# *Regents Scanning*

## How to Troubleshoot a "Missing" Regents Score

## Student Data Services

Eastern Suffolk BOCES
Instructional Support Center at Sequoya
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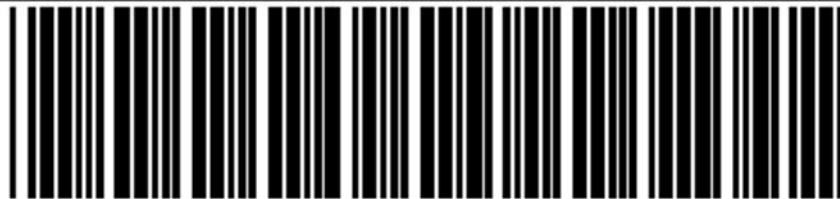
Charlie King
**Divisional Administrator**

Peter Desjardins
**Program Administrator**

# Step 1

Find the student's answer sheet and check the
student ID for accuracy

**Local Student ID**

If the student's name is not pre-printed on the line
at the top, write it on the line AND
write the local STUDENT ID in the box below.

0   0   0   9   0   1   0   7   1

**Local Student ID**

If the student's name is not pre-printed on the line
at the top, write it on the line AND
write the local STUDENT ID in the box below.

123456789

# Step 2

If the student ID is correct, check the OSC batch tracking **error log.**

| # Tests Received | QuantityRe | Status | In Time | Date Returned | Elapsed Time (HH:MM) | Elapsed Time (minutes) | Error Log | Student ID Log |
|---|---|---|---|---|---|---|---|---|
| 2 | 2 | Sent to RIC | 10/19/2015 11:09:12 AM | 10/19/2015 11:45:54 AM | 0000000000 | 36 | - | 2 Students |
| L | 0 | Sent to RIC | 10/19/2015 11:04:48 AM | 10/19/2015 11:43:53 AM | 0000000000 | 39 | 1 Error | - |
| L | 0 | Sent to RIC | 10/19/2015 11:04:25 AM | 10/19/2015 11:43:43 AM | 0000000000 | 39 | 1 Error | - |
| L | 0 | Sent to RIC | 10/19/2015 11:04:02 AM | 10/19/2015 11:43:31 AM | 0000000000 | 39 | 1 Error | - |

ALL THE RIGHT ANSWERS

**Error Message Listing for BATCH ID: 40815 ESBOCESAMP 01**

At least one constructed response item left blank for Student ID/Registration ID 123456789/39322
Document:1

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# Types of errors

| | | |
|---|---|---|
| *Missing student ID for Registration ID XXX | When the student ID is missing or is not 9 digits | Find the sheet, add or fix the student ID and re-scan |
| ***At least one** constructed response item left blank for Registration ID XXX | A score bubble is missing on the **back** of the answer sheet. This is a **teacher** score, <u>not</u> a student Multiple Choice bubble | Find the sheet, fill in the missing bubble(s) and re-scan<br>Check **all** score bubbles – **more than one** may be missing |
| *At least one constructed response item multi-punched for Registration ID XXX | There is a **double bubble** on the **back** of the answer sheet.<br>This is a **teacher** score | Find the sheet and cross out the incorrect score bubble and re-scan |
| Mismatched Registration IDs (XXX, YYY) | An undetected double feed got through or the front and back registration ID numbers are different | Find the sheets in question and re-scan |
| Mismatched Test IDs (XXX, YYY) | If the test IDs are different on the **front and back** an undetected double feed got through with 2 different subjects<br>Eg. a Global History sheet **front** with a US History **back** | Find the sheets in question. Pull and re-scan with the appropriate batch |
| Incorrect test (XXX) for student (YYY) | The wrong test type is detected in the batch.<br>Eg. a US History sheet is in a Global History batch | Find the wrong sheet, take it out of the batch and re-scan it with the appropriate batch. If the others were scanned, scan it by itself |
| Multi Language for Registration ID XXX | More than one language code was bubbled in | X out the incorrect code and re-scan |

# Step 3

If the student ID is in the error log, fix the error and rescan. If the student ID is not in the error log, check the OSC batch tracking **student ID log.**

| # Tests Received | QuantityRe | Status | In Time | Date Returned | Elapsed Time (HH:MM) | Elapsed Time (minutes) | Error Log | Student ID Log |
|---|---|---|---|---|---|---|---|---|
| 2 | 2 | Sent to RIC | 10/19/2015 11:09:12 AM | 10/19/2015 11:45:54 AM | 000000000 | 36 | | 2 Students |
| 1 | 0 | Sent to RIC | 10/19/2015 11:04:48 AM | 10/19/2015 11:43:53 AM | 000000000 | 39 | 1 Error | - |
| 1 | 0 | Sent to RIC | 10/19/2015 11:04:25 AM | 10/19/2015 11:43:43 AM | 000000000 | 39 | 1 Error | - |
| 1 | 0 | Sent to RIC | 10/19/2015 11:04:02 AM | 10/19/2015 11:43:31 AM | 000000000 | 39 | 1 Error | - |

ALL THE RIGHT ANSWERS

**Student ID Log for BATCH ID: 63815 ESBOCESAMP 01**

234567890,39030
345678901,39031

# Step 4

If the student ID is not in the student ID log, this answer sheet has not been scanned. If the student ID is in the student ID log, run ASAP reports by **ALL LOCATIONS** and use the **Find** function.

**Report Parameters for:**
**Student List by Building**

| | |
|---|---|
| **Pick District** | Sample District ▼ |
| **Location** | All Locations ▼ ← |
| **Assessment** | |

Pick an Assessment
2016-06-30 August Regents Algebra 2/Trigonometry
2016-06-30 August Regents Common Core Algebra I
2016-06-30 August Regents Common Core ELA
2016-06-30 August Regents Common Core Geometry
2016-06-30 August Regents Comprehensive English
2016-06-30 August Regents Geometry
2016-06-30 August Regents Global History and Geography
2016-06-30 August Regents Living Environment
2016-06-30 August Regents Physical Setting/Chemistry
2016-06-30 August Regents Physical Setting/Earth Science

Back to Reports Menu

**Report: Student List by Teacher**

|◄ ◄ 2 of 2 ► ►| 100% ▼ [ ] Find | Next Select a format ▼

**ASAP: Alphabetical Student List by Teacher**            Page 2 of 2

Rev. 10.0                                         12/10/2015 9:01:07 AM

**NY280000**        **Sample District**

Subject: Regents Phy Set/Chemistry - Aug            Test Date: 2015-08-13

**Sample Location**

**Teacher: N/A**

| Student Id | Student Name | Grade | Scaled Score | Perf. Level |
|---|---|---|---|---|
| 051622361 | Backlund, Bob | 12 | 69 | 3 |
| 000302250 | Jones, Robert | 12 | 70 | 3 |
| 000099876 | Jones, Stanley | 10 | 100 | 4 |
| 000101855 | N/A | 12 | 78 | 3 |
| 000104940 | N/A | 12 | 55 | 2 |
| 000301930 | Sample, Student | 12 | 70 | 3 |

# Step 5

Run the ASAP **Student List by Teacher** report. All scan records that were missing from level 0 at the time of processing will show a student name of **N/A** and teacher name of **MISSING FROM LEVEL 0.** Please check the student ID for accuracy and Level 0 for completeness.

```
☐· Root
         ┊---- Rank List by Building
         ┊---- Rank List by Teacher
         ┊---- Student List by Building
         ┊---- Student List by Teacher  ←――――――
         ┊---- Regents Score by Parts
```
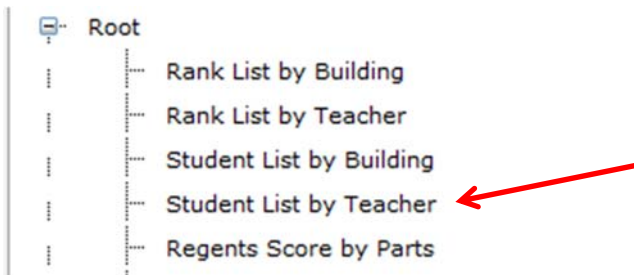
**Subject: Regents Phy Set/Chemistry - Aug**          **Test Date: 2015-08-13**

| | Sample Location | | | | |
|---|---|---|---|---|---|
| | **Teacher: MISSING FROM LEVEL 0** | | | | |
| | | | | | |
| | **Student Id** | **Student Name** | **Grade** | **Scaled Score** | **Perf. Level** |
| 1 | 001002776 | N/A | 12 | 73 | 03 |
| 2 | 001009903 | N/A | 12 | 71 | 03 |
| 3 | 000301943 | N/A | 12 | 67 | 03 |
| 4 | 041622433 | N\A | 12 | 64 | 02 |
| 5 | 031622140 | N/A | 12 | 60 | 02 |
| | Count = 5 | | Average | 67.00 | |

# How to Troubleshoot a Missing Regents Score

Find the student's answer sheet and check the student ID for accuracy

If ID is correct, check the OSC batch tracking **error log**

If ID is in the error log, **fix error and rescan**

If ID is not in the error log, check the OSC batch tracking **student ID log**

If ID is not in student ID log, the sheet has not been scanned. **Scan it**

If ID is in Student ID log, run ASAP report by **ALL LOCATIONS**

If no score appears in ASAP call
631-218-4195
Fix all N/A Missing from Level 0 records