



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.

🔒 / 👤	Name	Earned Points	1	2	3	4
🔒	Allen, Beth ✓	3/10 = 30.00%	0/0	1/4	1/4	1/2
🔒	Cash, John	---	---	---	---	---
🔒	Garcia, Frankie ✓	4/10 = 40.00%	0/0	1/4	2/4	1/2
🔒	Garcia, Jorge ✓	0/10 = 0.00%	0/0	0/4	0/4	0/2
🔒	Garcia, Leticia ✓	3/10 = 30.00%	0/0	1/4	1/4	1/2
🔒	Green, Alexzandra ✓			---		---

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

Contains specific student's "Earned Points" for the specific rating scale

and

Question	Possible Points	Earned Points	View Question
1)	0	<input type="text" value="0"/>	
2)	4	<input type="text" value="1"/>	View
3)	4	<input type="text" value="1"/>	View
4)	2	<input type="text" value="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 <u>1</u>	STATEMENT OF PURPOSE/FOCUS AND ORGANIZATION <u>2</u>	EVIDENCE/ELABORATION <u>3</u>	CONVENTIONS/EDITING <u>4</u>	Student
Apple, Candi	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Apple, Candi
Brown, Charles	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	Brown, Charles
Dick, Peter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Dick, Peter
Dexter, John	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	Dexter, John
Ellison, Susan	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	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

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:

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"

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.

Simon was very lonely. Simon did not have any friends. I know this because he sat on the bench. No one was sitting with him.

Student's response

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:

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

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

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:

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

Score up to 4 points for Evidence/Elaboration.

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:

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

Score up to 2 points for Conventions/Editing.

- *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 = 0.00%	0/12
Garcia, Frankie ✓	0/12 = 0.00%	0/12
Garcia, Jorge ✓	0/12 = 0.00%	0/12
Garcia, Leticia ✓	0/12 = 0.00%	0/12
Green, Alexandra ✓	0/12 = 0.00%	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

Open response with single score.

1)	12	0	View
----	----	---	----------------------

and

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

Save Scores

Open response with single score.

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, Peter
Dexter, John	0.00 %	---	Dexter, John
Ellison, Susan	0.00 %	---	Ellison, Susan

Open response with single score

and

Enter Points Enter Student Answers

Save Scores Back Print Essay Test

Student	Question
Bogay, Bert B.	1

Possible Points: Earned Points:

Exciting Writing Prompt
 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.

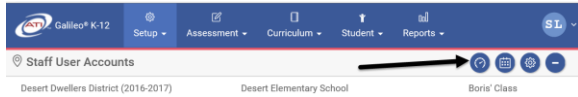
My family and I went to San Diego, California for some fun. We had to wake up at 4:00 in the morning. We went into Albertsons to get breakfast. After that, we started on our 6 hour journey to San Diego. It was so boring in the car! When we vmet outside it was chilly, so we ran inside the hotel and check 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

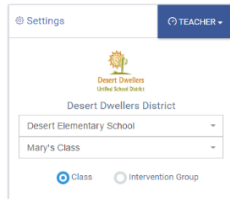
1. Click the **Dashboard** icon.



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

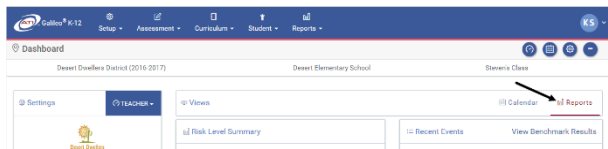
a. **Class** radio button filter mode:

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.

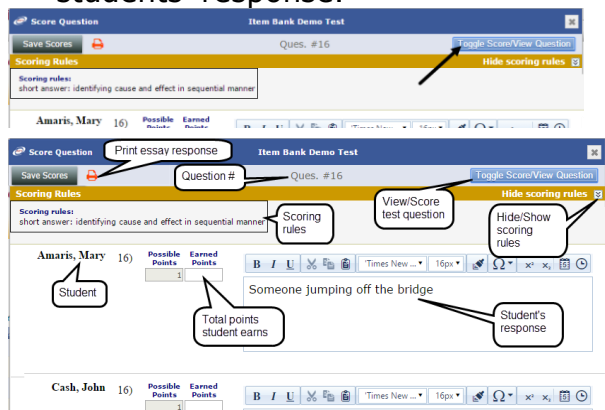
8. Depending on your library permissions, the test item may be viewed and/or **Earned Points** may be recorded.

9. Click the test item # link to display the performance objective, depth of knowledge, students' response, points earned, scoring rubrics, and test item.

Name	Earned Pts.	1	2	3	4	5
Amaris, Mary	18/45 = 40.00%	A	D	0		
Cash, John	4/45 = 8.89%	C	C	---	0/1	1/1

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 assign dropdown list then create one in the [Class Calendar](#) and then come back to this page.

Schedule: 12/20/2010 to 12/20/2010 Struggling Math Student
 [Select a schedule]
 Score Test: 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.)

Score Test for Individual Student

School: Desert Elementary School
 Class: Mary's Class
 Library: 2016-17 Desert Dwellers 04 Benchmark
 Test: Opinion Writing Prompt
 Student: Allen, Beth

Score: 0

1) Question Type: Open Response
 Correct Answer: N/A
 Possible Pts: 5
 Student Answer: See Below
 Earned Pts: 0
 Max Pts Earned?: Yes

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

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

4) Question Type: Submit Work Sample
 Correct Answer: N/A
 Possible Pts: 3
 Student Answer: N/A
 Earned Pts: 1
 Max Pts Earned?: No

or

School: Desert Elementary School
 Class: Mary's Class
 Library: 2016-17 Desert Dwellers 04 Benchmark
 Test: Opinion Writing Prompt
 Student: Allen, Beth

Score: 5/12 = 41.67%

1) Question Type: Open Response
 Correct Answer: N/A
 Possible Pts: 12
 Student Answer: See Below
 Earned Pts: 5
 Max Pts Earned?: No

School: Desert Elementary School
 Class: Mary's Class
 Library: 2016-17 Desert Dwellers 04 Benchmark
 Test: Opinion Writing Prompt

Student: [All students]

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: 08/16/2016 to 08/26/2016

Score Letter

Save Scores Delete Scores

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

Student	Writing Prompt	Statement of Purpose/Focus and Organization	Evidence/Elaboration	Conventions/Editing	Student
Apple, Candl	1	1	1	1	Apple, Candl
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	0	0	0	0	Ellison, Susan

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

Score Multiple Students

Enter Points View Student Answers

Save Scores Back Print Essay Test

Student: Apple, Candl
 Possible Points: 0
 Earned Points: 0

Question: 1

02.ARG.TXT.Simon's First Day. Write opinion

1) from "Simon's First Day"

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.

Student Response
 Simon was very lonely. Simon did not have any friends. I know this because

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

Enter Points View Student Answers

Save Scores Delete Scores Back Print Essay Test

Student: Allen, Beth
 Possible Points: 5
 Earned Points: 5

Question: 2

Persuasive Writing Prompt
 Read the entire writing prompt carefully. Don't forget about creating a writing graphic organizer to help plan your response.

Exciting Writing Prompt
 Write a story about a time when you felt excited.

Student's response is displayed here if answ

- Click the **Save Scores** button.
- SCORE MULTIPLE STUDENTS**
- Access the **Score Tests** page.
 - Select the **Score** radio button. (The **Letter** radio button is not applicable to open response test items.)
 (Image in next column.)

- Review the student's response. Refer to the Writing Prompt Options section, page 1, for scoring options.
- Enter scores on: **Score Multiple Students** or the **Score Test** pages.

SCORE MULTIPLE STUDENTS PAGE

- From the **Score Multiple Students** page, use the **Question** drop-down field to select the test item.
- Typed each of the student's points earned in the **Earned Points** field.

Score Multiple Students

Enter Points Enter Student Answers

Save Scores Back

Student	Question
Apple, Candi	02.ARG.TXT.Simon's First Day. Write opinion
Brown, Charles	02.ARG.TXT.Simon's First Day. Write opinion

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

Enter filename for work sample
Choose File No file chosen

or

Enter Points Enter Student Answers

Save Scores Back Print Essay Text

Student	Question
Begay, Bert B.	Exciting Writing Prompt
Genica, Patricia A.	Exciting Writing Prompt

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 into a restaurant to get breakfast. After that, we started on our 6-hour journey to San Diego. It was so boring in the car when we weren't 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.

The next day, my dad drove us to Sea World for some family fun. I was so excited! The first show we saw was when a bunch of people in costumes, doing funny moves. Then we went to the grey dolphins and pet them. Some people had fish to feed the grey dolphins and pet them while eating. There was a cool ride called River Rapids. My dad went on with me. It was so fun when we tried to dodge the waterfalls that were on your side. Then after 5 more time with my dad I went with my mom. My mom bought me a warm sweatshirt because I was so cold with the wet water.

I have been wanting to touch the sting ray for a long time so went to the water of the sting rays and try to touch them but didn't succeed.

We went back to the hotel and get into our warm, comfy beds.

- Click the **Save Scores** button.

SCORE TEST PAGE

- From the **Score Multiple Students** page, click the **Back** button.
- From the scoring grid, 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.

Student	WRITING PROMPT	STATEMENT OF PURPOSE/FOCUS AND ORGANIZATION	EVIDENCE/ELABORATION	CONVENTIONS/EDITING	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	0	1	1	1	Ellison, Susan

or

Student	Score	Student
Apple, Candi	83.33 %	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

- Click the **Save Scores** button.

VIEW SCANNED WORKSHEET

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

Report Options

- Class Score Grid
- Class Score List
- Written Test Scores
- Assessment History
- Development Profile

School: Desert Elementary School
Class: Mary's Class
Library: Desert Dwellers Collaborative Tests
Test: Operations and Alg Thinking
Student: Zillen, Beth

Worksheet432675.pdf - Adobe Acrobat

Operations and Alg Thinking

DO NOT WRITE OUTSIDE THIS BOX. INCLUDE THE QUESTION NUMBERS NEXT TO YOUR WORK.

5) 6 strings = Dawn
7 strings = Carl

6) Book → rope
18 feet → wood

7) 50 = 56
- 56

0

8) 6
9) 60
10) 160
11) 230

Click the image for the desired worksheet; the worksheet opens in a new window as a PDF.