SCORING MANUAL FOR KANSAS ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (KELPA)

This manual contains 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.

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<th>Page(s)</th>
<th>Description of Change</th>
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<tr>
<td>10/15/2019</td>
<td>n/a</td>
<td>Initial publication</td>
</tr>
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ASSIGNING SCORERS

Educator Portal users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User can assign users within their organization to score student responses. 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. Assign test name.
12. Click Save.

![Selections page]

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

13. Click Continue or Done.

![Assignment Name message]

ASSIGNING SCORERS THROUGH UPLOAD

A scorer can also be assigned by sending a TEST upload through the KIDS system. For more detailed information, please refer to KIDS documentation.

Note: The proctor listed on the TEST upload will also be the initial scorer by default.
MONITORING SCORING COMPLETION

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 MANAGE SCORING.
4. Click the Monitor Scores tab.
5. Complete the appropriate fields. Fields marked with red asterisks are required.
6. Click Search.

Note: 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 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 MY SCORING.
4. Complete the appropriate fields. 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.

![Select Assignment To Score](image)

7. Click on item to score. Use the scoring legend to know which responses are ready to score.

<table>
<thead>
<tr>
<th>Legend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟 No answer recorded</td>
</tr>
</tbody>
</table>

![Select a student and item you want to score.](image)

**Note:** Only users with the role of District Test Coordinator have access to edit scores.
8. Review prompt and response. 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.

11. 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.
UPLOADING SCORING RESULTS

Educator Portal users with the role of District Test Coordinator, District User, Building Test Coordinator, or Building User. To upload scores, perform the following steps:

1. Login in to Educator Portal
2. Click the SCORING menu.
3. Click MY SCORING.
4. Click the Upload Scores tab.
5. Complete the appropriate fields. Fields marked with red asterisks are required.
6. Click Next.
7. Click Download.
10. Click in the Upload box.

![Upload Box]

11. Select the appropriate CSV file.
12. Click Open.
13. 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 can be found in the system-generated CSV file.

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>The CSV file failed to upload.</td>
<td><img src="image1.png" alt="Failed Image" /></td>
</tr>
<tr>
<td></td>
<td>Click the CSV file under the file column.</td>
<td></td>
</tr>
<tr>
<td>Created/Updated: [value]</td>
<td>Records were created successfully.</td>
<td><img src="image2.png" alt="Created/Updated Image" /></td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were rejected.</td>
<td><img src="image3.png" alt="Rejected Image" /></td>
</tr>
<tr>
<td></td>
<td>Click the CSV file under the file column.</td>
<td></td>
</tr>
<tr>
<td>Alerts: [value]</td>
<td>Records were created successfully, but another issue exists. Click the CSV file under the file column.</td>
<td><img src="image4.png" alt="Alerts Image" /></td>
</tr>
</tbody>
</table>