Scoring Constructed Response Items in TestPad

Obtain the Scoring Passcode by doing the following (*Note: this step can only be performed by users who have the rights to view this test in TestPad. It may be necessary for those who have rights to obtain the scoring passcode and communicate it to others so that they can score the tests.*):

1. Click **Assign**.
2. Click **Manage Assigned Tests**.
3. Within the list of tests, locate the test to be scored, then click the **Manage** link in the Actions column.
4. On the Manage Test screen, you will see the **Scoring Passcode** in the Test Information section. ***Teachers/admins who are scoring constructed response items will need this passcode***.

When students' items are ready to score, do the following to access their tests:

1. Click on **Grade**.
2. Click Score **Test**.
3. Enter the scoring passcode in the **Search Test by Scoring Passcode** box, then click **Search**.
4. Students whose tests are ready for scoring will appear with a **Score** link in the Actions column.
5. Click **Score** beside the student whose test you wish to score.

The test will open to display all items that require manual scoring.

Click on each item to view the question and assign the appropriate number of points to the student's answer. The rubric will be displayed below the student's answer to assist you in scoring the item.
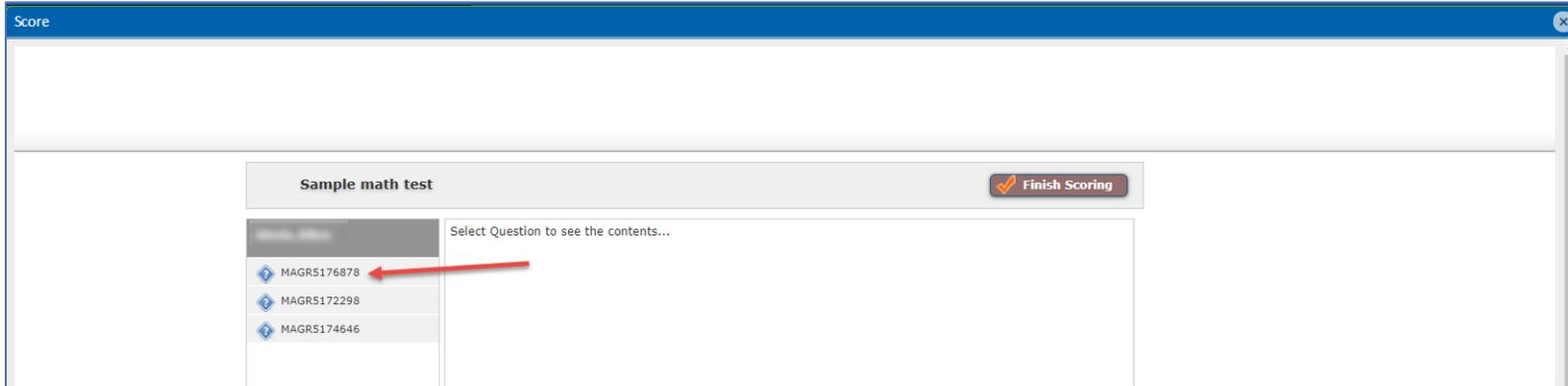
In the **Assign Score** box, type in the number of points that you wish to assign to the student's answer. Then click **Submit**.
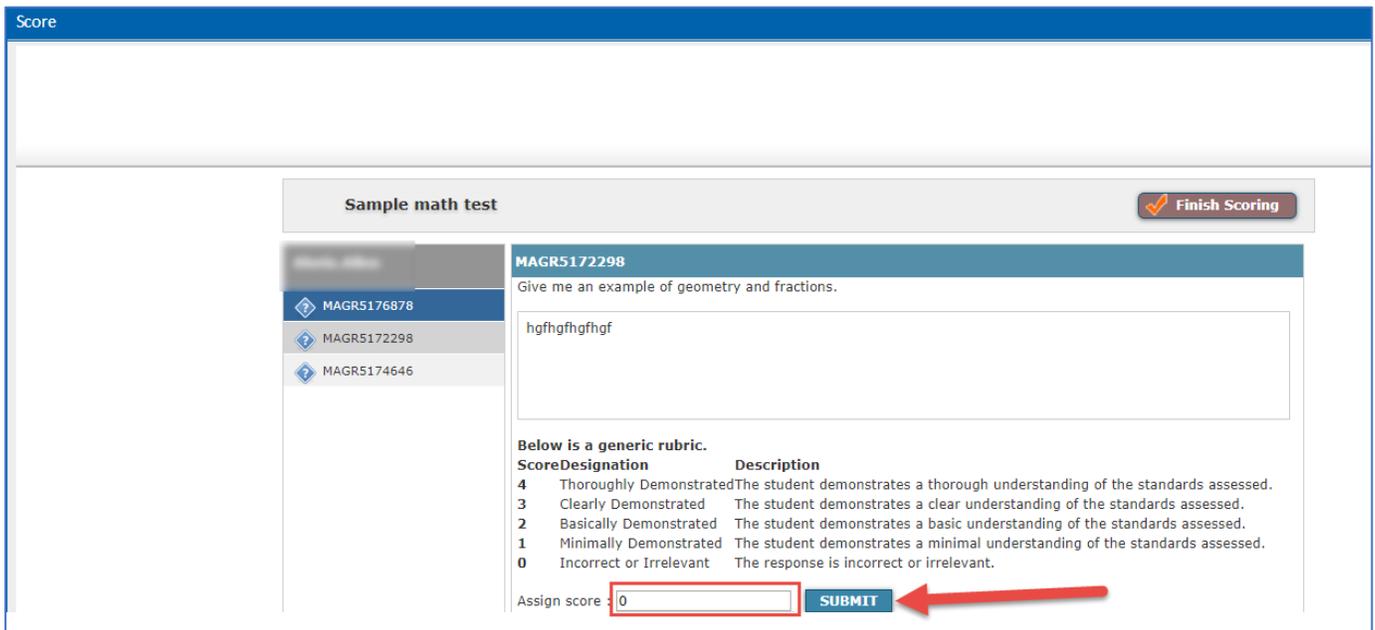
When you have finished scoring all items, click the **Finish Scoring** button in the top right corner of the window.

You will be returned to the Test Scoring screen. Click **Refresh Status** to update the status of the test you just scored. Scoring for that student is now complete, and you will see **View Score** in the Actions column for that student.

Click **View Score** to see the student's final score and scoring detail on the test. You may also click the **View Content** button to see the content and scoring of each question on the test. Close the View Score window when you are finished viewing this student's results. You will be returned to the Test Scoring screen where you can repeat the steps to score the next student.