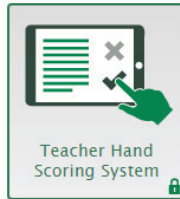
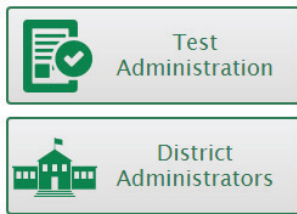
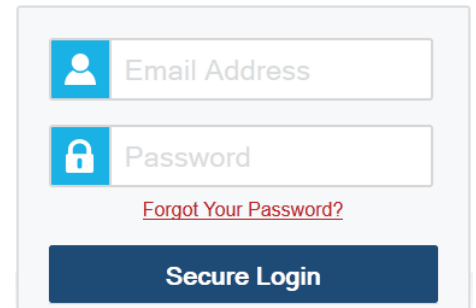


# Understanding THSS

The Teacher Hand Scoring System (THSS) allows Scorers to score item responses that require human scoring on both the Interim Comprehensive Assessment (ICA) and the Interim Assessment Block (IAB). This brochure provides a brief overview of how to enter scores for responses, mark responses as complete, and reassign responses for scoring. Complete information about THSS is available in the *THSS User Guide*.

## Logging in to THSS

1. On your state portal, select your **User Role**.
2. Click on the **THSS** card. The login page appears.
3. Enter your username and password. The **Response List** page appears.


## Response List Page

The table on this page populates with the responses assigned to you to score. If you are a Score Manager, this table displays the hand-scored responses for all the students in your associated school or district, depending on your user level.

After you log in, the Response List page appears. The table on this page populates with responses assigned to you for scoring.

**Response List Page (Top)**

Logged in as ownitemscorer01@example.com | [Help](#) | [Logout](#)

 **Teacher Hand Scoring System - Response List**

Test:  Session:

<input type="checkbox"/>	Name	Item	Session	Status	Score
<input type="checkbox"/>	MATTHEW DAGENAIS	13312: CellPhone_6_Stim1_Item4	test-a044-1	Not Scored	<input type="button" value="Score"/>
<input type="checkbox"/>	ALANA OLENDORF	13310: CellPhones_6_Stime1_Item5	test-a044-1	Not Scored	<input type="button" value="Score"/>
<input type="checkbox"/>	KYESHA BUCKHAM	13313: CellPhone_6_Stim1_Item6	test-a044-1	Not Scored	<input type="button" value="Score"/>

## Scoring Responses

When scoring responses, you can either assign a score to the response or mark it with a condition code. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion.

### Entering Scores for Responses

1. In the Score column of the Response List table, click Score for a response. The Score Response Page appears.
2. In the Response section of the Score Response page, review the item stem and the student's response.
3. In the Rubric section, review the rubric description and do one of the following:
  - a. Manually enter a numerical score in the Score field.
  - b. Assign a condition code by selecting the appropriate option from the Condition Code drop-down list.
4. When you finish entering scores for the response, click Submit Score at the bottom of the page.

**Response Section**

**Response**

4

← → ↶ ↷ ✕

1	2	3
4	5	6
7	8	9
0	.	-

**Rubric Section**

[Exemplar](#) [Training Guides](#)

Description	Points
a) Inference here.	4
b) Text-supported example: "...*" (paragraph reference)	
c) Inference here.	
d) Text-supported example: "...*" (paragraph reference)	

Scoring Criteria	Points	Score	Condition Code
Organization/Purpose	4	<input type="text"/>	Not Applicable
Evidence/Elaboration	4	<input type="text"/>	Not Applicable
Conventions	2	<input type="text"/>	Not Applicable

## Completing Item Responses

After entering scores or selecting condition codes for responses, you should mark the responses as complete to finish the process.

### To mark responses as complete:

1. On the Response List table, mark the checkbox for any responses you have finished scoring.
2. Click Mark Selected as Complete
3. In the window that pops up, click Mark Selected as Complete. Once you mark a response complete, it is submitted.

**Response List Page (Bottom)**

<input type="checkbox"/>	ASHLEY HOGSTAD	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	ZOEY UNRUH	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>
<input type="checkbox"/>	ALEXCIS HACKNER	Marshmallow Experiment	TEST-5777-1	Not Scored	<a href="#">Score</a>

Showing 1 to 25 of 111 entries

First Previous **1** 2 3 4 5 Next Last

[Reassign All Selected](#)
[Mark Selected As Complete](#)

## Reassigning Responses

THSS automatically assigns a response to be scored to the Test Administrator (TA) for the session in which the student tested. You can reassign responses to other Scorers in your school. Those users associated with a district can reassign to anyone within their district.

### To reassign responses:

1. On the Response List table mark the checkbox for any items you wish to reassign.
2. Click Reassign All Selected. A window pops up.
3. In the popup window, select a Scorer from the drop-down list. Only users associated with your school or district appear.

**Reassign Selected Students Window**

**Reassign Selected Responses** ✕

**Reassign Selected Responses To**

Select a Scorer ▼

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[Reassign](#)
[Cancel](#)

Contact the Vermont Smarter Balanced Help Desk for additional guidance.  
 Email: [vthelpdesk@air.org](mailto:vthelpdesk@air.org) Phone: 1.844.218.1184.