

CELDT Local Scoring Tool (LST) Help Document

Tips and Notes

The LST is an online data entry and scoring application that assists the school district with calculating and recording CELDT scores.

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 Preliminary Local Student Score Report
5. Create an electronic record of the student scores for copying into a spreadsheet or text editor

Minimum hardware/software requirements for using the LST

- Browser requirements: Internet Explorer 6+, Firefox 3+, or Safari 3+. The LST does not require any additional software.

Getting started

- For each student that will be scored, make a photocopy of the Student Score Sheet page from the Scoring Guide. (Complete instructions for hand scoring the CELDT test are found in the Scoring Guide.).
- Once the student is tested, fill in the student demographics and sum the raw scores for the scorable items (i.e., operational, non-field test items) for each test component.
- 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 www.celdt.org/resources/local_scoring/.

Entering student demographic data

- Work with one Student Score Sheet at a time.
- The following demographic fields are required: Student Name, Student Grade, and Test Date. All other demographic fields are optional.
- Data filled for Teacher, School, and District fields will be carried over to all students until it is changed.

Entering student scores

- Type the student's raw scores for each test component.
- To move between fields, use the Tab key.
- Within each domain, the order of the components on the screen follows the same order as the components on the Student Score Sheet.
- The maximum possible score is variable depending on the grade span.
- If a score entered is outside the valid score range, an "out-of-range" error message will appear.
- Leaving a test 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.
- Item numbers for Writing Sentences are optional.

Preliminary Local Student Score Report

- This screen provides a complete score report for the student.
- Enter any comments about the student's scores in the comment box.

Exporting a CSV record

- Student reports can be exported as a Comma Separated Value (CSV) record.
- Clicking on "Export as CSV" will open up the computer's default program for managing CSV files (usually a spreadsheet or a text editor).
- To effectively save this data in a spreadsheet or text editor, we recommend copying the exported records (the header row and the student data row), and pasting them into a new spreadsheet or text file. Save the file before proceeding. Then, as you score the remaining students, copy the student data row from the CSV file into the newly saved spreadsheet or text file.
- *Important:* Ensure differentiation between this file and the Student Data File you will receive with official scores by naming this file with "Local Scores" or "Preliminary" in the name of the file.
- *Important:* The columns are different for grades K-1, 2, and 3-12, so you may want to start three different worksheets, 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

- 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 inputting Listening and Speaking scores only.
- *For scoring the K-1 Listening and Speaking domains*, refer to the K-2 Scoring Guide. Use the K-2 Student Score Sheet.
- After scoring the Listening and Speaking components, enter the scores in the Student Score Sheet.
- *For scoring the K-1 Reading and Writing domains*, refer to the K-1 Reading and Writing Examiner's Manual/Scoring Guide. There are five different Student Score Sheets, one for each test form.
- Make a photocopy of the score sheet for the form used.
- Score the Reading and Writing components and enter the sum of the raw scores on the photocopied Student Score Sheet.
- The Reading and Writing raw scores may be recorded on the Preliminary Local Student Score Report by handwriting the scores onto the hard copy report or typing them on the Comments section.
- The Reading and Writing raw scores may also be entered directly into the CSV record for the student (under r_raw_total and w_raw_total).

Saving student scores

- The LST is like a calculator. It does not save any data on the Educational Data Systems servers.
- In order to save the student score information, 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.

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	