Governor's Cup

Regional Scoring Guide

Contents

Thank You!

On behalf of the Kentucky Association for Academic Competition, thank you for your willingness to serve the students of your area as a Head Scorer for Governor's Cup. Since those students are the beneficiaries of your efforts, the time you spend is most worthwhile.

On behalf of the 20,000 students and 1200 member schools across the Commonwealth who take part in Governor's Cup Competition each year, THANK YOU!

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The KAAC staff will be available until 5:30 P.M. EST on competition days to offer procedural guidance only; all inquiries or disputes are to be decided at the competition site.

Online Scoring Questions and Answers

How does online scoring work?
Coaches enter the names of all the students on their academic team during the Student Entry Period. The host school then uses that information as a basis to begin online scoring.

Why online scoring?
- Reduces human error
  - Many of the scoring errors that occur are the result of either miscalculation or accidental transposition of scores. Neither is possible with automated scoring.
- Improves communication between Contest Managers and coaches
- Eliminates duplication of effort
  - No more completing multiple advancement forms for the same event.
- Reduces workload on host schools
  - The need to complete paperwork is (almost) eliminated.
- Creates a permanent, searchable results archive
  - Possibly the best feature of ASAP! All results will be available on the Internet for viewing.

I'm not a "computer person"; what if I don't feel qualified to do this?
If you need to, you can recruit someone we're calling your "Technology Guru." This person will help you create a backup Internet connection plan and work with you on any technical issues. If you want, you can also have your Technology Guru actually enter the data. District Technology Coordinators or high school students are great for this position.

What if my school's Internet server goes down?
As a backup, all you need is a laptop or stand-alone desktop computer, an Internet account and a phone line. You don't have to connect through your district server.

What if I make a mistake entering scoring data?
You can't enter anything that can't be fixed.

Part 1: Prepare for Scoring

Task 1: Assemble the Scoring Team

The **Head Scorer** oversees the entire process. The Head Scorer doesn't have to be the one who actually enters scores into the computer; that can be anyone you choose.

Because the transition to online events, particularly Assessment, considerably lightens the duties of the Head Scorer, the Chief Official may also serve in this role.
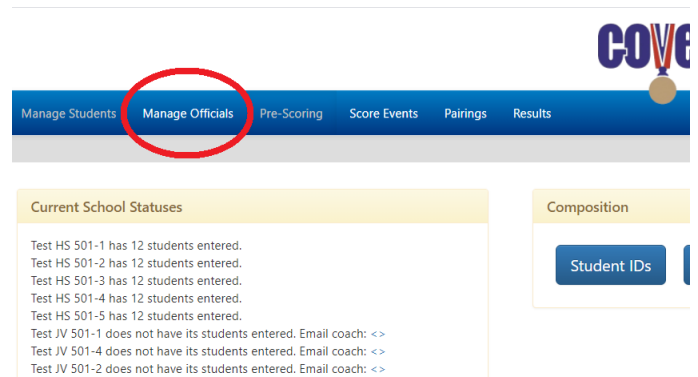
A **Technology Guru** is optional but could help with any technical issues that arise. One of the most important tasks of the Technology Guru is to establish a backup Internet connection. Technology Coordinators would be great for this position. Also consider technically skilled students!

Task 2: Establish a Scoring Area

If school COVID-19 policy allows you to score from school, you may. Make sure you have a place with a strong, reliable Internet connection.

Task 3: Enter your Officials

From the home page, click "Manage Officials." Enter the names and contact for each official you have in place. The one we MUST have on file is Chief Official because that who receives access to your secure materials.

Task 4: Establish a Backup Internet Connection Plan

The one thing that guarantees a failure in scoring is a bad Internet connection on competition day.

Components to a Backup Internet Connection Plan

To connect to the Internet, you will need:

1. A laptop computer or a standalone desktop
2. A way to connect to the Internet outside your "normal" school server--an account with a local Internet Service Provider
3. All needed hardware
4. All needed passwords and configuration information

> *The simplest backup plan is to have a "plan B" – a nearby place with a Wi-Fi connection that isn't dependent upon your school connection.

DO NOT IGNORE THIS TASK! A little contingency planning could save you lots of aggravation on competition day.

Task 5: Secure Your Online Scoring Password

Your scoring password has been emailed to you. DO NOT ALLOW ANYONE ELSE TO VIEW YOUR PASSWORD except your Contest Manager. Your Contest Manager will need to use it for non-scoring related tasks.

Task 6: Evaluate Your Internet Settings

Check When Evaluated

> Techno-speak alert! If this is all Greek to you, show it to your Technology Guru.

❑ JavaScript enabled

❑ Cookies enabled

❑ Chrome is our recommended browser; you may have issues with Macs.

Task 7. Test Your Backup Internet Connection Plan

Check When Completed

❑ Before competition, test your backup plan to make sure it will work for you if you need it.

Task 8: Login

1. Visit http://my.kaac.com/Login
2. Get your scoring password—NOT your coach password—that was emailed to you.
3. Enter your password EXACTLY as it appears and click "Login." It's case-sensitive.

Task 9: Check Status of Coach-Entered Students

When you login, you will be at the "Pre-Scoring" tab. At the top left, you will see which coaches have confirmed students for Regional and which haven't.

❑ Email coaches who are delinquent in confirming students.

Part 2: Score Composition and FPS

Task 10. Assign and Verify IDs

IMPORTANT: make sure all Composition students have been confirmed by coaches by comparing to the District Result Forms.

- ❏ Get the Composition sign-in forms from the FPS and Composition Coordinator or Contest Manager.
- ❏ Click "Manage Students" in the navigation bar.
- ❏ Select each school and follow the instructions to assign Composition student ID numbers, if not pre-assigned by KAAC.
- ❏ If you have no-shows, remove them by unchecking "Composition" before the competition begins.
- ❏ Contact KAAC if event beside a student's name cannot be unchecked.
- ❏ No substitutions in Regional Composition are permitted.
- ❏ FPS teams ONLY may have substitute/s if a substitute did not compete in three events at District. The coach must notify the Contest Manager two hours before the start of competition.

Task 11: Assign Composition Readers

Check When Completed

- ❏ Get the Official's sign-in form from the Contest Manager.
- ❏ From the Pre-Scoring tab, choose "Readers" under the Composition Menu.
- ❏ The number of readers must match the number of Governor's Cup Districts in the Regional competition. Enter the names of the readers from the schools with Composition students and click the save button at the bottom of the page. No Governor's Cup District may have more than one Reader.

Assign Composition Readers

Instructions

The schools below have students assigned to Composition. Each school participating in Composition must provide a reader. Use a placeholder name like "FCHS Reader" if you don't know the reader's name at this point. Enter a reader for each school that is participating in Composition and Save .

Edit information as needed. Make sure to click Save .

Composition Reader [X]

School Name: Test HS 501-1
Name:
Email: email@address.com
Cell #: ###-###-####

Required to participate in Comp

Composition Reader [X]

School Name: Test HS 501-2
Name:
Email: email@address.com
Cell #: ###-###-####

Required to participate in Comp

Add Save

Task 12: Verify Composition Reader Scores

Check When Completed (this task may be completed by the FPS and Composition Coordinator)

☐ Download the Composition Scoresheet for each Reader that includes the Reader Report Form on the Summary tab.

☐ From the Score Events tab, click "Score Composition" to see this screen:

☐ Verify the reader raw scores and ranks on the Summary tab with those automatically entered into ASAP. No booklets may receive the same raw score and rank. If you see this, you must have the Contest Manager break ties and reupload the scoresheet.

☐ All booklets assigned to a reader must have a score entered. If there is a blank score for a booklet, see if that student was a no-show, or if the reader did not score an assigned booklet. A reader can be notified to score a missing booklet.

☐ Complete this process for all readers.

Task 13: Tally Composition Scores

Check When Completed

☐ Once all scoresheets have been checked for errors, cick "Verify Scores" at the bottom.

☐ If all is in order, click "Submit Scores" to finalize results.

The ranks will display beside the raw scores you entered. Any outliers, or ties in combined ranks broken by judges' preference, will be shown on that page. Click the links in the instructions for information about how ties are broken.

Composition

Instructions

*** Enter each booklet's **RAW POINTS** in the text boxes below. Ranks will then display to the right of those scores. ***
You MUST enter all scores for a reader at once, but you do NOT have to enter all readers at the same time.
You can click each column header to sort data. For example, click -Place- to sort by place.
Any ranks shown in red are adjusted from the outlier rank next to it. Refer to http://www.kaac.com/governors-cup/adjusting-outliers-in-fps-and-composition/
A blue JP to the right of a place indicates that a tie in combined ranks was broken by judges' preference. Refer to http://data.kaac.com/ASAP/finalresults/how_ties_are_broken.html
*When all reader scores are entered, click Verify Scores to sort by place. Double-check your ranks, then click Submit Scores

Student ID	Comp Code	First Name	Last Name	School Name	Reader1		Reader2		Reader3		Total Rank	Place	Points
402	804	J.t.	Elswick	Test MS 502-1	111	1	22	9 (5)	111	1	7	1	5
408	805	Rachel	Tomlinson	Test MS 502-3	99	2	33	8 (5)	99	2	9	2	4
405	808	Will	Binkley	Test MS 502-2	88	3	44	7 (5)	88	3	11	3	3
401	810	Dalton	Curtis	Test MS 502-1	77	4	55	6	77	4	14	4	2
406	813	Ana Maria	Cornea	Test MS 502-2	66	5	66	5	66	5	15	5	1
415	814	Dustin	Wilkerson	Test MS 502-3	55	6	77	4	55	6	16	6	0
403	816	Kaitlyn	Gentry	Test MS 502-1	44	7	88	3	44	7	17	7	0
404	822	Kaitlynn	Ball	Test MS 502-2	33	8	99	2	33	8	18	8	0
411	823	Clayton	Webster	Test MS 502-3	22	9	111	1	22	9	19	9	0

Submit Scores

Task 14: Double-Check Composition Scores

Check When Completed

☐ After viewing the screen above, verify that all Composition scores shown match the Evaluator Report Forms. If they are okay, submit your scores.

Task 15: Score FPS

FPS scoring works exactly like Composition scoring. Repeat Tasks 11-14, for FPS this time.

1. Assign IDs

2. Assign Evaluators

3. Verify Raw Scores as Received

4. Tally Scores

Part 3: Score Content Assessment and Quick Recall

Task 16: Make Changes to Team Rosters

The day before your Coaches' Planning Meeting, coaches are locked out of the scoring system. Quick Recall and FPS teams may have substitutes. No Content Assessment or Composition substitutes are permitted.

Click the "Manage Students" tab and make needed changes. Click or unclick events, or click the "Add More Students" box, as needed. If a student was in three events at the District competition, they are not eligible to be a substitute in FPS or Quick Recall.

❑   When you make changes, the button at bottom right changes from "No Changes to Save" to "Submit Student Information". Click that button to save your changes.

Warning: if you have entered data onscreen but then you try to leave the page before you click the "submit" button, you will lose any onscreen data you haven't submitted. **This principle applies throughout the online scoring program.**

Task 17: Check Students IDs to Content Assessment

Content Assessment IDs are entered by KAAC the day before testing, so coaches can pass that information along to their students. To check that each student has an ID, from the Pre-scoring tab, click "Student IDs" under the Content Assessment section.

❑ Choose the first school in the list to see:

	Manage Students	Manage Officials	Pre-Scoring	Score Events	Results	🖨 A A A Log Out

Welcome! You are scoring District 502

Assign Written Assessment IDs

Instructions

Use the sign-in forms to verify students are placed in the correct events, then assign Written Assessment ID numbers.
Students taking one exam have a 100-level ID; students taking two exams have a 200-level ID; students taking three exams have a 300-level ID.

School Chooser

Test MS 502-1	Test MS 502-2	Test MS 502-3	Test MS 502-4	Test MS 502-5

Test MS 502-1

First Name	Last Name	Written Assessment ID	Mathematics	Science	Social Studies	Language Arts	Arts and Humanities
Eily	Canter	101	Y				
Jackson	Carpenter	102					Y
Nick	Cotton	103				Y	
J.t.	Elswick	104			Y		
Isaac	Gray	105		Y			
Max	Jamie	106	Y				

No Changes to Save

Task 20: Verify Content Assessment Results

Content Assessment scores are imported directly from KAAC's testing platform. All you have to do is click "Edit <exam>" to see:

This is the time to make any changes to a student score based on successful inquiries. If there are no changes, or after you make those changes, click "Verify Scores" to see this screen:

❑   Click "Submit Scores."
❑   Complete this process for all assessment events.

The example above only shows the top five for display purposes. Your actual verification page will show all scores.

No-Shows

To eliminate testing no-shows, enter a 0 for their score and click the red "No Show" button at right. As a safety precaution, these students will "reappear" if you come back to edit scores again later. Simply repeat that process if you do.

Mathematics

Instructions

Enter scores below. All fields require a value. *If a student is a no-show, put a zero for their score, then click the red button.*

*When all scores are entered, click Verify Scores to sort by place. Double-check your scores, then click Submit Scores

Student ID	First Name	Last Name	School	Score	Tiebreaker	Place	Points	No Show
218	Elizabeth	Lanier	Calloway County High School	35	4	1	8	X
119	Gary	Rogers	Calloway County High School	35	2	2	6	X
111	Pratha	Patel	McCracken County High School	33		3	4	X
213	Garret	Greenwell	McCracken County High School	32		4	3	X

Quick Recall

Task 21: Enter Quick Recall Round Scores

❑ From the "Score Events" tab, click "Score QR Rounds." Enter scores as they come in.

❑ **IMPORTANT**: this does NOT calculate the top schools and doesn't complete Quick Recall scoring. You aren't finished scoring Quick Recall until you complete Task 22 below.

Manage Students   Manage Officials   Pre-Scoring   Score Events   Pairings   Results

Scoring - Main Menu

Instructions

Choose your event below.

Score QR Rounds	Score Quick Recall	Score Future Problem Solving	
Score Social Studies	Score Language Arts	Score Arts and Humanities	
Assign Hume Sportsmanship Award			

Task 22. Enter Quick Recall Results

Check When Completed

☐ From the "Score Events" tab, click "Score Quick Recall":

☐ Enter the finish for the teams and click "Verify Scores."

☐ For schools that finish out of the top four, you can either enter a "5" or their actual placements.

Task 23: Finalize Results

Check When Completed

☐ When you have finished entering all results, click the large red button at the bottom of the Score Events tab that says, "Finalize Scoring and Print Results."

☐ YOUR SCORES WILL NOT GO "LIVE" ON THE INTERNET UNLESS YOU DO THIS!

WARNING: Once you click the "Finalize Scoring and Print Results" button, you will be locked out of changing any scoring data. This is a security measure built into ASAP. Don't click the button unless you're "really" finished!