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# **Chapter 4. Interim Assessment Hand Scoring System**

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## Overview of the Interim Assessment Hand Scoring System

### Resources Linked in This Section:

- California Assessment of Student Performance and Progress (CAASPP) Interim Assessment Administration Resources web page—<http://www.caaspp.org/ta-resources/interim.html>
- CAASPP Portal website—<http://www.caaspp.org/>
- Smarter Balanced Hand-Scoring Rules web document—[http://www.smarterapp.org/documents/Smarter\\_Balanced\\_Hand\\_Scoring\\_Rules.pdf](http://www.smarterapp.org/documents/Smarter_Balanced_Hand_Scoring_Rules.pdf)
- *TOMS Pre-Administration Guide for CAASPP Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.pdf>

The Interim Assessment Hand Scoring System (IAHSS) allows educators to score responses to items that require hand scoring. When students in a test session submit an interim assessment, the items that require hand scoring are sent to the IAHSS, where scorers can view students' responses to each item and enter scores or mark them with condition codes. Items that require hand scoring must be scored in the IAHSS for results to be viewable in the Interim Assessment Reporting System (IA Reporting System).

Hand scoring interim assessments is a local responsibility. To plan adequate time for hand scoring of interim assessments, it is a good idea to preview the Interim Comprehensive Assessment (ICA) or Interim Assessment Blocks (IABs) using the Interim Assessment Viewing System on the CAASPP [Interim Assessment Administration Resources](#) web page. The Interim Assessment Viewing System allows educators with the appropriate Test Operations Management System (TOMS) credentials to view all of the interim assessments, both ICAs and IABs, and develop an estimate of the time required for hand scoring.



**Alert:** Hand scoring interim assessments is a local responsibility. Student results will not display in the IA Reporting System until hand scoring is completed. Allow approximately 20 minutes for results to populate.



**Note:** In most cases, results will populate within 20 minutes. In some cases, results may take longer to populate due to normal quality assurance of student scores and high volumes of student testing during peak summative testing windows.



### Warnings:

- All student responses and associated hand scoring materials will be cleared from the IAHSS during the system downtime that occurs just prior to the rollover to the new interim assessments for the 2019–20 school year. Once they are cleared, student responses will no longer be available for hand scoring.
- For ICAs, hand scoring for **both** the performance task and the computer-based test must be completed **and** submitted in order to generate results in the IA Reporting System.

This section contains information on how to do the following:

- Understand IAHSS user roles
- Access the IAHSS
- Select item responses to score
- Score item responses
- Mark item responses as complete
- Apply condition codes

## Quick Start Instructions

1. Navigate to the [CAASPP Portal](#), select the [**Smarter Balanced Interim Assessments**] button, and then select the [**Interim Assessment Hand Scoring System**] button.
2. Log in by entering the TOMS username and password on the *Logon* web form and selecting the [**Secure Logon**] button.
3. Select item responses to score.
4. Score item responses.
5. Reassign items (optional).
6. Mark as complete.

More detailed procedures are outlined in the [Using the IAHSS](#) subsection.

## IAHSS User Roles

### Scorers

Scorers use the IAHSS to score the item responses that require hand scoring. Student responses are assigned to the scorer based on the Test Session ID in which the test was completed. Scorers can reassign items to other scorers in their school or score managers from within their school.

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**Note:** When a scorer reassigns a student’s response to an item, the scorer will no longer have access to the student’s response and will not be able to regain access to the response without it being reassigned to him or her by the controlling scorer/score manager.

Test administrators and interim assessment administrators are automatically assigned the role of scorer in the IAHS.

### Score Managers

There are two types of score managers: local educational agency (LEA) CAASPP coordinator score managers, who can view items completed by any student associated with their LEA, and CAASPP test site coordinator score managers, who can view items completed by any student associated with their school. Both types of score managers can reassign students to any scorer within their user level. Score managers inherit scorer properties as part of their role, so they can also score item responses that have been reassigned to them. Table 8 describes the hand scoring roles and their abilities.

**Table 8. Hand Scoring Roles and Abilities**

Hand Scoring Role	TOMS User Roles	Viewing, Scoring, and Reassigning Abilities
<b>Scorer</b>	<ul style="list-style-type: none"> <li>• Test Administrator</li> <li>• Test Examiner</li> <li>• IA Administrator Only</li> </ul>	<ul style="list-style-type: none"> <li>• can view and score all student responses for assessments he or she administers</li> <li>• can view and score all student responses assigned to him or her by another scorer or score manager</li> <li>• can reassign his or her student responses to another scorer or score manager within his or her school</li> </ul>
<b>Score Manager</b>	LEA CAASPP Coordinator	<ul style="list-style-type: none"> <li>• can view responses for all students within the LEA</li> <li>• can score student responses for which he or she has been assigned</li> <li>• can reassign responses to any scorer or score manager within the LEA</li> </ul>

Hand Scoring Role	TOMS User Roles	Viewing, Scoring, and Reassigning Abilities
Score Manager	Test Site Coordinator	<ul style="list-style-type: none"> <li>• can view responses for all students within the school</li> <li>• can score student responses assigned to him or her</li> <li>• can reassign responses to any user eligible to score responses within his or her school</li> </ul>

## Using the IAHSS

### Step 1. Access the IAHSS

To access the IAHSS, you must have TOMS login credentials (i.e., username and password).

1. Open your web browser and navigate to the [CAASPP Portal](#) website.
2. Select the [**Smarter Balanced Interim Assessments**] button (Figure 67) to navigate to the CAASPP Interim Assessment Administration Resources page.

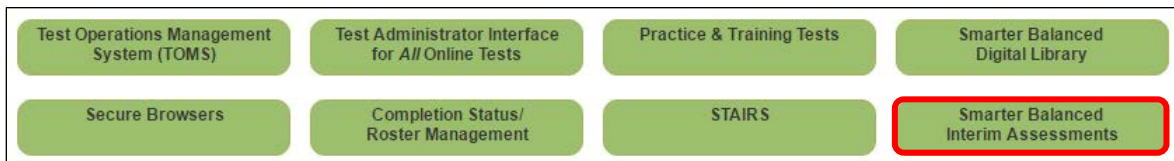
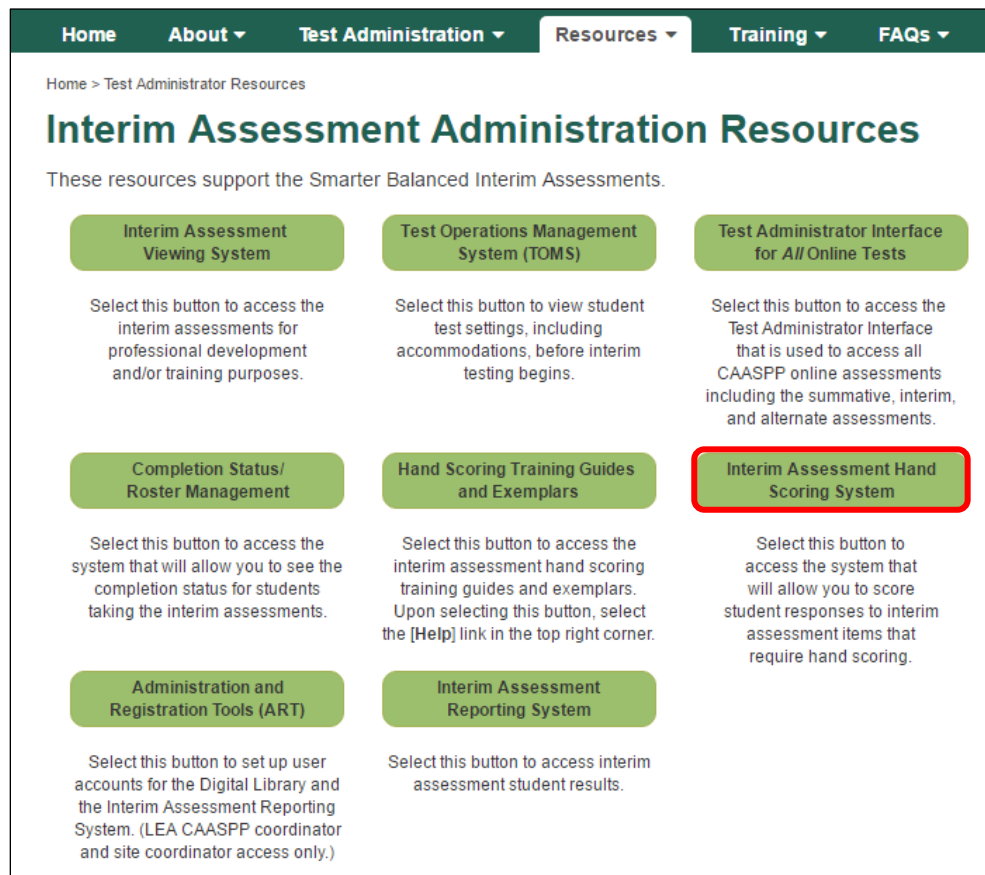


Figure 67. Buttons on the CAASPP Portal website

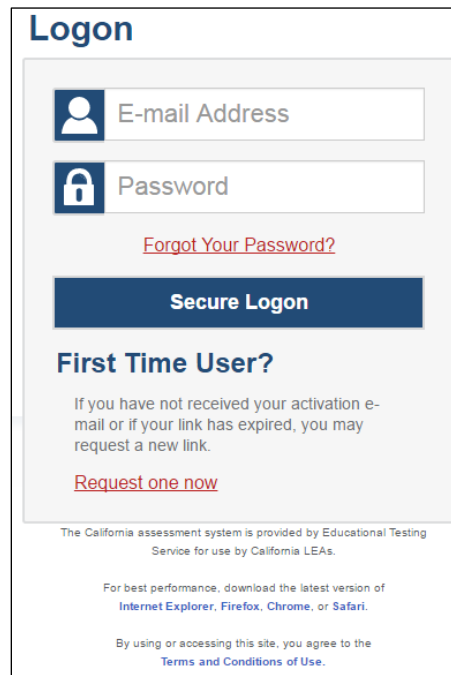
3. Select the [**Interim Assessment Hand Scoring System**] button (Figure 67).

## Interim Assessment Hand Scoring System | Overview of the Interim Assessment Hand Scoring System



**Figure 68. [Interim Assessment Hand Scoring System] button**

4. Enter your email address and password in the *E-mail Address* and *Password* fields in the *Logon* web form (Figure 69), and then select the **[Secure Logon]** button.
  - a. If you have forgotten your password, refer to Chapter 2 Passwords, Access, and Logon of the [TOMS Pre-Administration Guide for CAASPP Testing](#) for instructions on resetting.



**Logon**

[Forgot Your Password?](#)

**First Time User?**

If you have not received your activation e-mail or if your link has expired, you may request a new link.

[Request one now](#)

The California assessment system is provided by Educational Testing Service for use by California LEAs.

For best performance, download the latest version of [Internet Explorer](#), [Firefox](#), [Chrome](#), or [Safari](#).

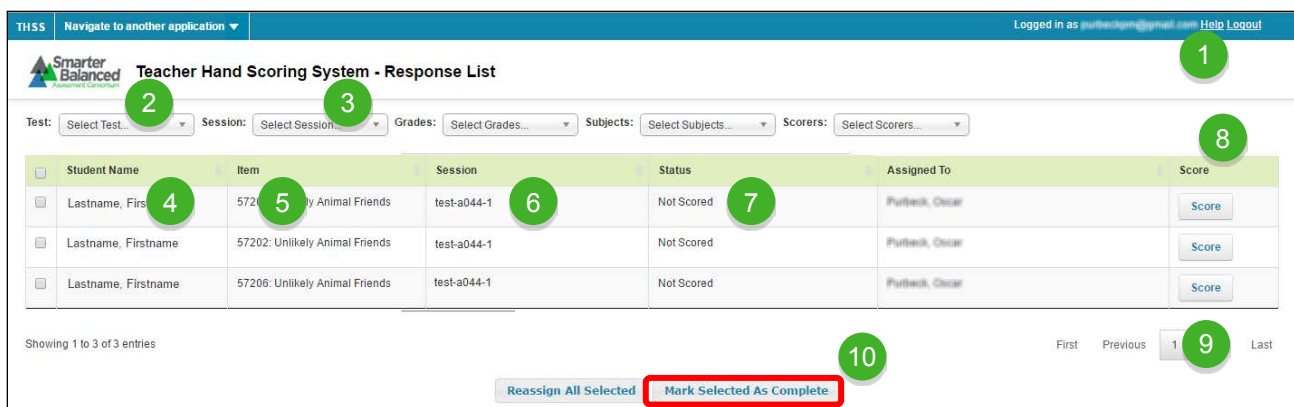
By using or accessing this site, you agree to the [Terms and Conditions of Use](#).

Figure 69. Logon web form

## Step 2. Select Item Responses to Score

### Overview of the Response List Page

After you log in, the Response List page appears (Figure 70). For scorers, this table populates with the responses assigned to a scorer for scoring.



THIS | Navigate to another application | Logged in as autbaedgim@gmail.com | Help | Logout

Smarter Balanced Assessment Consortium | **Teacher Hand Scoring System - Response List**

Test:  | 
 Session:  | 
 Grades:  | 
 Subjects:  | 
 Scorers:

Student Name	Item	Session	Status	Assigned To	Score
<input type="checkbox"/> Lastname, First	57205: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	<input type="button" value="Score"/>
<input type="checkbox"/> Lastname, Firstname	57202: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	<input type="button" value="Score"/>
<input type="checkbox"/> Lastname, Firstname	57206: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	<input type="button" value="Score"/>

Showing 1 to 3 of 3 entries

Figure 70. Response List page—Scorer

1. **[Help]** button: This button opens the *Teacher Hand Scoring System User Guide*.
2. **[Test]** drop-down list: This list is used to filter the response list by test.
3. **[Session]** drop-down list: This list is used to filter the response list by Session ID.

## Interim Assessment Hand Scoring System | Overview of the Interim Assessment Hand Scoring System

4. **Student Name:** This column indicates student name.
5. **Item:** This column indicates name of the hand-scored item. Includes item ID and name.
6. **Session:** This column provides the Session ID in which the assessment was completed.
7. **Status:** This column provides the scoring status of the item. See Table 9 for information on status types.
8. **[Score]** button: This button is selected to score a student response.
9. **Navigation links:** These links are used to view student responses on other pages, if the response list shows more than 25 students.
10. **[Mark Selected As Complete]** button: This button completes the hand scoring for selected responses; responses will no longer be accessible.

**Table 9. Status Types**

Status	Meaning
<b>Not Scored</b>	Indicates that the response needs to be scored.
<b>Tentatively Scored</b>	Indicates that the response was scored but needs to be marked as complete. The response is still available to be reviewed or reassigned.

As a score manager, the Response List table will include additional information (Figure 71).



**Note:** There are two versions of the Response List table. If you are a score manager, this table displays the hand scored responses for all the students in your associated school (for CAASPP test site coordinators) or LEA (for LEA CAASPP coordinators).



Student Name	Item	Session	Status	Assigned To	Score
Lastname, Firstname	57200: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	Score
Lastname, Firstname	57202: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	Score
Lastname, Firstname	57206: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	Score

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Reassign All Selected Mark Selected As Complete

**Figure 71. Filters for the Response List table—Score Manager**

1. **[Grades]** drop-down list: This list is used to filter the response list by grade.
2. **[Subjects]** drop-down list: This list is used to filter the response list by subject.

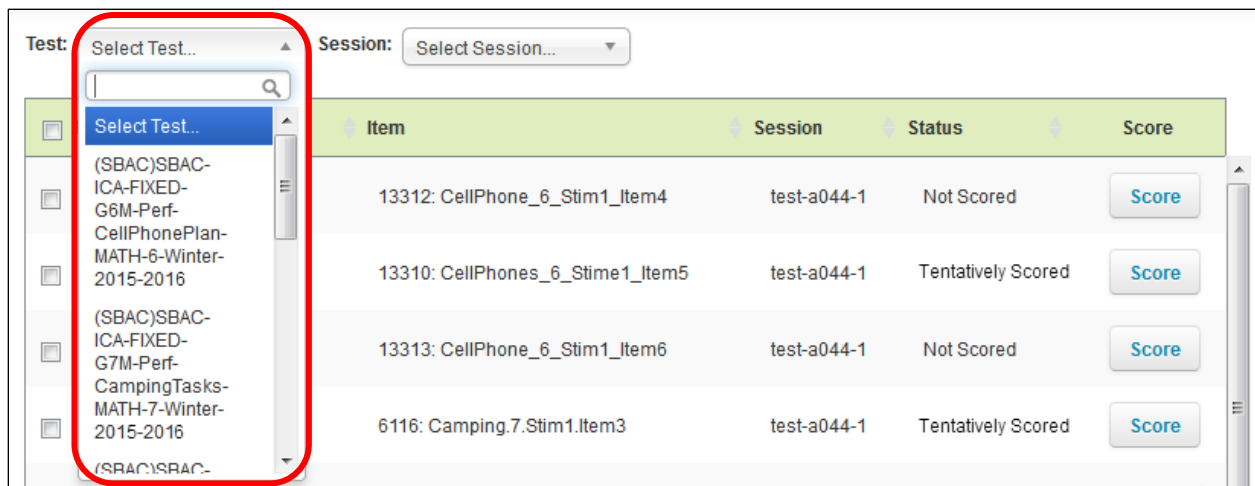


3. **[Scorers]** drop-down list: This list is used to filter the response list by assigned scorer.
4. **Assigned To:** This column shows the name of the scorer to which the response is assigned.

### Filter the Response List Table

You can use the drop-down lists on the Response List page to filter the responses that appear in the table. Scorers can filter the table by test and/or session. Score managers can filter the table by test, session, grade, subject, and/or assigned scorer.

1. Open a drop-down list above the Response List table (Figure 72); for a scorer the options are *Test* and *Session*.



**Figure 72. Test Filter for the Response List table—Scorer**

2. Select an option; otherwise, enter the desired option in the search field. The table updates to show only responses associated with the selected option.
3. To apply additional filters, repeat Steps 1 and 2 with a different drop-down list.

### Sort the Response List Table

You can sort the Response List table by student name, item, Session ID, or response status.



**Note:** Score managers can also sort the Response List table by the assigned scorer.

1. Select a column header. The table lists the responses by that column in ascending order.
2. To sort the responses in descending order, select the column header again.

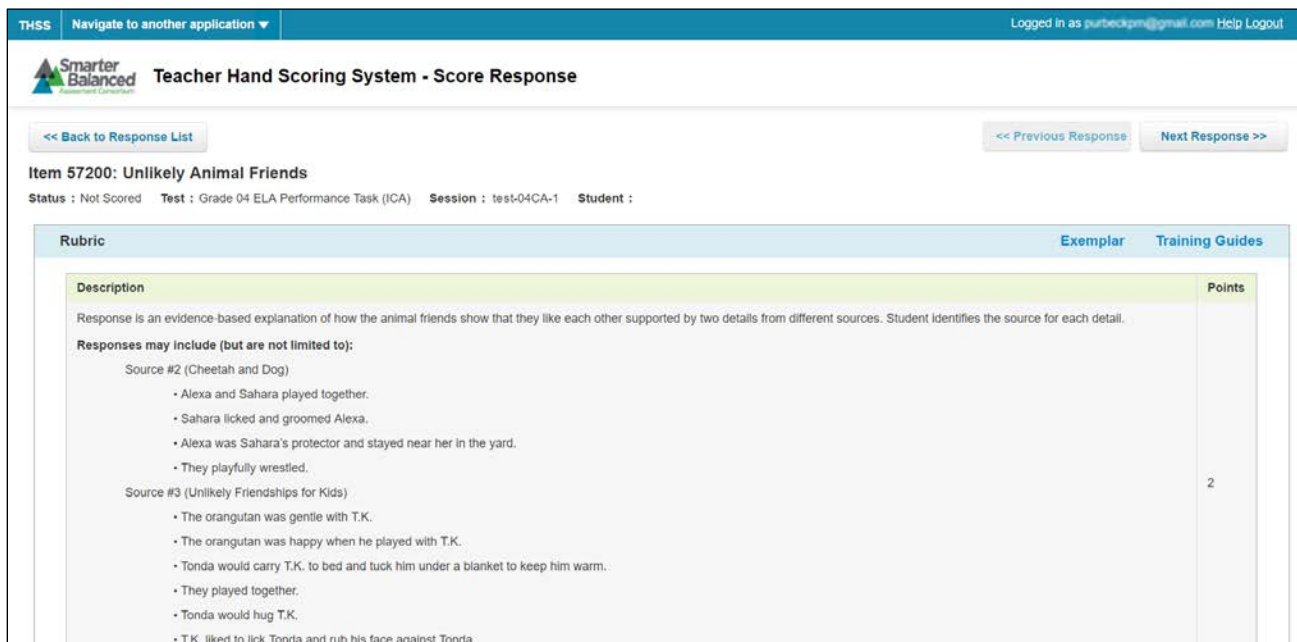
## Step 3. Score Item Responses

When scoring responses, you can either assign a score to the response or mark it with a condition code. Condition codes are used for any item you cannot score due to the nature of the student’s response. When a student response is assigned a condition code, it is equivalent to a score of zero. Refer to the [Hand Scoring Condition Codes](#) subsection for more information on condition codes. If a single item is scored using multiple scoring criteria (i.e., English language arts/literacy [ELA] full writes are scored for Organization/Purpose, Evidence/Elaboration, and Conventions, and would receive three separate scores), a scorer should enter a score or condition code for each criterion. For more information about how to score responses and use condition codes, refer to the [Smarter Balanced Hand-Scoring Rules](#) web document.

### Score Responses

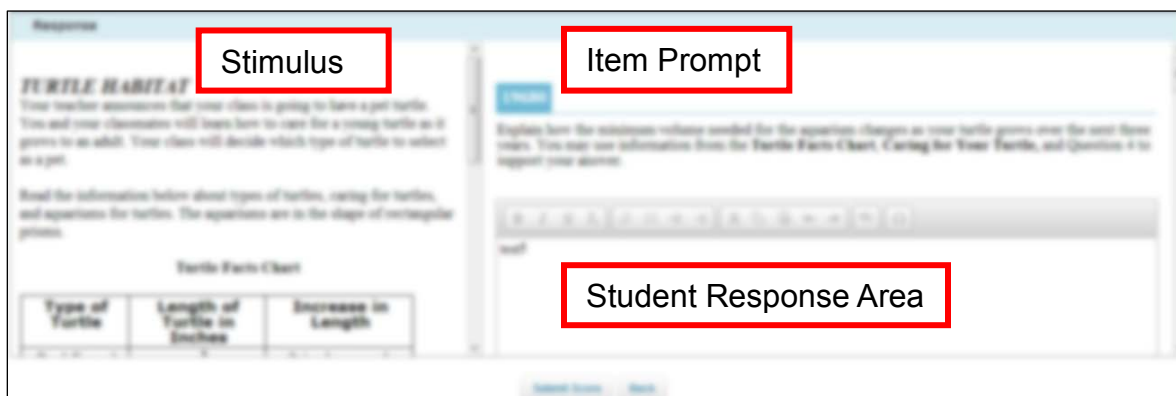
This section explains how to enter scores and condition codes for responses.

1. In the **Score** column of the Response List table (Figure 74), select [**Score**] for a response. The Score Response page appears, displaying the item rubric and student response (Figure 73).



**Figure 73. IAHS Score Response page**

2. In the “Response” section of the Score Response page (Figure 74), review the item stem and the student’s response. Table 10 defines the terms used in Figure 74. To view the item’s passage and an example of responses at all score points, select the [Exemplar] link (Figure 75).



**Figure 74. IAHS Response section**

**Table 10. Response Section Terms**

Term	Definition
<b>Item Prompt</b>	A test question or stimulus presented to a student to elicit a response.
<b>Stimulus</b>	Material or materials used in the test context that form the basis for assessing the knowledge and skills of students. Many items/tasks for the assessments include a stimulus along with a set of questions to which the student responds. Stimulus materials are used in ELA and mathematics assessments to provide context for assessing the knowledge and skills of students and are diverse. They can be traditional reading passages/texts but viewed on a computer screen; images with audio presentations for students to listen to; simulated web pages for students to use for research; or scenarios to react to.
<b>Student Response Area</b>	The designated area for the student’s response to the item prompt.

3. In the “Rubric” section (Figure 75), review the rubric description and do one of the following:
  - a. View a guide for scoring the student response. Select the [Training Guides] link (Figure 75).
  - b. Enter a score for the response. Manually enter a numerical score in the *Score* field or use the arrow button in this field to increase or decrease the score in increments of one (Figure 76). The score cannot exceed the value in the *Points* column.
  - c. Assign a condition code to the response. Select the appropriate option from the *Condition Code* drop-down list (Figure 76).

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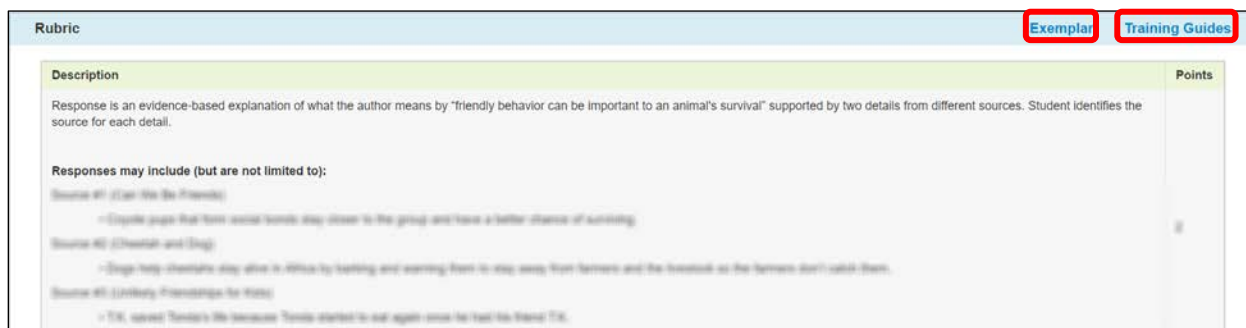


Figure 75. IAHS “Rubric” section

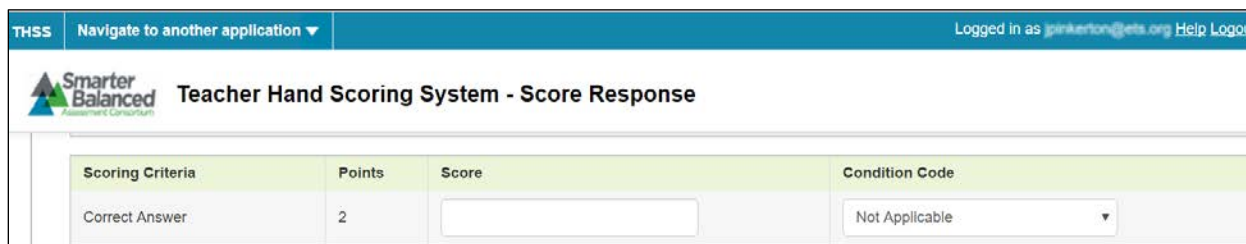


Figure 76. IAHS “Scoring Criteria” section

4. If the item consists of multiple scoring criteria, repeat Step 3 for each criterion.
5. When you finish entering scores for the response, select [**Submit Score**] at the bottom of the page (Figure 74).
  - a. To navigate to the Score Item page for a different item, select [**Previous Response**] or [**Next Response**] at the top of the page (Figure 77); the order of responses is determined by the sorting options chosen on the Response List table.
  - b. To return to the Response List page, select [**Back to Response List**]. The item’s status in the *Status* column now displays *Tentatively Scored*.



Figure 77. Navigation for the Hand Scoring System

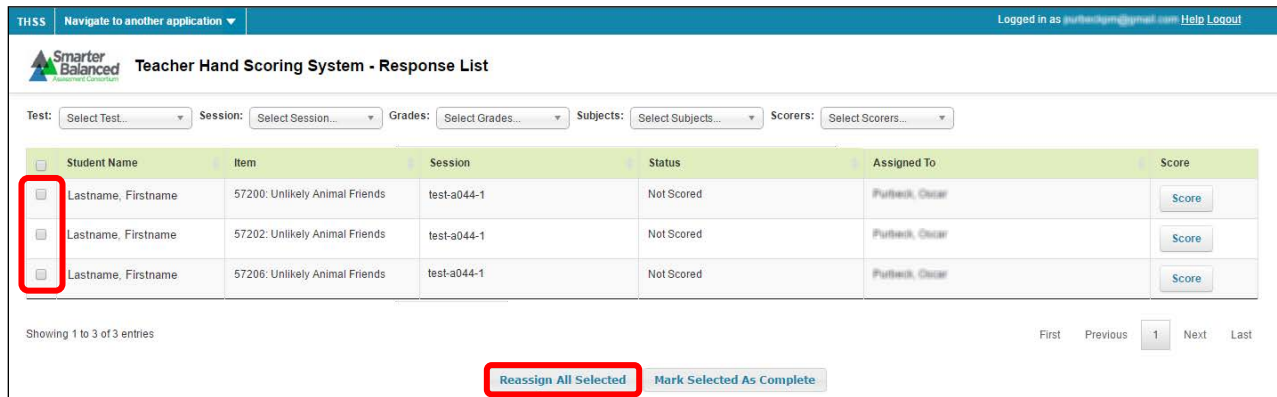
### **Reassign Responses**

The IAHS automatically assigns student responses for hand scoring to the test administrator who administered the session in which the student test was completed. If a student started a test in one session and completed it in another, the response will be assigned to the test administrator who administered the session in which the student completed the test.

Score managers at the school level (test site coordinators) can reassign responses to scorers in a school. Those score managers associated with an LEA (LEA CAASPP coordinators) can reassign responses to scorers within the LEA.

What follows is the process for score managers to reassign responses.

1. On the Response List table (Figure 78), mark the check box in the column on the far left for any items you wish to reassign.



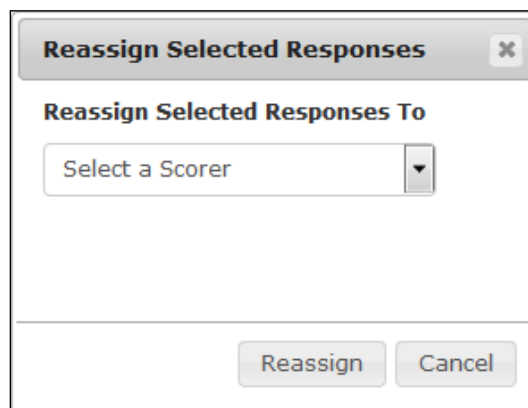
<input type="checkbox"/>	Student Name	Item	Session	Status	Assigned To	Score
<input type="checkbox"/>	Lastname, Firstname	57200: Unlikely Animal Friends	test-a044-1	Not Scored	Putbeck, Oscar	<input type="button" value="Score"/>
<input type="checkbox"/>	Lastname, Firstname	57202: Unlikely Animal Friends	test-a044-1	Not Scored	Putbeck, Oscar	<input type="button" value="Score"/>
<input type="checkbox"/>	Lastname, Firstname	57206: Unlikely Animal Friends	test-a044-1	Not Scored	Putbeck, Oscar	<input type="button" value="Score"/>

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

**Figure 78. Response List table**

2. Select the **[Reassign All Selected]** button at the bottom of the Response List page. A dialog box pops up.
3. In the *Reassign Selected Responses* dialog box (Figure 79), select a scorer from the drop-down list. Only users associated with your school or LEA will appear.



**Reassign Selected Responses** ✕

**Reassign Selected Responses To**

Select a Scorer ▼

**Figure 79. Reassign Selected Responses dialog box**

4. **Select the [Reassign]** button. The selected responses are reassigned to the selected scorer. The newly assigned scorer's name will show in the *Assigned To* column of the Response List table.

## Interim Assessment Hand Scoring System | Overview of the Interim Assessment Hand Scoring System



**Note:** The IAHSS does not provide an internal mechanism for tracking reassignments. Any reassignments must be tracked locally.

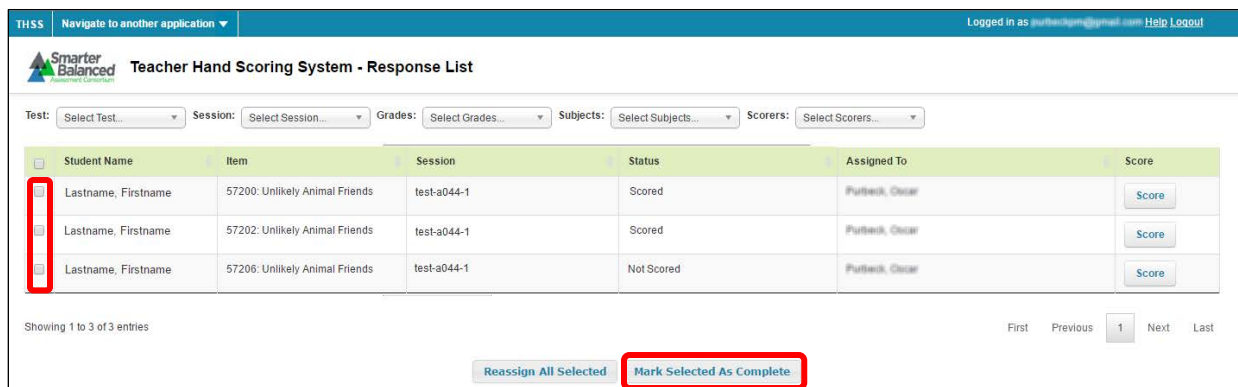


**Note:** Responses with a status of “Tentatively Scored” or “Not Scored” can be reassigned. When a “Tentatively Scored” response is reassigned, the initial score will remain for the new scorer to view.

### Step 4. Mark Item Responses as Complete

After scoring responses, the scorer must mark the responses as complete to finish the process. The completed response will advance in the process to ultimately generate a score in the IA Reporting System.

1. On the Response List table, mark the check box for any responses that have final scores (Figure 80).



Student Name	Item	Session	Status	Assigned To	Score
<input type="checkbox"/> Lastname, Firstname	57200: Unlikely Animal Friends	test-a044-1	Scored	Putback, Clear	Score
<input type="checkbox"/> Lastname, Firstname	57202: Unlikely Animal Friends	test-a044-1	Scored	Putback, Clear	Score
<input type="checkbox"/> Lastname, Firstname	57206: Unlikely Animal Friends	test-a044-1	Not Scored	Putback, Clear	Score

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Reassign All Selected Mark Selected As Complete

**Figure 80. Response List table**

2. Select the **[Mark Selected As Complete]** button (Figure 82).
3. In the window that pops up, select the **[Mark Selected As Complete]** button. Once you mark a response as complete, it is removed from the scorer’s queue.



**Note:** A status of “Tentatively Scored” indicates the response was scored but still needs to be marked as complete.

The interim assessment score reports are generally available after 20 minutes once all hand scoring has been completed. The reports can be viewed in the IA Reporting System. Due to regular quality assurance processes and the high volume of testing during peak summative testing times, there may be some results that require more than 20 minutes to populate in the reporting system.



## Hand Scoring Condition Codes

For more information about how to score responses and use condition codes, refer to the [Smarter Balanced Hand-Scoring Rules](#) web document. Table 11 provides descriptions of the condition codes available.



**Note:** Condition codes are available to use in the IAHS and should be applied if applicable. Please note that condition codes are not referenced or accessible outside of the IAHS, including the IA Reporting System. Any item scored with a condition code defaults to a numeric value of zero and contributes to the overall score as such.

**Table 11. Condition Codes for Hand Scoring**

Condition Code	Description
<b>Blank (B)</b>	Student did not enter a response.
<b>Insufficient (I)</b>	<ol style="list-style-type: none"> <li>Student has not provided a meaningful response; examples can include the following: <ul style="list-style-type: none"> <li>random keystrokes</li> <li>undecipherable text</li> <li>“I hate this test”</li> <li>“I like pizza!” (in response to a reading passage about helicopters)</li> <li>response consists entirely of profanity</li> </ul> </li> <li>For ELA full writes, use the “Insufficient” code for responses described above and also if: <ul style="list-style-type: none"> <li>student’s original work is insufficient to make a determination whether he or she is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics</li> <li>response is too brief to make a determination regarding whether it is on-purpose or on-topic</li> </ul> </li> </ol>
<b>Nonscorable Language (L)</b>	<ul style="list-style-type: none"> <li>ELA: language other than English</li> <li>Mathematics: language other than English or Spanish</li> </ul>

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Condition Code	Description
<b>Off Topic (T)</b>	<p><b><i>For ELA Full Writes Only</i></b></p> <ul style="list-style-type: none"> <li>• A writing sample will be judged off-topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative).</li> <li>• Off-topic responses are generally substantial responses.</li> </ul>
<b>Off Purpose (M)</b>	<p><b><i>For ELA Full Writes Only</i></b></p> <ul style="list-style-type: none"> <li>• A writing sample will be judged off-purpose when the student has clearly not written to the purpose designated in the task.</li> <li>• An off-purpose response addresses the topic of the task but not the purpose of the task.</li> <li>• Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on-purpose.</li> <li>• Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</li> </ul>



## Hand Scoring Training

In order to score student responses, users will need access to the training guides, exemplars, and other training material from the Test Operations Management System (TOMS). These materials are available to anyone with TOMS credentials. After users log in to TOMS, select the **[Secure Materials]** button (Figure 81).

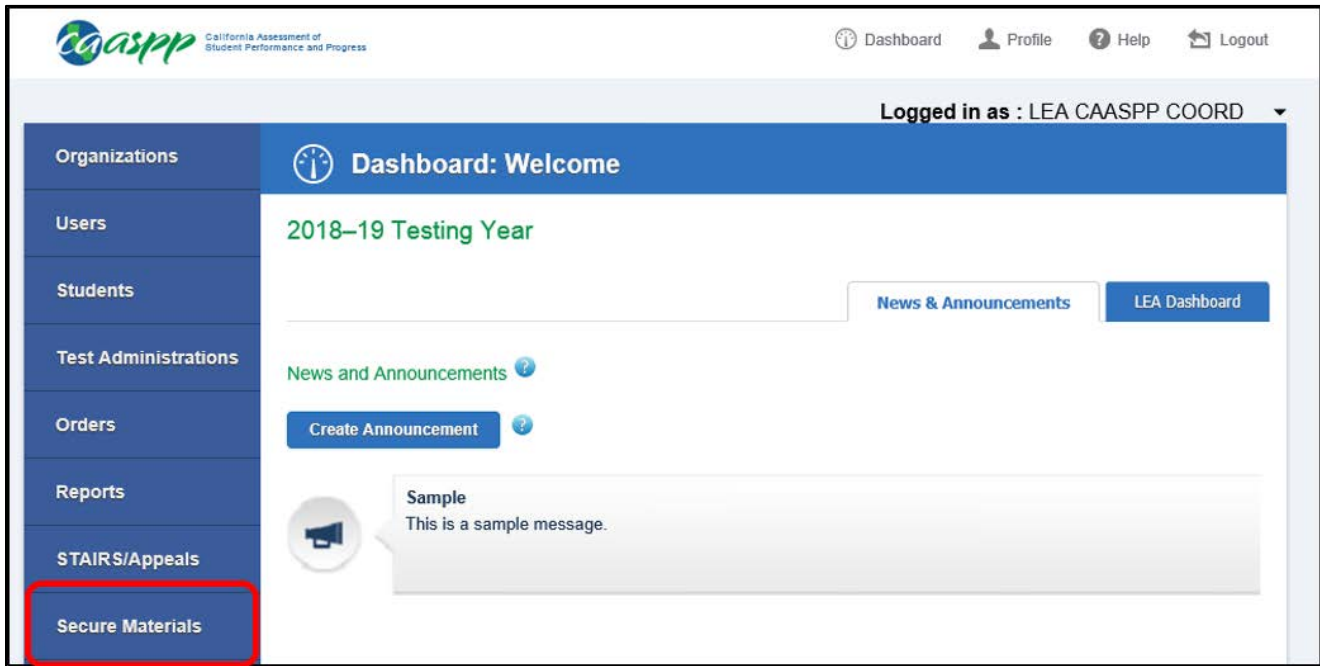
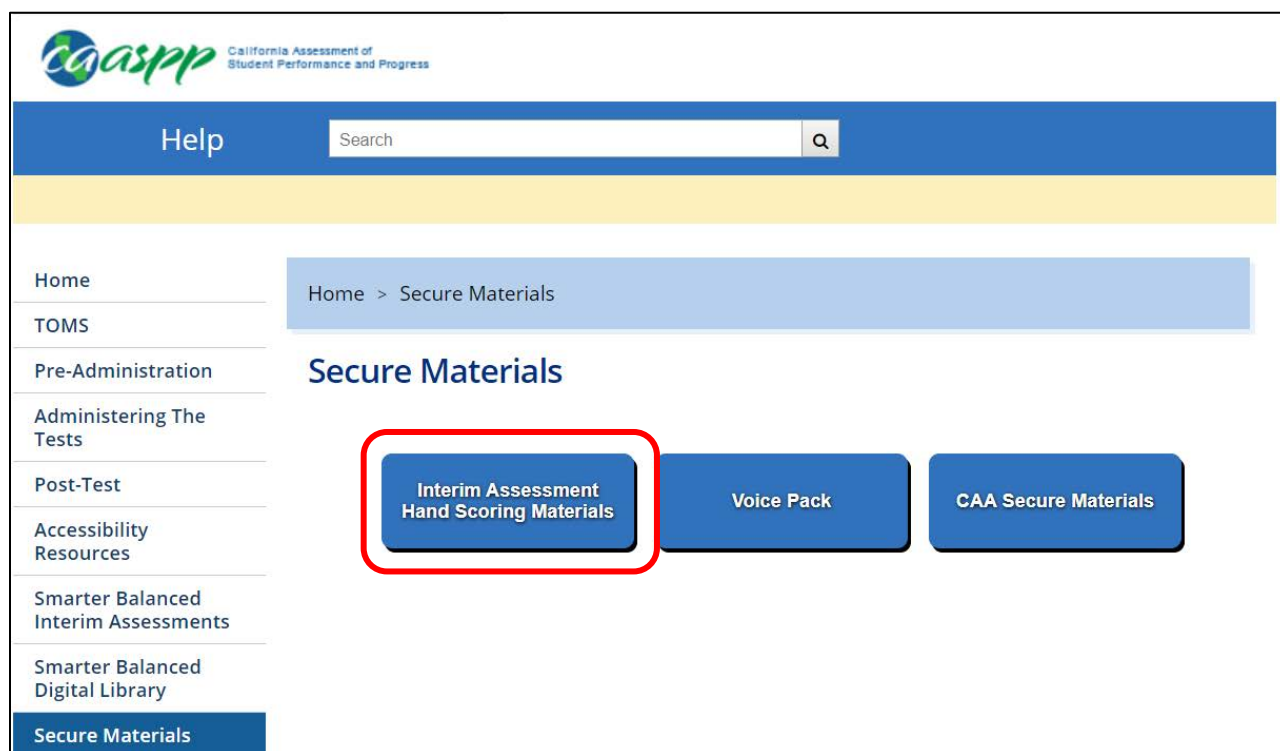


Figure 81. TOMS [Secure Materials] button

Users then land on the **Secure Materials** page for access to the Interim Assessment Hand Scoring Materials (Figure 82).



**Figure 82. [Interim Assessment Hand Scoring Materials] button**

The resources under the first section, Interim Assessment Hand Scoring Workshop Videos and Materials, include a variety of resources (Figure 83). The workshop presentations, materials, facilitator’s guides, and videos in the top section offer in-depth training on hand scoring student responses in English language arts/literacy (ELA) and mathematics. These are intended to be used within a group setting, with other educators.

The videos in the bottom section, Interim Assessment Hand Scoring System Webinar and Demonstration Videos, are shorter than the workshop videos. They provide high-level information about hand scoring in general, an example ELA item, and an example mathematics item.




Interim Assessment Hand Scoring Materials

Voice Pack




CAA Secure Materials

### Interim Assessment Hand Scoring Workshop Videos and Materials

#### English Language Arts (ELA) (September 2017)



-  [IA.Training.\(PPT\)](#)
-  [IA.Workshop.Materials.\(PDF\)](#)
-  [IA.Workshop.Facilitator's.Guide.\(PDF\)](#)

#### Mathematics (September 2017)

-  [IA.Training.\(PPT\)](#)
-  [IA.Workshop.Materials.\(PDF\)](#)
-  [IA.Workshop.Facilitator's.Guide.\(PDF\)](#)

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#### ELA—Brief Write and Reading (September 2016)

-  [IA.Training.\(PPT\)](#)
-  [Brief.Write.and.Reading.Materials.\(PDF\)](#)

▶ View Webcast

 (2 hours 27 minutes)

#### Mathematics (September 2016)

-  [IA.Training.\(PPT\)](#)
-  [IA.Workshop.Materials.\(PDF\)](#)

▶ View Webcast

 (1 hour 38 minutes)

ELA—Brief Write and Reading Webcast Time Stamps



Time	Event
00-12:45	Overview and objectives
<a href="#">12:45-36:24</a>	Scoring system and resources
<a href="#">36:24-47:04</a>	Interim assessment item types
<a href="#">47:04-54:22</a>	Overview of training materials
<a href="#">54:22-1:26:13</a>	Task 1: Scoring practice (Gr. 5)
<a href="#">1:26:13-1:52:20</a>	Task 2: Scoring practice (Gr. 7)
<a href="#">1:52:20-2:19:40</a>	Task 3: Scoring practice (HS)
<a href="#">2:19:40-End</a>	Reflections

Mathematics—Webcast Time Stamps

Time	Event
00-19:12	Overview and objectives
<a href="#">19:12-25:06</a>	Scoring system and resources
<a href="#">25:06-35:23</a>	Accessing training materials
<a href="#">35:23-57:41</a>	Equivalent answers, rubrics, dependent items
57:41-1:35:01	Scoring practice (HS and Gr. 4, 8, 6)
<a href="#">1:35:01-End</a>	Reflections

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#### ELA—Full Write and Research (September 2016)

-  [IA.Training.\(PPT\)](#)
-  [Full.Write.and.Research.Materials.\(PDF\)](#)

▶ View Webcast

 (1 hour 43 minutes)

ELA—Brief Write and Reading Webcast Time Stamps

Time	Event
00-18:51	Overview and objectives
<a href="#">18:51-43:26</a>	Scoring system and resources
<a href="#">43:26-1:36:20</a>	Scoring practice (Gr. 6)
<a href="#">1:36:20-End</a>	Reflections and tips for trainers

### Interim Assessment Hand Scoring System Webinar and Demonstration Videos

#### Hand Scoring Demonstration—Grade 6 ELA (September 2016)

▶ View Webinar

 (11 minutes)

#### Hand Scoring Demonstration—Grade 6 Mathematics (September 2016)

▶ View Webinar

 (9 minutes)

Note: An additional hand scoring training video (Module 4) is available at: <http://www.cde.ca.gov/ta/tg/oa/ia/videoseries.asp>.

**Figure 83. Hand Scoring resources**

The second section, Interim Assessment Hand Scoring Training Guides and Exemplars, includes the training guides and exemplars for all interim assessment items that require hand scoring. The *Training Guide* file contains:

## Interim Assessment Hand Scoring System | Hand Scoring Training

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- Stimuli—passages, short scenarios, or source material
- Item Stem—questions to which students are responding, also called “prompts”
- Target Specific Scoring Rubric—standardized set of criteria used to score student responses
- Condition Codes Table—explains how to score unusual responses
- Metadata Table—claims and targets assessed by the item
- Grade-Level Conventions Chart—explains which conventions students are expected to know (ELA full write only)

The *Exemplars* file contains:

- Prep Sets—prescored sample student responses to a constructed-response item; includes an annotation to explain reasoning for the assigned score
- Check Sets—sample student responses with a separate answer key; to be used as part of hand scoring training to check for consistency and calibration among scorers
- Key—answers to items in the Check Sets

To find the desired training guides and exemplars, users select the content area and grade. The associated items that require hand scoring will then display at the bottom of the page with links to the training guides and exemplars for each item. In Figure 84, *ELA* and *Grade 3* have been selected.

### Interim Assessment Hand Scoring Training Guides and Exemplars

Select desired grade level below for viewing training materials.

Materials for ELA and Math by Grade

<b>ELA</b>	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	High School
<b>Math</b>	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	High School

\*While the same performance task is currently used for ICAs and IABs, they are listed here separately for convenience.

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#### ELA—Grade 3

##### Interim Comprehensive Assessments (ICAs)

**ELA Interim Test**

56261: Instruments—Reading Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	22764: Late For School—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>
52688: Setting the Hook—Reading Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	

**ELA Opinion Interim Performance Task—Beetles\***

61118: Beetles—Research Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	54117: Beetles—Full Write <a href="#">Training Guide</a>   <a href="#">Exemplars</a>
61120: Beetles—Research Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	

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##### Interim Assessment Blocks (IABs)

**Read Literary Texts**

52688: Setting the Hook—Reading Short Answer  
[Training Guide](#) | [Exemplars](#)

**Read Informational Texts**

56261: Instruments—Reading Short Answer  
[Training Guide](#) | [Exemplars](#)

**Brief Writes**

30588: Family Reunion—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	22853: Wallet—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>
27695: Loggerhead Turtles—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	32058: Oak Tree—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>
22764: Late For School—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	22889: Late Bus—Writing Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>

**ELA Opinion Performance Task—Beetles\***

61118: Beetles—Research Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	54117: Beetles—Full Write <a href="#">Training Guide</a>   <a href="#">Exemplars</a>
61120: Beetles—Research Short Answer <a href="#">Training Guide</a>   <a href="#">Exemplars</a>	

**Figure 84. [Training Guides] and [Exemplars] links**

Once training on hand scoring has been completed, educators are ready to begin hand scoring interim assessment items.

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