Quality Control Workshop

Quick Review

For

2023 NYS Assessments

3-8 ELA and Math

Science 8

STUDENT DATA SERVICES

Final Dates to Submit Answer Sheets

- ELA- May 4, 2023
- Math- May 17, 2023
- NYSESLAT-June 12, 2023
- Science 8-June 15, 2023

NOTE: Sheets may be returned before these dates

NO APPOINTMENT NECESSARY
Monday-Friday 8:00am-3:00pm

These Dates are for Sheet Return and will be different for Submitting Booklets for Full Service Scoring

Check Materials On Arrival

Once materials arrive at your district, open package(s) to check for the following:

- ***Instructions***-One set for each grade level
- ***Class Rosters***-Alphabetical list of students by School, Homeroom or Test Room
- ***Answer Sheets***-Each student on Class Rosters should receive a preprinted answer sheet in the same order. You will receive extras for each School.
- ***Bar-Code Labels***-Labels are to be placed on the front cover of any booklet containing student's answers to extended response questions. Be sure handwritten name and bar-code label match*!*
- ***Note: Test Booklets*** are sent directly to the district from SED and will arrive shortly before the testing window.

Verify that the documents are printed by the sort you ordered

Contact DWTShelp@esboces.org or 631-218-4195 if there is an issue with the testing materials.

DO NOT WAIT UNTIL TEST DAY!

Sample Class Roster

Eastern Suffolk BOCES **Class Roster**
2022 - 2023
ELA - Grade 3
Educational Services That Transform Lives

0061
007

HomeRoom: 204
Date: 02/27/23 10:13 AM

Grade:03

Indicate "Tested" (T) or the "Not Tested" reason (Absent, etc.-see legend below).
Return class rosters to your Testing Coordinator.
Place barcode label on FRONT cover of the booklets used for written responses.
**For Students without preprinted testing materials or booklet labels, follow steps 1-3.*
1. In the shaded area on the answer sheet, write the student's first name, last name and correct ID#.
2. Fill in information from the corresponding extra answer sheet on the blank lines below.
3. For students without barcode labels, write student's first name, last name, school name and correct ID# on the back of the booklets.

Pre-Printed Student ID	Student Name	Bk Ltr | Form #	Session 1 T	A	M R	E E	N E	O	Session 2 T	A	M R	E E	N E	O
1) 0001														
2) 0001														
3) 0001														
4) 0001														
5) 0001														
6) 0001														
7) 0001														
8) 0001														
9) 0001														
10) 0001														
11) 0001														
12) 0001														
13) 0001														
14) 0001														
15) 0001														
16) 0001														
17) 0001														
18) 0001														
19) 0001														
20) 0001														

Total Number Of Students Listed 20

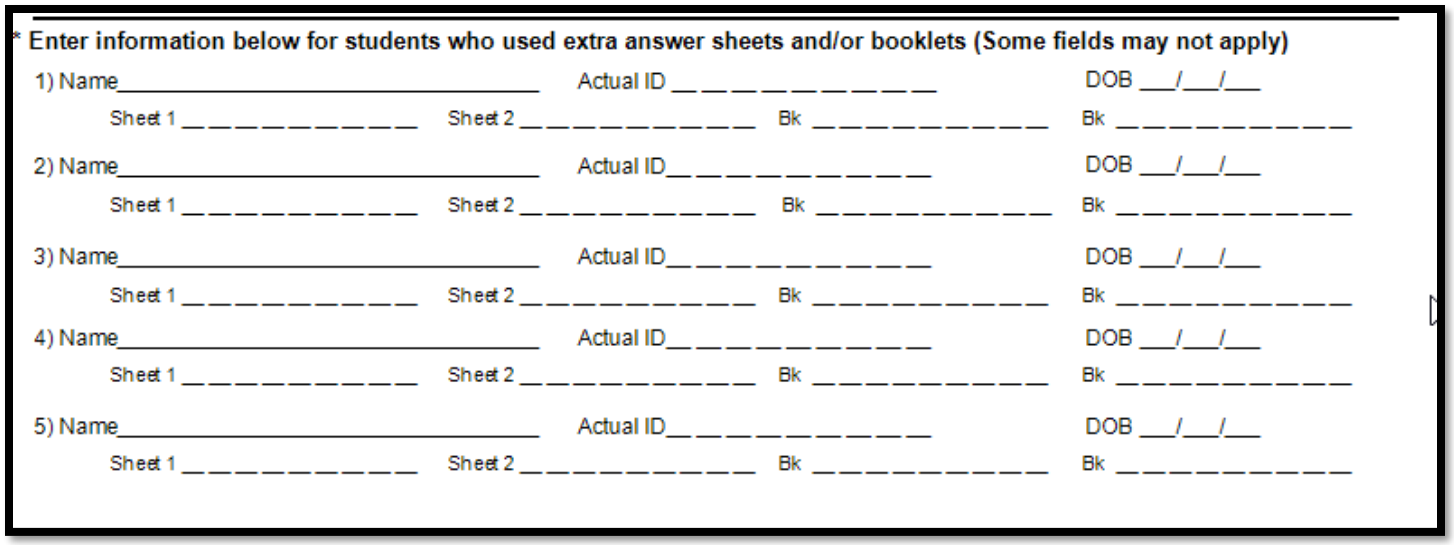
Tested/Not Tested Reasons

T = Tested
A = Absent
R = Refused
O = Other
AE= Admin Error
ME= Med Excused
NE= Not Enrolled
~~**RI =Remote Instruction Only**~~

Class Rosters

If a student used an extra answer sheet, fill in the information on the roster including:

- Student's Full Name
- Actual Student Local ID
- DOB
- Extra sheet number(s)-found on the top of the answer sheet



* Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)

1) Name_____ Actual ID _ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _

2) Name_____ Actual ID_ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _

3) Name_____ Actual ID_ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _

4) Name_____ Actual ID_ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _

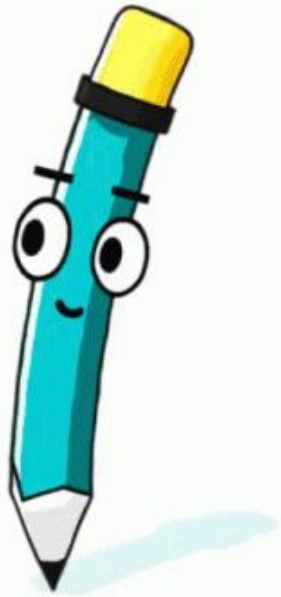
5) Name_____ Actual ID_ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _

NEW Testing Formats for 2023

- Based on New York State Next Generation Learning Standard For ELA and MAth
- ELA Sessions 1 and 2 will have both multiple choice and constructed response questions
- There are now 2 Answer Sheets for ELA and Math
- There will be an additional Answer Booklet for ELA Session 1
- ELA And Math Educator Guides are available on the State Website

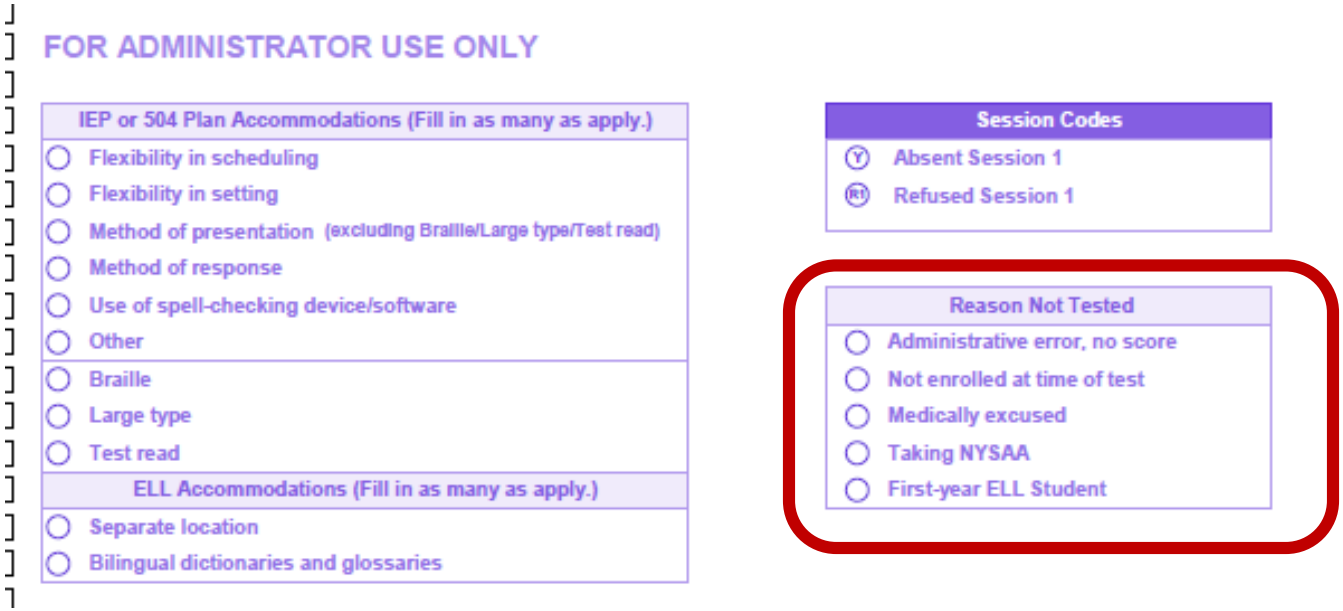
ONLY Number 2 Pencils

- No Pens
- No Erasable Pens
- No Pencils other than number 2
- No Red pens or Pencils
- No Highlighters
- No Markers
- No Invisible Ink



Reason Not Tested

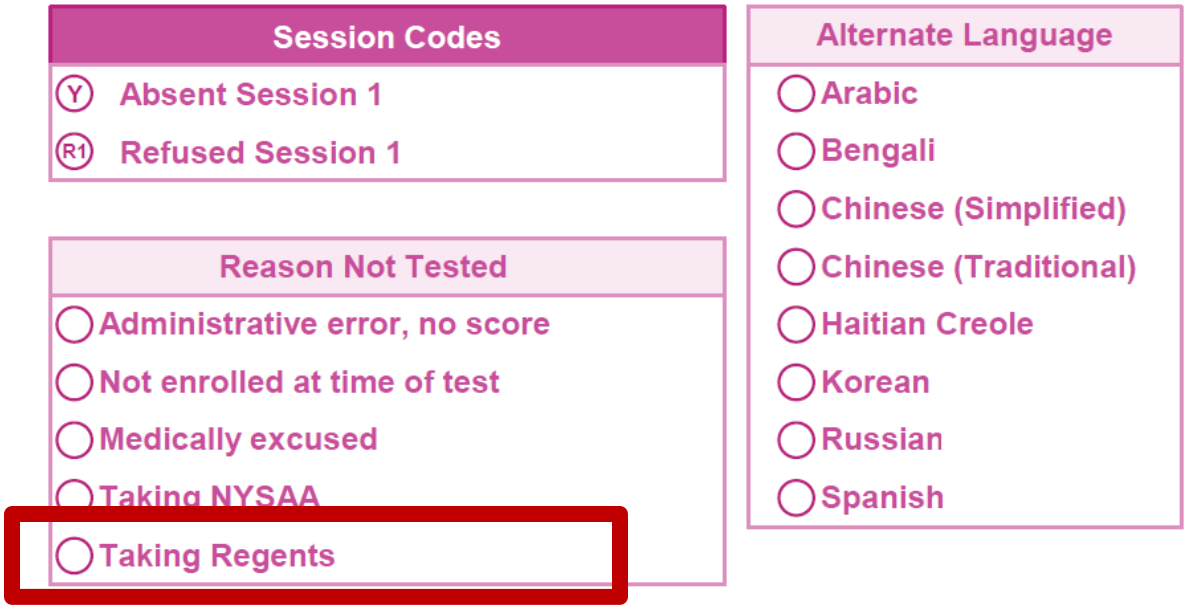
Only 1 *Reason Not Tested* bubble should be filled in
Or entered into Nextera



Reason Not Tested
Math 6, 7 and 8 ONLY

Taking Regents bubble-use if taking Math Regents in lieu of Math 6, 7 and 8 for this year

Let us know if you are giving a Regents and we will not print the answer sheets!



Reason Not Tested Descriptions for PBT and CBT

Eastern Suffolk BOCES
Educational Services That Transform Lives

Review of Tested/Not Tested Reason Codes

As Noted on Class Rosters

Tested/Not Tested Reasons as they appear on the Class Roster:

T = Tested-*The student completed all of the assessment.*

A = Absent-*The student was Absent for one or both sessions. If the student becomes ill during the session and cannot complete all questions, the student may still be marked Absent. Absent will override any answers completed and the student will not receive a score.*

R = Refused-*The student Refused one or both sessions. If the student refuses after answering more than 1 question, the student will receive a score based on the questions completed.*

AE= Administrative Error- *Use for students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student, prompts were given to the student, materials that would assist students in taking the test were in view of the students during the administration, etc.) Please contact the district Test Scoring Coordinator in the event of an Administrative Error.*

ME= Medically Excused-*The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.*

NE= Not Enrolled-*The student left the district prior to the test administration.*

O= Other-*Used for any reason not listed*

Questions: Contact Student Data Services at dwtshelp@esboces.org or

by phone at 631-218-4195

Constructed Responses
BUBBLES Matter

ELA-Constructed Response –Session 1 and 2

Math-Constructed Response-Session 2 Only

Session 1

Constructed Response

Question	Score Points	No Response
24	⓪ ① ②	Ⓐ
25	⓪ ① ②	Ⓐ

Session 2

Constructed Response

Question	Score Points	No Response
32	⓪ ① ②	Ⓐ
33	⓪ ① ②	Ⓐ
34	⓪ ① ②	Ⓐ

2023 NYS Grade 3 Mathematics Test

Session 2

26	Ⓐ	Ⓑ	Ⓒ	Ⓓ
27	Ⓐ	Ⓑ	Ⓒ	Ⓓ
28	Ⓐ	Ⓑ	Ⓒ	Ⓓ
29	Ⓐ	Ⓑ	Ⓒ	Ⓓ
30	Ⓐ	Ⓑ	Ⓒ	Ⓓ

Absent Bubbles

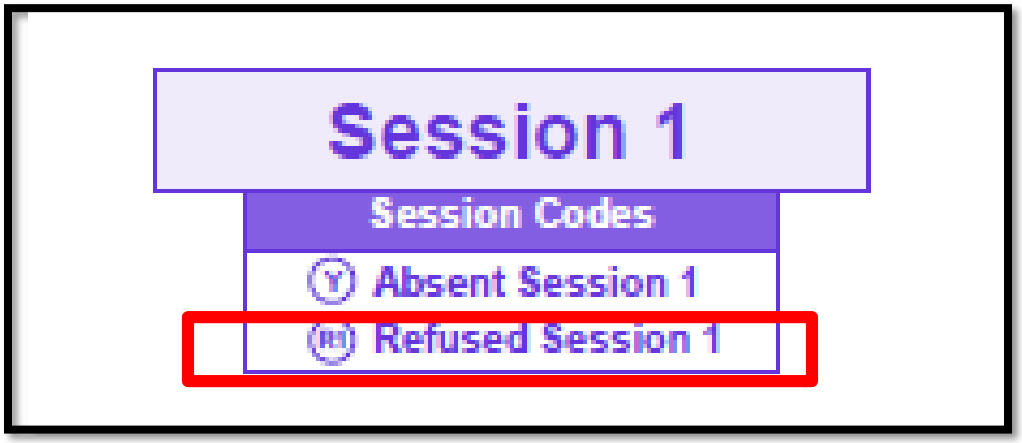
Absent bubbles are available for each session of the test. If ***any*** Absent bubble is bubbled in, the student is considered Absent for the Entire Test. Please note Absent on Roster. **If a student takes the test during the make up period, be sure to erase the Absent bubble!**

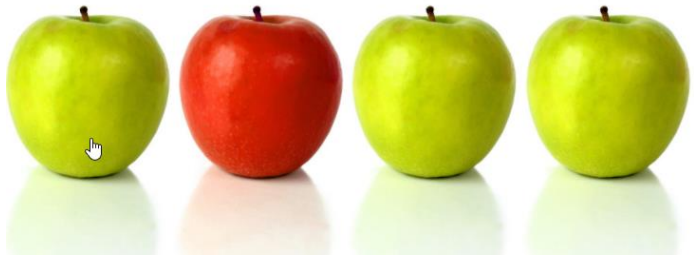
Absent bubble stands even if answer/scores exist applies to PBT and CBT

Refused Bubbles

The same but a little different

Refused bubbles are available for each session of the test. Please note Refused on Roster. **Refused bubble will be overwritten if answers exist in that section. If Refused only one part and took the other part, student will receive a score based on the part completed. Applies to PBT and CBT.**

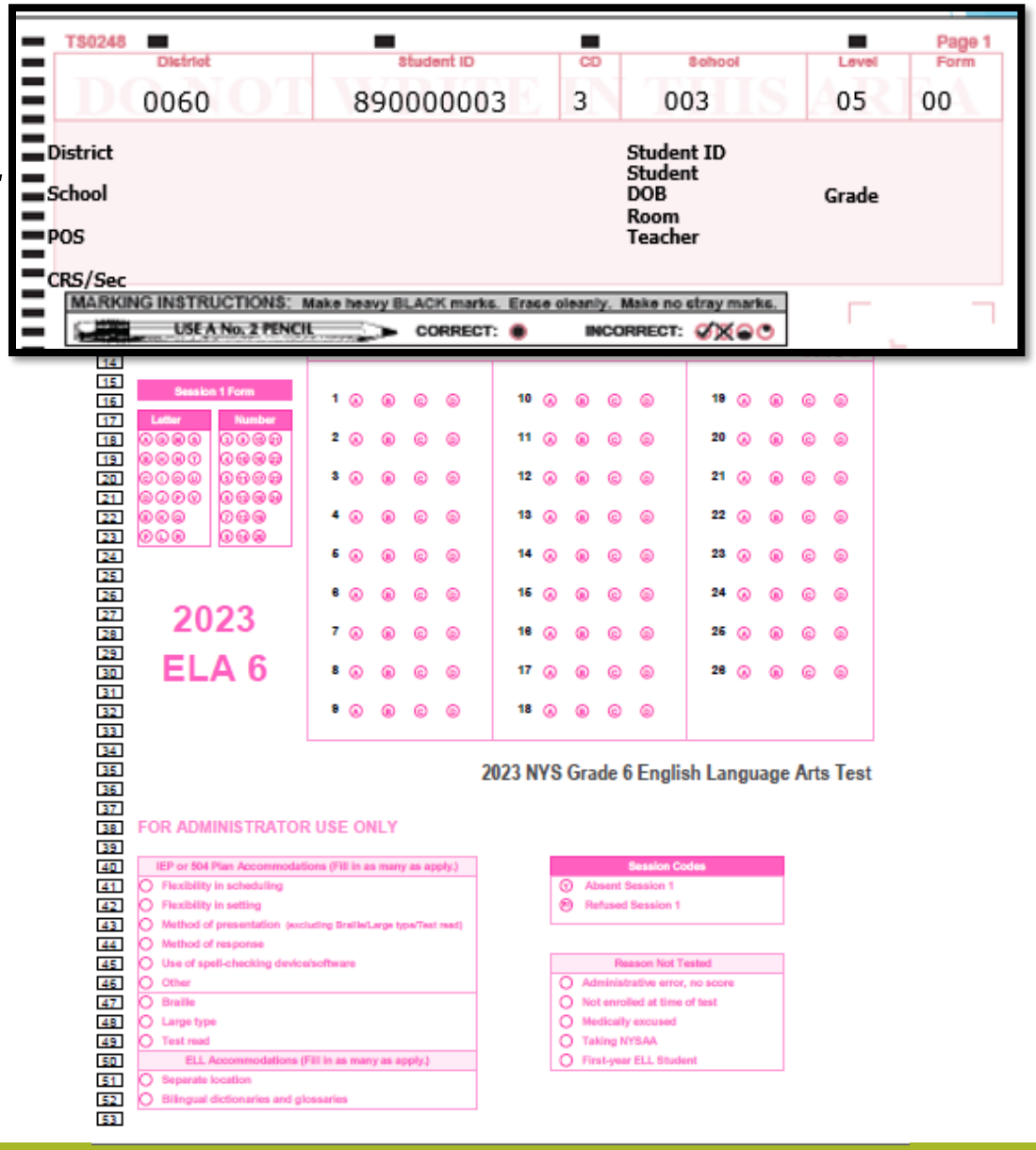




Sample Extra Answer Sheet

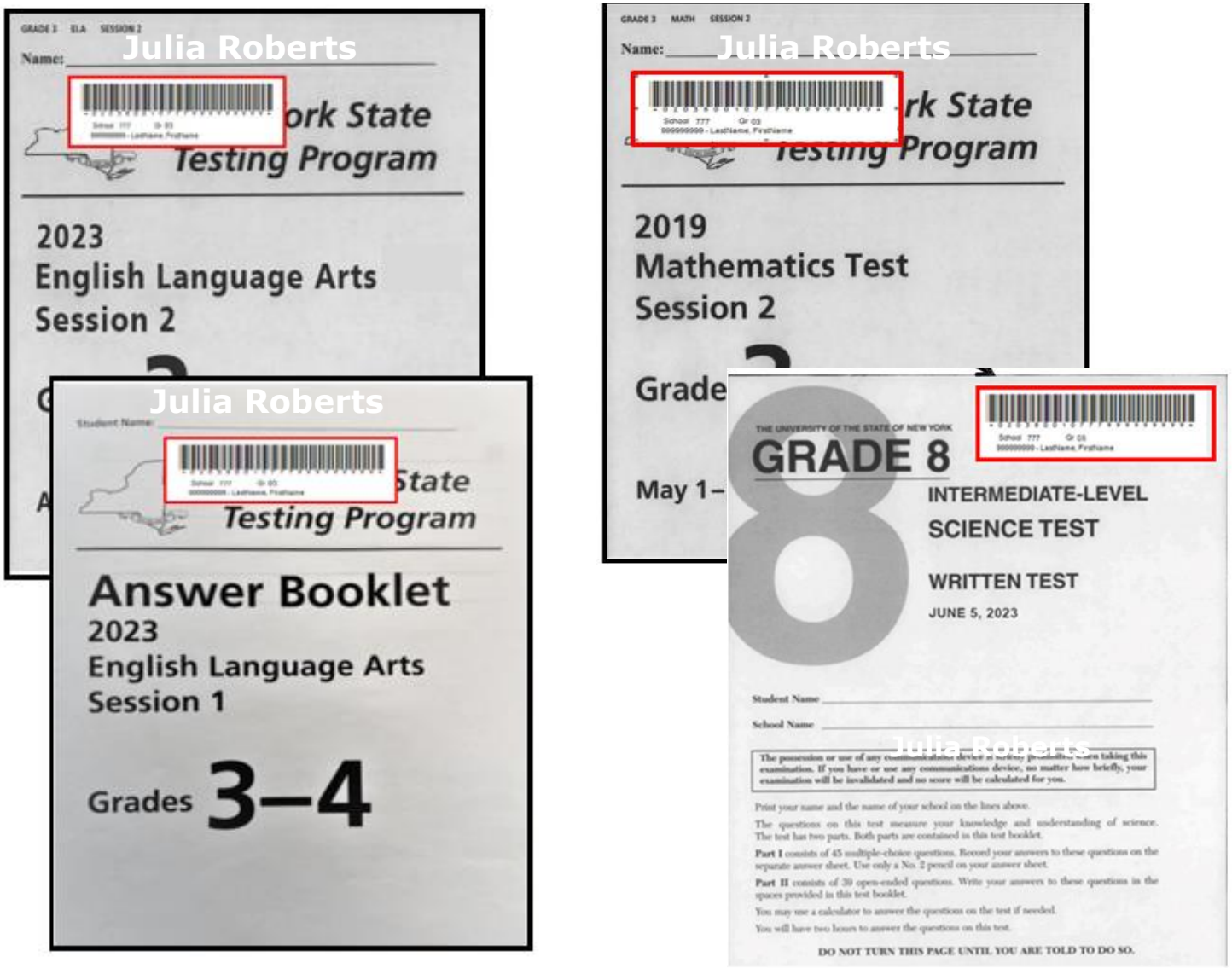
Required information:

- Student ID
- Student Name
- Date of Birth
- Grade
- Room/Teacher are optional



Label Answer Booklet Cover(s) with Student's Name

Check that the label on the front of the book matches the handwritten student's name on the front of the book



Out Of District Students

- It is the responsibility of the district to send and receive all assessment materials for students in Out-of-District placements other than BOCES

- WSB and ESB are all CBT for 2023

Ungraded Students

- K-6= grade 13
- 7-12= grade 14
- Ungraded students must be tested on the grade level determined by the Date of Birth Chart (SIRS Manual page 82)

Assessments by Birth Date/Age for Ungraded Students in 2022–23

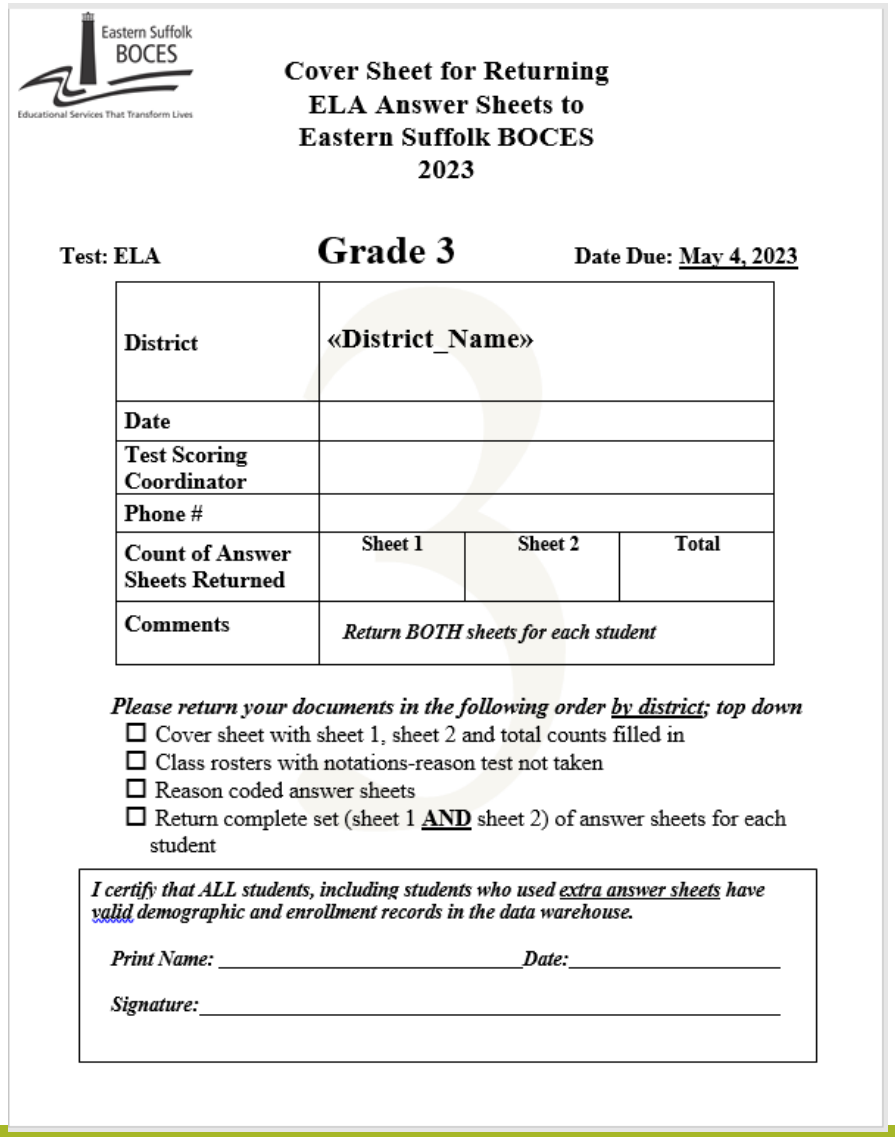
Assessments	Birth Dates	Reaches This Age Between September 1, 2022 and August 31, 2023
Grade K: NYSESLAT	Any date after August 31, 2016	6
Grade 1: NYSESLAT	September 1, 2015—August 31, 2016	7
Grade 2: NYSESLAT	September 1, 2014—August 31, 2015	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013—August 31, 2014	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2012—August 31, 2013	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010—August 31, 2011	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009—August 31, 2010	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2008—August 31, 2009	14
Grade 9: NYSESLAT	September 1, 2007—August 31, 2008	15
Grade 10: NYSESLAT	September 1, 2006—August 31, 2007	16
Grade 11: NYSESLAT	September 1, 2005—August 31, 2006	17
Grade 12: NYSESLAT	Born on or before August 31, 2005	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2004—August 31, 2005	18

Return Count Sheets with each Grade and Subject

Please fill out entire form and provide us with the name and phone number of the Testing Coordinator

Provide accurate total counts for the district

Count the sheets not the students on the Rosters



Eastern Suffolk BOCES
Educational Services That Transform Lives

Cover Sheet for Returning ELA Answer Sheets to Eastern Suffolk BOCES 2023

Test: ELA **Grade 3** **Date Due: May 4, 2023**

District	«District_Name»		
Date			
Test Scoring Coordinator			
Phone #			
Count of Answer Sheets Returned	**Sheet 1**	**Sheet 2**	**Total**
Comments	*Return BOTH sheets for each student*		

Please return your documents in the following order by district; top down

- ☐ Cover sheet with sheet 1, sheet 2 and total counts filled in
- ☐ Class rosters with notations-reason test not taken
- ☐ Reason coded answer sheets
- ☐ Return complete set (sheet 1 **AND** sheet 2) of answer sheets for each student

I certify that ALL students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse.

Print Name: _____ *Date:* _____

Signature: _____

Drop-Off Procedures

Beginning with the top of the stack

- Cover Sheet with counts
- Class Roster with notations (clipped or stapled)
- Only Used Extra Answer Sheets
- All Other Answer Sheets

Be sure all timing marks are on left

All sheets should be in same direction-use cut corners as a guide

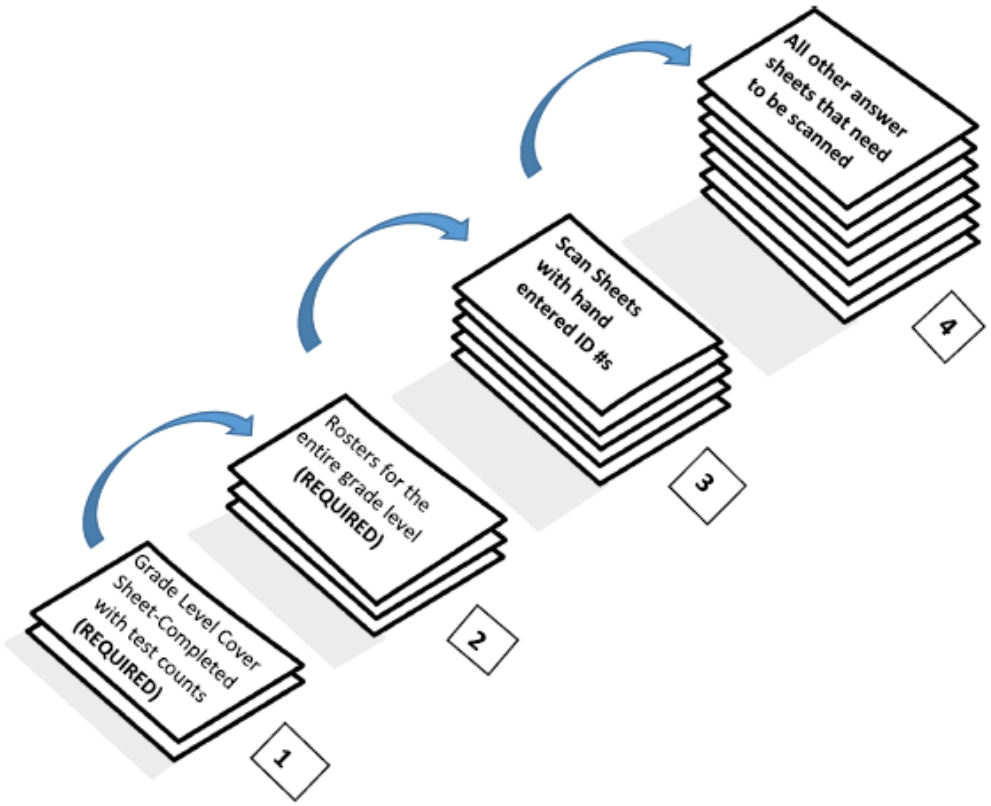
***Be sure counts are correct-include answer sheets with Reason Not Tested in the count**

***Provide us with contact person's name and phone number**

How to Stack the Sheets

Stacking Order

1. Cover Sheet – Color coded by grade level and supplied with the scan sheets
2. Rosters – Please bundle rosters per grade level and secure with a staple or paper clip
3. Sheets with hand entered ID #'s – If you must use an extra answer sheet, be sure to neatly print the Name, Student ID, and Date of Birth on the sheet in the designated area
4. All other scan sheets – Every other scan sheet that has student information pre-printed is expected to be returned.
    - This includes students who refused the test, were absent, or did not finish their exam



Neatness Counts

THIS

NOT THIS!

One last thing…

- If A student used an extra answer sheet, be sure the student is in Level o
- Rosters need to be filled out and returned to us-stapled or clipped
- Accurate counts are important
- Sheets must be returned clean and Neat-IF A SHEET HAS ANY HUMAN Bodily FLUIDS ON IT, RE-COPY ONTO A CLEAN SHEET
- If contacted for missing bubbles, immediate response is required
- Check Verifications before it's too late

Contact us with questions

dwtshelp@esboces.org or 631-218-41

For additional or special booklets:

- Serina Ross-Eastern Suffolk BOCES-Westhampton Beach

  (631) 844-5757

- Dawn Zanoni-Hines Admin Center-Patchogue

  (631) 687-3165

- Nicole Carr-Western Suffolk BOCES-Wheatley Heights

  (631) 595-6820

Resources

http://www.p12.nysed.gov/assessment

http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals

http://www.p12.nysed.gov/irs/sirs

https://datacentral.esboces.org

https://www.esboces.org/assessment-services

Student Data Services

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

Questions about Full Service Scoring

Phone:

631-244-4243

Email:

scoring@esboces.org

Website:

https://www.esboces.org/assessment-services