ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12 Online:
View and Score an Open Response Test Item

PURPOSE

MANUAL SCORE ITEMS

Galileo provides you with the tools to view the automatically scored test results, and to score test items manually. The following test items will need to be manually scored:

- Short Answer items if the test was taken offline. If the test was taken online by a student you will still want to double check the student's answer. When the computer corrects short answer items taken online it does a character-by-character comparison. If the student misspelled his or her answer, failed to capitalize an answer, or used a synonym, Galileo will mark the answer wrong.

- Open Response items if the test was taken either online or offline. If taken online you may read the student response off of the computer screen.

- Work Sample if the test was taken either online or offline.

LIBRARY PERMISSION LEVEL

In order to view, score, or rescore a student's test item, the user must have *Write* or *Read-Only* permission level to the test library. Users with *Results Only* permission level to the test library cannot access the assessment test items, thus they cannot score and/or view student response. Instructional Effectiveness (IE) assessments should have the *Results Only* library permission level.

WRITING PROMPT OPTIONS

ATI provides different types of writing prompts. There are:

- *Writing prompt with multiple scores* – Educator records multiple scores; one score for each specific rating scale. The score is typed in **Earned Points** field for each test item using the scoring rules guidelines.

and

Question	Possible Points	Earned Points	View Question
1)	0	0	
2)	4	1	View
3)	4	1	View
4)	2	1	View

#1 contains open response test item and student's response

Item # 2-4 contain specific student's "Earned Points" for the specific rating scale

and

Student	WRITING PROMPT 1	STATEMENT OF PURPOSE/FOCUS AND ORGANIZATION 2	EVIDENCE/ELABORATION 3	CONVENTIONS/EDITING 4	Student
Apple, Candi	0	1	1	1	Apple, Candi
Brown, Charles	0	1	2	1	Brown, Charles
Dick, Peter	0	0	0	0	Dick, Peter
Dexter. John	0	1	1	1	Dexter. John
Ellison, Susan					Ellison, Susan

#1 contains open response test item and student's response

#2-4 contains specific student's "Earned Points" for the specific rating scale

and

1)

Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
Open Response	N/A	0	See Below	0	Yes

☑ Show scoring rules

Earned points: 0

Expand to show scoring rules

Student's response is displayed in test item #1. No points are possible and/or entered.

from "Simon's First Day"

"Simon's First Day"

Simon walked slowly across the playground. He heard the squeals and laughter of the children around him, but he kept his eyes on the toes of his old, blue tennis shoes. When he got to the bench under the tree, he sat down. He kicked his legs back and forth and stared at the grass. It looked like it needed water. Everything looked that way in Arizona. He missed Washington, where everything was green.

What do you think about this story? Write a paragraph explaining your opinion. State your opinion in the first sentence, give three reasons or examples that support your opinion, and write an ending sentence.

B I U ✂ 📋 📋 "Times New ... ▾ 16px ▾ ✎ Ω▾
x² x₂ 🔲 ⏱

Simon was very lonely. Simon did not have any friends. I know this because he sat on the ... one was sitting with him

Student's response

2)

Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
Submit Work Sample	N/A	4	N/A	1	No

☑ Show scoring rules

Earned points: 1

Enter student's "Earned Points" following scoring rules.

Score up to 4 points for Statement of Purpose/Focus and Organization.

3)

Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
Submit Work Sample	N/A	4	N/A	2	No

☑ Show scoring rules

Earned points: 2

Enter student's "Earned Points" following scoring rules.

Score up to 4 points for Evidence/Elaboration.

4)

Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
Submit Work Sample	N/A	2	N/A	1	No

☑ Show scoring rules

Earned points: 1

Enter student's "Earned Points" following scoring rules.

Score up to 2 points for Conventions/Editing.

Save Scores

- *Writing prompt with a single score* – Educator records one score for the entire open response in **Earned Points** field using the scoring rules guidelines.

🔒 / 🔓	Name	Earned Points ↕	1
🔒	Allen, Beth ✔	0/12 = 0.00%	0/12
🔒	Cash, John ✔	0/12 = 0	0/12
🔒	Garcia, Frankie ✔	0/12 =	0/12
🔒	Garcia, Jorge ✔	0/12 =	0/12
🔒	Garcia, Leticia ✔	0/12 =	0/12
🔒	Green, Alexzandra ✔	0/12 = 0	0/12

Open response with single score. In this example, total possible points is 12.

and

Test Score: 0/12 = 0.00 %
- ⦿ Show scores only
- ◯ Show test items with scores

Save Scores   Delete Scores

Question	Possible Points	Earned Points	View Question
1)	12	0	View

Open response with single score.

and

Test Score: 0/12 = 0.00 %
- ◯ Show scores only
- ⦿ Show test items with scores

Save Scores

Open response with single score.

1)

Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
Open Response	N/A	12	See Below		No

⩔ Show scoring rules
Earned points: [   ]

and

Student	Score	1	Student
Apple, Candi	83.33 %	10	Apple, Candi
Brown, Charles	0.00 %	--	Brown, Charles
Dick, Peter	0.00 %	---	Dick
Dexter, John	0.00 %	---	D
Ellison, Susan	0.00 %	---	Ell

Open response with single score

and

◯ Enter Points ⦿ Enter Student Answers

Save Scores   Back   Print Essay Test

Student	Question 1 ▾
Begay, Bert B.	**Exciting Writing Prompt**

Possible Points [5]   Earned Points [4]

Read the writing prompt carefully. Please remember the writing process. Take the time to plan, draft, review, and edit your response.

1) We all have things that we believe are exciting. Think of something you have done that was exciting to you. It might be winning a ballgame, getting a new pet, or riding a bike.

My family and I went to San Diego, California for some fun. We had to wake up at 4:00 in the morning. We went to Albertsons to get breakfast. After that, we started on our 6 hour journy to San Diego. It was so boring in the car!

When we wnet outside it was chilly, so we ran inside the hotel and check in. We were tired from our long trip so we all took a nap.

ACCESS

Viewing and entering the students' earned points for test items can easily be done from the **Test Monitoring** and **Score Tests** pages.
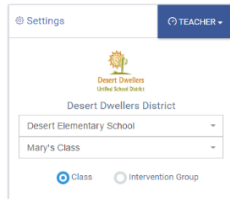
ACCESS TEST MONITORING PAGE

1. Click the **Dashboard** icon.
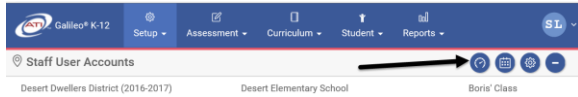
2. In the *Settings* widget, hover over the **Dashboard** menu and select **Teacher**.

3. In the *Settings* widget, select either **Class** or **Intervention Group** filter mode.
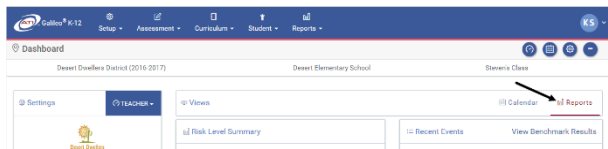

4. If selected the
   a. **Class** radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.
      ii. Verify the **Class**.
   b. **Intervention Group** radio button filter mode, select the Intervention Group **Library** and the **Intervention Group.**

5. Click the Reports link.

6. In the *Recent Events* widget, click the Test Monitoring link under the desired test.

7. The test item cell that needs scoring will have an orange cell.
8. Depending on your library permissions, the test item may be viewed and/or **Earned Points** may be recorded.
9. Click the test item # link to display the performance objective, depth of knowledge, students' response, points earned, scoring rubrics, and test item.

10. The selected test item appears in a new window.
11. Click *Toggle Score/View Question* button to toggle between the test item/scoring rubric information and students' response.
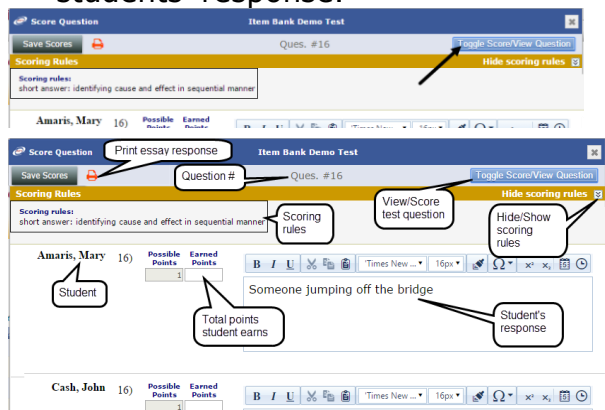
12. (*optional*) Click the **printer** icon to generate a printed version of all students' responses.
13. Review each student's response and type the student's points

earned in the **Earned Points** field. Refer to the Writing Prompt Options section, page 1, for scoring options.

14. Click the *Save Scores* button.

15. Close the **Score Question** window to return to the **Test Monitoring** page.

ACCESS SCORE TESTS PAGE

1. Click **Assessment>Score Tests**. If you are a District- or School-level user, click **Assessment> Test Scoring> Score Tests**.

2. If necessary, select the **School**.

3. Select the **Class**.

4. Select the test **Library**.

5. Select the **Test**.

6. Select the **Student** or **[All Students]**.

School	Desert Elementary School
Class	Mary's Class
Library	5th Grade Fractions
Test	Adding Fractions
Student	[All students]

7. If necessary, select the testing **Schedule**.

   a. If a student hasn't taken the test online or his or her pencil and paper test hasn't been scanned into Galileo, you will need to select a test schedule.

   Because a student does not have scores recorded yet, you must assign a test schedule before saving scores. If one is not in the dropdown list then create one in the Class Calendar and then come back to this page.
   Schedule 09/23/2009 to 09/23/2009

   b. If the test was scheduled for an Intervention Group, the schedule will have a notation of the Intervention Group.

   Because a student does not have scores recorded yet, you must assig dropdown list then create one in the Class Calendar and then come bac
   Schedule 12/20/2010 to 12/20/2010 Struggling Math Stude
   Score Test [Select a schedule]
   07/24/2009 to 07/27/2009
   07/24/2009 to 07/27/2009
   12/20/2010 to 12/20/2010 Struggling Math Student:

8. Proceed to either the Score One Student or Score Multiple Students section.

SCORE ONE STUDENT

1. Access the **Score Tests** page.

2. Select either radio button:

   a. **Show scores only –** displays the test item number and possible points, ability to enter earned points, and a link to view the test item.

   b. **Show test items with scores** – displays the student's response, possible points, student's response, and earned points, and the ability to enter earned points.

SHOW SCORES ONLY RADIO BUTTON

3. Verify that the **Show scores only** radio button is selected.

4. The test item number and possible points displays.

5. Click the View link to view the test item and/or the scoring rubrics.

6. Review the student's response and type the student's points earned in the **Earned Points** field. Refer to the Writing Prompt Options section, page 1, for scoring options.

7. Click the *Save Scores* button.

SHOW TEST ITEMS WITH SCORES RADIO BUTTON

3. Verify that the **Show test items with scores** radio button is selected.

4. Click the *Show Scoring Rules* link to expand and view the rules.

5. Review the student's response and type the student's points earned in the **Earned Points** field. Refer to the Writing Prompt Options section, page 1, for scoring options.

   (Image on next page.)

(Image in left column: Score Test for Individual Student screenshots)

or

6. Click the *Save Scores* button.

SCORE MULTIPLE STUDENTS

1. Access the *Score Tests* page.
2. Select the **Score** radio button. (The **Letter** radio button is not applicable to open response test items.)

   (Image in next column.)

3. To view the students' response, click on the <u>open response test item number</u> hyperlink. (This is generally test item #1.)

4. The *Score Multiple Students* page opens.
5. Click the **View Student Answers** radio button. (The **Enter Points** radio button is not applicable to open response test items.)

6. (*optional*) Click the <u>Print Essay Test</u> link to generate a printed version of all students' responses.

7. Review the student's response. Refer to the <u>Writing Prompt Options</u> section, page 1, for scoring options.

8. Enter scores on: *Score Multiple Students* or the *Score Test* pages.

SCORE MULTIPLE STUDENTS PAGE

9. From the **Score Multiple Students** page, use the **Question** drop-down field to select the test item.

10. Typed each of the student's points earned in the **Earned Points** field.

or

11. Click the *Save Scores* button.

SCORE TEST PAGE

9. From the **Score Multiple Students** page, click the *Back* button.

10. From the scoring gird, click on the test item number cell and enter the **student's earned points**. Use the TAB key to quickly move between fields for quick data entry.

or

Student	Score	1	Student
Apple, Candi	83.33 %	10	Apple, Candi
Brown, Charles	0.00 %	---	Brown, Charles
Dick, Peter	0.00 %	---	Dick, Peter
Dexter, John	0.00 %	---	Dexter, John
Ellison, Susan	0.00 %	---	Ellison, Susan

11. Click the *Save Scores* button.

VIEW SCANNED WORKSHEET

To view scanned worksheets that may be associated with a particular test click the **worksheet** image.