

# BIE Science Benchmark Assessment

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SCORING USER GUIDE

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### Version Control

Version	Date	Author	Change Description
1.0	7/22/2024	eMetric	Created support documentation per 2024-2025 requirements discussion with Cognia and BIE.

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**INTRODUCTION**

The Science Benchmark assessments are at three grade levels: grade 5, middle school and high school. There are 4 forms per grade level and each form covers different content/standards. Each form is 12-14 items, there will be 10-12 selected response items and 2 open response items. The open-ended response questions will be scored by teachers; they will be provided a scoring rubric in the scoring component of the online platform. The Science benchmark assessments are aligned to Next Generation Science Standards.

**PURPOSE**

This document is intended to provide instruction for teachers to successfully use the Scoring component for human scored items that have been administered to students in the BIE Science Benchmark program of the BIE Science Assessment Portal. Once the human scored items have been submitted in **Scoring**, the scores will be available in **Reporting**.

**DEFINITION OF TERMS**

**Human scored:** Items that were authored with “Human” selected as the scoring type such as Open-Ended response items.

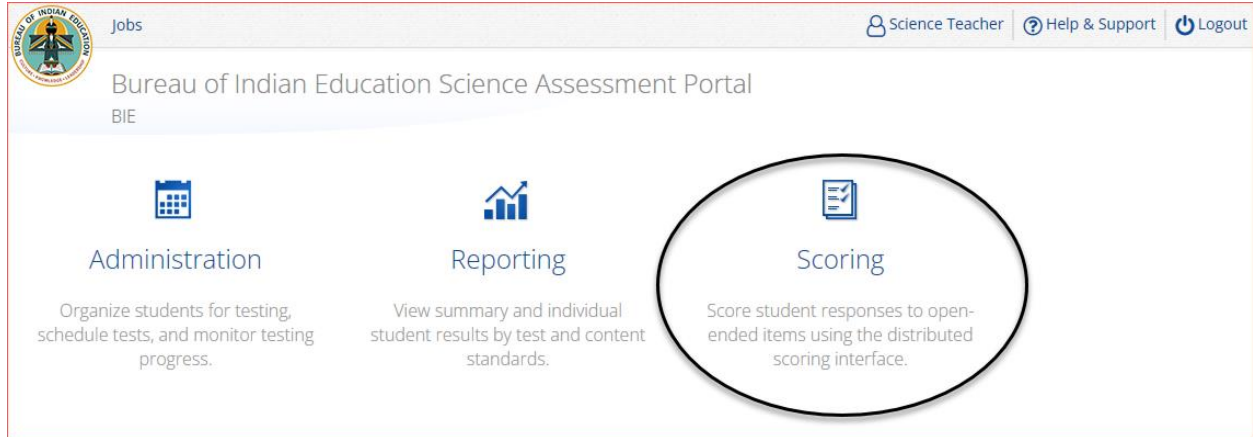
**TECHNICAL SUPPORT**

If you experience any difficulty downloading or installing the kiosk, contact Cognia Technical Support at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or (800) 887-7027.

For technical questions about the installation of the kiosk	<p><b>Cognia Technical Support</b>                  Toll free: 1 (800) 887-7027                  Email: <a href="mailto:biotechsupport@cognia.org">biotechsupport@cognia.org</a></p>
For questions about the test administration or other technical information	<p><b>Cognia Help Desk</b>                  Toll free: 1 (800) 887-7027                  Email: <a href="mailto:biotechsupport@cognia.org">biotechsupport@cognia.org</a></p>
For questions or information regarding BIE Science Assessment policy and testing procedures	<p><b>Bureau of Indian Education: U.S. Department of the Interior</b>                  Email: <a href="mailto:aurelia.shorty@bie.edu">aurelia.shorty@bie.edu</a></p>

## SCORING

To access the Scoring component, users will click on the Scoring icon upon logging in to the BIE Science Assessment Portal.



## SCORING WORKFLOW

### OVERVIEW

During scoring, a teacher independently assigns scores. Each student response is scored once, but the Teacher may modify the score after it has been submitted for reporting.

Upon selecting Scoring from the BIE Science Assessment portal homepage, users will see two tabs:

- **Ready for Scoring:** The Ready for Scoring tab will display a list of human scored items, organized by test, which are ready to be scored by the Teacher. This list can be filtered by test and class.
- **Scored Responses:** Once tests have been submitted for reporting; they will no longer appear in the selections on the Ready for Scoring tab. Teachers will access previously submitted scores on the Scored Responses tab where they can be viewed and changed and resubmitted for reporting.

The screenshot shows the 'Ready For Scoring' tab in the Scoring User Guide. At the top, there are navigation links for 'Ready For Scoring', 'Scored Responses', 'Science Teacher', 'Help & Support', and 'Logout'. Below these are three filter dropdowns: 'Program' (BIE Science Benchmark), 'Test Name' (Demo Test 3 HS), and 'Class' (Teacher, Science-3rd Period Science-(Grade-11)).

Last Name	First Name	Test Status	Date/Time Completed	Form Name	Item
FiveFortynine	Student	Finished	9/1/2022 8:18:34 AM	Demo Form 1	Score
FiveFortyone	Student	Finished	9/1/2022 8:20:17 AM	Demo Form 1	Score
FiveFortytwo	Student	Not Started		Demo Form 1	
FiveNine	Student	Not Started		Demo Form 1	
FiveNineteen	Student	Finished	9/1/2022 8:23:18 AM	Demo Form 1	Score
FiveOne	Student	Not Started		Demo Form 1	
FiveSeven	Student	Not Started		Demo Form 1	
FiveSeventeen	Student	Not Started		Demo Form 1	
FiveSix	Student	Finished	9/1/2022 8:22:27 AM	Demo Form 1	Score
FiveSixteen	Student	Not Started		Demo Form 1	

At the bottom of the table, there is a pagination control showing '1 of 2' and '10' items per page, and a note: '\*Note: The test times are reported in Mountain Standard Time.' Below the table is a 'Submit Scores for Reporting' button.

## READY FOR SCORING

In Scoring, the default display is the Ready for Scoring tab. The Ready for Scoring tab will provide Teachers with the ability to select the test and class that took the test selected for scoring.

The test name drop-down includes a list of all tests administered by the Teacher that have human scoreable items that have been submitted for scoring in the BIE Science Benchmark program and have not been scored.

The class drop-down includes a list of all classes that have been scheduled to take the above selected test and have responses submitted for scoring in the BIE Science Benchmark program. The class drop-down is filtered based on the test selection.

This close-up shows the filter dropdowns: 'Program' (BIE Science Benchmark), 'Test Name' (Demo Test 3 HS), and 'Class' (Teacher, Science-3rd Period Science-(Grade -11)).

The table of student responses that is generated based on the test and class selections will display the following information:

- Student last name
- Student first name
- Test Status (as displayed in the Test Sessions tab in Administration)

- The student’s responses will not be available in Scoring until the test has been completed. The Test Status column includes the following information:
  - **Not Started** if the student has not yet started their test
  - **In Progress** if the student has logged into their test and their test session is live
  - **Finished** if the student has completed their test
- Invalid if the student’s test has been invalidated.
- Date/Time completed (as displayed in the Test Sessions tab in Administration)
- Form Name
- An additional column for each human score-able item on the test selected to be scored. The items in the table are ordered by item ID. Hover over the item ID column to view the item name.
 

*Note: The item ID is an internal ID assigned by Authoring. The item name is the name that was given to the item upon item creation.*

  - A blank is displayed until the student’s test has been completed.
  - A Score link is shown if the item has not been scored.
  - A link for the scored value is provided if the item has been scored.
  - If a student’s test has been invalidated on the Test Sessions tab in Administration, then INV is displayed in this table and the item cannot be assigned a score.

Last Name <sup>1</sup>	First Name	Test Status	Date/Time Completed	Form Name	Item <sup>2</sup>
<a href="#">FiveFortynine</a>	<a href="#">Student</a>	Finished	9/1/2022 8:18:34 AM	Demo Form 1	<a href="#">Score</a>
<a href="#">FiveFortyone</a>	<a href="#">Student</a>	Finished	9/1/2022 8:20:17 AM	Demo Form 1	<a href="#">Score</a> <sup>3</sup>
<a href="#">FiveFortytwo</a>	<a href="#">Student</a>	Not Started		Demo Form 1	
<a href="#">FiveNine</a>	<a href="#">Student</a>	Not Started		Demo Form 1	
<a href="#">FiveNineteen</a>	<a href="#">Student</a>	Finished	9/1/2022 8:23:18 AM	Demo Form 1	<a href="#">1</a> <sup>4</sup>
<a href="#">FiveOne</a>	<a href="#">Student</a>	Not Started		Demo Form 1	
<a href="#">FiveSeven</a>	<a href="#">Student</a>	Not Started		Demo Form 1	
<a href="#">FiveSeventeen</a>	<a href="#">Student</a>	Not Started		Demo Form 1	
<a href="#">FiveSix</a>	<a href="#">Student</a>	Invalid	9/1/2022 8:22:27 AM	Demo Form 1	<a href="#">INV</a> <sup>5</sup>
<a href="#">FiveSixteen</a>	<a href="#">Student</a>	Not Started		Demo Form 1	

1 of 2 10 1 - 10 of 18

#	OPTION/ACTION	FUNCTIONALITY
1	Student Name (First or Last)	By clicking on the student’s name, users can score all human score-able items on the selected student’s test.
2	Item ID	By clicking on the Item ID column header, users can score all the student responses for the selected item. Hovering over the Item ID column header will allow the user to view the Item Name as it was assigned during item creation.
3	Score	By clicking on the Score link in the Item # columns, users can score that specific item for the student selected.
4	Assigned Score	By clicking on a numerical value in the Item # columns, the user can revisit a scored item for the student selected.

5	INV	By clicking the INV link, the user can view the response the student submitted even though their test was invalidated. If a student's test has been invalidated on the Test Session tab in Admin, then the system will not allow a score to be assigned for the student's response. INV is displayed instead of the Drop-Down Menu with possible score points.
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The Teacher can sort the table by clicking on any of the column headers, except for the Item ID header. Teachers can adjust the number of students displayed per page by using the drop-down menu at the bottom of the table. Page buttons allows the Teacher to navigate to additional students on subsequent pages.

## SCORING INTERFACE

### STUDENT AND SCORE TRACKING

When Teachers are viewing a student's response, the following information is displayed on the right side of the screen, as shown in the image below:

- Student Name
- Class Name
- Test Name
- Item Id
- Item Name
- Item Sequence

To assist the Teacher, tracking information is displayed. The information displayed varies depending upon how the user has chosen to score student responses. There are three ways to score student responses.

- A Teacher can select to score a single student's test by clicking the student's name in the Student Table. The tracking message reads: "You have scored xx responses of xx."
  - The number (xx) advances by 1 each time the Teacher scores an item and the display advances to the next item for that student. If there are no more items for that student, the user is returned to the main **Ready for Scoring** tab.
- A Teacher can select to score a single human score-able item for all students by clicking the Item ID column header. The tracking message reads: "You have scored xx responses of xx."
  - The number (xx) advances by 1 each time the Teacher scores a response and the display advances to the next response for that item. If there are no more responses for that item, the user is returned to the main **Ready for Scoring** tab.
- A Teacher can select to score a single human score-able item for a single student by clicking on the **Score** link in that cell in the table. No tracking message is displayed.



A student learns about the big bang theory, which describes the early universe as very hot and very small. He also learns that scientists who study light coming to Earth from distant galaxies observe that the wavelengths of light are shifted because of the movement of the galaxies.

The diagram shows observed shifts in the wavelengths of sound waves and light waves. The arrows in the diagram show the direction of motion.

**Shift in Waves**

Shift in Sound Waves from a Moving Object	Shift in Light Waves from All Distant Galaxies

Use evidence from the diagram to describe one way the universe is changing. Be sure to explain how the evidence supports the change.

In practice, evidence-based science communication involves combining professional expertise and skills with the best available evidence from systematic research, underpinned by established theory.

Student Name: Student FiveFortynine  
 Class Name: 3rd Period Science  
 Test Name: Demo HS Science Test  
 Item Id: 30056124  
 Item Name: Demo 4 OE  
 Item Sequence: 4

Score: Choose a Score

**Scoring Guide:**  
 Human Scoring  
 MaxScore: 2

Award 2 points if the student clearly describes one way the universe is changing based on the evidence and also explains how the evidence supports their statement.

Award 1 point if the student clearly describes one way the universe is changing based on the evidence but does NOT explain how the evidence supports their statement.

Submit & Exit Print

Item Stimulus/Stem

### ASSIGNING A SCORE

On the right side of the scoring page, teachers can select a score using the drop-down box. The drop-down box has a range of scores that span from 0 to the maximum score, which was assigned when the item was created.

Student Name: Student FiveFortynine  
 Class Name: 3rd Period Science  
 Test Name: Demo HS Science Test  
 Item Id: 30056124  
 Item Name: Demo 4 OE  
 Item Sequence: 4

Score: Choose a Score

**Scoring Guide:**  
 Human Scoring  
 MaxScore: 2

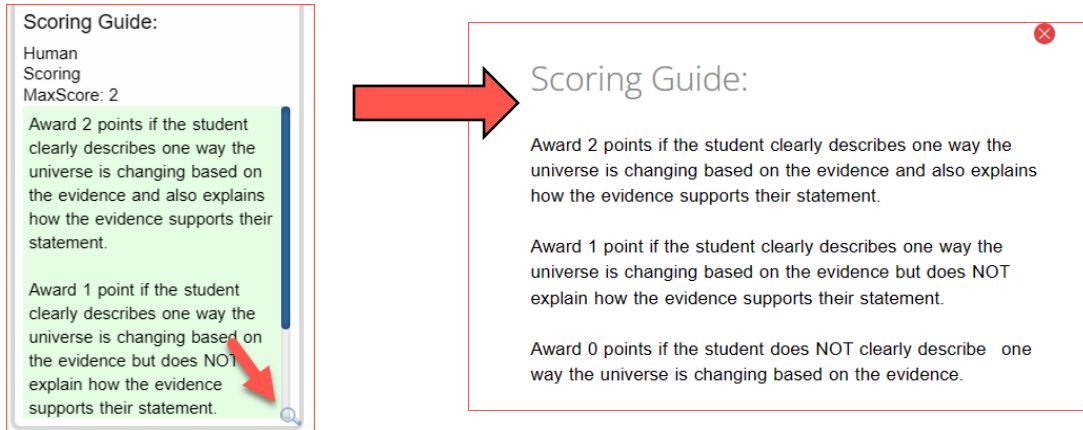
Award 2 points if the student clearly describes one way the universe is changing based on the evidence and also explains how the evidence supports their statement.

Award 1 point if the student clearly describes one way the universe is changing based on the evidence but does NOT explain how the evidence supports their statement.

Submit & Exit Print

VIEW A SCORING RUBRIC

The item specific scoring rubric may be reviewed in the green box on the right side of the page. If the rubric is large, a magnifying glass will appear in the lower right corner. Teachers can click on the magnifying glass to pull up a larger view of the scoring rubric.

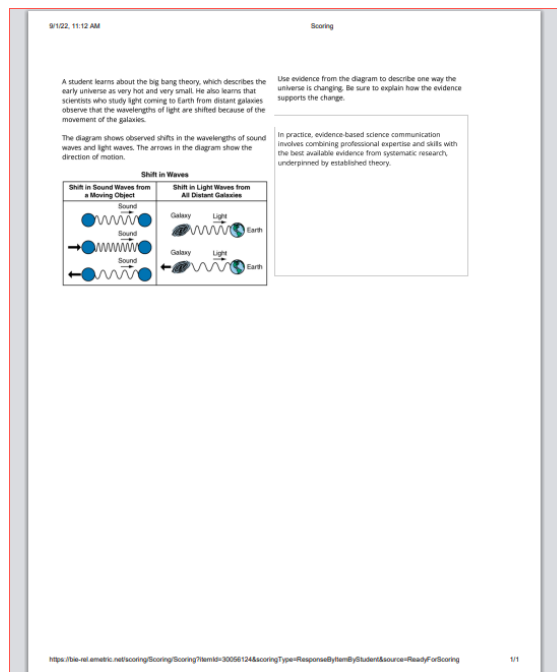


VIEW AN ITEM STIMULUS/STEM

The question the student responded to can be viewed by clicking on the Item Stimulus/Stem link. This will bring up a new webpage (or a new tab if using a tabbed browser) that will provide a preview of the test question.

PRINTING A STUDENT RESPONSE

Clicking Print will bring up the printing dialog box and will allow the user to print student responses. The printout will contain the date the item was printed, the item content, and the student's response.



### SUBMIT & GET NEXT and SUBMIT & EXIT

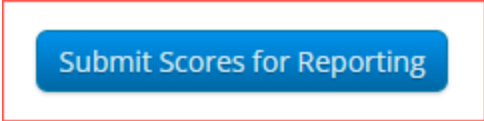
The **Submit & Get Next** button allows users to advance to another response to score. The two functions of this button are:

1. If the Teacher selected the Student Name, the next response in the queue is the selected student's next item response for the same test. Once all item responses for the student have been scored, clicking on this button returns the Teacher to the table on the Ready for Scoring tab.
2. If the Teacher selected the Item ID column header, the next response in the queue is the next student's response for the same item that was selected for the same test. Once all student responses for the selected item ID on the applicable test have been scored, clicking on this button returns the Teacher to the table on the Ready for Scoring tab.

The **Submit & Exit** button always redirects the Teacher to the Ready for Scoring tab.

### SUBMITTING SCORES FOR REPORTING

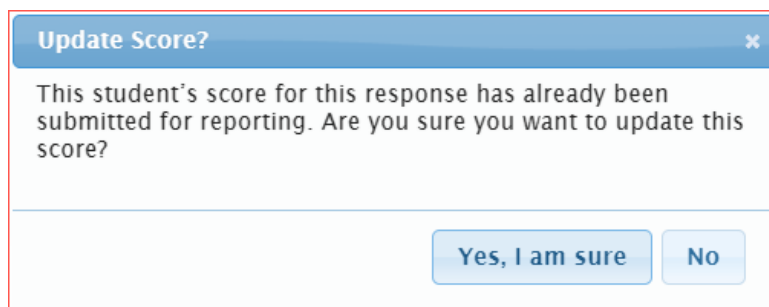
Once the Teacher has scored all the responses in Scoring, the Teacher can click the Submit Scores for Reporting button below the table. By clicking this button, the Teacher is indicating to the system that scoring for this test/class combination is complete and that the Teacher is ready for these scores to be imported into the Reporting component BIE Science Assessments Portal. Once scores have been submitted for reporting, they will be visible in Data Interaction within 15 minutes of being submitted.

A blue button with rounded corners and a white border, containing the text "Submit Scores for Reporting" in white font.

### UPDATING A SUBMITTED SCORE

To update a submitted score, the Teacher will navigate to the Scored Responses tab. Filter the scored responses by Class and Test and find the student whose score needs to be updated. The user can click on the link that shows the submitted score. At this point, the Teacher will be presented with the following message:

"This student's score for this response has already been submitted for reporting. Are you sure you want to update this score?"



The Teacher will select "Yes, I'm sure" or "No". Selecting "No" will close the pop-up message. Selecting "Yes, I'm sure" will redirect the Teacher to the page in which they can specify the student's score.

If a student’s score is modified after it has been submitted for reporting, it will be updated within the Reporting component within 15 minutes.

## SCORED RESPONSES

Once tests have been submitted for reporting, they will no longer appear in the selections on the “Ready for Scoring” tab. The Teacher can access the scored responses on the “Scored Responses” tab. In the “Scored Responses” tab the teacher can change any scores that have been previously scored and submitted for reporting in Data Interaction.

The test name drop-down includes a list of all tests administered by the Teacher that have human score-able items that meet the following criteria:

- have been submitted for scoring,
- have been scored by the Teacher via Scoring,
- have been submitted for reporting by the Teacher.

The class drop-down includes a list of all classes that had been scheduled to take the previously selected test and have scores submitted for reporting in Scoring.

The student table that is generated based on the test and class selections and displays the following information.

- Student last name
- Student first name
- Test Status (as displayed in the Test Sessions tab in **Administration**)
- Date/Time completed (as displayed in the Test Sessions tab in **Administration**)
- Form Name
- An additional column for each human scored item that was on the test selected. The number in the column header refers to the item’s internal ID.
- A link for the scored value is provided if the item has been scored.
- If a student’s test has been invalidated, INV is displayed in this table.

Actionable links from the table and their expected functions are as follows:

OPTION	FUNCTIONALITY
<b>Student Name (First or Last)</b>	By clicking on the student’s name, the user can view all human scored items on the selected student’s test. Only clicking on the score link will allow the user to modify the score.
<b>Item #</b>	By clicking on the Item # column header, the user can view all the student responses for the selected item. Users will not be able to modify the score by clicking on this link.
<b>Assigned Score</b>	By clicking on a numerical value in the Item # columns, the user can view a scored item for the student selected. The user can also click on this link to modify a student’s score that has been submitted for reporting.
<b>INV</b>	By clicking the INV link, a user can view the response the student submitted even though their test was invalidated.

## REVIEWING INTERFACE

### STUDENT AND SCORE TRACKING INFORMATION

When Teachers are viewing a student's response, the following information is displayed on the right side of the screen:

- Student Name
- Class Name
- Test Name
- Item Id
- Item Name
- Item Sequence
- Score

To assist the Teacher, tracking information is displayed. The information displayed varies depending upon how the user has chosen to view student responses. There are two ways to view student responses.

1. A Teacher can select to view a single student's test and the tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Teacher scores an item and the display advances to the next item for that student. If there are no more items for that student, the user is returned to the main Ready for Scoring tab.
2. A Teacher can select to view a single Item ID for all students and the tracking message reads: "You have scored xx responses of xx."
  - a. The number (xx) advances by 1 each time the Teacher scores a response and the display advances to the next response for that item. If there are no more responses for that item, the user is returned to the main Ready for Scoring tab.

### VIEW THE ASSIGNED SCORE

On the right side of the student scoring page Teachers can view the score that was assigned to the student's response.

### VIEW AN ITEM STIMULUS/STEM

The question the student responded to can be viewed by clicking on the "Item Stimulus/Stem" link. This will bring up a new webpage (or a new tab if using a tabbed browser) that will provide a preview of the test question.

### VIEW A SCORING RUBRIC

The item specific scoring rubric may be reviewed by clicking on the "Scoring Rubrics" link. This will bring up a new webpage (or a new tab if using a tabbed browser) that displays the scoring rubric that was added to the item when the item was authored in Authoring.

### PRINTING A STUDENT RESPONSE

Clicking Print will bring up the printing dialog box and will allow the user to print the student response.

### NEXT AND EXIT BUTTONS

The **Next** button allows users to advance to another response to score. The two functions of this button are:

1. If the Teacher selected the Student Name, the next response in the queue is the selected student's next OE (Open-Ended) Item # response for the same test. Once all OE Item # responses for the student have been viewed, clicking on this button returns the Teacher to the table on the "Scored Responses" tab.
2. If the Teacher selected the OE Item # column header, the next response in the queue is the next student's response for the same item that was selected for the same test. Once all student responses for the selected OE Item # on the applicable test have been viewed, clicking on this button would return the Teacher to the table on the "Scored Responses" tab.

The **Exit** button redirects the Teacher to the "Scored Responses" tab.

A teacher will follow the same process as described in the "Ready for Scoring" tab section to view student response and assign a score. Once the Teacher has scored all the responses that need to be changed in Scoring, the Teacher can click the Submit Scores for Reporting button below the table. By clicking this button, the Teacher is indicating to the system that scoring for this test/class combination is complete and that the Teacher is ready for these scores to be imported into the Reporting component BIE Science Assessments Portal. Once scores have been submitted for reporting, they will be updated in Data Interaction within 15 minutes of being submitted.