Kentucky Association for Academic Competition

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Scoring Guide

Welcome!

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 Kentucky Colonels Sixth Grade Academic Showcase. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

We've recommended that your Contest Manager appoint a "Technology Guru" who will help you work through any technical issues that may arise. Of course, if you are technologically adept yourself, you don't need to find an extra person.

On behalf of the students' schools across the Commonwealth who take part in Sixth Grade Showcase each year, THANK YOU!

The Kentucky Association for Academic Competition
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Office hours: Monday through Friday, 8:00 A.M. to 4:30 P.M. EST

The KAAC staff will be available for Composition questions until 7:30 PM on Thursday to offer procedural guidance.

The KAAC staff will be available until 5:00 P.M. EST on competition day to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

Contents

Part 1: Prepare for Scoring

Part 2: Score Composition

Part 3: Score Written Assessment and Quick Recall

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 electronic scoring! 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.

The **Assistant Scorer** has one of the most important tasks: to essentially "look over the shoulder" of the person doing the typing to watch for data entry errors. The Assistant also performs any other duties as assigned by the Head Scorer.

The **Technology Guru** is on hand to 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!

Feel free to have "extra" people on hand to help!

Task 2: Establish a Scoring Area
When deciding on where you will do your scoring, keep these considerations in mind:
1. Keep away from foot traffic and noise
2. Must have a computer with reliable Internet access (make sure you have any needed passwords)
3. Table space would be a plus for organizing any competition materials such as worksheets.

Task 3: Meet With Your Technology Coordinator
If you are from a public school, request a meeting with your Technology Coordinator. Let your coordinator know that a reliable Internet connection is going to be mandatory for you on competition day. Ask your coordinator to be involved, perhaps to serve as your Technology Guru.
If you're from a private school, take whatever steps are necessary to make sure your competition day Internet access is secured.

Task 4: Send Your Technology Coordinator a Lavish Gift
Okay, that's a joke, but you get the point. It is very important that you establish a good relationship with the person responsible for keeping you Internet-connected. If you're from a private school and have no technology coordinator, see if there's anyone at the school with expertise in technology who could lend you a hand.

Task 5: Designate a Data Entry Person
As early as you can, designate ONE PERSON to do the data entry for your competition. This person could be the Head Scorer, or anyone you choose, but it should be someone with lots of experience filling out Internet forms and printing pages off the Internet. This person can either be at the host school or working from home. Data entry must be performed for all Composition scores, editing of Written Assessment exam scores, and entry of Quick Recall match scores and final placement.

Task 6: Establish a Backup Internet Connection Plan

In case your school building has problems with its Internet connection on competition day, you MUST have in place a backup Internet connection plan. Work with your "Technology Guru" to get this accomplished.

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 7: Secure Your Scoring Password

DO NOT ALLOW ANYONE ELSE TO VIEW YOUR PASSWORD except your Contest Manager. Your Contest Manager may need to use it for non-scoring related tasks.

Task 8: Evaluate Your Internet Settings

Check When Evaluated

❑ JavaScript enabled

❑ Cookies enabled

❑ Ad blockers disabled

❑ All updates/patches for your browser have been applied

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

Task 9. Test Your Backup Internet Connection Plan

Check When Completed

❑ Before competition day, test your backup plan.

Task 10: Login

1. Visit http://my.kaac.com/6gASAP/Login
2. Enter Your Sixth Grade Showcase scorer's password that was emailed to your coach.

Task 11: Check Status of Coach-Entered Students

When you login, you will be at the "Scorer Duties" tab.

☐ The box on the left shows you which schools have entered students. Email links are provided for coaches who are delinquent in this task.

☐ Remember that, unlike previous years, coaches now provide not just the names of their students, but the events in which they are competing. Coaches can edit their roster up until the first competition day, Composition.

Part 2: Score Composition

Task 12. Assign Composition Student IDs if not pre-assigned.

Check When Completed

IMPORTANT: make sure you have added any onsite-entered students through the Student Manager before you proceed. Coaches may NOT add or change students in Composition after 2 hours before the scheduled event is to be held for your section.

☐ Get the Composition sign-in forms from the Contest Manager.

☐ Click "Manage Students" in the navigation bar.

☐ Select each school and follow the instructions.

Task 13: Assign Composition Readers

Check When Completed

☐ From the Scorer Duties tab, choose "Assign Composition Readers".

☐ Enter the names of the readers (you must have 3 readers for the section if 3 or more schools have entered Composition students) and click the submit button at the bottom of the page.

☐ Assign Reader by Name followed by Reader Number (1, 2 or 3)

Task 14: Score Composition

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 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 15: Tally Composition Scores

Check When Completed

☐ Enter your last reader's ranks.

☐ Click "Verify Scores" at the bottom.

☐ Review your ranks. If all is in order, click "Submit Scores" to finalize results.

Any outliers, or ties in combined ranks broken by judges' preference, will be shown on that page. Click the links in the instruction for further information.

Task 16: Assign Written Assessment IDs
Check When Completed

Assigning IDs

❑ Click the "Pre-Scoring" tab, then "Student IDs" under the Written Assessment header.
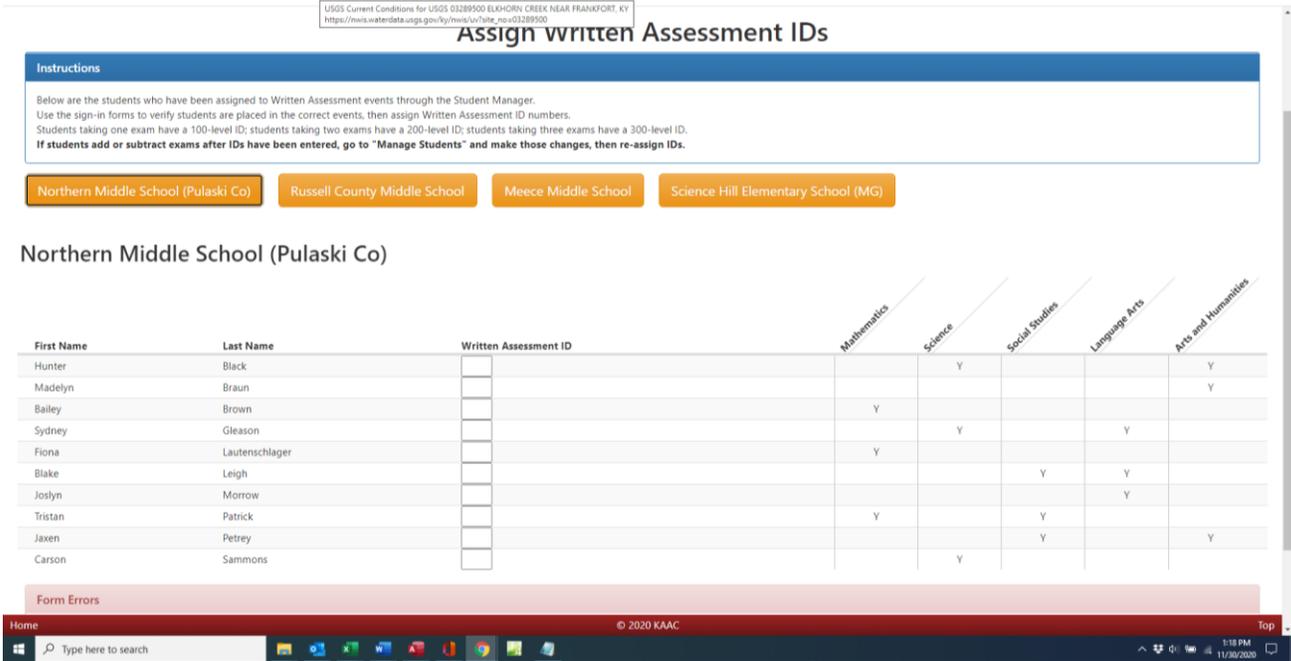
❑ Enter each ID number next to the correct student.

❑ <u>Students taking one exam have a 100-level ID; two exams, 200-level; and three exams, 300-level.</u>

❑ Repeat this task for all participating schools.

❑ When this is completed for all schools, you can download the Excel file for distribution to coaches by clicking "Download Complete Student List" from the Scoring home page. Coaches then distribute IDs and Assessment passwords to their students.

❑ Any changes to Assessment rosters after IDs are sent out the first time will require that you send the appropriate coach a new ID number and student testing password.

Task 17: Assign Students to Quick Recall
❑ Get the Quick Recall sign-in forms from the Contest Manager.

❑ Click the "Manage Students" tab.

- ☐ Select a school from the list
- ☐ Ask your assistant to read, one by one, the names of each student playing Quick Recall.
- ☐ As each name is read, click the box marked "Quick Recall" for that student.
- ☐ When finished, scroll down to the bottom and click "Submit Student Information".
- ☐ Repeat this task for all participating schools.

Task 18: Verify Written Assessment Scores entered online

All Assessment scores are imported directly into the scoring system from our testing platform. As scorer, all you have to do is (a) adjust scores if there were successful inquiries; and (b) finalize and submit scores for each Assessment event.

- ☐ Ask the Chief Official if there were any successful Written Assessment inquiries. If so, click the "Score Events" tab and choose the exam you wish to score, to see this screen:

Scoring Mathematics

Instructions

Enter scores below. All fields require a value.

"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	Dfdfdfd	Dfdfdf	Test 6g 500-1	50	2	1	7
102	Dfdfd	Dfdfd	Test 6g 500-1	50	2	1	7
210	Tester1	Tester 1	Test 6g 500-2	16		3	4
203	Aodfasdfasdf	Aodfasdfasdf	Test 6g 500-4	15		4	3
202	Aodfasdf	Aodfasdf	Test 6g 500-4	14		5	2
201	Tester1	6gStudent	Test 6g 500-4	13		6	1
122	Dfdfd	Dfdfd	Test 6g 500-3	12		7	0
121	Dfdfdf	Dfdfd	Test 6g 500-3	11		8	0
120	Dfdfdf	Dfdfd	Test 6g 500-3	10		9	0
112	Dfdfd	Dfdf	Test 6g 500-6	9		10	0
111	Dfdfd	Dfdf	Test 6g 500-6	8		11	0
110	Dffd	Dfdfd	Test 6g 500-6	7		12	0
109	Dfdfd	Dfdfdf	Test 6g 500-5	6		13	0
108	Dfdfdf	Dfdfd	Test 6g 500-5	5		14	0
107	Dfdfd	Dfdfd	Test 6g 500-5	4		15	0
103	Dfdfd	Dfdfd	Test 6g 500-1	3		16	0

Submit Scores

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After adjustments or made, or if there were no adjustments needed, click "Submit Scores" to finalize results.

Task 19: Enter Quick Recall Scores and Results
Check When Completed

There are two components to Quick Recall results—the entering of round-by-round scores, and the entering of the final placements. To enter the round-by-round scores, click "Score Quick Recall Rounds" from the "Score Events" tab, and follow the instructions. To enter the final placements:

❑　From the "Score Events" tab, click "Score Quick Recall".

❑　Follow the on-screen instructions.

Task 20: Finalize Results

Check When Completed

- [ ] When you have finished entering all results, a red button appears on the Score Events tab called "Finalize Scoring and Print Results." Click it ONLY if you have no more scoring to do.
- [ ] Print each form as needed for awards or for coach packets.
- [ ] Ask your Technology Guru for help if you are having trouble getting a presentable printed copy of any form.

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

Troubleshooting Printing

1. Make sure you have the correct printer chosen in your printer setup.
2. Make sure your printer is turned on.
3. Make sure there is paper in your printer.
4. If you are having a hard time getting the data to fit on the page, change your printer setting to "landscape" under "Properties", or change the paper size to 8.5" x 14".
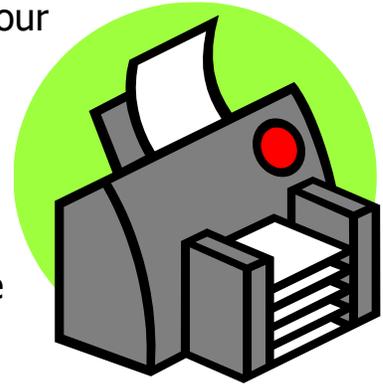
Appendix A--Technology Guru--Duty Sheet Handout

The **Technology Guru** is on hand to help with any technical issues that arise. One of the most important tasks of the Technology Guru is to establish a backup Internet connection.

Duty 1: Establish a Backup Internet Connection Plan (Task 6)

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--cords, phone jacks, etc.
4. All needed passwords and configuration information

DO NOT IGNORE THIS TASK! A little planning could save you lots of aggravation!

Duty 2: Evaluate Your Internet Settings (Task 8)

Check When Evaluated

❑ Java enabled

❑ Ad blockers disabled

❑ All updates/patches for your browser have been applied

## Duty 3: Test Your Backup Internet Connection Plan (Task 9)

Check When Completed

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

Duty 4: Test Your Print Settings

If you're having problems:

1. Make sure you have the correct printer chosen in your printer setup.
2. Make sure your printer is turned on.
3. Make sure there is paper in your printer.
4. If you are having a hard time getting the data to fit on the page, change your printer setting to "landscape" under "Properties", or change the paper size to 8.5" x 14".
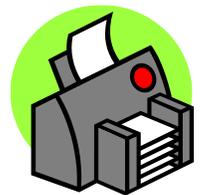
Duty 5: Consult on Competition Day

Be on hand on competition day to help with any technical issues that may arise.