

STI Assessment v3.5

Job Aid: Offline Scoring

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SupportDate:July 11, 2008Version: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. <u>User-created custom content in STIA is limited to what the user actually puts there.</u>

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 (<u>if, and *only* if, the user chooses to align the items</u>)



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.

me Resources> Assess	nent >> Create User: Tammy Duncan
<u>Aenu</u>	
Build	Welcome to Assessment Creation!
Auto Generate	STI Assessment gives you two different options for
 Offline Scoring 	creating an assessment. Select an option by clicking its button.
	Select the Offline Scoring option to create a scoring form for a test that you do not plan to enter into STI Assessment. This will allow you to scan a scoring sheet and see reports on the test. However, this handy shortcut will not allow you to modify test items in any way or change the number or sequence of items on the test.

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.

STIAssessment	Communication	Assessment	www.sti-k12.com Management	help log out
Home Resources				User: Tammy Duncan
Offline Scoring Number Of Questions on Assessment? 10 Enter Assessment Name DH_Math001 (this name will also be used to name the fold Continue Cancel	ler containing new item	 15)		
	©2006 Software Techn	ology, Inc.		



6) For each item, choose the range of answer choices. For example, a four-choice multiplechoice 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.

Image: Segment Communication Assessment Management Descreption Joint Resources User Tammy Ducation Offline Scoring User tammy Ducation Offline Scoring User tampy Ducation Descreption Descreption Offline Scoring User tampy Ducation Descreption Descreption Descreption Offline Scoring User tampy Ducation Continue User tampy Ducation Offline Scoring User tampy Ducation Offline Scoring User tampy Ducation Assessment Name: DH_MathOD1 Question 1 A - 0 * Question 7 A - 0 * Question 7 A - 0 * Question 7 A - 0 * Question 1	CTIA			www.sti-k12.com	help	log out
Offline Scoring Use the pull-down menu to select the range of answer choices for each item. For example, a question with four answer choices would have a range of A-D; that is, the four choices would be labelled A, B, C, and D. You will select the correct answers for each item on the next screen. Assessment Name: DH_Math01 Question # Answer Choices Question 1 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 • Question 7 A - D • Question 10 A - D • Question 7 A - D • Question 10 A - D • Question 10 A - D •	SI Assessment —	Communication	Assessment	Management	TestSC	
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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 • Question 5 A - D • Question 10 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 •	Assessment Name: DH_Math001					
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Continue			Conti	nua		



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

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

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

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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.

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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.

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

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10	776615	2	The student uses algebraic concepts in a variety of situ	ua	tions.					
10	776616	2.1	The student recognizes, describes, extends, develops, a situations.	an	nd explains the gen	eral rule of a	pattern in a variety	of		
10	776617	2.1.A1	The student recognizes the same general pattern press (picture, table, or graph), and written] (2.4.41i) (\$).	en	nted in different re	presentations	[numeric (list or ta	ble), visuai	' 🗆	
10	776618	2.1. A 2	The student solves real-world problems with arithmet sequence (2.4.K1c) (\$), e.g., an arithmetic sequence: If the builders can lay 2 feet every hour, how long will sequence: A savings program can double your money vears will it take to have over \$1.00	A II h	brick wall is 3 fee t take to raise it to	t high and the a height of 20	owners want to bu feet? or a geometr	ild it higher ic		
10	776619	2.1.K1	The student identifies, states, and continues the follow table), algebraic (symbolic notation), visual (picture, t							
10	776630	2.1.K1a	and written arithmetic and geometric sequences using real numb	I				com	26	
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10	776623	2.1.K1d	special patterns (2.4.K1a), e.g., Pascal's triangle a	I				(\$);		
10	776624	2.1.K2	The student generates and explains a pattern (2.4.K1	ľ					_	
10	776625	2.1.K3	The student classify sequences as arithmetic, geomet	I	10	776692	2.4.K1m	Venr	≀ a	
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Done			· · · · · · · · · · · · · · · · · · ·							
	Question ID : 278981 Blooms : None									

Confirming text will appear onscreen.

Close						
Document Type	Kansas Standards 🗾					
Year	2003					
Subject	Mathematics					
Grade	10					
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Current Alignments for This Question(s)						
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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.

STI Assessm	ent	Communication	Assessment	www.sti-k12.com Management	help log out
Home Resources					User:Tammy Duncan
Offline Scoring	ou wish the Asses	ssment to be a District	Assessment		
District Assessment					
Create Assessment					

A confirming screen will appear.



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

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Navigation to Next Item on Alignment Page

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к	1b	1	The student uses numerical and computational concepts in a situations	va				
к	3.1	3.1	The student recognizes geometric shapes and their attributes objects in a variety of situations.	us				
К	4a	4	Data					
к	4b	4	The student uses concepts and procedures of data analysis in situations.	a١				
к	4.1	4.1	The student applies the concepts of probability using concrete variety of situations.					
к	4.2	4.2	The student collects, records, and explains numerical (whole non-numerical data sets including the use of concrete objects situations.					
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Done			🧃 🌍 Internet 🔍 100%	•				

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

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Offline Scoring Save and Continue

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

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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.

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Offline Scoring Test Basics > Item Types > Answers > Alignments > Create Test > Confirmation You have unfinished tests. Select one from list to finish it. Or use the below options to of Mr Smiths Math Test 2 v Finish	create a new test.
Number Of Items on Assessment?	
Enter Assessment Name	
Select Subject 💌	
Continue Cancel	
© 2007 Software Technology, Inc.	

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.

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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

Address 👜 http://www.stiassessment.com/items/ItemMCIndex.aspx			× 1	🗲 Go Links
ST Assessment Communication Assessment		ement	TestS	Reports
Home Resources> Assessment >>items >>Questions			User:Al	abama dacur
Items v dacur, Alabama v Atoms v Add New Question Refresh	Note: Ainu menus. Do I	Use I nys use STI / tot use your	Assessment	navigation tock button.
< <first 1="" 10="" <previous="" next="" of="" prev=""></first>	Next >>Last			
View Plove Delete Align Maximize				
D ID Edit Question Text	Alignment	Passage	Picture	Scope
289227 Edit What is the electrical charge on an electron?	٥			Reserved

Offline Test Folder

			ssment	Communication	Assessmer	nt Managemer		Repons
lome	e Resour	ces	Assessment >>Items >>Qu	estions			User:1	Fammy Duncar
(NO	DTE: Thi	s is a	Off-Line Test)					
Item	ns	•	 Duncan, Tammy 	✓ DerekDemoTest6	~	Note: Always use \$	se Dialup?	>
						menus. Do not use y		
Refr	esh							
Refr	esh			revious Prev 10 1 Of	l Next10 >N	ext >>Last		
	esh ïew	Ali	< <first <pr<="" th=""><th>revious Prev 10 1 Of</th><th>L Next 10 >N</th><th>ext >>Last</th><th></th><th></th></first>	revious Prev 10 1 Of	L Next 10 >N	ext >>Last		
V		Ali Edit		revious Prev 10 1 Of	L Next 10 >N	ext >>Last Alignment	Scope	Answer
	ïew	Edit	ign Maximize	revious Prev 10 1 Of	l Next10 >N		Scope Reserved	
	ïew ID	<i>Edit</i> Edit	gn Maximize Question Text Offline Assessment Item	revious Prev 10 1 Of	l Next 10 >N	Alignment		A
	iew	<i>Edit</i> Edit Edit	gn Maximize Question Text Offline Assessment Item Offline Assessment Item	revious Prev 10 1 Of	L Next 10 >N	Alignment	Reserved	A A
	iew 233070 233071 233072	<i>Edit</i> Edit Edit Edit	gn Maximize Question Text Offline Assessment Item Offline Assessment Item	revious Prev 10 1 Of	l Next 10 >N	Alignment O	Reserved	A A A



Item Views

View Item: Online

ViewMCItems - Microsoft Intern	er explorei	
Move Delete Align	Return to MC Index	
Question ID : 289227 Blooms : None PictureID : Passage ID : Instruction ID :	Creator Type : District Admin (Cur) Grade : 8 Folder : Atoms Alignment :	Align Question Edit Question
<i>uestion:</i> /hat is the electrical charge on a	n electron?	
 + 1 0 - 1 - 2 		

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.

ViewMCItems - Microsoft Internet Ex	plorer	_ 0 🛛
Move Delete Align Re	turn to MC Index	
Question ID : 233070 Blooms : None PrictureID : Passage ID : Instruction ID :	Creator Type : Unknown Grade : 1 Folder : DerekDemoTest6 Alignment :	Align Question Edit Question
Question: Offline Assessment Item		
8 8 0		
<	11	



Align Item: Online

Document Type	Alabama Course of Study: Science	~	
Year	2005	~	
Subject	Science	~	
Grade	-Select Grade-	~	
Standard			
	nments for This Question(s)		
	289227		Creator Type : District Admin
Question ID : 2 Blooms : None PictureID : Passage ID : Instruction ID			(Cur) Grade : 8 Folder : Atoms

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 Align	- Select - Number and Computation Algebra Geometry Data	tion(s)		
Question ID : 23	33070			Creator Type : Unknown
Blooms : None PictureID : Passage ID : Instruction ID :				Grade : 1 Folder : DerekDemoTest6
Blooms : None PictureID : Passage ID :				Grade : 1



Edit Item: Online

AddEditMC - Microsoft Internet Explorer	
<u>Elle Edit Vi</u> ew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	
Select Status Reserved	^
Select Folder Atoms	
Select Grade 8	
Select Blooms -Select-	
Select Number of Answer Choices 4	
Select Difficulty Level Select Difficulty	Ξ
Attach Instruction	
Attach Picture	
Attach Passage	
Enter Question Attach Picture	
Paragraph V Size V Color V Highlight V B I U X X As As 声 声 声 日 日 日 印 印 이 Symbols V	
What is the electrical charge on an electron?	
View HTML	
Enter Answer Attach Picture	
A. Correct Answer	
Paragraph 💌 Size 💌 Color 🔍 Highlight 💌	
B I U x² X₂ A& I E E E E E E E E I Symbols ▼	
+1	~

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.

X
^

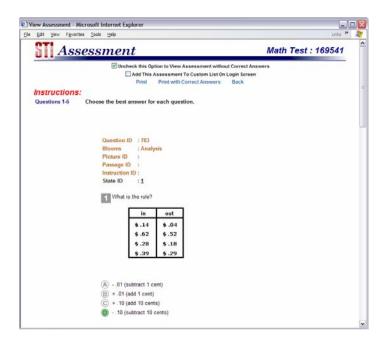


Viewing Tests

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.

