



# KAP HGSS Scoring Manual

January 2018





**This page intentionally left blank.**



---

# Scoring Manual for KAP History, Government, and Social Studies

This manual contains information specific to scoring KAP History, Government, and Social Studies Assessment (HGSS).

## Contents

Scoring Manual for KAP History, Government, and Social Studies.....	i
Assigning Scorers .....	1
Monitoring Scoring Completion .....	4
Scoring Responses .....	6
Viewing and Downloading Bundled Responses .....	9
Uploading Scoring Results .....	11
Reviewing Scoring File Upload.....	13
Change Log.....	14



**This page intentionally left blank.**





## Assigning Scorers

**Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.**

Educator Portal users with the role of District Test Coordinator, District User, Scoring District Lead\*, Principal\*, Building Test Coordinator, Building User, or Scoring Building Lead\* can assign users within their organization to score student responses.

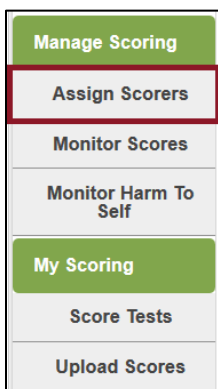
**Note: Roles marked with an asterisk (\*) are legacy roles that cannot be assigned to users, but may still exist on existing accounts.**

To assign scorers, perform the following steps:

1. Log in to Educator Portal.
2. Click the Scoring menu.



3. Click the Assign Scorers side tab.



4. Complete the appropriate fields.

 A search form with the instruction "Select criteria, then click search." It contains five dropdown menus: SCHOOL\* (with a red asterisk), SUBJECT\* (with a red asterisk), GRADE\* (with a red asterisk), STAGE, and TEST\* (with a red asterisk). A blue "Search" button is located at the bottom right of the form.

Hint: Fields marked with red asterisks are required.

5. Click Search.

6. Select the student(s) to be scored.
7. Click Add.

Select Students

Pick the students to be assigned and click the Add button. You can also remove before saving.

<input type="checkbox"/>	First Name	Last Name	State Student Identifier
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Page 1 of 1 View 1 - 10 of 10

Remove Add

8. Select the scorer(s).
9. Click Add.

Select scorers

Pick the scorer to be assigned and click the Add button. You can also remove before saving.

<input type="checkbox"/>	First Name	Last Name	District
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Page 1 of 2 View 1 - 10 of 16

Remove Add

10. Assign test name.
11. Click Save.

Your Selections

Selected Students		Selected Scorers	
First Name, Last Name		First Name, Last Name	

Enter an assignment descriptive name.

Descriptive Name

---

**Note: Students and scorers can be removed by using the trash can icon.**

---

12. Click Continue or Done.

Descriptive Name has been successfully associated with selected students and scorers on 1/12/2018.

To assign scorers to other test sessions, click Continue; otherwise click Done:

---

**Note: Scorers can also be assigned by using a TEST send. Refer to KIDS documentation for detail.**

---

## Monitoring Scoring Completion

**Note:** Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

Educator Portal users with the role of District Test Coordinator, District User, or Scoring District Lead\* can monitor scoring completion and send reminders to the assigned scorers of incomplete items.

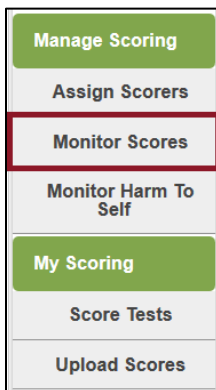
**Note:** Roles marked with an asterisk (\*) are legacy roles that cannot be assigned to users, but may still exist on existing accounts.

To monitor scoring completion, perform the following steps:

1. Log in to Educator Portal.
2. Click the Scoring menu.



3. Click the Monitor Scores side tab.



4. Complete the appropriate fields.

 A search form with four dropdown menus: SCHOOL, SUBJECT (set to 'Social Studies'), GRADE (set to 'Grade 11'), and STAGE (set to 'Performance'). A blue 'Search' button is located at the bottom right. Red asterisks are placed above each field label to indicate they are required.

Hint: Fields marked with red asterisks are required.

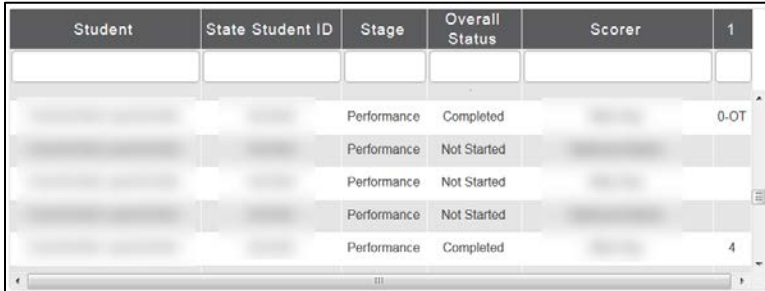
5. Click Search.

---

**Note:** You can download a CSV file for the grade and stage by using the green download icon underneath the search button.

---

6. Select the test session you need to monitor.



Student	State Student ID	Stage	Overall Status	Scorer	1
		Performance	Completed		0-OT
		Performance	Not Started		
		Performance	Not Started		
		Performance	Not Started		
		Performance	Completed		4

Hint: You may need to scroll right to view scores.

## Scoring Responses

**Note:** Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

Educator Portal users with the role of District Superintendent, District Test Coordinator, District User, Scoring District Lead\*, Principal\*, Building Test Coordinator, Building User, Scoring Building Lead\*, Teacher, or Scorer\* can score student responses.

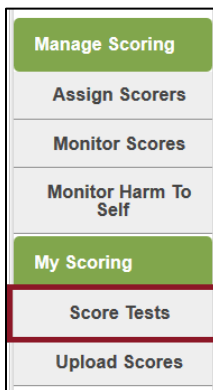
**Note:** Roles marked with an asterisk (\*) are legacy roles that cannot be assigned to users, but may still exist on existing accounts.

To score responses, perform the following steps:

1. Log in to Educator Portal.
2. Click the Scoring menu.



3. Click the Score Tests side tab.



4. Complete the appropriate fields.

 A form titled "Select Assignment" with three dropdown menus: SCHOOL \* (empty), SUBJECT \* (Social Studies), and GRADE \* (Grade 11). A blue Search button is located at the bottom right.

Hint: Fields marked with red asterisks are required.

5. Click Search.

## 6. Select the test to score.

Assignment	Subject	Grade	# of Students	# of Students Scored
	Social Studies	Grade 11	4	0
	Social Studies	Grade 11	1	0
	Social Studies	Grade 11	2	1
	Social Studies	Grade 11	1	0
	Social Studies	Grade 11	332	8
	Social Studies	Grade 11	14	1
	Social Studies	Grade 11	2	0
	Social Studies	Grade 11	300	9





Page 1 of 1    10    View 1 - 8 of 8

## 7. Click on item to score.

Select a student and item you want to score.

Student	Scoring Status	1
	Not Scored	☆
	Not Scored	☆
	Not Scored	☆
	Not Scored	☆
	Completed	☆ ✎
	Not Scored	☆

Hint: Use the scoring legend to know which responses are ready to score.

 No answer recorded   
  Ready To Score   
  Scored   
  Edit Score

## 8. Review prompt and response.

The screenshot shows a scoring interface with two main panels. The left panel is titled "Question Prompt" and contains the following text: "Read the prompt and then write your response. Remember, a strong argumentative response" followed by a bulleted list of criteria for a strong argumentative response. The right panel is titled "Student Response" and shows a blurred image of a student's written response. A "View Stimulus" link is visible in the top right corner of the interface.

**Question Prompt**  
Read the prompt and then write your response.  
Remember, a strong argumentative response

- states a clear argument related to the resources at the prompt and maintains it throughout the work;
- effectively distinguishes the main argument from alternate or opposing arguments;
- uses relevant and accurate details/evidence from one or more resources to support the argument;
- consistently uses grade-appropriate strategies to clarify relationships between and among ideas and connect evidence to the argument;
- consistently and accurately uses domain-specific words to develop and support the argument;
- includes an effective and grade-appropriate introduction and conclusion; and
- is readable and uses almost all grade-level conventions correctly.

**Prompt Type:** Argumentative  
**Prompt:**

**Student Response**

[View Stimulus](#)

**Hint:** Click View Stimulus to see the question stimulus.

## 9. Apply score and/or Non Score Reason.

**Note:** Both a score and a non-score reason may be applied to the same item.

## 10. Click Submit Score.

The screenshot shows a scoring interface with a "Holistic" section. It features a table with scoring criteria for scores 4, 3, 2, and 1. Below the table is a "Non Score Reason" dropdown menu set to "Harm to Self or Others" and a "Submit Score" button. A green instruction text is located at the bottom left of the interface.

Scoring Criteria	4	3	2	1	Total Score
	consistent and effective command of the skills needed to complete an on-demand writing task.	mostly consistent and adequate command of the skills needed to complete an on-demand writing task.	somewhat consistent and minimal command of the skills needed to complete an on-demand writing task.	inconsistent and ineffective command of the skills needed to complete an on-demand writing task.	3

**Non Score Reason** Harm to Self or Others

When done, click submit score to save the score

[Submit Score](#)



## Viewing and Downloading Bundled Responses

**Note:** Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

Educator Portal users with the role of District Superintendent, District Test Coordinator, District User, Scoring District Lead\*, Principal\*, Building Test Coordinator, Building User, Scoring Building Lead\*, or Scorer\* can download bundled student responses.

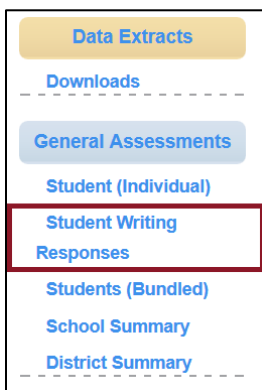
**Note:** Roles marked with an asterisk (\*) are legacy roles that cannot be assigned to users, but may still exist on existing accounts.

To view and download responses, perform the following steps:

1. Log in to Educator Portal.
2. Click the Reports menu.



Click the Student Writing Responses side tab.



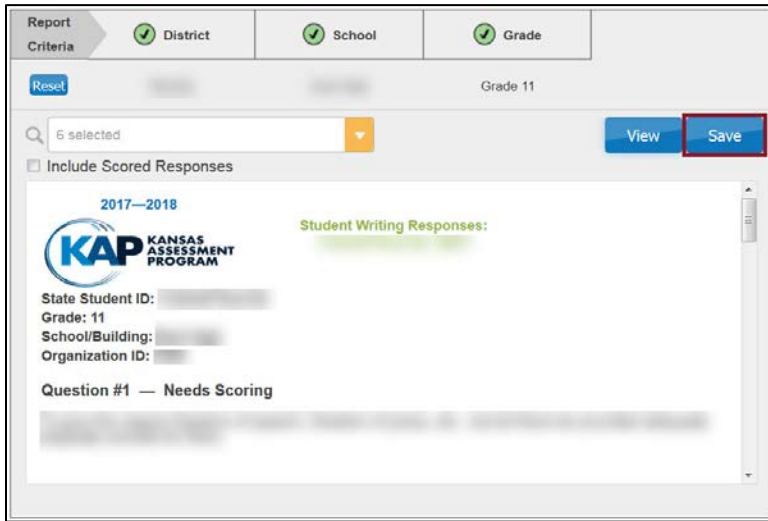
3. Complete the appropriate fields.



4. Select the student(s) to include.
5. Click View.

Hint: Bundled responses may be viewed whether they are downloaded or not.

6. Click Save.



## Uploading Scoring Results

**Note:** Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

Educator Portal users with the role of District Test Coordinator, District User, Scoring District Lead\*, Principal\*, Building Test Coordinator, Building User, or Scoring Building Lead\* can upload scores.

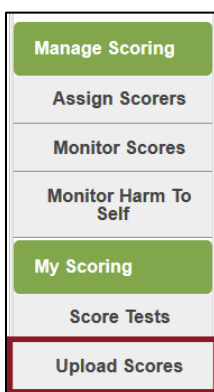
**Note:** Roles marked with an asterisk (\*) are legacy roles that cannot be assigned to users, but may still exist on existing accounts.

To upload scores, perform the following steps:

1. Login in to Educator Portal
2. Click the Scoring menu.



3. Click the Upload Scores side tab.



4. Complete the appropriate fields.

Upload Scores

Select Test Sessions:  
Select the tests for the students that will be scored. Students must take the same test to be downloaded and reuploaded together.

SCHOOL\*  SUBJECT\*  GRADE\*

STAGE:  TEST SESSIONS\*

**Hint:** Fields marked with red asterisks are required.

5. Click Next.
6. Click Download.

**Upload Scores**


**Select Test Sessions:**  
Select the tests for the students that will be scored. Students must take the same test to be downloaded and reuploaded together.

SCHOOL:\*  SUBJECT:\*  GRADE:\*

STAGE:  TEST SESSIONS:\*


Include Completed Item. Next

**Download File:**  
Once the file is available, click the download button to save the file to location on your system.

  Download


7. Edit CSV file.
8. Save CSV file.
9. Click in Upload box.

**Download File:**  
Once the file is available, click the download button to save the file to location on your system. Next

  Download

**Upload File:**  
Browse to attach your score assignments file with filled in scores for all students and click the upload button.

Upload

Date	Time	Status	File
12/13/2016	01:01:41 PM	Completed: Records Created/Updated: 0 Rejected: 1 Alerts:	

Page 1 of 1

10. Select the appropriate CSV file.
11. Click Open.
12. Click Upload.

---

**Note: Changed scoring values will overwrite any previously entered scores, and a value of C in an upload cell will clear any scores and non-scoreable codes.**

---

## Reviewing Scoring File Upload

The final step to uploading a score file is to verify that all reports uploaded successfully. Information on error messages is located in the system-generated CSV file.

Hint: The brackets ( [ ] ) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Status Message	Description	Image												
Failed	The CSV file failed to upload. Click the CSV file under the file column.	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>12/02/2015</td> <td>04:01:52 PM</td> <td>Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0</td> <td></td> </tr> <tr style="background-color: yellow;"> <td>12/02/2015</td> <td>02:14:10 PM</td> <td><b>FAILED</b></td> <td></td> </tr> </tbody> </table>	Date	Time	Status	File	12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0		12/02/2015	02:14:10 PM	<b>FAILED</b>	
Date	Time	Status	File											
12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0												
12/02/2015	02:14:10 PM	<b>FAILED</b>												
Created/Updated: [value]	Records were created successfully.	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>12/02/2015</td> <td>04:01:52 PM</td> <td>Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0</td> <td></td> </tr> <tr style="background-color: yellow;"> <td>12/02/2015</td> <td>02:14:10 PM</td> <td>FAILED</td> <td></td> </tr> </tbody> </table>	Date	Time	Status	File	12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0		12/02/2015	02:14:10 PM	FAILED	
Date	Time	Status	File											
12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0												
12/02/2015	02:14:10 PM	FAILED												
Rejected: [value]	Records were rejected. Click the CSV file under the file column.	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>12/02/2015</td> <td>04:01:52 PM</td> <td>Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0</td> <td></td> </tr> <tr style="background-color: yellow;"> <td>12/02/2015</td> <td>02:14:10 PM</td> <td>FAILED</td> <td></td> </tr> </tbody> </table>	Date	Time	Status	File	12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0		12/02/2015	02:14:10 PM	FAILED	
Date	Time	Status	File											
12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0												
12/02/2015	02:14:10 PM	FAILED												
Alerts: [value]	Records were created successfully, but another issue exists. Click the CSV file under the file column.	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>12/02/2015</td> <td>04:01:52 PM</td> <td>Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0</td> <td></td> </tr> <tr style="background-color: yellow;"> <td>12/02/2015</td> <td>02:14:10 PM</td> <td>FAILED</td> <td></td> </tr> </tbody> </table>	Date	Time	Status	File	12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0		12/02/2015	02:14:10 PM	FAILED	
Date	Time	Status	File											
12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0												
12/02/2015	02:14:10 PM	FAILED												

## Change Log

The following table lists the changes made to this chapter since the last major release of the documentation.

---

**Note: The Page column indicates the page number of the current manual where the change appears.**

---

<b>Change Logged</b>	<b>Page</b>	<b>Description of Change</b>
03/02/2018	N/A	First release of manual.
03/13/2018	1, 4, 6, 9, 11	Added note about legacy roles.