired picture. Clicking the thumbnail of a picture will enable you to see it in a small pop-up window.

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Duncan, Tammy	✓ 2007-08_V3_QA	~				Use Dialup? Assessment navigation browser's back button.	
Refresh				_			
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Attach	6436			Castle	1992	6,083	
					1993	6,787	
					1994	7,063	
					1995	7,230	
					1996	7,508	
					1997	8,225	
					1998	8,706	
					1999	8,731	
					2000	9,071	
					2001	9,328	



7) The picture will be inserted into your item.

http://dev.stiassessment.com/?CloseCond	=5 - Item C	reation: Constructed I	Response - Windows Interr	et Explorer 🔲 🗖 🔀
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Item ID: 10000361				
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Part A This table shows the average number of			ed her dat: over a ten vear her	0.0
	Year	Average Monthly Oil Imports (Thousands of Barrels per day)		
	1992	6,083		
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	1996	8.225		
	1997	8,706		
	1999	8,731		
	2000	9,071		
	2001	9,328		
				~
🔽 Design 💽 HTML				
Save				Save & Close

Creating a Stimulus

A *stimulus* may consist of a reading passage, a graphic, or a combination of the two. A stimulus is often associated with multiple questions, and precedes them in the test. To create a stimulus for a constructed-response item, click the blue **Stimulus** link on the *Enter Item Information* (*Tags*) tab. Select *Create New Stimulus* from the pull-down menu, then fill in the stimulus-creation form. After you click the gray **Save** button, a confirming page will appear.

Item Creation: Stimuli		
Create New Stimulus 💌		Close Window
Select Status	Public 🗸	
Grade	12 👻	
Add to	U.S. Supreme Court	
Title Keywords	Tinker v Des Moines Supreme Court, Tinker, freedom, speech Add Picture	Stabus Reserved Stimulus ID 10008083 Stimulus Title Tinker v Des Moines Stimulus Keyword Supreme Court, Tinker, freedom, speech Stimulus Grade 12
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	-Tinker v. Des Moines School District	[[nether] students or teachers shed their constitutional rights of freedom of speech or expression at the school house gate." -Tinker v. Des Moines School District
Stimulus Content		
		Checign R HTML
		Save Cancel

Following is another example of a stimulus, which appears in the sample test. In this case, since the same Data section is used for several items, it is rendered as a stimulus, rather than being incorporated into the item's stem (as was the case for the "Drilling for Oil" example, which was a stand-alone constructed-response item). Note that even though this stimulus was copied and pasted from Word, only text can be transferred by Copy-and-Paste. The line graph and pie charts had to be "added back" by saving the pictures as .gif files, uploading them to STIAssessment, and inserting them into stimulus.

While this takes a little time, it also provides the user with a store of pictures that may be reused when creating other items.

<form></form>	Stimulus Thi 1000308 Stimulus Thi Stimulus Thi	em Creation: Sti	imulus	
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Creating a Rubric

You may create a *rubric* (scoring guideline) by clicking the gray **Browse/Create Rubric** button on the Constructed Response Index page. Alternatively, when creating or editing a constructedresponse item, you may click the blue **Rubric** link on the on the *Enter Item Information* (*Tags*) tab, then select **Create New Rubric** from the pull-down menu.

STIASSESSMENT Communication Assessment Ma	
Home Resources Assessment Items Create & Manage	Item Creation: Constructed Response - Rubric Management
Constructed Response Type: Source: Constructed Response Administrator, District Government Create Constructed Response Browse/Create Rubric	-Select-

Type or paste the rubric into the text-entry box.

Reminder: Text copied from Word contains formatting that cannot be edited in programs other than Word. This can cause odd things to happen with text appearance and layout. For best results, type directly into STIAssessment, or strip out the formatting by pasting into Notepad, then copying from Notepad and pasting into STIAssessment.

Remember to save—and don't be alarmed if you see reminders to fill in the tags when you're saving the rubric text.

🏉 Item Creation: Constr	ructed Response :: Rubric - Windows Internet Explorer
🖉 http://demo.stassessment	.com/items/createRubric.aspx?mode=edit&view=1&RubricID=10000239
Item Creation: Cons	structed Response - Rubric
Enter Rubric Enter Rubr	ric Information ("Tags")
	the box. Click the Save button to save your work in progress. Click the Enter Rubric Information tab to "tag" e & Close button when you've finished working on your rubric and its tags.
a second second second second second	🖉 Item Creation: Constructed Response :: Rubric - Windows Internet Explorer
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	Type your <u>entire</u> rubric in the box. Click the Save button to save your work in progress. Click the Enter Rubric Information tab to "tag" your rubric. Click the Save & Close button when you've finished working on your rubric and its tags.
Score 4: This respon integrates knowledge	You need to select the Subject for this rubric. Rubric ID: 10000239
Score 3: This respon	Add Picture See an example of a rubric.
includes appropriate	
Score 2: This respon with some key ideas.	
	Score 4: This response shows understanding of the content, question, and/or problem. The response is insightful,
Score 1: This respon related to the guestic	
	Score 3: This response shows some understanding of the content, question, and/or problem. The response includes appropriate application that demonstrates evidence of higher order thinking skills.
	Score 2: This response shows knowledge of the content, question, and/or problem. The response is acceptable
🗾 🔛 Design 💽 HTML	with some key ideas. The response shows little or no evidence of application.
Save	Score 1: This response shows minimal knowledge of the content, question, and/or problem. The response is related to the question, but it is inadequate.
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Enter information about your rubric on the Enter Rubric Information (Tags) tab.

🏉 Item Creation: Constructed Response :: Rubric - Windows Internet Explorer	
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Item Creation: Constructed Response - Rubric	~
Enter Rubric Enter Rubric Information ("Tags")	
Use the options in the pull-down menus to "tag" your rubric. Point your mouse at the name of each field for more information. the Enter Rubric tab to work on your rubric. Click the Save & Close button when you've finished working on your rubric and its All drop-downs are required. Rubric ID: 10000239 Folder Government Subject Social Studies Status Public Home Grade 12 Recommended Grade Range 10 - 12 Save & Close	tags.

To make it easier for teachers to use the rubric when scoring online student responses, either type the rubric directly into STIAssessment, or make sure that your table or picture is at most 3.5 inches wide. This ensures that teachers who are scoring constructed responses will not have to scroll horizontally when viewing the rubric.

Browsing and Creating Instructions

Click the blue **Instructions** link on the *Enter Item Information (Tags)* tab, then select an option from the pull-down menu. There are a huge number of pre-written instructions in STIAssessment—even blank instructions in case you want to group certain items together but don't want instructions text to appear (items are grouped into subsections in a test according to their associated instructions).



If none of the pre-existing instructions are right for your item, you can create new instructions. Select **Create New Instructions** from the pull-down menu, then fill in the form. You may use HTML to format your instructions. Click the **Add** button to save your instructions and add them to your roster.

AddEditInstructions - Windows Internet	AddEditInstructions - Wine	lows Internet Explorer
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Item Creation: Instructions	Create New Instruction 💌	Close Window
-Select-	Scope Folder	Public Government Write your response to this question online. Paper responses will not be accepted.
	Instructions	Save Cancel

Building a Test with Constructed-Response Items

Constructed-response items are added to tests in exactly the same way as multiple-choice usercreated items. On the *Assessment-Creation* page, click the **Build** link. Next, enter the name of the test in the text-entry box and click the **Create** button.



From the pull-down menus, select the type of item you want to add to your test, the source of the item, and the folder in which it is located.

STIA	ssessment –	Communica	www.sti-k12.com Help Logout tion Assessment Management TestSCOPE™	
Home Resou	rces> Assessment Create Build		User: Tammy Duncan	
Item Type:	-Select Item Type- -Select Item Type- All Constructed Response Multiple Choice	 ✓ ✓ 	SIIASSESSMENT Communication Assessment Management Tes	Help Logout StSCOPF ¹¹ RCOOTS Use: Tammy Duncan
			State Description 809763 7 The student explores issues regarding civic responsibilities of American citizens (e.g., obeying the law, paying taxes, voting landership, involvement in the political process). None Not Aligned	Count g. 1 View Items
		© 2009 Software		
L			© 2009 Software Technology, Inc.	

The table that appears lists the items by standard and indicates the number of items per standard. Click the View Questions link to see the items.

To select all items, click the **Select All** checkbox at the top of the index table. To select an individual item, click the checkbox that appears in the item's lower right-hand corner.

	IL-K12.com Help Logout ement TestSCOPE TM Reports UserTammy Duncan
Item Type: Constructed Response v Source: Duncan, Tammy v My Folder(s): Social Studies Inquiry v	
Refresh <-First - <previous 1="" next10="" of1="" prev10="">Next >>Last Show All Standards</previous>	You will now take a stand on the following public policy issue: Should our community adopt the gasoline tax? You may either support or oppose the tax. Write a letter to the editor of a local newspaper. You will be graded on the following criteria. Your letter must include the following: • a clear and supported statement of your position;
State Description 009763 7 The student explores issues regarding civic responsibilities of American citizens (e.g., obeying the law, e.g., you duty, serving our country, providing leadership, involvement in the policical process). State: All Select All Item ID: 10001036 Subject: Social Studies Stimulus ID: 10000519 Folder: Social Studies Inquiry Instruction ID: 100000374 Creator: durant	 supporting information using a core democratic value of American constitutional democracy; supporting knowledge from history, geography, civics (other than the core democratic values), or economics. (It is NOT enough to only state your opinion.) supporting information from the data section; and a credible argument someone with the opposite point of view could use and an explanation that reveals the flaw in his or her argument.
Bloom's : Comprehension Parent ID : Knowledge : Conceptual/DOK2 Ancestor ID : Difficulty : Average Rubric ID: 10000243 Grade : 9 Text Box Size : L	Remember to: • Use complete sentences. • Explain your reasons in detail. • Explain how the core democratic value you use connects to your position.
gasoline tax? You may either support or oppose the tax. Write a letter to the editor of a local newspaper. You will be graded on the following criteria. Your letter must include the following: • a clear and supported statement of your position; • supporting information using a core democratic value of American constitutional democracy; exceeding the work does biology.	Select Item

Viewing a Test with Constructed-Response Items

From the *Assessment | Manage* page, select Source and Assessment Type. Select View/Print from the Manage Assessment Option pull-down menu. Click the View/Print link next to the name of the desired test. This screenshot shows only a small part of the index, as this sample account has many associated tests. To locate your tests in a very long list, click the blue column heading to sort by the column-head attributes: *Assessment ID*, *Assessment* Description or *Date*.

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• Clicking the *Correct Answers* checkbox causes the letter of the correct answers for multiple-choice items to appear in green.





• Clicking the *Custom List* checkbox puts the test in the custom list on your STIA homepage.



- Clicking the *Display Details* checkbox shows information about the item. Note that some of this information is not available until you complete Constructed-Response Settings.
 - o Clicking the blue state-standards number causes the standard to display.
 - In many states, the academic standards may not have official numbers for strands, domains, and even some objectives/benchmarks. You may still align items to these entries in the standards, but the state ID may display as an asterisk (*) or as "unnumbered standard." These, too, are "clickable," so you may view the text of that entry in the standards.
 - While you may align items to any entry in the state standards that you like, it might be worth reconsidering aligning to very high levels in the hierarchy. It's not very useful to know that an item is aligned to "Number Sense" or "Biology I"—or that a student needs help on these topics.

ype your response to the writing prompt in the text	tbox.	
Item ID: 10001036 Standard ID: 7 Points: 0 Weight: % Blooms: Comprehension	Subject: Social Studies Stimulus ID: 1000519 Instruction ID: 1000000374 Parent: 0 Ancestor: 0	
Knowledge: Conceptual (DOK 2: Skill/Concept)	Creator: duncant	
Rubric ID: 10000243	TextBox Size: L	
 You will now take a stand on the following public policy issue: tax? You may either support or oppose the tax. Write a letter You will be graded on the following criteria. Your letter must i a clear and supported statement of your position; supporting information using a core democratic value of 		eports/showStandard.aspx?StandtvdID=809763
 supporting knowledge from history, geography, civics (

- The gray **Back** button returns you to the *Assessment Management* page.
- Click the Printer icon in the upper right corner to create a customizable .PDF of the test.

Constructed-Response Settings

Before a test with constructed-response items can be completed and assigned to students, you must "tell" STIAssessment how you want to weight the different constructed-response items and the multiple-choice portion of the test.

Once you have double-checked your test and verified the item alignments, select **Constructed Response Settings** from the pull-down menu on the *Assessment | Manage* page.



On the *Constructed-Response Settings* index page, click the blue **Settings** link next to the name of the desired test. Alternatively, you can click the red minus icon in the *CR Settings* column. (A green plus icon means that the CR settings have been submitted, and the test is ready to be assigned.)

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Settings	182704	CF My first E	ELA Test	6	0 1	1/30/2008 4:36:3	2 PM	
Jocungo			I Response 8/11/07		ه ۵	3/11/2007 9:32:5		

The weighting for each portion of the test must be a whole number greater than or equal to one (1), and the total percentage weightings must add up to 100%. To simplify this formula, the weighting for the multiple-choice portion is calculated for you as *100% minus the sum of constructed-response item percentages*. For example, in the screenshot below, the user has set the weight of the CR item to 55%. STIA automatically divides the remaining 45% among the multiple-choice items.

When you have completed filling in the form, click the gray **Set points and weighting** button.

STIAssessment	Communi	cation Ass	essment	www.sti-k12.com Management	Help TestSC	
Home Resources						Report ammy Dunca
Constructed Response Settings	3					
S Fill in the text boxes (with items (yellow) is automati items. Click the Set point Distribute 100% Evenly	Social Studies I blue borders) with cally equal to 100% ts and weighting t	whole numbers minus the weig	(185983) The weighting thing for the ne settings.		e	
	ltem	CR Points or # of MC Items	Weight (%)			
10	0001036	4	55%			
M	ultiple Choice Items	3	45 %			
Тс	otal	7	100 %			

After you click the button, a confirmation screen appears. You're now ready to assign the test, if testing online, or print it if you are using scan sheets!

STI Ass	essment -	Communication	Assessme
Home Resources			
Constructed	Response Settings >	Finished	
		Assessment N Social Studies Inq	
	Points and Weights Succe 1 Constructed Response It 3 Multiple Choice Items.		
	Select an option below © View Assessment © Assign Assessment © Assign assessment by © Return to Manage Asse © Go to Constructed-Resp	mapping ssments	

Assigning Points to Constructed-Response Items

When calculating the total score for a test, STI computes the percent-score equivalent for each constructed-response score (for example, 3 out of 4 possible points is 75%, and 4 out of 5 possible points is 80%), multiplies this by the item's weighting, and then adds all the weighted scores together to obtain a total score. This means that each constructed-response item can have just about any number of points associated with it.

For ease of use, the points for each constructed-response item should be the same as the number of score points or levels in its corresponding scoring rubric.

Scoring rubrics are highly recommended to help ensure consistent scoring, *especially* in situations where there are multiple graders and inter-rater reliability is therefore a concern. However, it's also possible to score constructed responses without having a formal rubric.

As a general rule, you should assign points to a constructed response according to how that constructed response is to be scored. The following table provides some suggestions for the number of points to be assigned to a constructed-response item for different scoring methods.

Scoring Method	Suggested Point Value
Rubric	Constructed response's point value equals the number of score points or scoring levels in the rubric
Checkmark	1 point (give a point if student wrote a response; do not give a point if student did not provide a response)
Modified Checkmark	3 points (3 = check-plus; 2 = check; 1 = check-minus; 0 = minus/zero
Percentage	100 points
"Whole" letter score	4 points (A = 4, B = 3, C = 2, D = 1, F = 0)
"Plus-minus" letter score	12 points (A+ = 12, A = 11, A-=10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0)

You can adjust the number of points as desired, of course. For example, at the Massachusetts Institute of Technology, A = 5, B = 4, C = 3, D = 2, and F = 0. This method of calculation ensures that a student's grade point average is seriously damaged by a failing grade. (Two A's and one F round to a B average in a 4-point grading system, but round to a C average in the M.I.T system.) As a result, M.I.T. students have additional motivation to turn in all work and show up for all tests.

Correcting Items in Tests: Recommended Procedures

Best Practices

- If you need to ensure that the content of your tests never changes, store items and other components (passages, graphics, instructions, rubrics, and so on) in a user folder, and *do not touch them*.
- Since STIA Item Library items are updated regularly, do not use them on a "carved-instone" test. Copy them to your special "Do Not Touch" folder and build your immutable test using these protected copies.



Create and save a .PDF version of a test each time it is administered so you have an exact copy for your records (see the next section, <u>Printing a Test with Constructed-Response</u> <u>Items</u>, for details).

Explanation

In order to operate quickly and efficiently, tests in STIAssessment do not contain copies of items *per se.* Instead, they contain "pointers" to the items where they reside in your folders or in the STIA Item Library.

This means that you can correct errors in items and stimuli at any time. However, for the sake of good testing practices and fairness, you shouldn't touch the items on a test once students have started taking it.

For example, an error in one item in a sample test wasn't found until *after* the Constructed Response Settings had been submitted.



This item is fine now, because it was corrected in the folder, and this correction transferred to the test.



The self-correcting nature of the STIA system, however, means that you need to be very careful when it comes to deleting or changing items. Alterations to a master item affect *every* test using that item, including past and present tests.

Since most users are concerned only with the results of past tests, which aren't changed by the correction of a typo, this is usually not a problem. However, please follow the Best Practices outlined above for efficient, trouble-free assessment creation and management.

Printing a Test with Constructed-Response Items

Clicking the Printer icon on the View/Print test page brings up the window for the Test-to-PDF options and PDF generator. The following screenshot shows the page in its initial state. The middle inset shows the bottom part of the page while the PDF is being generated, and the bottom inset shows the bottom part of the page once the PDF is ready for downloading

STIASSESSMENT Communication Assess	www.stl-kt2.com Help Logout sment Management TestSCOPF# Reports UserTammy Dunan
Test-to-PDF Options	?
Step 1: Double-check your display options.	
Cover Page Options: Test Detail Text:	
Justification: ● Left ● Center ● Right Assessment Font and Arial Stimulus Text Size 12 ♥ pt Item Border Style 1 ♥ pt Item Stem Text Size 12 ♥ pt Item Stem Text Size 1 ♥ pt Item Stem Text Size 1 ♥ pt Item Spacing Between Choices 1 ♥ NOTE: Text size of graphics cannot be changed. This m NOTE: Text size of graphics cannot be changed. This m	Coler (% Black) 20 v
Science content, but some Reading passages also cont STEP 2: Generate your PDF file. Generate PDF! STEP 3: Download your PDF. View PDF 0 2009 Software Technology, Inc.	ain graphic elements. PDF is being generated. Please wait for process to finish. The [View PDF] button will become active when process is complete. STEP 2: Generate your PDF file. Generate PDF! STEP 3: Download your PDF.
STEP 2: Generate your PDF file. Generate PDF! STEP 3: Download your PDF. View PDF	NOTE: You will need to

You may keep generating PDFs with different settings until you find a combination of settings you like (although the default settings usually work just fine). *Remember to save the PDF of the version you like best and rename the file so you'll recognize it later*. The PDF generator creates unique names for each PDF it makes, such as 204880_-8590148847501121467.



Some sample test pages are shown here.



Assigning a Test with Constructed-Response Items

www.sti-k12.com Help Log STIAssessment -TestSCOPETM Reports Communication Assessment Management me Resources Show Instructions 🗵 My Assessments Shared Assessments Assessment Type: Source: Manage Assessment Option: Duncan, Tammy ~ ~ - Select your option -Regular - Select your option -Delete Assessment Results View/Print Set Cut Scores Assign Un-Assign Copy or Copy & Reorder Test Add Item Remove Item Share

ReName Delete

Merge Constructed Response Settings Score Constructed Response Manage CR Scorers

Select Assign from the pull-down menu on the Assessment / Manage page.

On the Assign index page, click the blue Assign link next to the name of the desired test.

STIASSESSMENT Communication Assessment Management TestSCOPE						
DII A	ASSESSM	ent –	Communication	Assessment	Management	TestSCOPE ¹¹ Report
Home Reso	urces> Assessment Ma	inage				User:Tammy Dunca
Show Instr	uctions 😵					
		ments	Assessment Type: Regular	•	Manage Assessment Assign	Option:
Assign	Assessment ID	Assessn	nent Description		Date	
Assign	185983		lies Inquiry Test		7/21/2009 10:	08:27 AM
Assign	185977	Simple circ	uitry		7/10/2009 12:	00:00 AM
Assign	185759	Test Math	GB		2/24/2009 12:	00:00 AM

Click the radio button to indicate whether the test is to be assigned to classes or individual students (as for a make-up test).

Different kinds of accounts on STIAssessment have different levels of access. For example, a classroom teacher can assign tests only to his or her students and classes, and the choices on the *Assign* page reflect this. The demonstration account illustrated here is assigned to a District Administrator, who can assign tests to different schools.

In this example, the test is being assigned to a class. The name of the class is highlighted, and the **Add** button is then clicked for each class that is to be assigned the test. (In this case, there's only one class.) The inset, bordered in red, shows the updated roster.

		www.sti-k12.com Help sessment Management TestS	
Assign Assessment Show Instructions 😒 Assessment: Social Studies In			
View this assessment's assig Assign By: Students Select School Select Teacher Select Classes:		Assessment Availability From 7/21/2009 To 7/26 ≺ July	5/2009
Civics 9th	Remove	Select Classes:	Civics 9th
Select Assessment-Admin Allow Save For Later Set Timer Randomize	istration Options	July Sun Mon Tue Wed Thu Fr 28 29 30 1 2 3 Select End 5 6 7 8 9 10 Date: 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30 31 2 3 4 5 6 7	4) 11 7 18 1 25 1
	© 2009 Software Technology	nc	

Choose the testing dates by clicking the dates on the calendar. To advance to future months, click the right arrows (>). To back up, click the left arrows (<).

	Assessment Availability						
	From	17/2	1/20	09	To 7,	/26/	2009
	<			July			>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	1	2	3	4
Select Start	5	6	7	8	9	10	11
Date:	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	<			July			>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	1	2	3	4
Select End	5	6	7	8	9	10	11
Date:	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
		27	28	29	30	31	1
	2	3	4	5	6	7	8

Set the other options if desired.

Select Assessment-Administration Options
Allow Save For Later
Set Timer
Randomize

When the Assign to Classes button is clicked, an important message appears. Do not ignore it.

Window	rs Internet Explorer
2	Once you assign a test, you cannot make any changes to it. Please make sure your test is error-free, contains all the items you want, and is exactly the way you want it BEFORE you assign it. Do you want to assign this test now?
	OK Cancel

In this warning, STIA engineers are advising you that tests are "locked down" by the process of assigning. Of course, tests with constructed-response items are already locked down earlier in the process of submitting the CR Settings. The timing of CR lockdown may change in the future but it's certain that all STIA tests will continue to be locked when they are assigned.

After clicking the **OK** button, you will receive confirmation that the assessment has been assigned.



Special Instructions for District Administrators

Tests created by the district administrator and then assigned to classes, students, or mappings in the district must be marked as <u>district assessments</u> and must be published. Otherwise, teachers will not be able to access the constructed-response items and score them.

If you are a classroom teacher as well as a district administrator, you do not have to mark and publish tests intended for your own classes. You must make the test a district assessment and publish it <u>only</u> if it's being assigned to classes for which you are not the designated teacher.

If you forget to mark and publish a test, and teachers start calling you to ask where their students' responses are, don't panic. You can complete this process after the fact—even after students have taken the test.

Marking a Test as a District Assessment

Users may designate (or un-designate) tests as District Assessments with the click of a checkbox.

A test may be designated as a District Assessment at the time of its creation by clicking the *District Assessment* checkbox.

		STIAssessment –	Communication
	}	Home Resources> Assessment Create Build	
	(Build Assessment	
		Select Subject 💌	
		Enter Assessment Name	
\langle		District Assessment	
		Create	

A checkbox also appears on the View/Print page. To access this, click on the *Assessment / Manage* page. Select *Source*, *Assessment Type*, and from the *Manage Assessment Option* drop-down box, select **View/Print**.

STIAssessment -		www.sti-k12.com	
ASSESSITIETIL	Communication	Assessment Management	TestSCOPE Reports
Home Resources> Assessment Manage			User:Tammy Duncan
Show Instructions			
Show hisu ucuons 🗠			
My Assessments Shared Assessments			
Source:	Assessment Type	Manage Assessment 0	Option:
Duncan, Tammy	 Regular 	 Select your option - 	· ·
Delete Assessment Results		- Select your option -	
		View/Print	
		Set Cut Scores	
		Assign	
		Un-Assign Copy or Copy & Reor	ular Teat
		Add Item	uer rest
		Remove Item	
		Share	
		ReName	
		Delete	
		Merge	
		Constructed Response	
		Score Constructed R	esponse
		Manage CR Scorers	

The *District* Assessment checkbox will already be checked off if the test was designated as a district assessment at the time it was created.

STIAssessment -	Communication	Assessment	www.sti-k12.com Management	n Help Logout TestSCOPE [™] Reports
Home Resources				User:Tammy Duncan
Social Studies Inquiry Test Oview this assessment with correct answers Add this assessment to Custom List on log Display item details.		strict Assessment	Back to Asses	ssment Management

Publishing a District Assessment

To manage district assessments, select the district as the Source on the *Assessment | Manage page*. (For example, the district name depicted below is *_Presidential for STI*.) This will reveal a list of special District Administrator options for assessment management.

STI Asse	ssment	(Communication	Assessme	ent N	www.sti-k12.co lanagement		Logout
Home Resources	Assessment Manage						User:	Tammy Dunca
Show Instructions Show Assessments	ared Assessments							
Source: _Presidential for STI		*	Assessment Type: Regular	*		e Assessment O ct your option -	ption:	*
-Select Source- Duncan, Tammy			Publish Assessment Create/Manage Mapp	-	Take O	wnership Of Dis	trict Asses	sments
Presidential for STI								

Click the blue **Publish Assessments** link. Click the checkbox next to the assessment(s) you want to publish, then click the gray **Publish** button.

			www.sti-k12.com	n Help Logout
STIAssessment -	Communication	Assessment	Management	TestSCOPE TM Reports
ome Resources> Assessment Manage Publish	h Assessments			User:Tammy Duncar
Publish Assessments				
Publish Stop Publishing				
Source:	Assessment Type:	Subjec		
District Assessments	✓ Regular	✓ All	*	
Select All				
181278 CR-OLS check 092607	🗹 185983 Social Studi	es Inquiry Test		
182880 Cut Score Demo	🔲 185984 Energy in Ec	osystems 3.4.2		
Publish				
	© 2009 Software Techr	hology, Inc.		

You will receive publishing confirmation at the bottom of the page.

	Success: The selected assessments have been published.
L	© 2009 Softv



Taking an Online Test with Constructed-Response Items

Many districts that have adopted STIAssessment administer paper-and-pencil tests. They print out the tests, prepare scanner forms, and then scan the students' multiple-choice results into the STIA system. Documents are available in the STIAssessment Resource Center that explain how to manage scanned tests.

Districts lucky enough to have sufficient computer resources can save a great deal of paper and the headaches of scanning by administering tests online.

Assigned tests appear on the student's homepage. When the student clicks the name of the test, which appears in blue, instructions for the test and a blue *Begin* button will appear.



The following screenshot shows the online version of the sample test. Passages appear in a scrollable frame above their related items. Each section of the test appears on a separate webpage; students navigate among sections by clicking the blue links on the "answer sheet" on the right-hand side of the page. Clicking on the question numbers also allows for movement among sections.



Clicking the gray **Instructions** button on the answer key shows the instructions for the section. The instructions here are exactly the same as on the print test, because we wanted to use *exactly* the same items for all samples for the purposes of demonstration. For a real online test, you would choose or write instructions to match the format of the test.



Notice that the stimulus and items portions of the page scroll separately. This allows students to look at exactly the right part of the stimulus to respond to the item. In this case, item 2 is about trends in drunk-driving arrests.

The blue *Save & Continue* button allows students to save their multiple-choice responses as they're working on the test, so they don't have to worry about losing their work if an Internet connection should suddenly be lost. If students forget to click this button, it's not a problem—there is also an autosave process working in the background.

On the constructed-response items, a blue *Save Response* button allows students to save their work at will. Students complete their test by clicking the blue *Submit Answers* button. To help prevent premature submissions, a warning message appears when the **Submit** button is clicked, as shown in the following screenshot.

STIAssessment	Social Studies Inquiry Test
Home Help Logoff	User: Dustin Akins
GASOLINE TAX Read the following hypothetical information. Suppose your community is debating whether to add an extra 5% tax on all gas dine sats. The morely from the tax would go b the police to pay for extra and indum-whing efforts. DATA SECTION Windows Internet Explorer Orunk Driving Arrests Image Arrests Per Month Image Arrests Per Month	INSTRUCTIONS Click HERE to see Questions 1 - 4 1 (ESSAT) 2 (A) (B) (D) 3 (A) (C) (D) 4 (A) (B) (D) 4 (A) (B) (D) 5 (D) 4 (A) (B) (D) 5 (D)
Save Response Pro Gas Tax A It might be used as a tax credit to offset the sting for those with a lower income, countering one of the most common arguments against such a tax. It could also go towards improvements in mass transit, expanded student loans or lower health insurance premiums. Save & Continue Save	for Later Submit Answers

Another nice feature of online tests is that students (and educators) are able to see basic results right away. This screenshot shows the results page for one student; the red-bordered inset shows the results for a different test.

lome Help Logoff					User:	Dustin Ak	ins
esting Complete	e/			Click HERE	to View Pas	t Test Res	ults
acher for more information	nclude essay or short answ n. column below to view the q			parately by your	teacher. Plea	ise contact)	/our
uestion On Test	Correct		rrect Answer	Ansv	ver Given		
:	Yes	C)	С			
1	Yes	B)	В			
4	Yes	C)	C			
Average	100.00 %	G	/				
ID STI ID				Number C			
, The student explores issue	s regarding civic responsibilitie			Question	Correc	t Corre	ct
, The student explores issue	es regarding civic responsibilitie rving our country, providing lea			Question			ct
The student explores issue taxes, voting, jury duty, ser	rving our country, providing lea	dership, involven	nent in the political process).	Question paying 3	Correc 3	t Corre	ct
The student explores issue taxes, voting, jury duty, ser Click "Yes"	rving our country, providing lea	dership, involven below to view	nent in the political process). v the question with the	Question paying 3	Correc 3 nse.	t Corre 100.00	ct
The student explores issue taxes, voting, jury duty, ser	rving our country, providing lea	dership, involven below to view Correct	w the question with the Correct Answer	Question paying 3	Correc 3	t Corre 100.00	ct
¹ taxes, voting, jury duty, ser Click "Yes" Question On 2	rving our country, providing lea	dership, involven below to view Correct Yes	v the question with the Correct Answer	Question paying 3	Correc 3 nse. Answer C	t Corre 100.00	ct
7 The student explores issue taxes, voting, jury duty, ser Question On 2 3	rving our country, providing lea	dership, involven below to view <i>Correct</i> Yes No	w the question with the Correct Answer	Question paying 3	Correc 3 nse.	t Corre 100.00	ct
The student explores issue taxes, voting, jury duty, ser Click "Yes" Question On 2	rving our country, providing lea	dership, involven below to view Correct Yes	v the question with the Correct Answer	Question paying 3	Correc 3 nse. Answer C	t Corre 100.00	ct
The student explores issue taxes, voting, jury duty, ser Question On 2 3	rving our country, providing lea	dership, involven below to view <i>Correct</i> Yes No	v the question with the Correct Answer	Question paying 3	Correc 3 nse. Answer C	t Corre 100.00	ct
The student explores issue taxes, voting, jury duty, ser Question On 2 3 Average 1D STI ID The stude 5 governme	rving our country, providing lea	dership, involven Correct Yes No 50.00 % prices affect coing, fuel, metals,	ent in the political process). v the question with the <u>Correct Answer</u> <u>C</u> <u>C</u> nsumer behavior and some nylon; Arab oil embargo of	Question paying 3 correct respo	Correc 3 nse. Answer (C X Number Of	t Corre 100.00 Siven	ct % Percer

More sophisticated reports for online tests are available overnight, after STIAssessment has time to process them. The reports for tests that contain constructed-response items are dependent upon the teacher scoring the student responses and entering the scores into STIAssessment.

Administering a Scanned Test with Constructed-Response Items

Tests with constructed-response items can be administered with scanned forms. These forms may also be pre-slugged. STIAssessment pre-slugging automatically disables the answer choices corresponding to constructed-response items on the forms, as shown in the following picture of a sample pre-slugged form. However, this feature will work only for STI-supported printers.



For more information, along with illustrated instructions on pre-slugging and scanning, please download the documents from the STIA Resource Center. Click the button found at the bottom of the center column of your logged-in homepage to access the Resource Center.





Use the pull-down menu to find the category of resources you want to see (in this case, *Scanning*). Then click the **Download** link next to the desired document.

ST	Assessment –	Communication	Assessm	www.sti-k12.com ent Management	n ⊢ Help ∣ Logout TestSCOPE [™] Reports
Home F	Resources				User:District Administrator
		Scanning	~		
File	Name	All Categories	egory	Title	
.	STI_Assessment_Pre-Slugging.zip	Documentation	Scanning	Pre-SI	ug Utility
	Scanning_Install-07Nov2007[1].doc	Job Aid Scanning	Scanning	Scanning & Pre-S	Blugging Installation
Q	STI_Assessment_Scanning.zip	Alert Other	Scanning	Scanni	ing Utility
	STIA_v3_Preslugging_26Oct2007.doc	Download	Scanning	v3.0 Pre	a-Slugging
	STIA_v3_Scanning_26Oct2007.doc	Download	Scanning	v3.0 S	Scanning
	Wate	ch the STI Assessment S	Scanning Vide	0	

Administering an "Offline" Test with Constructed-Response Items Online

STIA's Offline Scoring (*OLS*) allows teachers to take advantage of STI's reporting capabilities without actually entering any test items into STIA. This is done by creating a description of the test's structure, then creating an answer key.

As shown in the following screenshots, you can include constructed-response items along with selected-response (multiple-choice) items in an OLS test. For each question number that corresponds to a constructed-response item, select *CR Item* from the pull-down menu.

STIASSESSMENT Communication Assessment Management TestSCREPT
Home Resources User: Tammy Duncan
Offline Scoring Use the pull-down menu to select the item type. For a constructed-response item, choose "CR Item." For a multiple-choice item, select a range of answer choices. For example, an item with five answer choices would have a range of A-E; that is, the five choices would be labelled A, B, C, D, and E. A item with four answer choices would have a range of A-D. You will select the correct answers for each item on the next screen.
Assessment Name: EE OLS with CR 8/26/07
Question # Answer Choices
Question 1 A - D 💌
Question 2 A - D 💌
Question 3 A - D 💌
Question 4 A - D 💌
Question 5 A - D 💌
Question 6 A - D 💌
A - B Continue A - C A - D A - E CR Item



After clicking the **Continue** button, you will create the answer key for your OLS test. Note that the CR items are marked as such and, of course, no correct answer needs to be indicated for them.

				www.sti-k12.com	help	log out
STI Assessme	r IL T	Communication	Assessment	Management	TestSC	Reports
Home Resources					User:Tan	nmy Duncan
Offline Scoring						
Assessment Name: EE OLS with	CR 8/26	5/07				
Question # Answer						
Question 1 OA OB OC OD						
Question 2 OA OB OC OD						
Question 3 OA OB OC OD						
Question 4 $\bigcirc A \bigcirc B \bigcirc C \odot D$						
Question 5 OA OB OC OD						
Question 6 CR Item						
Check box if you would like to	ALIGN th	nese questions.				
Next						
		© 2007 Software Techn	ology, Inc.			

As is true with all OLS tests, item content does not appear on online views of the test; item content does not exist in STIA until you enter it. To avoid calling into question the validity of a test due to the way it is administered, it is not possible to assign and administer an OLS test online.

Scoring a Test with Constructed-Response Items

If constructed responses need to be scored, reminders appear in strategic places, including the test reports.

	Assessme	Commun	aication As	sessmer	nt Manageme	nt TestSCO	
e Reso	ources> Reports Analys	s Student Reports Student	Performance Repo	t		User:Tammy D	
uaen	t Performance Repo	n					
Schoo	I DemoSTI A	dams High School		- ī	IOTE: Certain stude	nt and test data are	
Teach	er McCants,	Caufield	(not available until all		
Class Civics 9th response items have been graded.							
Studer	nt Akins, Dus	in					
Studer	nt ID 2297						
Test	Freedom o	Speech Quiz with MC an	d CR				
Date	July 23, 20	09					
Multipl Constr	nt Responses le Choice 3/4 = 75% ucted Response Not Gra L Score 75%	ied			Test Information Multiple Choice 5 Constructed Resp	50%, 4 items conse 50%, 4 points	
	mance Proficient				Target Score 75%	6	
Perfor	Student Answer	Correct Answer	Correct	CR Score	STI ID	State ID	
Q #	Student Answer B	Correct Answer B	Correct	CR Score	809749	<i>State ID</i> 1	
Q #	B A	B		CR Score	809749 809749	1	
	В	В		CR Score	809749	1	

The primary means of accessing the scoring page is via the *Manage Assessment Option* pulldown menu on the *Assessment | Manage* page. In the following example, the source is selected because the test is a district assessment.

Home Resources> Assessment Manage				User:Caufield McCants
Show Instructions 🖲				
Source: _Presidential for STI	~	Assessment Type: Regular	*	Manage Assessment Option: - Select your option -
				- Select your option - View/Print Assign Un-Assign
				Score Constructed Response

The constructed-response scoring page is an index page that lists all the tests that need to be scored. To choose a test, you click its blue **Score** link.

	a va a va h				WWW.5U-K12.0	om i neip i Logou		
Asses	sment –	Communicatio	on As	sessment	Managemer	TestSCOPE		
ome Resources> Asse	essment Manage					User:Caufield McCan		
how Instructions 🗵								
My Assessments Share	d Assessments							
Source:		Assessment	Туре:		Manage Assess	ment Option:		
_Presidential for STI	~	Regular		~	Score Construe	cted Response ⊻		
Score Constructed Response If you do not see your test, click here to view an important note!								
Assessment ID	Assessment Descrip	otion Class Name	Class ID	Mapping Nar	ne Mapping ID	Date		
Assessmentib								

Note: If the test does not appear in the list, click the red link.



Use the pull-down menu on the scoring page to select a student. The menu lists only those students who have taken the test; in the example below, ten students have taken the test.

STI Assessment –	Communication	Assessment	www.sti-k12.com Management	Help Logout
Home Resources				User:Caufield McCants
Constructed Response Scoring		Colort Trate 5	nter Scores > Review	(Culture)t Constant
School DemoSTI Adams High School Teacher McCants, Caufield Class Civics 9th Test Social Studies Inquiny Test Date Tuesday, July 21, 2009		Test Informa Multiple Ch		
Use the pull-down menu to select a student. and online student response (if applicable). (in progress, click the Save button. When yo	Click in a textbox to ente	r a score (must be	a whole number). To	
Students -Select Student- -Select Student- Akins, Dustin Anderson, Kayla Araz, Isabella Holtzer, Carey Li, Viet O'Dell, Ryan Olivares, James Vu, Li				
Wilder, Latonya	Cancel / Bac © 2009 Software Techno		Rev	iew Scores

Enter the student's score for each constructed-response item in the appropriate box. Clicking the **Save** button allows the scoring-in-progress to be saved.

				www.sti-k12.com	Help	Logout
Assess	ment a	Communication	Assessment	Management	TestSC	
ome Resources				1	User:Caufie	
Constructed Deepe						
Constructed Respo	onse scoring		Select Test > F	nter Scores > Review	/Submit S	COTOS
School DemoSTI Adam Teacher McCants, Caufi Class Civics 9th Test Social Studies Date Tuesday, July 2	Inquiry Test		Test Inform Multiple Ch			0165
Use the pull-down menu t and online student respon in progress, click the Saw Students Akins, Dustin	nse (if applicable). Clicl	k in a textbox to ent	er a score (must be	a whole number). To		
	Score					
10001036 View	Of 4					
Save		Cancel / Ba	:k	Rev	iew Scores	
		2009 Software Techn	logy, Inc.			
Clicking the View button allows you to easily refer to the item and its rubric.



The frame on the right-hand side of the page is tabbed. If students take the test online, their responses are saved and can be viewed while scoring. The screenshot shows a long student response.

Constructed Response	
	Online Student Essay Rubric
You will now take a stand on the following public policy issue: Should our community adopt the gasoline tax? You may either support or oppose the tax. Write a letter to the editor of a local newspaper. You will be graded on the following criteria. Your letter must include the following:	Fro Gas Tax It might be used as a tax credit to offset the sting for those with a lower income, countering one of the most common arguments against such a tax. It could also go towards improvements in mass transit, expanded student loans or lower health insurance premiums.
 a clear and supported statement of your position; supporting information using a core democratic value of American constitutional democracy; supporting knowledge from history, geography, civics (other than the core democratic values), or economics. (It is NOT enough to only state your opinion.) supporting information from the data section; and a credible argument someone with the opposite point of view could use and an explanation that reveals the flaw in his or her argument. 	Lower gasoline consumption would also reduce greenhouse gas emissions, a growing concern in the face of global warming. "We still don't pay very much in gas While wholesale prices for gasoline are generally the same in Europe as they are in the U.S., Schipper noted the \$5, \$6 or \$7 a gallon Europeans pay, thanks to the high tax.
Remember to: • Use complete sentences. • Explain your reasons in detail. • Explain how the core democratic value you use connects to your position.	Americans, by contrast, pay a federal tax of about 18 cents a gallon. State taxes vary but are generally lower than 40 cents a gallon. "As long as the marginal cost of driving is so low, the big changes aren't going to happen," said Schipper, who supports both a larger U.S. gas tax and more fuel- efficient vehicles.
	By big changes, he means driving attitudes

Clicking the **Review Scores** button on the score-entry page brings up an easy-to-read verification page. It is important to verify the scores because once they've been submitted they cannot be changed. Scores for *all* students must be submitted at the same time. In the following view, one student still needs scoring.

	ssessme		Commun	cation	Assess	sment	Managen	nent 1	'estSC	Report
Home Resou	rces								User:Caufi	eld McCan
Constructe	ed Response Sco	rina								
School De Teacher Mc Class Civ Test So	moSTI Adams High Sch Cants, Caufield ics 9th cial Studies Inquiry Test esday, July 21, 2009				1	Test Infor Multiple C	Enter Score nation hoice 45%, ed Respons	, 3 items		nit Scor
o verify the a if applicable).	ccuracy of a score, you Click the Back to Ent k the Submit Scores bu	er Scores butto								
Student ID	Student Name									
739627	Akins, Dustin	Item ID 10001036	View	Score 3 of 4						
739621	Anderson, Kayla	Item ID 10001036	View	Score 4 of 4						
739622	Araz, Isabella	Item ID 10001036	View	Score 3 of 4						
739623	Holtzer, Carey	Item ID 10001036	View	Score 2 of 4						
739629	Li, Viet	<i>Item ID</i> 10001036	View	Score 4 of 4				_		
739624	0'Dell, Ryan	<i>Item ID</i> 10001036	View	Score 3 of 4		/		-		
739625	Olivares, James	<i>Item ID</i> 10001036	View	Score 2 of 4	/					
739626	Vu, Li	<i>Item ID</i> 10001036	View	Score of 4						
739628	Wilder, Latonya	<i>Item ID</i> 10001036	View	Score 3 of 4						
Back to E	inter Scores				ology, inc.			Submit	Scores	

Clicking the Submit Scores button reminds you of the finality of submitting scores.

Constructe	ed Response Sco	ring		
Teacher Mc Class Civ Test Sor Date Tue To verify the a (if applicable).		u may wish to cli er Scores button		Select Test > Enter Scores > Review/Submit Score Test Information Multiple Choice 45%, 3 items Constructed Response 55%, 4 points View link to see the writing prompt, rubric, and online student response a score. When you are certain that all scores are correct and
Churdent ID	Of under set Marrier			
Student ID	Student Name	Item ID		Score
739627	Akins, Dustin	10001036	View	3 of 4
		Item ID		Score
739621	Anderson, Kayla	10001036	View	Windows Internet Explorer
739622	Araz, Isabella	<i>Item ID</i> 10001036	View	3 Once grades have been submitted, they cannot be changed, and no new grades
739623	Holtzer, Carey	<i>Item ID</i> 10001036	View	2 can be added. Are you sure you are ready to submit the grades for this class?
739629	Li, Viet	<i>Item ID</i> 10001036	View	Scr OK Cancel
739624	O'Dell, Ryan	<i>Item ID</i> 10001036	View	Score 3 of 4
739625	Olivares, James	<i>Item ID</i> 10001036	View	Score 2 of 4
739626	Vu, Li	<i>Item ID</i> 10001036	View	Score 3 of 4
739628	Wilder, Latonya	<i>Item ID</i> 10001036	View	Score 3 of 4
Back to F	nter Scores			Submit Scores

Clicking the **OK** button on the popup causes the *Confirmation* page to appear.



CR Scoring Assignment

If the DA created a constructed response assessment, he or she may assign which teacher, *DACur* or *SA* accounts have rights to score the constructed response items for that assessment.

To access this feature, navigate to **Assessment | Manage, select the district as Source, choose the Assessment Type,** and then choose **Manage CR Scorers** from the Manage Assessment Option drop-down list. This feature is only available to DA-level or higher and for *both* regular and offline tests.

TAssessment -	Communication Asses	www.sti-k12.com Help Logo sment Management TestSCOPE
ome Resources> Assessment Manage		User:Tammy Du
how Instructions 🗵		
My Assessments Shared Assessments		
Source:	Assessment Type:	Manage Assessment Option:
_Presidential for STI	 Regular 	 Select your option -
Delete Assessment Results	Publish Assessments Create/Manage Mappings	- Select your option - View/Print Set Cut Scores Assign Assign By Mapping Un-Assign Copy or Copy & Reorder Test Add Item Remove Item Share Share Wth Districts ReName Delete Merge Constructed Response Settings Score Constructed Response Manage CR Scorers



After selecting **Manage CR Scorers**, you will see a list of tests. There is a column called *CR* Scorers which displays either a red icon (no assignments) or a green icon (has assignments). To alter the assignments for a given test click on either the icon under *CR Scorers* or the Assign Scorers link

		+			-k12.com Help Lo			
ASS	essmen	Communication	Assessme	ent Manage	ment TestSCOP			
ome Resources	Assessment Manage				User:Tammy I			
how Instructions	*							
Iow manucuona :								
My Assessments	Shared Assessments							
Source:		Assessment Type:		Manage Assess	ment Option:			
Presidential for STI		✓ Regular	✓ Regular ✓		Manage CR Scorers			
Delete Assessmen	t Results		Publish Assessments Create/Manage Mappings		Take Ownership Of District Assessmen			
Manage CR Scorer	S							
	Assessment ID	Assessment Description		CR Scorers	Date			
Assign Scorers	180629	CRIA_ByStandard_test		•	9/5/2007 10:07:38 AM			
Assign Scorers	181278	CR-OLS check 092607		•	9/26/2007 10:34:30 AM			
Assign Scorers	182015	Gr8 English 4.2.4 Bibliography Te	st w CR	•	10/22/2007 8:48:12 PM			
Assign Scorers	185847	Regular CR-Only Test ELA		•	4/19/2009 8:36:45 PM			
	185983	Social Studies Inquiry Test		0	7/21/2009 10:08:27 AM			

Once you select the test you want, you will be taken to the following page:

		, ,	www.sti-k12.com	
STIAssessment –	Communication	Assessment	Management	TestSCOPE
Home Resources				User:Tammy Dunc
Assign Constructed Response Sco	rers			
Test Details				
Name: Social Studies Inquiry Test				
Creator: 937493				
Test ID: 185983				
Choose a Class or Mapping that you would like th Class: Save Assignment(s) Assign Unassign	e Assignment(s) to be ap	plied to.	×	
District V School: V Class: V				

This page has many options. First, decide whether you want to assign scorers to classes or to mappings. Once you have decided, use the drop-down and select the *Class* or *Mapping* you wish to assign to a scorer.

	A		-			www.sti-k12.com	n Help Logout
<u> 31</u>	ASSE	essmer	IL Com	munication	Assessment	Management	TestSCOPE Reports
Home Re	esources						User:Tammy Duncan
Assign (Construct	ed Response	Scorers				
Test Def	aile						
	Social Studies	Inquin/Test					
Creator:		inquiry rest					
Test ID: 1							
rest iD:	100900						
Choose a (Class or Mapo	ing that you would	like the Assianme	nt(s) to be applied	to.		
Class:			🚩 OR Ma	apping:		*	
Save Assic							
Save Assig	jiiiieiii(s)						
Assign	Unassign						
District:	_Presidentia	l for STI 💌					
	DemoSTI Ad	ams High School	~				
School:							
School: Class:	~						
Class:							
Class:	ID	Last Name	First Name	UserName	User Type	School ID	District ID
Class:	ID 957806	Last Name Principal	HS	hs	School Admin	2768	2137
Class:	ID	Last Name					
Class:	ID 957806	Last Name Principal	HS	hs	School Admin	2768	2137

Once you have your *Class* or *Mapping* selected, use the tabs to *Assign* or *Unassign* scorers. You may mark scorers on both tabs before clicking the *Save Assignment(s)* **button**. This button will perform both the assignments and un-assignments you make.

Use the **District / School / Class** drop-downs under the *Assign* tab to filter for a teacher list. Once you find the teacher(s) you want to assign, click the box under the *Assign* column to put a check in it. You may mark as many as you like. You may also change your filtering parameters and not lose your marks.

Assign Constructed Response Scorers
Test Details
Name: Social Studies Inquiry Test
Creator: 937493
Test ID: 185983
Choose a Class or Mapping that you would like the Assignment(s) to be applied to.
Class: 🛛 🖌 OR Mapping:
Save Assignment(s)
Save Assignment(s)
Assign Unassign
District: Presidential for STI 🗸
School: DemoSTI Adams High School
Class:
Assign ID Last Name First Name UserName User
957807 Mullins Laura Imulins Teach
957808 Velasquez Penny pvelasquez Teac
957809 McCants Caufield cmccants Teach

After making your assignments, you can click the *Unassign* tab to mark teachers or simply click **[Save Assignment(s)]** to save your changes.

The *Unassign* tab is simpler than the *Assign* tab. All teachers that have been assigned to the test for the selected *Class* or *Mapping* are displayed. If you want to un-assign a teacher, simply put a check next to the teacher's name.

lest Detai	ls							
lame: So		Inquiry Test						
reator: 937								
Test ID: 185								
lass:	nent(s)		Y OR	Mapping:			~	
ave Assigni								
	assign	Last Name	First Name	UserName	User Type	School ID	District ID	Assigned By

Note: Assignments and unassignments may be made at any time. So if a teacher started scoring a test that was assigned and then is unassigned, the teacher will no longer see the test in his or her list of test to score.

Also, when a teacher other than the owner of the test is assigned as a CR Scorer, then the owner no longer can score the test.

Teachers who have been assigned scoring will be greeted by the following notice.



When a teacher selects the Manage Assessment Option **Score Constructed Response**, he or she will see a list of all tests that have been assigned to that teacher.

Education Data Management Solutions

Home Resources> Assessn	nent Manage						User:John Fleming
Show Instructions 🗵							
My Assessments Shared A	Assessments						
Source:	A	ssessment Typ	e:	N	Manage As	sessme	ent Option:
Bush Training District	¥	Regular		*	Score Cor	nstructe	ed Response ⊻
Score Constructed Respons	se						
If you do not see your test, o	click here to view an importa	nt note!					
Assessment ID As	ssessment Description	Class Name	Class ID	Manning Na	me Man	oing ID	Date
	omputers in Society gr 9 with CR	olubo Humo	0100010	mapping na	me map	ping ib	11/7/2007 9:13:20 AM

Offline Constructed Response Only Tests

Teachers and District Administrators have the ability to create a Constructed Response-only test, assign that test to students who will be taking it, and then score that test immediately. These are the steps to follow:

Log in to STIAssessment and navigate to the Assessment / Create page.



Click the **Offline Scoring** menu item.





Enter the Number Of Items that will be on the test, give the assessment a Name, and choose a Subject for the test. Click the **Continue** button to proceed.

STI Asse	ssment <u>con</u>	nmunication	Assessment	www.sti-k12.com Management	Help Logout
Home Resources>	ssessment Create Offline Scoring				User:Tammy Duncan
Offline Scoring Test Basics > Item Type:	> Answers > Alignments > Creat	e Assessment > C	Confirmation		
Number Of Items Assessment Name	5 Sample CR Only Test				
Subject	Social Studies				
Continue	Cancel				

Select the type of Answer Choices for each question on the Assessment by clicking the down arrow next to each box and selecting the answer choice to use. For an offline assessment consisting only of constructed-response items, you would select CR Item for all items. Click the **Continue** button to proceed.

STI Assessme	nt -			www.sti-k12.com	
STASSESSITIE	111	Communication	Assessment	Management	TestSCOPE TH Report
Home Resources> Assessment Crea	ate Offline S	coring			User:Tammy Dunca
Offline Scoring					
Assessment Basics > Item Types > Answ	ers > Alignm	nents > Create Assessr	nent > Confirmation		
An item with four answer choices would h for each item on the next screen. Assessment Name: Sample CR Only Tes	-	of A-D. You will select t	ne correct answers		
Item #	Answer Cho	ices			
ltem 1	CR Item	*			
Item 2	CR Item	*			
Item 3	CR Item	*			
Item 4	CR Item	*			
	A-D				
Item 5	A - D	*			
Item 5	A - B	<u>*</u>			
tem 5 Continue Cancel	A - B A - C	<u> </u>			
	A - B	<u> </u>			



The next page will display the *Answers* page for selecting the correct answer for each question. Since this is a Constructed Response only test there is nothing to choose here. Click the **Continue** button to proceed.

STIAssessment -	Communication	Assessment	www.sti-k12.com Management	Help Logout TestSCOPE [™] Reports
Home Resources	e Scoring			User:Tammy Duncan
Offline Scoring				
~ 0				
Assessment Basics > Item Types > Answers > Alig	Inments > Create Assessm	ent > Confirmation		
Assessment Name: Sample CR Only Test				
Assessment value, sumple en only rest				
Item #	Answer			
Item 1	CR Item			
Item 2	CR Item			
Item 3	CR Item			
Item 4	CR Item			
Item 5	CR Item			
Continue Cancel				

Next is the *Alignment* page for aligning questions to Standards where applicable. Items may be aligned one at a time by clicking the blue **Align** text or by clicking the image in the *Alignment* column for the item to align. Align a group of items by checking the boxes in the *Group Align* column for each item to align and then clicking the **Align Group of Items** button. After alignments are completed, click the **Finish Alignment** button to proceed. At this point, the test will be stored in a temporary table. You may return at a later date to finish creating the test. The unfinished tests will be shown on the first page of offline test creation.

STI	Assessm	nent commu	nication Assessmen	www.sti-k12.com t Management	
Home Res		Create Offline Scoring	Assessment	t management	TestScope ⁷⁴ Reports User:Jamie Dobbins
Offline S	Scoring				
	0	s > Answers > Alignment:	s > Create Assessment > (
	t Name: Sample CR	0			
Assessmen	c Name: Sample CK	Unity Test Teacher			
Refresh	Alignments	Align Group of Items			
Item #	Item ID	Align Item	Alignment	Group Align	
Item 1	10002754	Align	•		
Item 2	10002755	Align	0		
Item 3	10002756	Align	•		
ltem 4	10002757	Align	•		
Finish A	lignment				

Next, you have the option to create the assessment. To do this, click the **Create Assessment** button.



The confirmation page displays, showing the ID of the new offline assessment that was created and the options to **Set Cut Scores**, **View Assessment**, or **Return to Create Assessment** menu. Since this test contains Constructed Response items, there is also an option to **Go to Constructed Response Settings** page. Constructed Response Settings must be completed before the test can be assigned. Users may also access the *Constructed Response Settings* page from the *Assessment Management* page. Click the *Go to Constructed-Response Settings* link to continue.



Constructed Response Settings: This page allows users to set the points and weightings for each Constructed Response question on the assessment. It is important to fill in all boxes on this page accurately for the test to be scored correctly. If every question will be weighted evenly, just fill in the boxes in the *CR Points* column and click the **Distribute 100% Evenly** button to distribute the weight evenly. Click the **Set points and weighting** button to save and continue.

Assessme	∋nt communi	cation As	sessment	www.sti-k12.com Management	
Resources					User:Tamr
onstructed Response S	ettings				
	Asses Sample CR (sment Name Only Test (18	•		
items (yellow) is a	es (with blue borders) with utomatically equal to 100% et points and weighting	minus the weight	ghting for the		
Distribute 100%	6 Evenly		Set	points and weightin	g
	This is an O	ffline Assessme	ent.		
	ltem	CR Points or # of MC Items	Weight (%)		
	10001043	3	10%		
	10001044	4	20%		
	10001045	3	20%		
	10001046	4	20%		
	10001047	4	30%		
	Multiple Choice Items	0	0 %		
	Total	18	100 %		



Next, the confirmation page for constructed response settings will display. Click **Return to Manage Assessments** to return to the *Assessment | Manage* page.



To assign the assessment to students, select *Source* (in this case this would be the district, because it is a district assessment), select *Assessment Type* as **Offline**, and select the *Manage Assessment Option* as **Assign CR Only Test** from the drop-down box. Note: Don't forget to publish the test if is a district assessment.

			www.sti-k12.com	n Help Logout
STI Assessment –	Communication	Assessment	Management	TestSCOPE
Home Resources> Assessment Manage Publish /	Assessments			User:Tammy Dunca
Publish Assessments				
Publish Stop Publishing				
Source:	Assessment Type:	Subjec	t	
District Assessments	✓ Offline	Social	l Studies 🗸 👻	
Select All				
Select All 186007 Sample CR Only Test				
STIAssessment -	Communication	Assessmen	www.sti-k12.co Management	
Home Resources				User:Tammy Dunc
Show Instructions 🗵				
My Assessments Shared Assessments				
my Assessments Shared Assessments				
Source:	Assessment Type:		anage Assessment O	ption:
	Assessment Type:	✓ S	et Cut Scores	ption:
Source:	V Offline Publish Assessme	✓ S	et Cut Scores et Cut Scores	
Source: _Presidential for STI	✔ Offline	rts S ppings S	et Cut Scores et Cut Scores hare hare With Districts	~
Source: _Presidential for STI	V Offline Publish Assessme	v S ppings S R	et Cut Scores et Cut Scores hare hare With Districts eName	~
Source: _Presidential for STI	V Offline Publish Assessme	v s ppings S R D	iet Cut Scores et Cut Scores hare hare With Districts eName elete	ents
Source: _Presidential for STI	V Offline Publish Assessme	v spings s	iet Cut Scores et Cut Scores hare hare With Districts eName elete onstructed Response ssign CR Only Test	ents
Source: _Presidential for STI	V Offline Publish Assessme	v s spings s R D C M	et Cut Scores et Cut Scores hare hare With Districts eName elete onstructed Response	ents

A list of assessments that are available for assignment will display. Click the Assign CR Only Test link next to the assessment name that was just created.

		www.sti-k12.com Help Logout
STI Assessment -	Communication Assessme	ent Management TestSCOPF [™]
Home Resources> Assessment Manage		User:Tammy Dunca
Show Instructions 🗵		
My Assessments Shared Assessments		
Source:	Assessment Type:	Manage Assessment Option:
_Presidential for STI	✓ Offline ✓	Assign CR Only Test
Delete Assessment Results	Publish Assessments	Take Ownership Of District Assessments
	Create/Manage Mappings	
Assign CR Only Test		
	1D Assessment Description	Dette
Assessmen		Date
Assign CR Only Test 185845	CR-Only OLS test	4/19/2009 12:00:00 AM
Assign CR Only Test 186007	Sample CR Only Test	7/24/2009 1:50:10 PM

Use the radio buttons to select whether to assign the assessment by *Students* or by *Classes*. Then use the drop-down menus to set the parameters for students/classes. (Note that different users will have different levels of control over parameters; for instance, a district administrator can specify school, teacher, class, and students, whereas a teacher can specify only class and students.) A list of classes (or students) corresponding to the selected parameters will appear in the list on the lefthand side. Select the classes (or students) to which the assessment is to be assigned, then click the **Add** button. The selected classes (or students) will "slide" to the right-hand list, indicating they have been assigned. To remove a class (or student), select its entry in the right-hand list, then click the **Remove** button.

CTI A accord				
JIASSESSI	IEI IL Communi	cation Assessm	ent Management	TestSCOPE ¹¹
Sind Assessment Communication Assessment Management TestSCOFE Nome Resources Assessment Manage Assign UserTammy Duncan Assign CR Assessment Sasessment UserTammy Duncan Assign CR Assessment Sasessment Sasessment Show Instructions (2) Assessment's assignments Assign By: O Students (2) Classes Select School DemoSTI Adams High School (2) Select Teacher McCants, Caufield (2)				
Assign CR Assessment				
Show Instructions				
View this assessment's assignment	nts			
Select School	DemoSTI Adams High Sc	hool 👻		
Select Teacher	McCants, Caufield	*		
Select Classes:		_		
Civics 9th				
Add	Remove			

STI Assessm	nent –	Communication	Assessment	www.sti-k12.com Management	n Help Logout TestSCOPE™ Reports
Home Resources> Assessment	Manage Assign				User:Tammy Duncan
Assign CR Assessment Show Instructions ⊠					
Assessment: Sample CR Only Test(View this assessment's assignmen Assign By: • Students • C	ts				
Assign By: O Students O C	lasses				
Select School	DemoSTI Ad	ams High School	*		
Select Teacher	McCants, Ca	ufield	*		
Select Class	Civics 9th		*		
Select Students:					
Akins, Dustin Anderson, Kayla Araz, Isabella Holtzer, Carey	Remove				



Click the Assign to Classes or Assign to Students button. A message will appear. Click **OK** after reading the message carefully.

STI A and a concerned on the Logout	
STIASSESSMENT communication Assessment Management Testscoper	s
Home Resources	n
Assign CR Assessment Show Instructions ⊠	
Show Instructions 🖄	
Assessment: Sample CR Only Test(186007) View this assessment's assignments Assign By: ① Students ④ Classes	
Select School DemoSTI Adams High School	
Select Teacher McCants, Caufield	
Select Classes:	
Civics 9th	
Add Remove	
Windows Internet Explorer Image: Conce you assign a test, you cannot make any changes to it. Please make sure your test is error-free, contains all the items you want, and is exactly the way you want it BEFORE you assign it. Do you want to assign this test now? Image: OK Cancel	
Assign To Classes	

Assignment confirmation will display.

STIAssessment -
Home Resources> Assessment Manage Assign
Assign CR Assessment
Show Instructions 🗵
Assessment: Sample CR Only Test(186007) View this assessment's assignments
Assign By: O Students Classes
Assessment Assigned

You can then return to the *Assessment | Manage* page by clicking the blue **Manage** link in the navigation bar.

Once the offline assessment has been assigned, it can be scored. Navigate to *Assessment / Manage*. Select the *Source*, choose **Offline** as *Assessment Type* and select **Score Constructed Response** as the *Manage Assessment Option*. Select the assessment to score by clicking the **Score** link. Note: District assessments must be published in order for the score to see the test.

	ana anat -				www.sti-k12.com	m Help	Logout
STI Asses	smeni	Communica	tion Asso	essment	Management	TestSCO	PE [™] Reports
Home Resources	ssment Manage					User:Caufie	
Show Instructions 🗵							
My Assessments Shared	d Assessments						
Source:		Assessme	ant Type:		Manage Assessme	ant Option:	
_Presidential for STI	*	Offline		*	Score Constructe	d Response	*
Score Constructed Respo	nse						
Score Constructed Respo If you do not see your test		mportant note!					
If you do not see your tes	t, click here to view an i	·					
		·	me Class ID	Mapping Na	me Mapping ID	Date	

The *Constructed Response Scoring* page will display. Score assessments as described in the "Scoring a Test with Constructed-Response Items" section of this document.

STI Assessment –	Communication	Assessment	www.sti-k12.com Management	Help Logout
Home Resources				User:Caufield McCants
Home Resources Constructed Response Scoring School DemoSTI Adams High School Teacher McCants, Caufield Class Civics 9th Test Sample CR Only Test Date Friday, July 24, 2009 Use the pull-down menu to select a student and online student response (if applicable). in progress, click the Save button. When yo Students -Select Student- Akins, Dustin Anderson, Kayla Araz, Isabella Holtzer, Carey Li, Viet O'Dell, Ryan Olivares, James Vu, Li Wilder, Latonya	Click in a textbox to ente	Test Informat Multiple Choi Constructed F to view a new wind er a score (must be	ce 0%, 0 items Response 100%, 18 p low with the writing pro a whole number). To	/Submit Scores
Save	Cancel / Bac	k	Rev	iew Scores

After scores are submitted, a confirmation page appears. Data for assessments will be processed overnight.



ne Resource	ses	5116	- III	Commun			www.sti-k12.com		
ne Resource				oomman	ication	Assessment	Management	TestSC	R ep
	es							User:Jar	nie Dol
Construc	ted Res	nonse	Scoring						
						Select Test > E	nter Scores > Review	w/Submit S	cores
	Jefferson Dobbins,		h Grade Sc	hool		Test Informa	tion		
Class	Class 123	34					ice 0%, 0 items		
			Fest Teach y 19, 2009			Constructed	Response 100%, 4	points	
							low with the writing p a whole number). To		
							eview Scores button.	save your v	TOIN
Students						,			
User, Test	*	✓ Needs							
Item ID	•	Score	saving		1				
10002754	View	1	Of 1						
10002/34	VICW		011						
10002755	View	1	Of 1						
10002756	View	1	Of 1						
10002757	View	1	Of 1						

Reports for Tests with Constructed-Response Items

To see the reports for tests in STIA, click the *TestSCOPE Reports* tab. A menu showing the available reports will be displayed.

	TestSCOPE [™] Reports	
Analysis Reports - Student	Analysis Reports - Group	Analysis Reports - Assessment
Student Performance Student Performance Growth Student Pre/Post Performance Growth Student ChrenPost Performance Growth Student Chronit Card Standards-Based Report Card	Class Performance Standards By Class Class Performance By Teacher Teacher Performance Class Performance Class Performance Growth Class Performance Growth Class Performance By Sub-population Overview District Performance Sub-population by District Performance by Mapping	Assessment Analysis
		When can I see my report How do I customize performance level
eport Description:		
ove your mouse over a report link above	to choose the state and all an	

Most assessment reports are not available until the day after the student takes them, or the answer sheets are scanned. Clicking the blue **When can I see my reports?** link provides a printable table that summarizes when different reports become available.

Some reports are available immediately. They appear as soon as the first student completes the test online (or the first batch of answer sheets is scanned). Other tests require intensive analytic processing, which occurs overnight. If a test is being administered or scanned over a period of several days, the latest are the "overnight" reports will not appear until the following day.								
take anywhere from 45	processing data at approximately 1 a m. CST. Depending on the amount o minutes to several hours. While analytic processing is taking place, users orts. The only report that can be accessed during overnight processing is the second second	will not be able to						
Report Group	Report Name	Availability						
Student	Student Performance Longitudinal Report Standards-Based Report Card	Immediate*						
	Student Performance Growth Student Pre/Post Performance Growth	Overnight						
	Overview Class Performance: Frequency Distribution Class Performance: Item Analysis Class Performance: Item Analysis by Standard Class Performance: Constructed-Response Item Analysis by Standards	Immediate						
Groups	Class Performance: Ranked/Alphabetical Student Report Class Performance: Standards Mastery Class Performance: Student Responses Standards by Class Class Performance by Class Performance Class Performance Class Performance Class Performance Growth Class Prefromance Growth Class Performance By Subpopulation Grade Level Performance District Performance District Performance District Performance	Overnight						
Assessments	Assessment Analysis	Overnight						

Student Performance Report

Clicking **Student Performance** on the TestSCOPE menu allows you to select a student whose test results you want to see.

STIAsse	essment communication
lome Resources	Reports Analysis Student Reports
Official and Damage	(0-#i
Student Repor	ts: Settings
School	DemoSTI Adams High School
Teacher	McCants, Caufield
Select Class	Civics 9th 🛩
Select Student	Akins, Dustin 👻
Select Year	2009-2010 🔽
Select Report	Student Performance
Select ID to Print	Student ID
Submit	

When you click the Submit button, a list of the student's tests appears.

Student Rep	orts: Settings			
School Teacher	Demo STI Adams McCants, Caufiel			
Select Class	Civics 9th 🐱			
Select Student	Akins, Dustin	~		
Select Year	2009-2010 🗸			
Select Report	Student Perform	nance 🗸		
Select ID to Print	Student ID	*		
Submit				
Sort Field Test		v Sort		
100000mento T	Test ID Descript	tion	Dat	e
View Report	185995 Freedom	of Speech Quiz with MC and CR	July	23, 2009
View Report	185983 Social Str	udies Inquiry Test		21, 2009

Click the blue View Report link to view the student's report for a specific test.

The Student Performance report contains many useful features, including summary information about the structure of the test and the performance level associated with the student's test score.

A	ssessment -	Communication	Assess	ment Ma	nagement	TestSCO
e Resourc	es> Reports Analysis Student	t Reports Student Performan	æ Report			User:Caufield M
udent Po	erformance Report					
School	DemoSTI Adams Hi	gh School				
Teacher	McCants, Caufield					
Class	Civics 9th					
Student	Akins, Dustin					
Student IE	2297					
Test	Social Studies Inqui	ry Test				
Date	July 21, 2009					
	hoice 3/3 = 100% ad Response 3/4 = 75%			Multipl	formation e Choice 45% icted Respor	6, 3 items 1 se 55%, 4 points
Performar	ice Proficient			Target	Score 75%	
	ent Answer	Correct Answer	Correct	CR Score	STI ID	State ID
	structed Response			3	809763	7
2 C		С	\checkmark		809763	7
3 B		в	✓		809763	7
3 D 4 C						

Blue links on the report allow you to view the class roster; a summary table of all the student's tests to date; an online version of the test as a whole; the individual constructed-response items (along with their associated rubric and online student response); and the standards aligned to the items. Standards are given in terms of both the student's STI identification number, which is unique, and the ID number used in the state's standards documents (which are often not unique).

The student's summary report, obtained by clicking the student's name, is a particularly useful summary, as shown in the following screenshot.

		STIAss	ess	sme	ent	
Student As	ssessmen	t List				
School Teacher Class Student Assessment	McCants, Civics 9th Akins, Dus	tin				
	TestID	Test	ClassID	Class	Teacher	Percentage
View Report	185983	Social Studies Inquiry Test	785347	Civics 9th	McCants,Caufield	100.00
View Report	185995	Freedom of Speech Quiz with MC and CR	785347	Civics 9th	McCants,Caufield	75.00
Close Wi	ndow					

Overview Report

The Overview report allows District Administrators to view student results by grade, as well as by class. (Teachers may only view the results for their own classes.

Choosing **None Selected** for the grade allows a District Administrator to search for results for an individual class by selecting first the school, and then the teacher, from the menus. (Other reports allow District Administrators to view data in other ways—for example, by teacher.)

Specifying a grade level produces a grade-level report for a particular test for the entire district. As you can see in the screenshot, specifying the grade restricts the other choices available.

	Communicatio Reports Analysis Group Reports	n STIASS	essment -	
Group Reports	s: Settings	Group Report	s: Settings	
Grade Select School Select Teacher Select Class Select Year Select Report	None Selected DemoSTI Adams High School McCants, Caufield ALL 2009-2010 Overview	Grade Select School Select Class Select Year Select Report	9th DemoSTI Adams High S ALL 2009-2010 Overview	School 🗸

The Overview report for a class shows information about the structure of the test as well as other useful information about the test, such as the class mean ("average"). It breaks down the results for the multiple-choice and constructed-response portions of the test, showing the raw scores as well as the weighted scores and final combined score. It compares each student's score with the district-wide target score, and gives the performance/achievement level associated with the score.

					www.sti-k12.com	Help Logou
ASS	sessi	ment -	Communication	Assessment	Management	TestSCOPE Repo
me Resources	> Reports	Analysis Group R	eports			User:Tammy Dung
Group Repo	orts: Settir	ıgs				
Grade	9th	*				
Select School		oSTI Adams High	n School	1		
Select Class	ALL	¥				
Select Year	2009	-2010 🛩				
Select Report	Oven	view	~			
Submit						
Sort Field Test	ID 🗸	Ascending 🔽	Sort			
Assessments 1	To 2 Of 2					
	Test ID	Description			Date	
View Report	185995		eech Quiz with MC and C	R	July 23, 2	2009
View Report	185983	Social Studies	Inquiry Test		July 22, 2	009

Class Test	9th DemoSTI Ac ALL Social Studie July 21, 200	es Inquiry Te		 - 	Test Information Multiple Choice 45%, 3 items Constructed Response 55%, 4 points Target Score 75% Grade Mean 78%					
Student Nam	e MC Resu	It MC Score	MC Weighted Score	CR Result	CR Score	CR Weighted Score	Score	Difference (Actual-Target)	Performance / Achievement	
Akins, Dusti		3 100%	0.45	3 of 4	75%	0.4125	86%	11%	Proficient	1
Anderson, K	ayla 2 of	3 67%	0.3	4 of 4	100%	0.55	85%	10%	Proficient	1
Araz, Isabell	a 2 of	3 67%	0.3	3 of 4	75%	0.4125	71%	-4%	Basic Proficiency	ŧ
rit all roubon										
Holtzer, Care	ey 3 of	3 100%	0.45	2 of 4	50%	0.275	73%	-2%	Basic Proficiency	Ų
	ey 3 of 2 of						73% 85%		Basic Proficiency Proficient	1
Holtzer, Care		3 67%	0.3	4 of 4	100%	0.55		10%		
Holtzer, Care Li, Viet	2 of 3 of	3 67% 3 100%	0.3	4 of 4 3 of 4	100% 75%	0.55	85% 86%	10% 11%	Proficient	1
Holtzer, Care Li, Viet O'Dell, Ryan	2 of 3 of	3 67% 3 100% 3 67%	0.3	4 of 4 3 of 4 2 of 4	100% 75% 50%	0.55 0.4125 0.275	85% 86%	10% 11% -17%	Proficient Proficient	1