



KELPA2 Scoring Manual

January 2018



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Scoring Manual for Kansas English Language Proficiency Assessment (KELPA2)

This manual contains information specific to scoring the Kansas English Language Proficiency Assessment (KELPA2).

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Assigning Scorers

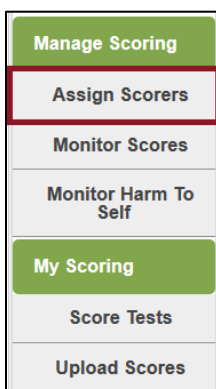
Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

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. 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.

Select criteria, then click search.

SCHOOL:* SUBJECT:* GRADE:*

STAGE: TEST:*

Search

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"/>			

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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"/>			

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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

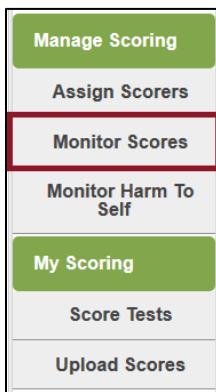
Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

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. 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* (empty), SUBJECT* (English Language Proficiency), GRADE* (ELP Grade 3), and STAGE* (Writing). A blue Search button is located at the bottom right, with a green download icon below it.

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	5	11	12
		Writing	In-Progress		4	3	
		Writing	In-Progress				
		Writing	In-Progress		4		
		Writing	In-Progress				
		Writing	In-Progress		3		
		Writing	In-Progress				

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

Scoring Responses

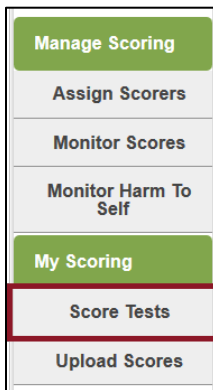
Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

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. 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.

Select test

Select criteria, then click Search:

ASSESSMENT PROGRAM: * SUBJECT: GRADE

K-ELPA English Language Proficiency Select

Search

Hint: Fields marked with red asterisks are required.

5. Click Search.

6. Select the test to score.

Select Assignment To Score

Assignment	Subject	Grade
	English Language Proficiency	ELP Grade 6
	English Language Proficiency	ELP Grade 6

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Hint: Scroll right to see items to score.

7. Click on item to score.

Select a student and item you want to score.

Student	Scoring Status	1	2	3	4	5	6
	Not Scored	☆	☆	☆	☆	☆	☆
	Completed	★	★	★	★	★	★
	Completed	★	★	★	★	★	★
	In-Progress	★	★	★	★	★	★
	In-Progress	★	★	★	★	★	★
	Not Scored	☆	☆	☆	☆	☆	☆
	Not Scored	☆	☆	☆	☆	☆	☆
	In-Progress	☆	☆	☆	☆	★	★
	In-Progress	★	★	☆	☆	☆	☆

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 web interface for reviewing a question. At the top, it says "Question 2 > Score student performance". Below that is a "< back" link. The student ID "VH197927" is displayed in a grey box, with a "View Stimulus" link to its right. The interface is split into two columns: "Question Prompt" and "Student Response".

Question Prompt: "Look carefully at the two pictures. Describe what is the same and what is different. Use as many details as you can." Below the text is a video player showing a colorful, abstract image. A progress bar indicates 0:14.

Student Response: The response area is currently blank, showing only a faint watermark.

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.

Scoring Criteria	3	2	1	0	Total Score
	<p>The student provides effective grammar and sentence structures that use vocabulary that is relevant to the images, minor errors that do not affect meaning may be present.</p> <p>The student effectively describes the main feature(s) of the images.</p>	<p>The student may use limited or inaccurate vocabulary or grammar at times, which occasionally affects meaning.</p> <p>The student partially describes some main features of the images, but the response may be incomplete, errors may occasionally affect meaning.</p>	<p>The student may use words and phrases connected to the images, however, limitations in grammar and vocabulary may significantly interfere with comprehension.</p> <p>Errors in vocabulary and grammar obscure meaning most of the time.</p>	<p>The response does not address the communicative demands of the task.</p> <p>Unintelligible</p>	0

Non Score Reason

When done, click submit score to save the score

Uploading Scoring Results

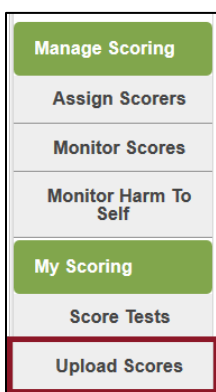
Note: Depending upon your role, you may not be able to access this function. If the tab does not display, the procedure is not allowed.

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. 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.*

Select Select Select

STAGE: TEST SESSIONS.*

Select Select

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:* English Language Proficiency GRADE:* ELP Grade 10

STAGE: TEST SESSIONS:*

Download File:
Once the file is available, click the download button to save the file to location on your system. **5** Next

6 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:	<input type="text"/>

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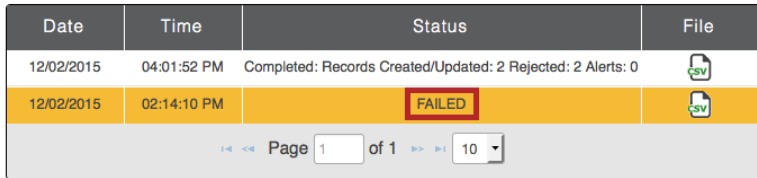
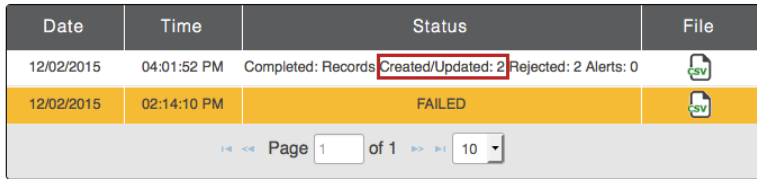
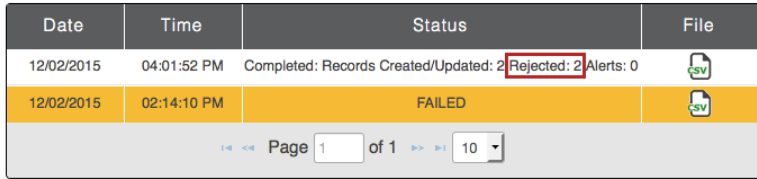
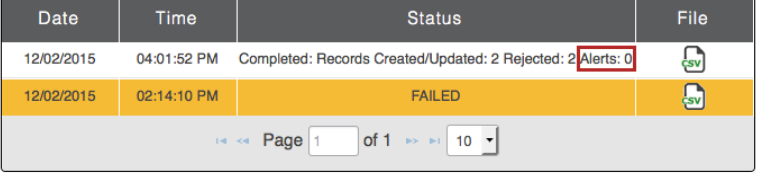
10. Select the appropriate CSV file.
11. Click Open.
12. Click Upload.

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.	 <p>The screenshot shows a table with columns: Date, Time, Status, and File. The first row (12/02/2015, 04:01:52 PM) shows 'Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0'. The second row (12/02/2015, 02:14:10 PM) is highlighted in yellow and shows 'FAILED'. A red box highlights the word 'FAILED'.</p>
Created/Updated: [value]	Records were created successfully.	 <p>The screenshot shows a table with columns: Date, Time, Status, and File. The first row (12/02/2015, 04:01:52 PM) shows 'Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0'. The second row (12/02/2015, 02:14:10 PM) is highlighted in yellow and shows 'FAILED'. A red box highlights 'Created/Updated: 2' in the first row.</p>
Rejected: [value]	Records were rejected. Click the CSV file under the file column.	 <p>The screenshot shows a table with columns: Date, Time, Status, and File. The first row (12/02/2015, 04:01:52 PM) shows 'Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0'. The second row (12/02/2015, 02:14:10 PM) is highlighted in yellow and shows 'FAILED'. A red box highlights 'Rejected: 2' in the first row.</p>
Alerts: [value]	Records were created successfully, but another issue exists. Click the CSV file under the file column.	 <p>The screenshot shows a table with columns: Date, Time, Status, and File. The first row (12/02/2015, 04:01:52 PM) shows 'Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0'. The second row (12/02/2015, 02:14:10 PM) is highlighted in yellow and shows 'FAILED'. A red box highlights 'Alerts: 0' in the first row.</p>

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.

Change Logged	Page	Description of Change
01/19/2017	N/A	First release of manual.