

# Kansas – English Language Proficiency Assessment Scoring Training Script

Slide # Say:

1	<p>This training is provided for educators who will be administering and scoring the 2017 Kansas - English Language Proficiency Assessment, also known as K - ELPA.</p>
2	<p>This training is divided into four parts. Part 1 will provide a general overview of scoring. Part 2 will focus on speaking. Part 3 will focus on writing and Part 4 will address using the KITE Educator Portal for entering student scores.</p>
3	<p>Before we begin it is important that you download the K - ELPA Examiner's Manual and the KITE K - ELPA Scoring Manual. These can be found at <a href="http://www.ksassessments.org">www.ksassessments.org</a> on the K - ELPA page.</p> <p>Once you have downloaded the materials take time to read and review each document.</p>
4	<p>Also needed for scoring are the 2017 K - ELPA Test Administration and Scoring Directions for Speaking and the 2017 K - ELPA Test Administration and Scoring Directions for Writing. These documents are located in the Educator Portal of the KITE system.</p> <p>These documents are available for download by District and Building Test Coordinators.</p>
5	<p>The Test Administration and Scoring Directions are grade band specific documents. Each document contains scripts for administration, question specific scoring rubrics, scoring codes and scoring information. Student tests are also included for Kindergarten and Grade 1 questions that require human scoring.</p> <p>The Test Administration and Scoring Directions are test secure documents. All documents must be kept secure throughout testing and shredded upon completion of testing/scoring. Each district testing coordinator is responsible for providing guidance to their district about security procedures.</p>
6	<p>Now let's get started with Part 1 of our training.</p>
7	<p>Any educator who is responsible for administration and scoring of K - ELPA must have an account in the Educator Portal of KITE. This account must be tied to the K - ELPA assessment program. To obtain this account your district test coordinator will provide guidance on the process. Additional documentation on how to obtain an account can be found on the <a href="http://www.ksassessments.org">www.ksassessments.org</a> KITE page.</p>
8	<p>This year ESOL students in Kansas will take the Kansas - English Language Proficiency Assessment (K - ELPA). Four domains (reading, writing, listening, and speaking) are assessed at Grades K-12. This year's assessment will be using items</p>

	<p>that were received from a third-party vendor, not developed at CETE. Following a joint review by KSDE and CETE of the test forms, it was determined that not all of the vendor's items meet the high level of quality we would expect for our students in Kansas. During test administration, if students indicate there is a problem with an item please report the issue just as you would with any other item. Please refer to the Test Security and Ethics Fact Sheet for this guidance. Upon completion of testing, all items will be reviewed again and items that are of poor quality will be removed from the score. Although the number of items with issues is not significant, we wanted you to know that we are aware that there are issues, and we are already taking steps for future test administrations to correct these problems.</p> <p>For scoring purposes:  All reading and listening questions are machine scored.  All speaking questions are human scored and writing questions are both machine scored and human scored.</p>
9	<p>This chart depicts the number of questions that require human scoring. All speaking items are scored by humans while writing items are both machine scored and human scored. The number of items that require human scoring for writing is smaller than speaking. Depending on the grade level and the task or question, responses can ask for a single word response to one that is a paragraph or two.</p> <p>Since this is our first year for scoring both speaking and writing it is hard to give an estimate on how long each item will take to score.</p> <p>The number of items have been reduced and CETE will continue to look at the testing blueprint and make adjustments as necessary on future tests.</p> <p>Special Note: if you are watching the video version the number of items at kindergarten and grade 1 have been updated to reflect correct numbers.</p>
10	<p>All scoring must be completed by March 30. It is important that you consider scheduling speaking and writing domains first so that you will have time to complete all scoring during the scoring window. Scoring may begin immediately once a test has been administered.</p>
11	<p>All questions that require human scoring are scored using Holistic Rubrics.</p> <p>Holistic rubrics allow you the opportunity to evaluate strengths and weaknesses of the response as a whole. It is important that you take time to become familiar with the rubric. Highlight items that distinguish each rating level from each other. Some rubrics will be scored with a 2-1-0 scale while others may use a 4-3-2-1-0 scale.</p>
12	<p>Rubrics are specific to the grade band and specific to the task or question that is being asked.</p>

	<p>In the Test Administration and Scoring Directions for both speaking and writing each question identifies the rubric that is to be used for scoring that question.</p> <p>In some cases you may want to score the same question for all of your students before moving on to the next question. In the KITE scoring system within the Educator Portal this is one option available to you. This allows you the opportunity to focus on the rubric and the question you are scoring.</p> <p>In other cases, you may want to score one student at a time and score all of the items for that one student.</p>
13	<p>Rubrics are a part of each question in the KITE Educator Portal scoring system. However, it is important that you download and print the rubrics from the Test Administration and Scoring Directions prior to scoring so that you can become familiar with the scoring criteria.</p> <p>The actual student question or writing prompt is provided in the KITE Educator Portal scoring tool. These items are test secure and these cannot be downloaded except for the paper and pencil writing prompts at kindergarten and first grade.</p>
14	<p>Each district has the flexibility to determine who will score the assessment. However, it must be a certified educator.</p> <p>Questions can be scored individually, in pairs or in small groups but only one score is entered into the Educator Portal system. If two different raters enter a score, the last score entered will be the one that counts.</p>
15	<p>Most scoring will be completed individually. It is critical that the rubric be used to guide all scoring decisions. If you are unsure or “on the fence” with your rating please consult with a peer and/or your district test coordinator before marking your rating.</p>
16	<p>Paired scoring allows you the opportunity to discuss the response and rating with a peer. This process is helpful for calibration of ratings and could be done in the initial phase of scoring before transitioning to individual scoring.</p> <p>As a district you will want to have a plan in place prior to the start of scoring.</p> <p>Because you may begin scoring immediately it is not necessary to wait and score all items on a scoring day. However, if this is a practice that you find successful you may want to do this early and not wait until the end of the scoring window.</p> <p>This concludes part one of the training.</p>
17	<p>Part 2 of the training will focus on the scoring of <b>speaking</b> questions.</p>
18	<p>Scoring can be performed in one of two ways:</p>

	<p>By deferred scoring, in which each question is scored individually after the student has completed the assessment.</p> <p>The second option is by simultaneous scoring, in which the questions are scored while the student is testing and the scores are then entered by using the upload process into the Educator Portal.</p>
19	<p>Let's take a closer look at each one.</p> <p>Deferred scoring is done after the assessment is completed by all students. It allows you the opportunity to listen to each recorded response as often as you want when judging the student response for each question. This option means you only need to schedule one class period for students to take the speaking assessment since you are deferring your scoring.</p> <p>You would need to login to the Educator Portal, review the question or prompt, listen, score and enter your rating for each individual question before moving on to the next one. With deferred scoring the prompt or question is provided as part of the KITE scoring tool and cannot be printed. It is only accessible in the actual scoring system.</p>
20	<p>Simultaneous scoring allows the scorer to sit beside the student during the actual speaking assessment.</p> <p>Using this method of scoring students would need to be tested one at a time, in a location that allows for both the student and the scorer to hear the test question. The use of a headset would not be necessary nor would the option of recording a response multiple times be needed. Although students can have up to five tries to record a response when using simultaneous scoring this is not necessary with this scoring option.</p> <p>Students could still record their response when taking the assessment although it is not required. This recording would be available as a backup to any issues that might occur. For example, a score was not marked on the spreadsheet or if want to listen to it again to consult with a peer to confirm or validate your scoring. Students would still need to work their way through the test and end each test correctly so the test is registered in the KITE system.</p> <p>Simultaneous scoring allows for quick, easy entry of scores on a spreadsheet that is later uploaded into the scoring system. Plans for test management would need to be considered and put in place using this option.</p> <p>To access the question that needs to be scored the scorer would need to listen along with the student to the question and use the rubric to score the response.</p>
21	<p>It is up to the individual district to determine which option they will use.</p> <p>It does not need to be a one size fits all approach, but it does need to be matched to your needs, your district and communicated to staff.</p>

22	The DTC/BTC is responsible for the process of downloading and uploading the spreadsheet. Additional information is provided in the KITE K - ELPA Scoring Manual.
23	Any question that does not meet the demands of the task or question are typically given a score of 0, as outlined in the rubric.  Some questions may be difficult to score and will require a nonscore code.
24	In some cases you will need to provide both a score of 0 and a nonscore code. Questions that meet a specific nonscore code criteria as outlined in the rubric should be coded as such when determining the score earned. This helps to further validate the reason for the awarded score of 0.
25	In some instances you will only provide a nonscore code for the response if the rubric does not allow for both the score code of 0 and the nonscore code.
26	This chart depicts the nonscore codes that are available.
27	The example provided shows a typical rubric response for a 0 for a task. As you can see, many of the nonscore codes could apply based on the rubric. You are to determine which code best meets the response given by the student. For example, if the student responds in a language other than English you would mark it a 0 and mark the nonscore code of RNE.
28	Throughout scoring it is important you continue to ask yourself: How consistently and effectively does the response demonstrate command of speaking skills outlined in the grade-band rubric?  It is critical that the rubric be used to guide all scoring decisions. If you are unsure or “on the fence” with your rating please consult with a peer and/or your district test coordinator before marking your rating.  This concludes part 2 of the training.
29	Part 3 of the training will focus on the scoring of writing questions.
30	Writing items in kindergarten and first grade are taken on the computer and those items are machine scored. In addition, students are also required to use a paper and pencil test for the final five questions in kindergarten and the final four questions in first grade. These question are human scored using the holistic rubrics.  The Test Administration and Scoring Direction document for each grade provide further guidance along with the student test booklet.
31	Scores may be entered directly into the Educator Portal for the paper and pencil test questions or the scores may be uploaded as an entire school or district.

	Each district testing coordinator is responsible for deciding which process is used within the district at kindergarten and first grade.
32	<p>Students in grades 2 - 12 must write their responses directly in the KITE system.</p> <p>All writing questions must be scored by working directly in the Educator Portal. The use of an upload feature is not available for writing in grades 2-12.</p> <p>Student writing responses in grades 2-12 cannot be printed for scoring either.</p>
33	Each scorer must have an Educator Portal account to score writing. Student responses are found within the scoring system.
33	<p>Rubrics are specific to the grade band and specific to the task or question that is being asked.</p> <p>In the Test Administration and Scoring Directions for writing each question identifies the rubric that is to be used for scoring that question.</p> <p>In some cases you may want to score the same question for all of your students before moving on to the next question. In the KITE scoring system within the Educator Portal this is one option available to you. This allows you the opportunity to focus on the rubric and the question you are scoring.</p> <p>In other cases, you may want to score one student at a time and score all of the items for that one student.</p> <p>The question or writing prompt is part of the Educator Portal scoring system tools and can be accessed for each question as it is scored. You will want to look at the question or prompt first to become familiar with the task students are being asked to write about.</p>
33	Rubrics are a part of each question in the KITE Educator Portal scoring system. However, it is important that you download and print the rubrics from the Test Administration and Scoring Directions prior to scoring so that you can become familiar with the scoring criteria.
34	<p>Any question that does not meet the demands of the task or question are typically given a score of 0, as outlined in the rubric.</p> <p>Some questions may be difficult to score and will require a nonscore code.</p>
35	In some cases you will need to provide both a score of 0 and a nonscore code. Questions that meet a specific nonscore code criteria as outlined in the rubric should be coded as such when determining the score earned. This helps to further validate the reason for the awarded score of 0.
36	In some instances you will only provide a nonscore code for the response if the rubric does not allow for both the score code of 0 and the nonscore code.

37	This chart depicts the nonscore codes that are available.
38	The example provided shows a typical rubric response for a 0 for a task. As you can see, many of the nonscore codes could apply based on the rubric. You are to determine which code best meets the response given by the student. For example, if the student responds in a language other than English you would mark it a 0 and mark the nonscore code of RNE.
39	<p>Throughout scoring it is important you continue to ask yourself: How consistently and effectively does the response demonstrate command of writing skills outlined in the grade-band rubric?</p> <p>It is critical that the rubric be used to guide all scoring decisions. If you are unsure or “on the fence” with your rating please consult with a peer and/or your district test coordinator before marking your rating.</p> <p>This concludes part 3 of the training.</p>
40	Part 4 of the training will focus on entering scores in the KITE system in the Educator Portal.
41	<p>The KITE K - ELPA scoring manual found on <a href="http://www.ksassessments.org">www.ksassessments.org</a> website, K - ELPA page is a great reference tool to guide you in entering scores.</p> <p>Please take time to read through this document and become familiar with the different screen shots that are provided.</p>
42	Educators who are involved in scoring should read the entire document. District and building testing coordinators should pay close attention to items that have an asterisk beside them.
43	When submitting your TEST send through KIDS you were asked to provide the name of the proctor. For purposes of this test think about the proctor as being the scorer.
44	In the KITE K - ELPA scoring manual it is important that when you first begin scoring you read and have handy pages 6 through 8.
45	If you have any questions regarding scoring using the KITE Educator Portal scoring tools please contact the Service Desk.