

Teacher Assessment Scoring Center (TASC) User Guide

Ohio English Language Proficiency
Assessment (OELPS)

2023-2024

Published August 23, 2023

Prepared by Cambium Assessment, Inc.



Descriptions of the Teacher Assessment Scoring Center and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

Table of Contents

Overview of the Teacher Assessment Scoring Center	1
Access the TASC	2
Selection of School.....	3
Score and Submit Item Responses	4
Enter Scores for Unscored Items.....	4
Submit Scored Test Opportunities for Processing	7
Condition Codes	8
User Support.....	9
Change Log	10

Overview of the Teacher Assessment Scoring Center

The Teacher Assessment Scoring Center (TASC), [accessed through the Central Reporting System \(CRS\)](#), allows authorized users to enter scores for item responses that require human scoring.

After students submit their OELPS test opportunity in the Student Testing Site (online tests) or after the test administrator submits an OELPS test in the Data Entry Interface (paper-pencil, large-print and braille tests), responses to machine-scored items are scored automatically, while spoken and written responses from Step Three are sent to the TASC. To complete the scoring process and send results to the CRS, an authorized user must **enter *and* submit** scores or condition codes for every hand-scored item in the TASC.

The TASC allows users to enter scores for items completed by students in your rosters and items completed by students who have tested in your test sessions during the current school year.

This user guide provides more information about using the TASC in the following sections:

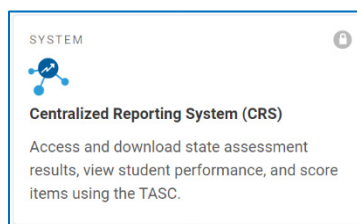
- [Access the TASC](#): Explains how to log in to the TASC through the CRS and change the selected school.
- [Score and Submit Item Responses](#): Explains how to enter scores for item responses and submit scores for results processing.
- [Condition Codes](#): Describes the condition codes that users can enter for items with non-scorable responses.

Access the TASC

This section explains how to log in to the TASC through the Centralized Reporting System (CRS). To access the CRS you must have an authorized username and password.

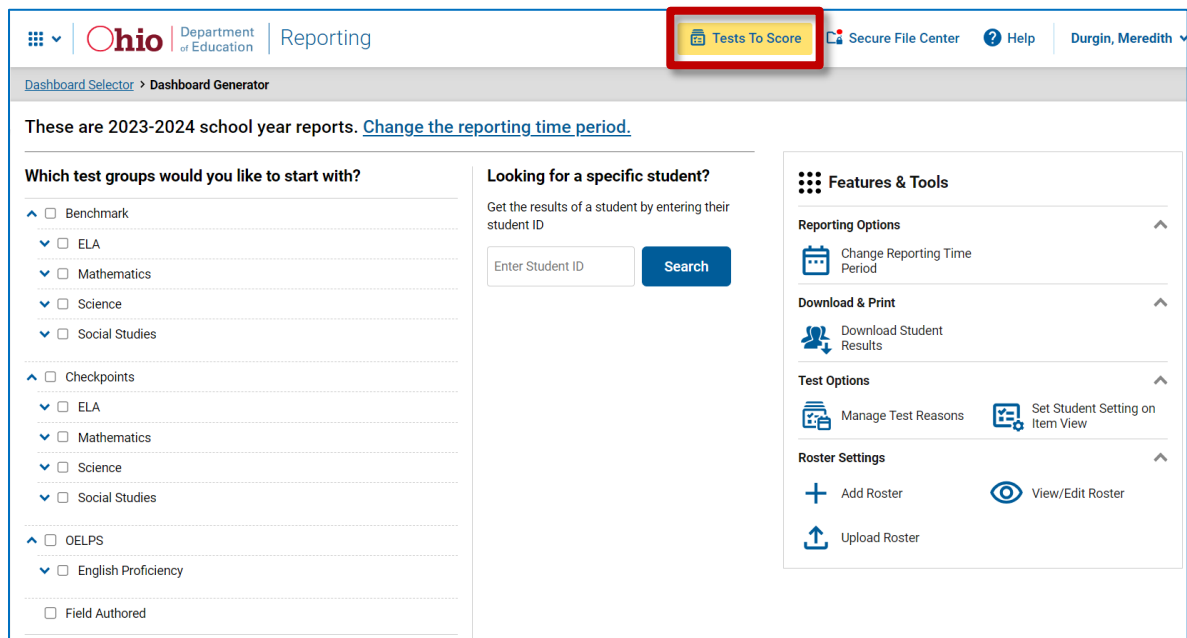
1. To access the TASC, navigate to the Teachers and Test Administrators page of the OELPA & OELPS portal (<https://oh-oelpe.portal.cambiumast.com/teachers.html>).
2. Then, select the Central Reporting System (CRS) ([Figure 1](#)).

Figure 1. Portal Card for CRS/TASC




3. On the login page, enter your email address and password.
4. Click **Secure Login**. The **Dashboard Generator** page appears ([Figure 2](#)).

Figure 2. Dashboard for CRS/TASC



5. On the top banner of the dashboard, there will be a yellow box alerting the user that there are tests to be scored and/or submitted ([Figure 2](#)).

Teacher Assessment Scoring Center User Guide

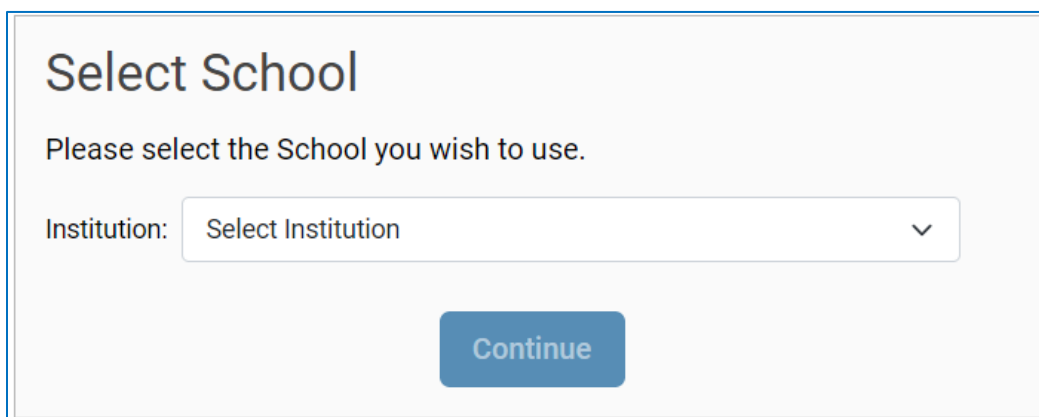
6. Click the  Tests To Score box, and you will be directed to the **Select School** screen ([Figure 3](#)).

Selection of School

The TASC allows users to score the item responses for one school's test opportunities at a time. If a user is associated with only one school in TIDE, that school will populate in the Select School page. If a user is associated with multiple schools, change the selected school to score the test opportunities from other schools.

1. To change the selected school, click **Change School** in the top-right corner of the **Dashboard**. The **Select School** page appears ([Figure 3](#)).

Figure 3. Select School Page



The screenshot shows a web page titled "Select School". Below the title is the instruction "Please select the School you wish to use." There is a label "Institution:" followed by a drop-down menu with the text "Select Institution" and a downward arrow. At the bottom center of the page is a blue button labeled "Continue".

2. From the **Institution** drop-down, select the school whose student responses you wish to score.
3. Click **Continue**. The **Dashboard** page appears, displaying the tests available for the selected school.

Score and Submit Item Responses

The TASC Dashboard displays a table of assessments with hand-scored item responses that need to be scored and/or submit. This table only includes assessments completed by students on the user's rosters or students in the user's test sessions.

Figure 4. TASC Dashboard

Assessment Name	Test Reason	Student Count	Items to Score	Items to Submit	Date Last Taken
Grades 9-12 OELPS	Unassigned	4	34	0	07/27/2023
Grade 1 OELPS	Unassigned	2	2	2	07/27/2023
Beginning of Kindergarten OELPS	Unassigned	2	4	0	07/27/2023
Grades 6-8 OELPS DEI	Unassigned	1	9	0	07/26/2023
Grades 2-3 OELPS DEI	Unassigned	1	3	0	07/25/2023
Kindergarten OELPS	Unassigned	3	6	0	07/24/2023
Grades 4-5 OELPS	Unassigned	3	11	0	07/14/2023
Grades 4-5 OELPS DEI	Unassigned	1	4	0	07/14/2023
Kindergarten OELPS DEI	Unassigned	1	2	0	07/13/2023

For each assessment, the table ([Figure 4](#)) displays the test reason, the number of your students whose opportunities need to be scored, the number of item responses to be scored, the number of item responses to be submitted, and the most recent date on which a student completed the test. You can click any column header to sort the table by that column.

You can select an assessment name from the **Dashboard** table to begin [entering scores](#). After entering scores for each item response in a particular student's test opportunity, [submit the scores](#) so that they can be sent to complete scoring for that OELPS.

Enter Scores for Unscored Items

For a student's test performance to be reported in the Centralized Reporting System, all items in the TASC need to be scored and submitted.

1. On the **Dashboard** ([Figure 4](#)), click the name of the test you wish to score. The **Test Scoring** page appears ([Figure 5](#)), displaying a list of students and items awaiting scoring for the selected test.

Teacher Assessment Scoring Center User Guide

Figure 5. Test Scoring Page

Dashboard > Test Scoring

Grades 9-12-OELPS (Unassigned) to score for DEMO School, 2023-2024 Change School

Submit	Student	Student ID	Date Taken	Items to Score									
				Item Numbers and Max Points									
				1 3 pt	2 3 pt	3 3 pt	4 3 pt	5 3 pt	6 3 pt	7 5 pt	8 5 pt	9 5 pt	
<input type="checkbox"/>	OSTDemos, FN	DEMO06900	7/12/2023 7:57:49 PM	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score
<input type="checkbox"/>	OELPA-TDSQA, FN	DEMO50029	7/27/2023 3:42:47 PM	Score	Score	Score	Score	Score	Score	Score	Score		
<input type="checkbox"/>	Demo, Demo	DEMO99566	7/27/2023 6:36:54 PM	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score

- To enter scores for an item response, click the blue **Score** links. The scoring window opens to the **Item & Score** tab.
- Click the **Rubric & Resources** tab ([Figure 6](#)) to view the item's scoring rubric and hand-scoring training guide needed to score the item.

Figure 6. Item View: Rubric & Resources Tab

Grades 9-12-OELPS

Item 2 Student: LN, FN

3532: 9W Veterinarian 3 Item & Score **Rubric & Resources**

Details

Topic Content Alignment Domain: G9-12.W: WRITING


Resources

Resource	Description
Training Guide	ELPA21 Screener Grades 9-12 Hand Scoring Training Guide

Rubric

3 points

Responses at the 3 level are typically characterized by:

- On the **Item & Score** tab ([Figure 7](#)), click the edit button  in the Scoring Criteria table at the top of the window.
- Review the student's entered response and do one of the following:
 - If the student's response is scorable, select the appropriate score from the drop-down in the Points Earned column.
 - If the student's response cannot be scored, select the appropriate condition code from the drop-down in the Condition Code column. For more information about condition codes, see [Condition Codes](#).

Teacher Assessment Scoring Center User Guide

Figure 7. Scoring Window: Item & Score Tab

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	3 pt		None

Scoring Note

User	Date	Note
+ Add Note		

6. Click **Save**.
7. *Optional:* To explain the entered score or condition code, click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**.

A scorer might add a note if they want to confer with another rater about a score. Or, a note could be added by a user if the scorer needs additional information to score the item.

Any user with access to the student's item in the TASC may view the notes. All notes are deleted when the test is submitted with the scored items.

8. To continue scoring items, do one of the following:
 - To view another unscored item for the same student, use the buttons ◀ ▶ labeled with the previous and next item numbers at the upper-left and upper-right corners of the scoring window.
 - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field at the top of the window.
 - To return to the **Scoring Mode** window and select another item manually, close the **Item View** window.
9. Repeat steps 3–8 until you have entered scores for all the unscored items for the test.
10. *Optional:* To change the entered score, you can select the score link for that item on the **Test Scoring** page and repeat steps 3–8.

Once you have entered scores for all the unscored items in a test opportunity, you may [submit that opportunity](#) for processing.

Submit Scored Test Opportunities for Processing

For a test opportunity's scores to be reported in the Centralized Reporting System (CRS), users must submit that test opportunity for processing. You may only submit an opportunity once you have entered scores or condition codes for every hand-scored item available for the test.

- To submit scored opportunities for processing, navigate to the **Test Scoring** page (Figure 8) and mark the checkbox for each student whose test you wish to submit.
 - You can mark the checkbox in the top-left corner to select all fully scored test opportunities at once.

Figure 8. Test Scoring Page: Submitting an Opportunity

Dashboard > Test Scoring

Change School

Grade 1 OELPS (Unassigned) to score for DEMO School, 2023-2024

<input type="checkbox"/> Submit	Student	Student ID	Date Taken	Items to Score	
				Item Numbers and Max Points	
				1	2
				3 pt	4 pt
<input checked="" type="checkbox"/>	LN, FN	DEM002875	6/30/2023 4:19:07 PM	<u>2</u>	<u>0</u>
<input type="checkbox"/>	LN, FN	DEM002871	7/27/2023 4:32:57 PM	Score	Score

Rows per page: 10 2 Items: < 1 of 1 >

Submit Score(s)

- After selecting the student test opportunities, click **Submit Score(s)** in the bottom-left corner of the page.
- In the confirmation window that pops up, click **Continue**. The selected opportunities will be submitted for processing and removed from the TASC.

Condition Codes

[Table 1](#) provides an overview of the condition codes that may be assigned to a hand-scored item when a traditional score cannot be entered for the student's response.

Table 1. Condition Codes

Condition Code	Description
Blank	<ul style="list-style-type: none">The student did not enter a response.
Technological Issue	<ul style="list-style-type: none">A technological issue prevented a response from being scored or prevented the student from entering a response.

User Support

For additional information and assistance in using the TASC, contact the Ohio Help Desk. If you have a policy or test administration question, refer to the [OELPS Test Coordinator Manual](#) and [OELPS Test Administration Manual](#) or contact the Ohio Department of Education at statetests@education.ohio.gov. The Ohio Help Desk is open Monday-Friday 7:00 a.m. to 7:00 p.m. Eastern Time (except *holidays* or as otherwise indicated on the test portal).

Ohio Help Desk

Toll-Free Phone Support: 1.877.231.7809

Email Support:
OHHelpdesk@cambiumassessment.com

If the test administrator contacts the Ohio Help Desk, provide as much detail as possible about the issues the TA encountered.

Include the following information:

- Test Administrator name and contact information
- Operating system and browser version information
- State Student Identifier (SSID) Number
- Any error messages and codes that appeared, if applicable
- Information about the network configuration:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Change Log

Location	Change	Date
Throughout	Initial 2023-2024 version	07/28/2023