

SCORING CENTER GUIDLINES

Greater Albany Public Schools
2016-2017

Please note that only the scorers who are able to meet the requirements will continue to receive work samples to score. Those requirements include:

- **If you go over 8 hours in a single day you will not be allowed to continue scoring. (EX. If you are a classified employee that works 6 hours, you only have 2 hours a day to score. You must also account for any exception time sheets you may have from your building each month to insure you stay under your allotted hours.)**
- Contact the head scorer within 24 hours whether or not you will pick up work samples. A suggested time frame for when you plan on picking them up is helpful. **YOU MUST HAVE A VALID EMAIL YOU CHECK REGULARLY.**
- Scored packets should be returned within 36-48 hours. If you are given a large number of packets the time frame may be longer.
- The courier service delivers to some schools on an every other day basis. Therefore to have a quick turnaround time for the teachers is essential in this system. Scorers who can have work samples scored and returned within a 48 hour time period will be greatly appreciated. Some work samples may take additional time. Please speak with the head scorer if you believe extra time is necessary.
- The amount of packets you receive will be directly related to the incoming packet volume, your availability and your ability to meet these requirements. In times of high packet in flow, the scorers who are scoring at a faster pace may receive more packets to score. This is done to ensure that we meet a 5-7 day turnaround time.
- Inform the head scorer if you will be unavailable for any length of time. We understand that situations arise. It is important that the head scorer know when you need to be skipped.
- **Score packets in accordance with the training you receive.** Strive to keep all packets together in a secure area. Return the exact number you picked up.

Complete your time sheet (by packet, see example) and return them each month by or before the cutoff date (see attached). Place your timesheet in the manila folder at the front of the hanging file folder located at the Scoring Center - 3rd floor Central Elementary.

Scoring Protocol:

- You will receive an email from the head scorer notifying you of available work. If the head scorer does not hear from you within 24 hours, the head scorer will contact someone else.
- **Please reply ASAP by email whether or not you are able to pick up the work samples within 24 hours.** You may email me at wendy.marks@albany.k12.or.us. If you are unable to pick up the samples the job will be passed to the next scorer.
- Pick up your work samples within 24 hours of the email.

At Central Elementary:

Your work samples will be found in your hanging file at the Scoring Center located at Central Elementary. Inside you should find the work samples, a copy of the prompt or assignment, and a submission form.

Take out and complete the bottom of the submission form.

Fill in your scorer ID number.

Fill in the date you picked up the papers.

Complete your section of the appropriate log. These are found on clipboards in the standing file organizer.

Log in your Scorer ID and the date. If you receive more than one set of papers, log each one separately unless you receive one of two samples by themselves. In this case, they probably were combined as one group.

Count and list the number of papers. If there is a discrepancy, please recount. If it is still off, draw one clean line through the incorrect number and note the correct amount on the submission form.

Other information should be previously recorded on the log, however, if it is not, please fill in as much of the information as possible.

At Your Home

Score and Track

As you score each set of papers, fill in the student tracking sheet. You will record your scorer number and all the scores on one page. Have your time sheet with you. You will keep track of your time for each submission form. Do not lump the time all into one unless it takes less than .25 of an hour. **FILL IN YOUR TIME SHEET AT THE SAME TIME YOU WORK ON YOUR SET OF PAPERS.**

- Make sure you time the scoring sessions, it is expected that you will score average 3-5 minutes a paper for elementary and 5-7 minutes a paper for secondary.

When You Return Papers

Finish the Task

Complete the date you return the work samples **on the bottom of the submission form.**

Complete the date you return work samples on the scoring center log.

Place the work samples in the scoring center basket beside the hanging file folder at the Scoring Center/Central Elementary..

Send the head scorer an email saying that you returned the samples.

ALWAYS check the cutoff date for turning in your time sheet. It is attached at the end of this packet.

Complete your time sheet:

By the date

What you did

The teacher's name

The number of papers

The amount of time for each class

IF you score a paper that has any threatening comments, inclinations, statements, etc...please fill out a Crisis Alert Form and attach it to the paper. Return this form with the work samples on top of the submission form. Contact the Head Scorer or the curriculum coordinator so they can deal with the situation.

Elementary Curriculum Coordinator:

Dani Blackwell: danielle.blackwell@albany.k12.or.us

541-967-4560

For emergency use only: Wendy Marks 541-979-9732, anything else should be sent through email. Thank you.