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MANUAL OVERVIEW

This manual contains detailed information specific to scoring the Kansas English Language Proficiency Assessment (KELPA). Please refer to the Kite® Educator Portal Manual for Test Coordinators for additional information on Educator Portal processes and the KELPA Examiner’s Manual for administration guidance.

CHANGE LOG

The following table lists the changes made to this manual since the last major release of the documentation in January 2021. The Page column indicates the page number of the current manual where the change appears.

<table>
<thead>
<tr>
<th>Change Logged</th>
<th>Page(s)</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 2022</td>
<td>2</td>
<td>Number of items needing scoring updated</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Secure files now available in HELP tab for Teacher role</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>Minor edits for clarification throughout</td>
</tr>
</tbody>
</table>

WHAT’S NEW FOR KELPA IN 2022

Several enhancements were made to the KELPA program:

- Teachers will have access to the secure documents located in the Help tab of Kite Educator Portal. This is in addition to District and Building Test Coordinators.
- KELPA Rater Training Materials have been expanded to provide additional training material for operational speaking and writing domain-assessment items.
- For the 2021 administration, KELPA had multiple forms in each grade/grade band and domain. Each grade/grade band and domain will have only one form during the 2022 KELPA Administration.
- A new SC code (SC-11) was added for KELPA. Educators may excuse a student with a documented disability that prevents them from completing one domain of the assessment. The student will receive a score report, and progress toward proficiency will be calculated using the three completed domains. Approval from the Kansas State Department of Education is required to use code SC-11.
HAND SCORING SPEAKING AND WRITING ITEMS

Items in speaking domain-assessments and some items in writing domain-assessments require hand scoring locally by educators.

Specific guidance and rubrics for item scoring at each grade band/level and domain assessment are located in the KELPA Test Administration and Scoring Directions and KELPA Rater Training Materials, which District and Building Test Coordinators and Teachers may download from the HELP tab in Kite Educator Portal. These documents are available at least one week before the testing window opens.

The table below lists the number of items by grade and domain-assessment that require hand scoring. All items are scored using holistic rubrics.

<table>
<thead>
<tr>
<th>GRADE BAND</th>
<th>SPEAKING</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>2-3</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>4-5</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>6-8</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>9-12</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

- Educators must complete rater training prior to scoring KELPA items and must have accounts in Kite Educator Portal. The educator should be assigned the role of Teacher in Educator Portal. For assistance, contact the District or Building Test Coordinator.
- Educators associated with the student’s TEST record will be assigned as the Primary Scorer.
- A sample of students from districts with 10 or more students per grade/grade band will be chosen to have their speaking and writing scores double-scored. See the Second Rater section for more information.
- The window for hand scoring speaking and writing items runs from January 31 – March 31, 2022, closing at 5:00 p.m. Central on March 31.
- Scoring may begin immediately after the window opens. KSDE does **not** recommend waiting to begin scoring until after the KELPA window closes.
• Speaking items may be scored in person as students are recording responses (simultaneous scoring) or items may by be scored individually after the student has recorded all responses in Kite Student Portal (deferred scoring).
  o Each district should determine which scoring option to use before the start of testing.
  o All students are required to record speaking items regardless of the scoring option chosen.
• For educators who will score multiple student writing and speaking responses, spreadsheets of scores may be compiled and then uploaded into Kite Educator Portal.
  o Data in each file for upload must be composed of a single grade and a domain assessment (for example, grade 3 speaking).

Note: Only users with the roles of District Test Coordinator (DTC), District User (DU), Building Test Coordinator (BTC), or Building User (BU) can access the template to upload scores.

• Users with the roles of DTC, DU, BTC, and BU may monitor scoring progress and send reminders to educators who are assigned to score.
• Maintain security of rubrics and scoring documents at all times.
• After scoring, all paper/pencil writing responses for grades K and 1 must be uploaded into Kite Educator Portal. For instructions, please refer to the KELPA Examiner’s Manual.

INITIAL TEST RECORD UPLOAD THROUGH KIDS

The KIDS TEST upload creates the initial scoring assignment for each student. The proctor listed on the upload is the educator to whom the students will be rostered. This educator will be the initial scorer by default.

ASSIGN ADDITIONAL SCORERS

Kite Educator Portal users with the role of District Test Coordinator (DTC), District User (DU), Building Test Coordinator (BTC), or Building User (BU) can assign users within their organization to score student responses. Once assigned, scorers can be used as a primary or secondary scorer of students. To assign scorers in Educator Portal, perform the following steps:

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

4. Click the Assign Scorers tab.

5. Complete the required fields.

6. Click Search.

Note: Fields marked with red asterisks are required.

7. Select the student(s) to be scored.

8. Click Add.

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

11. Enter a name for the scoring assignment.
12. Click Save.

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

13. Click Continue or Done.

MONITOR SCORING COMPLETION

Educator Portal users with the role of DTC, DU, BTC, and BU can monitor scoring completion. To monitor scoring completion, perform the following steps:

1. Log in to Educator Portal.
2. Click the SCORING menu.
3. Click MANAGE SCORING.

4. Click the Monitor Scores tab.
5. Complete the appropriate fields.

Note: Fields marked with red asterisks are required.

6. Click Search.

Note: After clicking Search, you can download a CSV file for the grade and stage (domain) by using the green download icon underneath the search button.

7. Select the test session you need to monitor. Scroll to the right to view scores.
SCORING RESPONSES

Educator Portal users with the role of DTC, DU, BTC, and BU, and Teacher can score student responses. To score responses, perform the following steps:

1. Log in to Educator Portal.
2. Click the SCORING menu.
3. Click MY SCORING.

4. Click the Score Tests tab and complete the appropriate fields.

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

5. Click Search.

6. Select the test to score. Scroll to the right to see items to score.
7. Click on an item to score. Use the scoring legend to know which responses are ready to score.

![Image of Scoring Status Table]

**Note:** Users with the role of DTC, DU, BTC, and BU have access to edit scores entered by another user.

8. Review the question prompt and student response. Then select the appropriate score from the Scoring Criteria (Writing Rubric) table.

![Image of Writing Rubric]

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

9. Complete the drop downs below the Scoring Criteria table for Non-Score Reason if applicable (see table below), Scoring Method, Scorer, and Speaking Scoring (for speaking only). Two possible scoring methods are available to be selected: individual or paired/group scoring. For speaking items, simultaneous or deferred scoring may be selected.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Non-Score Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL</td>
<td>Blank</td>
<td>The student does not answer or refuses to answer.</td>
</tr>
<tr>
<td>HSO</td>
<td>Harm to Self or Others</td>
<td>The student response indicates that they may cause harm to self or others.</td>
</tr>
<tr>
<td>IS</td>
<td>Insufficient</td>
<td>The student does not provide enough information to adequately address the prompt.</td>
</tr>
<tr>
<td>OT</td>
<td>Off Task</td>
<td>The student is off topic/off task and does not address the prompt.</td>
</tr>
<tr>
<td>RNE</td>
<td>Response not in English</td>
<td>The student provides a response that is not in English.</td>
</tr>
</tbody>
</table>

**Note:** If you enter a score higher than 0, only the Non Score Reason Harm to Self or Others (HSO) may be selected. All other Non Score Reasons are available when entering a score of 0.

10. Click Next Student, Next Item, or Quit Scoring.

**Note:** Use Next Student when scoring a single item for all students. Use Next Item when scoring a student’s entire test.
SECOND RATER SCORING

To meet federal reporting requirements, the KELPA program is required to obtain second rater scores for some students. Schools with 10 or more EL students at a grade/grade band will be randomly selected for double scoring. Students selected will be double scored independently, depending on the scoring methods used in each individual school district. The scoring method for writing and speaking items should be determined prior to administering the KELPA and entered into Kite Educator Portal.

DTCs are advised to assign scorers according to the following guidelines:

- Student responses selected for double scores need to have two scores that are independent of each other. That is, the two scores for a given item response need to be assigned by two independent scorers.
- Scorers who participate in a pair/group scoring calibration activity and share their thoughts on their scores assigned to a student response should NOT be considered as two independent scores.
- Assign scorers using the same scoring method for the two scores. For speaking items, deferred scoring is recommended for both scores.

Rosters of students needing to be double scored are prepopulated in the Kite Educator Portal with an additional tab for the second score, called Second Rater. Districts that currently upload scores into Kite Educator Portal will use an updated spreadsheet where two scores for each student can be uploaded to Kite Educator Portal.

To score second rater responses, perform the following steps:

1. Log in to Educator Portal.
2. Click the SCORING menu.
3. Click MY SCORING.
4. Click the Second Rater tab.

   ![Second Rater: Select Criteria](image)

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

5. Complete the appropriate fields.

6. Click Search.

The second rater should complete scoring using the same scoring method and follow the same steps as the primary scorer outlined above. Additionally, second-rater scoring can be done offline and then uploaded using the spreadsheet upload process. Refer to the following sections for information on uploading scoring results.

### UPLOAD SCORING RESULTS

Educator Portal users with the role of DTC, DU, BTC, and BU can upload scores. To upload scores, perform the following steps:

1. Log in to Educator Portal
2. Click the SCORING menu.
3. Click MY SCORING.
4. Click the Upload Scores tab.
5. Complete the appropriate fields.

   **Note:** Fields marked with red asterisks are required. If you would like to include previously scored items in your download, check the box next to *Include Completed Item.*
6. Click Next.
7. Click Download.
8. The downloaded file will auto-fill most columns, but others will need information. These are detailed in the table below. Edit the CSV file accordingly.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Possible Entries</th>
<th>Required?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoring method</td>
<td>Individual</td>
<td>Yes</td>
<td>Individual – One scorer decided score</td>
</tr>
<tr>
<td></td>
<td>Paired/Group</td>
<td></td>
<td>Paired/Group – More than one scorer decided score collaboratively</td>
</tr>
<tr>
<td>Speaking Scoring</td>
<td>Deferred</td>
<td>Yes</td>
<td>Deferred – Scoring done from recording</td>
</tr>
<tr>
<td>(Speaking Only)</td>
<td>Simultaneous</td>
<td></td>
<td>Simultaneous – Scoring done live</td>
</tr>
<tr>
<td>(Number)</td>
<td>0, 1, 2, 3</td>
<td>Yes</td>
<td>0,1,2,3 – Score for this item</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td></td>
<td>C – Clears the score for this item</td>
</tr>
<tr>
<td>(Number)-Non Score Reason</td>
<td>BL</td>
<td>No</td>
<td>See the section titled Scoring Responses above for details about these codes</td>
</tr>
<tr>
<td></td>
<td>HSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RNE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Save CSV file locally.
11. Click Select File to upload the completed CSV scoring file.
12. Click Open, then click Upload.

![Upload Scores: Download Source File.](image)

**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.

**REVIEW THE SCORING FILE UPLOAD**

The final step to uploading a score file is to verify that all reports uploaded successfully. Information on error messages can be found in the system-generated CSV file. The following table includes a description for each available status message.
<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created/ Updated: [value]</td>
<td>Records were created successfully.</td>
</tr>
<tr>
<td>Failed: [value]</td>
<td>The CSV file failed to upload. &lt;br&gt;Click the CSV file in the file column to understand why they failed.</td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were not created and were rejected. Rejected column represents number of records that failed validation. &lt;br&gt;Click the CSV file in the file column to understand why they were rejected.</td>
</tr>
<tr>
<td>Alerts: [value]</td>
<td>Records were created but there are alerts that should be reviewed. &lt;br&gt;Click the CSV file in the file column to view the issue.</td>
</tr>
</tbody>
</table>