



eVox Web User Guide

Field Trial version, January 2003

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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

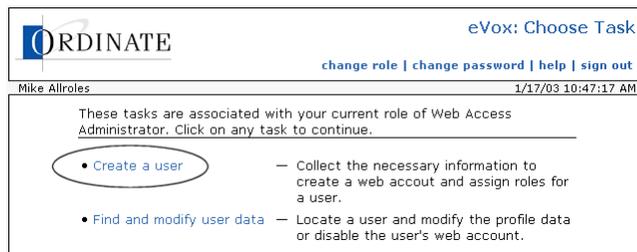
Users with the Web Access Administrator role are the gatekeepers of the rating process. A Web Access Administrator creates the accounts in the eVox Web application for the people who will be doing the rating management work and assigns the roles to those accounts.

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**.



ORDINATE eVox: Choose Task

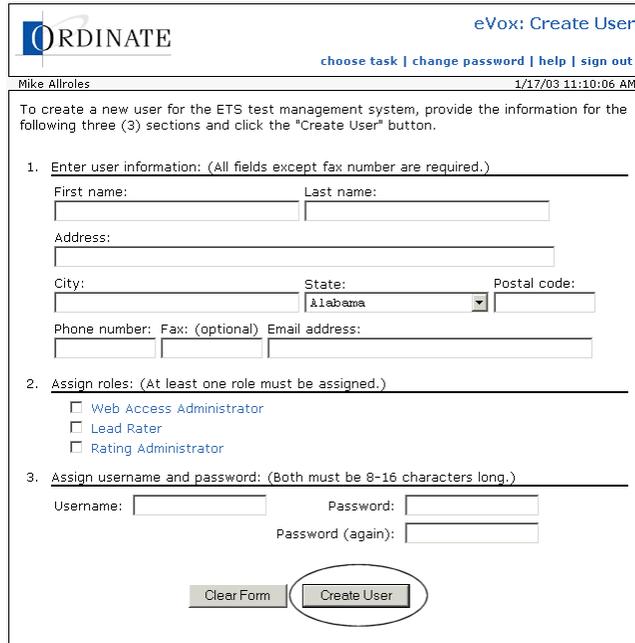
change role | change password | help | sign out

Mike Allroles 1/17/03 10:47:17 AM

These tasks are associated with your current role of Web Access Administrator. Click on any task to continue.

- **Create a user** — Collect the necessary information to create a web account and assign roles for a user.
- Find and modify user data — Locate a user and modify the profile data or disable the user's web account.

3. Enter the user's information.



- 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	✓	✓*
View job details	✓	✓*
View rater list	✓	✓**
View rater details	✓	✓**
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	✓	✓***
View reliability analysis	✓	✓*
View rating details	✓	✓***
Invalidate ratings	✓	✓

* 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.

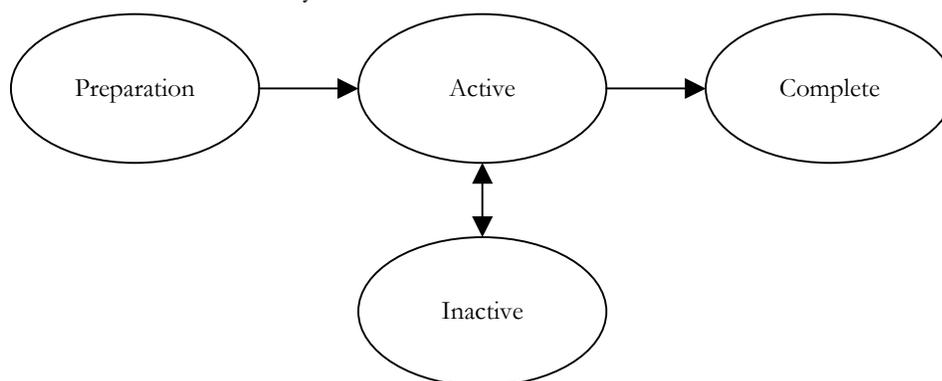


Figure 1: Job Management workflow showing job statuses.

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).

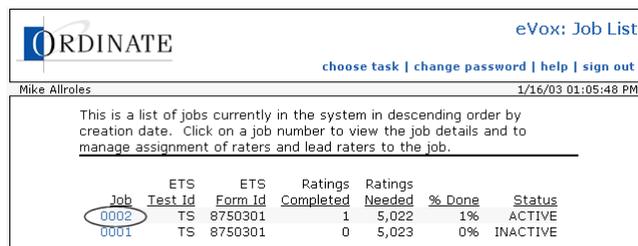
View job details

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.



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

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.


eVox: Rater List

Mike Allroles
1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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.

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:**

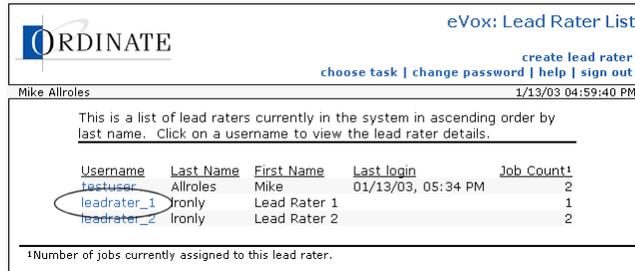
1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
2. Click **Lead Rater Management**.

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.



The screenshot shows the 'eVox: Lead Rater List' page. At the top, there is a navigation bar with the ORDINATE logo and links for 'create lead rater', 'choose task', 'change password', 'help', and 'sign out'. Below this, the user 'Mike Allroles' is logged in as of 1/13/03 04:59:40 PM. The main content area contains a message: 'This is a list of lead raters currently in the system in ascending order by last name. Click on a username to view the lead rater details.' Below the message is a table with the following data:

Username	Last Name	First Name	Last login	Job Count ¹
testuser	Allroles	Mike	01/13/03, 05:34 PM	2
leadrater_1	Ironly	Lead Rater 1		1
leadrater_2	Ironly	Lead Rater 2		2

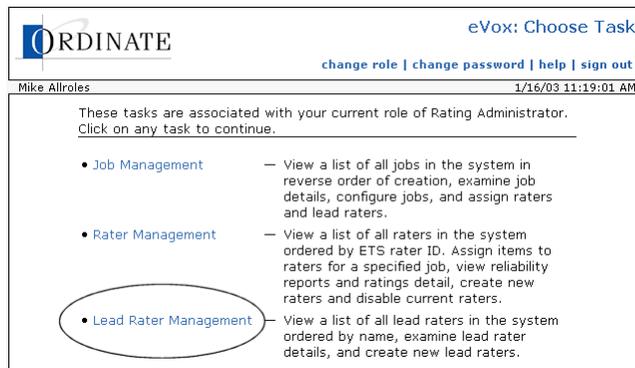
¹Number of jobs currently assigned to this lead rater.

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:**

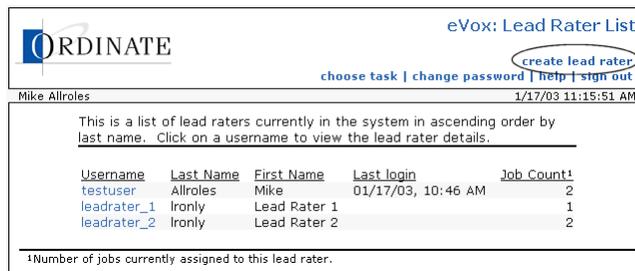
1. If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
2. Click **Lead Rater Management**.



The screenshot shows the 'eVox: Choose Task' page. At the top, there is a navigation bar with the ORDINATE logo and links for 'change role', 'change password', 'help', and 'sign out'. Below this, the user 'Mike Allroles' is logged in as of 1/16/03 11:19:01 AM. The main content area contains a message: 'These tasks are associated with your current role of Rating Administrator. Click on any task to continue.' Below the message is a list of tasks:

- **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 **create lead rater**.

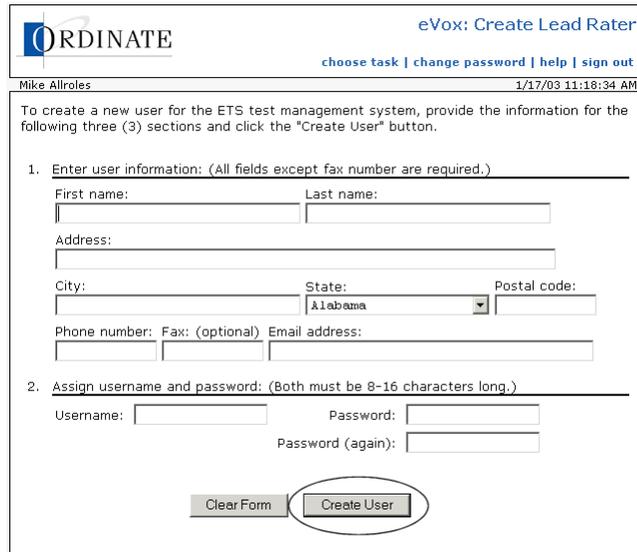


The screenshot shows the 'eVox: Lead Rater List' page. At the top, there is a navigation bar with the ORDINATE logo and links for 'create lead rater', 'choose task', 'change password', 'help', and 'sign out'. Below this, the user 'Mike Allroles' is logged in as of 1/17/03 11:15:51 AM. The main content area contains a message: 'This is a list of lead raters currently in the system in ascending order by last name. Click on a username to view the lead rater details.' Below the message is a table with the following data:

Username	Last Name	First Name	Last login	Job Count ¹
testuser	Allroles	Mike	01/17/03, 10:46 AM	2
leadrater_1	Ironly	Lead Rater 1		1
leadrater_2	Ironly	Lead Rater 2		2

¹Number of jobs currently assigned to this lead rater.

4. Enter the lead rater's information.



- 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**.

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

eVox: Rater List

create rater
choose task | change password | help | sign out

Mike Allroles 1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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.

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

eVox: Rater Detail

create rater
choose task | change password | help | sign out

Mike Allroles 1/17/03 11:35:53 AM

Name: RobertRater2 All activity (12-hr)¹: 0 min.
 ETS rater ID: 102 All activity (7-day): 47 min.
 Active: Yes Efficiency (12-hr)²: 0.5 ratings/hr
 PIN: 99990001 Efficiency (7-day): 42.42 ratings/hr

This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	Test_id	ETS Form_id	ETS Assigned Items	Valid Ratings	Activity		Reliability ³
					12-hr	7-day	
0002	TS	8750301	12	416	0	47	0.24

¹Activity — number of minutes spent rating over the defined period.
²Efficiency — average number of ratings per hour over the defined period across all jobs.
³Reliability — inter-rater reliability for the job.

[« rater list](#)

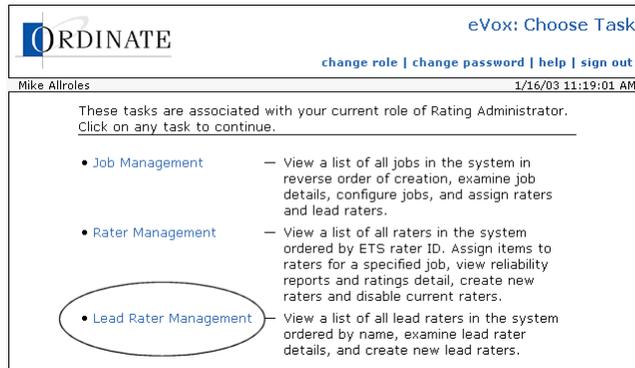
- Click **Update**.
- Click **OK**.

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 Rating 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**.



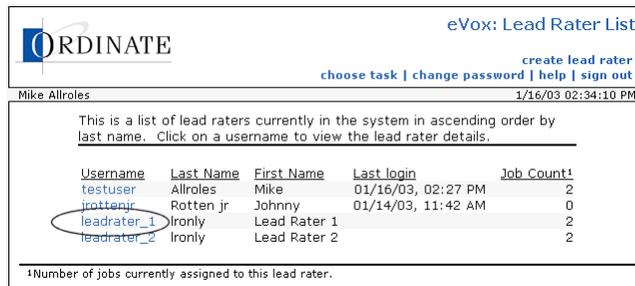
ORDINATE eVox: Choose Task
change role | change password | help | sign out

Mike Allroles 1/16/03 11:19:01 AM

These tasks are associated with your current role of Rating Administrator. Click on any task to continue.

- 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 a lead rater username.



ORDINATE eVox: Lead Rater List
create lead rater
choose task | change password | help | sign out

Mike Allroles 1/16/03 02:34:10 PM

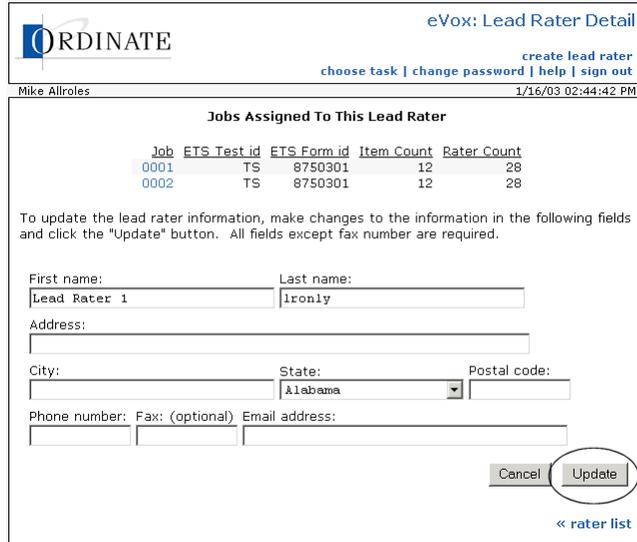
This is a list of lead raters currently in the system in ascending order by last name. Click on a username to view the lead rater details.

Username	Last Name	First Name	Last login	Job Count ¹
testuser	Allroles	Mike	01/16/03, 02:27 PM	2
jratttenjr	Rotten jr	Johnny	01/14/03, 11:42 AM	0
leadrater_1	Ironly	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**.



ORDINATE eVox: Lead Rater Detail
 create lead rater
 choose task | change password | help | sign out
 Mike Allroles 1/16/03 02:44:42 PM

Jobs Assigned To This Lead Rater

Job	ETS Test id	ETS Form id	Item Count	Rater Count
0001	TS	8750301	12	28
0002	TS	8750301	12	28

To update the lead rater information, make changes to the information in the following fields and click the "Update" button. All fields except fax number are required.

First name: Last name:
 Address:
 City: State: Postal code:
 Phone number: Fax: (optional) Email address:

[« rater list](#)

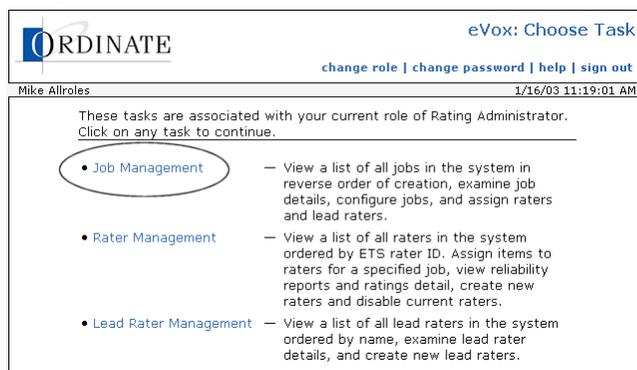
6. Click **OK**.

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**.



ORDINATE eVox: Choose Task
 change role | change password | help | sign out
 Mike Allroles 1/16/03 11:19:01 AM

These tasks are associated with your current role of Rating Administrator. Click on any task to continue.

- **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.

- Click the number of a job.

Job	ETS 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

- Click **assign raters**.

Seq	Item	Raters	Done	Needed	Percent
1	TS1111111	12	1	427	1%
2	TS222221	11	0	412	0%
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.

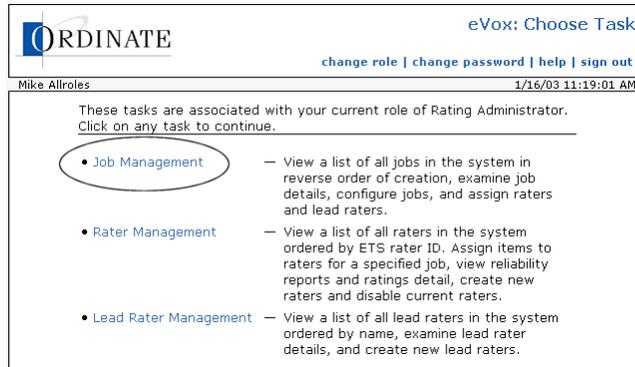
- Click **>>**.
- Click **Update**.

Remove raters from jobs

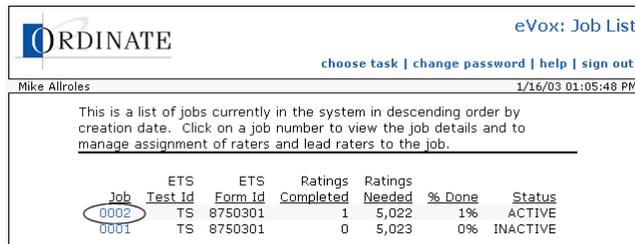
Only a Rating Administrator can remove raters from jobs.

► **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**.

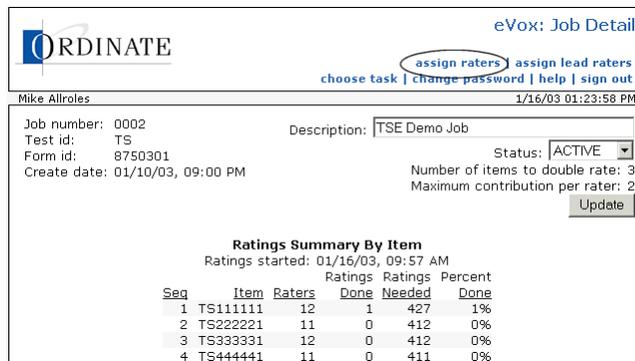


3. Click the number of a job.



Job	Test Id	ETS Form Id	ETS Ratings Completed	ETS Ratings Needed	% Done	Status
0002	TS	8750301	1	5,022	1%	ACTIVE
0001	TS	8750301	0	5,023	0%	INACTIVE

4. Click **assign raters**.



Seq	Item	Raters	Done	Ratings Needed	Percent Done
1	TS111111	12	1	427	1%
2	TS222221	11	0	412	0%
3	TS333331	12	0	412	0%
4	TS444441	11	0	411	0%

- 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.

- Click **◀◀**.
- 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:**

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

- Click the number of a job.


eVox: Job List

[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 01:05:48 PM

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.

Job	ETS Test Id	ETS Form Id	Ratings Completed	Ratings Needed	% Done	Status
<u>0002</u>	TS	8750301	1	5,022	1%	ACTIVE
0001	TS	8750301	0	5,023	0%	INACTIVE

- Click **Assign lead raters**.


eVox: Job Detail

[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/17/03 11:39:08 AM

Job number: 0002 Description: TSE Rating Job

Test id: TS Status: ACTIVE

Form id: 8750301 Number of items to double rate: 3

Create date: 01/10/03, 09:00 PM Maximum contribution per rater: 2

Ratings Summary By Item
 Ratings started: 12/25/02, 12:00 PM

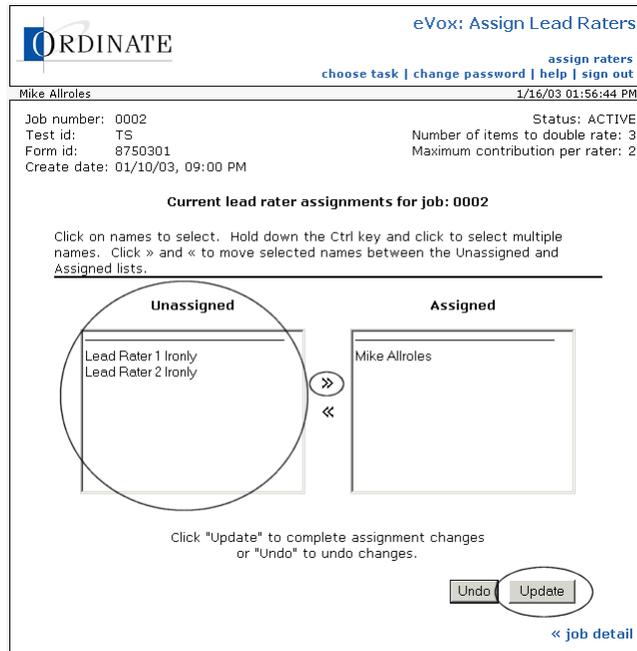
Seq	Item	Raters	Done	Ratings Needed	Percent
1	TS111111	10	238	229	51%
2	TS222221	10	214	223	49%
3	TS333331	10	235	213	53%
4	TS444441	10	217	232	49%
5	TS555551	10	223	227	50%
6	TS666661	9	220	217	51%
7	TS777771	10	228	227	51%
8	TS888881	10	223	219	51%
9	TS999991	10	227	231	50%
10	TS000010	10	222	233	49%
11	TS000011	10	232	220	52%
12	TS000012	10	216	225	49%
		12	2,695	2,696	50%

Rubric Summary Data
 TSE Rating Rubrics

Rating	Description
0	Ungradeable
2	No effective communication: no evidence of ability to perform task
3	Communication generally not effective: task performed poorly
4	Communication somewhat effective: task performed somewhat competently
5	Communication generally effective: task performed competently
6	Communication almost always effective: task performed very competently

[<< view job list](#)

- 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.



ORDINATE eVox: Assign Lead Raters

assign raters
choose task | change password | help | sign out

Mike Allroles 1/16/03 01:56:44 PM

Job number: 0002 Status: ACTIVE
Test id: TS Number of items to double rate: 3
Form id: 8750301 Maximum contribution per rater: 2
Create date: 01/10/03, 09:00 PM

Current lead 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

Lead Rater 1 Ironly
Lead Rater 2 Ironly

Assigned

Mike Allroles

Click "Update" to complete assignment changes or "Undo" to undo changes.

Undo Update

[« job detail](#)

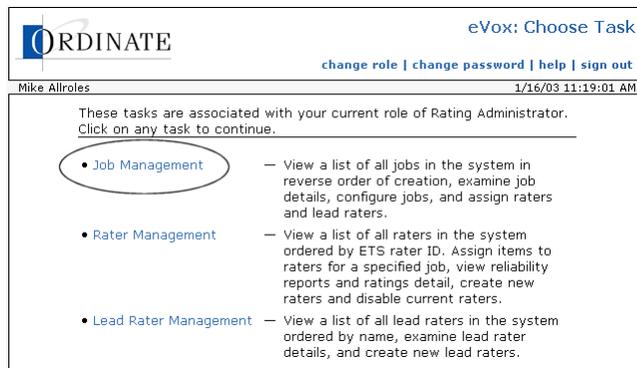
- Click >>.
- Click **Update**.

Remove lead raters from jobs

Only a Rating Administrator can remove lead raters from jobs.

► To remove lead raters from a job:

- If you have multiple roles, then on the Choose Task page, click **Rating Administrator**.
- 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 with your current role of Rating Administrator. Click on any task to continue.

- **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.

- Click the number of a job.

Job	Test Id	ETS Form Id	ETS Completed	Ratings Needed	Ratings % Done	Status
0002	TS	8750301	1	5,022	1%	ACTIVE
0001	TS	8750301	0	5,023	0%	INACTIVE

- Click **Assign lead raters**.

Item	Raters	Done	Ratings Needed	Percent Done
TS000001	0	0	0	0%
TS000002	0	0	0	0%
TS000003	0	0	0	0%

- 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.

- Click **<<**.
- 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**.

ORDINATE eVox: Choose Task
change role | change password | help | sign out

Mike Allroles 1/16/03 11:19:01 AM

These tasks are associated with your current role of Rating Administrator. Click on any task to continue.

- 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.

ORDINATE eVox: Rater List
create rater
choose task | change password | help | sign out

Mike Allroles 1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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	Sarmartino 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	

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.

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

eVox: Rater Detail

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 03:23:12 PM

Name:

ETS rater id:

Active:

PIN:

All activity (12-hr)¹: 54 min.

All activity (7-day): 102 min.

Efficiency (12-hr)²: 42.52409 ratings/hr

Efficiency (7-day): 134.16516 ratings/hr

This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	ETS	ETS	Item	Rating	Activity			Reliability ³
	Test id	Form id	Count	Count	12-hr	7-day		
0001	TS	8750301	12	952	54	102	0.0	
0002	TS	8750301	12	0	54	102	0.0	

¹Activity — number of minutes spent rating over the defined period.

²Efficiency — average number of ratings per hour over the defined period across all jobs.

³Reliability — inter-rater reliability for the job.

[« rater list](#)

- 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.

eVox: Assign Items

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 03:24:41 PM

Name: Robert Rater3

ETS rater id: 103

Active: Yes

PIN: 99990002

Activity¹ (12-hr): 54 min.

Activity (7-day): 102 min.

Efficiency² (12-hr): 42.52409

Efficiency (7-day): 134.16516

Reliability³: 0.0

Item Assignments For Job: 0002

Click on items to select. Hold down the Ctrl key and click to select multiple items. Click » and « to move selected items between the Unassigned and Assigned lists.

Unassigned

TS222221
TS333331
TS666661
TS888881

»

«

Assigned

TS111111
TS44441
TS555551
TS777771
TS999991
TS000010
TS000011
TS000012

Click "Update" to complete assignment changes or "Cancel" to cancel changes.

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.

³Reliability — inter-rater reliability across all jobs.

[« rater detail](#)

- Click **»»**.
- 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**.


eVox: Choose Task

change role | change password | help | sign out

Mike Allroles
1/16/03 11:19:01 AM

These tasks are associated with your current role of Rating Administrator. Click on any task to continue.

- 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.


eVox: Rater List

choose task | change password | help | sign out
create rater

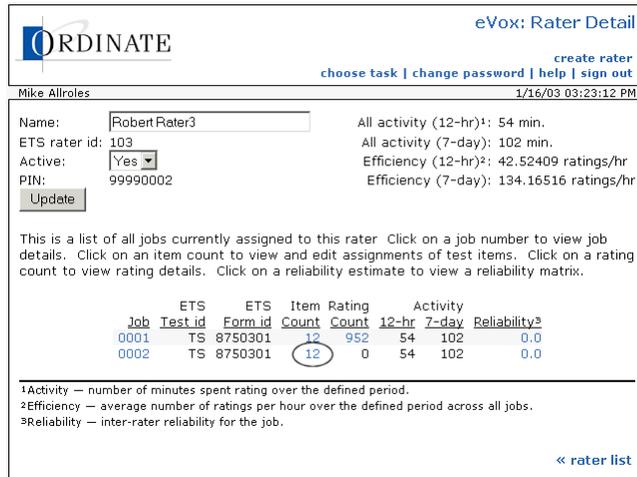
Mike Allroles
1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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.

- Click the Item Count of a job.



ORDINATE eVox: Rater Detail
[choose task](#) | [change password](#) | [help](#) | [sign out](#) [create rater](#)

Mike Allroles 1/16/03 03:23:12 PM

Name: Robert Rater3 All activity (12-hr)¹: 54 min.
 ETS rater id: 103 All activity (7-day): 102 min.
 Active: Yes Efficiency (12-hr)²: 42.52409 ratings/hr
 PIN: 99990002 Efficiency (7-day): 134.16516 ratings/hr

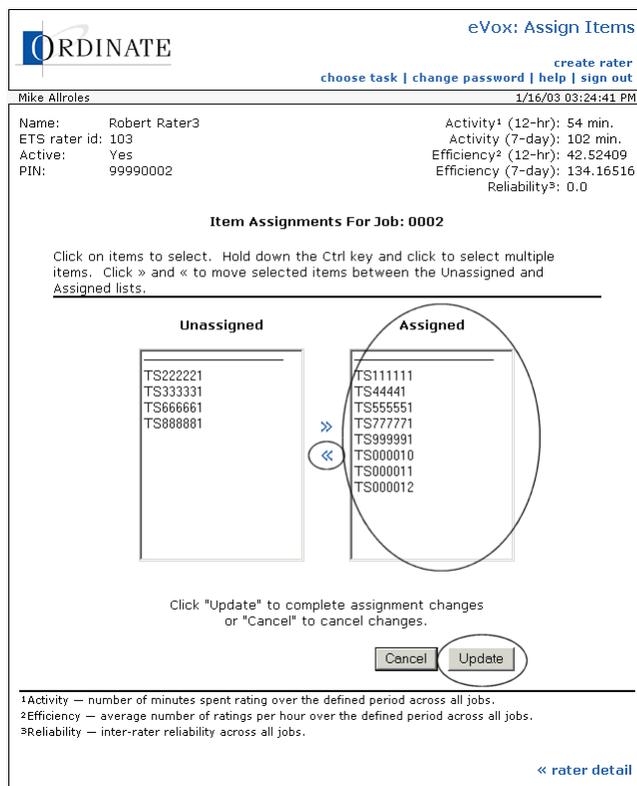
This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	ETS	ETS	Item	Rating	Activity		Reliability ³
	Test id	Form id	Count	Count	12-hr	7-day	
0001	TS	8750301	12	952	54	102	0.0
0002	TS	8750301	12	0	54	102	0.0

¹Activity — number of minutes spent rating over the defined period.
²Efficiency — average number of ratings per hour over the defined period across all jobs.
³Reliability — inter-rater reliability for the job.

[« rater list](#)

- 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.



ORDINATE eVox: Assign Items
[choose task](#) | [change password](#) | [help](#) | [sign out](#) [create rater](#)

Mike Allroles 1/16/03 03:24:41 PM

Name: Robert Rater3 Activity¹ (12-hr): 54 min.
 ETS rater id: 103 Activity (7-day): 102 min.
 Active: Yes Efficiency² (12-hr): 42.52409
 PIN: 99990002 Efficiency (7-day): 134.16516
 Reliability³: 0.0

Item Assignments For Job: 0002

Click on items to select. Hold down the Ctrl key and click to select multiple items. Click » and « to move selected items between the Unassigned and Assigned lists.

Unassigned

TS222221
 TS333331
 TS666661
 TS888881

»

«

Assigned

TS111111
 TS44441
 TS555551
 TS777771
 TS999991
 TS000010
 TS000011
 TS000012

Click "Update" to complete assignment changes or "Cancel" to cancel changes.

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.
³Reliability — inter-rater reliability across all jobs.

[« rater detail](#)

- Click **««**.
- 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:

		Comparison Rater						Total
		0	2	3	4	5	6	
This Rater	0	0	0	0	0	0	0	0
	2	0	28	7	7	7	5	54
	3	0	4	13	5	9	7	38
	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.

eVox: Rater List

create rater
choose task | change password | help | sign out

Mike Allroles 1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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 score for the job you want to analyze.

eVox: Rater Detail

create rater
choose task | change password | help | sign out

Mike Allroles 1/16/03 05:39:52 PM

Name: All activity (12-hr)¹: 29 min.
 ETS rater ID: 102 All activity (7-day): 29 min.
 Active: Efficiency (12-hr)²: 45.28 ratings/hr
 PIN: 99990001 Efficiency (7-day): 45.28 ratings/hr

This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	ETS Test id	ETS Form id	Assigned Items	Valid Ratings	Activity		Reliability ³
					12-hr	7-day	
0002	TS	8750301	12	405	29	29	-0.02

¹Activity — number of minutes spent rating over the defined period.
²Efficiency — average number of ratings per hour over the defined period across all jobs.
³Reliability — inter-rater reliability for the job.

[« rater list](#)

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)

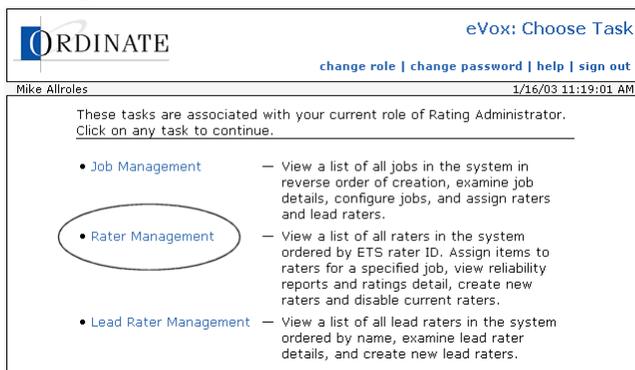
- Rating given
- Rating given by other rater (if any)

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

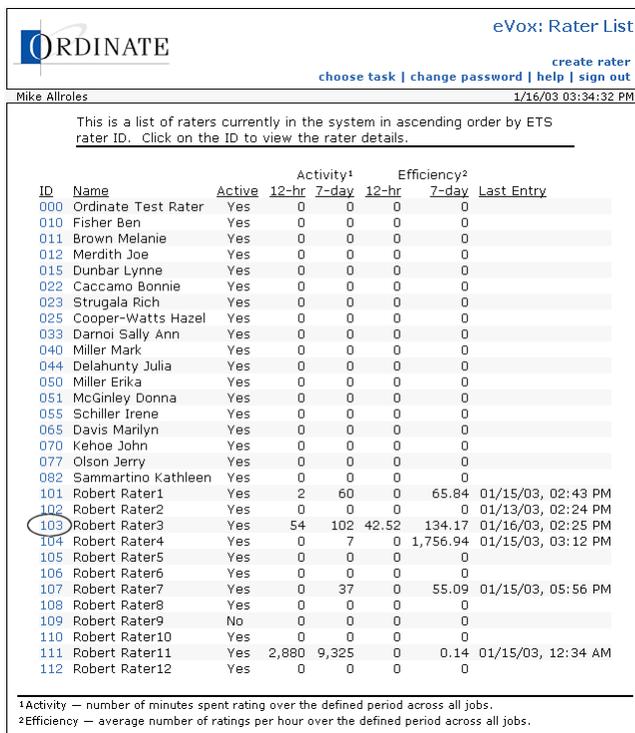
You can view all of a rater's ratings or you can view just the ratings given a specific score by the rater and a specific score given by other raters.

► **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.



ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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.

- Click the **Valid Ratings** number for a job.


eVox: Rater Detail

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 05:36:40 PM

Name:

ETS rater ID:

Active:

PIN:

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 this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	ETS Test id	ETS Form id	Assigned Items	Valid Ratings	Activity 12-hr	Activity 7-day	Reliability ³
0002	TS	8750301	12	405	29	29	-0.02

¹Activity — number of minutes spent rating over the defined period.
²Efficiency — average number of ratings per hour over the defined period across all jobs.
³Reliability — inter-rater reliability for the job.

[« rater list](#)

► **To view a rater's ratings given a specific score:**

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


eVox: Choose Task

[change role](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 11:19:01 AM

These tasks are associated with your current role of Rating Administrator. Click on any task to continue.

- [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.

eVox: Rater List

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles 1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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.

eVox: Rater Detail

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles 1/16/03 05:39:52 PM

Name: All activity (12-hr)¹: 29 min.
All activity (7-day): 29 min.

ETS rater ID: 102 Efficiency (12-hr)²: 45.28 ratings/hr
Efficiency (7-day): 45.28 ratings/hr

Active: Yes No

PIN: 99990001

This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view rating details. Click on a reliability estimate to view a reliability matrix.

Job	ETS Test id	ETS Form id	Assigned Items	Valid Ratings	Activity		Reliability ³
					12-hr	7-day	
0002	TS	8750301	12	405	29	29	-0.02

¹Activity — number of minutes spent rating over the defined period.

²Efficiency — average number of ratings per hour over the defined period across all jobs.

³Reliability — inter-rater reliability for the job.

[« rater list](#)

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


eVox: Rater Reliability

choose task | change password | help | sign out
create rater

Mike Allroles 1/16/03 05:40:53 PM

Robert Rater2 Job: 0002

ETS rater ID: 102 Test ID: TS

Efficiency (12-hr)¹: 45.28 ratings/hr. Form ID: 8750301

Efficiency (7-day): 45.28 ratings/hr. Create date: 01/10/03, 09:00 PM

Reliability²: -0.02

Ratings Comparison Matrix

12/25/02, 12:00 PM – 01/16/03, 04:12 PM

Activity (12-hr)³: 29 min., Activity (7-day): 29 min.

Click on a cell in the comparison matrix to view the ratings detail for the cell

Comparison Rater

	0	2	3	4	5	6	Total
0	0	0	0	0	0	0	0
2	0	40	0	0	0	0	40
3	0	44	0	0	0	0	44
4	0	0	42	0	0	0	42
5	0	0	0	53	0	0	53
6	0	0	0	0	40	0	40
Total	0	84	42	53	40	0	219

¹Efficiency — average number of ratings per hour over the defined period across all jobs.

²Reliability — inter-rater reliability across this job.

³Activity — number of minutes spent rating over the defined period for this job.

[« rater detail](#)

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 re-queued for rating by another rater.

► **To invalidate a rater’s ratings for a job:**

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

3. Click the ID number of a rater.


eVox: Rater List

[create rater](#)
[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/16/03 03:34:32 PM

This is a list of raters currently in the system in ascending order by ETS rater ID. Click on the ID to view the rater details.

ID	Name	Active	Activity ¹		Efficiency ²		Last Entry
			12-hr	7-day	12-hr	7-day	
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	
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 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	

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 Rating Count number or the Reliability number.


eVox: Rater Detail

[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles
1/14/03 05:53:35 PM

Name:

ETS rater id:

Active:

PIN:

All activity (12-hr)¹: 0 min.

All activity (7-day): 0 min.

Efficiency (12-hr)²: 0.0 ratings/hr

Efficiency (7-day): 0.0 ratings/hr

This is a list of all jobs currently assigned to this rater. Click on a job number to view job details. Click on an item count to view and edit assignments of test items. Click on a rating count to view and invalidate rating details. Click on a reliability estimate to view a reliability matrix.

Job	Test id	ETS Form id	ETS Item Count	Rating Count	Activity		Reliability ³
					12-hr	7-day	
0001	TS	8750301	12	327	0	0	0.0

¹Activity — number of minutes spent rating over the defined period.

²Efficiency — average number of ratings per hour over the defined period across all jobs.

³Reliability — inter-rater reliability for the job.

[« rater list](#)

5. Click **invalidate ratings**.



eVox: Rater Reliability

[choose task](#) | [change password](#) | [help](#) | [sign out](#)

invalidate ratings

Mike Allroles 1/14/03 05:48:23 PM

Job number: 0001
 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

Name: Robert Rater2
 ETS rater id: 102
 Active: Yes
 PIN: 99990001

Efficiency (12-hr)¹: 0.0 ratings/hr.
 Efficiency (7-day): 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)³: 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 Scoring						Total
		0	2	3	4	5	6	
This Rater Scoring	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

¹Efficiency — average number of ratings per hour over the defined period across all jobs.
²Reliability — inter-rater reliability across all jobs.
³Activity — number of minutes spent rating over the defined period for this job.

[« rater detail](#)

6. Click **Invalidate Ratings**.



eVox: Invalidate Ratings

[choose task](#) | [change password](#) | [help](#) | [sign out](#)

Mike Allroles 1/14/03 05:49:36 PM

Invalidate Ratings Confirmation

Rater: Robert Rater2
 ETS rater id: 102
 PIN: 99990001
 Reliability: 0
 Number of ratings: 327

Job: 0001
 ETS test number: TS
 ETS form id: 8750301
 Create date: 2003-01-10 21:00:00.0
 Status: ACTIVE

Note:

Click 'Invalidate Ratings' to confirm invalidation of all ratings for this rater for this job.

Invalidate Ratings

[« rater detail](#)