



Pearson

# Scoring a Test and Scanning Answer Sheets in Schoolnet

Optional Formative  
Assessments





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# Constructed Response Items



ELA tests have constructed response, or essay, items. These items will be scored by teachers using the PDF rubrics on the Schoolnet platform. Scores do not need to be entered into Schoolnet. Test administrators will:

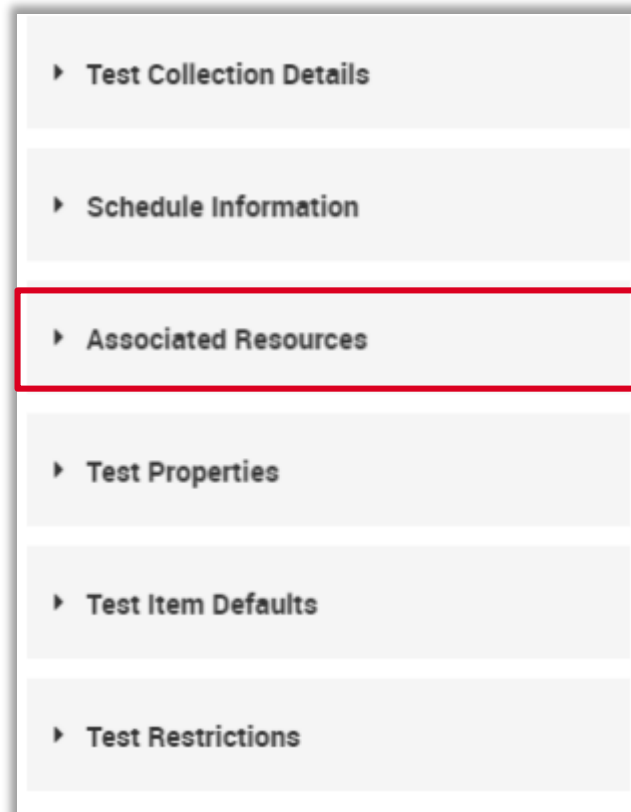
1. Navigate to the Assessments menu.
2. Click **Find**.
3. Select the test.

Results 1 - 25 of 33 < Prev | Next 8 >

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date	TestNav Status
Test Sample 1	Common Classroom	English Language and Literature	02 - Second Grade -08 - Eighth Grade	Completed	05/22/2020	06/23/2020	✓
Test Sample 2	My Classroom	Mathematics	04 - Fourth Grade	Completed	05/06/2020	05/13/2020	✓
Test Sample 3	District Benchmark	English Language and Literature	02 - Second Grade -08 - Eighth Grade	Completed	10/10/2019	12/31/2019	✓

# Constructed Response Items

4. Click the **Associated Resources** dropdown from the Test Details page.
5. Download the PDF rubric.



# Open Response Items

When teachers create open response items themselves in Schoolnet they mark that the responses should show score only on answer docs:

**ANSWER SHEET OPTIONS**

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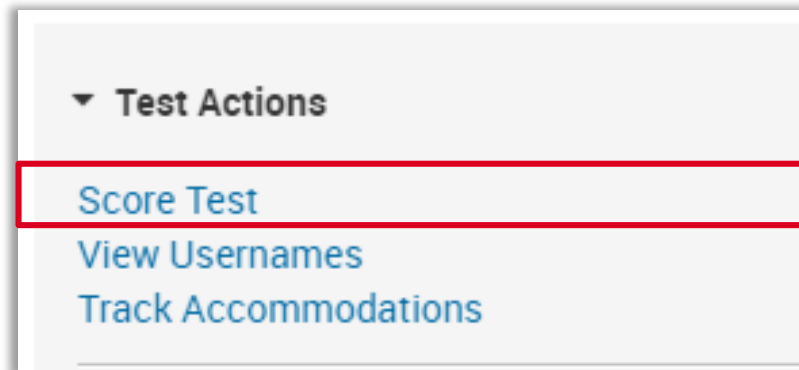
**Number of Answer Sheet Pages for Student Response** ⓘ

Do not capture student response ▼

# Manually Entering Responses from Answer Sheets

Sometimes you may have students who test using a paper test booklet and an answer sheet and want the results to be visible in Schoolnet. To manually enter responses in Schoolnet:

1. From the Assessments menu, click **Find** and search for the test.
2. Click on the name of the test.
3. On the Assessment Details page, select **Score Test** from the Test Actions dropdown menu.



# Manually Entering Responses from Answer Sheets

4. Select the **Locate a Section** tab to score multiple students in a class.
5. Once a class has been selected, teachers can score the assessment by clicking on the **By Student's Test** tab.

The screenshot shows a software interface for grading. At the top, there are two tabs: "By Student's Test" (highlighted with a red box) and "By Manually Scorable Questions". Below the tabs, the interface is split into two columns. The left column, titled "Students", has a sub-header "Upload Scores" and a list of student names: ADAME, B; BISHOP, B; CUNNINGHAM, F; DENMAN, J; FOSTER, C; GONZALES, T; and GONZALEZ, A. The right column, titled "ADAME, B", shows a "Score Total" of 1/43 (2.3%), a checkbox for "Manually Scorable Questions Only", and a list of question scores: Question 1 (1.00/4.00), Question 2 (0.00/1.00), Question 3 (0.00/3.00), and Question 4 (0.00/1.00).

Students	Score Total	Manually Scorable Questions Only	Question 1	Question 2	Question 3	Question 4
ADAME, B	1/43 (2.3%)	<input type="checkbox"/>	1.00/4.00	0.00/1.00 ▲	0.00/3.00 ▲	0.00/1.00 ▲
BISHOP, B						
CUNNINGHAM, F						
DENMAN, J						
FOSTER, C						
GONZALES, T						
GONZALEZ, A						

# Manually Entering Responses from Answer Sheets

6. Click through each question marking the student's response and/or score for constructed response. Do not click the **Start Test** button.

The screenshot shows a web interface for test management. At the top, there are two tabs: "By Student's Test" and "By Manually Scorable Questions". A dropdown menu on the right shows "40008 - Math Gr4 - p4". On the left, a "Students" sidebar lists "ADAME, B" and "BISHOP, B". The main area displays "ADAME, B" with a left arrow and a score field. A light blue warning box contains the text: "This student has not yet started the test. If you start the test, either you or the student can take the test. Taking tools, manipulatives, and accommodations. Or you can simply enter scores below." A "Start Test" button is visible at the bottom right of the warning box, with a red prohibition sign overlaid on it.



# Manually Entering Responses from Answer Sheets

7. Once all responses for a student are entered, click **Save Results** for the scores to be saved for that student.

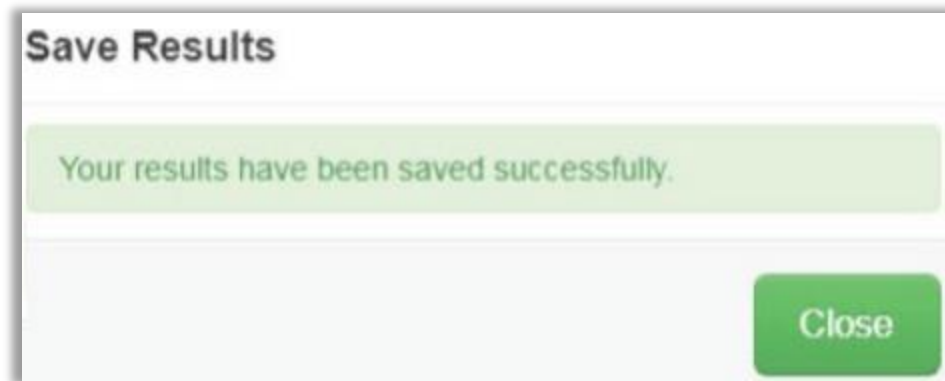
ALEXANDER, ELIZABETH |

There are unsaved changes on this student's assessment.

Score Total	0/16 (0.0%)	<a href="#">Cancel Changes</a>	<a href="#">Save Results</a>
Question 1	/16.00 ▲ ●	Question 1	<a href="#">Student Notes</a>

# Manually Entering Responses from Answer Sheets

8. A notification in green will appear at the top of the page indicating your results have been saved successfully.



# Scoring Directly on Answer Sheets

When students answer open response items on 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.

2 TEACHER USE ONLY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Missing Scores

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

The screenshot shows a user interface for viewing student scores. On the left, there is a 'Students' section with a 'Filter by:' dropdown menu set to 'Math 8 - CHEN:01 - Prd 01'. Below the filter is an 'Upload Scores' section with a list of student names: ALLEN, MARTHA (highlighted), ARMSTRONG, THOMAS, and BILICA, ROBIN. The main area displays 'By Student's Test' for 'ALLEN, MARTHA (887780682)' with a 'Total Teacher Score: 0/6 (0%)'. A light blue banner at the bottom of the student's record states 'This student started the test but has not yet submitted it.' To the right of this banner is a blue button labeled 'Submit Pending Test', which is highlighted with a red rectangular border.



# **Answer Sheet Scanning**

# Overview

## What is answer sheet scanning?



Teachers can use answer sheet scanning after administering paper-based versions of tests in Schoolnet. This allows the teacher to scan a student's answer sheet using a webcam or document camera. Please note that this is an optional method of scoring.

## Is answer sheet scanning mandatory?



Answer sheet scanning is not required for administration or scoring of Schoolnet assessments. Teachers who choose the paper-based alternative to the online tests in Schoolnet can also manually enter scores from answer sheets.



## How soon will results be available after an answer sheet is scanned?

Results will be available immediately.

# System Requirements

Device	Operating System	Browser
Windows Laptop/PC	Windows 8.1 or 10	Firefox 76, Chrome 83, Edge 44 and 83 (for Windows 10)
Mac Laptop	macOS 10.15 Catalina	Safari 13.1, Firefox 76, Chrome 83

- Also required: Microsoft .NET Framework 4.5 or later. This is not included in the installer and must be installed manually.
- The following document cameras were used for testing: Lumens Ladibug and Ipevo Point 2 View (P2V).
- If you have an older version of the Answer Sheet Scanning solution, uninstall it before proceeding.

# Installing the Answer Sheet Scanning Application

- Users need to have rights to install applications on their computer to be able to install the application.
- If you do not have permission to download software onto your school computer, you can work with the appropriate resources in your district who can help you install it.
- If district technology staff are downloading, they can do so from [support.schoolnet.com](https://support.schoolnet.com). This method is suggested for anybody who is not the account-holder as it is the method that does not require a login to Schoolnet.




# Installing the Answer Sheet Scanning Application

The answer sheet scanning application may also be downloaded directly from the Schoolnet site when logged into a teacher account. Users need to have rights to install applications on their computer to be able to install the application. To do this:

1. Go to Assessments > Answer Sheet Scanning, or go to Test Detail > Scan Answer Sheets.
2. Click **Download**.

Download and install the Schoolnet desktop application to start scanning

- 1 Make sure your scanner or document camera is connected and installed properly.
- 2 Click the button below to download the desktop application. Double-click the downloaded file to install.
- 3 After installation, come back to this page and start scanning.



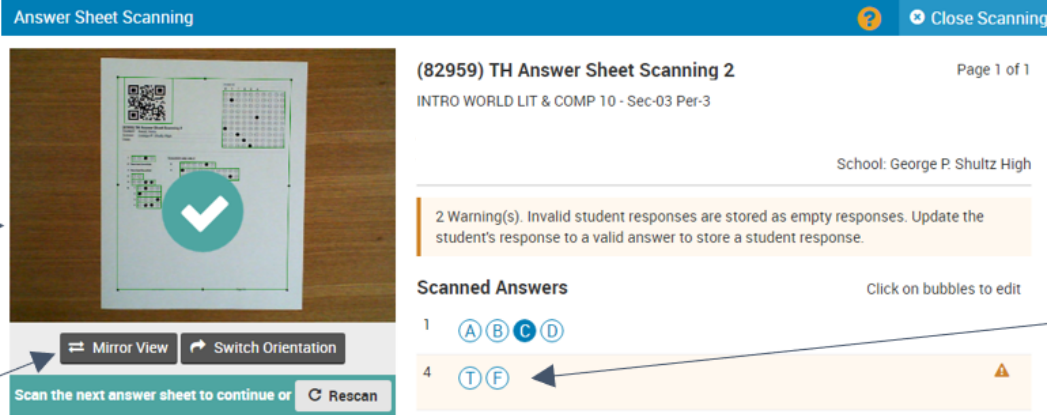
The diagram illustrates the installation process. It starts with a camera icon connected to a USB icon, representing the hardware connection. This is followed by a blue button labeled 'Download'. Finally, a green checkmark icon indicates successful installation.

3. Open the installation file and follow the instructions on your screen, as indicated above.
4. Click **Finish** to complete the installation.

# Troubleshooting

- If you can't get past the installation page, the application may not have installed properly. Try rerunning the installer. You can also uninstall the Answer Sheet Scanning application, and then re-install it (exit the application before uninstalling it).
- If you see an error page, make sure your document camera is connected. The application may not recognize your document camera. Make sure you have the latest drivers installed for your device.
- If a proxy server is used, it must be updated in LAN Settings > Advanced so that the proxy server is bypassed for the omrapp.psonsvc.net domain.

# Scanning Overview



Place an answer sheet under the camera to scan it. A check mark and beep indicate a successful scan. Place the next answer sheet to continue.

Click **Mirror View** to flip the image. Click **Switch Orientation** to switch between Portrait and Landscape.

Click **Scanning Progress Log** to see a status report and check for errors.

The Incomplete notice shows how many tests are incomplete. Incomplete tests (tests with missing answer sheets) are not submitted to Schoolnet.

Click **Rescan** if you need to rescan an answer sheet that did not scan properly.

Closing the scanning application will submit all answer sheets. Submitted tests can be viewed and modified on the Score page in Schoolnet.

Click any bubble to edit an answer. Click **Finish Editing** when you are done.

Hover over an answer to view a warning. Teacher scores for open response are captured. Student open response answers and teacher comments are not captured.

# Valid Page Markers

An answer sheet requires the following for a successful scan:

- Valid page markers (the black circles that border an answer sheet): If the page markers are not found after 30 seconds, an error will appear on the video display. If you see this message, make sure the markers are within the corner marks on the display and try again.

Unable to detect answer sheet markers.  
Camera scanning tips are available in Help.

# Valid QR Code

An answer sheet requires the following for a successful scan:

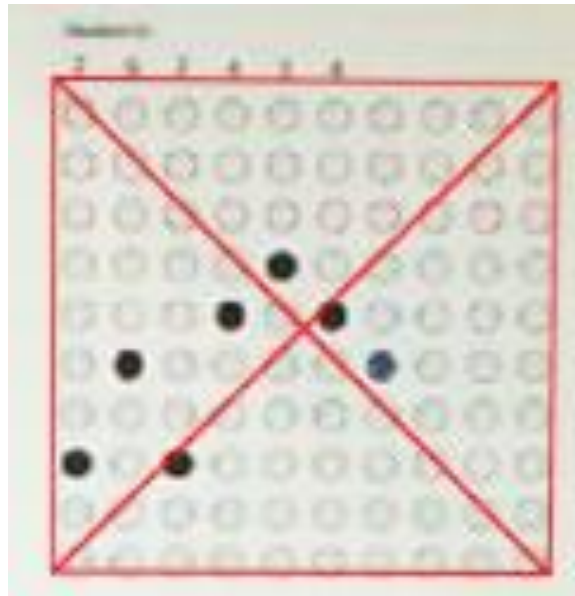
- Valid QR code: An invalid QR code is indicated by a red box with an X through it.



# Valid Student ID

An answer sheet requires the following for a successful scan:

- Valid Student ID: An invalid student ID is indicated by a red box with an X through it.



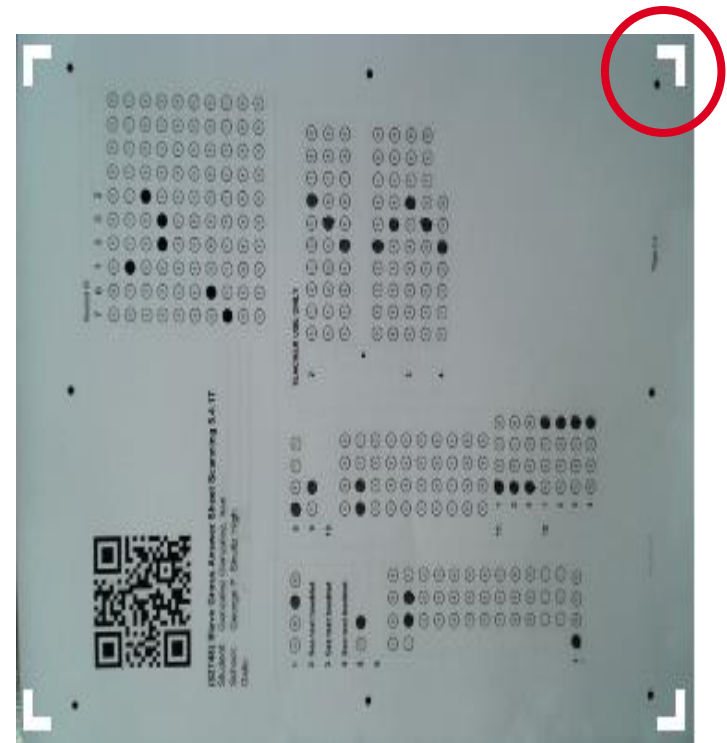
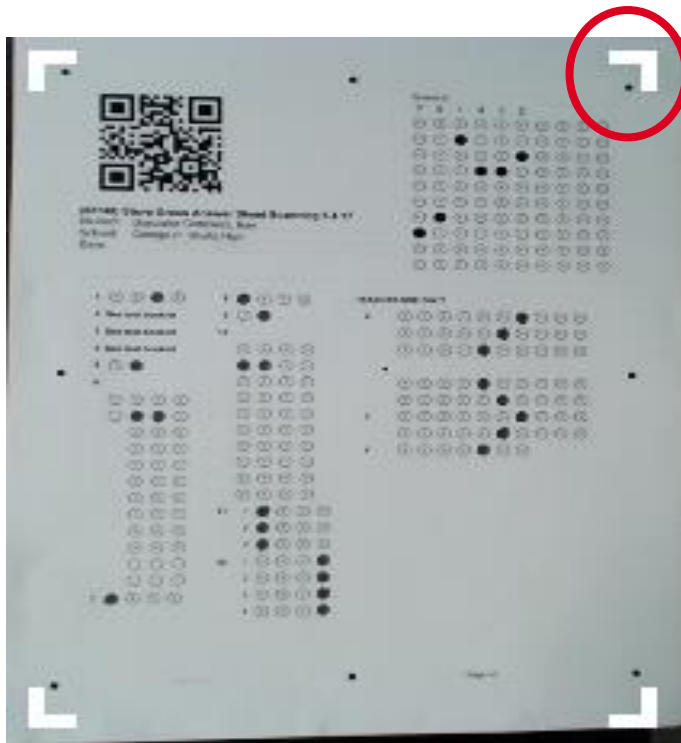
# Tips for Scanning

Before scanning:

- Make sure the answer sheet is straight and not creased, folded, or obstructed.
- Stack a whole section of sheets together neatly.
- Look for the Answer Sheet Scanning icon on your taskbar to make sure it's running.
- Make sure that your hands are outside of the page markers, that the lighting is good, and that there are no shadows on the page. Also check that there isn't too much glare on the page from overhead lights (moving the camera just a foot or two can help).

# While Scanning

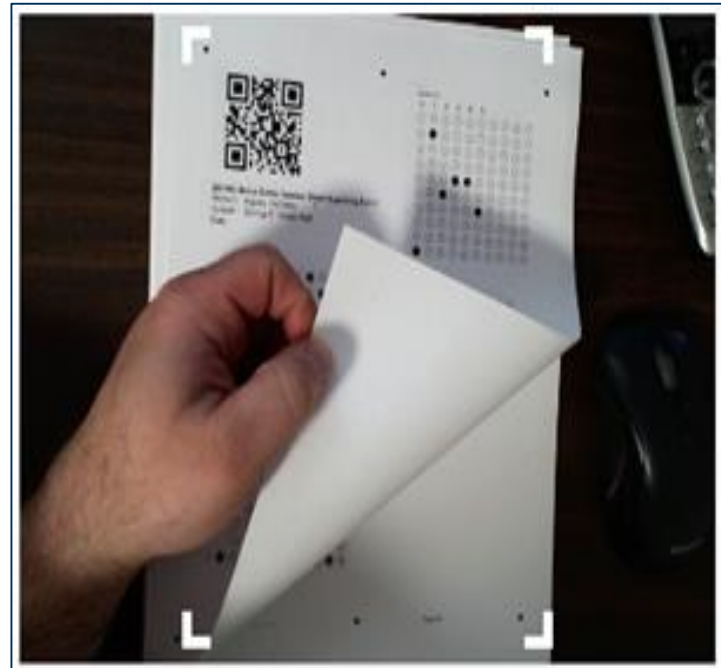
Align the black dots on the answer sheet as closely as possible to the white corner marks displayed in the camera window on the screen.





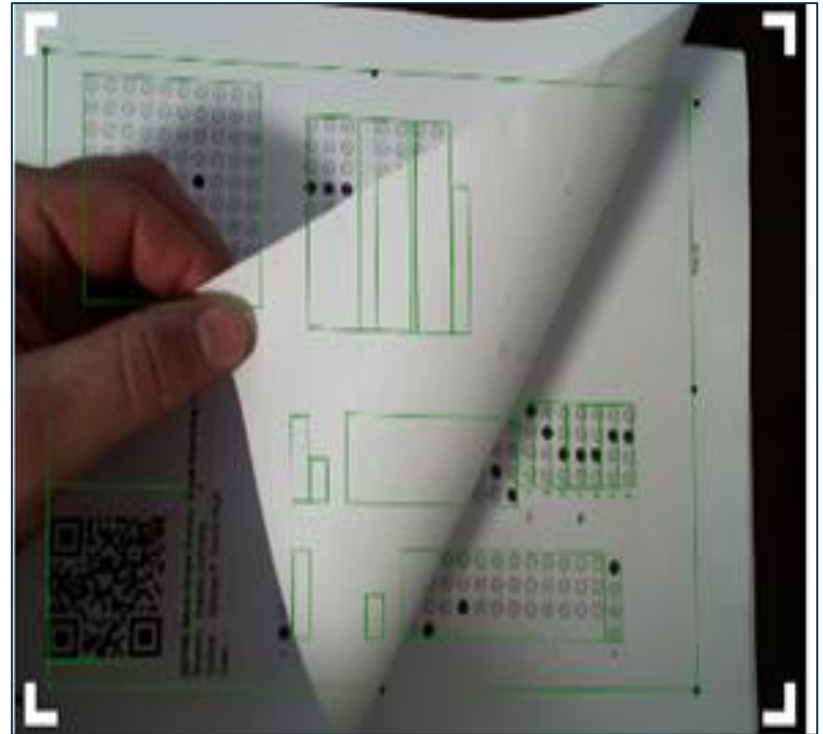
# Portrait

- For portrait, put the QR code in the upper left hand corner, and pull from the bottom right, revealing QR code last.



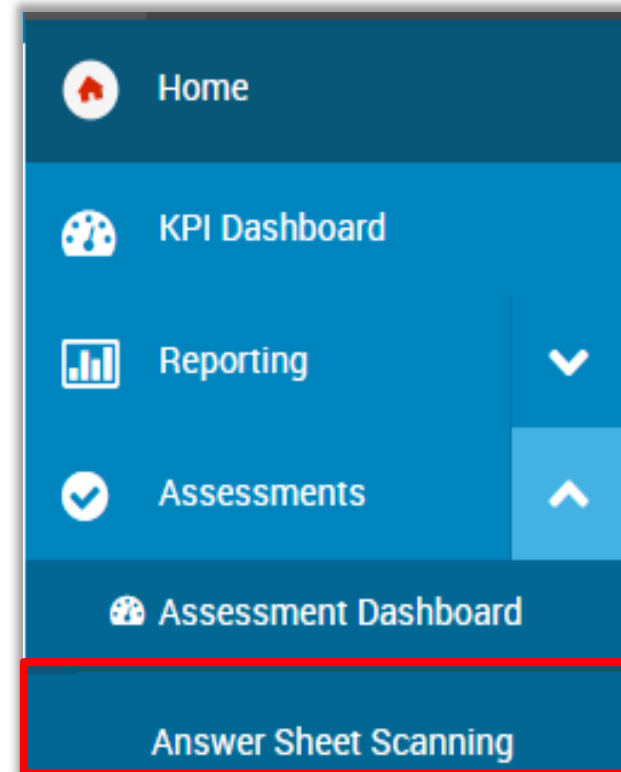
# Landscape

- For landscape, put QR code in the lower left hand corner, pull from the bottom right, revealing QR code last.



# Scanning Steps

1. Go to **Assessments > Answer Sheet Scanning**. You will be prompted to install the software if it is not installed.



# Scanning Steps

2. Position the answer sheet where the camera can scan it. Answer Sheet Scanning automatically detects the orientation of the answer sheet. If orientation cannot be detected (for example, if the answer sheet is not entirely within the area that can be scanned, or if the QR code cannot be detected), an error message will let you know.

When the image is successfully captured, you will hear a beep, and the student name and answer bubbles will be populated on the right side of the screen. If necessary, click **Mirror View** to view a mirror image of the answer sheet. After a sheet has been captured, you can rescan it by clicking **Rescan**.

# Scanning Steps

3. When you position an answer sheet, green boxes will appear around areas on the answer sheet that are successfully captured. A red box with an X through it indicates an invalid QR code or invalid student ID.
4. Check any warnings that appear. Hover over the warning icon or bubbles for a particular question to view a warning message. For open response questions with rubrics, the rubric name appears when you hover over the column number, and the trait name appears when you hover over the trait weight or any of the bubbles.
5. Click the answer bubbles to modify answers as needed, and then click **Finish Editing**. You will not be able to make additional edits after you finish editing, but teachers can make changes on the Score page in Schoolnet.
6. Position the next answer sheet to scan it, and continue until all answer sheets are scanned.

# Scanning Steps

7. After you have scanned all the answer sheets, click Scanning Progress Log to check for errors. The Full Log tab lists every test that has been scanned. The Incomplete Tests Only tab shows a list of incomplete tests (tests that are missing pages). Tests that are incomplete or have errors will not be submitted to Schoolnet.
8. Click **Close Scanner** at the top of the page to exit. The student answers will automatically be submitted to Schoolnet.

## Review

- Scoring Constructed Response Items
- Manually Entering Responses from Answer Sheet
- Scoring Directly on Answer Sheets
- Submitting an Online Test for a Student Missing Scores
- Answer Sheet Scanning



**Support**



# Resources




Go to [tn.mypearsonsupport.com](https://tn.mypearsonsupport.com) for additional resources. Select **Schoolnet** from the header menu or the **View Schoolnet Resources** button from the main page.

TCAP Tennessee Comprehensive Assessment Program

Home PearsonAccess<sup>next</sup> Resources Preparing for Testing **Schoolnet** Support

## Home

The **PearsonAccess<sup>next</sup>** website is the portal to all assessment resources used by Tennessee school districts. Use this site to access test administration activities, training, and other resources.



**PearsonAccess<sup>next</sup>**  
Sign in to PearsonAccess<sup>next</sup> for all administrative tasks for test administration.  
[View PearsonAccess<sup>next</sup>](#)

**Resources**  
Access manuals and other resources to prepare for and administer assessments.  
[View Resources and Training](#)

**Preparing for Testing**  
Access resources, like practice tests and proctor scripts.  
[View Preparing for Testing](#)

**Schoolnet**  
Access resources to prepare for and administer assessments in the Schoolnet platform.  
[View Schoolnet Resources](#)

**Support**  
Assistance is available via chat or phone.  
[View Support](#)

# Support Information

Contact TDOE at: [dt.support@tn.gov](mailto:dt.support@tn.gov)

Contact Pearson at: (888) 711-7724

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