

Regents Distributed Scoring – Overview for Scorers

Thank you for taking part in scoring for the January 2015 Regents exams. The Office of Assessment looks forward to working with you.

Regents distributed scoring is a city-wide process which is intended to help ensure the integrity and reliability of the scoring process and its results across the entire district. Distributed scoring reinforces the consistency of scoring practices and the application of the scoring rubric across scoring sites, and reduces the variability that exists when each school scores exams their own students' exams.

Below is information about what to expect during your participation in scoring.

Participating in a Successful Scoring Environment

The scoring group at each site is charged with fairly and accurately scoring each student's exam according to the rubric provided by NY State Education Department. It is each scorer's responsibility to ensure that every student receives the most appropriate score based on the work demonstrated in his or her response.

Scoring sites will include teachers and student exams from schools across the city, representing a range of student achievement levels. Scorers should maintain a level of professionalism throughout the scoring period and refrain from making generalizations about students or schools based on student responses.

Scoring Dates and Times

Teachers must report to their assigned scoring site for all days of their assignment, and for all hours noted in the calendar below. Please note that this January the Comprehensive English exam will be scored both during the school day and during per session. In your reminder email it is noted which session (day or per session) you have been assigned to. If you are scheduled to participate in scoring both during the school day and per session, you will receive a separate email reminder for each session.

Please review the day scoring and per session scoring calendars below. If you have questions about your assigned exam or role, please contact your principal or regents@schools.nyc.gov.

Scoring Procedures

All Regents scoring sites will be supervised by one or more *Scoring Site Supervisors*, who will oversee all operations during the scoring process. In addition to the *Scoring Site Supervisors*, each site will be staffed by *Content Trainers*, *Organizational Team Leaders*, and *ATS Specialists*. *Content Trainers* will deliver rubric training to *Scorers* and help oversee scoring as subject matter experts and answer questions during scoring. *Organizational Team Leaders* will run the operations at the scoring site and will train and supervise *Organizational Team Members*. The *ATS Specialist* will oversee the document scanning and ATS reporting processes at the scoring site.

Scorers: Scorers are responsible for partaking in rubric training and accurately marking student exam papers. On the first day of scoring all scorers will receive a brief orientation to the scoring process and will take part in scorer training for the scoring rubric. Each scorer will be assigned a portion of the

designated exam for rubric training, and will be responsible for scoring particular exam questions. After the rubric training is completed, scorers will begin to mark exam papers.

Organizational Team Members: Organizational Team Members (OTMs) are responsible for the smooth operations of the scoring sites. On the first day of scoring all OTMs will receive a brief orientation to the scoring process and be trained in the scoring site operations by the Organizational Team Lead. Each OTM will be assigned operational roles for the duration of scoring.

Scoring Policies

When grading is taking place it is essential that scorers adhere to the following policies.

- *Electronic Devices*
 - To protect the integrity and confidentiality of the scoring process, scorers may not use any electronic devices in the scoring room, including cell phones, iPads, iPods, computers, tablets, etc.
 - Scorers may not listen to music while scoring.
- *Food and Drink*
 - Answer documents must be in excellent condition to scan correctly.
 - Scorers may not eat at the scoring tables with the exception of hard candy.
 - No liquids are permitted at the scoring tables except for water in a closed container which must be kept on the floor.
- *Consideration for Other Scorers and Schools*
 - Conversation should be kept to a minimum to avoid distracting other scorers.
 - Any discussions at the table should be about the rubric.
 - Scorers should not discuss school or individual results or make remarks about the quality of the responses being scored.

Math Exams

All teachers scoring any of the math exams (Integrated Algebra, Geometry, and Algebra II/Trigonometry) should bring a graphing calculator with them to check student work.

JANUARY 2015 PER SESSION SCORING CALENDAR

<i>Content Trainer and Scorer Positions by Exam</i>	Tues. 27-Jan	Wed. 28-Jan	Thu. 29-Jan	Fri. 30-Jan	Sat. 31-Jan	Sun. 1-Feb
Algebra 2/ Trigonometry				4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Comprehensive English	5:00pm- 9:00pm	5:00pm- 9:00pm	4:00pm- 8:00pm	4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Earth Science				4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Integrated Algebra		5:00pm- 9:00pm	4:00pm- 8:00pm	4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Physics		5:00pm- 9:00pm	4:00pm- 8:00pm			
Chemistry				4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
U.S. History		5:00pm- 9:00pm	4:00pm- 8:00pm	4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm

<i>ATS Specialist and Organizational Team Positions</i>	Tues. 27-Jan	Wed. 28-Jan	Thu. 29-Jan	Fri. 30-Jan	Sat. 31-Jan	Sun. 1-Feb
Team 1	5:00pm- 9:00pm	5:00pm- 9:00pm	4:00pm- 8:00pm	4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Team 2		5:00pm- 9:00pm	4:00pm- 8:00pm	4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm
Team 3				4:00pm- 8:00pm	8:30am- 4:30pm	8:30am- 4:30pm

- All dates and times are subject to change.
- Applicants must commit to all hours for each activity, excluding time missed due to religious observances.
- Additional hours for Site Management Team positions (ATS Specialist, Content Trainer, and Organizational Team Leader) will be required before scoring.

JANUARY 2015 DAY SCORING CALENDAR

<u>Exam/Assignment</u>	Wed. 28-Jan	Thur. 29-Jan	Fri. 30-Jan
Algebra I (CC)	<-----All Day Scoring----->		
Comprehensive English	<-----All Day Scoring----->		
English Language Arts	<-----All Day Scoring----->		
Geometry		<-----All Day Scoring----->	
Global History	<-----All Day Scoring----->		
Living Environment	<-----All Day Scoring----->		
Day Org Team A (<u>Wed - Fri</u>)	<-----All Day Scoring----->		

*For “All Day Scoring” days, staff should report to the scoring site from 8:30 am – 3:20 pm.