

# Scoring Process – Office Staff/Scheduler

## Overview

The Scoring Process refers to the tasks involved in the collection of marks at the end of each trimester and ending with the printing and distribution of student Standards Based Progress Reports. These marks are teacher-generated scores on all standards associated with each class a teacher is assigned. Teacher access to scoring in Infinite Campus is locked to data entry until mark collection is started and locked again when the mark collection is complete. This time period, called the Scoring Window, is usually 1-2 weeks long and ends on or near the end of the term.

## Process

- Before the scoring window opens, verify with teachers that all class rosters are correct and students are in appropriate courses. This is critical because schedules cannot be changed once the scoring window has been opened.
- Assist Principal with informing staff about opening and closing dates for the scoring window. See Quick Reference guide: Scoring Window Timeline ([add link](#)).
- While the Scoring Window is open, the Missing Marks report is run to monitor teacher progress. This report can also be run for individual teachers as they report being done with entering marks.
- Before the scoring window is closed, make a final verification that all missing marks have been entered. A 'clean' report could include missing marks for the following reasons:
  - Reading courses that ask for a reading level, either in English or Spanish. Every student will have only one scored and the other will always appear as a missing mark.
  - Characteristics of Learners Standards that are not being scored during a specific Term (a site level/Principal decision) will appear as missing marks.
  - Comments fields for Characteristics of Learners and for Core Classes cannot be scored so will always appear on a missing mark report.
  - Anything on the Missing Marks report that the teacher did not intend to score will be blank (teacher know that N/A will be filled in automatically on the SBPR when they are generated.)
- Notify the Principal to submit a request to DoTS to close the scoring window and to request the SBPR file be generated.
- SBPR files should be available two to three days after they are requested.