



Formative Assessments

Scoring

User Guide



COGNIA ASSESSMENTS

Table of Contents

Introduction	1
Purpose	1
Support	1
Browser Requirements	1
Scoring	2
Viewing Constructed-Response Items	2
Scoring a Constructed-Response Item	5



Introduction

Purpose

This document is intended for teachers responsible for scoring student constructed-response (CR) items for online Cognia™ Formative Assessments.

This document covers viewing and scoring student responses.

Support

All user guides and supporting documents are available on the [Formative Resources](#) tab of the Vermont Help and Support website.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: vtservicecenter@cognia.org

Phone: (800) 215- 8975.

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the following browsers:

- Chrome™ 92 or newer
- Firefox® 89 or newer
- Safari® 14 or newer

Scoring

Viewing Constructed-Response Items

A student's test is only available for scoring after the test is submitted.

To view the CR items available for scoring for a student's test:

1. Select the **My Classes** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the My Classes page and displays the list of your assigned classes.
2. Locate the desired **class** **C** in the list and click anywhere on it. This opens the Class Report page for that class.

The screenshot displays the 'My Classes' page in the Cognia Assessments system. The page title is 'My Classes' and the user is identified as 'Demo Cognia'. The main content area shows a list of classes with the following details:

Class Name	Teacher	Students	Administrations	Period	Grade	Semester	Actions
Washington Homeroom	Cognia Teacher, Jolyn Washington	13	20	3	06	Math_Term 1	My Tests Report, Edit
Washington Period 1	Cognia Teacher, Jolyn Washington	8	13	1	06	Math_Term 1	My Tests Report, Edit
Washington Period 2	Cognia Teacher, Jolyn Washington	9	11	2	06	ELA_Term 1	My Tests Report, Edit

3. Select **None** in the **Test Program** **D** drop-down.
4. Select the **Administration View** **E** tab. This displays the list of formative administrations the class is assigned.
5. Locate the desired **administration** **F** in the list and click anywhere on it. This opens the Assessment Report page for that administration.

Class Report Home > My Classes > Class Overview

Washington Period 2 8 11 Schedule a Test

Period: 2 Grade: 06 Semester: ELA_Term 1 STUDENTS ADMINISTRATIONS

Test Program

None ▾

Roster View **Administration View**

Search Administrations 🔍 Filter Administrations Sort By: Most Recent ▾

Matter and Energy Administration Aug 2, 2022 - Aug 2, 2022	TEST PROGRESS 0 of 8 SCORED	NO SCORES AVAILABLE
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6. Click the **checkmark** **G** (Apply Scores) icon located in the upper right of the page. (The red number beside the checkmark indicates the number of student tests ready to be scored.) This opens the Score page.

Washington Period 2 Home > My Classes > Class Overview > Assessment Report

Assessment Report Switch Assessment ▾ [Calendar] [Checkmark 1] [Download] [Refresh] [Back]

Matter and Energy Administration

Matter and Energy

📅 05 May - 01 Jan ? 5 items
📄 Standard list 🗝️ 3EAN4B

Submitted 1 student
In Progress 0 students
Not Started 7 students

Summary Student Responses By Standard Item Analysis Search Students

STUDENT	STATUS	SCORE	ANSWERED
Alonso, Emiliano	Not started	--	--

7. When viewing the Score page:

- a. Select a student from the **Students** **H** drop-down to view the scoring available for that student.
- b. To navigate between the different students, use the **navigation arrows** **I** located to the right of the Students drop-down.
- c. To view all items (scored and ready to be scored) for the selected student, select the **All** **J** button located in the upper right of the page.
- d. To view only the items that are ready to be scored for the selected student, select the **Scoring Required Only** **K** button located in the upper right of the page.
- e. To view the items for the selected student, select the **item number** **L** located on the left side of the page.

Note: A **checkmark** **M** located under an item number indicates that item has already been scored.

- f. To return to the Assessment Report page, click the **back arrow** **N** located in the upper left of the page or click the **Cancel** **O** button located in the upper left right the page.

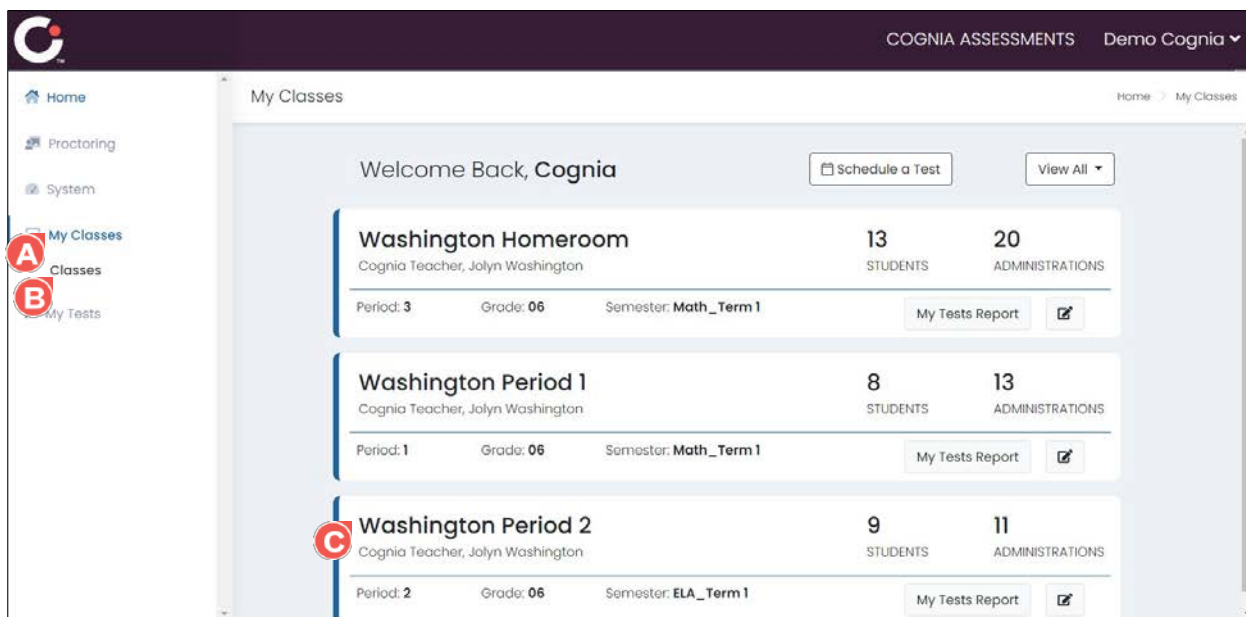
The screenshot shows the 'Score' page for 'Matter and Energy'. At the top left, there is a back arrow **N**. At the top right, there are 'Cancel' **O** and 'Submit Scores' buttons. The page title is 'Matter and Energy' with 'Class: Washington Period 2' and 'Date Range: May 05, 2022 - Jan 01, 2023'. Below this, there is a '1 Students:' dropdown showing 'Jimenez, Diego' **H** with navigation arrows **I** **I**. To the right, there are 'Show Students / Items:' buttons for 'All' **J** and 'Scoring Required Only' **K**. On the left side, there is a list of items: 'Item 3' **L** (checked), 'Item 4' **M** (checked), and 'Item 5'. The main content area shows 'Item 3' with ID '136475A' and a 'Show Rubric' button. The question text reads: 'Carolyn observed a freshwater plant, *Elodea*, in a small aquarium filled with freshwater on her desk. In one five-minute period, Carolyn counted 32 bubbles that formed on the plant's leaves and were released into the water. She then moved the aquarium from her desk to a sunlit window and observed the *Elodea* again. In a second five-minute period, Carolyn observed 194 bubbles form and be released by the *Elodea* into the water. a. Describe how the bubbles released by the *Elodea* signify that the plant is cycling matter. Provide evidence to support your answer.' Below the question is a text input field with a rich text editor toolbar (B, i, U) and the placeholder text 'This is my answer...'. On the right side, there is a 'New Trait' section with a table containing '0', '1', and '2'.

Scoring a Constructed-Response Item

A student's test is only available for scoring after the test is submitted. Once a student's item response has been scored, the score can be modified if needed.

To score or modify the score of a CR item on a student's test:

1. Select the **My Classes** **A** menu located on the left side of the page, and then select **Classes** **B**. This opens the My Classes page and displays the list of your assigned classes.
2. Locate the desired **class** **C** in the list and click anywhere on it. This opens the Class Report page for that class.



3. Select **None** from the **Test Program** **D** drop-down.
4. Select the **Administration View** **E** tab. This displays the list of formative administrations the class is assigned.
5. Locate the desired **administration** **F** in the list and click anywhere on it. This opens the Assessment Report page for that administration.

Class Report Home > My Classes > Class Overview

Washington Period 2 8 11 Schedule a Test

Period: 2 Grade: 06 Semester: ELA_Term 1 STUDENTS ADMINISTRATIONS

Test Program

D None ▾

Roster View **E** Administration View

Search Administrations Filter Administrations Sort By: Most Recent ▾

F Matter and Energy Administration Aug 2, 2022 - Aug 2, 2022	TEST PROGRESS 0 of 8 SCORED	NO SCORES AVAILABLE
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6. Click the **checkmark** **G** (Apply Scores) icon located in the upper right of the page. (The red number beside the checkmark indicates the number of student tests ready to be scored.) This opens the Score page. By default, only the items that are ready to be scored are displayed.

Washington Period 2 Home > My Classes > Class Overview > Assessment Report

Assessment Report Switch Assessment ▾ **G** 1 Back

Matter and Energy Administration




Matter and Energy

05 May - 01 Jan ? 5 items
Standard list 3EAN4B

Submitted 1 student
In Progress 0 students
Not Started 7 students

Summary Student Responses By Standard Item Analysis Search Students

STUDENT	STATUS	SCORE	ANSWERED
Alonso, Emiliano	Not started	--	--

7. Locate the student item to be scored.
8. (Optional) To view the scoring rubric for the item, click the **Show Rubric**  button. This opens a Rubric popup displaying the rubric information. (Click the x icon located in the upper right of the Rubric popup or click the OK button located in the lower right of the popup to close it.)
9. Review the **item question(s)**  and **student response(s)** .

← Score
Cancel ✓ Submit Scores

Matter and Energy


Class: Washington Period 2 Date Range: May 05, 2022 - Jan 01, 2023

1 Students: x v
Show Students / Items: All Scoring Required Only

Item 3 136475A

Item 4 ✓

Item 5

Item 3
Show Rubric 

Carolyn observed a freshwater plant, *Elodea*, in a small aquarium filled with freshwater on her desk. In one five-minute period, Carolyn counted 32 bubbles that formed on the plant's leaves and were released into the water. She then moved the aquarium from her desk to a sunlit window and observed the *Elodea* again. In a second five-minute period, Carolyn observed 194 bubbles form and be released by the *Elodea* into the water.

a. Describe how the bubbles released by the *Elodea* signify that the plant is cycling matter. Provide evidence to support your answer.

B i u

This is my answer...

New Trait

0	1	2
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10. Once you have completed reviewing the student's response, select the appropriate **score** **K** located on the right side of the page.
11. Click the **Submit Scores** **L** button located in the upper right of the page to save the selected score. This briefly displays a Success message in the lower right of the page and the score is saved to the item.
12. (Optional) To view the next item, click the **forward navigation arrow** **M**.
13. Once you have completed scoring the item(s), click the **back arrow** **N** located in the upper left of the page. This returns you to the Assessment Report page.

The screenshot shows the 'Score' interface for an assessment titled 'Matter and Energy'. At the top, there is a navigation bar with a back arrow (labeled 'N'), the title 'Score', and buttons for 'Cancel' and 'Submit Scores' (labeled 'L'). Below the title, the class is identified as 'Washington Period 2' and the date range is 'May 05, 2022 - Jan 01, 2023'. The interface shows '1 Students: Jimenez, Diego' with a dropdown menu and navigation arrows (labeled 'M'). A 'Show Students / Items' filter is set to 'All' and 'Scoring Required Only'. The main content area displays 'Item 3' with ID '136475A' and a 'Show Rubric' button. The item text describes an experiment with *Elodea* and asks for an explanation of matter cycling. A text input field contains 'This is my answer...'. On the right, a 'New Trait' section shows a score of '2' selected from options '0', '1', and '2', with a 'K' label next to it.



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