

STI Assessment v3.5

***Job Aid:
Offline Scoring***

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Version: 2.00

Introduction

The purpose of this document is to outline the steps needed to create a test for use with offline scoring.

Offline scoring enables teachers to take advantage of basic scanning, scoring, and reporting functions of STI Assessment without having to input individual test items into the system.

While offline scoring allows teachers to quickly and easily utilize printed test forms that they might have in their possession, it does not allow for the detailed test- and item-analysis that exists for STI Item-Library items or for user-created items that have been completely entered into the system and “tagged.”

If items are not actually inputted into STIA, then they don’t exist in STIA—the items’ stems, answer choices, and attributes such as difficulty or Bloom’s critical-thinking level will not magically appear for an offline test. User-created custom content in STIA is limited to what the user actually puts there.

For offline assessments, STIA contains the following information ONLY:

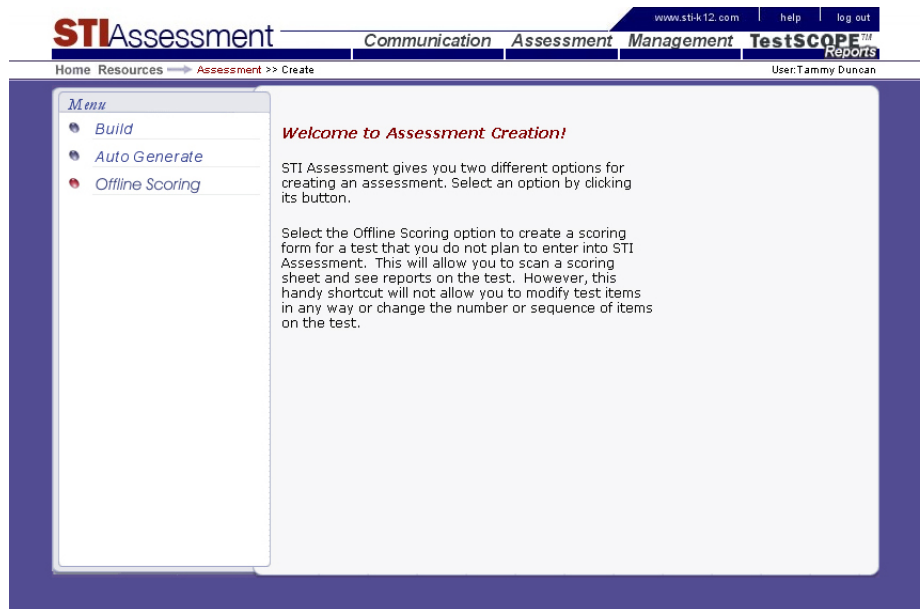
- ◆ Test name
- ◆ For each item, its
 - position on the test (question 1, 2, 3, etc.)
 - STIA identification number
 - number of answer choices (2-5)
 - item’s correct answer
- ◆ Item alignment (if, and only if, the user chooses to align the items)

Steps for Creating an Offline Assessment

1) Click the **Assessment** tab in the navigation bar at the top of the screen.

2) Select **Create**. This will open the assessment-creation page.

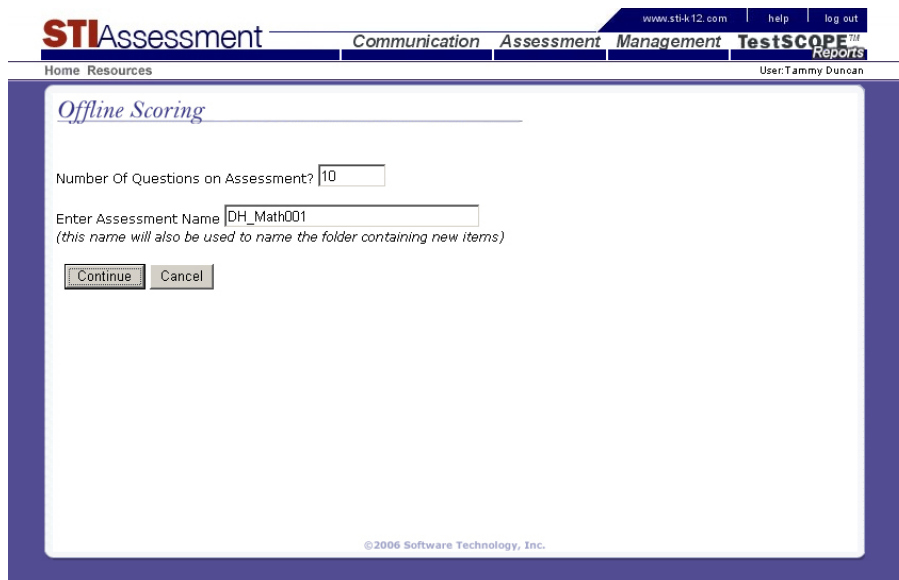
- 3) On the menu at the left-hand side of the screen, select **Offline Scoring**.



- 4) In the text-entry boxes, enter the number of questions on the assessment (1-80) and the name of the assessment.

Please note that the assessment name is limited to 50 characters, and cannot contain spaces (), periods (.), or slashes (/ \)

- 5) Click the gray Continue button to proceed to the next screen.



- 6) For each item, choose the range of answer choices. For example, a four-choice multiple-choice item would have the answer choices A-D. (*see inset*)

Click the gray **Continue** button to proceed. On the next screen, the user will select the correct answer for each item.

The screenshot shows the 'Offline Scoring' interface for the 'DH_Math001' assessment. The main screen contains the following table:

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
Question 7	A - D
Question 8	A - D
Question 9	A - D
Question 10	A - D

Below the table is a 'Continue' button. An inset window shows the same table with the following changes:

- Question 4 dropdown is open, showing options: A - B, A - C, A - D, A - E.
- Question 5 dropdown is open, showing 'A - D' selected.

The inset window also has a 'Continue' button at the bottom.

7) Use the radio buttons to indicate the correct answer for each item.

Optional: check the box beneath the answer-selection table to align the items to state standards. (see inset)

Click the gray **Next** button to proceed.

The screenshot displays the 'Offline Scoring' interface for an assessment named 'DH_Math001'. The interface includes a table of 10 questions, each with radio button options for answers A through E. A 'Next' button is located below the table. An inset window provides a detailed view of questions 9 and 10, showing the 'ALIGN' checkbox checked and a 'Next' button.

Question #	Answer
Question 1	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Question 2	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Question 3	<input checked="" type="radio"/> A <input type="radio"/> B
Question 4	<input type="radio"/> A <input checked="" type="radio"/> B
Question 5	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D
Question 6	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Question 7	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Question 8	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C
Question 9	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C
Question 10	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> E

Check box if you would like to ALIGN these questions.

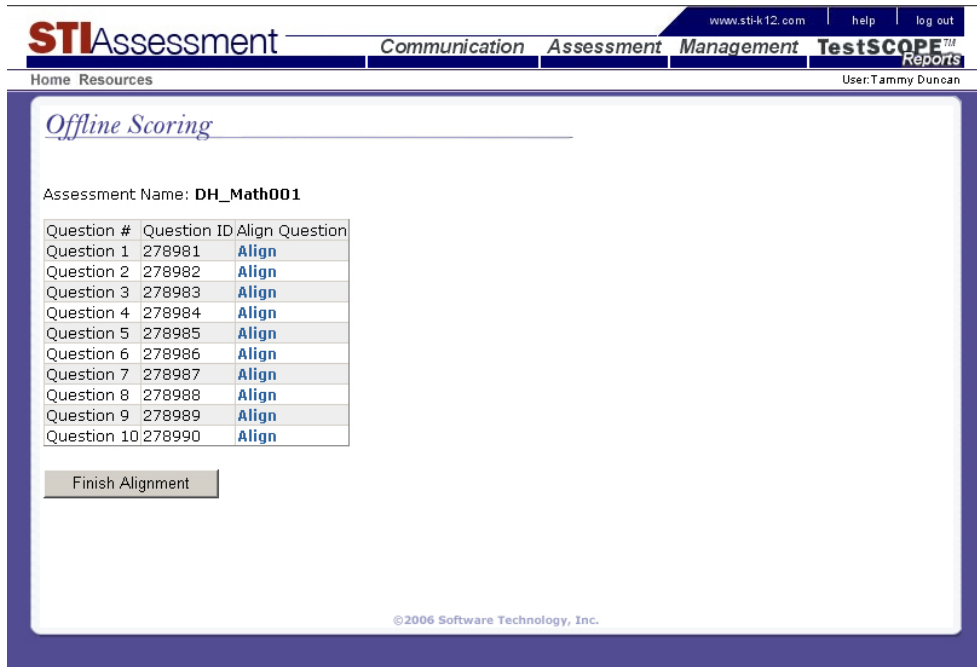
Next

Question 9	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C
Question 10	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> E

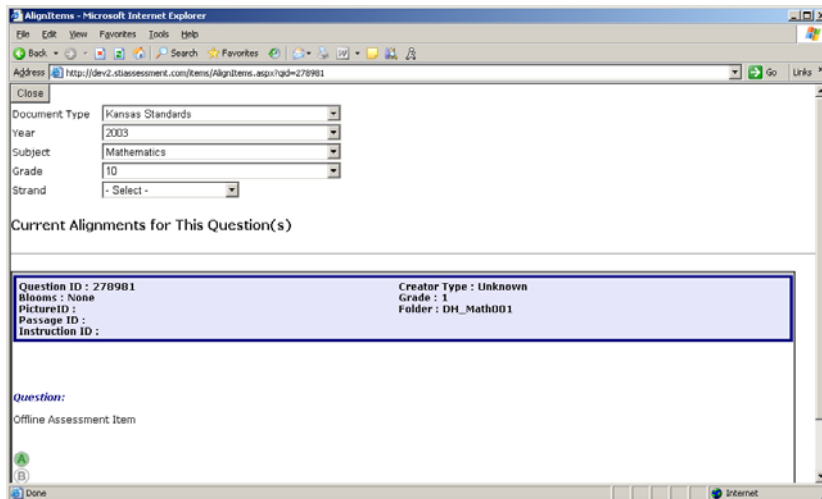
Check box if you would like to ALIGN these questions.

Next

- 8) If the alignment button is checked, the next screen will provide a table that contains links to align each item with the state's standards.



Use the pull-down menus to select a standards document. Note that an offline item is displayed as “blank,” with the words “Offline Assessment Item” in lieu of question-stem text.



9) Click the checkbox next to the desired standard, then click the gray **Align question(s)** button.

The screenshot shows a web browser window titled 'AlignItems - Microsoft Internet Explorer'. The address bar shows 'http://dev2.stiassessment.com/items/AlignItems.aspx?qid=278981'. The page contains a form with the following fields:

- Document Type: Kansas Standards
- Year: 2003
- Subject: Mathematics
- Grade: 10
- Strand: Algebra

Below the form is a table titled 'Current Alignments for This Question(s)'. The table has columns for Grade, STI ID, State ID, Description, and an Align checkbox. The first row is selected, and the 'Align Question(s)' button is highlighted. A tooltip is displayed over the button with the following text:

Align Question(s)
 Question ID : 278981
 Blooms : None

Confirming text will appear onscreen.

The screenshot shows a confirmation dialog box with the following fields:

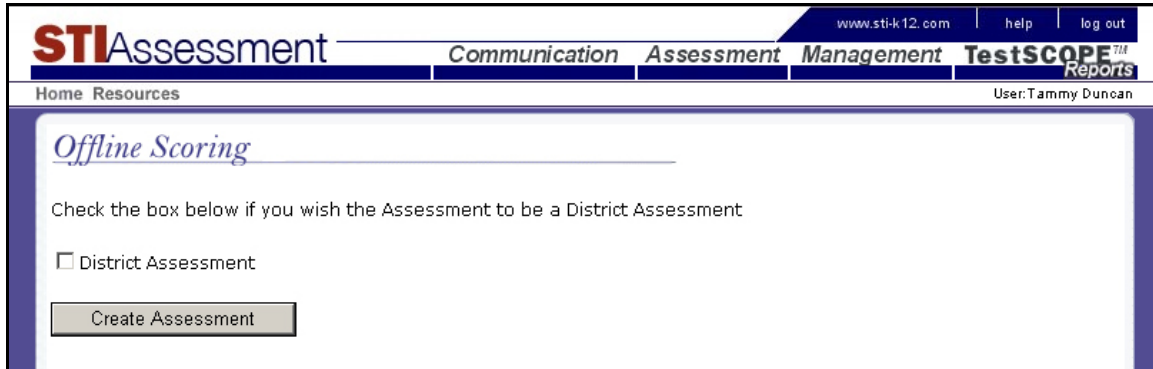
- Document Type: Kansas Standards
- Year: 2003
- Subject: Mathematics
- Grade: 10
- Strand: Algebra

Below the form is a table titled 'Current Alignments for This Question(s)'. The table has columns for Grade, STI ID, State ID, Description, and an Align checkbox. The first row is selected, and the 'Align Question(s)' button is highlighted. A tooltip is displayed over the button with the following text:

Align Question(s)
 Question ID : 278981
 Blooms : None

10) After questions are aligned, or if the user chooses to skip the alignment step, the next step is to identify whether or not the test is a district assessment.

Click the gray **Create Assessment** button to finish creating the offline test.



www.sti-k12.com help log out

STIAssessment Communication Assessment Management TestSCOPE Reports

Home Resources User: Tammy Duncan

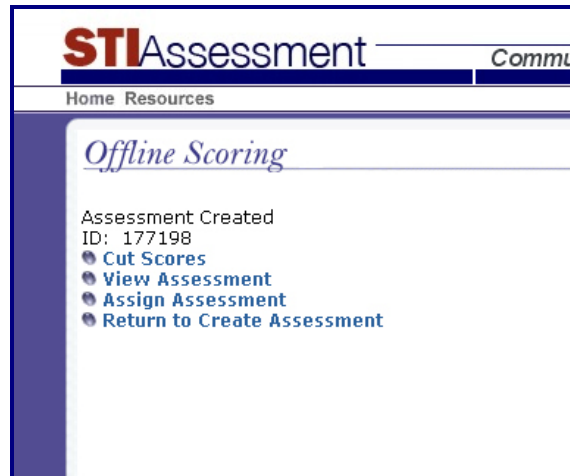
Offline Scoring

Check the box below if you wish the Assessment to be a District Assessment

District Assessment

Create Assessment

A confirming screen will appear.



STIAssessment Commu

Home Resources

Offline Scoring

Assessment Created
ID: 177198

- [Cut Scores](#)
- [View Assessment](#)
- [Assign Assessment](#)
- [Return to Create Assessment](#)

Offline Scoring – Version 3.5 New Features

Alignment Checking

In version 3.5 you are now able to see which items have already been aligned. On the Offline Scoring Alignment Step it displays a graphic indicating whether the Item is aligned or not. After aligning an item this list can be refreshed by the **Refresh Alignments** Button

STI Assessment www.sti-k12.com Help Logout
 Communication Assessment Management TestSCOPE™ Reports

Home Resources → Assessment | Create | Offline Scoring User: Tammy Duncan

Offline Scoring

Test Basics > Item Types > Answers > Alignments > Create Test > Confirmation

Assessment Name: **Mr Smiths Math Test**

Refresh Alignments

Align Group of Items

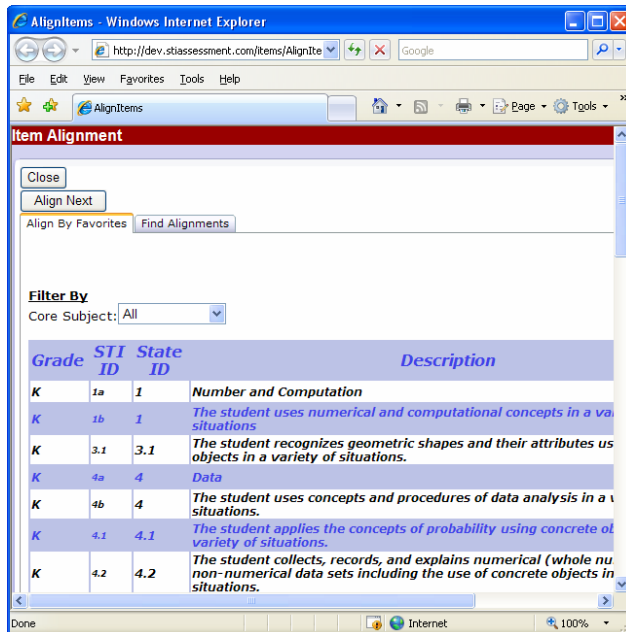
Item #	Item ID	Alignment	Group Align
Item 1	348377	⊖	<input type="checkbox"/>
Item 2	348378	⊖	<input type="checkbox"/>
Item 3	348379	⊖	<input type="checkbox"/>
Item 4	348380	⊖	<input type="checkbox"/>
Item 5	348381	⊖	<input type="checkbox"/>
Item 6	348382	⊖	<input type="checkbox"/>
Item 7	348383	⊖	<input type="checkbox"/>
Item 8	348384	⊖	<input type="checkbox"/>
Item 9	348385	⊖	<input type="checkbox"/>
Item 10	348386	⊖	<input type="checkbox"/>
Item 11	348387	⊖	<input type="checkbox"/>
Item 12	348388	⊖	<input type="checkbox"/>
Item 13	348389	⊖	<input type="checkbox"/>
Item 14	348390	⊖	<input type="checkbox"/>
Item 15	348391	⊖	<input type="checkbox"/>
Item 16	348392	⊖	<input type="checkbox"/>
Item 17	348393	⊖	<input type="checkbox"/>
Item 18	348394	⊖	<input type="checkbox"/>
Item 19	348395	⊖	<input type="checkbox"/>
Item 20	348396	⊖	<input type="checkbox"/>

Finish Alignment Save and Continue

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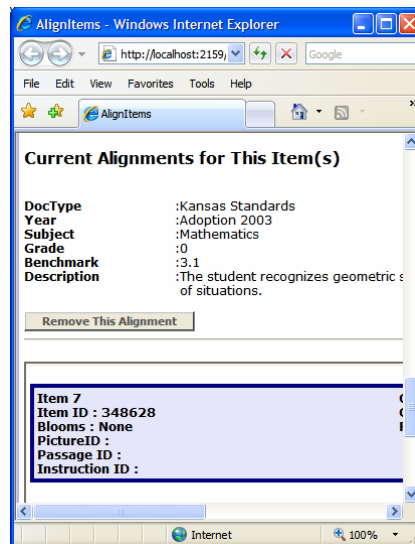
Navigation to Next Item on Alignment Page

Use the **Align Next** button to align the next item in the assessment.



Display Item Position as well as ID

The item-attributes box now displays the Item position as the first entry in the box



Offline Scoring Save and Continue

Click the **Save and Continue Button** to save your progress on your alignments.

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 Communication Assessment Management TestSCOPE™ Reports
 Home Resources → Assessment | Create | Offline Scoring User: Tammy Duncan

Offline Scoring

Test Basics > Item Types > Answers > Alignments > Create Test > Confirmation

Assessment Name: **Mr Smiths Math Test**

Item #	Item ID	Alignment	Group Align
Item 1	348377	⊖	<input type="checkbox"/>
Item 2	348378	⊖	<input type="checkbox"/>
Item 3	348379	⊖	<input type="checkbox"/>
Item 4	348380	⊖	<input type="checkbox"/>
Item 5	348381	⊖	<input type="checkbox"/>
Item 6	348382	⊖	<input type="checkbox"/>
Item 7	348383	⊖	<input type="checkbox"/>
Item 8	348384	⊖	<input type="checkbox"/>
Item 9	348385	⊖	<input type="checkbox"/>
Item 10	348386	⊖	<input type="checkbox"/>
Item 11	348387	⊖	<input type="checkbox"/>
Item 12	348388	⊖	<input type="checkbox"/>
Item 13	348389	⊖	<input type="checkbox"/>
Item 14	348390	⊖	<input type="checkbox"/>
Item 15	348391	⊖	<input type="checkbox"/>
Item 16	348392	⊖	<input type="checkbox"/>
Item 17	348393	⊖	<input type="checkbox"/>
Item 18	348394	⊖	<input type="checkbox"/>
Item 19	348395	⊖	<input type="checkbox"/>
Item 20	348396	⊖	<input type="checkbox"/>

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If you did not complete the test creation / Item alignment and had clicked the **Save and Continue Button** then you will find your assessment in the dropdown at the start of the Offline Scoring creation page.



Offline Line Scoring Group Alignment

Check the Group align checkboxes next to the Items you wish to group align. After doing so, click the **Align Group of Items** button. This will bring you to the regular *Offline Scoring Item Alignment* page with the first item you checked loaded. Align as you would normally and it will align all the others as well. Align Next is disabled when using this Feature.

The screenshot shows the 'Offline Scoring' page for an assessment named 'Mr Smith Math Test 3'. The page includes a navigation menu with 'Home', 'Resources', 'Assessment | Create', and 'Offline Scoring'. The user is identified as 'User: Tammy Duncan'. The breadcrumb trail is 'Test Basics > Item Types > Answers > Alignments > Create Test > Confirmation'. A 'Refresh Alignments' button is present. Below it is the 'Align Group of Items' button. The main content is a table with the following data:

Item #	Item ID	Alignment	Group Align
Item 1	348407	⊖	<input checked="" type="checkbox"/>
Item 2	348408	⊖	<input checked="" type="checkbox"/>
Item 3	348409	⊖	<input checked="" type="checkbox"/>
Item 4	348410	⊖	<input checked="" type="checkbox"/>
Item 5	348411	⊖	<input checked="" type="checkbox"/>
Item 6	348412	⊖	<input checked="" type="checkbox"/>
Item 7	348413	⊖	<input type="checkbox"/>
Item 8	10000781	⊖	<input type="checkbox"/>
Item 9	10000782	⊖	<input type="checkbox"/>
Item 10	10000783	⊖	<input type="checkbox"/>

At the bottom of the table area are two buttons: 'Finish Alignment' and 'Save and Continue'. The footer of the page reads '© 2007 Software Technology, Inc.'.

Differences Between Offline and Regular Tests

Some features found in regular assessments have been disabled for offline assessments.

Among these features are

- ◆ Moving, deleting, and adding items
- ◆ Editing text for the question stem and answer choices
- ◆ Attaching instructions, passages, or pictures

The following screenshots compare the user interfaces for an offline and regular tests.

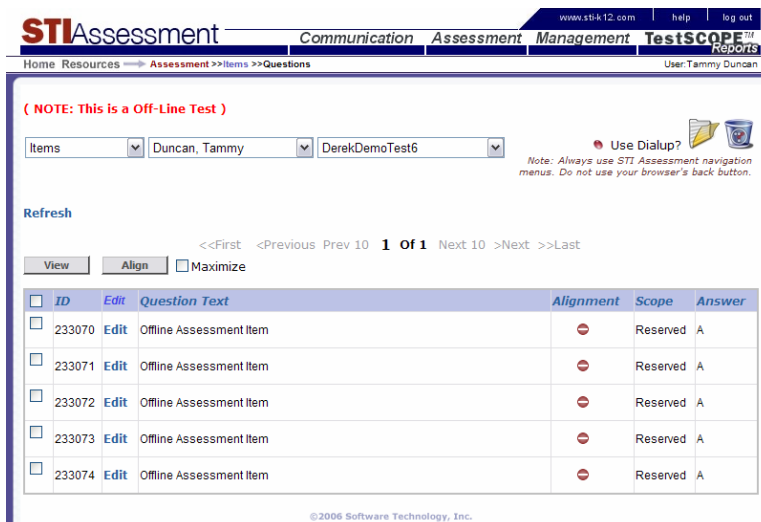
Viewing Items in Folders

Note that the **Move** and **Delete** buttons have been disabled for offline tests. Rather than showing the question stem, the question text reminds the user that the item is an offline item.

Folder with Online Items

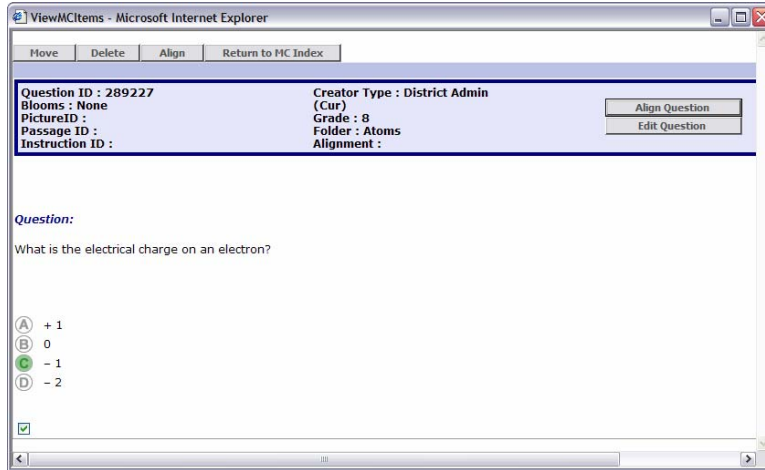


Offline Test Folder



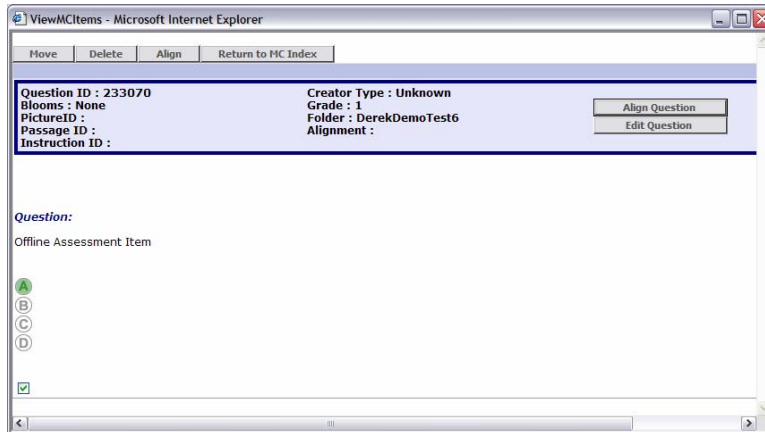
Item Views

View Item: Online



View Item: Offline

Note that this page and the view button may be removed from UI for offline tests; alternatively, we may remove the **Move** and **Delete** buttons.



Align Item: Online

Close

Document Type	Alabama Course of Study: Science
Year	2005
Subject	Science
Grade	-Select Grade-
Standard	

Current Alignments for This Question(s)

Question ID : 289227 Blooms : None PictureID : Passage ID : Instruction ID :	Creator Type : District Admin (Cur) Grade : 8 Folder : Atoms
---	---

Question:

What is the electrical charge on an electron?

A + 1

Align Item: Offline

Note that the answer choices are blank, because the user does not input them for offline tests.

Close

Document Type	Kansas Standards
Year	2003
Subject	Mathematics
Grade	6
Strand	- Select -

Current Alignments for This Question(s)

- Select -
 Number and Computation
 Algebra
 Geometry
 Data

Question ID : 233070 Blooms : None PictureID : Passage ID : Instruction ID :	Creator Type : Unknown Grade : 1 Folder : DerekDemoTest6
---	---

Question:

Offline Assessment Item

A
B
C
D

Edit Item: Online

Edit Item: Offline

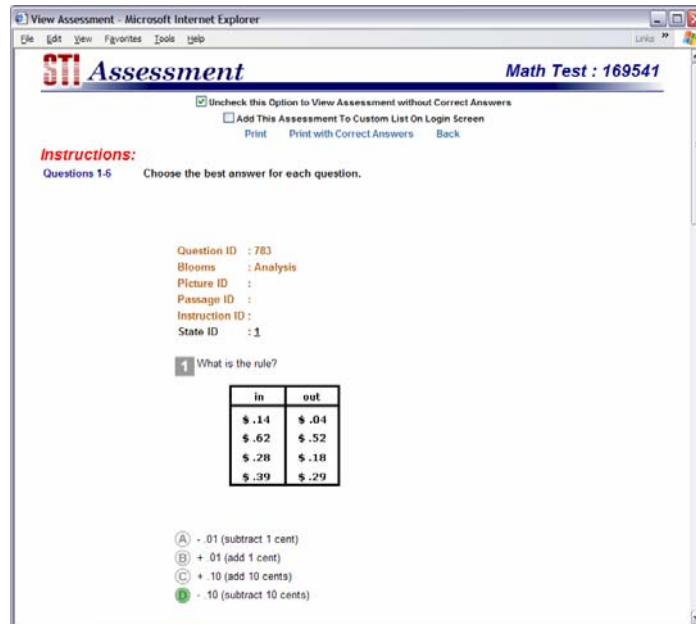
Many of the item “tags,”—for example, associations to online instructions, pictures, or passages—are not available for offline items. In addition, there are no fields for creating or editing text.

Viewing Tests

The STIAssessment development team nearly disabled the ability to view offline tests. However, we decided to leave it in for now because it might prove handy if teachers want to prepare an answer key. However, it is undeniably true that offline tests, with their lack of items, do indeed look very strange. Depending on market feedback, the ability to view offline tests may be suppressed sometime in the future.

Online Test

Below is a view of a standard STI Assessment Test. Note that it shows question data next to the question number.



Offline Test

On offline tests the question stem always shows as **Offline Assessment Item**.

