

Kentucky Association for Academic Competition

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

kaac@kaac.com

Hosting resources: <http://kaac.com/hosting>



District Scoring Guide

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Thank You!

On behalf of the Kentucky Association for Academic Competition, thank you for your willingness to serve the students of your area as a Head Scorer for Governor's Cup. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

On behalf of the 20,000 students and 1200 member schools across the Commonwealth who take part in Governor's Cup Competition each year, THANK YOU!

The Kentucky Association for Academic Competition

113 Consumer Lane

Frankfort, KY 40601

502.223.0088 (phone)

502.223.0430 (fax)

E-mail: kaac@kaac.com

Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

Online Scoring Questions and Answers

How does online scoring work?

Coaches enter the names of all the students on their academic team during the Student Entry Period. The host school then uses that information as a basis to begin online scoring.

Why online scoring?

- Reduces human error
Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
- Eliminates duplication of effort
No more completing multiple advancement forms for the same event.
- Reduces workload on host schools
The need to complete paperwork is (almost) eliminated.
- Creates a permanent, searchable results archive
Possibly the best feature of ASAP! All results will be available on the Internet for viewing.

I'm not a "computer person"; what if I don't feel qualified to do this?

If you need to, you can recruit someone we're calling your "Technology Guru." This person will help you create a backup Internet connection plan and work with you on any technical issues. If you want, you can also have your Technology Guru actually enter the data. District Technology Coordinators or high school students are great for this position.

What if my school's Internet server goes down?

As a backup, all you need is a laptop or stand-alone desktop computer, an Internet account and a phone line. You don't have to connect through your district server.

What if I make a mistake entering scoring data?

You can't enter anything that can't be fixed.

Part 1: Prepare for Scoring

Task 1: Assemble the Scoring Team

The **Head Scorer** oversees the entire process. The Head Scorer doesn't have to be the one who actually enters scores into the computer; that can be anyone you choose.

Because the transition to online events, particularly Assessment, lightens considerably the duties of the Head Scorer, the Chief Official may also serve in this role.

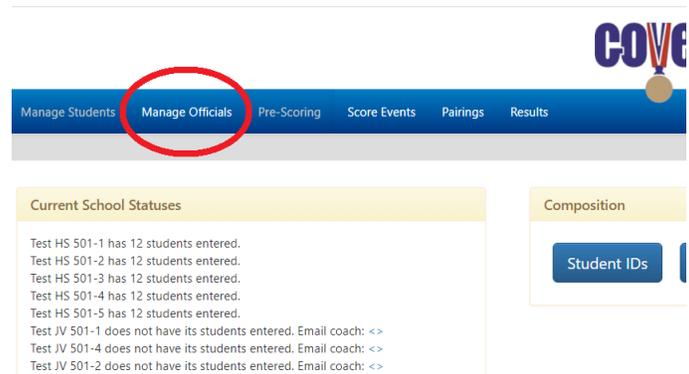
A **Technology Guru** is optional but could help with any technical issues that arise. One of the most important tasks of the Technology Guru is to establish a backup Internet connection. Technology Coordinators would be great for this position. Also consider technically skilled students!

Task 2: Establish a Scoring Area

If school COVID-19 policy allows you to score from school, you may. Make sure you have a place with a strong, reliable Internet connection.

Task 3: Enter your Officials

From the home page, click "Manage Officials." Enter the names and contact for each official you have in place. The one we MUST have on file is Chief Official because that who receives access to your secure materials.



Task 4: Establish a Backup Internet Connection Plan

The one thing that guarantees a failure in scoring is a bad Internet connection on competition day.

Components to a Backup Internet Connection Plan

To connect to the Internet, you will need:

1. A laptop computer or a standalone desktop
2. A way to connect to the Internet outside your "normal" school server--an account with a local Internet Service Provider
3. All needed hardware
4. All needed passwords and configuration information

*The simplest backup plan is to have a "plan B" – a nearby place with a Wi-Fi connection that isn't dependent upon your school connection.

DO NOT IGNORE THIS TASK! A little contingency planning could save you lots of aggravation on competition day.

Task 5: Secure Your Online Scoring Password

Your scoring password has been emailed to you. DO NOT ALLOW ANYONE ELSE TO VIEW YOUR PASSWORD except your Contest Manager. Your Contest Manager will need to use it for non-scoring related tasks.

Task 6: Evaluate Your Internet Settings

Check When Evaluated

- JavaScript enabled
- Cookies enabled
- Chrome is our recommended browser; you may have issues with Macs.

Techno-speak alert! If this is all Greek to you, show it to your Technology Guru.

Task 7. Test Your Backup Internet Connection Plan

Check When Completed

- Before competition, test your backup plan to make sure it will work for you if you need it.

Task 8: Login

1. Visit <http://my.kaac.com/Login>
2. Get your scoring password—NOT your coach password—that was emailed to you.
3. Enter your password EXACTLY as it appears and click "Login." It's case-sensitive.

Task 9: Check Status of Coach-Entered Students

When you login, you will be at the "Pre-Scoring" tab.

The screenshot shows a web interface for "Pre-Scoring". At the top, there are navigation links for "Manage Students" and "Pre-Scoring", and a "Log Out" button. A welcome message reads "Welcome! You are scoring Section 14". The main content area is divided into three columns:

- Current School Statuses:** Lists schools and their coaches with their status. For example, "East Carter High School does not have its students entered. Email coach: Aaron Eldridge <aaron.eldridge@carter.kyschools.us>".
- Composition:** Contains two buttons: "Student IDs" and "Readers".
- Written Assessment:** Contains one button: "Student IDs".

At the bottom, there is a section for "Other Scorer Functions" with two buttons: "Print Event List for Coaches" and "Download Complete Student List".

- Email links are provided for coaches who are delinquent in entering students. Click that email link to send them a message reminding them to enter their students.

- Remember that, unlike previous years, coaches now provide not just the names of their students and the events in which they are competing, but their officials as well.

Part 2: Score Composition and FPS

Task 10. Assign Composition IDs

IMPORTANT: make sure you have added any late-added students through the Student Manager before you proceed.

- Get the Composition sign-in forms from the Contest Manager.
- Get the FPS sign-in forms from the Contest Manager
- Click "Manage Students" in the navigation bar.
- Select each school and follow the instructions.

Task 11: Assign Composition Readers

Check When Completed

- Get the Official's sign-in form from the Contest Manager.
- From the Pre-Scoring tab, choose "Readers" under the Composition Menu.
- Enter the names of the readers from the schools with Composition students and click the save button at the bottom of the page.

Assign Composition Readers

Instructions

The schools below have students assigned to Composition. Each school participating in Composition must provide a reader. Use a placeholder name like "FCHS Reader" if you don't know the reader's name at this point. Enter a reader for each school that is participating in Composition and **Save**.
Edit information as needed. Make sure to click **Save**.

Composition Reader

School Name: Test HS 501-1

Name:

Email:

Cell #:

Required to participate in Comp

Composition Reader

School Name: Test HS 501-2

Name:

Email:

Cell #:

Required to participate in Comp

Add **Save**

Task 12: Enter Composition Reader Scores

Check When Completed

- Get the Composition Evaluator Report Forms from the Contest Manager with corrected score sheets.
- From the Score Events tab, click "Score Composition" to see this screen:
- Enter your reader raw scores – **RAW SCORES, NOT RANKS**. You can save your work

without having to enter all reader scores at one time.



Complete this process for all readers.

Task 13: Tally Composition Scores

Check When Completed



Enter your last reader's scores.



Click "Verify Scores" at the bottom.



Review the entries. If all is in order, click "Submit Scores" to finalize results.

The ranks will display beside the raw scores you entered. Any outliers, or ties in combined ranks broken by judges' preference, will be shown on that page. Click the links in the instructions for further information about how ties are broken.

Task 14: Double-Check Composition Scores

Check When Completed

- ☐ After viewing the screen above, verify that all Composition scores shown match the Evaluator Report Forms. If they are okay, submit your scores.

Task 15: Score FPS

FPS scoring works exactly like Composition scoring. Repeat Tasks 13-17, for FPS this time.

1. Assign IDs

2. Assign Evaluators

School Name	FPS Code	eval1	eval2	eval3	Total Rank	Place	Points
Test MS 502-1	53				0		
Test MS 502-2	55				0		
Test MS 502-5	59				0		

3. Enter Raw Scores

School Name	FPS Code	eval1	eval2	eval3	eval4	Total Rank	Place	Points
Test MS 502-1	53	55	3	88	2	109	1	8
Test MS 502-4	51	44	4	99	1	90	1	48
Test MS 502-2	55	66	2	77	3	88	3	98
Test MS 502-5	59	77	1	66	4	1	4	82

4. Tally Scores

Part 3: Score Written Assessment and Quick Recall

Task 16: Add New Students

This task is for you to add students that coaches failed to enter online. If you do not have any "onsite entered" students, proceed to the next task.

Check When Completed

- ☐ Click the "Manage Students" tab.
- ☐ Choose the school that has students which need to be added, to see:
- ☐ Click the "Add More Students" orange box.

- Carefully type the first name then last name of each student, their grade and gender.
- Enter the event(s) in which they're competing.
- Use correct spelling--DO NOT USE ALL CAPS!

Test MS 502-1

First Name	Last Name	Grade Level	Summer Camp Attendee	Gender	Quick Recall	Future Problem Solving	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities	Composition	Alternates
Kaitlyn	Gentry	0	<input type="checkbox"/>	F	<input checked="" type="checkbox"/>								
Isaac	Gray	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>			Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
<input checked="" type="checkbox"/> Julianna	Hamilton	0	<input checked="" type="checkbox"/>	F	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/> Max	Jamie	0	<input type="checkbox"/>	M	<input checked="" type="checkbox"/>		Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/> Colin	Johnson	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/> Mason	Karrer	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Max	Lipsitz	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tanner	Morrison	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wyatt	Rhoden	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Alura	Schaum	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Davont	Smith	0	<input type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mark	Swafford	0	<input checked="" type="checkbox"/>	M	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Alexa	Swartz	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Riley	Weber-Horowitz	0	<input type="checkbox"/>	F	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Important Information

You've listed more than eight students for Quick Recall. That's fine, but KAAC only provides awards for eight students per team.

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- When you begin to make changes, the button at bottom right changes from "No Changes to Save" to "Submit Student Information". Click that button to save your changes.
- Repeat this process for any other teams that entered students onsite.



Warning: if you have entered data onscreen but then you try to leave the page before you click the "submit" button, you will lose any onscreen data you haven't submitted. **This principle applies throughout the online scoring program.**

Task 17: Assign Students IDs to Written Assessment

IMPORTANT: Make sure you include late changes from coaches in this process.

- Make three lists: 101-116, 201-216, and 301-316
- From the Pre-scoring tab, click "Assign Student IDs" under the Written Assessment section.
- Choose the first school in the list to see:

Manage Students Manage Officials Pre-Scoring Score Events Results AAA Log Out

Welcome! You are scoring District 502

Assign Written Assessment IDs

Instructions

Use the sign-in forms to verify students are placed in the correct events, then assign Written Assessment ID numbers. Students taking one exam have a 100-level ID; students taking two exams have a 200-level ID; students taking three exams have a 300-level ID.

School Chooser

Test MS 502-1 Test MS 502-2 Test MS 502-3 Test MS 502-4 Test MS 502-5

Test MS 502-1

First Name	Last Name	Written Assessment ID	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities
Eily	Canter	101	Y				
Jackson	Carpenter	102					Y
Nick	Cotton	103				Y	
J.T.	Elswick	104			Y		
Isaac	Gray	105		Y			
Max	Jamie	106	Y				

No Changes to Save

- For the school you selected, enter the student ID number. Students taking one exam have a 100-level ID, two exams a 200-level ID, and three exams a 300-level ID. Cross each ID off your list as you go along.
- When you have assigned every participating student from this school an ID number, click the submit button at the bottom of the page.
- Complete this procedure for all schools.

Task 20: Verify Written Assessment Results

Written Assessment scores are imported directly from KAAC's testing platform, Classmarker. All you have to do is click "Edit <exam>" to see:

Manage Students Manage Officials Pre-Scoring Score Events Results AAA Log Out

Welcome! You are scoring District 502

Mathematics

Instructions

Enter scores below. All fields require a value. If a student is a no-show, enter a zero.

*When all scores ranks are entered, click **Verify Scores** to sort by place. Double-check your scores, then click **Submit Scores**

Student ID	First Name	Last Name	School	Score	Tiebreaker	Place	Points
101	Eily	Canter	Test MS 502-1	50		1	5
106	Max	Jamie	Test MS 502-1	45		2	4
111	Isabella	Joseph	Test MS 502-2	30	10	3	3
202	Test	Guy	Test MS 502-5	30	8	4	2
203	Last	Test	Test MS 502-5	25		5	1

Submit Scores Delete These Scores

This is the time to make any changes to a student score based on successful inquiries. If there are no changes, or after you make those changes, click "Verify Scores" to see this screen:

The screenshot shows a web interface for entering scores. At the top, there are navigation tabs: "Manage Students", "Manage Officials", "Pre-Scoring", "Score Events", and "Results". The "Results" tab is active. On the right, there are icons for accessibility (A A A) and a "Log Out" button. Below the navigation, a welcome message reads "Welcome! You are scoring District 502". The main heading is "Mathematics". Underneath, there is an "Instructions" section with the text: "Enter scores below. All fields require a value. If a student is a no-show, enter a zero." Below the instructions, a note says: "*When all scores ranks are entered, click **Verify Scores** to sort by place. Double-check your scores, then click **Submit Scores**".

Student ID	First Name	Last Name	School	Score	Tiebreaker	Place	Points
203	Last	Test	Test MS 502-5	5		1	5
202	Test	Guy	Test MS 502-5	4		2	4
111	Isabella	Joseph	Test MS 502-2	3		3	3
106	Max	Jamie	Test MS 502-1	2		4	2
101	Eily	Canter	Test MS 502-1	1		5	1

At the bottom left of the table area, there is a green button labeled "Submit Scores".

- Click "Submit Scores."
- Complete this process for all assessment events.

The example above only shows the top five for display purposes. Your actual verification page will show all scores.

Quick Recall

Task 21: Enter Quick Recall Round Scores

- From the "Score Events" tab, click "Score QR Rounds." Enter scores as they come in.
- IMPORTANT:** this does NOT calculate the top schools and doesn't complete Quick Recall scoring. You aren't finished scoring Quick Recall until you complete Task 22 below.

Scoring - Main Menu

Instructions

Choose your event below.

Score QR Rounds

Score Quick Recall

Score Future Problem Solving

Score Social Studies

Score Language Arts

Score Arts and Humanities

Assign Hume Sportsmanship Award

Task 22. Enter Quick Recall Results

Check When Completed



From the "Score Events" tab, click "Score Quick Recall":

School Name	Place	Points
Test MS 502-1	<input type="text"/>	
Test MS 502-2	<input type="text"/>	
Test MS 502-3	<input type="text"/>	
Test MS 502-5	<input type="text"/>	

Please Enter All Scores



Enter the finish for the teams and click "Verify Scores."



For schools that finish out of the top four, you can either enter a "5" or their actual placements.

Task 23: Finalize Results

Check When Completed

- When you have finished entering all results, click the large red button at the bottom of the Score Events tab that says "Finalize Scoring and Print Results."
- YOUR SCORES WILL NOT GO "LIVE" ON THE INTERNET UNLESS YOU DO THIS!



WARNING: Once you click the "Finalize Scoring and Print Results" button, you will be locked out of changing any scoring data. This is a security measure built into ASAP. Don't click the button unless you're "really" finished!