



## Spring 2022 ILEARN Indiana Educator Hand-Scoring Frequently Asked Questions

Frequently asked questions about the ILEARN hand-scoring process are provided below for additional context related to this professional development opportunity.

Number	Question	Answer
1	<b>What does hand-scoring involve?</b>	<p>In Spring 2022, educators will score open-ended student responses to ILEARN assessment items and potentially other states' assessment items where content correlates to Indiana, including English/Language Arts (ELA) and Mathematics. Educators will receive paid training and must meet qualification criteria prior to scoring operational responses. Measurement, Inc. (MI), in partnership with Cambium Assessment, Inc. (CAI), will coordinate the hiring and training of educators and instructional coaches.</p> <p>Indiana educators have been participating in ILEARN hand-scoring since the 2018-2019 school year following the assessment's implementation. During Spring 2019, 332 Indiana educators and 225 Indiana educators from Spring 2021 participated in hand-scoring and reported an overwhelmingly positive experience. Additionally, MI recruited 577 Indiana educators in Spring 2020 prior to testing cancellation due to the coronavirus (COVID-19) pandemic.</p> <p>Please review the <i>How the Scoring Process Works</i> webinar for more information regarding the hand-scoring process. This on-demand module will be available on the ILEARN portal beginning <b>November 5</b>.</p>
2	<b>Is traveling to a hand-scoring center required to participate in this opportunity?</b>	<p>No travel is required. Educators will conduct all hand-scoring activities remotely, either at home or in an office environment where they can access secure test materials.</p>
3	<b>Who is MI?</b>	<p>MI is the hand-scoring vendor responsible for scoring all student responses to open-ended questions on ILEARN assessments. MI will hire classroom teachers and instructional coaches as temporary scorers for this professional development opportunity. All payment and logistical questions will be handled by MI during this process.</p>

4	<b>How do I apply for this opportunity to hand-score open-ended items?</b>	MI will open an <a href="#">Online Registration Link</a> to their scoring requisition site on Wednesday, January 12, 2022. This link will be shared with Corporation Test Coordinators (CTCs) via IDOE's ILEARN Assessment Weekly update and in Dr. Jenner's Friday email distribution in early January. Please contact the MI Help Desk using the <a href="#">Help Spot link</a> and select 'Submit a Request' with any questions.
5	<b>Which educators are eligible to participate?</b>	Current Indiana classroom teachers and instructional coaches with valid Indiana teaching licenses and employed by accredited Indiana schools may apply for this opportunity.
6	<b>What is the pay for Indiana educators who serve in this role?</b>	Educators are paid \$20 per hour for training and scoring. NOTE: Indiana classroom teachers and instructional coaches are separate from the general scorers hired by MI. Some of the information you receive (e.g., hiring/staffing/help desk portals) may differ slightly, so please disregard information contrary to \$20 per hour.
7	<b>What are the working hours?</b>	Work shifts are available Monday through Friday for classroom teachers (6-10 p.m.) and instructional coaches (8:30 a.m. – 4:15 p.m.) in both Eastern and Central time zones. Please try to adhere to your weekday shift schedule within your time zone. Scoring leadership personnel will be available during the time you are actively scoring to monitor your progress and provide feedback to questions or notes you may submit.
8	<b>Why are there different shifts for classroom teachers and instructional coaches?</b>	Instructional coaches are paid by their school corporations, and these educators should be approved by their school corporations <b>before</b> applying. Instructional coaches work only during the day, Monday through Friday. Classroom teachers are paid by MI and work only during the evening, Monday through Friday.
9	<b>What other differences exist between classroom teachers and instructional coaches related to ILEARN hand-scoring?</b>	Instructional coaches may not work past the end of the school year. They will not be able to switch between corporation and educator reimbursement status after work begins. Classroom teachers will be able to work past the end of the school year. No shift changes are permitted for either group of educators.
10	<b>How many days will I be required to work?</b>	Classroom teachers must commit to three evening shifts per week for three weeks. Instructional coaches must commit to three to four full-day shifts.
11	<b>Could I work extra days?</b>	Classroom teachers may work a maximum of 36 hours per week. Instructional coaches may work a maximum of 30 hours per week.
12	<b>Will I be required to keep the same schedule each week?</b>	The same schedule is preferred, but please communicate with your leadership if there is a variation in your schedule.

13	<b>Is the start date flexible?</b>	Educators are encouraged to start training on the project start date. However, training is self-guided, and the training assignment email will provide expectations for training. Educators are required to train within their selected shift and time zone to ensure support is available from the MI team.
14	<b>How long will training last?</b>	Everyone will receive instructions prior to training, including how long a training lesson or group of lessons will take to complete, as well as when training should be finished. This process takes approximately two days.
15	<b>What is the deadline for submitting an application?</b>	Applications must be submitted by March 16, 2022. All employment-related documents must be signed and submitted by March 30, 2022.
16	<b>How will I receive communication regarding the status of my application?</b>	It is preferable to use a personal email address during <i>and</i> after the application process. When using a school email address, the firewall system sometimes rejects emails and directs them to your spam folder. School emails often lock out educators at times, meaning technical support questions would be rejected and unavailable during scoring.
17	<b>How long is the hand-scoring window?</b>	The Spring 2022 ILEARN hand-scoring window is April 18-May 25, 2022.
18	<b>If I worked last year, will I need to complete a new I-9 form?</b>	Due to staffing program updates surrounding E-verify governance, all applicants will be required to complete a new Form I-9 in 2022. If you have any questions about your status, MI will be able to assist you on an individual basis during the application process.
19	<b>What else should I know before submitting my application?</b>	Prior to the Spring 2022 hand-scoring window, educators will be asked to verify all information submitted in their applications (e.g., current address, valid social security number, correct spelling of name) is accurate in the existing ADP profiles ( <a href="http://www.workforcenow.adp.com">www.workforcenow.adp.com</a> ) to ensure on-time payments. Following the hand-scoring window and before year-end tax documentation is provided, Spring 2022 participants will be asked to verify or update their information prior to December 20, 2022. This will prevent delays in providing end-of-year tax documentation.
20	<b>What materials do I need to participate in scoring?</b>	All educators must have access to a quiet, secure workstation and reliable internet. Educators must also meet minimum system requirements, as outlined in the <a href="#">MIRA Technical Requirements</a> .
21	<b>What should I do if I need technical support?</b>	Throughout the application and onboarding process, educator scorers will be given FAQ links accessible via the <a href="#">Help Spot</a> . Educator scorers are advised <b>not</b> to contact MI's main office as all

		calls will be redirected to the HelpSpot to address any technical needs.
<b>22</b>	<b>Will someone monitor my work?</b>	Educators will be assigned to a team supervised by a Team Leader. Team Leaders will monitor training and scoring, and provide feedback as needed. Team Leaders will also be available to answer any content-related questions.