

Scoring Window Timeline

Overview

This document is to clarify the establishing of the Scoring Window start and end dates.

Process

The scoring window is usually is a week long and typically includes a weekend. A deadline is then created for teachers to have marks completed. Once teacher marks are completed (approximately two days), the Scoring Window is closed. It takes approximately three days for the SBPR files to be processed by DoTS and sent to the school and at least one day to print and distribute.

- Scoring Window timeline (example only):
 - Open grading window on Monday
 - Teachers have until the following Monday to enter marks
 - Distribute missing mark report to teachers on Monday
 - Missing mark must be entered by COB on Tuesday
 - Verify that missing marks are complete on Wednesday
 - Close grading window
 - Request SBPR file – up to a 3 day turn around
 - Print and distribute SBPR

When determining the scoring window timeline, begin with the date the SBPR will be needed for distribution and work backward to the start date.

- Scoring Window (example only! Do not use these dates):
 - Needed: April 23 (example only!)
 - 1 day to print and distribute
 - 3 days turn around for SBPR file
 - 2 days for missing mark process
 - 7 days for teacher mark entry

With this scenario the Scoring Window timeline would be open for 14 days, opening on April 10.