**FPS or Composition Scorer’s Form with Login Credentials**

**For Scoring to Occur Off-site, 3 factors must occur:**

1. Score ***at the time agreed upon*** by host school at Planning Meeting
2. All Off-site Readers must be on a videoconference for the entire time they are scoring (set up by the host or the reader)—If a videoconference is not available, then the grader must score at the site of the host school.
3. Scoring must be completed in one sitting.

If any of the 3 factors cannot be done, then scoring must take place at the Host School.

Do not email a copy of this completed form to a grader until 15 minutes until they are scheduled to score. For scoring at the host site, print a copy and give it to the grader.

**Please Select Either: Composition Reader or FPS Evaluator**

**Total Number of booklets to be scored: ALL listed**

**Scorer for District #:**

**Official Name:**

**School:**

**Official Login Site:** [**http://my.kaac.com/Login**](http://my.kaac.com/Login)

|  |  |
| --- | --- |
| **Official Password:**  |  |

**Official ID Code:**

**Agreed upon Time to start Videoconference--**Send Scoring Information 15 minutes prior to scoring official:

**Official Videoconferencing Login Credentials set up by either the host or the scorer:**

Insert link to videoconference or send invite by email:

**Returning the completed scoresheets**

Step 1. Download the Excel File Workbook of scoresheets and Save it on your Computer.

Step 2. Once scoring is completed and you have verified your scores on the Review tab and there are no codes with “ERR”, UPLOAD the completed Excel File from your Computer at the link at the bottom of the page where you logged in. Send a copy of the excel file to the Governor’s Cup host at this email address to make sure the file was received: (host email)