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 Phonics, Vocabulary and Grammar are calculated automatically.  
  
An overall % with the following weighting (Phonics – 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 Phonics, Vocabulary, Grammar and an overall % for the tests (with the weighting Phonics – 20%, Vocabulary – 40%, Grammar – 40%), and raw scores for Listening, Reading, Writing, Speaking tests.