

DOTS PAPER TEST SCORING TOOL

How to score your Drumcondra paper tests on DOTS

Paper tests can be scored by **entering the students' responses** to questions. This tool is compatible with the following paper tests:

Test Code	Test Name
PRT	Drumcondra Primary Reading Test
PMT	Drumcondra Primary Maths Test
TMDB	Triail Mhatamaitice Dhroim Conrach (Maths Test as Gaeilge)
TGDR	Triail Ghaeilge Dhroim Conrach – R (English-medium schools)
TGDG	Triail Ghaeilge Dhroim Conrach – G (Scoileanna lán-Ghaeilge & Gaeltachta)

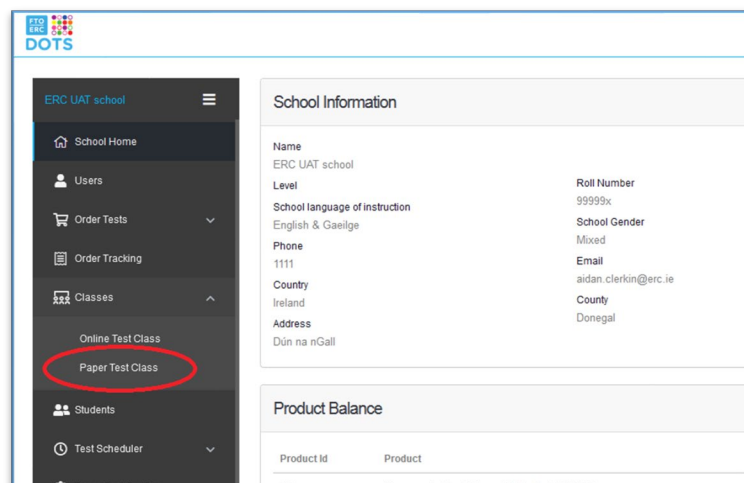
Table 1

The scoring process can be summarised in five steps:

1. Create class
2. Add students to class
3. Create paper test scoring session
4. Enter test responses
5. Finish session and download reports

1. Create Class

- 1.1 Log in to DOTS at <https://schooladmin.erc.ie>, and navigate to the **Classes** tab on the menu. Select **Paper Test Class**.



- 1.2 Click the **Create Class** button in the top-right corner and enter your class details. The required fields are **Name**, **Academic Year**, and **Class/Year** (e.g., 1st Class, 2nd Class, etc.). Once you've entered the necessary information, click **Save** to finish.

2. Add Students to Class

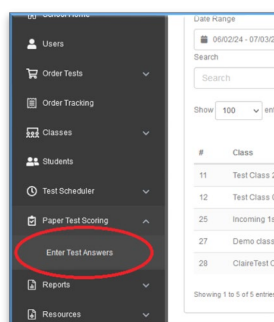
There are two methods to add students to your class:

- 2.1 You will see a screen where you can enter student names and details. The only required fields are **First Name** and **Last Name**; **Date of Birth** and **Gender** are optional. After entering the first student's name, click **Add** to add another student, and repeat this process for the rest of the class. When you have entered all students, click the *Save* button in the top-right corner to save the students to the class
- 2.2 Alternatively, you can upload a spreadsheet with student names. To do this:
 - a. Click the **Download the CSV template** link at the top of the page to get a blank spreadsheet.
 - b. Copy the student names into the appropriate columns (Date of Birth and Gender are optional).
 - c. Save the CSV file.
 - d. Next, click the **Upload file with students** button on DOTS, select the CSV file you just saved, and the student names will automatically fill in on the page.
 - e. Click the *Save* button in the top-right corner to save the students to the class.

The screenshot shows the 'Add Students' page. At the top right, there are 'Back' and 'Save' buttons. Below the header, there is a link 'Download the CSV template' circled in red. A 'Class' dropdown menu is set to 'Test Class 29-02-2024'. Below this is a 'Students List' table with columns: #, First Name *, Last Name *, Date of Birth, Gender, Login Number *, and Password *. The first row has a red delete icon, empty input fields for the first three columns, a dropdown for gender, and input fields for login number and password. An 'Add' button is at the bottom left. A blue button 'Upload file with students' is circled in red on the right side of the form.

3. Create Paper Test Scoring Session

- 3.1 Now select **Paper Test Scoring**, and then **Enter Test Answers** in the menu.



- 3.2 Click **Create Session** in the top-right corner to begin setting up the scoring process. You will need to:
 - a. Enter a name for the scoring session (e.g., "Ms. Corrigan 3rd Class Maths 2024").
 - b. Select the class to be scored.
 - c. Choose the test subject and level.
 - d. The codes for the different test subjects are listed in Table 1 (page 1)

3.3 If there are any students in the class who have not taken the test, and will not be scored, click the red arrow next to their name to exclude them from the scoring session.

3.4 When you have finished entering the data, click *Save* to complete the creation of the scoring session.

4. Enter Test Responses

4.1 You will now see a list of students, along with their class name and scoring session. If you're scoring multiple groups, you can use the filtering options at the top of the page to display only students from a specific class or those who have taken a particular test. To do this:

- Select the desired filter option from the drop-down menu.
- Click the **Search** button to apply the filter.

4.2. To enter a student's answers, click the cog wheel next to their name and select *Enter Answers*.

4.3 You will be prompted to select the form of the test the student has taken (e.g., Form A or Form B). For some tests, you will also need to specify the time of year the test was administered (e.g., spring or autumn).

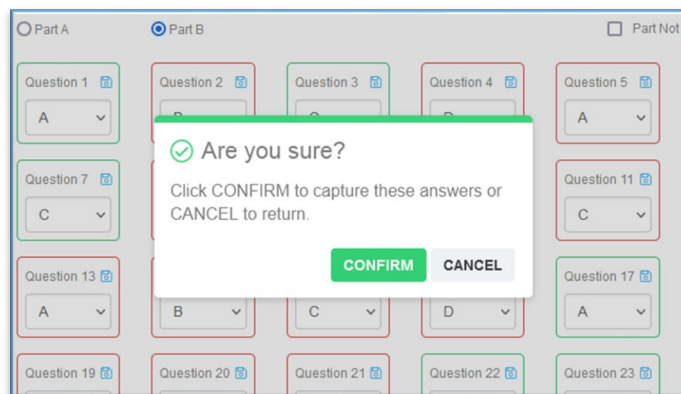
- a. Choose the appropriate test form and, if required, select the time of year.
- b. Click **Save** to confirm your selection.

If you choose the wrong form, you can correct it by going to the **Paper Test Scoring** -> **Enter Test Answers** screen, clicking the **cog wheel** next to the student's name, and selecting **Change Form**.

- 4.4 You can now enter the student's responses using the drop-down box for each question.
- If a student left a question blank, select **No Answer**.
 - If the answer was improperly entered (e.g., more than one answer selected), choose **Invalid Answer**.

As you enter the responses, you can see if the student's answer is correct by the color of the border around the question box: **green** for correct and **red** for incorrect. This information is also summarised to the right of the answers.

- 4.5 When you've completed scoring one part of the test, you can move to the next part by using the options above the questions (e.g., **Part A / Part B**).
- 4.6 If you need to pause while entering responses, save your progress by clicking the **Save** button to the right of the questions. This will return you to the **Enter Test Answers** screen. To resume scoring later, click the **cog wheel** next to the student's name and select **Complete Answers**.
- 4.7 When you have finished entering all of a student's responses, complete the scoring process by clicking the **Finish** button. If you haven't entered responses for all the questions, you will be prompted to fill in the missing responses. If all responses are complete, you'll be asked to confirm that you want to finish scoring this student. Click **Confirm** to complete the process.



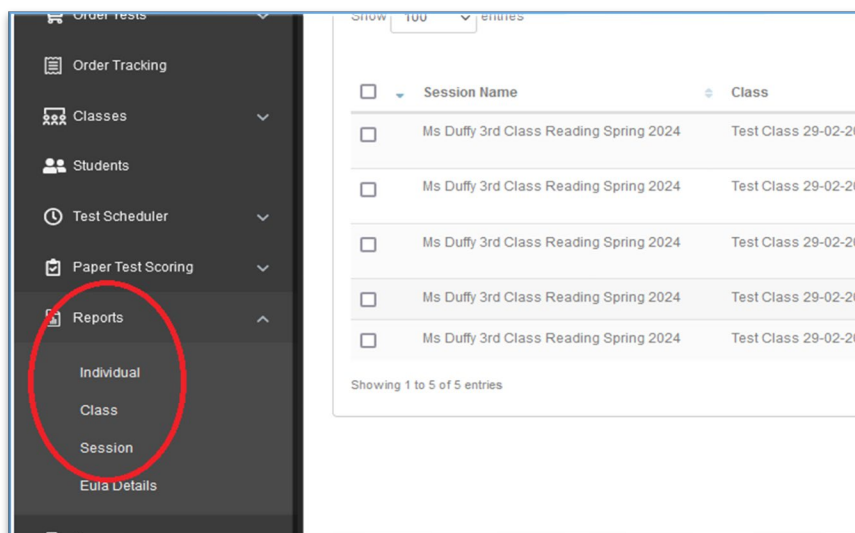
5. Finish Session and Download Reports

5.1 After entering answers for all students in a scoring session, you can close the session to generate reports with their standardised scores.

- a. To do this, click on **Test Scheduler** and choose **Paper Test Session**.
- b. Find the session you want to complete, then click the **Options** dropdown next to it.
- c. Finally, select **Finish Capture** to complete the process.

5.2 Your reports are now available for download under the **Reports** section in the menu on the left-hand side. You can choose to download either:

- **Group reports** for a specific class or scoring session, or
- **Individual reports** for each student.



5.3 Individual reports are available in **PDF format**, while group reports can be downloaded in both **PDF** and **spreadsheet formats**. We recommend downloading and backing up your reports as soon as they are generated, as they won't be stored on the DOTS system indefinitely. For more details, please refer to our **Data Protection FAQs**

<https://www.tests.erc.ie/copy-of-ordering-paper-tests-faqs>