



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® K-12 Online: View and Score a Test Item from Score Tests

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.

ACCESS

Viewing and entering the students' earned points for test items can easily be done from the **Test Monitoring** and **Score Tests** pages. Refer to the online help files for directions on scoring a test from the **Test Monitoring** page.

Instructions for viewing and scoring an open response test can be found in *A Guide for Galileo® K-12 Online: View and Score an Open Response Test Item* document and in the online help files.

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]**.

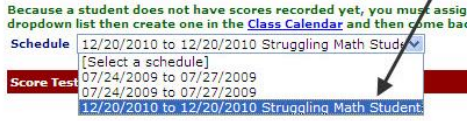
School	Desert Elementary School	▼
Class	Mary's Class	▼
Library	5th Grade Fractions	▼
Test	Adding Fractions	▼
Student	[All students]	▼

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



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. Educator must review the student’s response, determine the earned points, and enter the earned points.
 - b. **Show test items with scores** – displays the student’s response, possible points, student’s response, and earned points. Educator enters the student’s response or reviews the student’s response and determines and enters the earned points.

SHOW SCORES ONLY RADIO BUTTON

3. Verify that one student is selected.
4. Verify that the **Show scores only** radio button is selected.
5. The test item number and possible points displays.
6. Click the [View](#) link to view the test item and/or the scoring rubrics.
7. Review the student’s response and type the student’s points earned in the **Earned Points** field.

(Image in next column.)

Test Score: 0/45 = 0.00 %

Show scores only

Show test items with scores

Save Scores

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

8. Click the *Save Scores* button.
9. The students’ updated test scores appears.

Test Score: 13/45 = 28.89 %

Show scores only

Show test items with scores

Save Scores

SHOW TEST ITEMS WITH SCORES RADIO BUTTON

3. Verify that the **Show test items with scores** radio button is selected.
4. If necessary, click the *Show Scoring Rules* link to expand and view the rules.
5. Review the student’s response. Depending on the type of test item, select the **student’s response** or enter the student’s earned points in the **Earned Points** field.

Score Test for Individual Student

School: Desert Elementary School

Class: Mary's Class

Library: Mary Poppins - Tests

Test: Aspects of Setting Test

Student: Cash, John

Report Options

- [Class Score Grid](#)
- [Class Score List](#)
- [Writing Test Scores](#)
- [Assessment History](#)
- [Development Profile](#)

Test Score: **Test has not been scored**

Show scores only

Show test items with scores

1)	Question Type	Correct Answer	Possible Pts	Student Answer	Earned Pts	Max Pts Earned?
	Multiple Choice	A	1			No

1

from [The Secret Garden](#)

Which answer best describes the setting of this story?

- A. This story takes place in the daytime in a secret garden.
- B. This story takes place in the evening in a flower garden.
- C. This story takes place at night in a vegetable garden.
- D. This story takes place at lunchtime in a city garden.

- Click the *Save Scores* button.
- The students' updated test scores appears.



SCORE MULTIPLE STUDENTS

- Access the **Score Tests** page.
- Verify that **[All students]** is selected.
- Select either radio button for:
 - Score** – educator must review the student's response, determine the earned points, and enter the earned points.
 - Letter** – educator enters the student's response. Galileo calculates the student's earned points. *This option is not available for all test types.*

SCORE RADIO BUTTON

- Enter the student's **points earned** for each test item in the grid. You may use the TAB key between fields for quick data entry.

Student	Score	1	2	3	4	5	6	7	8	9	10	11	Student
Adrienne, Beth	7.69 %	1	0	0	0	---	---	0	0	0	0	---	Adrienne, Beth
Aguilera, Maria	--												Aguilera, Maria
Amaris, Mary	92.31 %	1	1	2	1	0	1	1	1	1	2	1	Amaris, Mary

- Click the *Save Scores* button.
- The students' updated test scores appear in the **Score** column to the right of their name.

LETTER RADIO BUTTON

This option is not available for all test types.

- Enter the **letter** (e.g., A, B, C, etc.) of the student's selection for each test item in the grid. You may use the TAB key between fields for quick data entry.

Student	Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Student
Allan, Carl	78.57 %	A	B	B	B	B	A	C	A	C	C	A	B	B	B	Allan, Carl
Allan, Beth	--															Allan, Beth
Angus, Bugs	--															Angus, Bugs
Banana, Anna B.	92.86 %	C	C	D	B	D	C	A	C	C	A	B	B	B	B	Banana, Anna B.
Uma, Cynthia	100.00 %	C	C	D	B	B	A	C	A	C	A	B	B	B	B	Uma, Cynthia

Save Scores

- Click the *Save Scores* button.

- The students' updated test scores appear in the **Score** column to the right of their name.

SCORE SAME TEST ITEM FOR MULTIPLE STUDENTS

Use this option to view one test item at a time and enter either the student's response or the points the student earned for that test item.

- Access the **Score Tests** page.
- Verify that [All students] is selected.
- Click the desired test item number link to open the **Score Multiple Students** page.

Student	Score	1	2	3	4	5	6	7	8	9	10	11	Student
Adrienne, Beth	7.69 %	1	0	0	0	---	---	0	0	0	0	---	Adrienne, Beth
Aguilera, Maria	--												Aguilera, Maria
Amaris, Mary	92.31 %	1	1	2	1	0	1	1	1	1	2	1	Amaris, Mary

- On the **Score Multiple Students** page, select either radio button:
 - Enter Points** - educator must review the student's response, determine the earned points, and enter the earned points.
 - Enter Student Answers** - educator enters the student's response. Galileo calculates the student's earned points. *This option is not available for all test types.*

ENTER POINTS RADIO BUTTON

- Verify that the appropriate test item question was selected.
- Enter the student's **points earned** for each student.

Enter Points Enter Student Answers

Student	Question	Possible Points	Earned Points	View Question
Begay, Bert B.	1)	5	<input type="text" value="4"/>	View
Garcia, Patricia A.	1)	5	<input type="text" value="0"/>	View
Garfield, James	1)	5	<input type="text" value="0"/>	View

- Click the *Save Scores* button.
- Click the *Back* button to return to the **Score Tests** page.

9. The students' updated test scores displays.

ENTER STUDENT ANSWERS RADIO BUTTON

This option is not available for all test types.

5. Verify that the appropriate test item question was selected. If necessary, use the **Question** drop-down field to select the test item.

6. Select the **letter** (e.g., A, B, C, etc.) of the student's selection.

Enter Points Enter Student Answers

Student	Question 1
Allen, Beth	<p>Aspects of Setting Test</p> <p>1) from <u>The Secret Garden</u></p> <p>Which answer best describes the setting of this story?</p> <p><input checked="" type="radio"/> a. This story takes place in the daytime in a secret garden.</p> <p><input type="radio"/> b. This story takes place in the evening in a flower garden.</p> <p><input type="radio"/> c. This story takes place at night in a vegetable garden.</p> <p><input type="radio"/> d. This story takes place at lunchtime in a city garden.</p>
Cash, John	<p>Aspects of Setting Test</p> <p>1) from <u>The Secret Garden</u></p> <p>Which answer best describes the setting of this story?</p> <p><input type="radio"/> a. This story takes place in the daytime in a secret garden.</p> <p><input type="radio"/> b. This story takes place in the evening in a flower garden.</p> <p><input type="radio"/> c. This story takes place at night in a vegetable garden.</p> <p><input type="radio"/> d. This story takes place at lunchtime in a city garden.</p>

10. Click the **Save Scores** button.

11. Click the **Back** button to return to the **Score Tests** page.

12. The students' updated test scores displays.

VIEW SCANNED WORKSHEET

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

