



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Spring 2023 ILEARN Indiana Educator Hand-Scoring Frequently Asked Questions

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

Number	Question	Answer
1	What does hand-scoring involve?	<p>In Spring 2023, educators will score open-ended student responses to ILEARN assessment items for all content areas. Educators will receive paid training and must meet qualification criteria prior to scoring operational responses.</p> <p>Cambium Assessment, Incorporated (CAI) is partnering with Data Recognition Corporation (DRC), along with its staffing partner, BCforward, to coordinate the hiring and training of educators.</p> <p>Indiana educators have been participating in ILEARN hand-scoring since the 2018-2019 school year following the assessment's implementation.</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 is now available on the Indiana Assessment Portal.</p>
2	Is traveling to a hand-scoring center required to participate in this opportunity?	<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	Who is Data Recognition Corporation (DRC)?	<p>DRC is the hand-scoring vendor responsible for scoring all student responses to open-ended questions on ILEARN assessments. DRC, along with its staffing partner, BCforward, will collaborate in the recruitment and hiring of educators as temporary scorers for this professional development opportunity.</p>

4	Can I earn Professional Growth Plan points (PGP's) by participating in ILEARN hand-scoring?	Yes, educators can earn PGP's by participating in ILEARN hand-scoring. IDOE can provide a certificate, if needed. Otherwise, documentation of hours worked, such as a paystub, is acceptable.
5	How do I apply for this opportunity to hand-score open-ended items?	BCforward will open an Online Registration Link on their scoring requisition site on <u>Thursday, January 12, 2023</u> . 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.
6	Which educators are eligible to participate?	Current Indiana classroom teachers and instructional coaches with a valid Indiana teaching license and employed by an accredited Indiana school may apply for this opportunity. Retired Indiana educators are welcome to participate as long as these educators have an active Indiana teaching license.
7	What is the pay for Indiana educators who serve in this role?	Educators are paid \$20 per hour for training and scoring.
8	What are the working hours?	Work shifts are available Monday through Friday, evening shift is 5:30 p.m. – 9:30 p.m. and day shift is 8:30 a.m. – 4:00 p.m. in both Eastern and Central time zones. Educators must adhere to confirmed shift schedule within time zone. DRC scoring leadership personnel will be available during the time educators are actively scoring to monitor progress and provide feedback to questions.
10	How many days will I be required to work?	Educators who work on the evening shift must commit to three evening shifts each week for the five-week scoring window. Educators who work on the day shift must commit to three day shifts during the five-week scoring window.
11	Could I work extra days?	Educators may work a maximum of 20 hours per week on the evening shift. Educators may work a maximum of 28 hours per week on the day shift. DRC supervisors will instruct all educators on the availability of additional scoring hours.
12	Will I be required to keep the same schedule each week?	Educators who work on the night shift must adhere to a weekly schedule. For example, educators could work Monday, Tuesday and Wednesday or Tuesday, Thursday, and Friday each week from 5:30 p.m. – 9:30 p.m. Educators should indicate their preferred schedule on their application. Educators who work on the day shift must indicate their availability for day shift hours on their application.

13	Is the start date flexible?	Educators are required to start training on the project start date. Educators are required to train within their selected shift and time zone to ensure support is available from the DRC team.
14	How long will training last?	Educators will receive start-day instructions prior to training. Training typically takes 1-3 days depending on the items. Educators will begin scoring after training and qualification is completed.
15	What is the deadline for submitting an application?	Applications must be submitted by <u>March 16, 2023</u> . All employment-related documents must be signed and submitted by <u>March 30, 2023</u> .
16	How will I receive communication regarding the status of my application?	After submitting an application, educators will be contacted by a representative from BCforward. Questions regarding the status of applications can be submitted to the BCforward Helpdesk at ILEARN@bcforward.com .
17	How long is the hand-scoring window?	The Spring 2023 ILEARN hand-scoring window is April 17-May 19, 2023, with the majority of the handscoring happening in the first three weeks of the handscoring window. (Dates are subject to change)
18	If I worked last year, will I need to reapply?	Due to staffing program updates, all educators who worked in previous years will need to apply with BCforward to work in 2023.
19	What materials do I need to participate in scoring?	All educators must have access to a quiet, secure workstation with reliable internet. Scoring must be done on a desktop or laptop using the Chrome browser. Scoring on a smart phone or tablet is not permitted. The desktop or laptop must have audio and microphone capabilities to communicate with the DRC supervisor.
20	What should I do if I need technical support?	Educators can contact the Indiana Assessment Help Desk for general technical support inquires: 1.866.298.4256 Email indianahelpdesk@cambiumassessment.com Chat https://indiana.portal.cambiumast.com/contact.html Educators can contact BCforward at ILEARN@bcforward.com for technical support with the application.
21	Will someone monitor my work?	Educators will be assigned to a team supervised by DRC's leadership personnel. DRC's supervisors will monitor training and scoring, and provide feedback as needed. DRC's supervisors will also be available to answer any content-related questions.