

Spring 2020 ILEARN Indiana Educator Scoring Frequently Asked Questions

Frequently Asked Questions about the scoring process are provided below for additional context related to this professional development opportunity.

Question: What does hand-scoring involve?

Answer: In Spring 2020, Educators will score open-ended student responses to ILEARN assessment items and potentially other states' assessment items. Educators will receive paid training and need to meet qualification criteria prior to scoring operational responses. Measurement, Inc. (MI) will be coordinating the hiring and training of educators and instructional coaches through the entire scoring process.

Question: Who is MI?

Answer: MI is the hand-scoring vendor responsible for scoring all student responses to open-ended questions on ILEARN assessments. MI will hire educators 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: Who is eligible to participate?

Answer: Current Indiana Educators and Instructional Coaches with valid teaching licenses may apply.

Question: How much does it pay?

Answer: \$16 per hour is paid for training and scoring. NOTE: Indiana Educators/Instructional Coaches are different than the general population of scorers. Some of the information you receive (hiring/staffing/helpdesk portals) may differ slightly, so please disregard information that varies from the stated \$16 per hour.

Question: What are the working hours?

Answer: Educators work evening shifts Monday-Friday from 6 p.m. - 10 p.m. Eastern Time (ET). Instructional Coaches work day shifts from 8:30 a.m. - 4:15 p.m. ET. Please try to adhere to your shift schedule within your time zone, which would include no weekend work. Your scoring leadership will be available during the time you are scoring to monitor your progress and provide feedback to questions/notes you submit.

Question: Why are there different shifts for Educators and Instructional Coaches?

Answer: Instructional Coaches are paid by the corporations, which should be approved in advance, and work only during the day, Monday through Friday. Educators are paid by Measurement, Inc. and work only during the *evening*, Monday through Friday.

Question: Are there any other differences between Educators and Instructional Coaches that I should know about?

Answer: Instructional Coaches cannot work past the end of the school year, but Educators are able to work past this time frame. Instructional Coaches are also not able to switch between corporation and educator reimbursement status after work begins. The end of school also means there are no shift changes allowed for educators.

Question: How many days do I have to work?

Answer: Educators must commit to three evening shifts per week for three weeks. Instructional Coaches must commit to two full day shifts.

Question: Can I work extra days?

Answer: Educators may work a maximum of 36 hours per week. Instructional Coaches may work a maximum of 30 hours per week.

Question: Do I have 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. To ensure support is available, educators are required to train within their selected shift and time zone.

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.

Question: What is the deadline for submitting an application?

Answer: Applications should be submitted by March 16, 2020. All employment-signed documents should be completed by March 30, 2020.

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

Answer: It is preferable you use a personal email address during *and* after the application process. When using a school email address, the Firewall system will sometimes reject emails and drop them into 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: Scoring typically lasts until early June.

Question: If I worked last year, do I need to complete a new I-9 form?

Answer: You only need to complete a new I-9 form every 3 years, so if you provided a verifiable I-9 in 2019, you do not need to complete another I-9 form in 2020.

Question: What do I need to participate?

Answer: Access to a secure workstation meeting and system requirements identified here: <https://cc.measinc.com/helpspot/index.php?pg=kb.page&id=10425>

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

Answer: Throughout the application and onboarding process, you will be given HelpSpot FAQ links. Please do not contact MI's main office as you will be redirected to the HelpSpot for all technical needs via email at Techhelp@measinc.com.

Question: Will someone monitor my work?

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