



**South Carolina
Alternate Assessment
(SC-Alt)**

Second Rater Observer Instructions

Second-Rater: Purpose and General Requirements

The second rater procedure is used to obtain data on the accuracy of scoring and the fidelity of the SC-Alt administrations. A selected sample of test administrators will be required to have another trained SC-Alt test administrator observe the Science/Biology administration of one student and independently score the student's responses on a second answer folder (i.e., the Second Rater Answer Folder). The DTC-Alt will assign the second rater for selected teachers and students.

The Second Rater Answer Folder will be submitted separately for scoring and will be compared with the Student Answer Folder scores to obtain a measure of scoring consistency.

Use of the results:

- (1) The scoring by the regular test administrator will be the official scoring record.
- (2) The scoring consistency review will not be used to identify individual teachers; it will be used only to calculate scoring consistency across all teachers and second raters.
- (3) Districts will not receive scoring reports on individual teachers.

To serve as a second rater, the rater:

- (1) must be a certified teacher or other staff member, or meet one of the other test administrator requirements approved by the DTC-Alt, and
- (2) must be a trained SC-Alt test administrator for 2016 as specified on pages 5 and 6 of the SC-Alt TAM.

Note: the second rater can also serve as the monitor for the test administration; no separate monitor is required.

The second rater must record student scores during the second rater observation independent of the test administrator. No comparison of scoring between the test administrator and the second rater is permitted.

Instructions for Completing the Second-Rater Administration

Observe only the Science/Biology administration. Follow these steps to complete the second rater procedure:

- (1) Review the purpose, general requirements and the instructions in this document before contacting the test administrator. If you have questions about the requirements or your procedures, contact your DTC-Alt.
- (2) Contact the test administrator, schedule a date for the administration, and discuss where the administration will be conducted. The testing location should be free from distraction and should allow you to clearly observe the administration and the student's responses. Clarify with the test administrator whether you will also be serving as the assessment monitor.
- (3) Make sure that the following materials are in the envelope you receive from the test administrator prior to observing the administration:
 - Student Roster
 - Security Checklist
 - Second Rater Observer Instructions
 - Precoded Barcode Label
 - Second Rater Answer Folder for Science/Biology
 - Science/Biology Test Booklet
- (4) Observe the Science/Biology administration and record the item scores in the Second Rater Answer Folder. If you are unable to hear or determine how the student responded on an item, do not bubble in a score for that particular item. Leave that item blank on the answer folder. **It is important that you record your scores independently and without interfering with or providing assistance to the test administrator. Do not compare your scoring with that of the test administrator during or after testing. To do so would be a violation of test security regulations.**
- (5) After the administration has been completed, place the precoded barcode label for the student on the Second Rater Answer Folder. Print the student's name in the student name grid to allow verification of agreement with the label, should that be needed by the contractor (coding the bubbles for the name is not necessary). Turn to page 2 of the Second Rater Answer Folder, and print and code your name in the second rater name field.

NOTE: If the student who was assessed is a replacement student with no precoded barcode labels, you will need to complete and bubble the student's name, PowerSchool ID Number, State ID Number, and School Identification Number on the Second Rater Answer Folder.
- (6) If you also served as the assessment monitor, sign the Test Administrator Security Affidavit in the Student Answer Folder.
- (7) Place all materials (Second Rater Answer Folder, Science/Biology Test Booklet, student roster, and security checklist) in the envelope in which you received them and seal the envelope. Leave the sealed envelope with the test administrator to be returned with the regular materials. The test administrator will keep the sealed envelope and place it in the top of Box 1 of the regular school materials that are returned to the DTC-Alt at the completion of the assessment window.