Spring 2021 ILEARN Indiana Educator Hand-Scoring
Frequently Asked Questions

Frequently asked questions about the ILEARN hand-scoring process are provided below for additional context related to this professional development opportunity.

**Question:** What is involved in the hand-scoring process?

**Answer:** In Spring 2021, educators will score open-ended student responses to ILEARN assessment items and potentially other states’ assessment items where the items reflect the same content as Indiana. Educators will receive paid training and must meet qualification criteria prior to scoring operational responses. Measurement, Inc. (MI) in partnership with Cambium Assessment, Inc. (CAI) will coordinate the hiring and training of educators and instructional coaches through the entire scoring process.

Indiana educators have been participating in hand-scoring for ILEARN since the 2018-2019 school year when ILEARN was operational for Indiana students. During Spring 2019, 332 Indiana educators participated in hand-scoring and reported the experience as overwhelmingly positive. Additionally, MI recruited 577 Indiana educators in Spring 2020 prior to the cancellation of testing due to the coronavirus (COVID-19) pandemic.

Please review the *How the Scoring Process Works* webinar for more information about the hand-scoring process. This [On-Demand Module](#) is available on the ILEARN portal.

**Question:** Will I have to travel to a hand-scoring center to participate in this scoring opportunity?

**Answer:** No travel is required of Indiana educators. Educators will conduct all hand-scoring activities remotely, either at home or in an office environment where educators can access secure test materials.

**Question:** Who is MI?

MI is the hand-scoring vendor responsible for scoring all student responses to open-ended questions on ILEARN assessments. MI will hire classroom teachers and instructional coaches as temporary scorers as part of this professional development opportunity. All payment and logistical questions will be handled by MI during this process.
Question: How do I apply for a position?

Answer: MI opened an Online Registration Link to their scoring requisition site on Monday, January 13, 2021. This link was shared with Corporation Test Coordinators (CTCs) via the ILEARN Assessment Weekly update on January 11, 2021. Educators can apply now through March 17, 2021. Please contact the MI Help Desk MI HelpSpot Link and select the ‘Submit a Request’ option with any questions.

Question: Who is eligible to participate?

Answer: Current Indiana classroom teachers and instructional coaches with valid Indiana teaching licenses and employed by accredited Indiana schools may apply.

Question: What is the pay for Indiana educators who serve in this role?

Answer: Each educator is paid $16 per hour for training and scoring. NOTE: Indiana classroom teachers and instructional coaches are different than the general population of scorers hired by MI. Some of the information you receive (e.g., hiring/staffing/help desk portals) may differ slightly, so please disregard information that varies from the stated $16 per hour.

Question: What are the working hours?

Answer: Work shifts are available Monday through Friday for classroom teachers (6-10 p.m.) and instructional coaches (8:30 a.m. – 4:15 p.m.). Beginning in Spring 2021, both educator shifts will be available and supported in both Eastern and Central time zones. Please try to adhere to your shift schedule within your time zone, which would include no weekend work. Scoring leadership personnel will be available during the time you are actively scoring to monitor your progress and provide feedback to questions/notes you submit.

Question: Why are there different shifts for classroom teachers and instructional coaches?

Answer: Instructional coaches are paid by their school corporations, so these educators should be approved by their school corporations before submitting an application. Instructional coaches work only during daytime hours, Monday through Friday. Classroom teachers are paid by Measurement, Inc. (MI) and work only during evening hours, Monday through Friday.

Question: What other differences exist between classroom teachers and instructional coaches?

Answer: Instructional coaches may not work past the end of the school year. They will not be able to switch between corporation and classroom teacher reimbursement status
after work begins. Classroom teachers will be able to work past this time frame. No shift changes are allowed for classroom teachers, either.

**Question:** How many days will I have to work?

**Answer:** Classroom teachers must commit to three evening shifts per week for three weeks. Instructional coaches must commit to two full day shifts.

**Question:** Could I work extra days?

**Answer:** Classroom teachers may work a maximum of 36 hours per week. Instructional coaches may work a maximum of 30 hours per week.

**Question:** Will I be required to keep the same schedule each week?

**Answer:** The same schedule is preferred, but please communicate with your leadership if there is a variation in your schedule.

**Question:** Is the start date flexible?

**Answer:** Educators are encouraged to start training on the project start date. However, training is self-guided, and the training assignment email will provide expectations for training. Educators are required to train within their selected shift and time zone to ensure support is available from the MI team.

**Question:** How long will training last?

**Answer:** Everyone will receive instructions before training begins that includes how long a training lesson, or a group of training lessons, will take to complete and when training should be finished. Training usually takes approximately two days.

**Question:** What is the deadline for applying?

**Answer:** Applications must be submitted by March 17, 2021. All employment-related documents must be signed and submitted by March 31, 2021.

**Question:** How will I receive communication regarding the status of my application?

**Answer:** It is preferable that you use your personal email address during and after the application process. When using a school email address, the Firewall system sometimes rejects emails and directs them to your Spam or Junk folder. School emails often lock out educators at certain times, meaning any technical support questions would be rejected and not available while you are scoring.

**Question:** How long is scoring expected to last?

**Answer:** The Spring 2021 ILEARN hand-scoring window is April 21 through June 9, 2021.
Question: If I worked last year, will I need to complete a new I-9 form?

Answer: Due to staffing program updates surrounding E-verify governance, all applicants who completed I-9 forms in Spring 2020 must complete a new I-9 form for 2021. Educators who completed I-9 forms in Spring 2019 will not need to complete a new form. If you have any questions about your status, MI staff will be able to assist you on an individual level during the application process.

Question: What materials do I need in order to participate?

Answer: All educators must have access to a Secure Workstation Meeting and System Requirements identified at this link.

Question: What should I do if I need technical support?

Answer: Throughout the application and onboarding process, you will be given FAQ links accessible via the MI HelpSpot Link. Please do not contact MI’s main office as you will be redirected to the HelpSpot for all technical needs.

Question: Will someone monitor my work?

Answer: Each educator will be assigned to a team supervised by a Team Leader. Team Leaders will monitor training and scoring and provide feedback as needed. Team Leaders will also be available to answer any content-related questions.