

Hand-Scoring Tips

- Here's a link to get to the landing page for [hand-scoring](#) (THSS- third box down on the left side).
- In order for scores to appear in CERS, hand-scored items need scores entered and submitted.
- All scores in a test opportunity require scoring prior to being able to submit those scores.
 - *You won't be able to submit scores for any student until you've finished scoring all students who tested during that test opportunity.
- Items are automatically assigned to the teacher who administered the test. They may be assigned to other scorers for:
 - more objective scoring
 - help with calibrating scoring
 - help with scoring when the administering teacher is not available
- Scores should be entered and **submitted** as soon as possible!

To enter scores for unscored items:

1. On the scoring ***Dashboard***, click the name of the test you wish to score. The ***Test Scoring*** page appears, displaying a list of students and items awaiting scoring for the selected test. This table only includes assessments completed by students in your rosters or students in your test sessions.
2. To enter scores for a student's response to an item, click the **Score** link or score number link for the item in that student's row. The ***Item View*** window opens.
3. *Optional:* On the **Rubric & Resources** tab, review the item's rubric and available resources, if necessary.
4. On the **Item & Score** tab, review the student's entered response and click  in the table at the top of the window.
5. Do one of the following:
 - To score the response, select a score from the **Points Earned** drop-down list.
 - To assign a condition code to the response, select one from the **Condition Code** drop-down list.
6. Click **MARK AS COMPLETE** when you are done scoring students' responses. This will add students' written response scores to their overall test score.
7. Please make sure you've also **Submitted** your students' scores.

If you have questions regarding hand scoring, please contact the Assessment Office directly at 760-882-2703 (extension 480-5021) or email sboosey@psusd.us, kquiroz@psusd.us, or iacosta@psusd.us