

Scanning and Scoring Local Assessments

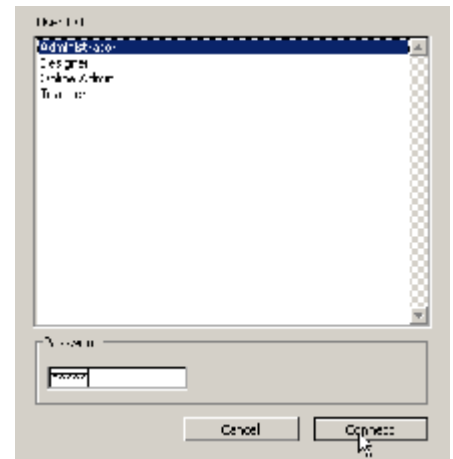
Grand Prairie ISD campuses will utilize the **AEIS IT 2006** software for scoring local assessments. NCS scanners are installed and configured for use with AEIS IT. Test keys will be prepared by central office staff and emailed to each campus. Separate instructions for importing test keys are available.

Preparing to Scan:

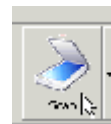
1. Each set of student scan sheets must be placed behind a header sheet corresponding to the appropriate test date and version. Tests are provided in English and Spanish versions for each administration in the elementary schools. Be sure that students taking the Spanish version of the test are placed behind the header sheet with the test number that corresponds to the Spanish test key. For example, for TEKS Check #1, all Spanish versions were numbered 13 while the English versions of the same test were numbered 11.
2. Be sure that the content area is bubbled for each test if the answer document is a multi-test form. For example, when students take math, science, reading, and social studies assessments on the same answer document, the content area must be bubbled for each test area. Failure to bubble the content area will result in the student's test not being scored by the system.
3. Check all answer documents to be sure no "sticky" notes have been placed on them.
4. Turn all answer documents the same direction with the "track marks" running the same direction.
5. Turn on scanner and log into the computer.

Scanning the Documents:

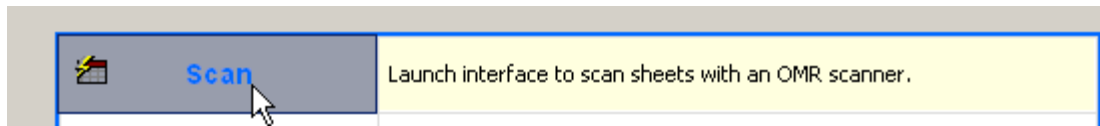
1. Launch the AEIS IT program by clicking on the AEIS IT 2006 Shortcut on the desktop.
2. When the login screen appears, click in the **Password** box and enter the AEIS IT password, **gpa06**.
3. Click **Connect**. The program will open to the Scan Data table.



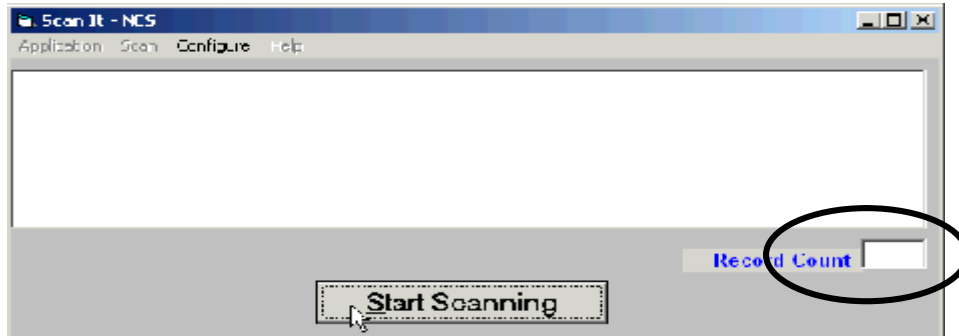
4. Click on the **Scan** button on the tool bar.



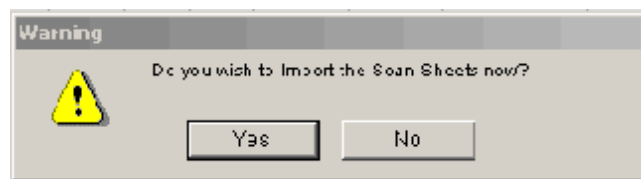
5. Double click on the **Scan** option.



6. Load the scanner with one or more sets of headers and student sheets and be sure the scanner is turned on. (Remember to push down the **Load** button on the tray and release.)
7. Click on the **Start Scanning** option within the **AEIS IT** program.



8. The scanner should respond and sheets should begin to scan. Watch the **Record Count** window on the screen above to note how many sheets are being scanned.
9. If a sheet jams, clear the tray and rescan the sheet.
10. When the sheets have scanned, a message will appear indicating the tray is empty. Click **Stop Scanning**.
11. When the message window closes, click **Exit** on the Scan window.
12. A new message appears asking if you wish to import the records. **ALWAYS CLICK YES.**



13. The **unscored** records are automatically imported into **AEIS IT**.

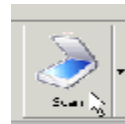
Scoring the Records

Before scoring the tests, the test keys must be imported into the AEIS IT program. See Importing Test Keys for how to import the keys.

Steps to Score:

1. After the records have been imported and the test keys imported into the program, the tests must be scored.
2. The **SC** column displays an **N** to indicate the records are not scored. (**Note:** if previous records have been scored they will have a **Y** in the **SC** column.)
3. Clicking on the **SC** column automatically sorts the records and the records with an **N** in the column display at the top.
4. Click on the **Scan** button.

SC	g
N	g
N	g
N	g
N	g



5. From the list of options, double click on **Score**.
6. A series of screens that walk you through the scoring process appear. On the first screen, click **Continue** without making any changes.
7. On the second screen, leave the **Objectives Type** as **TAKS** and change the **test version** to **C**. Click **Continue**.

Test Objectives:

Test Version:

Options: E, S, C, A

8. On the third screen, select the appropriate **Content Area**, **Test Grade**, **Test Date** and **Test Number**. (Clicking on the white box allows a drop menu to appear for selecting the appropriate information.) **Click Continue**.

Content Area:

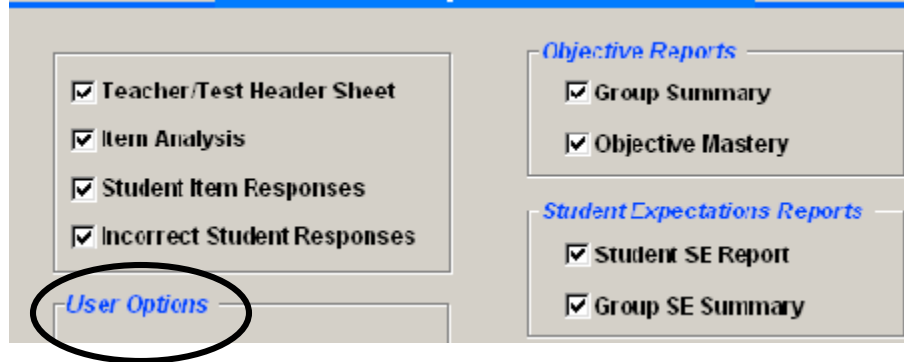
Test Grade:

Test Date:

Options: Writing, Reading, ELA, Mathematics, Science, Social Studies

(**Note:** If no test date information is available, check to be sure the content area and grade levels are correct. If the selections are correct, it means no test keys have been imported into the program.)

9. On the fourth screen, the list of reports that are available appears. Leave all reports checked.



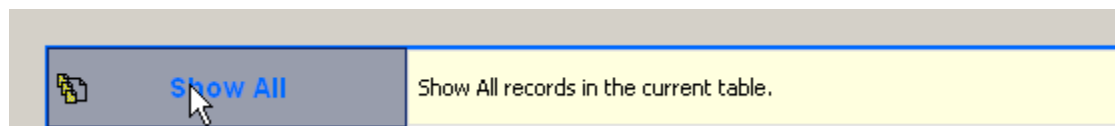
10. Note the area of this screen labeled **User Options**. This area allows users to print the reports in electronic (PDF format). If the electronic versions of the reports are desired, a checkmark must be placed in the box next to **Print Packets to PDF**. **If paper copies are desired, do not place a checkmark in the box. (Note: The electronic versions can be printed at a later date; however, if paper copies are produced at score time, the electronic files cannot be produced without rescoring the data.)**



11. Click **Start Scoring**.



12. Once the scoring is complete, the **SC** column changes from an **N** to a **Y** and the last set of records scored automatically appear on the screen.
13. In order to display all the scan records on the screen, click on the **Records** button.
14. From the list of options, double click on **Show All**.



15. Remember, the scoring process must be repeated to score each content area, grade level, and test number. Click on the **SC** column to sort. The unscored records are displayed at the top of the screen.
16. Sometimes mistakes are made during the scoring process or errors are made on the test key that cause scoring errors. For instructions on how to rescore records, see the document on **Refreshing Scan Data**.
17. Once all tests have been scored, the scan data should be exported and sent to Missy Rowe. See **Exporting Scan Data** document for instructions.

Importing and Exporting Test Keys

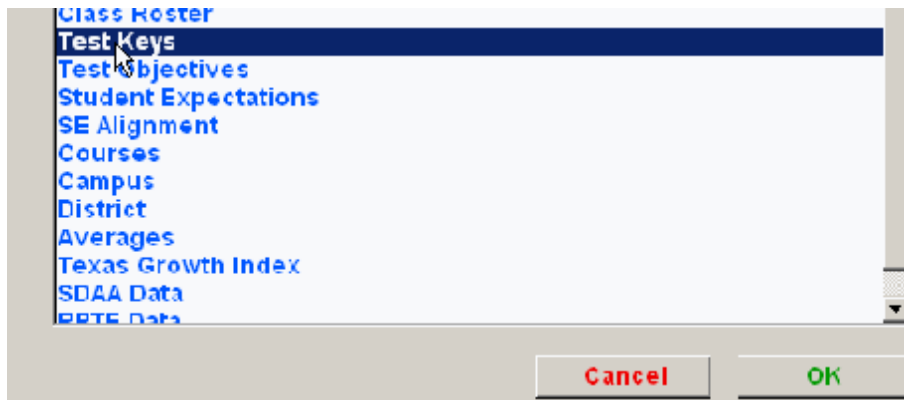
Test keys for district assessments are prepared by the central office and emailed to the campuses for importing into the **AEIS IT** software. The keys must be imported into the software before the assessments can be scored. Save the test key file attachment to the desktop of the computer that is connected to the scanner.

Importing Test Keys

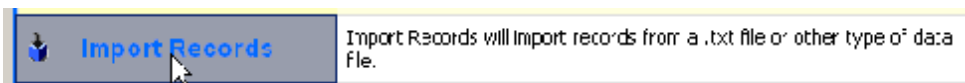
1. Open the AEIS IT program by double clicking on the AEIS IT shortcut on the desktop.
2. Click in the **Password** area and type the password. Click **Connect**.
3. The AEIS IT program opens to the Scan Data Table.
4. Click on the **Open** button on the tool bar.



5. A list of data tables appears. Select **Test Keys** and click **OK**.

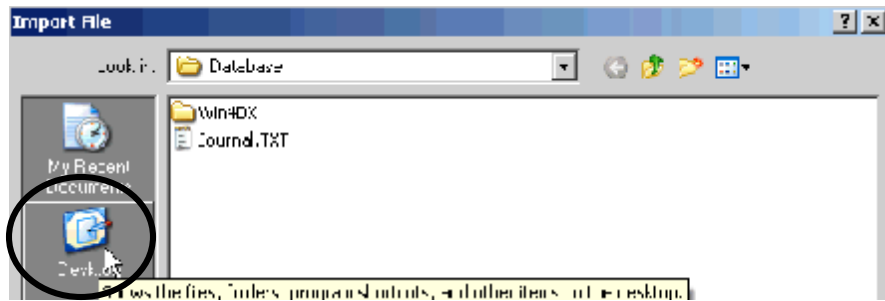


6. Within the Test Keys data table, click on the **Records** button.
7. From the list of options, double click on **Import Records**.

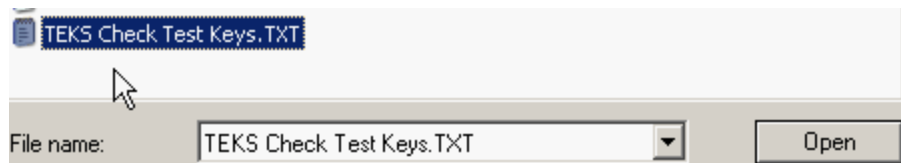


8. A message warning users to use another option for importing test keys from the WEBCCAT software appears. Click **OK**.

9. A new window opens to allow users to navigate to the desired test key file. Click on the **Desktop** option on the left side of the window.



10. Clicking on the Desktop option automatically displays the files available on the computer desktop. Select the test key file (such as TEKS Check test keys) and click **Open**.



11. Only the test key files that were imported appear on the screen within the AEIS IT program. To display all records, click on the **Records** button and select **Show All**.

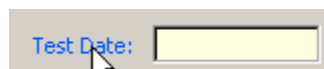
Exporting Test Keys

If test keys are created at the campus level, they must be exported and sent to Missy Rowe.

1. Navigate to the Test Key data table within AEIS IT. (See steps 1-4 above.)
2. A search for the desired test keys must be conducted. Click on the **Search** button. (Be sure you are in the Test Key data table.)
3. Double click on **Quick Search** option.



4. Click in the white box next to **Test Date**. If the desired test date is shown in the list, highlight it and click **OK**. If the test date is not shown in the window, click **Cancel** and type the date into the white box. Use the format **mm/dd/yyyy**.



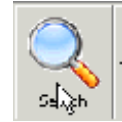
5. Click the **green checkmark** to execute the search.
6. Click on the **Records** button and choose **Export Records** from the list of options.
7. Navigate to the Desktop. (See steps 9 and 10 above.)
8. Place the cursor in the File Name box and name the file using your campus name and the words test keys. (Example: AustinTestKeys.txt)
9. Email the file to Missy Rowe.

Refreshing Scan Data

Most of the time, records are scored correctly; however, there may be occasions when test keys are wrong or a set of student sheets is placed behind the incorrect header. In these cases, the records may be scored incorrectly and need to be rescored.

Steps to Refreshing Scan Data

1. Conduct a search for the records that are to be rescored. Click on the **Search** button and select **Quick Search** from the list of options.



2. In the area **By Test**, click in the **Content Area**, **Grade**, **Date**, and **Number** fields and either type or select the data from the list that appears. (For example, in **Content Area**, a list of items appears but in the **Date** field, you will have to type the test date.) In the example pictured below, the records for the Grade 5 Mathematics test given on 10/13/2006 in the English Version (test number 11) are to be rescored.

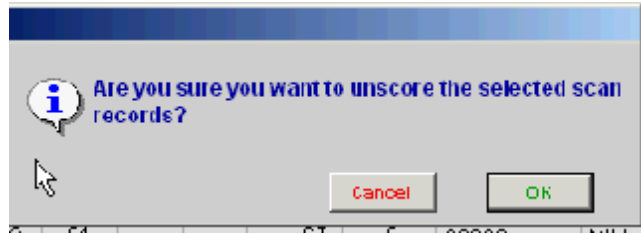
Performance	Demographics
By Test	
Objective Type	<input type="text"/>
Content Area	Mathematics
Grade	05
Date	10/23/2006
Number	11
Version	<input type="text"/>
School Year	<input type="text"/>
Date Scored	<input type="text"/>

3. Click the **green checkmark** to execute the search.

4. Once the records are displayed on the screen, click on the **Scan** button.



5. From the list of options, double click on **Refresh Scan Data**.
6. A warning message appears to be sure you are ready to unscore your records.
7. Click **OK**.
8. The **Y** in the **SC** column for the records on the screen changes to an "**N**." The records are ready to score again.
9. Follow the scoring steps outlined in the Scanning and Scoring Documentation.



Exporting Scan Data

Once the scan data records have been scored for the entire campus, the records must be exported and emailed to Missy Rowe.

Steps to Export Scan Data:

1. Be sure you are in the Scan Data table within the AEIS IT program.
2. Be sure all records from your campus have been scored. Remember to click on the SC column within the Scan Data table to see if any records with an "N" appear. If any "N" records appear, finish the scoring process before completing the export.
3. Click on the Search button and double click on **Quick Search**.



4. Within the **Search** screen, click in the **Test Date** field located in the **By Test** area. Type the test date for the test records that are to be exported. The format must be **MM/DD/YYYY**.
5. Click the green checkmark to execute the search.
6. The records appear within the data table.
7. Click on the **Tools** button.



By Test

Objective Type

Content Area

Grade

Date

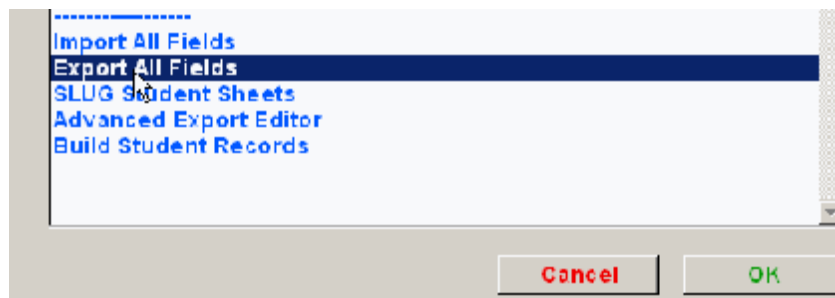
Number

Version

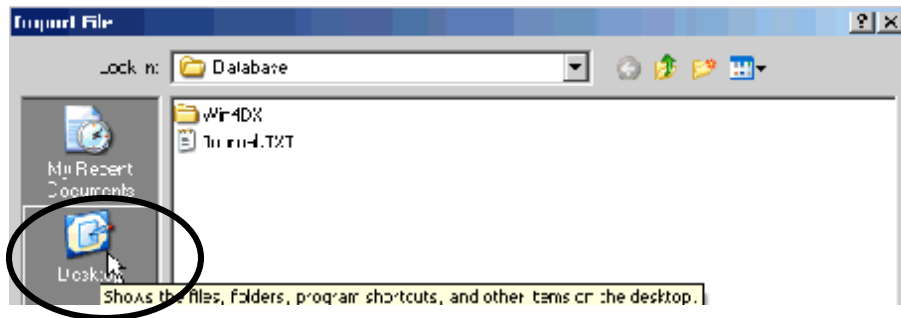
School Year

Date Scored

8. A list of options appears.
9. Highlight the option, **Export All Fields** and click **OK**.



10. **Navigate to the desktop.** Name the file using your campus name, scan data, and test name. **Example: AustinScanDataTEKSCheck1.txt**



11. Attach the file to an email and send to Melissa Rowe.