

Guidance for using the excel scoring sheets

Short version scoring sheet

This is the version that almost all teachers will use.

Typing only into the **YELLOW** cells, teachers enter the total number of points for each section only.

Overall raw scores for Sounds of the Language, Vocabulary and Grammar are calculated automatically.

An overall % with the following weighting (Sounds of the Language – 20%, Vocabulary – 40%, Grammar – 40%) is also calculated automatically.

Long version scoring sheet

This version is for teachers who may want to do a more finely grained level of analysis of their students' performance, i.e., at individual question level.

Please complete the following steps:

- 1] Enter the students' names only once, on the first tab, called TOTALS.
- 2] General rule – only ever type in a **YELLOW** cell, never a white one, as the white cells contain formulae.
- 3] Type the scores for the different test components into the yellow cells on the different tabs.
- 4] The totals for each test or part of test will be added automatically and will populate the first TOTALS tab.
- 5] When all data are in, on the TOTALS tab, there will be raw score totals for Sounds of the Language, Vocabulary, Grammar and an overall % for the tests

(with the weighting Sounds of the Language – 20%, Vocabulary – 40%, Grammar – 40%), and raw scores for Listening, Reading, Writing, Speaking tests.