

# eVox Web User Guide

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# 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.

0	PRDINATE	eVox: Create Use
	choose ta	ask   change password   help   sign ou
Mike	e Allroles	1/17/03 11:10:06 A
To c follo	create a new user for the ETS test management sy lowing three (3) sections and click the "Create User	ystem, provide the information for the " button.
1.	Enter user information: (All fields except fax numb	per are required.)
	First name: Last name:	
	Address:	
	City: State:	Postal code:
	Phone number: Fax: (optional) Email address:	<u> </u>
2.	Assign roles: (At least one role must be assigned.	)
	Web Access Administrator	
	🗖 Lead Rater	
	Rating Administrator	
з.	Assign username and password: (Both must be 8-	-16 characters long.)
	lisemame: Passwo	rd:
		· · · · · · · · · · · · · · · · · · ·
	Password (agai	n): [
	Clear Form Create Us	ier

- **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	$\checkmark$	<b>√</b> *
View job details	$\checkmark$	<b>√</b> *
View rater list	$\checkmark$	<b>√</b> **
View rater details	$\checkmark$	<b>√</b> **
View lead rater list	✓	
View lead rater details	✓	
Create a rater account	✓	
Create a lead rater account	√	
Edit rater profile	✓	
Disable a rater	✓	
Edit lead rater profile	✓	
Assign raters to a job	✓	
Assign lead raters to jobs	✓	
Assign items to raters	✓	<b>√</b> ***
View reliability analysis	$\checkmark$	<b>√</b> *
View rating details	$\checkmark$	<b>√</b> ***
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.

	JINALE							create	e na
				choos	e task	change pa	ssword   h	elp   si	gn
e Allrole	15						1/16/	03 03:3	4:3
	elisis - Kat af asta						adau bu ET	_	
	nis is a list of raters	o ID to	tiy in ti viow th	ne syste	em in a: dotoilc	scenaing a	raer by E1:	5	
-	ater ib. Click off th	e id to		e rater	uetalis				
					-	fficiencu?			
	lamo	Activo	12-br	7-day	12-br	7-day	Last Entry		
000 0	ordinate Test Pater	Voc	12 11	<u>r uay</u>	12 11	<u>/ uay</u>	case circiy		
010 5	icher Ben	Voc	0	0	0	0			
011 B	rown Melanie	Vec	0	0	0	0			
012 N	lerdith loe	Vec	0	0	0	0			
015 0	unhar Lynne	Yes	0	0	0	0			
022 0	accamo Bonnie	Ves	ñ	ñ	ñ	ñ			
023 9	trugala Rich	Yes	0	0	0	0			
025 C	ooper-Watts Hazel	Yes	0	0	0	Ō			
033 D	arnoi Sally Ann	Yes	0	0	0	Ō			
040 N	1iller Mark	Yes	Ō	Ō	Ō	Ō			
044 C	elahuntv Julia	Yes	0	0	0	0			
050 N	1iller Erika	Yes	0	0	0	0			
051 N	IcGinley Donna	Yes	0	0	0	0			
055 9	chiller Írene	Yes	0	0	0	0			
065 C	avis Marilyn	Yes	0	0	0	0			
070 K	ehoe John	Yes	0	0	0	0			
077 C	lson Jerry	Yes	0	0	0	0			
082 9	ammartino Kathleen	Yes	0	0	0	0			
101 R	obert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43	ΡM
<u>102</u> R	obert Rater2	Yes	0	0	0	0	01/13/03,	02:24	ΡM
103)R	obert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25	ΡM
104 R	obert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12	ΡM
105 R	obert Rater5	Yes	0	0	0	0			
106 R	obert Rater6	Yes	0	0	0	0			
107 R	obert Rater7	Yes	0	37	0	55.09	01/15/03,	05:56	ΡM
108 R	obert Rater8	Yes	0	0	0	0			
109 R	obert Rater9	No	0	0	0	0			
110 R	obert Rater10	Yes	0	0	0	0			
111 R	obert Rater11	Yes	2,880	9,325	0	0.14	01/15/03,	12:34	AN
112 R	obert Kater12	Yes	0	0	0	0			

# 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.

	choose task   change password   help   sign o
Mike Allroles	1/17/03 11:18:34 .
To create a new user for the following three (3) sections a	ETS test management system, provide the information for the ind click the "Create User" button.
1. Enter user information: (	All fields except fax number are required.)
First name:	Last name:
Address:	
City:	State: Postal code:
, Phone number: Fax: (op	otional) Email address:
2. Assign username and pas	ssword: (Both must be 8-16 characters long.)
Username:	Password:
	Password (again):
с	lear Form

- **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 List
Ur	DINALE							creat	e rater
1				choos	e task	change pa	assword   h	elp   si	ign out
Mike Allr	oles						1/16/	03 03:3	4:32 PM
	This is a list of rater	- curren	tly in th	no eveti	am in ai	condina a	rder by ET	=	
	rater ID Click on th	e IN to	view th	e rater	details	scending c	nder by Er.	-	
	Tater ID. Click off th	6 10 10	VI6 W (I)	e latel	actails				
					-	ffiningur?			
ID	Namo	Activo	10_br	Z-day	12-br	7-dov	Lact Entry		
000	Ordinate Test Bater	Voc	12-11	<u>7-uay</u>	12-11	<u>7-uay</u>	Last Entry		
000	Eicher Ben	Voc	0	0	0	0			
011	Brown Melanie	Voc	0	0	0	0			
012	Merdith loe	Vec	0	0	0	0			
015	Dunhar Lynne	Ves	0	0	n n	0			
022	Caccamo Bonnie	Ves	ñ	ñ	ñ	ñ			
023	Strugala Rich	Yes	Ő	Ő	Ő	Ő			
025	Cooper-Watts Hazel	Yes	0	0	0	Ō			
033	Darnoi Sally Ann	Yes	0	0	0	0			
040	Miller Mark	Yes	Ō	Ō	Ō	Ō			
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			
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			
101	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,	02:24	PM
(103	)Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25	PM
104	Robert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12	PM
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			
1 Activity	<ul> <li>number of minutes sp</li> </ul>	ent rating	) over th	e define	d period	across all jo	obs.		
2Efficier	cy — average number of	ratings p	er hour (	over the	defined	period acros	ss all jobs.		

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

PDINATE	eVox: Rater Detail
ORDINATE	create rater choose task   change password   help   sign out
Mike Allroles	1/17/03 11:35:53 AM
Name: Robert Rater2 ETS_rater10+102 (Active: Yes - PIA- 99990001 Update	All activity (12-hr)‡: 0 min. All activity (7-day): 47 min. Efficiency (12-hr)? 0.5 ratings/hr Efficiency (7-day): 42.42 ratings/hr
This is a list of all jobs currently assigned to details. Click on an item count to view an count to view rating details. Click on a rel	to this rater Click on a job number to view job d edit assignments of test items. Click on a rating iability estimate to view a reliability matrix.
ETS ETS Assig <u>Job Test id</u> Form id Its 0002 TS 8750301	ned Valid Activity ams Ratings 12-hr 7-day Reliability3 12 416 0 47 0.24
<sup>1</sup> Activity — number of minutes spent rating over <sup>2</sup> Efficiency — average number of ratings per hou <sup>3</sup> Reliability — inter-rater reliability for the job.	the defined period. r over the defined period across all jobs.
	« rater list

- 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	eVo> oose task   change pas	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	s currently in t rname to view	he system in ascendin the lead rater details	g order by
Username Last Name	First Name	Last login	<u>Job Count</u>
testuser Allroles	Mike	01/16/03, 02:27 PM	2
jrottenjr Rotten jr	Johnny	01/14/03, 11:42 AM	0
leadrater_1 lronly	Lead Rater 1		2
leadrater_2 Ironly	Lead Rater 2		2
1Number 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	sign ou
Mike Alfroles					1/16/03	02:44:421
		Jobs Assi	gned To This L	ead Rater		
	<u>Job</u> ETS	<u>Testid</u> E TS	TS Form id Ite 8750301	m Count Rat	er Count 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	Update" butto	n. All field	ls except fax nu Last name: Ironly	mber are req	uired.	
First name: Lead Rater Address:	Update" butto	n. All field	ls except fax nu Last name: lronly	mber are req	uired.	
First name: Lead Rater Address:	Update" butto	n. All field	ls except fax nu Last name:  Ironly	mber are req	uired.	
First name: Lead Rater Address: City:	1	n. All field	Is except fax nu Last name: Ironly State:	mber are req	Postal code:	_
First name: Lead Rater Address: City:	1	n. All field	Is except fax nu Last name: Ironly State: Alabama	mber are req	Postal code:	]
First name: Lead Rater Address: City: Phone numbe	1 r: Fax: (optio	n. All field	Is except fax nu Last name: Ironly State: Alabama address:	mber are req	Postal code:	]
First name: Lead Rater Address: City: Phone numbe	1 I Fax: (optio	n. All field	Is except fax nu Last name: Ironly State: Alabama address:	mber are req	Postal code:	]

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.

ORDINATE					eVox:	Job List
		choos	se task   c	hange pas	sword   help	sign out
Mike Allroles					1/16/03	01:05:48 PM
This is a list of job creation date. Cli manage assignmer	s currently ck on a job it of raters	in the syste number to v and lead rat	m in desc iew the jo ers to the	ending ord ob details - i job.	ler by and to	_
ETS Job Test Id 0002 TS	ETS <u>Form Id</u> 8750301	Ratings <u>Completed</u> 1	Ratings <u>Needed</u> 5,022	<u>% Done</u> 1%	<u>Status</u> ACTIVE	
0001 TS	8750301	0	5,023	096	INACTIVE	

4. Click assign raters.

ORDINA	ſΕ			choose t	ass ask   cha	ign raters	eVox: Job Detail assign lead raters word   help   sign out
Mike Allroles							1/16/03 01:23:58 PM
Job number: 0002 Test id: TS Form id: 8750 Create date: 01/1(	301 )/03, 0	9:00 PM	Desc	ription: [	TSE Dem Num Max	o Job s nber of ite simum con	Status: ACTIVE ms to double rate: 3 tribution per rater: 2 Update
		Ratin	igs Sum	mary B	/ Item		
		Ratings st	tarted: L	J1/16/U3	. U9:57 A	M	
	Seq 1	<u>Item</u> TS111111	Raters 12	Done 1	Needed 427	Done 1%	
	2	TS222221	11	0	412	096	
	3	TS333331	12	0	412	0%	
	4	TS444441	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.

PDINATE	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 as	signments for job: 0002
Click on names to select. Hold down names. Click » and « to move selecte Assigned lists.	the Ctrl key and click to select multiple ad names between the Unassigned and
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
Click "Update" to co or "Undo"	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	<ul> <li>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.</li> </ul>
<ul> <li>Rater Management</li> </ul>	<ul> <li>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.</li> </ul>
Lead Rater Management	<ul> <li>View a list of all lead raters in the system ordered by name, examine lead rater details, and create new lead raters.</li> </ul>

3. Click the number of a job.

ORDINATE					eVox:	Job List
		choo	se task   c	hange pas	ssword   help	sign out
Mike Allroles					1/16/03	01:05:48 PM
This is a list of job creation date. Cli manage assignmen	os currently ck on a job nt of raters	in the syste number to v and lead rat	m in desc iew the jo ers to the	ending ord b details i job.	ler by and to	_
ETS Job Test Id	ETS Form Id	Ratings Completed	Ratings Needed	% Done	Status	
(0002) TS	8750301	1	5,022	1%	ACTIVE	
0001 TS	8750301	0	5,023	0%	INACTIVE	

4. Click assign raters.

ORDI	NATI	£			choose t	ass ask   cha	sign raters	eVox: Job Detail assign lead raters vord   help   sign out
Mike Allroles								1/16/03 01:23:58 PM
Job number: Test id: Form id: Create date:	0002 TS 875030 01/10/0	1 )3, 0	9:00 PM	Desc	ription: [	TSE Dem Nun Ma>	o Job ( nber of ite (imum con	Status: ACTIVE ms to double rate: 3 tribution per rater: 2 Update
			Ratin	igs Sum	mary By	y Item		
			Ratings st	tarted: (	01/16/03	, 09:57 A	M	
					Ratings	Ratings	Percent	
		Seq	Item	<u>Raters</u>	Done	Needed	<u>Done</u>	
		1	TS111111	12	1	427	1%	
		2	15222221	11	0	412	0%	
		3	TS333331	12	U	412	0%	
		4	15444441	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.

OF	RDINA	TE		choos	se task   c	hange pas	eVox: sword   help	Job List
Mike Allr	roles						1/16/03	01:05:48 PM
	This is a li creation c manage a	ist of job late. Clio ssignmen	s currently ck on a job it of raters	in the syste number to v and lead rat	m in desc iew the jo ers to the	ending ord b details - i job.	ler by and to	_
	<u>Job</u> 0002	ETS <u>Test Id</u> ) TS	ETS <u>Form Id</u> 8750301	Ratings <u>Completed</u> 1	Ratings <u>Needed</u> 5,022	<u>% Done</u> 1%	<u>Status</u> ACTIVE	

4. Click Assign lead raters.

	ΝΔΤΙ	F					e	:Vox: Job De	tail
UKDI	INALI	Ľ.				ass	ion raters	assign lead ra	ters
					choose t	ask   cha	nge passw	ord   help   sign	out
Mike Allroles								1/17/03 11:39:0	IS AM
Ioh number:	0002			_		TOT D-6			
Test id:	TS			Desci	ription: [	I SE Haur	ig Job		_
Form id:	875030	1					S	tatus: ACTIVE	•
Create date	: 01/10/0	D3, O	9:00 PM			Nun	nber of iter	ms to double rat	:e: 3
						Max	amum cont	ribution per rate	ər: 2
								Updi	ate
			Ratir	igs Sum	mary B	y Item			
			Ratings s	tarted: 1	2/25/02	, 12:00 F	M		
		Soa	Itom	Dators	Dopo	Noodod	Percent		
		1	TS111111	10	239	220	51%		
		2	TS222221	10	214	223	49%		
		3	TS333331	10	235	213	53%		
		4	TS444441	10	217	232	49%		
		5	TS555551	10	223	227	50%		
		6	TS666661	9	220	217	51%		
		7	TS777771	10	228	227	51%		
		8	TS888881	10	223	219	51%		
		9	TS999991	10	227	231	50%		
		10	TS000010	10	222	233	49%		
		11	TS000011	10	232	220	52%		
		12	15000012	10	216	225	49%		
			12	10	2,695	2,696	50%		
			<b>D</b>	h					
			Ru	TCE Dati	n <b>mary L</b> na Rubri				
Rating (	Descriptio	n		I JE Kati	ng Kubin				
	Ungradea	ble							
2 1	No effect	ive c	ommunicati	on: no e	vidence	of ability	to perform	n task	
3 (	Communic	catio	n generally	not effec	ctive: ta	sk perfor	med poorly	Ý	
4 (	Communic	catio	n somewhat	t effectiv	re: task	performe	d somewh	at competently	
5 (	Communic	catio	n generally	effective	e: task p	erformed	competer	ntly	
6 (	Communic	catio	n almost alv	vays effe	ective: t	ask perfo	ormed very	competently	
								« view job	list
L									



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:	TSE assigi sk   chang	/AST Jo n raters   e passwol	ob Detail View assign lead raters rd   help   sign out
Mike Allroles							1/8/03 11:25:37 AM
Job number: Test id: Form id: Create date:	0003 TS 8750301 12/24/02,	09:00 PM			Numbe Maxim	Sta er of item: ium contri	atus: ACTIVE 💌 s to double rate: 3 bution per rater: 2 Change Status
		Ratir	nas Sum	marv Bv	Item		
		Ratings s	tarted: 1	2/25/02, Ratinos	12:00 PM Ratings	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.

	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
Click on names to select. Hold down names. Click » and « to move select Assigned lists.	the Ctrl key and click to select multiple ed names between the Unassigned and
Unassigned	Assigned
Lead Rater 1 Ironly Lead Rater 2 Ironly	» «
Click "Update" to co or "Undo"	implete assignment changes to undo changes.
	UndoUpdate
	« 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.

Mike Allro	lac							create	e ret
Mike Allro	lec			choos	e task	change pa	assword   h	elp   si	.gn o
	163						1/16/	03 03:3	4:32
	This is a list of rator	curron	tlu in th	oo cycti	om in o	coondina a	rdor by ET	-	
	rater ID Click on th		view th	o rator	dotaile	scenang o	ider by Ers	-	
	Tatel ID. Click off th	0 10 10	VI6 W (I)	6 14(6)	ustans				
					-	fficiency 2			
ID	Namo	Activo	12-br	Z-day	12-br	Therefore 7-day	Loct Entry		
10	Ordinate Test Bater	Voc	12-11	<u>7-uay</u>	12-11	<u>7-uay</u>	Last Entry		
010	Eicher Ben	Voc	0	0	0	0			
011	Brown Melanie	Voc	0	0	0	0			
012	Merdith loe	Vec	0	0	0	0			
015	Dunhar Lynne	Ves	n n	0	0	0			
022	Caccamo Bonnie	Yes	Ő	Ő	Ő	Ő			
023	Strugala Rich	Yes	0	0	0	0			
025	Cooper-Watts Hazel	Yes	0	0	0	0			
033	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			
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			
101	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,	02:24	PМ
103	Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25	PM
104	Robert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12	PM
105	Robert Rater5	Yes	0	0	0	0			
106	Robert Ratero	Yes	U	0	U	55.00	01/15/00	05.54	-
107	Robert Rater/	Yes	0	37	0	55.09	01/15/03,	05:55	PIM
108	Robert Raters	Yes	0	0	0	U			
110	Robert Rater10	NO	0	0	0	0			
111	Robert Rater11	Vec	2 000	0 225	0	0 14	01/15/02	12.24	AM
112	Pohort Pater12	Vec	2,000	9,325	0	0.14	01/15/03,	12.34	AM
112		162	U	0	0	U			



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.

<b>9</b> -								create ra
				choos	e task j	change pa	assword   n	elp   sign
IKE AIIF	Dies						1/16/	03 03:34:3
	This is a list of raters	s curren	tly in th	ne syste	em in a	scending a	order by ET:	3
	rater ID. Click on the	e ID to	view th	e rater	details			
			Ac	tivity1	E	fficiency <sup>2</sup>		
ID	<u>Name</u>	<u>Active</u>	<u>12-hr</u>	<u>7-dáy</u>	<u>12-hr</u>	<u>7-dáy</u>	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		
015	Dunbar Lynne	Yes	0	0	0	0		
022	Caccamo Bonnie	Yes	0	0	0	0		
023	Strugala Rich	Yes	0	0	0	0		
025	Cooper-Watts Hazel	Yes	0	0	0	0		
033	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		
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		
101	Robert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43 PN
102	Robert Rater2	Yes	0	0	0	0	01/13/03,	02:24 PN
(103)	)Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25 PM
104	Robert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12 PN
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 PN
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		



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	38
Rater	4	0	12	3	13	5	8	41
	5	0	7	3	5	15	12	42
	6	0	2	8	7	9	18	44
	Total	0	53	34	37	45	50	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.

Uk	CDINATE							
				choos	e task I	change pa	assword   h	elp I sign
ke Allri	oles						1/16/	03 03:34:3
								_
	This is a list of raters	curren	tly in t	he syste	em in a:	scending o	order by ET	5
	rater ID. Click on th	e ID to	view tr	ie rater	detalls			
					-			
10			AC	ctivity*	10 hr	fficiency <sup>2</sup>	1 + F - +	
<u>ID</u>	Name Oudinate Trat Datas	Active	<u>12-nr</u>	<u>7-day</u>	<u>12-nr</u>	<u>/-day</u>	Last Entry	
000	Cicker Dest Rater	Yes	0	0	0	0		
010	Fisher Ben	Yes	0	0	0	U		
011	Brown Melanie	Yes	U	0	0	0		
012	Merdith Joe	Yes	U	0	0	0		
015	Concerne Receie	Yes	0	0	0	0		
022	Caccamo Bonnie	Yes	0	0	0	0		
023	Struyala Rich	Yes	0	0	0	0		
025	Couper-watts Hazer	Yes	0	0	0	U		
033	Miller Merel	Yes	0	0	0	U		
040	Miller Mark	Yes	0	0	0	U		
044	Miller Crite	Yes	0	0	0	U		
050	Miller Erika MoCiplou Doppo	Vec	0	0	0	0		
051	McGinley Donna	Vec	0	0	0	0		
055	Schlier Trene Davis Marilup	Vec	0	0	0	0		
005	Kabaa Jaha	Vec	0	0	0	0		
070	Olson Jorry	Vec	0	0	0	0		
077	Commonting Kathleon	Vec	0	0	0	0		
101	Debert Deter1	Vec	0	60	0	65.04	01/15/00	00.40.00
101	Robert Rateri	Voc	2	00	0	05.04	01/13/03,	02:43 PM
102	Robert Rater2	Voc	E4	102	40 50	124 17	01/15/03,	02.24 FM
103	Pobert Raters	Voc	34	102	42.52	1 756 04	01/10/03,	02.20 PM
105	Pohert Paters	Vec	0	ó	0	1,750.94	01/13/03,	03.12 PN
106	Pohert Pater6	Voc	0	0	0	0		
107	Pohert Pater7	Vec	0	27	0	55.00	01/15/02	DE ES DM
100	Pohert Pater9	Voc	0	0	0	00.09	01/10/00,	00.00 PN
100	Pohert PaterQ	No	0	0	0	0		
110	Robert Rater10	Yes	0	0	0	0		
111	Robert Rater11	Ves	2.880	9.325	0	0.14	01/15/03	12:34 AM
112	Robert Rater12	Ves	2,000	0,020	0	0.14	01/10/00,	101 AP
110		105	0	U	0	0		

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.

$\mathcal{Y}^{K}$	DINALE							create	e na
				choos	e task	change pa	assword   he	alp   si	gn
e Allro	oles						1/16/0	<u>)3 03:3</u>	4:3
	This is a list of raters	curren	tlv in th	ne svsti	em in a	scendina c	rder hv ET9	5	
	rater ID. Click on th	e ID to	view th	e rater	details				
			۵٢	tivity1	F	fficiency2			
ID	Name	Active	12-hr	7-day	12-hr	7-day	Last Entry		
000	Ordinate Test Rater	Yes	0	<u>, aa</u> ,	0	<u>, aa</u> ,	<u>Last Litty</u>		
010	Fisher Ben	Yes	ñ	Ū.	ñ	ñ			
011	Brown Melanie	Yes	0	0	0	ñ			
012	Merdith Joe	Yes	Ō	Ō	Ō	0			
015	Dunbar Lynne	Yes	0	0	0	0			
022	Caccamo Bonnie	Yes	0	0	0	0			
023	Strugala Rich	Yes	0	0	0	0			
025	Cooper-Watts Hazel	Yes	0	0	0	0			
033	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			
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			
101	Robert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43	Ы
102	Robert Rater2	Yes	0	0	0	0	01/13/03,	02:24	Ы
103	)Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25	Ы
104	Robert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12	Ы
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	P
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	A
112	Robert Rater12	Yes	0	0	0	0			



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	<ul> <li>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.</li> </ul>
Rater Management	<ul> <li>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.</li> </ul>
Lead Rater Management	<ul> <li>View a list of all lead raters in the system ordered by name, examine lead rater details, and create new lead raters.</li> </ul>



3. Click the ID number for a rater.

	ZINIAMT.						eVox:	Rater	
$\mathcal{Y}^{k}$	CDINATE							create	r,
				choos	e task	change pa	assword   h	elp   sig	JN
ke Allr	oles						1/16/	03 03:34	13
	This is a list of rater	- curren	tly in th	no evet	am in a	scendina c	rder by ET	=	
	rater ID. Click on th	e ID to	view th	e rater	details		//doi/ by E1/	_	
			Ac	tivity	E	fficiency <sup>2</sup>			
ID	Name	<u>Active</u>	<u>12-hr</u>	7-day	<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			
012	Merdith Joe	Yes	0	0	0	0			
015	Dunbar Lynne	Yes	0	0	0	0			
022	Caccamo Bonnie	Yes	0	0	0	0			
023	Strugala Rich	Yes	0	0	0	0			
025	Cooper-Watts Hazel	Yes	0	0	0	0			
033	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			
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			
101	Robert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43 F	21
102	Robert Rater2	Yes	0	0	0	0	01/13/03,	02:24 F	21
103	)Robert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25 F	PN
104	Robert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12 F	۶ŀ
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 P	٩Ç
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 /	٩,
112	Robert Rater12	Yes	0	0	0	0			

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

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

ODDINATE	eVox: Rater Detail
URDINATE	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)1: 29 min. All activity (7-day): 29 min. Efficiency (12-hr)2: 45.28 ratings/hr Efficiency (7-day): 45.28 ratings/hr
This is a list of all jobs currently assigned to details. Click on an item count to view and count to view rating details. Click on a relia	<ul> <li>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.</li> </ul>
ETS ETS Assign Job <u>Test id</u> Form id Iter 0002 TS 8750301	ed Valid Activity <u>ms Ratings 12-hr 7-day Reliability³</u> 12 405 29 29 -0.02
<sup>1</sup> Activity — number of minutes spent rating over the 2Efficiency — average number of ratings per hour ∍Reliability — inter-rater reliability for the job.	ne defined period. 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.

ID         Nam           This         rate           This         rate           000         Ordin           010         Fish           0110         Fish           012         Merc           013         Dum           022         Stru           023         Stru           024         Mille           031         Dam           050         Mille           051         McG           054         Mille           055         Schi           050         Mille           011         Robe           102         Robe           103         Robe           104         Robe           103         Robe	is is a list of rater: ier ID. Click on th dinate Test Rater her Ben wn Melanie rdith Joe rdith Joe camo Bonnie	s curren e ID to Active Yes Yes	itly in th view th Ac <u>12-hr</u>	choose he syste le rater	e task   em in a details	change pa scending o	rder by ETS	<b>elp   sign</b> 03 03:34:3 3 
ID         Nam           000         Ordin           010         Fisho           011         Brow           012         Cacc           013         Duran           014         Merc           015         Dund           012         Strun           023         Strun           024         Merc           033         Darm           040         Mille           051         McG           055         Schi           065         Davin           0707         Olso           101         Robe           102         Robe           103         Robe           104         Robe           104         Robe           105         Robe	is is a list of rater ter ID. Click on th Dinate Test Rater her Ben wn Melanie rdith Joe rdith Joe camo Bonnie	s curren e ID to <u>Active</u> Yes Yes	itly in th view th Act <u>12-hr</u>	he syste le rater ctivity1	em in a: details	scending a	1/16/i Inder by ETS	<u>03 03:34::</u> 3 
This           ID         Nam           000         Ordin           010         Fish           011         Brow           012         Cacc           022         Cacc           023         Dont           024         Cacc           025         Coop           033         Darn           040         Mille           045         Mille           051         McG           055         Schi           065         Davit           077         Olso           108         Robe           103         Robe           104         Robe           105         Robe           106         Robe	is is a list of rater: ter ID. Click on th dinate Test Rater her Ben wn Melanie rdith Joe nbar Lynne ccamo Bonnie	s curren e ID to <u>Active</u> Yes Yes	itly in th view th Ac <u>12-hr</u>	he syste <u>le rater</u> ctivity1	em in a: details	scending a	rder by ETS	3
ID         Nam           000         Ordin           0010         Fish           011         Brow           012         Merce           013         Dunt           022         Stru           023         Dunt           024         Mille           031         Dam           035         Schi           035         Schi           035         Schi           0365         Davi           037         Olso           038         Sam           101         Robe           103         Robe           104         Robe           103         Robe           104         Robe           104         Robe           105         Robe	ne ID. Click on th Me dinate Test Rater her Ben hwn Melanie rdith Joe nbar Lynne scamo Bonnie	<u>Active</u> Yes Yes	view th Ac <u>12-hr</u>	tivity1	details			
ID Nam 000 Ordi 010 Fish 011 Brow 012 Merc 015 Dund 015 Dund 015 Cac 023 Stru 025 Coop 033 Darn 040 Mille 051 McG 055 Schi 055 McG 055 Schi 050 Kehc 050 Nil 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	<u>me</u> dinate Test Rater her Ben wm Melanie rdith Joe nbar Lynne scamo Bonnie	Active Yes Yes	Ac <u>12-hr</u>	tivity1				
ID         Nami           000         Ordinic           010         Fish           011         Brow           012         Cacc           022         Cacc           023         Dorn           024         Cacc           025         Coop           030         Darn           040         Mille           0451         McG           0551         McG           0651         McG           077         Olso           102         Robe           103         Robe           104         Robe           104         Robe           105         Robe	<u>me</u> dinate Test Rater her Ben wn Melanie rdith Joe har Lynne ccamo Bonnie	Active Yes Yes	Ac <u>12-hr</u>	tivity	C			
ID         Nam           000         Ordin           0010         Fish           011         Fish           012         Merc           013         Dunt           022         Stru           023         Stru           033         Darn           034         Melle           055         Schi           070         Olso           085         Schi           101         Robe           102         Robe           103         Darn	<u>me</u> dinate Test Rater her Ben wm Melanie rdith Joe nbar Lynne ccamo Bonnie	Active Yes Yes	<u>12-hr</u>		-	fficiencv <sup>2</sup>		
Image         Image           010         Ordin           011         Brow           011         Brow           011         Brow           011         Brow           015         Dunh           015         Dunh           015         Dunh           015         Dunh           015         Dunh           012         Cacc           023         Stru           024         Stru           040         Mille           044         Dela           055         Schi           065         Davin           070         Diso           071 <diso< td="">         Sam           101         Robe           102         Robe           103         Robe           104         Robe           105         Robe</diso<>	dinate Test Rater her Ben wyn Melanie rdith Joe hbar Lynne ccamo Bonnie	Yes		/-dav	12-hr	7-dav	Last Entry	
010         Fishi           011         Fishi           012         Merce           012         Cacc           022         Cacc           023         Strun           020         Strun           030         Darm           040         Mille           051         McG           055         Schi           055         Schi           070         USS           011         Robe           102         Robe           103         Robe           104         Robe	her Ben wn Melanie rdith Joe nbar Lynne ccamo Bonnie	Yes	n	0	0			
011 Brow 012 Merc 015 Dunk 022 Cacc 023 Stru 025 Coop 033 Darn 040 Mille 051 McG 055 Schi 055 Davi 055 Schi 055 Davi 070 Kehc 077 Olso 082 Sam 103 Robe 103 Robe 103 Robe	wn Melanie rdith Joe nbar Lynne ccamo Bonnie		Ő	Ő	Ő	ŏ		
012 Merc 015 Dunk 022 Cacc 023 Stru 025 Coop 033 Darm 0340 Mille 044 Dela 051 McG 055 Schi 065 Davi 065 Davi 065 Davi 070 Kehc 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	rdith Joe nbar Lynne ccamo Bonnie	Yes	0	0	0	0		
015 Dunt 022 Cacc 023 Struu 025 Coop 033 Darn 040 Mille 044 Dela 050 Mille 045 Mille 045 Davi 051 McG 055 Schi 065 Davi 070 Kehc 101 Robe 103 Robe 103 Robe	nbar Lynne ccamo Bonnie	Yes	0	0	0	Ō		
022 Cacc 023 Stru 025 Coop 033 Dam 040 Mille 054 Dela 055 Schi 065 Davil 070 Kehc 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe	ccamo Bonnie	Yes	0	0	0	0		
023 Stru 025 Coop 033 Darn 040 Mille 044 Dela 050 Mille 051 McG 055 Schi 065 Davi 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 103 Robe 105 Robe		Yes	0	0	0	0		
025 Coop 033 Darme 040 Mille 054 Dela 050 Mille 051 McG 055 Schi 065 Davi 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	uqala Rich	Yes	0	0	0	0		
033 Dam 040 Mille 044 Dela 050 Mille 051 McG 055 Schi 075 Schi 070 Keho 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	oper-Watts Hazel	Yes	0	0	0	0		
040 Mille 044 Dela 050 Mille 051 McG 055 Schi 065 Davi 070 Keho 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	noi Sally Ann	Yes	0	0	0	0		
044 Dela 050 Mille 051 McG 055 Schi 065 Davi 070 Kehc 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe	er Mark	Yes	0	0	0	0		
050 Mille 051 McG 055 Schi 065 Davi 070 Keho 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	ahunty Julia	Yes	0	0	0	0		
051 McG 055 Schi 065 Davi 070 Keho 077 Olso 082 Sam 101 Robe 103 Robe 103 Robe 104 Robe	er Erika	Yes	0	0	0	0		
055 Schi 065 Davi 070 Keho 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	Ginley Donna	Yes	0	0	0	0		
065 Davi 070 Keho 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	hiller Írene	Yes	0	0	0	0		
070 Keho 077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	vis Marilyn	Yes	0	0	0	0		
077 Olso 082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	noe John	Yes	0	0	0	0		
082 Sam 101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	on Jerry	Yes	0	0	0	0		
101 Robe 102 Robe 103 Robe 104 Robe 105 Robe	mmartino Kathleen	Yes	0	0	0	0		
102 Robe 103 Robe 104 Robe 105 Robe	oert Rater1	Yes	2	60	0	65.84	01/15/03,	02:43 Pf
103 Robe 104 Robe 105 Robe	pert Rater2	Yes	0	0	0	0	01/13/03,	02:24 Pf
104 Robe 105 Robe	pert Rater3	Yes	54	102	42.52	134.17	01/16/03,	02:25 Pf
105 Robe	oert Rater4	Yes	0	7	0	1,756.94	01/15/03,	03:12 Pf
106 Pobe	pert Rater5	Yes	0	0	0	0		
TOO KODE	pert Rater6	Yes	0	0	0	0		
107 Robe	pert Rater7	Yes	0	37	0	55.09	01/15/03,	05:56 Pf
108 Robe	pert Rater8	Yes	0	0	0	0		
109 Robe	pert Rater9	No	0	0	0	0		
110 Robe	pert Rater10	Yes	0	0	0	0		
111 Robe		Yes	2,880	9,325	0	0.14	01/15/03,	12:34 AF
112 Robe	oert Rater11	Yes	0	0	0	0		

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

ORDU	NATE	eVox: Rater Detail
		choose task   change password   help   sign out
Mike Allroles		1/14/03 05:53:35 PM
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/hr
PIN:	99990001	Efficiency (7-day): 0.0 ratings/hr
Update		
This is a list c details. Click count to view matrix.	of all jobs currently assigned to on an item count to view and and invalidate rating details.	<ul> <li>this rater Click on a job number to view job edit assignments of test items. Click on a rating Click on a reliability estimate to view a reliability</li> </ul>
	ETC ETC Ito	m Poting Activity
	lob Test id Form id Cou	nt Count 12-br 7-day Reliability3
	0001 TS 8750301	
1Activity - num	nber of minutes spent rating over th	ne defined period.
<sup>2</sup> Efficiency — a	verage number of ratings per hour	over the defined period across all jobs.
3Reliability — ir	ter-rater reliability for the job.	
		« rater list



5. Click invalidate ratings.

-								
						eVox	: Rate	er Reliability
							(inv	alidate ratings
			choos	e task	chan	ge pas	sword	help   sign out
							1/14	4/03 05:48:23 PM
Job number: 0001 Test ID: TS Form ID: 8750301 Create date: 01/10/03, 09:00 PM					Numt Maxir	per of i mum c	s items to ontributi	Status: ACTIVE double rate: 3 ion per rater: 2
					Efficie Effici	ency (: ency (	12-hr)‡: 7-day):	0.0 ratings/hr. 0.0 ratings/hr. Reliability²: 0.0
Date range: 12/25/02, 12:00 PM — 01/13/03, 02:24 PM Number of ratings: 327 Activity (12-hr)?: 0 min. Activity (7-day): 0 min. Click on a cell in the comparison matrix to view the ratings detail for the cell								
			Other	Rater	Scori	na		
	Ιo	2	3	4	5	6	Total	
0	0	0	0	0	0	0	0	-
2	0	26	8	4	3	6	47	-
. 3	0	7	11	5	8	3	34	-
4	0	10	7	7	3	6	33	-
5	0	3	7	8	8	10	36	-
6	0	5	3	4	19	15	46	-
Total	0	51	36	28	41	40	196	-
er of ratin	igs per	hour o'	/er the	defined	l period	across	all jobs.	
ability acr es spent r	oss all ating o	jobs. ver the	define	d period	d for thi	s job.	,	
	)9:00 PM 2:00 PM parison - 2 - 3 - 4 - 5 - 6 Total	)9:00 PM 2:00 PM — 01/ parison matrix 0 0 0 0 - 3 0 4 0 5 0 6 0 Total 0 er of ratings per es spent ration	09:00 PM           2:00 PM - 01/13/03           parison matrix to vie           0         0           2         0           2         0           2         0           2         0           2         0           3         0           7         4           4         0           5         0           3         6           5         7           4         0           5         0           3         6           5         7           10         5           5         0           6         0           5         10           5         0           6         0           5         7           6         0           6         5           7         10	2:00 PM $- 01/13/03$ , 02:2- parison matrix to view the $\frac{0}{2}$ $\frac{2}{3}$ $\frac{3}{0}$ $\frac{3}{7}$ $\frac{0}{11}$ $\frac{4}{5}$ $\frac{0}{3}$ $\frac{2}{7}$ $\frac{3}{7}$ $\frac{3}{7}$ $\frac{11}{10}$ $\frac{4}{7}$ $\frac{10}{5}$ $\frac{7}{3}$ $\frac{7}{7}$ $\frac{11}{10}$ $\frac{10}{7}$ $\frac{7}{5}$ $\frac{10}{7}$ $\frac{3}{7}$ $\frac{11}{7}$ $\frac{10}{7}$	$\frac{choose task}{choose task}$ $09:00 \text{ PM} = 01/13/03, 02:24 \text{ PM}$ $parison matrix to view the rating  \frac{0}{2} \frac{2}{3} \frac{3}{4} \frac{4}{10} \frac{0}{2} 0 \frac{2}{26} \frac{3}{4} \frac{4}{10} \frac{0}{2} 0 \frac{2}{26} \frac{8}{4} \frac{4}{10} \frac{10}{5} \frac{7}{11} \frac{5}{5} \frac{4}{5} 0 \frac{3}{3} \frac{7}{11} \frac{1}{5} \frac{4}{5} 0 \frac{3}{3} \frac{7}{11} \frac{3}{5} \frac{4}{5} 0 \frac{3}{5} \frac{3}{4} \frac{4}{10} \frac{10}{5} \frac{7}{3} \frac{3}{6} \frac{2}{28} er of ratings per hour over the defined action even the defined action over the defined acti$	Choose task   chan           Num           19:00 PM           Efficie           2:00 PM - 01/13/03, 02:24 PM           parison matrix to view the ratings deta           0         2           0         2           0         2           0         0           2         3           0         2           2         3           0         0           2         0           2         0           3         0           7         11           5         0           3         7           10         7           3         3           0         10           7         3           5         0           3         7           4         10           7         3           6         0           5         3           4         19           Total         0           5         3           6         5           7         3           6         28	$eVox \\ \hline \\ $	Provide the sector of ratings per hour over the defined period across all jobs. defined period across all jobs. defined period for this iob.

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
<b>Rater: Robert Rate</b> ETS rater id: PIN: Reliability: Number of ratings	<b>r2</b> 102 99990001 0 : 327
<b>Job: 0001</b> ETS test number: ETS form id: Create date: Status:	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