

## Kentucky Association for Academic Competition

---

113 Consumer Lane

Frankfort, KY 40601

502.223.0088

Fax: 502.223.0430

[kaac@kaac.com](mailto:kaac@kaac.com)

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



# District Scoring Guide

# Contents

Online Scoring Questions and Answers .....	3
Part 1: Prepare for Scoring .....	4
Task 1: Assemble the Scoring Team.....	4
Task 2: Establish a Scoring Area .....	4
Task 3: Enter your Officials .....	4
Task 4: Establish a Backup Internet Connection Plan .....	4
Task 5: Secure Your Online Scoring Password.....	4
Task 6: Evaluate Your Internet Settings.....	5
Task 7: Test Your Backup Internet Connection Plan .....	5
Task 8: Login .....	5
Task 9: Check Status of Coach-Entered Students.....	5
Part 2: Score Composition and FPS .....	6
Task 10: Verify Composition IDs .....	6
Task 11: Verify Composition Readers .....	6
Task 12: Verify Composition Reader Scores .....	6
Task 13: Tally Composition Scores .....	6
Task 14: Double-Check Composition Scores .....	7
Task 15: Score FPS.....	7
Part 3: Score Content Assessment and Quick Recall.....	8
Task 16: Changes to Team Rosters .....	8
Task 17: Check Students IDs in Content Assessment .....	8
Task 18: Verify Content Assessment Results .....	9
Task 19: Enter Quick Recall Match Scores.....	11
Task 20: Enter Quick Recall Results.....	11
Task 21: Finalize Results .....	12

# 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](mailto: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, considerably lightens the duties of the Head Scorer, the Chief Official may also serve in this role.

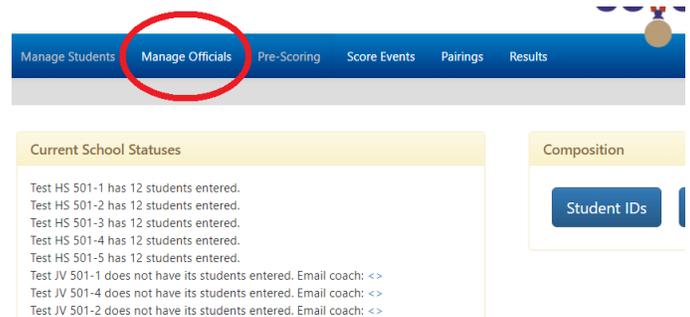
A **Technology Guru** is optional but could help with any technical issues that arise. One of the most important tasks of the Technology Guru is to establish a backup Internet connection. Technology Coordinators would be great for this position. Also consider technically skilled students!

## 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 student results in Content Assessment via email.



## 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

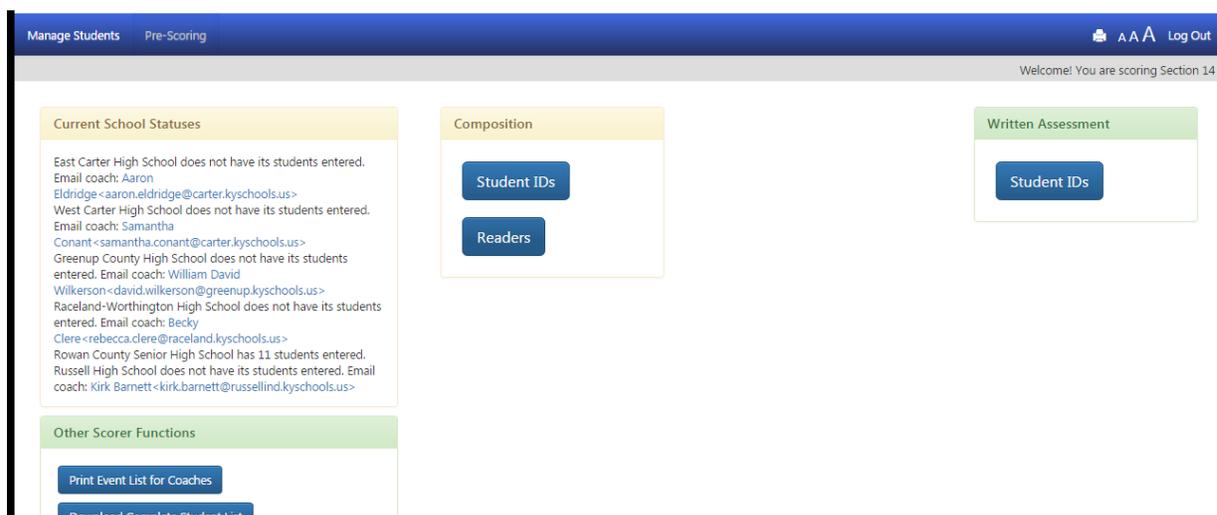
- Before competition, test your backup plan to make sure it will work for you if you need it.

## 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.



- 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 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. Verify Composition IDs

Make sure all Composition students have been entered by coaches on the District Entry electronic submission in ASAP.

- Click "Manage Students" in the navigation bar.
- Select each school, making sure each Composition student has an ID number beginning with 401. If you've added new students, you may need to enter a new ID for them.
- Remove no-show students from Composition by unchecking "Composition".

### Task 11: Verify Composition Readers

Check When Completed

From the Officials' sign-in forms, verify that the number of readers matches the number of schools participating in Composition at District.

### Task 12: Verify Composition Reader Scores

Check When Completed (this task may be completed by the FPS and Composition Coordinator)

- Review the Composition Scoresheet for each Reader (Composition tab in Pre-scoring) that includes the Reader Report Form on the Summary tab.
- From the Score Events tab, click "Score Composition."
- Verify the reader raw scores and ranks on the Summary tab with those automatically entered into ASAP. No booklets may receive the same raw score and rank. If you see this, you must have the Contest Manager contact the reader to break ties, then reupload the scoresheet.
- A blank cell for a student's score indicates a score is missing. This may be an oversight by the reader, or a student did not show for the event but was not removed from the competition list. Investigate the cause and make the correction.
- Complete this process for all readers.

### Task 13: Tally Composition Scores

Check When Completed

- Once all scoresheets have been checked for errors, submit the 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.

Manage Students Manage Officials Pre-Scoring Score Events Results Welcome! You are scoring District 502

## Composition

**Instructions**

\*\*\* Enter each booklet's **RAW POINTS** in the text boxes below. Ranks will then display to the right of those scores. \*\*\*  
 You **MUST** enter all scores for a reader at once, but you do **NOT** have to enter all readers at the same time.  
 You can click each column header to sort data. For example, click **-Place-** to sort by place.  
 Any **ranks shown in red** are adjusted from the outlier rank next to it. Refer to <http://www.kaac.com/governors-cup/adjusting-outliers-in-fps-and-composition/>  
 A blue JP to the right of a place indicates that a tie in combined ranks was broken by judges' preference. Refer to [http://data.kaac.com/ASAP/finalresults/how\\_ties\\_are\\_broken.html](http://data.kaac.com/ASAP/finalresults/how_ties_are_broken.html)  
 \*\*When all reader scores are entered, click **Verify Scores** to sort by place. Double-check your ranks, then click **Submit Scores**

Student ID	Comp Code	First Name	Last Name	School Name	Reader1	Reader2	Reader3	Total Rank	Place	Points
402	804	J.T.	Elswick	Test MS 502-1	111 1	22 9 (5)	111 1	7	1	5
408	805	Rachel	Tomlinson	Test MS 502-3	99 2	33 8 (5)	99 2	9	2	4
405	808	Will	Binkley	Test MS 502-2	88 3	44 7 (5)	88 3	11	3	3
401	810	Dalton	Curtis	Test MS 502-1	77 4	55 6	77 4	14	4	2
406	813	Ana Maria	Cornea	Test MS 502-2	66 5	66 5	66 5	15	5	1
415	814	Dustin	Wilkerson	Test MS 502-3	55 6	77 4	55 6	16	6	0
403	816	Kaitlyn	Gentry	Test MS 502-1	44 7	88 3	44 7	17	7	0
404	822	Kaitlynn	Ball	Test MS 502-2	33 8	99 2	33 8	18	8	0
411	823	Clayton	Webster	Test MS 502-3	22 9	111 1	22 9	19	9	0

Submit Scores

## Task 14: Double-Check Composition Scores

Check When Completed



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

## Task 15: Score FPS

FPS scoring works exactly like Composition scoring. Repeat Tasks 11-14, for FPS this time.

Manage Students Manage Officials Pre-Scoring Score Events Results Welcome! You are scoring District 502

## Assign Future Problem Solving IDs

**Instructions**

Use the sign-in forms to verify students are placed in the correct events, then enter the schools' FPS ID numbers. DO NOT SKIP THIS STEP, as you will have to delete scores and re-enter if you mis-assign IDs.

Test MS 502-1: 001  
 Test MS 502-2: 002  
 Test MS 502-5: 003

Save

### 1. Assign and Verify IDs

Manage Students Manage Officials Pre-Scoring Score Events Results Welcome! You are scoring District 502

## Assign FPS Evaluators

**Instructions**

The schools below have students assigned to Future Problem Solving. Each school participating in FPS must provide an evaluator. Use a placeholder name like "COPS Evaluator" if you don't know the evaluator's name at this point. If a school drops out or is disqualified in FPS, unassign their students from FPS under the "Manage Students" tab. Enter an evaluator for each school that is participating in Future Problem Solving and **Save**.

Edit names as needed. Make sure to click **Save**.

Future Problem Solving Evaluator	Future Problem Solving Evaluator	Future Problem Solving Evaluator
School Name: Test MS 502-1 Name: eval1 Email: email@address.com Cell #: ###-###-#### Required to participate in FPS	School Name: Test MS 502-2 Name: eval2 Email: email@address.com Cell #: ###-###-#### Required to participate in FPS	School Name: Test MS 502-5 Name: eval3 Email: email@address.com Cell #: ###-###-#### Required to participate in FPS

### 2. Verify Evaluators

Manage Students Manage Officials Pre-Scoring Score Events Results Welcome! You are scoring District 502

## Future Problem Solving

**Instructions**

\*\*\* Enter each booklet's **RAW SCORES** (1-176) in the boxes below. Ranks will then display to the right of those scores.\*\*\*  
 You **MUST** enter all scores for an evaluator at once, but you do **NOT** have to enter all evaluators at the same time.  
 You can click each column header to sort data. For example, click **-Place-** to sort by place.  
 Any **ranks shown in red** are adjusted from the outlier rank next to it. Refer to <http://www.kaac.com/governors-cup/adjusting-outliers-in-fps-and-composition/>  
 A blue JP to the right of a place indicates that a tie in combined ranks was broken by judges' preference. Refer to [http://data.kaac.com/ASAP/finalresults/how\\_ties\\_are\\_broken.html](http://data.kaac.com/ASAP/finalresults/how_ties_are_broken.html)  
 \*\*When all evaluator scores are entered, click **Verify Scores** to sort by place. Double-check your ranks, then click **Submit Scores**

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		

Submit Scores

### 3. Verify Raw Scores as Received

Manage Students Manage Officials Pre-Scoring Score Events Results Welcome! You are scoring District 502

## Future Problem Solving

**Instructions**

\*\*\* Enter each booklet's **RAW SCORES** (1-176) in the boxes below. Ranks will then display to the right of those scores.\*\*\*  
 You **MUST** enter all scores for an evaluator at once, but you do **NOT** have to enter all evaluators at the same time.  
 You can click each column header to sort data. For example, click **-Place-** to sort by place.  
 Any **ranks shown in red** are adjusted from the outlier rank next to it. Refer to <http://www.kaac.com/governors-cup/adjusting-outliers-in-fps-and-composition/>  
 A blue JP to the right of a place indicates that a tie in combined ranks was broken by judges' preference. Refer to [http://data.kaac.com/ASAP/finalresults/how\\_ties\\_are\\_broken.html](http://data.kaac.com/ASAP/finalresults/how_ties_are_broken.html)  
 \*\*When all evaluator scores are entered, click **Verify Scores** to sort by place. Double-check your ranks, then click **Submit Scores**

School Name	FPS Code	eval1	eval2	eval3	eval4	Total Rank	Place	Points
Test MS 502-1	53	55 3	88 2	89 2	109 1	8	1	8
Test MS 502-4	51	44 4	99 1	90 1	48 4	10	2	4
Test MS 502-2	55	66 2	77 3	88 3	98 2	10	2	4
Test MS 502-5	59	77 1	66 4	1 4	82 3	12	4	1

Submit Scores

### 4. Tally Scores

# Part 3: Score Content Assessment and Quick Recall

## Task 16: Changes to Team Rosters

The day before your Coaches’ Planning Meeting, coaches are locked out of the scoring system. Any changes to rosters after that time must be made through your scoring interface.

Click the “Manage Students” tab and make needed changes or additions. Click or unclick events, or click the “Add More Students” box, as needed.

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"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>
Isaac	Gray	0	<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>		Y		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<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"/>
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 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.

Home © 2016 KAAC Top

When you make changes, the button at bottom right changes from “No Changes to Save” to “Submit Student Information”. Click that button to save your changes.



**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: Check Students IDs in Content Assessment

Content Assessment IDs are entered by KAAC the day before testing, so coaches can pass that information along to their students. To check that each student has an ID, from the Pre-scoring tab, click "Student IDs" under the Content Assessment section.

Choose the first school in the list to see the image below. Give an ID to any Content Assessment student without one.

Manage Students Manage Officials Pre-Scoring Score Events Results 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	Art 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

## Task 18: Verify Content Assessment Results

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

Manage Students Manage Officials Pre-Scoring Score Events Results 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:

Manage Students   Manage Officials   Pre-Scoring   Score Events   Results   AA   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
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

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.

### No-Shows

To remove testing no-shows, enter a zero for their score and click the red "No Show" button at right. As a safety precaution, these students will "reappear" if you come back to edit scores again later. Simply repeat that process if you do.

## Mathematics

Instructions

Enter scores below. All fields require a value. \*If a student is a no-show, put a zero for their score, then click the red button.\*

\*When all scores 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	No Show
218	Elizabeth	Lanier	Calloway County High School	35	4	1	8	X
119	Gary	Rogers	Calloway County High School	35	2	2	6	X
111	Pratha	Patel	McCracken County High School	33		3	4	X
213	Garret	Greenwell	McCracken Countv Hiah School	32		4	3	X

## Task 19: Enter Quick Recall Match 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.

Manage Students Manage Officials Pre-Scoring Score Events Pairings Results

### 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 20. Enter Quick Recall Results

Check When Completed

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

Manage Students Manage Officials Pre-Scoring Score Events Results

Welcome! You are scoring District 502

### Quick Recall

Instructions

Enter final placements below. All fields require a value.

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

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 21: 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!