



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Spring 2024 ILEARN Educator Hand-Scoring Frequently Asked Questions (FAQs)

The Indiana Department of Education's (IDOE's), Data Recognition Corporation (DRC), and BCforward invite educators to apply for the annual ILEARN hand-scoring opportunity. Hand scoring occurs when educators use rubrics and criteria to score open-ended ILEARN responses. This paid work allows educators to earn Professional Growth Plan (PGP) points and receive hands-on experience with statewide assessments. Educators are invited to apply for English/Language Arts (ELA), Mathematics, and Social Studies scoring.

Number	Question	Answer
1	What does hand-scoring involve?	<p>Selected educators will score open-ended student responses to ILEARN ELA, Mathematics, and Social Studies assessment items during the operational scoring window in spring 2024. Educators will receive paid training and must meet qualification criteria prior to scoring responses.</p> <p>Review the <i>How the Scoring Process Works</i> webinar for more information on the ILEARN Portal beginning Friday, November 3.</p>
2	What is the eligibility criteria?	<p>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.</p> <p>Retired Indiana educators are welcome to participate as long as these educators have an active Indiana teaching license.</p>
3	Where will this work take place; is travel required?	<p>No travel is required. Educators will perform all hand-scoring activities remotely, either at home or in an office environment where they can access secure test materials (away from other people and distractions).</p>
4	What organizations will support this work?	<p>DRC is the vendor responsible for scoring all student responses to open-ended questions on ILEARN assessments. DRC and its staffing partner BCforward will collaborate in the recruitment and hiring of educators as temporary scorers for this professional opportunity.</p>
5	How do I apply for this opportunity?	<p>The online application will become available on BCforward's website on January 12, 2024. The application will be shared in IDOE communications, including ILEARN listservs.</p>
6	What is the pay for Indiana educators who serve in this role?	<p>Educators are paid \$20 per hour for training and scoring.</p>
7	What are the working hours?	<p>Educators may select day or evening shifts from Monday through Friday.</p>



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		<ul style="list-style-type: none"> • Day shift: 8:30 a.m. to 4 p.m. ET/CT • Evening shift: 5:30 to 9:30 p.m. ET/CT <p>Educators must adhere to confirmed shift schedules within time zones. Educators cannot work during times that overlap with current contractual commitments. DRC's supervisory team will be available during the time educators are actively scoring to monitor progress and provide feedback to questions.</p>
8	How many days are participants required to work?	<p>Educators must commit to attending the first two to four days of the project for required training. Following training, educators must commit to three shifts each week for the first three weeks of the scoring window during the evening or three to four days total for day shifts (consecutive weeks preferred).</p> <p>Most students test within the first two to three weeks of the testing window. DRC staff will communicate any additional opportunities past the third scoring week for remaining testers.</p>
9	Can educators work more than the minimum requirement?	<p>Yes, educators may work additional shifts if scoring is available. DRC staff will alert participants with any additional hand-scoring opportunities that arise.</p>
10	Are we required to maintain the same schedule each week?	<p>Following required training, the same weekly schedule is preferred of three shifts per week for evening shifts and three to four days a week for day shifts. If any issues arise, please contact your DRC supervisor.</p> <p>Educators working the evening 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 to 9:30 p.m. ET/CT. Educators should indicate their preferred schedule on their application.</p> <p>Educators seeking the day shift must indicate their availability for day shift hours on their application.</p>
11	Is the start date flexible?	<p>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 DRC.</p>
12	How long is training?	<p>Training is the first two to four days of the project. The duration depends upon previous experiences and item types. Upon qualifying, educators will begin scoring.</p>
13	When is the application deadline?	<p>Applications are due March 15, 2024. All employment-related documents must be signed and submitted by March 29, 2024.</p>



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14	How will I receive communication regarding the status of my application?	Questions regarding the status of applications can be submitted to the BCforward Helpdesk at ILEARN@bcforward.com .
15	How long is the hand-scoring window?	Following training, the hand-scoring window for spring 2024 ILEARN assessments is April 15 through May 24, 2024, with the majority of the hand scoring happening in the first three weeks of the window. Note: Dates are subject to change. DRC will alert you to any additional opportunities.
16	If I worked last year, will I need to reapply?	Educators who worked in 2023 must complete the application for the spring 2024 scoring.
17	What materials are needed by participants?	Educators will need a quiet, secure workstation with reliable internet, as well as a desktop or laptop with the Google Chrome browser. Hand scoring on a smartphone or tablet is not permitted. Participants will also need audio and microphone capabilities to communicate with DRC staff.
18	Will the work be monitored?	Educators will be assigned to a team supervised by DRC staff who will monitor training and scoring and provide feedback, as needed. DRC's supervisors will be available to answer any content-related questions.
19	Where can I find technical support regarding this process?	Educators should contact BCforward for technical support regarding their application. Educators can contact the Indiana Assessment Help Desk for additional inquiries regarding the ILEARN hand-scoring process.