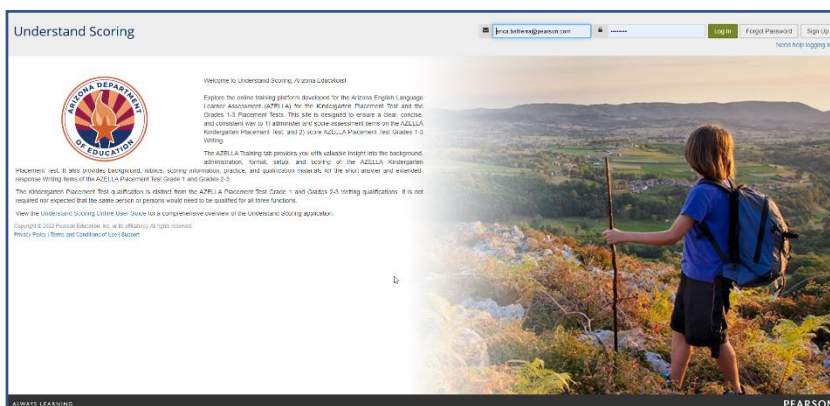# Understand Scoring

Understand Scoring is an online training platform specifically designed to ensure a clear, concise, and consistent way to administer and locally score the Kindergarten Placement Test (KPT) and to locally score the Grade 1 and Grades 2-3 Placement Test short answer and extended Writing responses.

AZELLA staff who administer and locally score the KPT, as well as those who locally score the Grade 1 and the Grades 2-3 Placement short-response and constructed Writing responses, are **required to qualify** through Understand Scoring.

Understand Scoring teaches the scoring process, trains you to score specific items, gives you an opportunity to practice, and then assesses your knowledge to qualify as a scorer. It is the online training platform to gain a greater understanding of the scoring process by examining sample papers that have been professionally scored.
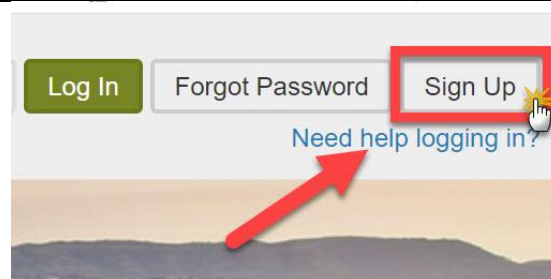
Create Your Account Profile

Every user must create a new account the first time they log into Understand Scoring at the start of every new school year. Usernames and passwords from the prior school year will not work. Users associated with multiple districts only need one Understand Scoring account; therefore, create your account using only one of your districts. You must know your district's entity ID number.

To Create an Understand Scoring Account:

1. Starting on the Understand Scoring home page, select the Sign-Up button in the upper right corner of the screen.

2. At this point, there will be a *Create Account* pop-up that requires the entry of the **KEYWORD** for the current school year. The **KEYWORD** for School Year 2023-2024 is **2324azella**. This is one-word and case sensitive keyword.

3. Select the **Go!** button.

4. Follow the online directions for creating your account profile. It is important that the profile is created under the correct district or charter.

5. Use the County or Affiliate drop-down menu as follows:

    a. **Districts** must select their County.

    b. **Charter** districts must select "Charter."

    c. **Private** schools must select "Private."

    d. **Approved Private Placement** schools must select "Approved Private Placement."

    e. **State Schools** must select "State Schools."

6. Use the District Name drop-down menu to select the name of your district. For districts that have the same name, you must select the correct Entity ID number associated with the district.

    a. 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.

7. Select the **Submit** button to finalize your profile.

Kindergarten Placement Test Administrator Qualification

The Kindergarten Placement Test Administrator training and qualification will take approximately six hours for new KPT administrators. Although this specific training and qualification is lengthy, it is critical for maintaining the validity and reliability of test results by providing fair, consistent, and predictable scores.

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.

Supplemental Scoring Guide

As a supplement to your training, a Scoring Guide is available to download in Understand Scoring. The link to download the KPT Scoring Guide is in the KPT Administration tab under "Scoring Training." This companion document may be printed. The KPT Scoring Guide companion is **secure** test material and must be treated as such. This may not be taken home. It must remain at the school or district. Use the Scoring Guide for reference during the online training or later during actual test administration and scoring.

KPT Qualification Requirements

The Kindergarten Placement Test Administrator training and qualification can be completed 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 Qualified Administrator Code** is shown in your Scoring Summary. You will also find a link to download and print your certificate that includes your Qualified Administrator Code.

Your KPT Qualified Administrator 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.

AZELLA Grade 1 Placement Test Writing Scorer

The qualification criteria for the AZELLA Grade 1 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 may take four to six hours for first time users. The Grade 1 Unit 4 Writing Scorer training and qualification may be completed in multiple sessions over a few days.

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.

Grade 1 Writing Scorer Qualification Requirements

The training has 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 student responses for each of the three short-response Writing items (10 responses per item for a total of 30 papers), and the two constructed response prompts (10 responses per item 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 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.

Grade 1 Writing Scorer Certificate of Qualification

After you qualify to score the AZELLA Grade 1 Placement Test Unit 4 short answer and constructed 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 Grade 1 Qualified Writing Scorer Code must be entered in **Box M** on the back front cover of the *AZELLA Grade 1 Placement Combined Student and Speaking Test Book* for each student that you administer the test.

AZELLA Grades 2-3 Placement Test Writing Scorer

The qualification criteria for the AZELLA Grades 2-3 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 four to six hours for first time users. The Grades 2-3 Unit 4 Writing Scorer training and qualification may be completed in multiple sessions over a few days.

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.

Grades 2-3 Writing Scorer Qualification Requirements

The training has 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 extended Writing prompts (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 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.

Grades 2-3 Writing Scorer Certificate of Qualification

After you qualify to score the AZELLA Grades 2-3 Placement Test Unit 4 constructed 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 Grades 2-3 Qualified Writing Scorer Code must be entered in **Box M** on the back front cover of the *AZELLA Grades 2-3 Placement Test Extended Writing Student Test Book* for each student that you administer the test.