

# Handling Omitted and Multiple Marks in Achievement Series

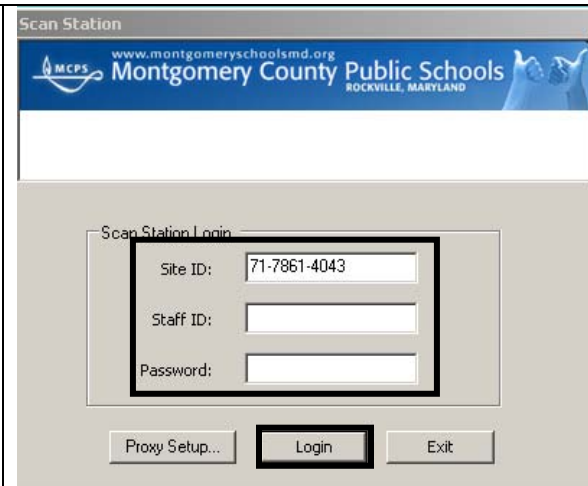
This manual provides directions on how teachers and scanner operators should handle omitted and multiple marks in Achievement Series. A summary of the new MCPS process for handling omitted and multiple marks is provided below.

- If two or more marks clearly were made, or the student clearly omitted an answer, the answer is scored incorrect
- If it is clear that one mark was erased and another filled in, a student response is too lightly bubbled, or the student has indicated somehow (maybe in writing or with arrows) which one is the intended response, the teacher should review it with the resource teacher, determine if the right answer was selected and take the appropriate action as outlined in the attached document.

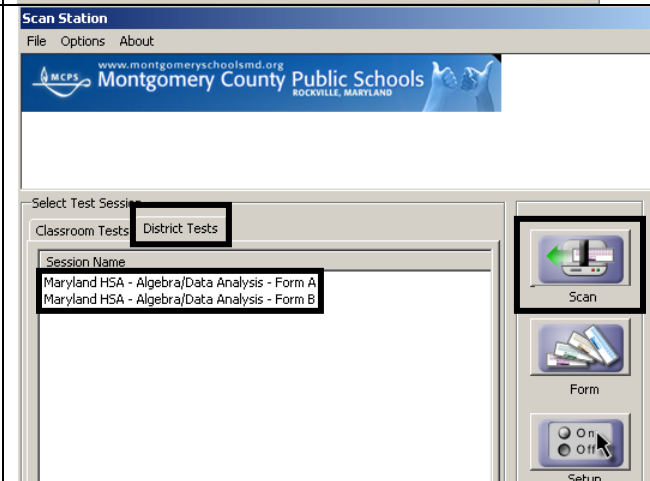
Achievement Series expects one mark on the student answer sheet for each item response unless that item was created as a Multiple Response item. To address the issue of omitted and multiple marks in Achievement Series, this step-by-step manual was created and is being distributed to all Algebra I, Biology, English grade 9 and 10, and NSL Government teachers and scanner operators via direct email and during voluntary training.

In the following pages, you will find directions on how scanner operators should proceed when omitted and multiple marks are detected by the scanner. The processes described in this manual should be followed for all formative assessments, end of unit assessment, and end of semester exams delivered using Achievement Series.

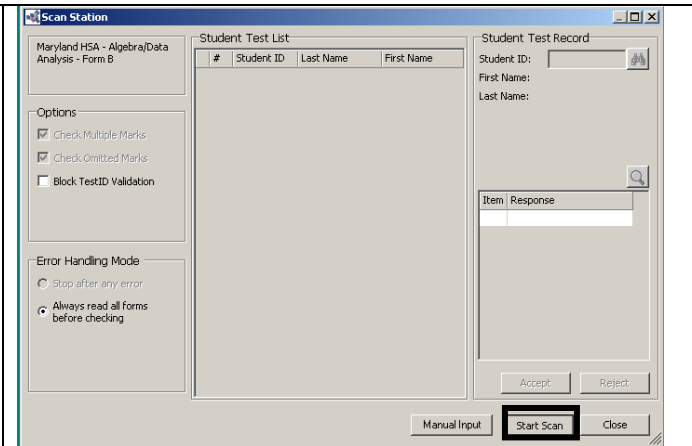
1. To login to Scan Station, enter your Site ID, Staff ID and Password. Then **click the Login button**.



2. The Scan Station window opens. **Select the District Tests tab** to view the tests you can scan.
3. Select the test you wish to scan from the list of available tests. Then **click the Scan button**.



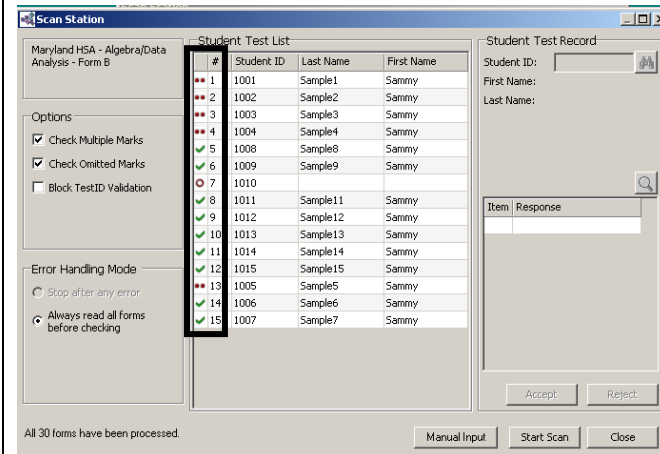
4. Load the tests into the scanner's automatic feeder and then **click the Start Scan button**. Wait until the process completes.



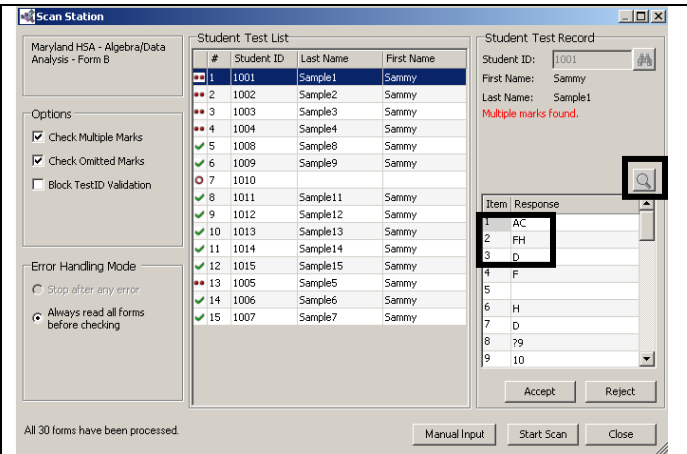
5. If there is a green check mark next to a student's name, the results were sent successfully to Achievement Series. If there is any other mark, that student responses require action.

- Two dots (..) indicates an answer with more than one response (multiple mark errors).
- An open O indicates an omission.
- A ? indicates that the response can't be read correctly.

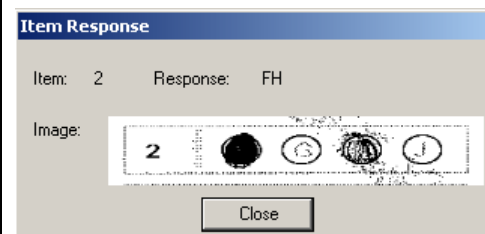
If one of the three symbols above appears next to a name, **click on the student's name**.



6. Once the name is selected, responses for that student appear on the bottom right of the Scan Station window. In this example, question 2 has both F and H as answers. To view the items, **click on the response area** next to the item in question. Then, **click the magnifying glass** to view the scanned student response. This will save you time going back and forth between the responses and the actual answer sheet.



7. A new window opens displaying how the student bubbled the answer sheet. In this case, it is clear that answer choice H was not fully erased. It is clear that the student's intended response was F.

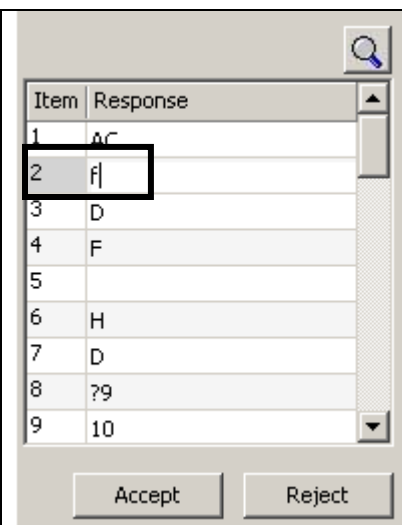


8. If there is no doubt in the scan operator's mind that the student intended F to be the answer, the scan operator should **click the delete key** on the keyboard to delete both answer choices. Then the scan operator should enter the student's intended response.

If there is any doubt in the scan operator's mind as to what the student intended his/her response to be, the answer sheet should be returned to the teacher. The teacher, in collaboration with the resource teacher, should examine the answer sheet and decide if it is possible to determine the student's intended response.

If it is not possible to determine the student's intended response, the answer sheet should be returned to the scan operator and the multiple mark answer should be accepted and scored as incorrect.

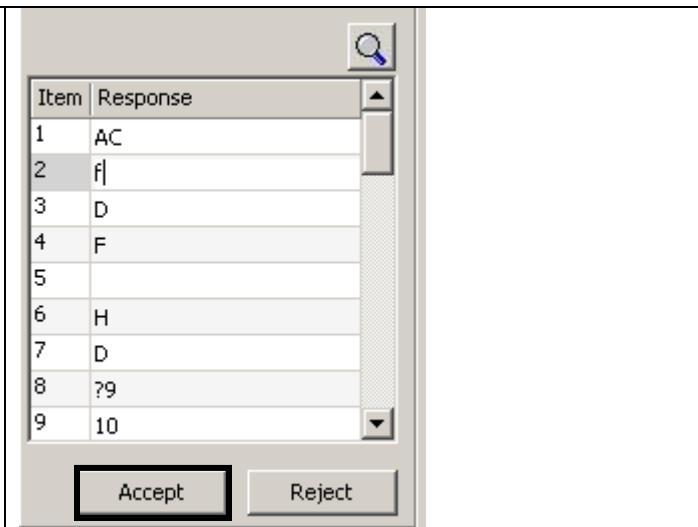
If it was possible to determine the student's intended answer, the teacher should return the answer sheet to the scan operator and communicate the intended response. The scan operator then rescans the answer sheet and when prompted of the error, changes the answer to the student's intended response.



Item	Response
1	AC
2	f
3	D
4	F
5	
6	H
7	D
8	?9
9	10

Accept Reject

9. Once changes to an answer are made, **click the Accept button**. If there are additional problems with the student answer sheet, the completion status indicator will remain red. If there are no additional errors for that student, a yellow check mark will appear next to the student name. The yellow check mark indicates changes have been made to that student's answer sheet. No further action is required for this student.



The screenshot shows a software interface with a table of items and responses. The table has two columns: 'Item' and 'Response'. The rows are numbered 1 through 9. The responses are: 1: AC, 2: f|, 3: D, 4: F, 5: (empty), 6: H, 7: D, 8: ?9, 9: 10. Below the table are two buttons: 'Accept' and 'Reject'. The 'Accept' button is highlighted with a black border. There is a search icon in the top right corner of the table area.

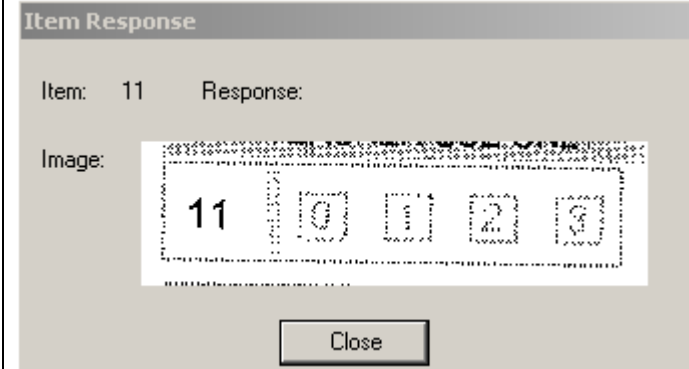
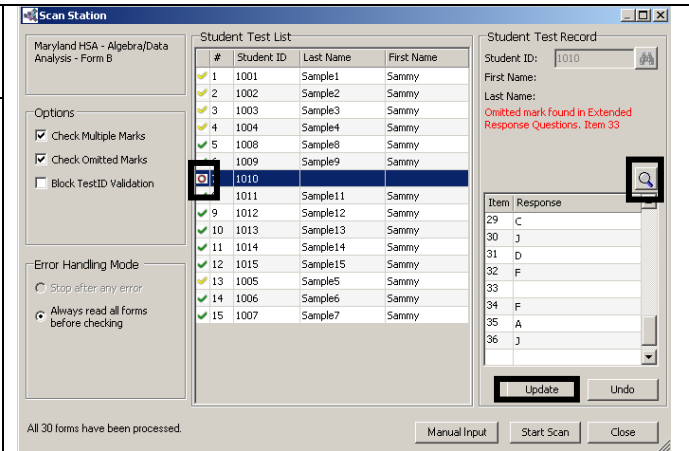
Item	Response
1	AC
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6	H
7	D
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Accept Reject

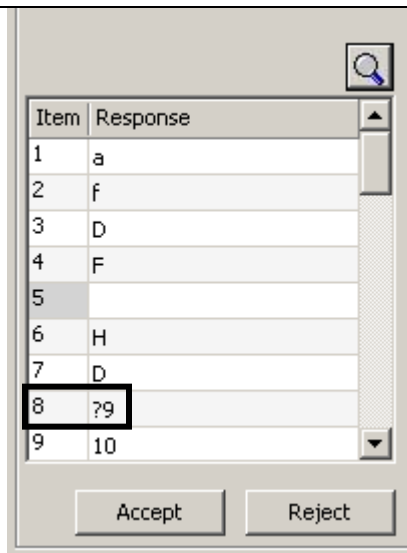
10. If an O appears next to a student's name, an item has been omitted. **Click on the student's name.**

11. Scroll down to the answer choice that has been omitted. **Click on the response area** next to the item in question, and then **click the magnifying glass** to view the response. If a student has omitted a selected response or griddable item (student produced response (SPR)), the scan operator should **click the Update Button** to accept the answer as intentionally omitted. The item will be scored as incorrect. If there are additional problems with the student answer sheet, the completion status indicator will remain red.

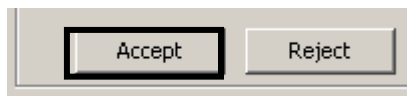
12. If the omitted item is a BCR/ECR, the answer sheet should be returned to the teacher and the teacher should bubble in the appropriate choice. The answer sheet is then returned to the scan operator to be rescanned.



13. When the question mark indicator (?) appears, a problem with a grid-in or student produced response (SPR) type item is indicated. The question mark indicates that the student response can't be read correctly. The problem could be that the student has made multiple marks or omitted marks. Address these issues as previously described in this manual.



14. Once you have finished making all the required changes to a student's answer sheet, **click the Accept button**. This will send that student's results to Achievement Series. A yellow check mark will appear next to the student's name.



15. When all scanning activity is completed, close the Scan Station window by **clicking the Close button**.

