

DOTS Paper Test Scoring Tool

How to score your Drumcondra paper tests on DOTS

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

- Drumcondra Primary Reading Test
- Drumcondra Primary Maths Test
- Triail Mhatamaitice Dhroim Conrach (Maths Test as Gaeilge)
- Triail Ghaeilge Dhroim Conrach – R (English-medium schools)
- Triail Ghaeilge Dhroim Conrach – G (Scoilleana lán-Ghaeilge & Gaeltachta)

The scoring process can be summarised in five steps:

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

These steps will be described in more detail below.

Create Class

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



The screenshot shows the DOTS school administration interface. On the left, a dark sidebar menu contains several options: 'School Home', 'Users', 'Order Tests', 'Order Tracking', 'Classes', 'Students', 'Test Scheduler', and 'Paper Test Scoring'. The 'Classes' option is expanded, showing 'Online Test Class' and 'Paper Test Class', with 'Paper Test Class' circled in red. The main content area is divided into two sections. The top section, 'School Information', displays details for 'ERC UAT school', including Level, School language of instruction, Phone, Country, Address, Roll Number, School Gender, Email, and County. The bottom section, 'Product Balance', shows a table with columns for Product Id and Product, listing 'Drumcondra PaeL Primary Maths Test (PBMT1)'.

School Information	
Name	ERC UAT school
Level	Roll Number
School language of instruction	99999x
English & Gaeilge	School Gender
Phone	Mixed
1111	Email
Country	aidan.clerkin@erc.ie
Ireland	County
Address	Donegal
Dún na nGall	

Product Balance	
Product Id	Product
57	Drumcondra PaeL Primary Maths Test (PBMT1)

2. Click the *Create Class* button in the top-right corner and enter your class details. The only required fields are *Name*, *Academic Year*, and *Class/Year* (i.e. 1st Class, 2nd Class, etc.). When you have entered all of the required information, click *Save*.

Add Students to Class

1. You will now be presented with a screen where you can enter student names and details. The only required fields are *First Name* and *Last Name* – Date of Birth and Gender are optional. When you have entered the first student's name, click the *Add* button to add another student, and continue for the rest of the class.
 - i. Alternatively, you can upload a spreadsheet of student names. Click the “*Download the CSV template*” link at the top of the page to get a blank spreadsheet. Student names can be copied into the appropriate columns (again, Date of Birth and Gender are optional). You can then save this CSV file, and click the *Upload file with students* button on DOTS. Select the CSV file you just saved, and the student names will fill in on the page.

Add Students Back Save

Use this tool to add or import multiple students from a CSV file. [Download the CSV template](#)

Class *
Test Class 29-02-2024

Students List Upload file with students

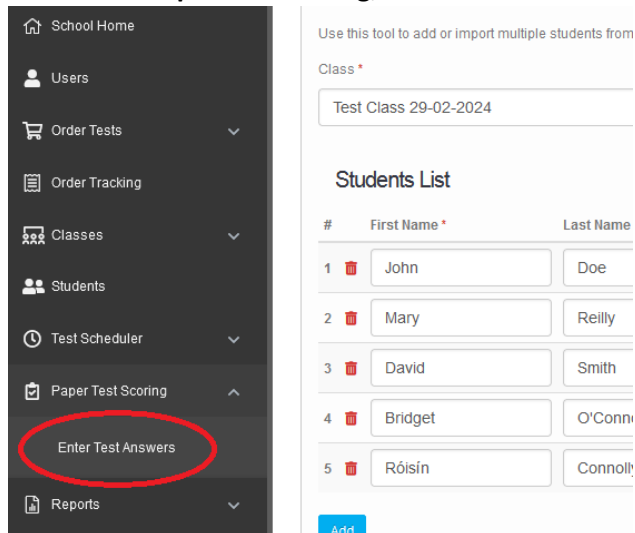
#	First Name *	Last Name *	Date of Birth	Gender	Login Number *	Password *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose one --	9839-7203	rend-ease

Add

2. Click the *Save* button in the top-right corner to save the students to the class.

Create Paper Test Scoring Session

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



Use this tool to add or import multiple students from

Class *

Test Class 29-02-2024

Students List

#	First Name *	Last Name
1	John	Doe
2	Mary	Reilly
3	David	Smith
4	Bridget	O'Conn
5	Róisín	Connoll

Add

2. Click *Create Session* in the top-right corner to set up the scoring process. You will need to enter a name for the scoring session (e.g. “Ms Corrigan 3rd Class Maths 2024”), select the class to be scored, and select the subject and level of the test. The codes for the various test subjects are as follows:
 - i. **PMT**: Primary Maths Test
 - ii. **PRT**: Primary Reading Test
 - iii. **TMDB**: Triail Mhatamaitice (Maths Test as Gaeilge)
 - iv. **TGDR**: Irish Test (English-medium schools)
 - v. **TGDG**: Triail Ghaeilge (Scoilleana lán-Ghaeilge & Gaeltachta)
3. If there are any students in the class who have not taken the test, and will not be scored, you can press the red arrow next to their name to exclude them from the scoring session.
4. When you have finished entering the data, click *Save* to complete the creation of the scoring session.

Enter Test Responses

1. You will now be presented with a list of students, with their class name and scoring session noted alongside. If you are scoring multiple groups, you can use the filtering options near the top of the page to only show students from a particular class, or only students who have taken a particular test. Just select the desired filter option from the drop-down menu, and then press the *Search* button.

Enter Test Scoring - Enter Test Answers Create Session

Class: Test Class 29-02-2024 Session: Ms Duffy 3rd Class Reading Spring 2024 Test: Type to select a test type

Show 100 entries Clear Filters ✕ Search 🔍

<input type="checkbox"/>	Session Name	Class	Test Type	Test Form	First Name	Last Name	Status	Options
<input type="checkbox"/>	Ms Duffy 3rd Class Reading Spring 2024	Test Class 29-02-2024	PRT3 (P)	---	Bridget	O'Connor	Not captured	⚙️
<input type="checkbox"/>	Ms Duffy 3rd Class Reading Spring 2024	Test Class 29-02-2024	PRT3 (P)	---	David	Smith	Not captured	⚙️
<input type="checkbox"/>	Ms Duffy 3rd Class Reading Spring 2024	Test Class 29-02-2024	PRT3 (P)	---	John	Doe	Not captured	⚙️
<input type="checkbox"/>	Ms Duffy 3rd Class Reading Spring 2024	Test Class 29-02-2024	PRT3 (P)	---	Mary	Reilly	Not captured	⚙️
<input type="checkbox"/>	Ms Duffy 3rd Class Reading Spring 2024	Test Class 29-02-2024	PRT3 (P)	---	Róisín	Connolly	Not captured	⚙️

Showing 1 to 5 of 5 entries < 1 >

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

Class Reading Spring 2024 Create Session

Test: Type to select a test type

Clear Filters ✕ Search 🔍

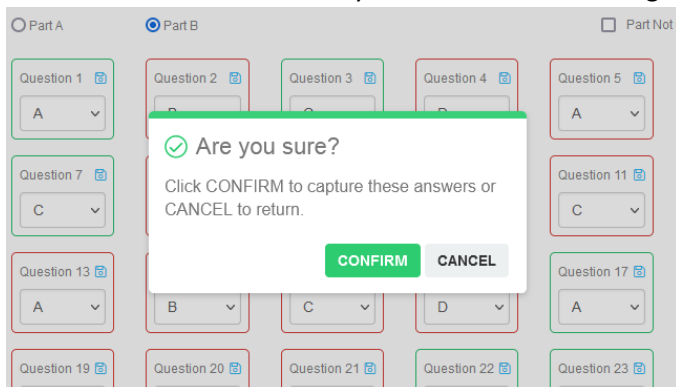
Test Type	Test Form	First Name	Last Name	Status	Options
PRT3 (P)	---	Bridget	O'Connor	Not captured	⚙️
PRT3 (P)	---	David	Smith	Not captured	⚙️
PRT3 (P)	---	John	Doe	Not captured	⚙️
PRT3 (P)	---	Mary	Reilly	Not captured	⚙️
PRT3 (P)	---	Róisín	Connolly	Not captured	⚙️

3. You will be prompted to select what form of the test the student has taken (i.e. Form A or Form B), and, for certain tests, the time of year the test was administered (i.e. spring or autumn). Select the appropriate test form and click *Save*. If the incorrect form is chosen, you can return to the **Paper Test Scoring** → **Enter Test Answers** screen at any time, click the cog wheel next to the student's name, and select *Change Form*.
4. You can now enter the student's responses using the drop-down box for each question.
 - i. If a student has left the question blank, select *No Answer*

- ii. if they have answered improperly (e.g. selecting more than one answer), select *Invalid Answer*.

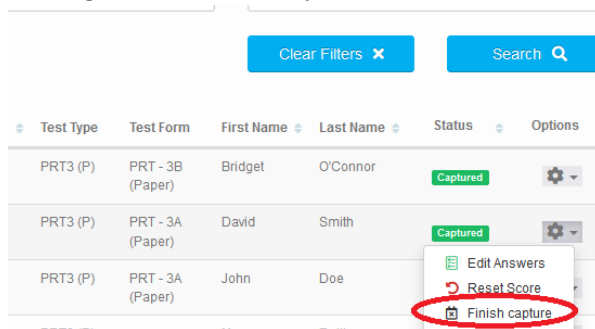
As you are entering the student's responses, you can see whether their answer was correct by the colour of the border around the question box (green for correct, red for incorrect). This information is also summarised to the right of the answers.

5. When you have finished with a part of the test, you can move to the next part using the options above the questions (e.g. Part A / Part B).
6. If you need to pause in the middle of entering responses, you can save your progress by clicking the *Save* button to the right of the questions. This will bring you back to the **Enter Test Answers** screen, where you can resume scoring by clicking the cog wheel next to the student's name and selecting *Complete Answers*.
7. When you have finished entering all of a student's responses, you can complete the scoring process by clicking the *Finish* button. If you have not entered responses for all of the questions, you will be prompted to go back and fill in the missing responses. Otherwise, you will be asked to confirm that you want to finish scoring this student. Click *Confirm* to finish.

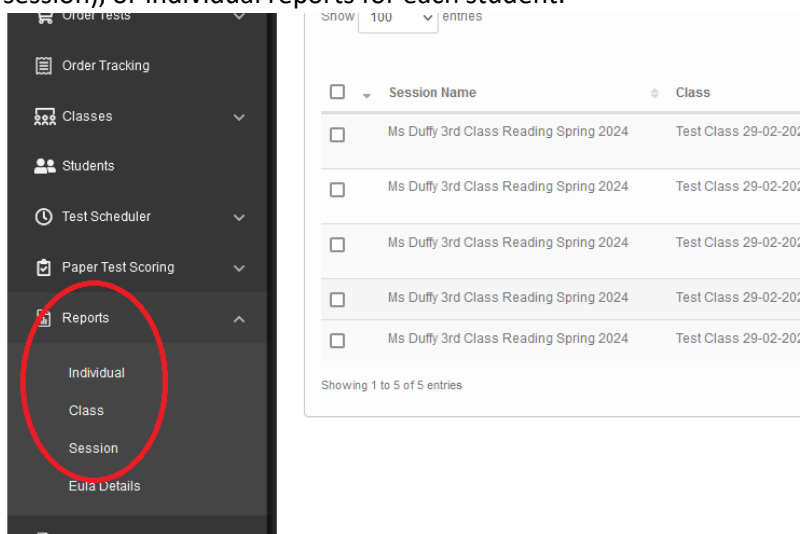


Finish Session and Download Reports

1. When you have entered answers for all of the pupils in a scoring session, you can close the session to generate reports with the students' standardised scores. You do this by clicking the cog wheel next to any student in the session and selecting *Finish Capture*.



2. Your reports will now be available for download under **Reports** in the menu on the left-hand side. You can either download group reports (for a particular class or particular scoring session), or individual reports for each student.



3. Individual reports are available in PDF format, and group reports are available in both PDF and spreadsheet formats. We would advise that you download and back up your reports as soon as they are generated, as they will not be stored on the DOTS system indefinitely. See our Data Protection FAQs for more information:

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