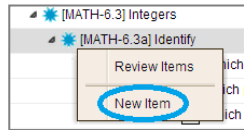


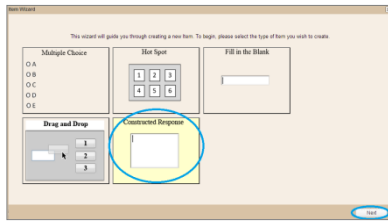
**Creating Constructed Response Items**

To create a constructed response item in “Assessment Library.”

1. Select the subject from the “Subject” drop-down menu.
2. Right click on the appropriate SOL and select “New Item”.



3. The “Item Wizard” will appear. Select “Constructed Response” and click “Next”.



5. The next page allows for the inclusion of “directions,” number of “stems,” and “points possible.”

Please select the following options for the new item.

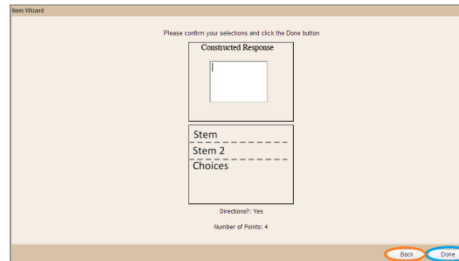
Directions?:

Number of Stems:

Number of Points:

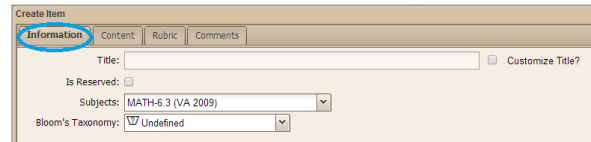
**ia** Tip: Points possible refers to the points the item will be worth when administered in iTest.

6. The “Item Wizard” will provide a summary of the selections made.

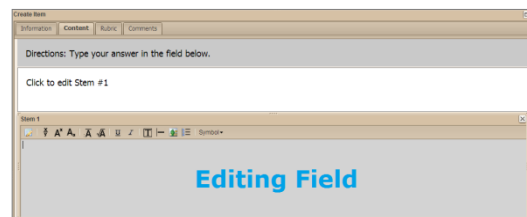


**ia** Tip: Changes can be made to the top two choices on the summary screen by selecting “Back”. Directions and number of points can be changed after selecting “Next”.

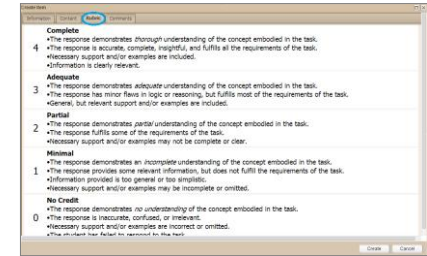
7. The “Create Item” window is divided into four tabs. The “Information” tab allows the user to customize a title, confirm SOL, and select one of six levels of Bloom’s Taxonomy.



8. Select the “Content” tab to create the “Constructed Response” item. Click inside any field to edit the information. As information is entered in the gray editing field, it can also be viewed in the area above the editing field.

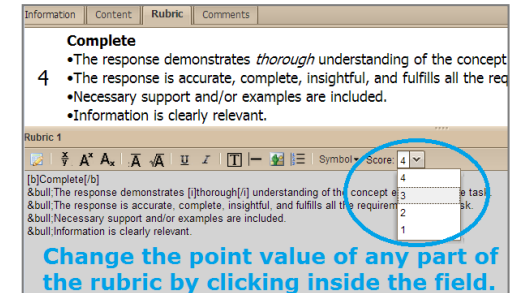


9. Select the “Rubric” tab to preview the default criteria to satisfy each point value.

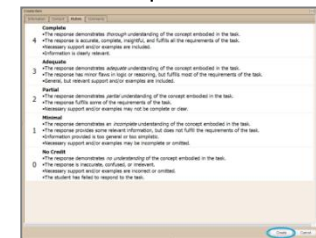


**ia** Tip: The default rubric can be customized by clicking inside of any field to edit the information. Right click on any part of the rubric to add or remove it.

10. Select any part of the rubric to adjust the point value.



11. Once all point values have been assigned, select “Create” to complete the item creation process.

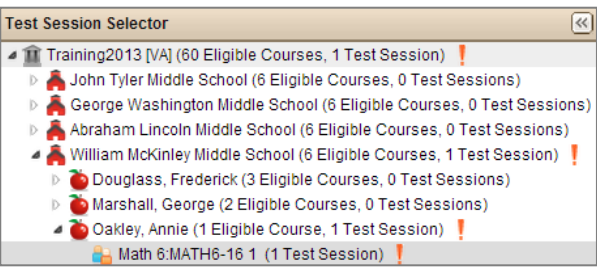


**ia** Tip: Don’t forget to submit and approve your item before placing it on a test.

# Scoring Constructed Response Items

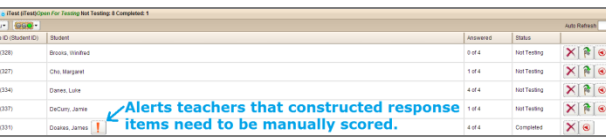
“Constructed Response” allows students to manually enter a response to a question. These items are manually scored in “Testing Center.”

- To score “Constructed Response” items, navigate to “Testing Center.”
- Select the “Subject” and “Exam” from the respective drop-down menus.
- Select the staff member and course from the list on the left side of the screen.



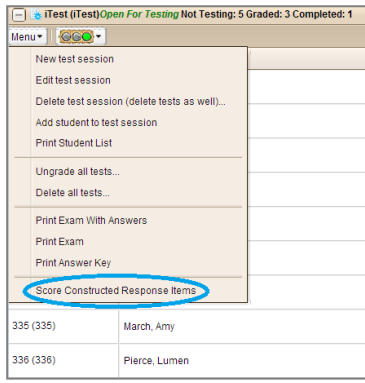
*Tip: The exclamation point alerts teacher to the courses that have constructed response items to be scored.*

- The test session will open on the right. Students’ exams will appear as “Completed” status until the “Constructed Response” items on the exam have been manually scored.

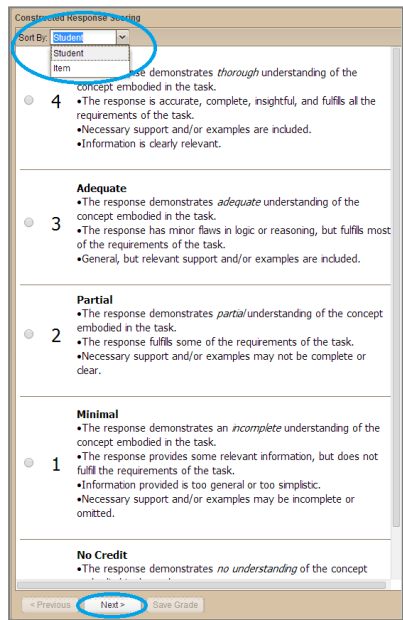


*Tip: The exclamation point icon will appear next to the names of students whose responses are ready to be scored and can be selected to score constructed response items for individual students.*

- “Constructed Response” items may be sorted by “Student” or by “Item” to be graded. Click on the “Menu” drop down and select “Score Constructed Response Items.”



- Sorting by “Item” allows for all responses to be scored at once (student names will not be displayed). Select “Next.” to proceed to the next response.



- To score a “Constructed Response” item, select the button to the left of the objective score. Click “Save” to confirm marked score.



- Once a student’s constructed response item has been scored, the status will change from “Completed” to “Graded.”

327 (327)	Cho, Margaret	1 of 4	Graded
334 (334)	Danes, Luke	4 of 4	Completed



Our Customer Support team is available Monday through Friday from 8:00 am to 5:00 pm.

- To access “User Guides,” “Tutorials,” “FAQs,” or “Resources,” select the **HELP** button from any “onTRAC” page.
- To access our live chat feature, “onTRAC Live,” select the **?** button from any “onTRAC” page.
- Don’t forget you can also call or email Customer Support:

**Phone**  
1 (855) 423-2223 or (540) 206-3649

**Email**  
[support@interactiveachievement.com](mailto:support@interactiveachievement.com)