Creating Constructed Response Item

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.

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

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

5. The Item Wizard will provide a summary of selections made.

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”.

6. The Create Item window is divided into four tabs. The Information tab allows users to customize a title, confirm SOL, and select one of six levels of Bloom’s taxonomy.

7. Click on the Content tab to create the Constructed Response item. Click inside any field to edit the information. As information is entered in the grey editing field, it can also be viewed in the area above the editing field.

8. Select the Rubric tab to preview the default criteria to satisfy each point value.

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

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

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

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

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 the Testing Center.

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

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

4. 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.

5. **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**.

6. 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.

7. To score a **Constructed Response** item, select the button to the left of the objective-score. Click **Grade/Next** to confirm marked score.

8. Once all student's **Constructed Response** item has been scored, a pop-up window will appear. Click “OK,” and the student's status will change- from “Completed” to “Graded”.

**Tips**

- Help resources include user guides, video tutorials, online trainings, archived webinars, and more!
- **REAL-TIME HELP** available M-F 7:00am – 5:00pm through screen sharing and chat by clicking
- **Don't forget:** You can always call or email Phone: (855) 423-2223 or (540) 206-3649 aasupport@powerschool.com

**Alerts teachers that constructed response items need to be 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.