Handling Omitted and Multiple Marks in Achievement Series

This manual provides directions on how teachers and scanner operators should handle omitted and multiple marks in Achievement Series. A summary of the new MCPS process for handling omitted and multiple marks is provided below.

- If two or more marks clearly were made, or the student clearly omitted an answer, the answer is scored incorrect
- If it is clear that one mark was erased and another filled in, a student response is too lightly bubbled, or the student has indicated somehow (maybe in writing or with arrows) which one is the intended response, the teacher should review it with the resource teacher, determine if the right answer was selected and take the appropriate action as outlined in the attached document.

Achievement Series expects one mark on the student answer sheet for each item response unless that item was created as a Multiple Response item. To address the issue of omitted and multiple marks in Achievement Series, this step-by-step manual was created and is being distributed to all Algebra I, Biology, English grade 9 and 10, and NSL Government teachers and scanner operators via direct email and during voluntary training.

In the following pages, you will find directions on how scanner operators should proceed when omitted and multiple marks are detected by the scanner. The processes described in this manual should be followed for all formative assessments, end of unit assessment, and end of semester exams delivered using Achievement Series.

 To login to Scan Station, enter your Site ID, Staff ID and Password. Then click the Login button. 	Scan Station Montgomery County Public Schools Montgomery County Public Schools Socxwillt, MARYLAND Scan Station Login Site ID: 71-7861-4043 Staff ID: Password: Proxy Setup Login Exit
 The Scan Station window opens. Select the District Tests tab to view the tests you can scan. Select the test you wish to scan from the list of 	Scan Station File Options About www.montgomeryschoolsmd.org Montgomery County Public Schools
available tests. Then click the Scan button .	Select Test Session
	Classroom Tests District Tests Session Name Maryland HSA - Algebra/Data Analysis - Form A Maryland HSA - Algebra/Data Analysis - Form B Form Form Form Setup

 Load the tests into the scanner's automatic feeder and then click the Start Scan button. Wait until the process completes. 	Student Test List Student Test Record Maryland H5A - Algebra/Data Analysis - Form B # Student To: List Options # Student ID If check Multiple Marks # Check Comitted Marks Block TestID Validation Item Response
	C Stop after any error C Stop after any error c Always read al forms before checking Accept Reject Manual Input Start Scan Close
 5. If there is a green check mark next to a student's name, the results were sent successfully to Achievement Series. If there is any other mark, that student responses require action. Two dots (··) indicates an answer with more than one response (multiple mark errors). An open O indicates an omission. A ? indicates that the response can't be read correctly. 	Scan Station Maryland HSA - Algebra/Data Analysis - Form B Student Test List Image: Student Discover Disc
If one of the three symbols above appears next to a name, click on the student's name .	

- 6. Once the name is selected, responses for that student appear on the bottom right of the Scan Station window. In this example, question 2 has both F and H as answers. To view the items, **click on the** *response* area next to the item in question. Then, **click the magnifying glass** to view the scanned student response. This will save you time going back and forth between the responses and the actual answer sheet.
- A new window opens displaying how the student bubbled the answer sheet. In this case, it is clear that answer choice H was not fully erased. It is clear that the student's intended response was F.

- Mer vial lu HoA - i	Alexa have / Darka	Stud	ent Test List			Student Test Record
Analysis - Form B	Algebra/Dala 3	#	Student ID	Last Name	First Name	Student ID: 1001
		•• 1	1001	Sample1	Sammy	First Name: Sammy
		•• 2	1002	Sample2	Sammy	Last Name: Sample1
Options		•• 3	1003	Sample3	Sammy	Multiple marks found.
In Charle Multin	lo Marke	•• 4	1004	Sample4	Sammy	
Iv Check Malap	e mans	✓ 5	1008	Sample8	Sammy	
Check Omitte	ed Marks	✓ 6	1009	Sample9	Sammy	
Block TestID	Validation	07	1010			
		✓ 8	1011	Sample11	Sammy	Item Response
		• 9	1012	Sample12	Sammy	
		✓ 10	1013	Sample13	Sammy	2 FH
	I	✓ 11	1014	Sample14	Sammy	3 0
Error Handling	Mode	✓ 12	1015	Sample15	Sammy	4 6
C Stop after an	iv error	•• 13	1005	Sample5	Sammy	5
		✓ 14	1006	Sample6	Sammy	6 н
 Always read all forms before checking 	all forms	✓ 15	1007	Sample7	Sammy	7 D
						8 29
						9 10
All 30 forms have I	been processed.				Manua	Accept Reject

Close

 If there is no doubt in the scan operator's mind that the student intended F to be the answer, the scan operator should click the delete key on the keyboard to delete both answer choices. Then the scan operator should enter the student's intended response.

If there is <u>any doubt in the scan operator's mind</u> as to what the student intended his/her response to be, the answer sheet should be returned to the teacher. The teacher, <u>in collaboration with the resource</u> <u>teacher</u>, should examine the answer sheet and decide if it is possible to determine the student's intended response.

If it is not possible to determine the student's intended response, the answer sheet should be returned to the scan operator and the multiple mark answer should be accepted and scored as incorrect.

If it was possible to determine the student's intended answer, the teacher should return the answer sheet to the scan operator and communicate the intended response. The scan operator then rescans the answer sheet and when prompted of the error, changes the answer to the student's intended response.



9. Once changes to an answer are made, **click the Accept button.** If there are additional problems with the student answer sheet, the completion status indicator will remain red. If there are no additional errors for that student, a yellow check mark will appear next to the student name. The yellow check mark indicates changes have been made to that student's answer sheet. No further action is required for this student.

Item	Response	_
1	AC	
2	F	
3	D	
4	F	
5		
6	Н	
7	D	
8	?9	
9	10	-

10. If an O appears pout to a student's name, an item has	Scan Station
10. If an O appears next to a student's name, an item has	Maryland HSA - Algebra/Data Student Test List Student Test Name Student Test Record
been omitted. Click on the student's name.	Analysis - Porm B Success to Loss Name Finis Value Society D Loss Name Finis Value Finis Value Finis Name:
11 Scroll down to the answer choice that has been	Options O
	Check Multiple Marks ✓ 4 1004 Sample4 Sammy ✓ 5 1008 Sample8 Sammy
omitted. Click on the response area next to the item	Cleck Villated marks 1009 Sample9 Sammy Block TestID Validation Q
in question, and then click the magnifying glass to	■ 1011 Sample11 Sammy Item Response ✓ 9 1012 Sample12 Sammy 29 C ✓ 10 1013 Sammels13 Sammy 29 C
view the response. If a student has omitted a	Image:
selected response or griddable item (student	C Stop after any error 113 1005 Sample5 Sammy 33 34 F Always read all forms 15 1007 Sample7 Sammy 15 1007
produced response (SPR)), the scan operator should	35 A 36 J
click the Update Button to accept the answer as	Update Undo
intentionally omitted. The item will be scored as	All 30 forms have been processed. Manual Input Start Scan Close
incorrect. If there are additional problems with the	
student answer sheet the completion status indicator	
will remain red	
will remain red.	
12. If the omitted item is a BCR/ECR, the answer sheet	Item Response
should be returned to the teacher and the teacher	
should hubble in the engrangiate shoice. The enguing	Item: 11 Response:
should bubble in the appropriate choice. The answer	
sheet is then returned to the scan operator to be	Image:
rescanned	144 Kol Ct Co cat
	Close

13. When the question mark indicator (?) appears, a problem with a grid-in or student produced response (SPR) type item is indicated. The question mark indicates that the student response can't be read correctly. The problem could be that the student has made multiple marks or omitted marks. Address these issues as previously described in this manual.	Item Response 1 a 2 f 3 D 4 F 5 6 6 H 7 D 8 ?9 9 10
14. Once you have finished making all the required changes to a student's answer sheet, click the Accept	Accept Reject
Achievement Series. A yellow check mark will appear next to the student's name.	
15. When all scanning activity is completed, close the Scan Station window by clicking the Close button .	Image: Student Test List Student Test List Maryland HSA - Algebra/Data Analysis - Form B # Student ID Last Name First Name Options 1 1001 Sample1 Sammy 2 1002 Sample1 Sammy 3 1003 Sample4 Sammy 4 1004 Sample5 Sammy 5 1008 Sample6 Sammy 6 1009 Sample1 Sammy 9 0101 Sample1 Sammy 9 1012 Sample13 Sammy 9 1012 Sample13 Sammy 10 1013 Sample13 Sammy 9 1012 Sample13 Sammy 1013 Sample13 Sammy 1010 Sample13 Sammy 10110 Sample13 Sammy 10110 Sample13 Sammy 10110 Sample15 Sammy 10110 Sample15 Sammy 10110 Sample15 Sammy 111014 Sample15 Sammy 112 <t< td=""></t<>
	All 30 forms have been processed.