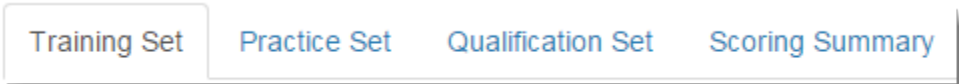


# Qualify as a Scorer

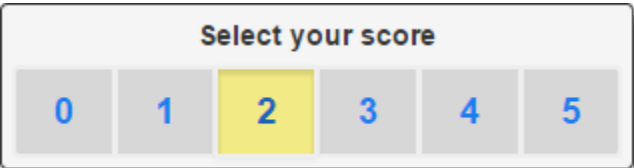
Before you can be an official scorer, you must score a set of responses using the rubric(s) and submit scores that consistently follow the given guidance. This proves that you have met the criteria to be a scorer. You can do this all at once, or score part of the set and stop, and then come back later. This may be useful if you decide you need to review the training or practice options before continuing.

To qualify as a scorer, follow these steps.

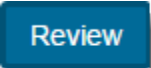
1. From the main page, select the grade you want to qualify on, as described in [Select a Grade](#).
2. From the page for the grade, select the tab that corresponds to qualification. Because the system is configured specifically for each customer, what you see may be different than this screenshot.



3. The items to be scored will be presented to you one by one. Review each response. This may require reading a paper, watching a video, or listening to audio clips, depending on the type of item you are training to score.
4. Click to select your score, then use the forward arrow to proceed to the next item. Scores are custom to each program, so you may be assigning a number, a letter, a word, or other type of evaluation. After you select a score, your progress is saved.

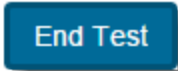


5. When all items are scored, click **Review** to review the questions and scores you have already assigned. While on the review page, click any item number to go to that item. You may change your selected scores during the review.



Question	Your Selected Score
1	0
2	1
3	0
4	1
5	

Then, once your review is complete, from the review screen, click **End Test**.



6. Ending the test will take you to a page to review your results.
7. To review your selected scores and assigned scores for a qualification set, click the **Qualification Set** tab.
8. Select a qualification set. This will take you to the first item in the qualification set. On this page, you can view your selected score, the assigned score, and an explanation why the item was assigned the score.
9. Use the forward and back arrows to navigate through the qualification set.

## Related Information

Click **Prompt / Rubric** at any time to view the prompt that was provided to the test taker and to view the scoring rubric.

## Prompt/Rubric

Use the arrows to move back and forth between the items.



After you have completed a test, you can go back to it. When you do, both your selected score and the correct score will be displayed above the item. An annotation explaining the reasoning for the correct score will be displayed below the item.

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