

National Assessment Governing Board

Developing Achievement Levels on the 2011 National Assessment of Educational Progress in Grades 8 and 12 Writing

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BoWTIE Panelist User Guide

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Standard Setting Software Deployment June 27, 2014

Availability of Data – Open Data Policy

In accordance with the U.S. government's Open Government Directive, agencies are directed to share federal government data with the public, to increase transparency, participation, and collaboration (see <http://www.howto.gov/web-content/technology/sharing-government-data>). The Open Data Policy developed by the White House encourages making data available to the public, see <http://project-open-data.github.io/>. The U.S. Department of Education 2012 Open Government Plan can be found at <http://www.ed.gov/sites/default/files/opengov-plan-v20.pdf>.

Pursuant to this guidance, and in accordance with Federal Acquisition Regulations, the National Assessment Governing Board (Governing Board) is providing access to software and data prepared in support of the Governing Board's contract work on standard setting. This work was performed under the legislative authority of the Governing Board to set achievement levels, see <http://www.nagb.gov/naep/naep-law.html>. More information on the Governing Board's work is available at www.nagb.gov.

Background

The National Assessment Governing awarded two contracts in Fiscal Year 2010 to conduct standard setting work. Contract number ED-NAG-10-C-0003 was awarded to Measured Progress to develop achievement levels for the 2011 and 2013 National Assessment of Educational Progress (NAEP) writing assessments. Measured Progress developed a computerized process for conducting the achievement levels process.¹ The second contract, ED-NAG-10-C-0004, was awarded to WestEd to conduct Judgmental Standard Setting Studies (JSS) to identify the NAEP scores at the 12th grade representing the knowledge and skills in reading and mathematics needed to qualify for entry-level credit-bearing college courses and for job training programs in five selected occupations.² WestEd subcontracted with Measured Progress to conduct the studies implementing a computerized standard setting method. Both contracts utilized software developed by Measured Progress under contract, as detailed in the final technical and process reports posted on the Governing Board website.

¹ See final reports available at <http://www.nagb.gov/publications/achievement.html>

² <http://www.nagb.gov/what-we-do/preparedness-research/types-of-research/jss.html>

Software Availability under the Federal Open Data Policy

The Governing Board is making the software developed under these two contracts—Computer-Aided Bookmarking (CAB) and Body of Work Technological Integration and Enhancements (BoWTIE) available for public use via our website with a link to an external site for the download. Technical guides and user manuals to accompany the software download are provided via the Governing Board’s website. Please note that the software used for the contracts has been modified to remove confidential and personally identifiable information based on federal privacy and security requirements that can be found at <http://www2.ed.gov/notices/privacy/index.html> and at http://www2.ed.gov/about/offices/list/om/fs_po/ocio/ias.html. This requirement also adheres to OMB Circular A-130 provisions on electronic information dissemination policies and guidelines available at http://www.whitehouse.gov/omb/circulars_a130_a130trans4.

Limitations:

The Governing Board contracted for final products and deliverables that were developed under contract. The custom software developed to conduct the work was proposed by the contractors and accepted by the Governing Board, and the work was conducted with federal funds. The software and source codes are being made available to the public, as developed for the specific purposes specified under the contract, without technical modifications. The contractors, WestEd and Measured Progress have not asserted copyright to the software.

Therefore the National Assessment Governing Board is making the software available to the public under its unlimited rights contract authority (for both referenced contracts) under Federal Acquisition Regulation (FAR) 52.227-17 Rights in Data—Special Works (DEC 2007). The National Assessment Governing Board grants the public the worldwide, non-exclusive, royalty-free, perpetual right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, the software created pursuant to the Computer-Aided Bookmarking (under Contract number ED-NAG-10-C0004) and Body of Work Technological Integration and Enhancements (under Contract number ED-NAG-10-C-0003), in any manner and for any purpose, and to have or permit others to do so, subject to a right of attribution. Users of the data are required to acknowledge in any use of the works, or derivatives created therefrom, that the software was initially produced under contracts issued by the National Assessment Governing Board.

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Technical Support

The Governing Board will not provide technical support to users, and will not respond to queries pertaining to the software based on the fact that this work was completed under contract, and was a tool used to provide contract deliverables. Both contracts have expired. In its current form, the software would require significant modification by end users, as detailed in the technical and user guides. The Governing Board therefore will not be providing any technical support regarding the software. To assist users of the software, user manuals and technical guides provide system requirements in detail, and step by step instructions on downloading the software.

Disclaimer: External Links

The data and external links provided in the software documentation and guides are solely for our readers' use, information, and convenience. When readers select a link to an external website, they are leaving the ww.nagb.gov website and are subject to the privacy and security policies of the owners/sponsors of the external website.

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Table of Contents

Introduction to Body of Work Technological Integration and Enhancements (BoWTIE)	1
Acronyms	2
Roles	2
Logging into BoWTIE.....	3
BoWTIE Dashboard	4
Achievement Levels Descriptions	6
Rounds	7
Bodies of Work List.....	8
BoW Review.....	9
Task Information.....	11
BoW Comment.....	12
Complete a Round	13
Open a BoW.....	13
Review Task 1	14
Review Task 2	15
Set Level	15
Finish	16
End-of-Round Quality Assurance (QA) Check	16
Evaluations	18
Feedback	21
Tally	22
Cut Score Location Feedback	23
Consequences Data Feedback	25
BoW Data Details	27
Final Recommendations	29
Selection of Exemplar BoWs	31
Open a BoW	31
Review Task 1.....	32
Review Task 2.....	33
Set Level.....	33
Finish.....	33

Exemplar Bodies of Work List	34
Exemplar BoW Review	35
Index	37

Introduction to Body of Work Technological Integration and Enhancements (BoWTIE)

BoWTIE is a system of two applications designed to implement a fully computer-based achievement levels setting (ALS) process for the National Assessment of Educational Progress (NAEP) writing in grades 8 and 12 using the Body of Work (BoW) method. One application is for the use of standard setting panelists and another application is for the administration of the standard setting process. The panelist application is used by panelists to perform the tasks dictated by the agenda of the standard setting or ALS study.

Functionalities included in the BoWTIE panelist application are organized under the following headings which are the steps of the ALS process that require the use of a computer:

1. Evaluation 1
2. Training
3. Round 1 Classifications
4. Evaluation 2
5. Round 1 Feedback
6. Evaluation 3
7. Round 2 Classifications
8. Round 2 Feedback
9. Evaluation 4
10. Round 3 Classifications
11. Round 3 Feedback
12. Final Recommendations
13. Selection of Exemplar BoWs
14. Evaluation 5

The implementation for which the applications were designed is specific to NAEP writing and consistent with the principles of standard setting conducted by the National Assessment Governing Board (NAGB).

For additional information, refer to the ALS Writing Process Report (Bay, 2012) available on the Governing Board website: http://www.nagb.org/content/nagb/assets/documents/publications/ALS_Process_Report_9-21-12_Final_Panelist_Names_Redacted.pdf

This section contains the following:

- Acronyms
- Roles
- Logging into BoWTIE

Acronyms

This document uses the following acronyms:

Acronym	Definition
ALD	Achievement Level Description
ALS	Achievement levels-setting
BoW	Body of Work (student work sample)
BoWTIE	Body of Work Technological Integration and Enhancements
LTC	Linear Transformation Constants

Roles

The following roles are available in the BoWTIE application:

Role	Action
System Administrator	Uses the WarRoom application to access and control available functionalities for proper implementation of the ALS process.
Panelist	Uses the BoWTIE panelist application to review and classify BoWs into the achievement levels categories, review feedback information, and provide evaluation data.
Observer	Uses the BoWTIE application to perform the same functions as a panelist, but BoW classifications provided by observers are excluded from cut score computations.

Logging into BoWTIE

Access to the application requires login credentials. To access BoWTIE, double-click the BoWTIE icon on your desktop. On the login screen, enter your username and password and click **Login**.

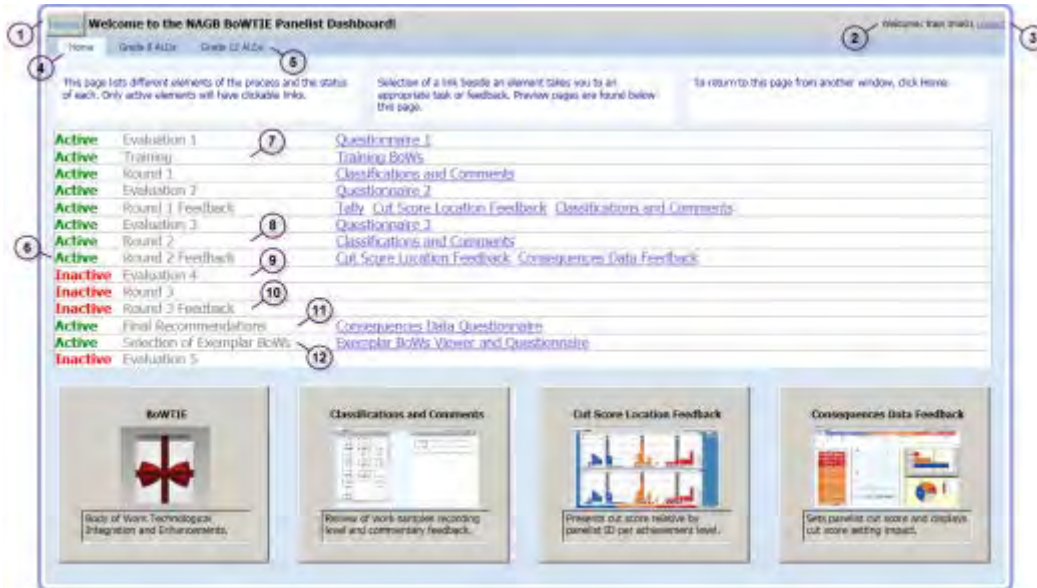
NOTE: The panelist login information is supplied by the BoWTIE Administrator.

Username:

Password:

BoWTIE Dashboard

The BoWTIE Dashboard homepage provides a list of the elements/stages of the ALS process for which BoWTIE is used. Each element is activated and deactivated by the chief of standard setting who serves as the administrator through using the companion WarRoom application. In an actual implementation, only one element is active at a time.

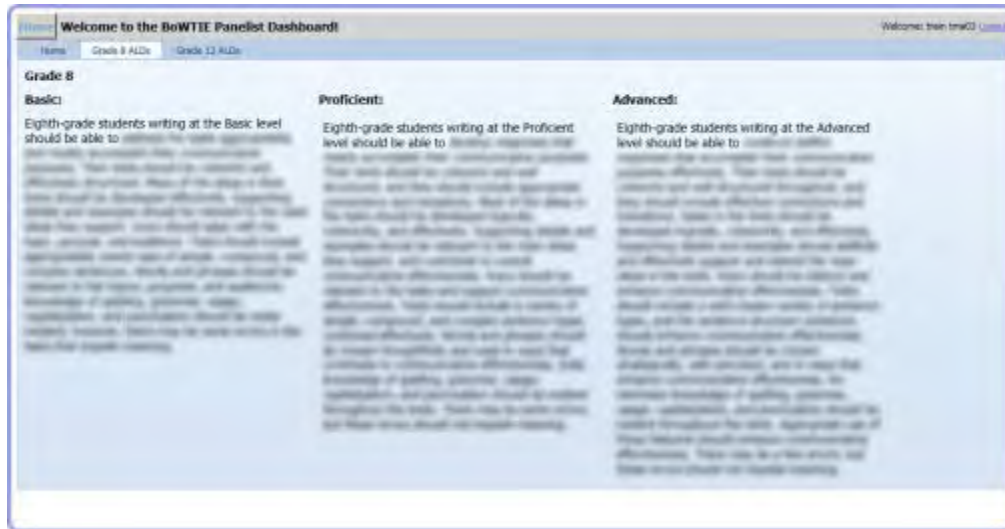


The BoWTIE Dashboard contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Welcome: [user]	Current user's first and last name.
3	Logout link	Click to log out of the BoWTIE application. IMPORTANT: To close the application after logging out, press ALT+F4.
4	Home tab	Click to display the elements/stages of the ALS process.
5	ALDs tabs	Click to display the Achievement Levels Descriptions (ALDs) developed for each grade. See "Achievement Levels Descriptions" on page 6.
6	Active / Inactive	Status of the element/stage - active or inactive - set by the System Administrator as appropriate.
7	Training	Review, discuss, and classify practice BoWs. See "Rounds" on page 7.
8	Rounds	Review and classify BoWs. See "Rounds" on page 7.
9	Evaluations	Complete a questionnaire that is used to assess the understanding of instructions, tasks, and materials. See "Evaluations" on page 18.
10	Feedback	Review feedback from the previous round to inform panelists' judgment for the next round of classifications. See "Feedback" on page 21.
11	Final Recommendations	Complete the Consequences Data Questionnaire to provide your final recommendations.
12	Selection of Exemplar BoWs	Review and recommend exemplar BoWs for each achievement level.

Achievement Levels Descriptions

Achievement Levels Descriptions (ALDs), developed for each grade, specify what students should know and be able to do to demonstrate performance at each level of achievement. Panelists should review and understand the ALDs before beginning a classification round. Panelists can reference the ALDs at any time during the entire achievement levels-setting (ALS) process.



To view the ALDs, follow the steps below:

1. Click the **Home** button. The BoWTIE Dashboard homepage displays.
2. Click the desired ALD tab. The ALDs display.
3. To return to the BoWTIE Dashboard homepage, click the **Home** tab.

Rounds

Panelists complete a training round and three rounds of reviewing and classifying student work samples, or BoWs, according to their understanding of the Achievement Levels Descriptions (ALDs).

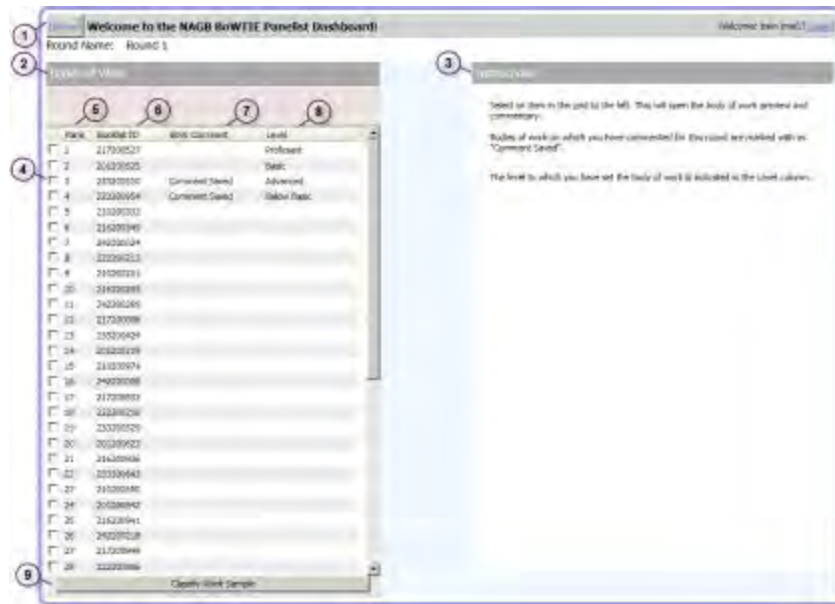
Element	Link	Purpose
Training	Training BoWs	Review, discuss, and classify each sample BoW as a group for panelists to have an experience in the mechanics of BoW classification.
Round 1	Classifications and Comments	Rangefinding Set 1: Independently review and classify a set of BoWs.
Round 2	Classifications and Comments	Rangefinding Set 1 Replication: Using information from the Round 1 feedback, independently review and reclassify the same set of BoWs, as appropriate. Classifications and comments from Round 1 are visible.
Round 3	Classifications and Comments	Rangefinding Set 2: Independently review and classify a new set of BoWs.

This section contains the following:

- Bodies of Work List
- BoW Review
 - o Task Information
 - o BoW Comment
- Complete a Round
- End-of-Round Quality Assurance (QA) Check

Bodies of Work List

The **Bodies of Work List** page displays the list of BoWs available for review and classification.



The **Bodies of Work List** page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Bodies of Work list	List of BoWs available for review.
3	Instructions	Page instructions.
4	Check box	Select the check box next to the BoW(s) you want to review and classify. To select all the BoWs in the list to review and classify, leave all the check boxes clear.

#	Element	Description
5	Rank	Ranking number of the BoW, from highest to lowest levels of performance.
6	Booklet ID	Booklet ID number.
7	BoW Comment	Displays Comment Saved if you have entered a comment on the BoW.
8	Level	ALD level classification you chose for the BoW.
9	Classify Work Sample button	Click to start reviewing the selected BoWs.

BoW Review

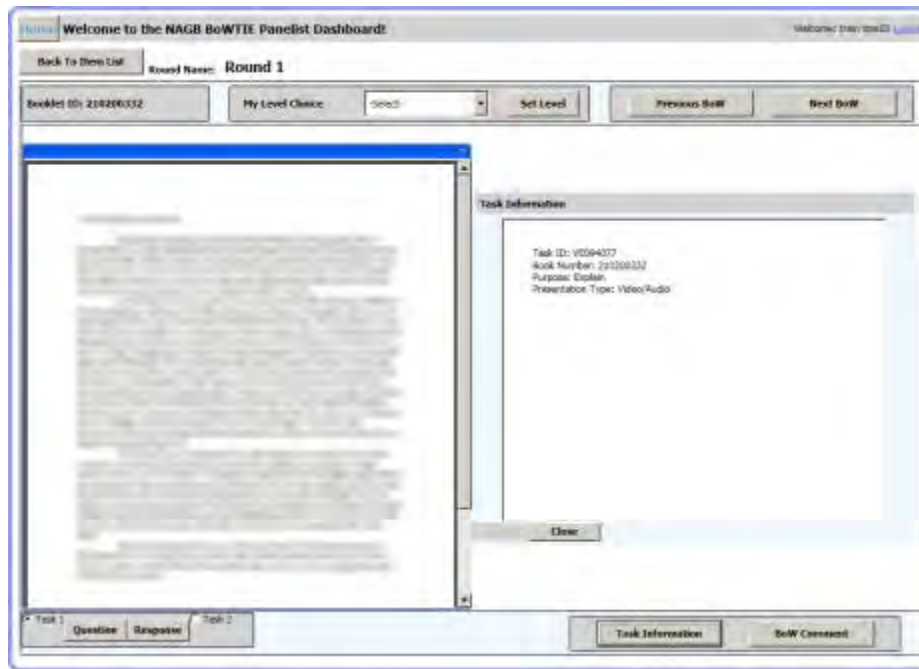


The BoW review page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Back to Item List button	Click to return to the Bodies of Work List page.
3	Booklet ID	Booklet ID number.
4	My Level Choice	Click the drop-down menu to select a classification level for the BoW.
5	Set Level button	Click to set the classification level selected from the drop-down menu.
6	Previous BoW button	Click to view the previous BoW from the selected items.
7	Next BoW button	Click to view the next BoW from the selected items.
8	Task 1	Click to view the Task 1 question and response.
9	Task 2	Click to view the Task 2 question and response.
10	Question button	Click to view the question for the selected task.
11	Response button	Click to view the response for the selected task.
12	Task Information button	Click to display the Task Information window for the selected task. See "Task Information" on page 11.
13	BoW Comment button	Click to display the BoW Commentary window and add comments to the BoW. See "BoW Comment" on page 12.
14	BoW view area	Displays the selected task's question or response.

Task Information

The **Task Information** window displays the Task ID, Booklet ID number, Purpose, and Presentation Type for the selected task.



To open the **Task Information** window, click the **Task Information** button on the BoW review page. The task response displays on the left of the screen, and the **Task Information** window displays on the right of the screen.

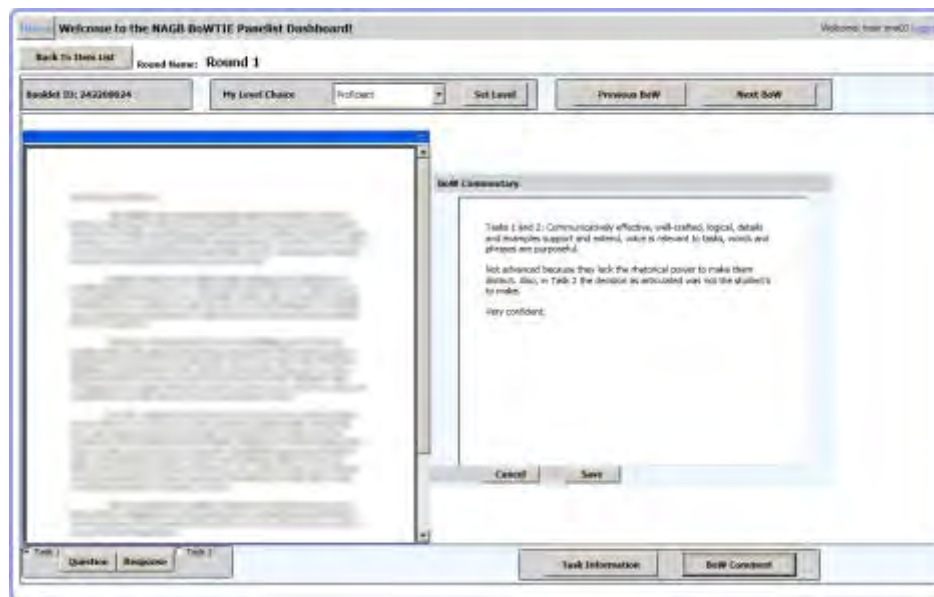
To close the **Task Information** window and return to the expanded task response, click the **Close** button in the **Task Information** window.

BoW Comment

The **BoW Commentary** window allows the panelist to make notes/comments on the BoW, which can be saved and accessed later.

Notes saved in the **BoW Commentary** window are the knowledge, skills, and abilities (KSAs) demonstrated by the student. These notes are of utmost important when making holistic judgments of student performance. During the Selection of Exemplar BoWs round, panelists are to use the **BoW Commentary** window to note reasons for their ratings.

NOTE: There is one **BoW Commentary** window for each BoW and panelists are to write notes for both Tasks 1 and 2.



To make a comment on a BoW, follow the steps below:

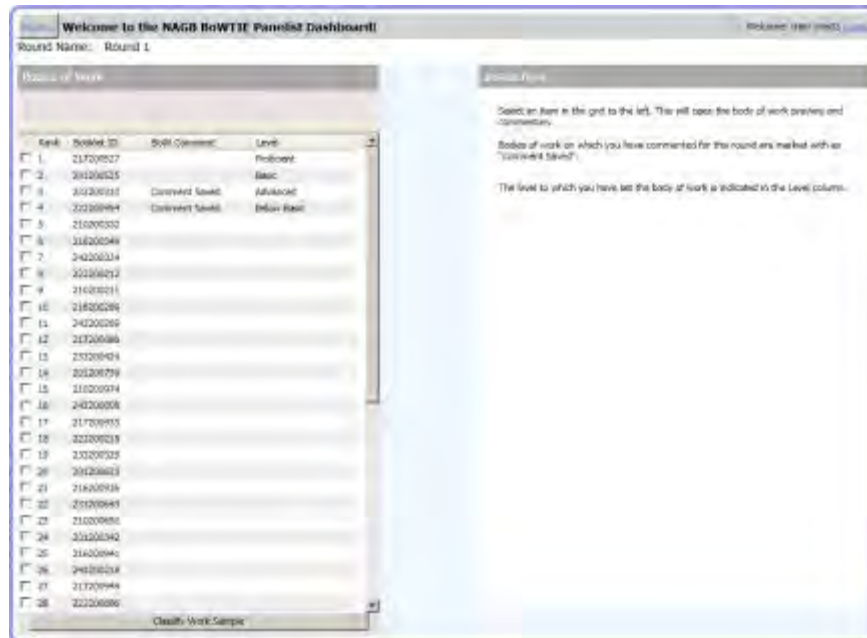
1. On the BoW review page, click the **BoW Comment** button. The **BoW Commentary** window displays on the right of the screen, and the task response displays on the left of the screen.
2. Click inside the **BoW Commentary** window and type your comments.
3. To close the **BoW Commentary** window and return to the expanded task response, do one of the following:
 - Click the **Save** button to save the comment and/or changes.
 - Click the **Cancel** button to return to the task response without saving the comment and/or changes.

Complete a Round

To complete a classification round, follow the steps below:

Open a BoW

1. On the Dashboard, click the **Classifications and Comments** link (or **the Training BoWs** link for the Training round) next to the round you want to complete. The **Bodies of Work List** page opens. See "Bodies of Work List" on page 8.



2. Select the check box of each Booklet ID you want to review/classify.

NOTE: To review all the BoWs on the list in order as listed, leave all the check boxes clear.

Rank	Booklet ID	BoW Comment	Level
<input checked="" type="checkbox"/>	1	217200527	Proficient
<input checked="" type="checkbox"/>	2	201200525	Basic
<input type="checkbox"/>	3	233200310	Comment Saved Advanced
<input checked="" type="checkbox"/>	4	222200954	Comment Saved Below Basic
<input type="checkbox"/>	5	210200332	

3. Click the **Classify Work Sample** button. The BoW review page for the first selected booklet displays on the question for Task 1. See "BoW Review" for more information.

NOTE: You do not have to classify the BoWs in the order that they are presented. Use the **Previous BoW** and **Next BoW** buttons to change the BoW currently displayed among those selected.



Review Task 1

4. Review the Task 1 question.

NOTE: Only a screenshot of the first page of the writing task is displayed. Panelists would have seen and experienced the writing task in the interactive computer-based form that NAEP examinees have used in taking the writing assessment. During the classification round, the items in their live format are still accessible to the panelists should they find the need to review any item again. The screenshot serves as a reminder of what the task asks for.

5. Click the **Response** button, leaving Task 1 selected.
6. Click the **Task Information** button to display additional information for Task 1.
7. Review the Task 1 response.



8. Click the **BoW Comment** button to note the knowledge, skills, and abilities (KSAs) demonstrated by the student in Task 1.
9. Click the **Save** button in the **BoW Commentary** window.

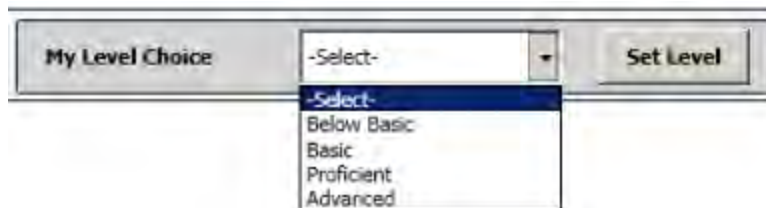
Review Task 2

10. Click **Task 2**. The Task 2 question displays.
11. Review the Task 2 question.
12. Click the **Response** button, leaving Task 2 selected.
13. Click the **Task Information** button to display additional information for Task 2.
14. Review the Task 2 response.
15. Click the **BoW Comment** button to note the KSAs demonstrated by the student in Task 2.
16. Click the **Save** button in the **BoW Commentary** window.

Set Level

NOTE: Work samples that exhibit a level of performance that is lower than Basic and cannot be classified into one of the achievement levels are considered Below Basic.

17. Use your judgements to classify the BoW into an achievement level. Click the **My Level Choice** drop-down menu and select a level.



18. Click the **Set Level** button.
19. Click the **Next BoW** button to display the next selected BoW and repeat the process from step 4.

NOTE: If you click the **Next BoW** button and it yields no results, then you have reached the last selected BoW from step 2. Click the **Previous BoW** button to return to a previous BoW, or click the **Back to Item List** button to return to the **Bodies of Work List** page.

Finish

20. When you are finished reviewing and classifying your selected BoWs, click the **Back to Item List** button to return to the **Bodies of Work List** page.
21. On the **Bodies of Work List** page, do one of the following:
 - Classify additional BoWs by returning to step 2.
 - End the round by clicking the **Home** button. The BoWTIE Dashboard homepage displays.

End-of-Round Quality Assurance (QA) Check

At the end of each classification round, the Process Facilitator must check that each panelist has classified each BoW into an achievement level. A functionality to perform this QA check is available in the BoWTIE panelist application but was not revealed to the panelists. This check must be performed on the BoWTIE Panelist application on each panelist's computer.

To check whether the panelist has classified each of the BoWs to an achievement level, follow the steps below on each panelist's computer.

In the BoWTIE Panelist application, navigate to the **Item List** page of the active round.

1. Click the **group by area** bar to expand it.



2. Click and hold the **Level** field name.
3. Drag **Level** into the group by area box and drop it. The BoW list is now grouped by level.

4. If the panelist has not set achievement levels for all of the assigned booklets, a group of items will display without a level, such as **(43 items)** below:



IMPORTANT: The displayed number indicates the number of booklets, not the number of items.

- If the panelist has set achievement levels for all of the assigned booklets and has completed the round, all groups of items will have a level, such as below:



Evaluations

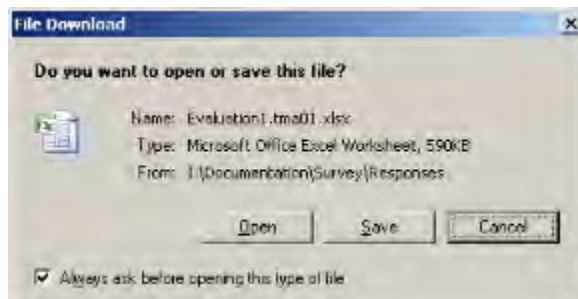
Panelists complete five evaluations, or questionnaires, during the ALS process. Evaluations are used to assess the panelists' understanding of instructions, tasks, and materials. Data from completed evaluations are used immediately to gauge whether there are issues in the process that need to be addressed. Results of evaluations are further used for reporting results of the ALS process to show evidence of procedural validity.

The evaluation forms are Microsoft Excel files developed specifically to collect data on the evaluation questions.

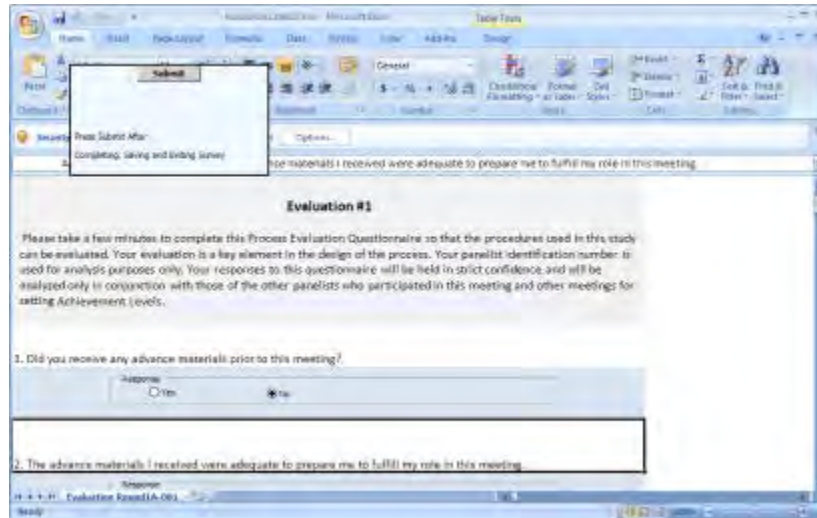
Element	Link	Purpose
Evaluation 1	Questionnaire 1	Completed before BoW classification training.
Evaluation 2	Questionnaire 2	Questions about Round 1 classification.
Evaluation 3	Questionnaire 3	Questions about Round 1 feedback.
Evaluation 4	Questionnaire 4	Questions about Round 2 classification and Round 2 feedback.
Evaluation 5	Questionnaire 5	Questions about Round 3 classification, Round 3 feedback, and the overall ALS process.

To complete an evaluation, follow the steps below:

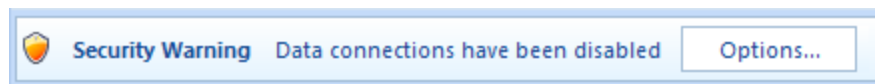
1. On the Dashboard, click the **Questionnaire** link next to the evaluation you want to complete. The **File Download** window displays.



2. Click **Open**. The evaluation opens in Microsoft Excel. A copy of the file with the panelist's ID is automatically created.



3. If the **Security Warning** message appears at the top, click **Options**.



4. In the **Microsoft Office Security Options** window, click **Enable this content**.



5. Click **OK**.

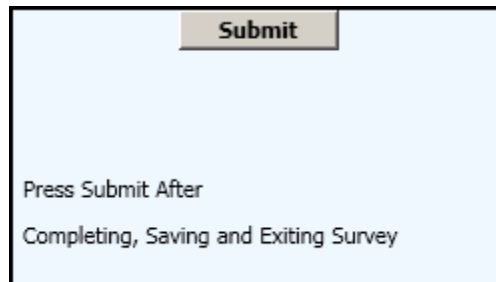
6. Read and complete each evaluation question as appropriate.
7. When you are finished answering the questions, save the file by clicking the disk icon in the top menu bar, or press CTRL+S.



8. Close the evaluation by clicking the **X** button in the top right of the window. Microsoft Excel closes and the **Submit** pop-up window remains.



9. Click the **Submit** button.



NOTE: You may only submit a questionnaire once for each active evaluation stage. After a questionnaire has been submitted, the link on the Dashboard becomes inactive.

Feedback

After each round of classifications, panelists are provided feedback to inform their judgments for the next round of classifications.

Element	Link	Purpose
Round 1 Feedback	Tally	A tabular presentation of the number of panelists who classified each BoW to a particular achievement level in Round 1.
	Cut Score Location Feedback	A chart displaying the distribution of all panelists' cut scores for each achievement level in Round 1.
	Classification and Comments	Provides read-only access to your BoW classifications and notes from Round 1.
Round 2 Feedback	Cut Score Location Feedback	A chart displaying the distribution of all panelists' cut scores for each achievement level in Round 2.
	Consequences Data Feedback	An interactive chart displaying the proportion of student performances that would score at or above the cut score of each achievement level, based on the grade-level cut scores.
Round 3 Feedback	Cut Score Location Feedback	A chart displaying the distribution of all panelists' cut scores for each achievement level in Round 3.
	Consequences Data Feedback	An interactive chart displaying the proportion of student performances that would score at or above the cut score of each achievement level, based on the grade-level cut scores.

This section contains the following:

- Tally
- Cut Score Location Feedback
- Consequences Data Feedback
 - BoW Data Details

Tally

The Tally Sheet is a tabular presentation of the number of panelists who classified each BoW to a particular achievement level in Round 1. Please refer to the Process Report^c (Bay 2012, pp. 82—85) for a full description of this feedback.

Rank	Booklet ID	Below Basic	Basic	Proficient	Advanced
1	217700027	0	1	2	11
2	201200525	0	1	4	11
3	233200310	0	2	3	10
4	222200954	0	0	4	9
5	219200032	0	0	8	7
6	216200049	0	0	10	2
7	242200024	0	4	11	1
8	222200212	0	1	7	4
9	200200211	0	1	7	8
10	216200289	0	3	7	4
11	242200259	0	0	10	4
12	217200088	0	1	10	0
13	232200424	0	0	10	2
14	201200739	0	1	1	1

The Tally Sheet page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	View drop-down menu	Click to select Tally , which displays the tally for BoWs classified by your group, or Common Tally , which displays the tally for BoWs common to the two groups.
3	Rank	Ranking order number of the booklet. Clicking Rank will sort the tally sheet by rank in ascending or descending order. This functionality was not pertinent to panelists' tasks and was not used in the ALS process.
4	Booklet ID	Booklet ID number. Clicking Booklet ID will sort the tally sheet by Booklet ID in ascending or descending order. This functionality was not pertinent to panelists' tasks and was not used in the ALS process.
5	Achievement levels (Basic , Proficient , Advanced)	Number of panelists who classified the BoW to that achievement level. Clicking the achievement level name (for example, Basic) will sort the tally sheet by that achievement level in ascending or descending order. This

^cBay, L. (2012). *Developing achievement levels on the National Assessment of Educational Progress for writing grades 8 and 12 in 2011: Process report*. Dover, NH: Measured Progress. This report is available at http://www.nagb.org/content/nagb/assets/documents/publications/ALS_Process_Report_9-21-12_Final_Panelist_Names_Redacted.pdf.

#	Element	Description
		functionality was not pertinent to panelists' tasks and was not used in the ALS process.

To display and use a Tally Sheet, follow the steps below:

1. On the Dashboard, click the **Tally** link in the Round 1 Feedback row. The Tally Sheet displays.

2. Click the **View** drop-down menu and select **Tally**.

The Tally displays the numbers for all BoWs assigned to the panelist's group.

3. Click the **View** drop-down menu and select **Common Tally**.

The Common Tally displays the numbers only for the BoWs assigned to both groups.

4. When you are finished, click the **Home** button to return to the BoWTIE Dashboard homepage.

Cut Score Location Feedback

A Cut Score Location chart displays the distribution of cut scores set by panelists for a given classification round and provides inter-rater consistency feedback. Through this chart, panelists are able to compare their personal cut scores to the group cut score which is the median as well as to the cut scores set by other panelists. Please see the Process Report (Bay 2012, pp. 79–81) for a full discussion of this feedback.

NOTE: Cut scores have been rounded to the nearest even integer to simplify viewing.



The Cut Score Location Feedback page displays one chart presented three times - one for each achievement level - for simplified viewing and comparison. The Cut Score Location Feedback page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Code	Hover over to display your secret code. Panelists cut scores are identified using codes to protect confidentiality.
3	Level / color	Achievement level the chart corresponds to (for example, Basic , Proficient , or Advanced) and the color-code for the level.
4	(###)	The median cut score for that achievement level across all panelists.
5	Square with code	Represents a cut score for that level. NOTE: Known issue: If a square with a code is the wrong color, such as the (orange) Qy in the Basic (blue) table above, then there are actually two panelist's cut scores set at that location. In this case, Qy set his/her Basic cut score where another panelist set his/her Proficient (orange) cut score.

#	Element	Description
6	Square without code	Represents a cut score for another level, indicated by the square color.
7	Horizontal axis #	Cut score values rounded to nearest even integer.
8	Scrollbar	Click to view more of the chart.

To display and use the Cut Score Distribution Feedback, follow the steps below:

1. On the Dashboard, click the **Cut Score Location Feedback** link in the Feedback row of the round you just completed.
2. Hover over **Code** to display your code.
3. Use your code to locate your cut score in the charts.
4. Find the location of the median cut scores for all panelists in the charts.
5. Evaluate your cut score relative to the other cut scores and to the median cut score.
6. When you are finished, click the **Home** button to return to the BoWTIE Dashboard homepage.

Consequences Data Feedback

The Consequences Data chart displays the proportion of student performances that would score at or above the cut score of each achievement level, based on the grade-level cut scores.

The Consequences Data page is an interactive tool that instantaneously provides the new impact data resulting from adjusting cut scores. Please refer to the Process Report (Bay 2012, pp. 85–88) for a full description of the Consequences Data Feedback and explanation of the different functionalities, as well as an explanation why this feedback is not meant for panelists to make final decisions on their final cut scores based solely on impact data.



The Consequences Data page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Reset button	Click to set cut scores and charts back to the original values resulting from the classification round.
3	Table	Displays cut scores and percentage of students at or above each achievement level for each grade level. The table updates as the interactive slider is adjusted.
4	Interactive slider	Click and drag each achievement level's marker to see the effect of adjusting the cut scores.
5	BoW information	Displays a list of BoWs color-coded by the achievement level they would be classified as using the cut scores resulting from the classification round. The list updates as the interactive slider is adjusted. See "BoW Data Details" on page 27.
6	Line chart	Displays cut score values in a line chart format. The chart updates as the interactive slider is adjusted.

#	Element	Description
7	Bar chart	Displays percentage of students at or above each achievement level in a bar chart format. The chart updates as the interactive slider is adjusted.
8	Pie chart	Displays percentage of students at each achievement level in a pie chart format. The chart updates as the interactive slider is adjusted.

To display and use the Cut Score Distribution Feedback, follow the steps below:

1. On the Dashboard, click the **Consequences Data Feedback** link in the Feedback row of the round you just completed.
2. Review the table and charts at the current cut scores.
3. Click and drag the markers (one for each achievement level).
4. Review the updated table and charts to see the effect of the adjusted cut scores.
5. To view additional BoW information, follow the steps provided in "BoW Data Details" on page 27.
6. To set the table and charts back to the original values, click the **Reset** button.
7. When you are finished, click the **Home** button to return to the BoWTIE Dashboard homepage.

BoW Data Details

The BoW Data Details page provides access to BoW classifications and comments and allows panelists to maintain the necessary connection between cut scores and achievement levels.

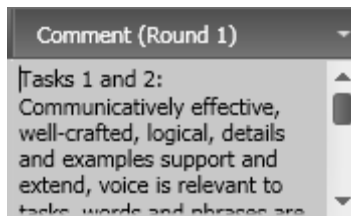
To display the BoW Data Details page, follow the steps below:

1. On the Consequences Data page, locate the desired Booklet ID/BoW(s) in the list of BoWs. Clicking a column header - **Rank**, **Booklet ID**, or **Level** will sort by that column. This functionality was not pertinent to panelists' tasks.

2. Select the check box next to the BoW(s) for which you want to see your notes and classifications. To see information for all the BoWs in the list, leave all the check boxes clear.
3. Click the **BoW Information** button. The **BoW Data Details** window opens, displaying the achievement levels and comments for each BoW that was selected.

BookletID	Level (Round 1)	Comment (Round 1)	Level (Round 2)	Comment (Round 2)
201200525	Proficient	Task 1: strategic, skillful, creative, focused, logical, sophisticated, rhetorically powerful, highly developed Task 2: not quite as strong as		
24220024	Proficient	Tasks 1 and 2: Communicatively effective, well-crafted, logical, details and examples support and extend, voice is relevant to tasks, words and phrases are appropriate.		
217200527	Basic	Tasks 1 and 2: Basic, coherent, structured, logical		
222200954	Basic			
232200310	Advanced			

4. Clicking a column header - **BookletID, Level (Round 1), Comment (Round 1), Level (Round 2)**- will sort by that column. This functionality was not pertinent to panelists' tasks.
5. To see all of a comment, click inside the box to display a scroll bar.



6. To close the BoW Data Details page, click the **X** button in the top left of the window.

Final Recommendations

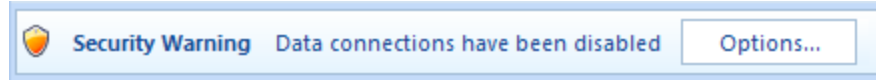
Panelists complete the Consequences Data Questionnaire to provide their final recommendations and indicate whether they want to make additional changes to the cut scores after reviewing the Round 3 Feedback.

To complete the Consequences Data Questionnaire, follow the steps below:

1. On the Dashboard, click the **Consequences Data Questionnaire** link next to **Final Recommendations**. The **File Download** window displays.



2. Click **Open**. The evaluation opens in Microsoft Excel.
3. If the **Security Warning** message appears at the top, click **Options**.



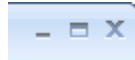
4. In the **Microsoft Office Security Options** window, click **Enable this content**.



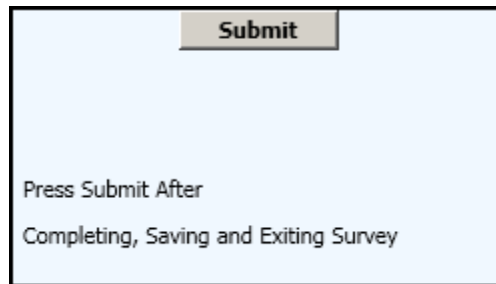
5. Click **OK**.
6. Read and complete each evaluation question as appropriate.
7. When you are finished answering the questions, save the file by clicking the disk icon in the top menu bar, or press CTRL+S.



8. Close the evaluation by clicking the **X** button in the top right of the window. Microsoft Excel closes and the **Submit** pop-up window remains.



9. Click the **Submit** button.



NOTE: You may only submit the Consequences Data Questionnaire once. After it has been submitted, the link on the Dashboard becomes inactive.

Selection of Exemplar BoWs

Panelists complete the **Exemplar BoWs Viewer and Questionnaire** to rate and recommend exemplar BoWs for each achievement level. Panelists are presented with a list of potential exemplar BoWs for each achievement level.

NOTE: Exemplar BoWs are student responses that illustrate the KSAs (knowledge, skills, and abilities) of each achievement level and serve as a representation of the criteria.

To complete the selection of exemplar BoWs, follow the steps below:

Open a BoW

1. On the Dashboard, click the **Exemplar BoWs Viewer and Questionnaire** link next to **Selection of Exemplar BoWs**. The Bodies of Work **Exemplar Bodies of Work List** page opens. See "Exemplar Bodies of Work List" on page 34.



2. Select the check box of each Booklet ID you want to rate.

NOTE: To rate all the BoWs in the list, leave all the check boxes clear.

3. Click the **Classify Work Sample** button. The BoW review page for the first selected booklet displays on the question for Task 1. See "Exemplar BoW Review" on page 35 for more information.



NOTE: You do not have to classify the BoWs in the order that they are presented. Use the **Previous BoW** and **Next BoW** buttons to change the currently displayed BoW.

Review Task 1

4. Review the Task 1 question.
5. Click the **Response** button, leaving Task 1 selected.
6. Click the **Task Information** button to display additional information for Task 1.
7. Review the Task 1 response.



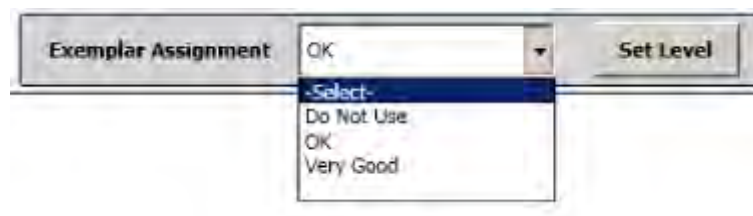
8. Click the **BoW Comment** button to note comments.
9. Click the **Save** button in the **Bow Commentary** window.

Review Task 2

10. Click **Task 2**. The Task 2 question displays.
11. Review the Task 2 question.
12. Click the **Response** button, leaving Task 2 selected.
13. Click the **Task Information** button to display additional information for Task 2.
14. Review the Task 2 response.
15. Click the **BoW Comment** button to note comments.
16. Click the **Save** button in the **Bow Commentary** window.

Set Level

17. Use your comments to set a rating/recommendation from the drop-down menu. Click the **Exemplar Assignment** drop-down menu and select a recommendation.



18. Click the **Set Level** button.
19. Click the **Next BoW** button to display the next selected BoW and repeat the process from step 4.

NOTE: If you click the **Next BoW** button and it yields no results, then you have reached the last selected BoW from step 2. Click the **Previous BoW** button to return to a previous BoW, or click the **Back to Item List** button to return to the **Bodies of Work List** page.

Finish

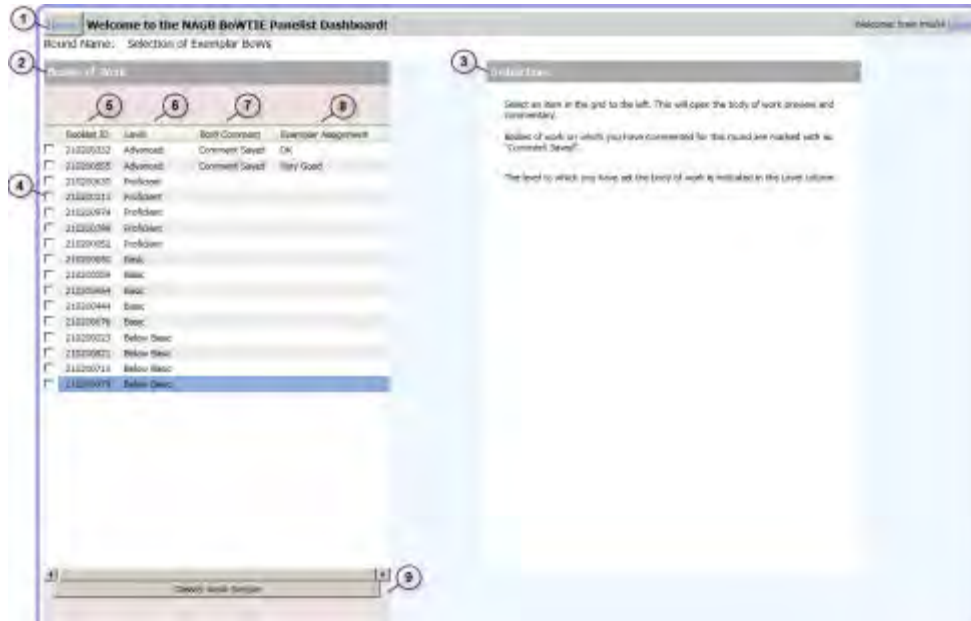
20. When you are finished reviewing and rating your selected BoWs, click the **Back to Item List** button to return to the **Bodies of Work List** page.
21. On the **Exemplar Bodies of Work List** page, do one of the following:
 - Rate additional BoWs by returning to step 2.
 - End the round by clicking the **Home** button. The BoWTIE Dashboard homepage displays.

This section contains the following:

- Exemplar Bodies of Work List
- Exemplar BoW Review

Exemplar Bodies of Work List

The **Exemplar Bodies of Work List** page displays the list of potential exemplar BoWs for each achievement level.



The **Exemplar Bodies of Work List** page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.
2	Bodies of Work list	List of BoWs available for rating.
3	Instructions	Page instructions.
4	Check box	Select the check box next to the BoW(s) you want to rate. To rate all the BoWs in the list, leave all the check boxes clear.
5	Booklet ID	Booklet ID number.

#	Element	Description
6	Level	Achievement level classification of each BoW based on the group cut score from Round 3.
7	BoW Comment	Displays Comment Saved if you have entered a comment on the BoW.
8	Exemplar Assignment	Your recommendation regarding the use of this BoW as an exemplar.
9	Classify Work Sample button	Click to start reviewing the selected BoWs.

Exemplar BoW Review



The exemplar BoW review page contains the following elements:

#	Element	Description
1	Home button	Click to return to the homepage of the Dashboard.

#	Element	Description
2	Back to Item List button	Click to return to the Exemplar Bodies of Work List page.
3	Booklet ID	Displays the booklet ID number.
4	Exemplar Assignment	Click the drop-down menu to rate/recommend the BoW as an exemplar BoW by selecting Do Not Use, OK, or Very Good .
5	Set Level button	Click to set the rating/recommendation selected from the drop-down menu.
6	Previous BoW button	Click to view the previous BoW from the selected items.
7	Next BoW button	Click to view the next BoW from the selected items.
8	Task 1	Click to view the Task 1 question and response.
9	Task 2	Click to view the Task 2 question and response.
10	Question button	Click to view the question for the selected task.
11	Response button	Click to view the response for the selected task.
12	Task Information button	Click to display the Task Information window for the selected task. See "Task Information" on page 11.
13	BoW Comment button	Click to display the BoW Commentary window and add comments to the BoW. See "BoW Comment" on page 12.

Index

A

Achievement Level Descriptions, 6
Acronyms, 2
Active, 5
Adjust cut scores, 27
ALD, 2
ALDs, 6
ALDs tab, 5, 6
ALS, 2

B

Back to Bodies of Work List, 10, 16
Bar chart, 27
Bodies of Work List, 8
Booklet ID, 9, 13
BoW, 2
BoW Comment, 9, 10, 12, 14
BoW Commentary, 12, 14
BoW Data Details, 27
BoW Information, 28
BoW Review, 9
BoWTIE, 2

C

Check box, 8
Classifications and Comments, 7, 21
Classify Work Sample, 13, 31
Classify Work Sample button, 9
Close BoWTIE, 3
Code, 24
Comment on a BoW, 12
Comment Saved, 9
Common Tally, 22, 23
Complete a classification round, 13
Complete an evaluation, 18
Complete Consequences Data Questionnaire, 29
Complete Selection of Exemplar BoWs, 31
Consequences Data Feedback, 21, 25

Consequences Data Questionnaire, 5, 29
Cut Score, 23
Cut Score Location Feedback, 21, 23

D

Dashboard, 4
Do Not Use, 36

E

End-of-Round Quality Assurance (QA) Check, 16
Evaluations, 5, 18
Exemplar Assignment, 33, 35, 36
Exemplar Bodies of Work List, 31, 34
Exemplar BoW Review, 35
Exemplar BoWs, 31
Exemplar BoWs Viewer and Questionnaire, 31

F

Feedback, 5, 21
File Download window, 18
Final Recommendations, 5, 29

H

Home, 5
Homepage, 4

I

Inactive, 5
Introduction, 1

K

Knowledge, skills, and abilities, 12
KSAs, 12

Index

- L
 - Line chart, 26
 - Log in, 3
 - Log out, 3
 - LTC, 2
- M
 - Marker, 26
 - Median, 23
 - Microsoft Excel, 19
 - My Level Choice, 10, 15
- N
 - Next BoW, 10, 15
- O
 - Observer, 2
 - OK, 36
 - Open a BoW, 13
 - Overview, 1
- P
 - Panelist, 2
 - Pie chart, 27
 - Previous BoW, 10, 15
- Q
 - Question, 10
 - Questionnaires, 18
- R
 - Rank, 9
- S
 - Reset, 26
 - Response, 10, 14
 - Review Task 1, 14
 - Review Task 2, 15
 - Roles, 2
 - Rounds, 5, 7
- T
 - Selection of Exemplar BoWs, 5, 31
 - Set Level, 10, 15
 - slider, 26
 - Submit evaluation, 20
 - System Administrator, 2
- U
 - Tally, 21, 22, 23
 - Tally Sheet, 22
 - Task 1, 10, 14
 - Task 2, 10, 15
 - Task Information, 10, 11, 14
 - Training, 5, 7
 - Training BoWs, 5, 7
- V
 - Use Cut Score Distribution Feedback, 25, 27
 - Use Tally Sheet, 23
- Very Good, 36
- View ALDs, 6