

Tips for Using the CELDT Local Scoring Tool (LST)

The Local Scoring Tool (LST) is an online data entry and scoring application that assists the district's CELDT staff with calculating and recording students' CELDT scores.

Note that for the 2009-10 Edition, the Kindergarten and grade 1 (K-1) LST screens differ from grades 2-12 because there are no K-1 scale scores for reading and writing. The K-1 screen allows for input of only the listening and speaking domains. See the *Special Instructions for K- 1 Scoring* section below for more information on using the LST for K-1 scoring.

The LST application allows you to:

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

Getting started. For each student that will be scored, make a photocopy of the Student Score Sheet page from the grade-specific Scoring Guide. Complete instructions for hand scoring the CELDT test are found in the Scoring Guides. Once the student is tested, fill in the top section of the Student Score Sheet containing the student demographics. Sum the raw scores for the operational items (i.e., non-field test items) for each test component of each domain and mark them in the appropriate spaces on the Student Score Sheet. The bottom portion of the Student Score Sheet may be left blank as these calculations will be done by the LST.

Launching the LST application. Access the LST by going to http://www.celdt.org/resources/scoring_tool/. Click on the Launch Scoring Tool button to open a new window in your Web browser and begin using the program.

Entering student demographic data. You will work with one Student Score Sheet at a time. The first screen allows you to enter the demographic information for the student. The data that is filled in to these demographic fields will show on the printed report and in the electronic record. In order to properly identify the student, we recommend that all demographic information be filled in. However, the following are the only fields required to continue the process:

- Student Name
- Student Grade
- Test Date

All other demographic fields are optional.

To help save you data entry time, data filled in the Teacher, School, and District fields will be carried over to all students until it is changed.

Click the Enter Scores button to continue to the next screen.

Entering student scores. Type the student's component raw scores in the appropriate data entry boxes. To move between fields, use the Tab key; the tab order follows the same order as the Student Score Sheet, which is Listening, Reading, Writing, and Speaking. Within each domain, the order of the components on the screen follows the same order as the components on the Student Score Sheet. The number of components per domain and the maximum possible score is variable depending on the grade span. (The column headings for each of the grade spans are provided in a table at the end of this document.)

By moving your cursor over the score data entry box, you will see a text tag that provides the maximum possible score (e.g., "valid score range: 0-10"). If you enter a score that is not within the valid score range, you will receive an "out-of-range" error message. Leaving the component score blank will result in a zero score on the report and for calculations, but it will remain a blank in the CSV file.

If you make a data entry error, you may always return to this screen and edit the data later. Click on the Calculate Scales Scores and View Report button to continue.

Preliminary Local Student Score Report. The next screen provides a complete score report for the student. You may enter any comments about this student's scores in the comment box and print the report at this time.

By clicking on the appropriate buttons at the bottom of the screen, you may edit the student data if it is not correct or you may clear the screen and begin entering data for a new student.

Exporting a CSV record. If you desire to retain the data in electronic form, you may export the current student report as a Comma Separated Value (CSV) record. Depending on your computer, clicking on the Export as CSV button will open the default program for managing CSV files. In most cases the default will be a spreadsheet program or a text editor. To effectively save this data in a spreadsheet or text editor, we recommend that you open a separate instance of the program on your local computer, copy the exported records (the header row and the student data row), and paste them into a new spreadsheet or text file. Save the file on your local hard drive or network before proceeding. Then, as you score the remaining students, copy the student data row from the CSV file into the saved spreadsheet or text file.

Note: The columns are different for grades K-1, 2, and 3-12, so you may want to start different worksheets, spreadsheets or text files, one for each of these three grade spans. (See the downloadable Excel 2000 template on the LST Web page at http://www.celdt.org/resources/scoring_tool/.)

Special instructions for K-1 scoring. For scoring the K-1 reading and writing domains, please refer to the K-1 Reading and Writing Examiner's Manual/Scoring Guide for complete instructions. There are five different Student Score Sheets, one for each test form. Use the appropriate score sheet for the test form you have given. Once you score the reading and writing components,

enter the sum of the component raw scores in the appropriate spaces on the Student Score Sheet.

For scoring the K-1 listening and speaking domains, please refer to the K-2 Scoring Guide for complete instructions. Use the K-2 Student Score Sheet from the back of the guide. Once you score the listening and speaking components, enter the scores in the appropriate spaces on the Student Score Sheet.

The data entry screen for grades K-1 only allow entry of the listening and speaking domain component scores and therefore the scale scores and performance levels for grades K-1 are calculated only for these domains. To record the reading and writing raw scores for your K-1 students on the Preliminary Student Score Report, print the report then hand write the raw scores onto the hard copy report. The reading and writing raw scores may also be entered directly into the listening and speaking CSV record for the student. (See the K-1 reading and writing column headings in the table at the end of this document for the location of these columns.)

Saving student scores. The LST is a “calculator” and does not save any data on the Educational Data Systems servers. In order to save the student score information, you must print the report and/or create the CSV data record by copying and pasting it to a spreadsheet or text editor. 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 your 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 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_compon_1	r_word_analysis	r_fluent_vocab
18	r_compon_2	r_fluent_vocab	r_read_comp
19	r_compon_3	r_read_comp	w_gram_struct
20	w_compon_1	w_gram_struct	w_sent_item1
21	w_compon_2	w_sent_item1	w_sent_item1_score
22	s_oral_vocab	w_sent_item1_score	w_sent_item2
23	s_speech_func	w_sent_item2	w_sent_item2_score
24	s_choose_give	w_sent_item2_score	w_sent_item3
25	s_4_pic	w_sent_item3	w_sent_item3_score
26	l_raw_total	w_sent_item3_score	w_sent_item4
27	l_ss	w_sent_item4	w_sent_item4_score
28	l_perf_level	w_sent_item4_score	w_shrtcomp_item
29	r_raw_total	w_shrtcomp_item	w_shrtcomp_score
30	r_ss	w_shrtcomp_score	s_oral_vocab
31	r_perf_level	s_oral_vocab	s_speech_func
32	w_raw_total	s_speech_func	s_choose_give
33	w_ss	s_choose_give	s_4_pic
34	w_ss_w_perf_level	s_4_pic	l_raw_total
35	s_raw_total	l_raw_total	l_ss
36	s_ss	l_ss	l_perf_level
37	s_perf_level	l_perf_level	r_raw_total
38	overall_ss	r_raw_total	r_ss
39	overall_perf_level	r_ss	r_perf_level
40		r_perf_level	w_raw_total
41		w_raw_total	w_ss
42		w_ss	w_ss_w_perf_level
43		w_ss_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	