

Tips for Using the Local Scoring Tool
2010–11 California English Language Development Test
Version 1.0
July 1, 2010

Purpose

The Local Scoring Tool (LST) is an online data entry and scoring application that assists California English Language Development Test (CELDT) staff with recording and calculating students' CELDT scores.

The LST application allows the user to:

1. Enter student demographic information and raw scores.
2. Calculate scale scores and performance levels at the touch of a button.
3. Print a hard copy of the Preliminary Local Student Score Report.
4. Create an electronic record of the student scores for copying into a spreadsheet or text editor.

Getting Started

- For each student who will be scored, make a photocopy of the Student Score Sheet from the grade-specific 2010–11 Examiner's Manual.
- Follow the directions in the Examiner's Manual, Section 10, to complete the Student Score Sheet.
- Note: The LST cannot be used for scoring the CELDT Braille Version.

Launching the LST Application

- Access the LST Web page at http://www.celdt.org/resources/scoring_tool/, then select the **Launch Scoring Tool** button.

Entering Student Demographic Data

- Working with one Student Score Sheet at a time, enter the demographic information for the student on the LST. All student information provided will appear on the printed report and in the electronic file. The following fields are the minimum required:
 - Student Name
 - Student Grade
 - Test Date

Note: Data entered in the Teacher, School, and District fields will be carried over to all students until it is changed manually.

- Select the **Enter Scores** button to continue to the next screen.

Entering Student Scores

- Enter the total score for each test component.
- Use the Tab key to move between fields. The tab order follows the same order as the domains and test components in the Student and Answer Books.
- Move the cursor over the score entry box to view a text tag providing the maximum possible score (e.g., “valid score range: 0–10”). The number of test components for each domain and the maximum possible score vary according to grade span. An “out-of-range” error message will be displayed if a score that is not within the valid score range is entered. A blank will be calculated as a zero score on the report but remain a blank in the electronic Comma-Separated Values (CSV) file.
- Select the **Calculate Scale Scores & View Report** button to continue.

Producing a Preliminary Local Student Score Report

- If needed, enter any comments about an individual student’s scores in the comment box and select the **Print Report** button. A preliminary local score report in print format will be displayed.

Note: The reports printed from the LST are preliminary. Districts will receive the official student score report from Educational Data Systems within six to eight weeks of receiving testing materials for scoring.

- To edit incorrect student data, select the **Edit this Student** button.
- To clear the screen and begin entering data for another student, select the **New Student (Start Over)** button.

IMPORTANT: Remember to include ONLY the operational items for local scoring. The items to omit when calculating raw scores are identified by field test form number in the 2010–11 Forms 2–6 Examiner’s Manuals, Table 6.

Exporting a CSV Record

- To retain the data in electronic form, export the current student data as a CSV record by selecting the **Export as CSV** button. In most cases, a default program (a spreadsheet or text editor program) will open up. If a default program is not set, a program must be chosen.
- To save more than one student record in a spreadsheet or text file, open a new document for the program on your local computer, copy the first exported record (the header and student data row), and paste them into the new document. Save this file before proceeding. Then, as additional student tests are scored, copy the student data row from each CSV file into the saved spreadsheet or text file.

For convenience, a downloadable Excel 97–2003 template with header rows is available on the LST Web page at http://www.celdt.org/resources/scoring_tool.

Note: The columns in the export file differ by grade span (K–1, 2, and 3–12), therefore three separate worksheets, spreadsheets or text files (one for each of these three grade spans), is required to keep the data in the correct columns. The Excel template contains one worksheet for each grade span type.

Unlike the format of the data entry screens, the order of the domains in the CSV file is the same for all grade spans (Listening, Reading, Writing, and Speaking).

Saving Student Scores

- To save student score information, the report must be printed and/or the CSV data record must be saved. The LST is a “calculator” and does not save any data on Educational Data Systems servers. Each student record is scored and reported separately; there are no summary scores calculated.

Minimum Hardware/Software Requirements for Using the LST

- The LST runs within the computer’s Web browser and does not require any additional software. Browser requirements: Internet Explorer 6+, Firefox 3+, or Safari 3+.

The table below shows the CSV column headings in the order they are exported for grade spans types K–1, 2, and 3–12.

Field Number	Grade K–1 CSV Column Headings	Grade 2 CSV Column Headings	Grades 3–12 CSV Column Headings
1	student_name	student_name	student_name
2	ssid	ssid	ssid
3	local_student_id	local_student_id	local_student_id
4	birth_date	birth_date	birth_date
5	gender	gender	gender
6	grade	grade	grade
7	test_form	test_form	test_form
8	test_date	test_date	test_date
9	answer_book_id	answer_book_id	answer_book_id
10	district	district	district
11	school	school	school
12	teacher	teacher	teacher
13	l_oral_dir	l_oral_dir	l_oral_dir
14	l_teacher_talk	l_teacher_talk	l_teacher_talk
15	l_ext_list_comp	l_ext_list_comp	l_ext_list_comp
16	l_rhyming	l_rhyming	r_word_analysis
17	r_word_analysis	r_word_analysis	r_fluent_vocab
18	r_fluent_vocab	r_fluent_vocab	r_read_comp
19	r_read_comp	r_read_comp	w_gram_struct
20	w_copy_letter_words	w_gram_struct	w_sent_item1
21	w_writing_words	w_sent_item1	w_sent_item1_score
22	w_punc_capitaliz	w_sent_item1_score	w_sent_item2
23	s_oral_vocab	w_sent_item2	w_sent_item2_score
24	s_speech_func	w_sent_item2_score	w_sent_item3
25	s_choose_give	w_sent_item3	w_sent_item3_score
26	s_4_pic	w_sent_item3_score	w_sent_item4
27	l_raw_total	w_sent_item4	w_sent_item4_score
28	l_ss	w_sent_item4_score	w_shrtcomp_item
29	l_perf_level	w_shrtcomp_item	w_shrtcomp_score
30	r_raw_total	w_shrtcomp_score	s_oral_vocab
31	r_ss	s_oral_vocab	s_speech_func
32	r_perf_level	s_speech_func	s_choose_give
33	w_raw_total	s_choose_give	s_4_pic
34	w_ss	s_4_pic	l_raw_total
35	w_perf_level	l_raw_total	l_ss
36	s_raw_total	l_ss	l_perf_level
37	s_ss	l_perf_level	r_raw_total
38	s_perf_level	r_raw_total	r_ss
39	overall_ss	r_ss	r_perf_level
40	overall_perf_level	r_perf_level	w_raw_total
41		w_raw_total	w_ss
42		w_ss	w_perf_level
43		w_perf_level	s_raw_total
44		s_raw_total	s_ss
45		s_ss	s_perf_level
46		s_perf_level	overall_ss
47		overall_ss	overall_perf_level
48		overall_perf_level	