

Scoring Schoolnet Assessments

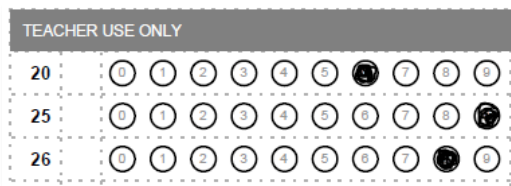
Use this document to learn how to score and print open response items for Schoolnet assessments in the TestNav scoring page or on paper answer sheets. There is also a section on manually entering responses for other item types for students who aren't testing online.

As you scan answer sheets and submit online scores, the points are instantly updated in most reports through Schoolnet; scores in a few custom school and district level reports may take until the next day.

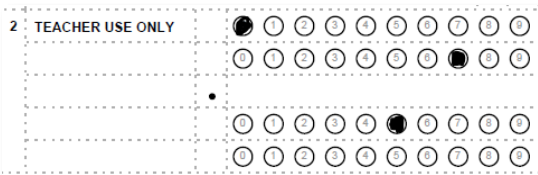
Scores for open response items can be entered online for both paper and online tests. **For paper tests, it is essential to scan sheets that include other item types first and then score open response items online.**

Score Directly on Answer Sheets

When students answer open response items on plain paper answer sheets or in their test booklet, scorers can bubble in the point value directly on the answer sheet before it gets scanned in. Leading or trailing zeros do not need to be bubbled in.



Whole number score



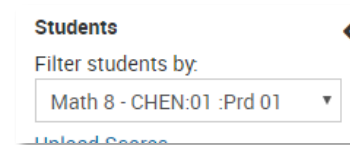
Decimal scoring

Teacher Procedure: Score Items Online

Depending on test restrictions, you may not have access to score some item types. Some tests allow adding responses for any item in order to support manual entry for younger students who circled answers on a test booklet, damaged answer sheets that can't be scanned, etc. Be sure to follow any scoring policies. Refer to *Options for Manually Entering All Responses* on the last page.

To score open response items:

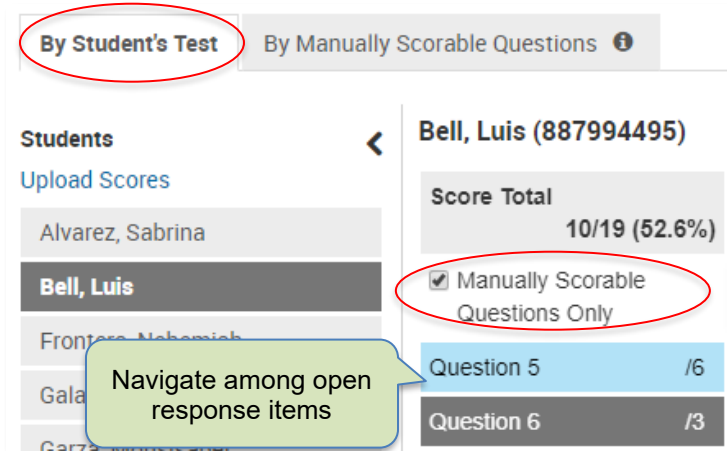
1. In the navigation sidebar, click **Assessments** to go to the Test Dashboard*
*If you are taken to the Assessments Dashboard, your navigation will vary: you can access the score option from the Test Detail
2. For the desired test, select **Score** from the Actions menu
If you don't see an Actions menu in the last column, your user permissions are set up to see a different version of the dashboard; locate the test via the Find feature and click the title to access the **Score** link, or click **Score Responses** in the navigation sidebar Assessments menu
3. The class assigned to the test should appear by default in the "Filter by" menu



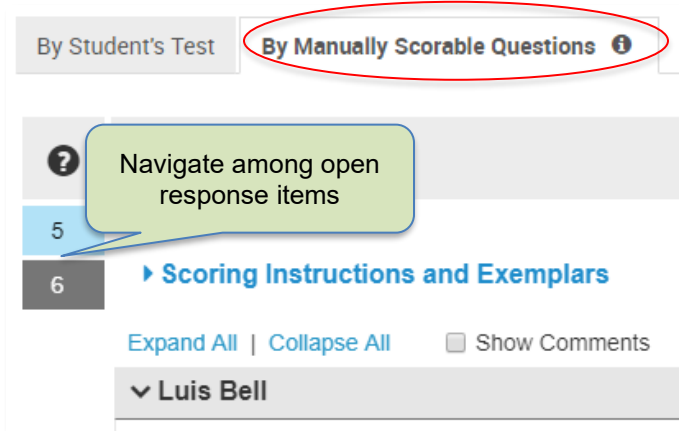
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4. Choose one of the following workflows:

- Score all items for each student before moving on to the next student: Click their name and select 'Manually Scorable Questions Only' to filter on only those items which need attention

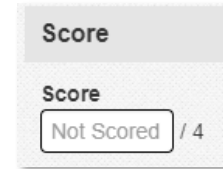


- Score all students on one open response item at a time: Click the **By Manually Scorable Questions** tab. Only students with a response are listed with each item



5. For each manually scorable item for each student, indicate the score:

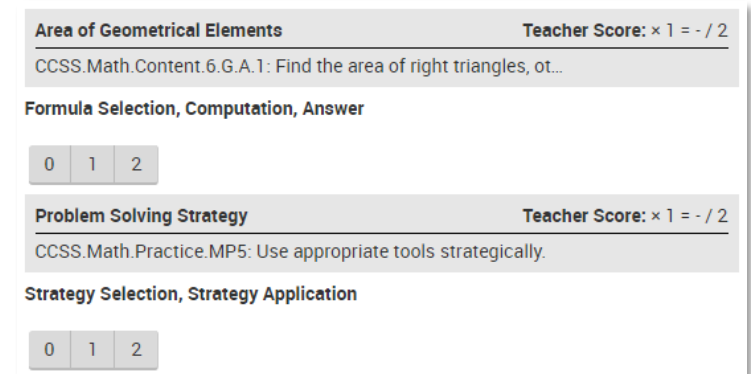
- For items without a built-in rubric, enter the number:



If available, view the scoring instructions under the response.



- For items with a rubric, click the appropriate score tile for each standard:



For scoring guidance, click **Full Rubric View**, located below the response.



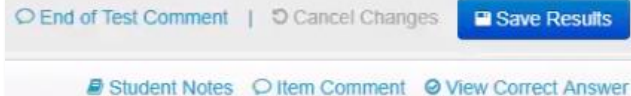
Be sure to click **Save Results** for each student (or item if in the using "Manually Scorable" tab).

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Tips: Below the item, click **Side by side scoring layout** to see the question, response and scoring instructions all next to each other.

A button with a blue grid icon and the text "Side by side scoring layout".

Depending on test settings and item types, you may also see links on the top to view student comments and any text entered in their Notepad. Passages show any highlighted areas.

A navigation bar with buttons: "End of Test Comment", "Cancel Changes", "Save Results", "Student Notes", "Item Comment", and "View Correct Answer".

Administrator Procedure: Navigating to Scoring Section

Administrators permissioned to do so can score tests for students at their institution.

To score items for a class:

1. In the Assessments menu, select **Score Responses**
2. Click the **Score** icon next to a test
3. Click the **Locate a Section** tab
4. Use the available filters to narrow the results and click **Search**
5. Click the section name

Be sure to select the class to which the test was assigned as this will impact how scores are associated with classes.

6. For scoring instructions, refer to the teacher instructions in the previous section

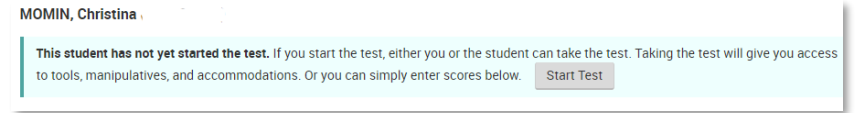
Options for Manually Entering All Responses

In some cases, students will not actually test in Schoolnet or bubble in answers, but you still want to record their answers. You have three choices:

- Select student and for each item, select their response, or indicate appropriate score for manually scorable items



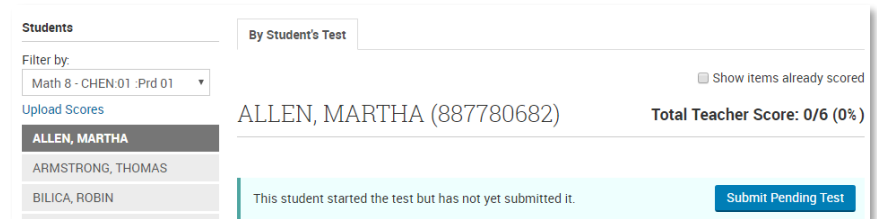
- Select the student and click **Start Test** to see the test as the student would and enter their responses



- If the test does not have any technology-enhanced items, you can upload their responses in a spreadsheet. For details, see the uploading scores section of the *Using Externally Created Tests in Schoolnet Quick Reference Card*

What if Results are Missing for a Student?

If a student is missing results but you know they took the test, it is likely the student did not submit it. On the Score page, teachers and administrators can click **Score Pending Test** to auto-submit it.



How to Print Student Open Responses

On the Score page in the 'By Manually Scorable Questions' tab, you will see links to export a PDF of students' written responses for a single open response item or for all open response items on the test

The screenshot shows the 'By Manually Scorable Questions' tab for a test titled 'THEATRE SURVEY - Sec-01 Per-4'. At the top, there are two tabs: 'By Student's Test' and 'By Manually Scorable Questions'. Below the tabs, there is a question list. The first question, 'Question 1.1', is selected. To the right of the question list, there are two buttons: 'Export Student Responses For All Questions (pdf)' and 'Export Student Responses (pdf)'. Both buttons are circled in red. There are also 'Cancel Changes' and 'Save Results' buttons. The question list includes the following items:

Item ID	Item Name	Score
1.1	Question 1.1	
1.2	Expand All Collapse All Show Comments	
1.3	Abercrombie-James, Richard	5 / 5
1.4	Alfman, Brandi	- / 5
2		