ASSESSMENT TECHNOLOGY, INCORPORATED

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

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.
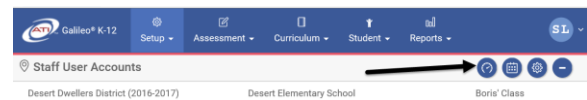
LIBRARY PERMISSION LEVEL

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.

SCORING TEST OPTIONS

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**.

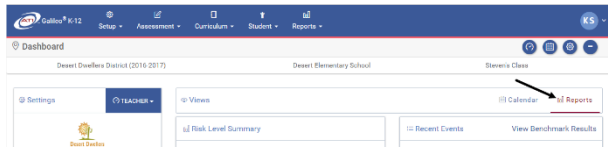

3. In the *Settings* widget, select either **Class** or **Intervention Group** filter mode.

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.**

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5. Click the Reports link.

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

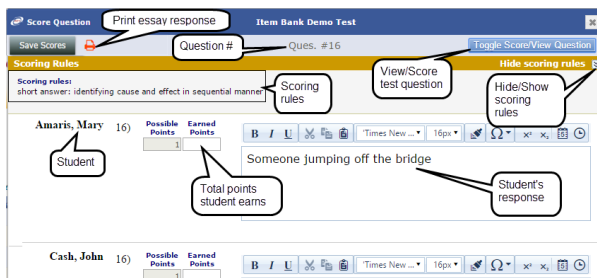7. The test item cell that needs scoring will have an orange cell.
8. Depending on your library permissions, the test item may be viewed and/or **Earned Points** may be recorded.
9. Click the test item # link to display the performance objective, depth of knowledge, students' response, points earned, 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.
14. Click the *Save Scores* button.
15. Close the **Score Question** window to return to the **Test Monitoring** page.

SCORE TEST PAGE

To enter test scores from the **Score Tests** page, please refer to the online help files.