



KELPA

Kansas English Language Proficiency Assessment

KELPA SCORING MANUAL

2023-2024



TABLE OF CONTENTS

Manual Overview	2
Change Log.....	2
What’s New for KELPA in 2024	2
Hand Scoring Speaking and Writing Items.....	3
Initial TEST Record Upload Through KIDS	4
Assign Additional Scorers.....	4
Monitor Scoring Completion.....	7
Monitor Scoring Data Extract	8
Scoring Summary Dashboard	9
Scoring Responses.....	9
Second Rater Scoring.....	13
Upload Scoring Results	14
Review the Scoring File Upload.....	16

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 Kite Educator Portal (EP) processes and the [KELPA Examiner's Manual](#) for administration guidance.

CHANGE LOG

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

Change Logged	Page(s)	Description of Change

WHAT'S NEW FOR KELPA IN 2024

The following enhancements were made to the KELPA program this year:

- Scoring of all speaking domain and select writing domain items has undergone a major improvement! Educators will score responses in the newest add-on to the Kite Suite: Kite Scoring Portal. See the Scoring Responses section for more information.

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 in the *Rubrics for KELPA and KELPA Screener* and *KELPA Rater Training Materials*, which District, Building Test Coordinators, and Teachers may download from the Help tab in EP. THESE DOCUMENTS ARE CONFIDENTIAL AND SECURE.

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

GRADE BAND	SPEAKING	WRITING
K	10	4
1	10	4
2-3	10	4
4-5	10	4
6-8	10	3
9-12	10	3

- Educators must complete rater training prior to scoring KELPA items and must have accounts in EP. The educator should be assigned the role of Teacher in EP. For assistance, contact the District Test Coordinator (DTC) or Building Test Coordinator (BTC).
- Educators associated with the student’s TEST record will be assigned as the Primary Scorer.
- A sample of students from schools with 10 or more students per grade/grade band will be chosen to have their speaking and writing scores double-scored. See *Second Rater Scoring* for more information.
- The window for hand scoring speaking and writing items runs from January 29 – March 29, 2024, closing at 11:59 p.m. Central on March 29.
- 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 be scored individually after the student has recorded all responses in Kite Student Portal (deferred scoring).
 - Each district should determine which scoring option to use **BEFORE** the start of testing.
 - **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 EP.
 - Data in each file for upload must be composed of a single grade and a domain assessment (for example, grade 3 speaking).
 - See *Upload Scoring Results* for more information.

Note: Only users with the roles of DTC, District User (DU), BTC, or Building User (BU) can upload scores in EP.

- Users with the roles of DTC, DU, BTC, and BU may monitor scoring progress in order to send reminders to educators who are assigned to score and ensure on time completion.
- Maintain security of rubrics and scoring documents at all times.
- After scoring, all paper/pencil writing responses for grades K and 1 must be scanned and uploaded into EP. For instructions, please refer to the [KELPA Examiner's Manual](#).

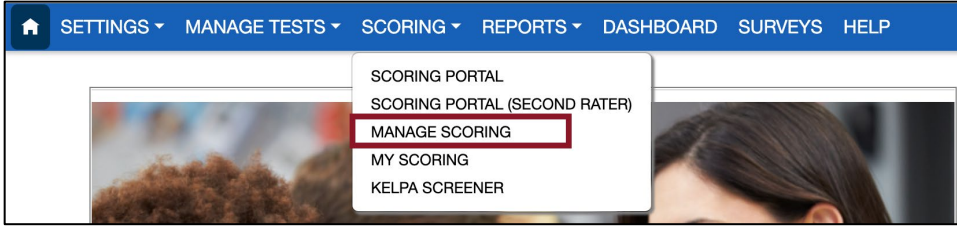
INITIAL TEST RECORD UPLOAD THROUGH KIDS

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, or primary, scorer by default.

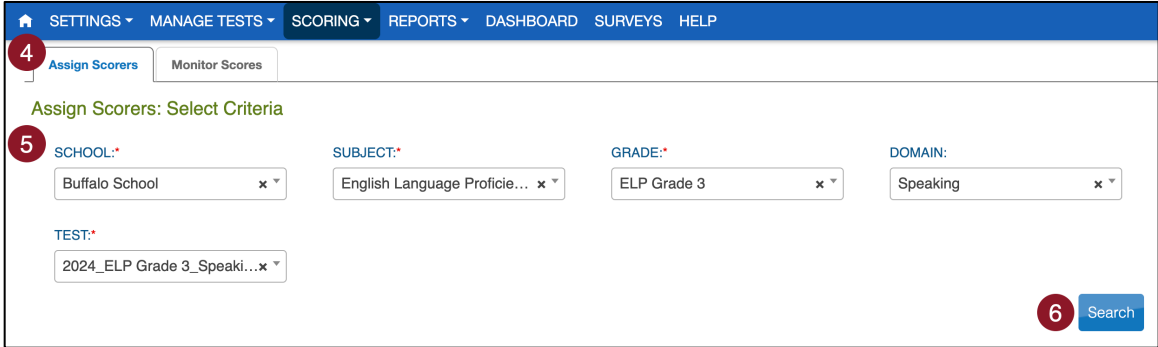
ASSIGN ADDITIONAL SCORERS

Educator Portal users with the role of DTC, DU, BTC, and 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 EP, perform the following steps:

1. Log in to EP.
2. Select the SCORING menu.
3. Select MANAGE SCORING.

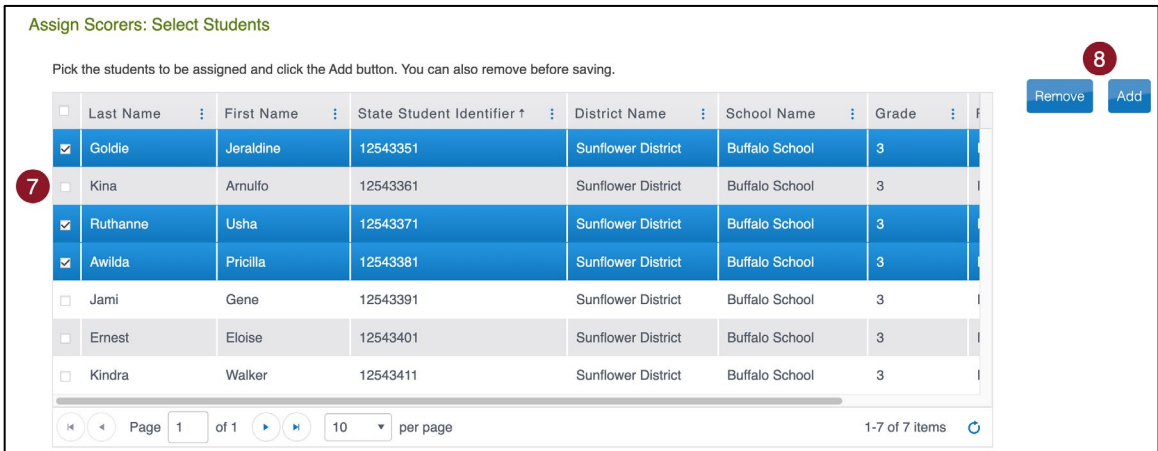


4. Select the Assign Scorers tab.
5. Complete the required fields.
6. Select Search.



Note: Fields marked with red asterisks are required.

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



9. Select the scorer(s).

10. Select Add.

Assign Scorers: Select Scorers

Pick the scorer to be assigned and click the Add button. You can also remove before saving.

<input type="checkbox"/>	First Name ↑	Last Name	District	School	Role
<input type="checkbox"/>	Amy	Bernard	Sunflower District	Buffalo School	Teacher
<input checked="" type="checkbox"/>	Brad	Johnson	Sunflower District	Buffalo School	Teacher
<input type="checkbox"/>	Adrian	Leonard	Sunflower District	Buffalo School	Building Test Coordinator
<input type="checkbox"/>	Gina	Meyers	Sunflower District		District User
<input type="checkbox"/>	Colleen	Newman	Sunflower District		District Test Coordinator
<input type="checkbox"/>	Darin	Piper	Sunflower District		District User

Remove Add

Page 1 of 1 10 per page 1-6 of 6 items

11. The student(s) and scorer(s) you selected will populate the tables at the bottom of the page. Next, enter a name for the scoring assignment.

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

12. Select Save.

Your Selections

Selected Students

Last Name, First Name	
Awilda, Pricilla	
Goldie, Jeraldine	
Ruthanne, Usha	

Selected Scorers

Last Name, First Name	
Hansen, Brad	

11 Enter a descriptive assignment name.
G3_Hansen

Cancel Save 12

13. Select Continue or Done.

G3_Hansen has been successfully associated with selected students and scorers on 1/5/2024.

To assign scorers to other test sessions, click Continue; otherwise click Done:

Continue Done

Note: Once a scoring assignment is created, manually or automatically, it cannot be deleted.

MONITOR SCORING COMPLETION

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

1. Select the SCORING menu.
2. Select MANAGE SCORING.
3. Select the Monitor Scores tab.
4. Complete the appropriate fields. Fields marked with red asterisks are required.
5. Select Search.

The screenshot shows the 'Monitor Scores' interface. At the top, there is a navigation bar with 'SCORING' selected. Below it, there are two tabs: 'Assign Scorers' and 'Monitor Scores'. The main content area is titled 'Monitor Scorers: Select Criteria'. It contains four dropdown menus: 'SCHOOL:*' with 'Buffalo School', 'SUBJECT:*' with 'English Language Proficie...', 'GRADE:*' with 'ELP Grade 3', and 'DOMAIN:*' with 'Speaking'. Each dropdown has a red asterisk and a clear 'x' button. To the right of the 'DOMAIN' dropdown is a blue 'Search' button and a green download icon.

Note: After selecting Search, you can download a CSV file for the grade and domain by using the green download icon next to the search button.

6. Select the test session you need to monitor. Scroll to the right to view scores.

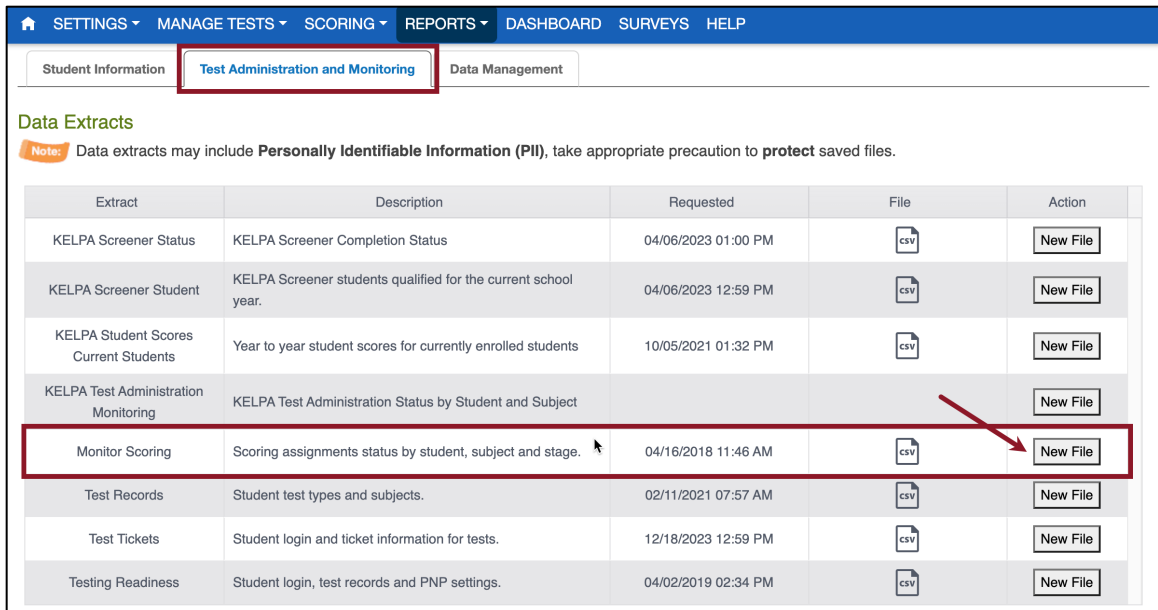
Test ID	Stage	Overall Status	Scorer	Rater	1	2
89	Speaking	COMPLETED	Test Scorer 2	Primary	3	3
10	Writing	IN PROGRESS	Test Scorer 1	Primary		3
56	Speaking	Not Started	Test Scorer 1	Primary		
56	Speaking	Not Started	Test Scorer 2	Secondary		

In addition to this method of monitoring scoring completion, DTCs, DUs, BTCs, and BUs have access to the Monitor Scoring data extract and the Scoring Summary tab on the dashboard.

MONITOR SCORING DATA EXTRACT

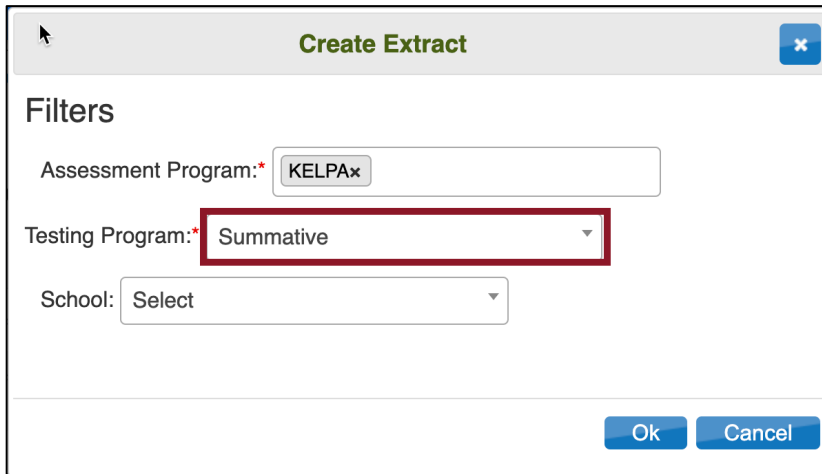
To access the Monitor Scoring data extract, perform the following steps:

1. Select the REPORTS menu.
2. Select DATA EXTRACTS.
3. Select the Test Administration and Monitoring tab and locate the Monitor Scoring row.
4. In the Action column, select the New File button.



Extract	Description	Requested	File	Action
KELPA Screener Status	KELPA Screener Completion Status	04/06/2023 01:00 PM	CSV	New File
KELPA Screener Student	KELPA Screener students qualified for the current school year.	04/06/2023 12:59 PM	CSV	New File
KELPA Student Scores Current Students	Year to year student scores for currently enrolled students	10/05/2021 01:32 PM	CSV	New File
KELPA Test Administration Monitoring	KELPA Test Administration Status by Student and Subject			New File
Monitor Scoring	Scoring assignments status by student, subject and stage.	04/16/2018 11:46 AM	CSV	New File
Test Records	Student test types and subjects.	02/11/2021 07:57 AM	CSV	New File
Test Tickets	Student login and ticket information for tests.	12/18/2023 12:59 PM	CSV	New File
Testing Readiness	Student login, test records and PNP settings.	04/02/2019 02:34 PM	CSV	New File

5. Select Summative from the Testing Program drop-down. Select a school, if desired.



Create Extract

Filters

Assessment Program:

Testing Program:

School:

6. Select OK. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Select Yes. Each time a data extract is created, the older file will be removed. If you need to refer to the older file, save it before creating a new data extract.

7. The status in the extract grid's File column will change to "In Queue." Wait approximately 45 seconds (depending on file size) until the note displays a CSV icon.
8. When the file is generated, select the CSV icon in the File column.
9. Open or save the file.

Note: Refresh your browser if the status of the extract does not change from In Queue.

SCORING SUMMARY DASHBOARD

The Scoring Summary tab provides a snapshot of test sessions that have been scored. To access the Scoring Summary dashboard, perform the following steps:

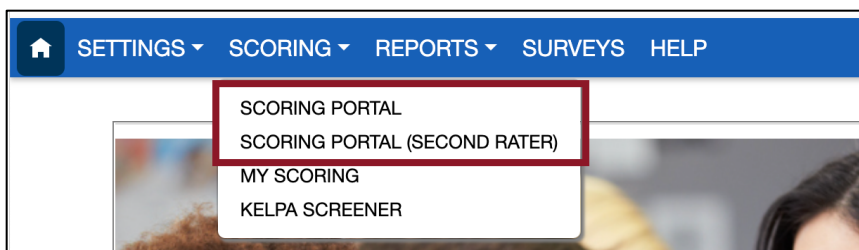
1. Select the DASHBOARD menu.
2. Select the Scoring Summary tab.

Testing Summary	Scoring Summary	Reactivations	Testing Outside Hours	Short Duration Testing	Kite Error Messages	
Dashboard: View Scoring Summary						
					View a school	
District: Kansas City			As of: Sunday 7/19/2020 12:12 PM CDT			
Subject	Sessions Assigned	Test Sessions Scored			Percent Completed	Completed Not Scored
	School Year 2019-2020	Today 7/19	Prior Day 7/18	School Year 2019-2020	School Year 2019-2020	School Year 2019-2020
<div style="display: flex; align-items: center;"> ▾ KELPA </div>						
Listening	8,432	0	0	0	0.0%	8,289
Reading	8,429	0	0	0	0.0%	8,291
Speaking	8,432	0	0	8,281	99.8%	8
Writing	8,437	0	0	8,259	99.9%	4
Data updated twice daily - approximately noon and midnight Central Time.						Download Extract

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. Select the SCORING menu.
2. Select SCORING PORTAL or SCORING PORTAL (SECOND RATER).



- A new tab will open in your browser, and you will be logged in to Kite Scoring Portal. The My Scoring page is displayed. Select the filters at the top of the page to filter and display the items that you must score.
- The table will show all items that must be scored. The Scored column indicates whether the item has already been scored. The Responded column indicates whether the item has a student response available for scoring.
- To score an item, select the item row, then select Start Scoring.

Kite Scoring Portal

Assessment Program: KELPA | Organization: Kansas | Role: Scorer

Home > Scoring > My Scoring

District*: Sunflower District | School*: Buffalo School | Subject*: English Language Proficiency

Grade*: ELP Grade 3 | Domain: | Screener: No

Search by Item, Subject or Rater

Scored	Responded	Student Name ↑	Item Id	Item Name	Position	Domain	Rater
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73765	EL.W.1.11_2019_03	16	Wrtnng	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	74507	EL.W.1.11_2019_11.d	17	Wrtnng	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73768	EL.W.1.10_2019_09	18	Wrtnng	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73565	EL.W.1.11_2019_12	19	Wrtnng	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73184	EL.S.SL 3.4_2019_03	1	Spkng	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73185	EL.S.SL 3.1_2019_03	2	Spkng	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73136	EL.S.SL 2.2_2019_01	3	Spkng	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73189	EL.S.SL 3.4_2019_04	4	Spkng	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73496	EL.S.SL 2.3_2019_03	5	Spkng	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goldie, Jeraldine	73187	EL.S.SL 3.3_2019_01	6	Spkng	1

1 to 10 of 14

Start Scoring

6. Complete the fields according to the descriptions below.

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

Speaking Responses

Kite Scoring Portal

Assessment Program: KELPA | Organization: Kansas | Role: Scorer

Home > Scoring > My Scoring > Score

Test Session: 2024_ELP Grade 3_Speaking | Student: Goldie, Jeraldine | Item: EL.S.SL.3.4_2019_03 | Position: 1 | Rater: 1

Rubric 2

Student Response 1 [Question Preview](#)

0:00 / 0:08

Score* 4 | Non-Score Reason 5 | Add Comments 8

Scoring Method 6 | Scoring Modal 7

Writing Responses

Kite Scoring Portal

Assessment Program: KELPA | Organization: Kansas | Role: Scorer

Home > Scoring > My Scoring > Score

Test Session: 2024_ELP Grade 3_Writing | Student: Goldie, Jeraldine | Item: EL.W.1.11_2019_03 | Position: 16 | Rater: 1

Rubric 2

Student Response 1 [Question Preview](#)

Score* 4 | Non-Score Reason 5 | Add Comments 8

Scoring Method 6 | Scoring Modal 7

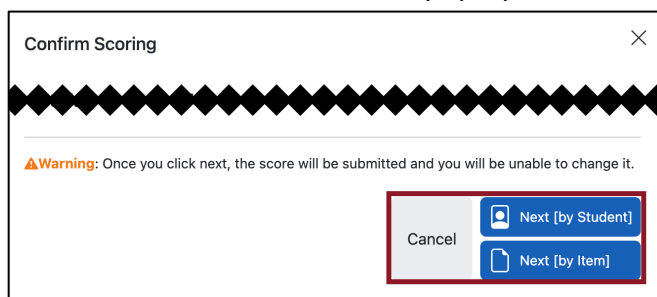
The screen to score responses is shown above. Fields marked with red asterisks are required.

1. **Question Preview** – A new tab opens and displays the item stem and prompt
2. **Rubric** – The accordion expands to display the scoring rubric
3. **Student Response** – On writing responses, displays the student response. On speaking responses, displays an audio bar to play student response
4. **Score** – Select the score from the drop-down menu
5. **Non-Score Reason** – Select the non-score reason, if applicable (see table below)

Non-Score Reason Options	Code
The response is blank.	BL
The response is harmful to self and/or others.	HSO
The response does not include enough student writing to score.	IS
The response is unrelated to the resources and/or prompt.	OT
The response is in a language other than English.	RNE

Note: Only “The response is harmful to self and/or others.” may have a non-zero score given. Other Non-Score Reasons automatically assign a score of 0.

6. **Scoring Method** – Select either Individual Scoring or Paired/Group Scoring
7. **Scoring Modal** – Select either Deferred Speaking Scoring or Simultaneous Speaking Scoring (only used for Speaking items)
8. **Add Comments** – Enter any comments
9. **Save** – Confirm the information entered and proceed to the next item
 - Next [by student]** – takes you to the next item for the same student; use this when you are scoring a student’s entire test
 - Next [by item]** – takes you to the same item for the next student; use this when you are scoring the same item for all students
 - Cancel** – close the confirmation pop-up and return to scoring the item



10. Once you have scored all items, you will be returned to the My Scoring page.

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 (English Learner) 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 EP.

DTCs should 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.
- If your district chooses to upload scores into EP, two scores for each selected student will show on your template. See Upload Scoring Results below for more information.

Note: Students needing to be double scored are prepopulated in EP by the system.

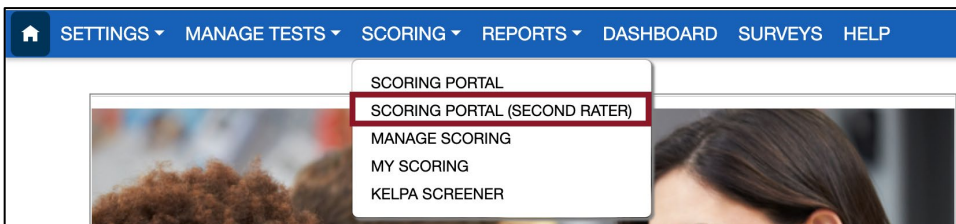
To see the students requiring Second Rater scoring, perform the following steps:

1. Select the SCORING menu.
2. Select MANAGE SCORING.
3. Select the Monitor Scores tab.
4. Select all appropriate filters. Fields marked with red asterisks are required.
5. Select Search.
6. Students requiring Second Rater scoring will show “Secondary” in the Rater column.

Stage	Overall Status	Scorer	Rater
Writing	Not Started	Brad Johnson	Secondary
Writing	Not Started	Darin Piper	Secondary

To score second rater responses, perform the following steps:

1. Select the SCORING menu.
2. Select SCORING PORTAL (SECOND RATER).



3. Complete scoring using the same scoring method and follow the same steps as the primary scorer outlined above. Alternatively, second-rater scoring can be done offline and then uploaded using the spreadsheet upload process described below.

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. Select the SCORING menu.
2. Select MY SCORING.
3. The Upload Scores tab is displayed.
4. Complete the appropriate fields. DTCs can select more than one school in their district, but are limited to a single grade and domain assessment (i.e., Grade 3 Speaking).

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*.

Upload Scores

Note: Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.

Upload Scores: Select Criteria:
 Note: Students must have taken the same test to be downloaded and uploaded in the same file.

4 SCHOOL: SUBJECT: GRADE:

DOMAIN: TEST SESSIONS:

Include Completed Item. **5** Next

Upload Scores: Download Source File:
 6 Download

Upload Scores: Upload Completed File Score
 Upload

5. Select Next.
6. Select Download.
7. The downloaded file will auto-fill columns A-N and any completed items (if selected).
The remaining cells should be filled out according to the table below.

Column Heading	Possible Entries	Required?	Description
(Number)	0, 1, 2, 3 C	Yes	0,1,2,3 – Score for this item C – Clears the score for this item Note: Changed scoring values overwrite any previously entered scores.
(Number)-Non Score Reason	BL, HSO, IS, OT, RNE	No	See the Non-Score Reason Options table above for details about these codes
Scorer Email	[Email address]	Yes	Enter the email address associated with the EP account of the person that scored this item.
Scoring method	Individual Paired/Group	Yes	Individual – One scorer determined score Paired/Group – More than one scorer determined score collaboratively
Speaking Scoring (Speaking Only)	Deferred Simultaneous	Yes	Deferred – Scoring done from recording Simultaneous – Scoring done live

8. Save CSV file locally.

9. Navigate back to EP.
10. Select inside the text box next to Upload. Choose the CSV file you saved locally.
11. Select Upload.

Upload Scores: Upload Completed File Score

10
Upload
11

REVIEW THE SCORING FILE UPLOAD

The last 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.

Date	Time	Status	File
01/05/2024	1:27:47 AM	COMPLETED	
01/05/2024	1:22:24 AM	COMPLETED	
01/05/2024	1:13:07 AM	FAILED	

Status Message	Description
COMPLETED (without File)	All records were created successfully.
COMPLETED (with File)	File validation was successful, but not all records were uploaded successfully due to inaccurate data. Select the CSV file in the file column to understand why some failed and how to fix any inaccuracies.
FAILED	Records were not created due to failed file validation. Select the CSV file in the file column to understand why the file failed validation. This is typically caused by a missing or altered column heading.

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

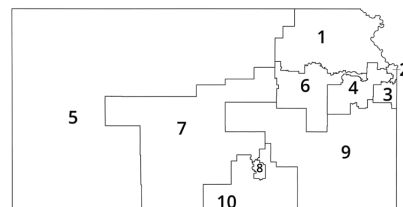
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

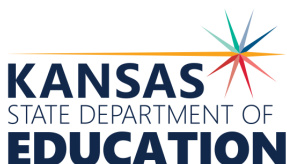
- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
www.ksde.org/board



<p>DISTRICT 1</p>  <p>Danny Zeck dzeck@ksde.org</p>	<p>DISTRICT 2</p>  <p>Melanie Haas Chair mhaas@ksde.org</p>	<p>DISTRICT 3</p>  <p>Michelle Dombrosky mdombrosky@ksde.org</p>	<p>DISTRICT 4</p>  <p>Ann E. Mah Legislative Liaison amah@ksde.org</p>	<p>DISTRICT 5</p>  <p>Cathy Hopkins chopkins@ksde.org</p>
<p>DISTRICT 6</p>  <p>Dr. Deena Horst Legislative Liaison dhorst@ksde.org</p>	<p>DISTRICT 7</p>  <p>Dennis Hershberger dhershberger@ksde.org</p>	<p>DISTRICT 8</p>  <p>Betty Arnold barnold@ksde.org</p>	<p>DISTRICT 9</p>  <p>Jim Porter Vice Chair jporter@ksde.org</p>	<p>DISTRICT 10</p>  <p>Jim McNiece jmcniece@ksde.org</p>



900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

COMMISSIONER OF EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER

Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER

Division of Learning Services



Dr. Ben Proctor

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

Kansas leads the world in the success of each student.

Jan. 13, 2023