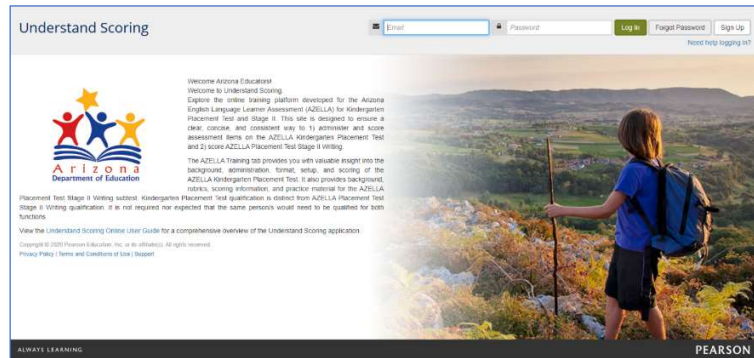




Understand Scoring

AZELLA staff who administer the Kindergarten Placement Test or score the Stage 2 extended Writing responses are required to qualify through [Understand Scoring](#).

Understand Scoring is a website designed to teach the scoring process, train you to score specific items, give you an opportunity to practice, and then test your knowledge and qualify as a scorer. It is the online training platform to gain a greater understanding of the essay scoring process by examining sample papers that have been professionally scored.



Profile Creation

Every user must create a new account the first time they log in to Understand Scoring for each new school year.

To create a new Understand Scoring account:

1. From the [home page](#), select the Sign-Up button in the upper right corner of the screen.
2. On the next screen, Create Account, enter the keyword to create your profile.
3. The keyword for School Year 2021-2022 is **2122azella**. It is all one word and case sensitive.
4. Then select the Go! button.
5. Follow the online directions for creating the profile. It is important that the profile is created under the correct district or charter.
 - If you are with a charter or private school, you will need to select Charter or Private from the drop-down list.
 - Use the **County or Affiliate** drop-down menu as follows:
 - Districts must select their county
 - Charter Districts must select "Charter"
 - Private schools must select "Private"
 - If you do not see your Charter or Private School, please stop, and notify the AZELLA Team so that we can get it added to the list.
6. Select the Submit button to finalize your profile.



Kindergarten Placement Test Administrator Qualification

Practice Scoring

Before you begin scoring, you must learn the scoring rules and be able to score a set of responses and submit scores that consistently follow the given guidance. This proves that you have met the criteria to be a scorer. You can do this all at once, or score part of the set and stop, and then come back later. This may be useful if you decide you need to review the training or practice options before continuing.

KPT Qualification Requirements

The Kindergarten Placement Test Administrator training and qualification will take approximately six hours for first time users. It is OK to complete this training and qualification in multiple sessions over a few days.

The training has four parts:

1. **KPT Administration.** This has informational and instructional materials about the test administration and scoring.
2. **Training Set.** This contains scored exemplars of all items at all score points with notes. Review the examples and the notes to prepare for the Practice Set.
3. **Practice Set.** This part contains another set of student responses that you will use to practice scoring. Notes will be provided to identify the correct responses.
4. **Qualification Sets.** You must score the student responses presented with accurate score point values.

Tracking Your Progress

The **Scoring Summary** table reports the progress made on the Practice and Qualification Sets and whether a set has been passed.

Passing one of the two qualification sets is required.

- If you do not pass the first qualification set, go back to review the training set, and then try again with Qualification Set 2.
- If you do not pass either set, use the **Reset Qualification Sets** button from the **Scoring Summary** tab, and continue with a refreshed set of qualification tests until you achieve a passing score for one set.

KPT Certificate of Qualification

After you qualify to administer the Kindergarten Placement Test, your Kindergarten Placement *Test Administrator Qualification Code* is shown in your **Scoring Summary**. You will also find a link to download and print your certificate that includes your *Test Administrator Qualification Code*.

Your *Test Administrator Qualification Code* must be entered in **Box D** on the front cover of the Kindergarten Student Response Sheet for each student that you administer the test.



Stage II Writing Scorer

The qualification criteria for the Stage 2 AZELLA Placement Test Writing Scorer are the same rigorous criteria used for the professional writing scorers for the AZELLA Reassessment test.

The Writing Scoring training and qualification will take approximately four to six hours for first time users.

The training includes three parts:

- **Training Set.** This contains student writing responses that have been professionally scored and annotated to show how the score was assigned to the response.
- **Practice Set.** This part contains another set of student writing responses that the Test Administrator will use to practice scoring. Annotations are provided identifying the correct responses.
- **Qualification Sets.** This part requires you to score 20 student responses (10 responses per prompt for a total of 20 papers) with accurate score point values.

Tracking Your Progress

The **Scoring Summary** table reports the progress made on the Practice and Qualification Sets and whether a set has been passed.

Passing one of the two qualification sets is required.

- If you do not pass the first set, review the training set, and try again with Qualification Set 2.
- If you do not pass either set, use the **Reset Qualification Sets** button from the **Scoring Summary** tab, and continue with a refreshed set of qualification tests until you achieve a passing score for one set.

Stage II Writing Score Qualification

After you qualify to score the Stage II extended Writing responses, your *Qualified Writing Scorer Code* is shown in your **Scoring Summary**. You will also find a link to download and print your certificate that includes your *Qualified Writing Scorer Code*.

Your *Qualified Writing Scorer Code* must be entered in **Box M** on the back cover of the Stage II Placement Student Test Book for each student that you scored the extended Writing responses.