

Tips for Using the Local Scoring Tool

2011–12 Edition

California English Language Development Test

Purpose

The Local Scoring Tool (LST) is an online data entry and scoring application that assists district staff working with the California English Language Development Test (CELDT) with recording and calculating student CELDT scores for making program and placement decisions.

The LST application allows users to:

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

Getting Started

- For each student test to be scored, make a photocopy of the grade-appropriate Student Score Sheet from the 2011–12 Examiner’s Manual.
- Follow the directions in the Examiner’s Manual (Section 10, Step 1) to complete the Student Score Sheet. The LST application will automatically generate total raw scores for each domain, scale scores, and performance levels for each student.
- Note: The LST cannot be used for scoring the Braille Version.

Launching the LST Application

- Access the LST application 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 student demographic information onto the LST screen. 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 School Name and District Name fields will be automatically carried over to all students until different data are entered in these fields.

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

Entering Student Scores

- Enter the raw scores 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 on the Student Score Sheet.
- 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 file.
- **IMPORTANT:** If entering scores for students who took a field test form (Forms 2–6), 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 2011–12 Forms 2–6 Examiner’s Manuals, Section 10, Table 6.
- 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 or testing situation, such as an irregularity, 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, and districts should use caution when interpreting local results due to possible variations between local and official scores. Districts will receive the official student score report from Educational Data Systems within six to eight weeks of receiving test materials for scoring, at which time notification letters and official score reports should be provided to parents or guardians.

- To edit incorrect student data, select the **Edit this Student** button. Enter the correct student data, then select the **Calculate Scale Scores & View Report** button.
- To clear the screen and begin entering data for another student, select the **New Student (Start Over)** button.

Exporting a Comma-Separated Values (CSV) Electronic Record

- To retain data in electronic form, export 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. 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 it 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 workbook contains one worksheet for each grade span.

Saving Student Scores

- To save student score information, the report must be printed and/or the CSV data record must be saved as described above. The LST is a “calculator” and does not save any data on Educational Data Systems servers. Each student record is scored and reported separately; no summary scores are 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 grades K–1, 2, and 3–12.

Field Number	Excel Column	Grade K–1 CSV Column Headings	Grade 2 CSV Column Headings	Grades 3–12 CSV Column Headings
1	A	student_name	student_name	student_name
2	B	ssid	ssid	ssid
3	C	local_student_id	local_student_id	local_student_id
4	D	birth_date	birth_date	birth_date
5	E	gender	gender	gender
6	F	grade	grade	grade
7	G	test_form	test_form	test_form
8	H	test_date	test_date	test_date
9	I	answer_book_id	answer_book_id	answer_book_id
10	J	district	district	district
11	K	school	school	school
12	L	teacher	teacher	teacher
13	M	l_teacher_talk	l_teacher_talk	l_oral_dir
14	N	l_ext_list_comp	l_ext_list_comp	l_teacher_talk
15	O	l_oral_dir	l_oral_dir	l_ext_list_comp
16	P	l_rhyming	l_rhyming	r_word_analysis
17	Q	s_oral_vocab	s_oral_vocab	r_fluent_vocab
18	R	s_speech_func	s_speech_func	r_read_comp
19	S	s_choose_give	s_choose_give	w_gram_struct
20	T	s_4_pic	s_4_pic	w_sent_item1
21	U	r_word_analysis	r_word_analysis	w_sent_item1_score
22	V	r_fluent_vocab	r_fluent_vocab	w_sent_item2
23	W	r_read_comp	r_read_comp	w_sent_item2_score
24	X	w_copy_letters_words	w_gram_struct	w_sent_item3
25	Y	w_writing_words	w_sent_item1	w_sent_item3_score
26	Z	w_punc_capitaliz	w_sent_item1_score	w_sent_item4
27	AA	l_raw_total	w_sent_item2	w_sent_item4_score
28	AB	l_ss	w_sent_item2_score	w_shrtcomp_item
29	AC	l_perf_level	w_sent_item3	w_shrtcomp_score
30	AD	s_raw_total	w_sent_item3_score	s_oral_vocab
31	AE	s_ss	w_sent_item4	s_speech_func
32	AF	s_perf_level	w_sent_item4_score	s_choose_give
33	AG	r_raw_total	w_shrtcomp_item	s_4_pic
34	AH	r_ss	w_shrtcomp_score	l_raw_total
35	AI	r_perf_level	l_raw_total	l_ss
36	AJ	w_raw_total	l_ss	l_perf_level
37	AK	w_ss	l_perf_level	r_raw_total
38	AL	w_perf_level	s_raw_total	r_ss
39	AM	overall_ss	s_ss	r_perf_level
40	AN	overall_perf_level	s_perf_level	w_raw_total
41	AO		r_raw_total	w_ss
42	AP		r_ss	w_perf_level
43	AQ		r_perf_level	s_raw_total
44	AR		w_raw_total	s_ss
45	AS		w_ss	s_perf_level
46	AT		w_perf_level	overall_ss
47	AU		overall_ss	overall_perf_level
48	AV		overall_perf_level	