

eVox Web User Guide

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Ordinate Corporation 1040 Noel Drive • Suite 102 Menlo Park, CA, 94025



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CONTENTS

INTRODUCTION	1
SIGN IN	1
Choose tasks	1
ROLES	
USER ADMINISTRATION	3
WEB ACCESS ADMINISTRATOR WORKFLOW	3
CREATE A NEW USER	
RATER MANAGEMENT	5
RATING ADMINISTRATOR WORKFLOW	5
LEAD RATER WORKFLOW	6
VIEW JOB LIST	6
VIEW JOB DETAILS	
VIEW RATER LIST	
VIEW RATER DETAILS	
VIEW LEAD RATER LIST	
VIEW LEAD RATER DETAIL	9
CREATE A LEAD RATER ACCOUNT	10
DISABLE A RATER	11
EDIT A LEAD RATER PROFILE	-
Assign raters to jobs	14
REMOVE RATERS FROM JOBS	
Assign lead raters to jobs	
REMOVE LEAD RATERS FROM JOBS	
Assign items to raters	
VIEW RELIABILITY ANALYSIS	
VIEW RATING DETAIL	26
INVALIDATE RATINGS	30





Introduction

eVox Web is a secure way for you to manage your ETS testing, including the test data and the people who rate the tests. This guide describes how to use eVox Web.

Access to the various areas of eVox Web, and to the tasks done in those areas, is based on roles. Users can have more than one role.

Sign in

Before you can use eVox web, you must sign in. Signing in:

- Ensures that you are you and sets up a secure connection
- Provides access to the areas in the web application where you will work

► To sign in to eVox Web:

- 1. In your web browser, navigate to the main page of the eVox Web site: http://www.ordinate.com/ETS.
- 2. Enter your user name and password.
- 3. Click Sign In.

Choose tasks

The tasks you can do using eVox Web are based on the roles you are assigned. When you sign in, you will see a Choose Task page. The Choose Task page will show either tasks or roles:

- If you have one role, you'll see a list of the tasks you can perform.
- If you have two or more roles, you'll see a list of your roles. Click on a role to see a list of the tasks you can perform under that role.

Roles

What you can and cannot do with eVox Web is defined by roles. A user may be assigned one or more roles. The roles, and the types of tasks that can be done by users with those roles, are as follows:

Web Access Administrator

Creates new user accounts, assigns roles to users, changes user information, disables and deletes user accounts



Rating Administrator

Views job lists and details, views rater and lead rater lists and details, creates and edits rater and lead rater accounts, disables raters and lead raters, views reliability analyses, configures jobs, assigns raters and lead raters to jobs, invalidates ratings, downloads rating reports

Lead Rater

Views job lists and details, views rater lists and details, views reliability analyses, invalidates ratings



User administration

The administrator manages the users of eVox Web, not the tests and raters themselves, and has the role of Web Access Administrator.

The Web Access Administrator:

- Creates new user accounts
- Assigns roles to users
- Makes changes to user information
- Disables user accounts
- Deletes user accounts

Web Access Administrator workflow

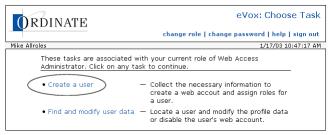
Users with the Web Access Administrator role are the gatekeepers of the rating process. A Web Access Administrator creates the accounts in the eVox Web application for the people who will be doing the rating management work and assigns the roles to those accounts.

Create a new user

Before anyone can use eVox Web, they must have a user account. When you create a user account, you enter name and address information about the user, set that user account's access rights (roles), and assign a username and password.

To create a user account:

- 1. If you have multiple roles, then on your Choose Task page, click **Web Access Administrator**.
- 2. Click Create a User.





3. Enter the user's information.

6)RDINATE	eVox: Create Use
	KDINAL	choose task change password help sign ou
Mike	Allroles	1/17/03 11:10:06 A
	reate a new user for the ETS test mana wing three (3) sections and click the "C	agement system, provide the information for the reate User" button.
1.	Enter user information: (All fields excep	ot fax number are required.)
	First name: L	.ast name:
	Address:	
		State: Postal code:
	Phone number: Fax: (optional) Email a	address:
2.	Assign roles: (At least one role must be	e assigned.)
	🗖 Web Access Administrator	
	🗖 Lead Rater	
	🗖 Rating Administrator	
з.	Assign username and password: (Both I	must be 8-16 characters long.)
	Username:	Password:
	Passi	word (again):
	Clear Form	Create User

- **a**. Enter the information that identifies the new user.
- b. Select one or more roles.

Roles determine what pages the user will see and what tasks the user will be able to do. See "Roles" on page 1

c. Enter a unique username and a password.

Usernames and passwords must be at least 8 and no more than 16 characters long.

4. Click Create User.



Rater management

Users with Rating Administrator and Lead Rater roles manage raters. The following chart shows tasks performed:

Task	Rating Administrator	Lead Rater
View job list	\checkmark	√ *
View job details	\checkmark	√ *
View rater list	\checkmark	√ **
View rater details	\checkmark	√ **
View lead rater list	\checkmark	
View lead rater details	\checkmark	
Create a rater account	\checkmark	
Create a lead rater account	\checkmark	
Edit rater profile	\checkmark	
Disable a rater	\checkmark	
Edit lead rater profile	\checkmark	
Assign raters to a job	\checkmark	
Assign lead raters to jobs	\checkmark	
Assign items to raters	\checkmark	√ ***
View reliability analysis	\checkmark	√ *
View rating details	\checkmark	√ ***
Invalidate ratings	\checkmark	\checkmark

* Limited to jobs assigned to the lead rater.

** Limited to raters assigned to jobs assigned to lead rater.

*** Limited to raters assigned to lead rater.

Rating Administrator workflow

Users with the Rating Administrator role are the linchpins of the rating process: nearly everything in the rating process flows to, from, and through the Rating Administrator.

To begin with, the Rating Administrator sets up jobs, raters, and lead raters. Then raters and lead raters are assigned to the jobs. One job is created, configured, and then scored for each test form.

Once a job is created for a form, it must be configured by a Rating Administrator. Configuring a job (the Preparation status in Figure 1 below) consists of



- Setting job parameters, such as the number of items to double rate and the maximum contribution per rater
- Assigning lead raters and raters
- Setting the job to Active status

When a job is set to Active status, rating of that job's responses can occur.

During the rating period, the Rating Administrator can monitor the rating process, including rater efficiency and accuracy.

When rating is completed, the Rating Administrator downloads and reviews rating reports and can invalidate any rater's work if it is found to be sub-standard.

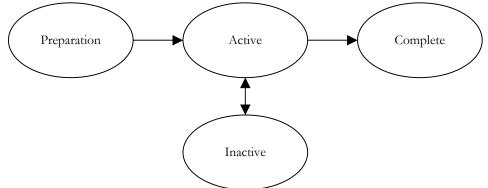


Figure 1: Job Management workflow showing job statuses.

A job can be set to Inactive status to temporarily or permanently stop rating work on that job's responses.

Lead Rater workflow

Users with the Lead Rater role are the captains of the rater workforce. Lead Raters not only do rating themselves, they also monitor other raters' performances and review scores given by raters during the rating period.

After the rating period, a Lead Rater can invalidate a rater's work if it is found to be sub-standard.

Lead Raters are assigned raters to monitor by the Rating Administrator.

View job list

The job list page shows:

- Job number
- Test ID
- ETS form ID
- How many ratings are needed
- Percentage of ratings done
- Job status



The list is sorted in order of job creation, with the newest first.

A lead rater will see only the jobs assigned to that lead rater.

• To view the job list:

- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click **View Jobs** (if you're a Lead Rater) or **Job Management** (if you're a Rating Administrator).

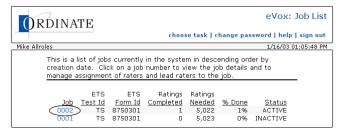
View job details

A job detail page shows:

- Job number
- Test ID
- ETS form ID
- Job creation date
- Job status
- Number of items to double rate
- Maximum contribution per rater
- Ratings summary by item
- Rubric summary data

To view details of a job:

- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click **View Jobs** (if you're a Lead Rater) or **Job Management** (if you're a Rating Administrator).
- 3. Click a job number.



View rater list

The rater list page shows:

- Rater ID
- Rater name
- Active status
- Activity in past 12 hours



- Activity in past 7 days
- Efficiency in past 12 hours
- Efficiency in past 7 days
- Last entry

The list is sorted in order of Rater PIN.

A lead rater will see only raters assigned to jobs assigned to that lead rater.

► To view the rater list:

- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click Rater Management.

View rater details

A rater detail page shows:

- Rater PIN
- ETS rater ID
- Rater name
- Active status
- Activity in past 12 hours
- Activity in past 7 days
- Efficiency in past 12 hours
- Efficiency in past 12 days
- Rating count, 12-hour and 7-day activity, efficiency, and reliability for each assigned job

A lead rater can see details only of raters assigned to jobs assigned to that lead rater.

• To view details of a rater:

- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click Rater Management.



3. Click an ID number.

E Aliroi Aliroi E Aliroi O O O O O O O O O O O O O	DINATE es es This is a list of raters rater ID. Click on the Name Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie Struaala Rich	e ID to	<u>viéw th</u> Ac	ne systi	em in a: details E <u>12-hr</u> 0	scending c		03 03:34:3 3
ID 1 000 (010 F 011 E 012 M 015 C 022 (023 S	This is a list of raters rater ID. Click on the Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Active Yes Yes Yes Yes Yes	view th Ac <u>12-hr</u> 0 0	ne syst e rater ctivity <u>7-day</u> 0	em in a: details E <u>12-hr</u> 0	scending c fficiency ² <u>7-day</u>	1/16/ Inder by ET	03 03:34:3 3
ID 1 000 (010 F 011 E 012 M 015 E 022 (023 S	rater ID. Click on the Name Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Active Yes Yes Yes Yes Yes	view th Ac <u>12-hr</u> 0 0	tivity <u>7-day</u> 0	details E <u>12-hr</u> 0	fficiency²	,	
ID 1 000 (010 F 011 E 012 M 015 E 022 (023 S	rater ID. Click on the Name Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Active Yes Yes Yes Yes Yes	view th Ac <u>12-hr</u> 0 0	tivity <u>7-day</u> 0	details E <u>12-hr</u> 0	fficiency²	,	
ID 1 000 (010 F 011 F 012 M 015 C 022 (023 S	<u>Name</u> Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Active Yes Yes Yes Yes Yes	Ac <u>12-hr</u> 0 0	tivity1 <u>7-day</u> 0	E <u>12-hr</u> 0	fficiency² <u>7-day</u>	Last Entry	
0000 (010 F 011 E 012 M 015 C 022 (023 S	Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes Yes Yes Yes	<u>12-hr</u> 0 0	<u>7-day</u> 0	<u>12-hr</u> 0	7-day	Last Entry	
0000 (010 F 011 E 012 M 015 C 022 (023 S	Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes Yes Yes Yes	<u>12-hr</u> 0 0	<u>7-day</u> 0	<u>12-hr</u> 0	7-day	Last Entry	
0000 (010 F 011 E 012 M 015 C 022 (023 S	Ordinate Test Rater Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes Yes Yes Yes	0	Ó	0		cost entry	
010 F 011 E 012 M 015 C 022 C	Fisher Ben Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes Yes Yes	Ō					
011 E 012 M 015 E 022 (023 S	Brown Melanie Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes Yes			0	Ō		
012 M 015 D 022 0 023 S	Merdith Joe Dunbar Lynne Caccamo Bonnie	Yes		0	0	0		
015 C 022 C 023 S	Dunbar Lynne Caccamo Bonnie		0	Ő	0	0		
022 (023 9	Caccamo Bonnie		Ő	Ő	Ő	Ő		
023 9		Yes	Ő	Ő	Ő	Ő		
	oli uuala kiUfi	Yes	0	0	0	0		
025 (Cooper-Watts Hazel	Yes	0	0	0	0		
	Darnoi Sally Ann	Yes	0	0	0	0		
040 M	Miller Mark	Yes	0	0	0	0		
044 C	Delahunty Julia	Yes	0	0	0	0		
050 1	Miller Erika	Yes	0	0	0	0		
051 M	McGinley Donna	Yes	0	0	0	0		
055 9	Schiller Irene	Yes	0	0	0	0		
065 C	Davis Marilyn	Yes	0	0	0	0		
070 k	Kehoe John	Yes	0	0	0	0		
	Olson Jerry	Yes	0	0	0	0		
	Sammartino Kathleen	Yes	0	0	0	0		
	Robert Rater1	Yes	2	60	0		01/15/03,	
	Robert Rater2	Yes	0	0	0		01/13/03,	
	Robert Rater3	Yes	54		42.52		01/16/03,	
	Robert Rater4	Yes	0	7	0		01/15/03,	03:12 PM
	Robert Rater5	Yes	0	0	0	0		
	Robert Rater6	Yes	0	0	0	0	01/15/05	05.54.51
	Robert Rater7	Yes	0	37	0		01/15/03,	US:56 PN
	Robert Rater8	Yes	0	0	0	0		
	Robert Rater9	No	~	0	0	0		
	Robert Rater10	Yes	0	0	0	0	01/15/00	10.04 44
	Robert Rater11 Robert Rater12	Yes		9,325	0	0.14	01/15/03,	12:34 AN
112 F	KUDERI KALERIZ	res	0	0	U	U		

View lead rater list

The lead rater list is viewable only by users with the Rating Administrator role and is where a Rating Administrator accesses and makes changes to lead rater information.

The lead rater list page shows:

- Username
- Last name
- First name
- Last sign in
- Number of jobs assigned

• To view the lead rater list:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Lead Rater Management.

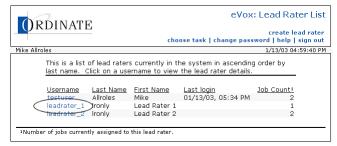
View lead rater detail

Details about lead raters (which includes name, address, phone number, email address, and jobs assigned) are viewable only by users with the Rater Administrator role.



To view details about a lead rater:

- 1. If you have multiple roles, then on the Choose Task page, **Rating Administrator**.
- 2. Click Lead Rater Management.
- 3. Click the Username of a lead rater.

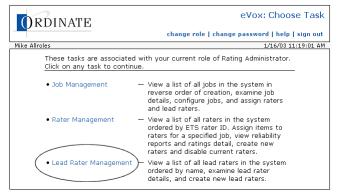


Create a lead rater account

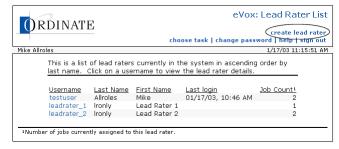
Lead raters monitor other raters' rating performance, review scores of other raters, and invalidate scores of raters.

• To create a lead rater account:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Lead Rater Management.



3. Click create lead rater.





4. Enter the lead rater's information.

() RDINATE	eVox: Create Lead Rate
JIIDIIII	choose task change password help sign out
Mike Allroles	1/17/03 11:18:34 A
	ETS test management system, provide the information for the and click the "Create User" button.
1. Enter user information: ((All fields except fax number are required.)
First name:	Last name:
Address:	
Address.	
City:	State: Postal code:
Phone number: Fax: (op	ptional) Email address:
2. Assign username and pa	ssword: (Both must be 8-16 characters long.)
Username:	Password:
	Password (again):
C	Clear Form Create User

- **a**. Enter the information that identifies the new lead rater.
- b. Enter a unique username and a password.

Usernames and passwords must be at least 8 and no more than 16 characters long.

5. Click Create User.

Disable a rater

Disabling a rater (or a lead rater) means that person no longer has access to the PhonePass system to score responses. Disabling a rater has no affect on any previous scoring (invalidating scoring is done separately).

To disable a rater:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Rater Management.



3. Click the ID number for the rater with an Active status of Yes who you want to disable.

	DINATE						eVox:	Rate	r Li
Ur	DINALE							create	
1				choos	e task	change pa	assword h	elp si	gn o
like Allro	oles						1/16/	03 03:3	4:32
	This is a list of raters	curron	tlu in th	oo cycti	om in o	coonding o	rdor by ET	-	
	rater ID. Click on th						nuer by Ers	-	
	Tatel ID. Click off th	5 10 10	VI6-W (II	e latel	ustans				
				tivity	_	fficiency ²			
ID	Name	Activo		7-day			Last Entry		
	Ordinate Test Rater	Yes	12-11	<u>7-uay</u>	<u>12-rir</u>	<u>7-uay</u>	Last Entry		
	Fisher Ben	Yes	0	0	0	0			
	Brown Melanie	Yes	0	0	0	0			
	Merdith Joe	Yes	0	0	0	0			
	Dunbar Lynne	Yes	0	0	0	0			
	Caccamo Bonnie	Yes	0	0	0	0			
	Strugala Rich	Yes	0	0	0	0			
	Cooper-Watts Hazel	Yes	0	0	0	0			
	Darnoi Sally Ann	Yes	0	0	0	0			
	Miller Mark	Yes	0	0	0	0			
	Delahunty Julia	Yes	0	0	0	0			
	Miller Erika	Yes	0	0	0 0	0			
	McGinley Donna	Yes	0	0	n n	0			
	Schiller Irene	Yes	0	0	0	0			
	Davis Marilyn	Yes	0	0	0	0			
	Kehoe John	Yes	0	0	0	0			
	Olson Jerry	Yes	0	0	0	0			
	Sammartino Kathleen	Yes	0	0	0	0			
	Robert Rater1	Yes	2	60	Ő		01/15/03,	02.43	PM
	Robert Rater2	Yes	0	0	ñ	00.01			
	Robert Rater3	Yes	54		42.52		01/16/03,		
	Robert Rater4	Yes	0	7	0		01/15/03,		
	Robert Rater5	Yes	0	Ó	0	1,100.01	,, 50,		
	Robert Rater6	Yes	0	Ő	Ő	Ő			
	Robert Rater7	Yes	0	37	0		01/15/03,	05:56	PM
	Robert Rater8	Yes	Ő	0	Ő	0	,,,		
	Robert Rater9	No	Ő	Ő	Ő	Ő			
	Robert Rater10	Yes	Ő	Ő	Ő	Ő			
111	Robert Rater11	Yes	2,880	9,325	0	0.14	01/15/03,	12:34	AM
112	Robert Rater12	Yes	0	0	0	0	//		
	— number of minutes sp cy — average number of								

4. From the Active drop-down list box, select No.

ORDINATE	create rater choose task change password help sign out
Mike Allroles	1/17/03 11:35:53 AM
Name: Robert Rater2 ETS rater ID: 102 Active: Yes • PIA: 99990001 Update	All activity (12-hr)4: 0 min. All activity (7-day): 47 min. Efficiency (12-hr)4: 0.5 ratings/hr Efficiency (7-day): 42.42 ratings/hr
details. Click on an item count to	assigned to this rater Click on a job number to view job view and edit assignments of test items. Click on a rating k on a reliability estimate to view a reliability matrix.

- 5. Click Update.
- 6. Click OK.

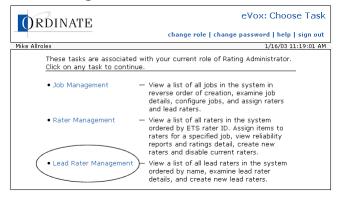


Edit a lead rater profile

The Lead Rater profile contains details about a lead rater (which includes name, address, phone number, email address, and jobs assigned) and is viewable and changeable only by users with the Rateing Administrator role.

• To edit a lead rater profile:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Lead Rater Management.



3. Click a lead rater username.

ORDINATE	cho	eVOX ose task change pass	: Lead Rater List create lead rater sword help sign out
Mike Allroles			1/16/03 02:34:10 PM
This is a list of lead rater: last name. Click on a use			
Username Last Name	First Name	Last login	Job Count ¹
testuser Aliroles	Mike	01/16/03, 02:27 PM	2
jrottenjr Rotten jr	Johnny	01/14/03, 11:42 AM	0
leadrater_1 Ironly	Lead Rater 1		2
leadrater_2 Ironly	Lead Rater 2		2
¹ Number of jobs currently assigned to	this lead rater.		

4. Make any desired changes to the lead rater information.



5. Click Update.

1			choose ta	isk change	password help	
Mike Allroles					1/16/03	02:44:42 F
		Jobs Assi	gned To This L	ead Rater		
	<u>Job</u> ETS 0001 0002	<u>Testid</u> <u>E</u> TS		<u>m Count</u> Rat 12 12	28	
	0002	15	8750301	12	28	
anu click trie	Update" butto	n. All field	ls except fax nu	mber are req	uired.	
First name: Lead Rater		n. All field	ls except fax nu Last name: Ironly	mber are req	uired.	
First name:		n. All field	Last name:	mber are req	uired.	
First name: Lead Rater		n. All field	Last name:	mber are req	uired.	
First name: Lead Rater		n. All field	Last name: lronly State:	mber are req	Postal code:	_
First name: Lead Rater Address:		n. All field	Last name: lronly	mber are req]
First name: Lead Rater Address: City:			Last name: Ironly State: Alabama	mber are req]
First name: Lead Rater Address: City:	1		Last name: Ironly State: Alabama	mber are req]

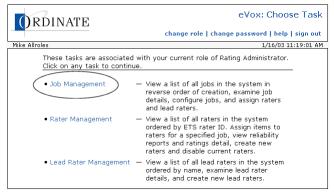
6. Click OK.

Assign raters to jobs

Once a job is entered into the system and configured, one or more raters must be assigned to rate all the responses. Only a Rating Administrator can assign raters to jobs.

To assign raters to a job:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Job Management.





3. Click the number of a job.

ORDINAT	E					eVox:	Job List
			choos	se task c	hange pas	sword help	sign out
Mike Allroles						1/16/03 0	01:05:48 PM
creation dat	This is a list of jobs currently in the system in descending order by creation date. Click on a job number to view the job details and to manage assignment of raters and lead raters to the job.						

4. Click assign raters.

ORDINATI	E			choose t		ign raters	eVox: Job Detail assign lead raters ford help sign out
Mike Allroles							1/16/03 01:23:58 PM
Job number: 0002 Test id: TS Form id: 875030 Create date: 01/10/0		I PM	Desc	ription: [s nber of ite	Status: ACTIVE ms to double rate: 3 tribution per rater: 2 Update
		Ratir	ngs Sum	mary B	y Item		
	Ra	tings s	tarted: (01/16/03	, 09:57 4	M	
						Percent	
	Seq		<u>Raters</u>		<u>Needed</u>	<u>Done</u>	
	1 10	111111	12	1	427	1%	
		222221	11	0	412	0%	
		333331	12	0	412	0%	
1	4 15	144441	11	0	411	0%	

 In the Unassigned list, select the raters you want to assign to this job. Hold down the Ctrl key when you click to select multiple items.

ORDINATE	eVox: Assign Raters				
UKDINALE	assign lead raters choose task change password help sign out				
Mike Allroles	1/16/03 01:25:59 PM				
Job number: 0002 Test id: TS Form id: 8750301 Create date: 01/10/03, 09:00 PM	Status: ACTIVE Number of items to double rate: 3 Maximum contribution per rater: 2				
Current rater assignments for job: 0002					
Click on names to select. Hold down the Ctrl key and click to select multiple names. Click » and « to move selected names between the Unassigned and Assigned lists.					
Unassigned	Assigned				
011 - Brown, Melanie 022 - Caccerno, Bonnie 025 - Cooper-Watts, Hazel 033 - Darnoi, Sally Ann 065 - Davis, Maniyn 044 - Delahunty, Julia 015 - Dunbar, Lynne 010 - Fisher, Ben 820 - Kehoe, John	Intervention Intervention Intervention Intervention				
	mplete assignment changes to undo changes.				
	UndoUpdate				
	« job detail				

- 6. Click >>.
- 7. Click Update.



Remove raters from jobs

Only a Rating Administrator can remove raters from jobs.

- To remove raters from a job:
 - 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
 - 2. Click Job Management.

ORDINATE	eVox: Choose Task
	change role change password help sign out
Mike Allroles	1/16/03 11:19:01 AM
These tasks are associated Click on any task to contine	l with your current role of Rating Administrator. ue.
Job Management	 View a list of all jobs in the system in reverse order of creation, examine job details, configure jobs, and assign raters and lead raters.
 Rater Management 	 View a list of all raters in the system ordered by ETS rater ID. Assign items to raters for a specified job, view reliability reports and ratings detail, create new raters and disable current raters.
• Lead Rater Management	 View a list of all lead raters in the system ordered by name, examine lead rater details, and create new lead raters.

3. Click the number of a job.

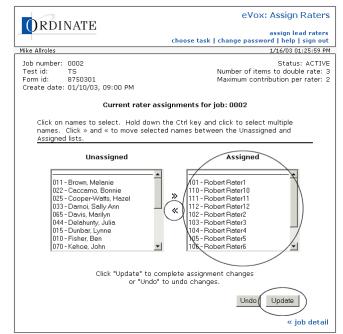
ORDINATE		choos	se task c	hange pas	eVox: sword help	Job List sign out
Mike Allroles					1/16/03 (01:05:48 PM
This is a list of job creation date. Clio manage assignmen	ck on a job	number to v	iew the jo	b details .		_
ETS <u>Job</u> <u>Test Id</u>	ETS <u>Form Id</u>	Ratings <u>Completed</u>	Ratings <u>Needed</u>	<u>% Done</u>	<u>Status</u>	
0002 TS 0001 TS	8750301 8750301	1	5,022 5,023	1% 0%	ACTIVE INACTIVE	

4. Click assign raters.

ORDINATE	Ξ		choose ta		ign raters	Vox: Job Detail) assign lead raters ord help sign out
Mike Allroles						1/16/03 01:23:58 PM
Job number: 0002 Test id: TS Form id: 875030 Create date: 01/10/0		Desc	ription: [S nber of iter	tatus: ACTIVE ms to double rate: 3 ribution per rater: 2 Update
	Rat	ings Sum	mary By	/ Item		
		started: 0			M	
	-		Ratings	Ratings	Percent	
		<u>n Raters</u>		<u>Needed</u>	<u>Done</u>	
	1 TS11111		1	427	1%	
	2 TS22222		0	412	0%	
	3 TS33333		0	412	0%	
	4 TS44444	1 11	U	411	0%	



5. In the Assigned list, select the raters you want to remove from this job. Hold down the Ctrl key when you click to select multiple items.

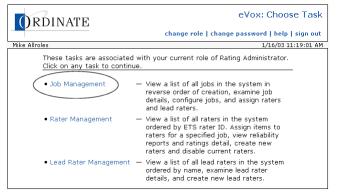


- 6. Click **<<**.
- 7. Click Update.

Assign lead raters to jobs

Lead raters monitor the performances of raters on a particular job.

- To assign lead raters to a job:
 - 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
 - 2. Click Job management.





3. Click the number of a job.

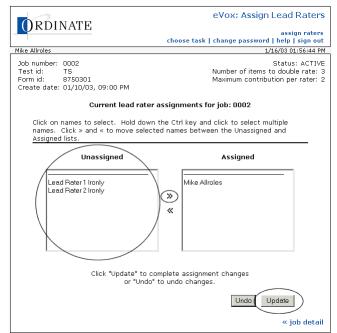
ORDINAT	E		choos	se task c	hange pas	eVox:	Job List
Mike Allroles						1/16/03	01:05:48 PM
creation dat	te. Clio	ck on a job	in the syste number to v and lead rat	iew the jo	b details a		_
	ETS <u>est Id</u> TS TS	ETS <u>Form Id</u> 8750301 8750301	Ratings <u>Completed</u> 1 0	Ratings <u>Needed</u> 5,022 5,023	<u>% Done</u> 1% 0%	<u>Status</u> ACTIVE INACTIVE	

4. Click Assign lead raters.

eVox: Job Detail existing raters (rasign raters) choose task change password help sign out mile alloids I/17/03 11:39:08 AM Job number: 0002 Test di: TS Form id: 8750301 Create date: 01/10/03, 09:00 PM Ratings Summary By Item Ratings Started: 12/25/02, 12:00 PM Ratings Ratings Percent Ratings Ratings Percent Ratings Ratings Percent Ratings Ratings Percent Seq Item Raters Done Needed Done Ratings Ratings Percent Seq Item Raters Done Needed Done Ratings Ratings Percent Seq Item Raters Done Needed Done Ratings Summary By Item Ratings Started: 12/25/02, 12:00 PM Ratings Ratings Percent Seq Item Raters Done Needed Done 1 TSI1111 10 238 229 51% 2 TS22221 10 214 223 49% 3 TS333331 10 223 227 50% 6 TS666661 9 220 217 51% 7 TS77771 10 228 227 51% 8 TS858581 10 223 229 55% 11 TS00012 10 216 225 49% 11 TS00011 10 232 220 52% 12 TS00012 10 216 225 49% 11 TS00011 10 232 220 52% 12 TS00012 10 216 225 49% 13 TS8 Rating Rubrics Rubric Summary Dat Rubric Summary Dat Rating Rubrics Rating Rubrics Rating Rubrics Rating Rubrics Rubric Summary Dat Communication generally ont effective: task performed somewhat competently Communication generally effective: task performed competently Communication generally effective: task performed competently Communication almost always effective: task performed competently (S communic							
assign raters(assign raters() ass	OPDINATE					e	Vox: Job Detail
choose task change password help sign dut Mike Allroles 1/17/03 11:39:08 AM Job number: 0002 Description: TSE Rating Job Status: ACTIVE I Status: ACTIVE I Form id: 8750301 Create date: 01/10/03, 09:00 PM Number of items to double rate: 3 Maximum contribution per rater: 2 Update Ratings Summary By Item Ratings Ratings Percent Status: ACTIVE I Update Ratings Summary By Item Ratings Summary By Item Ratings Ratings Percent Status: ACTIVE I Update ITSI TSI 10 238 229 51% 2 TS 53% A TS 548661 09 220 217 51% TS TS TTT 10 228 227 51% TS 555551 10 223 227 53% 10 2,695 2,696 50% TS Facting Rubrics TS Facting Rubrics Rubric Summary Date TS Facting Rubrics TS	JKDINAIE				ass	ion raters	assign lead raters
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5. In the Unassigned list, select the lead raters you want to assign to this job. Hold down the Ctrl key when you click to select multiple items.

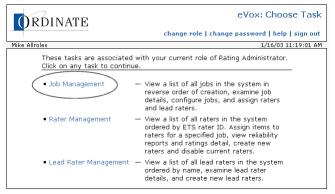


- 6. Click >>.
- 7. Click Update.

Remove lead raters from jobs

Only a Rating Administrator can remove lead raters from jobs.

- To remove lead raters from a job:
 - 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
 - 2. Click Job management.





3. Click the number of a job.



4. Click Assign lead raters.

ORDI	NATE			new ta:	assigi	n raters	ob Detail View assign lead raters rd help sign out
Mike Allroles							1/8/03 11:25:37 AM
	TS 8750301	09:00 PM				er of item	atus: ACTIVE 💌 s to double rate: 3 bution per rater: 2 Change Status
		Ratir	nas Sum	mary By	Item		
					12:00 PM	Percent	
		Item	<u>Raters</u>	Done	Needed	Done	
		TS000001	0	0	0	096	
		TS000002	0	0	0	096	
		TS000003	0	0	0	096	

5. In the Assigned list, select the lead raters you want to remove from this job. Hold down the Ctrl key when you click to select multiple items.

ORDINATE	eVox: Assign Lead Raters
ORDINATE	assign raters choose task change password help sign out
Mike Allroles	1/16/03 01:56:44 PM
Job number: 0002 Test id: TS Form id: 8750301 Create date: 01/10/03, 09:00 PM	Status: ACTIVE Number of items to double rate: 3 Maximum contribution per rater: 2
Current lead	rater assignments for job: 0002
	down the Ctrl key and click to select multiple selected names between the Unassigned and
Unassigned	Assigned
Lead Rater 1 Ironly Lead Rater 2 Ironly	Wike Aliroles
	' to complete assignment changes Undo" to undo changes.
Ur	Undo Update
	« job detail

- 6. Click **<<**.
- 7. Click Update.

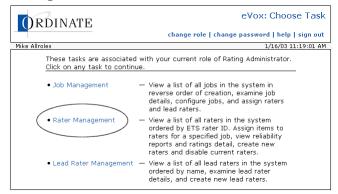


Assign items to raters

When a job has been assigned to a rater, all items in that job are assigned, meaning that the rater may rate responses from all items. You can assign or remove specific items from a job assigned to a rater.

• To assign items to a rater:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Rater Management.

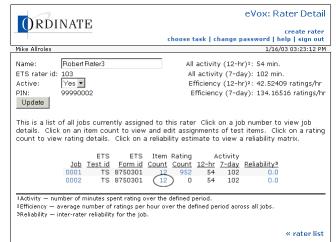


3. Click the **ID** of a rater.

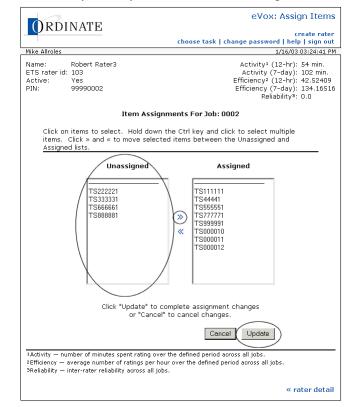
AL.	DINATE						eVox:	Rate	er L
Uг	DINALE							creat	e ra
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ke Allr	oles						1/16/	03 03:3	4:32
	This is a list of raters		thu in th			coondina c	rdor by ET	-	
	rater ID. Click on th						nuer by Er	5	
	Tatel ID. Click off th	8 10 10	view (ii	erater	uetalis				
					_	ffining war			
ID	Mana	Antiun		tivity ¹		fficiency ²	Last Cate		
ID	<u>Name</u> Ordinate Test Rater	Yes	<u>12-hr</u>	<u>7-day</u>	<u>12-hr</u>	<u>7-day</u> 0	Last Entry		
	Fisher Ben	Yes	0	0	0	0			
	Brown Melanie	Yes	0	0	0	0			
	Merdith Joe	Yes	0	0	0	0			
	Dunbar Lynne	Yes	0	0	0	0			
	Caccamo Bonnie	Yes	0	0	0	0			
	Strugala Rich	Yes	0	0	0	0			
	Cooper-Watts Hazel	Yes	0	0	0	0			
	Darnoi Sally Ann	Yes	0	0	0	0			
	Miller Mark	Yes	0	0	0	0			
	Delahunty Julia	Yes	0	n n	n n	0			
	Miller Erika	Yes	0	ů.	0 0	0			
	McGinley Donna	Yes	0	n n	n n	0			
	Schiller Irene	Yes	ň	Ő	ñ	Ő			
	Davis Marilyn	Yes	ñ	0	ñ	0			
	Kehoe John	Yes	Ő	Ő	ñ	Ő			
	Olson Jerry	Yes	0	0	0	0			
	Sammartino Kathleen	Yes	Ō	0	Ō	ō			
	Robert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43	PM
102	Robert Rater2	Yes	0	0	0	0	01/13/03,		
	Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,		
104	Robert Rater4	Yes	0	7	0	1,756.94			
105	Robert Rater5	Yes	0	0	0	0			
106	Robert Rater6	Yes	0	0	0	0			
107	Robert Rater7	Yes	0	37	0	55.09	01/15/03,	05:56	PM
108	Robert Rater8	Yes	0	0	0	0			
109	Robert Rater9	No	0	0	0	0			
110	Robert Rater10	Yes	0	0	0	0			
111	Robert Rater11	Yes	2,880	9,325	0	0.14	01/15/03,	12:34	AM
112	Robert Rater12	Yes	0	0	0	0			
	 number of minutes spe cy — average number of i 								



4. Click the **Item Count** of a job.



5. In the Unassigned list, select the items you want to assign to this rater. Hold down the Ctrl key when you click to select multiple items.



- 6. Click >>.
- 7. Click Update.



• To remove items from a rater:

- 1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 2. Click Rater Management.

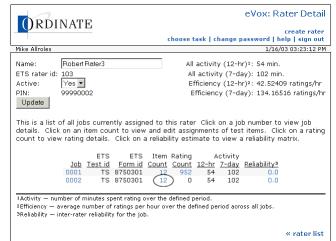
ORDINATE	eVox: Choose Task change role change password help sign out
Mike Allroles	1/16/03 11:19:01 AM
These tasks are associated wi <u>Click on any task to continue.</u>	th your current role of Rating Administrator.
• Job Management —	View a list of all jobs in the system in reverse order of creation, examine job details, configure jobs, and assign raters and lead raters.
Rater Management –	View a list of all raters in the system ordered by ETS rater ID. Assign items to raters for a specified job, view reliability reports and ratings detail, create new raters and disable current raters.
• Lead Rater Management —	View a list of all lead raters in the system ordered by name, examine lead rater details, and create new lead raters.

3. Click the ID of a rater.

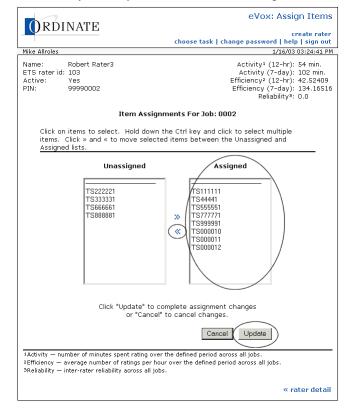
				choos	e task	change pa	assword h	elp si	gn
ke Allro	oles						1/16/	03 03:34	4:3
	This is a list of raters rater ID. Click on the						rder by ET	3	
			٨c	tivity1	F	fficiency ²			
ID	Name	Active		7-day			Last Entry		
	Ordinate Test Rater	Yes	0	1 007	0	<u>, aa</u> ,	<u>Labe Lifery</u>		
	Fisher Ben	Yes	Ő	0	0	Ő			
	Brown Melanie	Yes	0	0	0	0			
	Merdith Joe	Yes	Ő	0	Ő	Ő			
	Dunbar Lynne	Yes	Ō	Ō	0	0			
	Caccamo Bonnie	Yes	0	0	0	0			
	Strugala Rich	Yes	0	0	0	0			
025	Cooper-Watts Hazel	Yes	0	0	0	0			
	Darnoi Sally Ann	Yes	0	0	0	0			
040	Miller Mark	Yes	0	0	0	0			
044	Delahunty Julia	Yes	0	0	0	0			
050	Miller Erika	Yes	0	0	0	0			
051	McGinley Donna	Yes	0	0	0	0			
	Schiller Irene	Yes	0	0	0	0			
	Davis Marilyn	Yes	0	0	0	0			
	Kehoe John	Yes	0	0	0	0			
	Olson Jerry	Yes	0	0	0	0			
	Sammartino Kathleen	Yes	0	0	0	0			
	Robert Rater1	Yes	2	60	0		01/15/03,		
	Robert Rater2	Yes	0	0	0	0	01/13/03,		
)Robert Rater3	Yes	54		42.52		01/16/03,		
	Robert Rater4	Yes	0	7			01/15/03,	03:12	Pľ
	Robert Rater5	Yes	0	0	0	0			
	Robert Rater6	Yes	0	0	0	0			-
	Robert Rater7	Yes	0	37	0		01/15/03,	U5:56	P
	Robert Rater8	Yes	0	0	0	0			
	Robert Rater9	No	0	0	0	0			
	Robert Rater10	Yes	0	0	0	0			
	Robert Rater11	Yes		9,325	0		01/15/03,	12:34	A
112	Robert Rater12	Yes	0	0	0	0			



4. Click the Item Count of a job.



5. In the Assigned list, select the items you want to remove from this rater. Hold down the Ctrl key when you click to select multiple items.



- 6. Click **<<**.
- 7. Click Update.



View reliability analysis

A reliability analysis compares the grading of one rater to one or more other raters. The rater's reliability can then be assessed by seeing how well that rater's rating match up to the other rater's rating.

Reliability is measured in two ways: a score between 0.0 and 1.0 that indicates how close the rater is to other raters, with 1.0 being the best, and a matrix that details rating comparisons.

The reliability analysis is presented in a matrix, similar to the one below:

				Com	pariso	n Rate	er	
		0	2	З	4	5	6	Total
	0	0	0	0	0	0	0	0
	2	0	28	7	7	7	5	54
This 3 0 4 13 5 9 7 Dates 4 0 10 0 10 0 <td< td=""><td>7</td><td>38</td></td<>	7	38						
Rater	4	0	12	3	13	5	8	41
	5	0	7	З	5	15	12	42
	6	0	2	8	7	9	18	44
	3 0 4 13 5 9 7 38 ater 4 0 12 3 13 5 8 41 5 0 7 38 5 15 12 42	219						

The information in this matrix comes from all the responses rated by this rater that have also been rated by other raters. For each job, a certain number of items are selected at random to be double rated, that is, rated by two raters. The reliability analysis uses all the doubly rated responses to generate an information matrix.

You can use this information to determine if a rater meets rating standards. If not, the rater's work can be marked as invalid.

• To view a rater's reliability analysis:

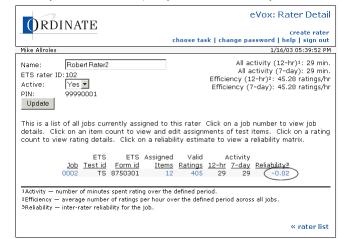
- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click Rater Management.



3. Click the ID number for the rater whose reliability you want to analyze.

() k	RDINATE								
				choos	o tack I	change n:	assword he	create	
ke Alln	-1			citous	s task j	change pa		03 03:3	-
IKE AIID	bies						1/16/0	13 03:34	4:52
	This is a list of raters	s curren	tly in th	ne systi	em in a	scending o	order by ET?	3	
	rater ID. Click on the	e ID to	view th	ie rater	details				
			Ac	ctivity1	E	fficiency ²			
ID	Name	<u>Active</u>	<u>12-hr</u>	<u>7-day</u>	<u>12-hr</u>	7-day	Last Entry		
000	Ordinate Test Rater	Yes	0	Ó	0	Ó			
010	Fisher Ben	Yes	0	0	0	0			
011	Brown Melanie	Yes	0	0	0	0			
	Merdith Joe	Yes	0	0	0	0			
	Dunbar Lynne	Yes	0	0	0	0			
	Caccamo Bonnie	Yes	0	0	0	0			
	Strugala Rich	Yes	0	0	0	0			
	Cooper-Watts Hazel	Yes	0	0	0	0			
	Darnoi Sally Ann	Yes	0	0	0	0			
	Miller Mark	Yes	0	0	0	0			
	Delahunty Julia	Yes	0	0	0	0			
	Miller Erika	Yes	0	0	0	0			
	McGinley Donna	Yes	0	0	0	0			
	Schiller Irene	Yes	0	0	0	0			
	Davis Marilyn	Yes	0	0	0	0			
	Kehoe John	Yes	0	0	0	0			
	Olson Jerry	Yes	0	0	0	0			
	Sammartino Kathleen		0	0	0	0			
	Robert Rater1	Yes	2	60	0		01/15/03,		
	Robert Rater2	Yes	0	0	0		01/13/03,		
	Robert Rater3	Yes	54		42.52		01/16/03,		
	Robert Rater4	Yes	0	7	0		01/15/03,	03:12	PM
	Robert Rater5	Yes	0	0	0	0			
	Robert Rater6	Yes	0	0	0	0			
	Robert Rater7	Yes	0	37	0	55.09	01/15/03,	05:56	PM
	Robert Rater8	Yes	0	0	0	0			
	Robert Rater9	No	0	0	0	0			
	Robert Rater10	Yes	0	0	0	0			
	Robert Rater11	Yes		9,325	0		01/15/03,	12:34	AM
112	Robert Rater12	Yes	0	0	0	0			
Activity									

4. Click the Reliability score for the job you want to analyze.



View rating detail

Users with the role of Rating Administrator or Lead Rater can view the details of a rater's ratings. The Rating Detail page shows:

- Rating date
- Rating validity
- Item number (click to hear the response sound file)



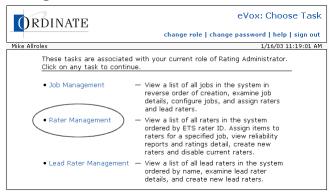
- Rating given
- Rating given by other rater (if any)

Click on the item number to hear the response file associated with the rating.

You can view all of a rater's ratings or you can view just the ratings given a specific score by the rater and a specific score given by other raters.

• To view all a rater's ratings:

- 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
- 2. Click Rater Management.

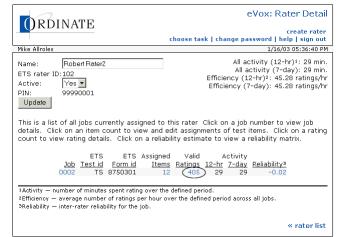


3. Click the ID number for a rater.

Image Active Image Image <t< th=""><th>create</th><th></th><th></th><th></th><th></th><th></th><th></th><th>DINATE</th><th>Uk</th></t<>	create							DINATE	Uk
This is a list of raters currently in the system in ascending order by ET: rater ID. Click on the ID to view the rater details. Activity1 Efficiency2 ID Name Active 12-hr 7-day Last Entry 000 Ordinate Test Rater Yes 0 0 0 0 010 Fisher Ben Yes 0 0 0 0 011 Brown Melanie Yes 0 0 0 0 022 Caccamo Bonnie Yes 0 0 0 0 033 Darmoi Sally Ann Yes 0 0 0 0 034 Miller Trika Yes 0 0 0 0 044 Delahunty Julia Yes 0 0 0 0 055 Schiller Irene Yes 0 0 0 0 055 Schiller Irene Yes 0 0 0 0 056 Davis Marilyn Yes 0 <td< th=""><th>elp sig</th><th>issword he</th><th>change pa</th><th>e task </th><th>choose</th><th></th><th></th><th></th><th>1</th></td<>	elp sig	issword he	change pa	e task	choose				1
rater ID. Click on the ID to view the rater details. Activity1 Efficiency2 ID Name Activity1 Efficiency2 000 Ordinate Test Rater Yes 0 0 0 010 Fisher Ben Yes 0 0 0 0 011 Brown Melanie Yes 0 0 0 0 012 Merdith Joe Yes 0 0 0 0 022 Caccamo Bonnie Yes 0 0 0 0 033 Damio Sally Ann Yes 0 0 0 0 033 Damio Sally Ann Yes 0 0 0 0 044 Delahunty Julia Yes 0 0 0 0 055 Schiller Irene Yes 0 0 0 0 055 Schiller Irene Yes 0 0 0 0 070 Kehoz John Yes	03 03:34	1/16/0						oles	ke Allri
Activity1 Efficiency2 ID Name Active 12-hr 7-day 12-hr 7-day Last Entry 000 Ordinate Test Rater Yes 0	3	rder by ETS							
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000 ordinate Test Rater Yes 0 0 0 0 0 010 Fisher Ben Yes 0 0 0 0 0 011 Bröwn Melanie Yes 0 0 0 0 0 011 Bröwn Melanie Yes 0 0 0 0 012 Merdith Joe Yes 0 0 0 0 015 Dunbar Lynne Yes 0 0 0 0 022 Caccamo Bonnie Yes 0 0 0 0 025 Cooper-Watts Hazel Yes 0 0 0 0 025 Strugala Rich Yes 0 0 0 0 040 Miler Mark Yes 0 0 0 0 050 Miler Enka Yes 0 0 0 0 050 Miler Enka Yes 0 0 0		Last Entry					Active	Name	ID
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044 Delahunty Julia Yes 0 0 0 050 Miller Erika Yes 0 0 0 0 051 McGinley Donna Yes 0 0 0 0 051 McGinley Donna Yes 0 0 0 0 055 Schiller Irene Yes 0 0 0 0 065 Davis Marilyn Yes 0 0 0 0 070 Kehoe John Yes 0 0 0 0 077 Olson Jerry Yes 0 0 0 0 082 Sammartino Kathleen Yes 0			0	0	0	0	Yes	Darnoi Sally Ann	033
050 Miller Erika Yes 0 0 0 051 McGinley Donna Yes 0 0 0 055 Schiller Irene Yes 0 0 0 055 Schiller Irene Yes 0 0 0 065 Schiller Irene Yes 0 0 0 070 Kehoe John Yes 0 0 0 077 Olson Jerry Yes 0 0 0 077 Olson Jerry Yes 0 0 0 011 Robert Rater1 Yes 2 60 0 65.84 01/15/03, 102 Robert Rater2 Yes 0 0 0 0/1/3/03, 103 Robert Rater3 Yes 0 7 0 1/16/03, 104 Robert Rater5 Yes 0 0 0 0 106 Robert Rater5 Yes 0 0 0 <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>Yes</td> <td>Miller Mark</td> <td>040</td>			0	0	0	0	Yes	Miller Mark	040
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108 Robert Rater8 Yes 0 0 0 0 109 Robert Rater9 No 0 0 0 0	05.56.5	04/45/00				~			
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TTU RUDert Rateriu Yes U U U U			-	-	-	-			
111 Robert Rater11 Yes 2,880 9,325 0 0.14 01/15/03.	10.04	01/15/00 1			-	-			
111 Robert Rater11 Yes 2,880 9,325 0 0.14 01/15/03, 112 Robert Rater12 Yes 0 0 0	12:34 /	01/15/03, 1		-					
			U	U	U	U	res	KUDELL KALEFIZ	112



4. Click the Valid Ratings number for a job.



- To view a rater's ratings given a specific score:
 - 1. If you have multiple roles, then on the Choose Task page, click **Lead Rater** or **Rating Administrator**.
 - 2. Click Rater Management.

ORDINATE	eVox: Choose Task
	change role change password help sign out
Mike Allroles	1/16/03 11:19:01 AM
These tasks are associated <u>Click on any task to contin</u>	l with your current role of Rating Administrator. ue.
Job Management	 View a list of all jobs in the system in reverse order of creation, examine job details, configure jobs, and assign raters and lead raters.
Rater Management	 View a list of all raters in the system ordered by ETS rater ID. Assign items to raters for a specified job, view reliability reports and ratings detail, create new raters and disable current raters.
Lead Rater Management	 View a list of all lead raters in the system ordered by name, examine lead rater details, and create new lead raters.



3. Click the ID number for a rater.

A-	2						eVox:	Rater
()k	DINATE							
				choose	e task I	change na	assword h	create r eln l sign
ke Allr	oles							03 03:34:0
								_
	This is a list of rater rater ID. Click on th						order by Eli	Di la constante da c
	Tater ID. Click off th		view (i	le rater	uetalis			
				tivity	E	fficiency2		
ID	Name	Active		7-day			Last Entry	
	Ordinate Test Rater	Yes	0	<u>/ uay</u>	0	<u>, uay</u>	Last Litty	
	Fisher Ben	Yes	0	0	0	0		
	Brown Melanie	Yes	0	0	0	0		
	Merdith Joe	Yes	0	0	0	0		
	Dunbar Lynne	Yes	0	0	0	0		
	Caccamo Bonnie	Yes	Ő	Ő	Ő	Ő		
	Strugala Rich	Yes	0	0	0	0		
	Cooper-Watts Hazel	Yes	Ō	Ō	0	0		
	Darnoi Sally Ann	Yes	0	0	0	0		
	Miller Mark	Yes	0	0	0	0		
044	Delahunty Julia	Yes	0	0	0	0		
050	Miller Erika	Yes	0	0	0	0		
051	McGinley Donna	Yes	0	0	0	0		
055	Schiller Irene	Yes	0	0	0	0		
	Davis Marilyn	Yes	0	0	0	0		
	Kehoe John	Yes	0	0	0	0		
	Olson Jerry	Yes	0	0	0	0		
	Sammartino Kathleen		0	0	0	0		
	Robert Rater1	Yes	2	60	0		01/15/03,	
	Robert Rater2	Yes	0	0	0		01/13/03,	
	Robert Rater3	Yes	54		42.52		01/16/03,	
	Robert Rater4	Yes	0	7	0		01/15/03,	03:12 Pf
	Robert Rater5	Yes	0	0	0	0		
	Robert Rater6	Yes	0	0	0	0	01/15/00	05.56.0
	Robert Rater7	Yes	0	37	0		01/15/03,	U5:56 Pf
108		Yes	0	0	0	0		
109		No	0	0	0	0		
	Robert Rater10 Robert Rater11	Yes Yes		9.325	0		01/15/03,	10:04 41
	Robert Rater12	Yes	2,880	9,325	0	0.14	01/15/03,	12.34 AI
112	NUDGIT KATELIZ	162	U	U	U	U		

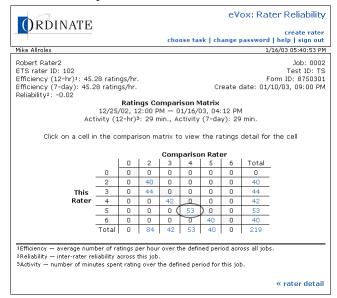
¹Activity — number of minutes spent rating over the defined period across all jobs.
 ²Efficiency — average number of ratings per hour over the defined period across all jobs.

4. Click the **Reliability** number for a job.

	ORDINATE	eVox: Rater Detail
		create rater choose task change password help sign out
,	Mike Allroles	1/16/03 05:39:52 PM
	Name: Robert Rater2 ETS rater ID: 102 Active: Yes ▼ PIN: 99990001 Update	All activity (12-hr)4: 29 min. All activity (7-day): 29 min. Efficiency (12-hr)3: 45.28 ratings/hr Efficiency (7-day): 45.28 ratings/hr
		 this rater Click on a job number to view job edit assignments of test items. Click on a rating ability estimate to view a reliability matrix.
		ed Valid Activity <u>ms Ratings 12-hr 7-day Reliability3</u> 12 405 29 29 -0.02
	¹ Activity — number of minutes spent rating over th ² Efficiency — average number of ratings per hour ³ Reliability — inter-rater reliability for the job.	over the defined period across all jobs.
		« rater list



5. Click a number in the comparison matrix that is not zero.



Invalidate ratings

If the reliability of a rater's ratings does not meet rating standards, the ratings can be invalidated. Ratings can be invalidated for any rater and job. Lead Raters perform rating invalidation.

Invalidating is done on a per-job level: you invalidate all of a rater's work for a specific job. If a rater's work is invalidated, all responses rated by that rater will be requeued for rating by another rater.

To invalidate a rater's ratings for a job:

- 1. If you have multiple roles, then on the Choose Task page, click Lead Rater.
- 2. Click Rater Management.



3. Click the ID number of a rater.

Ĵк	DINATE							creat	e r
				choos	e task	change pa	assword h	elp si	ign
e Allr	oles						1/16/	03 03:3	4:3
	This is a list of raters	curren	tly in th	no eveti	am in a	scendina c	rder by ET	e .	
	rater ID. Click on th						Idel by L1.	-	
		- 10 10							
			Ac	tivity	E	fficiency ²			
ID	Name	Active					Last Entry		
000	Ordinate Test Rater	Yes	0	Ó	0	Ó			
010	Fisher Ben	Yes	0	0	0	0			
011	Brown Melanie	Yes	0	0	0	0			
012	Merdith Joe	Yes	0	0	0	0			
	Dunbar Lynne	Yes	0	0	0	0			
	Caccamo Bonnie	Yes	0	0	0	0			
	Strugala Rich	Yes	0	0	0	0			
	Cooper-Watts Hazel	Yes	0	0	0	0			
	Darnoi Sally Ann	Yes	0	0	0	0			
	Miller Mark	Yes	0	0	0	0			
	Delahunty Julia	Yes	0	0	0	0			
	Miller Erika	Yes	0	0	0	0			
	McGinley Donna	Yes	0	0	0	0			
	Schiller Irene	Yes	0	0	0	0			
	Davis Marilyn	Yes	0	0	0	0			
	Kehoe John	Yes	0	0	0	0			
	Olson Jerry Sammartino Kathleen	Yes	0	0	0	0			
	Robert Rater1	Yes	2	60	0		01/15/03,	00.40	D
	Robert Rater2	Yes	2	00	0		01/13/03,		
	Robert Rater3	Yes	54		42.52		01/16/03,		
	Robert Rater4	Yes	0	7	42.52		01/15/03,		
	Robert Rater5	Yes	0	ó	0	1,750.94	51/15/03,	00.12	P1
	Robert Rater6	Yes	0	0	0	0			
107		Yes	0	37	0		01/15/03,	05:56	PI
108		Yes	Ő	0	Ő	0	,,,		
	Robert Rater9	No	Ő	Ő	Ő	0			
110	Robert Rater10	Yes	0	0	0	0			
111	Robert Rater11	Yes	2,880	9,325	0	0.14	01/15/03,	12:34	A
112	Robert Rater12	Yes	0	0	0	0			

4. Click the Rating Count number or the Reliability number.

		choose task change password help sign ou
Mike Allroles		1/14/03 05:53:35 F
Name:	Robert Rater2	All activity (12-hr)1: 0 min.
ETS rater id:	102	All activity (7-day): 0 min.
Active:	Yes 💌	Efficiency (12-hr)2: 0.0 ratings/
PIN: Update	99990001	Efficiency (7-day): 0.0 ratings/
This is a list (details. Click	on an item count t	assigned to this rater Click on a job number to view job o view and edit assignments of test items. Click on a ratir na details. Click on a reliabilit
This is a list (details. Click count to viev	on an item count t	o view and edit assignments of test items. Click on a ratir
This is a list (details. Click count to viev	on an item count t v and invalidate ratii ETS	o vièw and edit assignments of test items. Click on à rati ng details. Click on a reliability estimate to view a reliabilit ETS Item Rating Activity
This is a list (details. Click	on an item count t v and invalidate ratii ETS	o view and edit assignments of test items. Click on a ratin ng details. Click on a reliability estimate to view a reliabilit ETS Item Rating Activity rm id Count Count 12-hr 7-day Reliability?
This is a list (details. Click count to viev matrix.	x on an item count t w and invalidate ratii ETS Job <u>Test id Ec</u> 0001 TS 875	o view and edit assignments of test items. Click on a rati ng details. Click on a reliability estimate to view a reliabilit ETS Item Rating Activity rm id Count Count 12-hr 7-day Reliability?



5. Click invalidate ratings.

9:00 PM	1		choos	e task	Numt	per of	1/1- 9 items to	help sign out 4/03 05:48:23 PM Status: ACTIVE double rate: 3
9:00 PM	1						9 items to	Status: ACTIVE
9:00 PM	I						items to	
						num c	ontribut	ion per rater: 2
Name: Robert Rater2 ETS rater id: 102 Efficiency (12-hr)1: 0.0 rating Active: Yes Efficiency (7-day): 0.0 rating PIN: 9990001 Reliability								
oarison r	matrix			-			he cell	
-		_	-					-
	-		-	-		-		-
	-		-		-	-		-
4	0	10	7	7	3	6	34	-
		10	- C	· · ·	5	0	- 55	
	Ω	3	7	8	8	10	36	-
5	0	3	7	8	8 19	10 15	36 46	-
	0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 2 0 0 0 2 0 26 3 0 7	Other Other 0 2 3 0 0 0 0 2 0 2 6 3 0 7 11	Other Rate 0 2 3 4 0 0 0 0 0 2 0 26 8 4 3 0 7 11 5	$\begin{array}{c} \text{co PM} & - \text{ 01/13/03, 02:24 PM} \\ \text{parison matrix to view the ratings deta} \\ \hline \\ & \begin{array}{c c} & \text{Other Rater Scori} \\ \hline \\ & 0 & 2 & 3 & 4 & 5 \\ \hline \\ & 0 & 0 & 0 & 0 & 0 \\ \hline \\ & 2 & 0 & 26 & 8 & 4 & 3 \\ \hline \\ & 3 & 0 & 7 & 11 & 5 & 8 \end{array} \end{array}$	$\begin{array}{c} \text{CO PM} & - \ 01/13/03, \ 02:24 \ \text{PM} \end{array}$	$\begin{array}{c} \text{cod} \ PM - \ 01/13/03, \ 02:24 \ PM \end{array}$

6. Click Invalidate Ratings.

ORDINATE	eVox: Invalidate Ratings
	choose task change password help sign out
Mike Allroles	1/14/03 05:49:36 PM
	Invalidate Ratings Confirmation
Rater: Robert Rate ETS rater id: PIN: Reliability: Number of ratings	102 99990001 0
	TS 8750301 2003-01-10 21:00:00.0 ACTIVE
Note:	
	*
Click 'Invalidate Rati for this job.	ngs' to confirm invalidation of all ratings for this rater
	« rater detail