

Quality Control Workshop

NYS English As A Second Language Achievement Test

NYSESLAT

How to Prepare, Process and Submit Answer Materials

March 2024

Thoughts on Quality Control (It's not as easy as it looks!)

“Quality is never an accident;
it is always the result of
intelligent effort.”

— John Ruskin



Who Should Handle QC??

- ENL Team
- District Data Coordinator
- Test Coordinator
- Support Staff
- Principals
- Teachers/Proctors



Administration Schedule

Found in the School Admin Guide (SAM)

2024 NYSESLAT School Administrator's Manual

Make sure to go through the materials to check for answer sheets and that K-2 answers have been transcribed before returning to Metritech!!

Important Dates

Speaking session material delivered to participating schools	Monday, April 8–Thursday, April 11, 2024
Speaking session administration period	Monday, April 15–Friday, May 24, 2024
Listening/Reading/Writing session materials delivered to participating schools	Monday, May 6–Friday, May 10, 2024
Listening/Reading/Writing session administration period	Monday, May 13–Friday, May 24, 2024
Writing scoring materials delivered to participating schools	Monday, May 20–Friday, May 24, 2024
Scoring of Writing responses	Tuesday, May 28–Friday, June 7, 2024
Deadline to submit answer sheets to the RIC or large-city scanning centers	Friday, June 7, 2024
Deadline to return secure materials to MetriTech	Friday, June 21, 2024
NOTE: All schools must complete the NYSESLAT administration by Friday, May 24, 2024. All secure materials must be returned to MetriTech no later than Friday, June 21, 2024.	

Final Date to Submit Answer Sheets

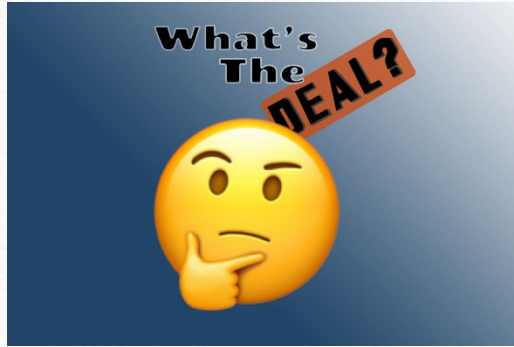
Final Date to Submit Answer Sheets to SDS for Scanning:

June 7th

NOTE: Sheets may be returned before June 7th

*NO APPOINTMENT NECESSARY
Monday-Friday 8:30am-3:00pm*

*This Date for **Sheet** Return is different than the intake day for submitting
Booklets for Full Service Scoring*



The DIFFERENCES BETWEEN SHEETS AND BOOKLETS

Sheets: The forms where students bubble responses to multiple choice questions

Booklets: Documents where the students write the response to the writing questions

Sheets: Come back to Test Scoring for scanning

Booklets: Get scored by the district or submitted to Full Service Scoring

Sheets: Must be returned no later than June 7th

Booklets: Get submitted to Full Service Scoring on May 30th

Sheets: NEVER GET LABELS

Booklets: EACH BOOKLET WITH STUDENT RESPONSES GETS A LABEL

Grade Bands



Grade	Level
Kindergarten-K	Level 1
Grade 1	Level 2
Grade 2	Level 3
Grades 3-4	Level 4
Grades 5-6	Level 5
Grades 7-8	Level 6
Grades 9-12	Level 7

Test Format

Grade K is divided by the four modalities: Listening, Speaking, Reading, and Writing.

The term “Session” is not used for Grade K.

Grades 1-12 are divided into four sessions:

- **Session 1:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 2:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 3:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 4:** Speaking CR questions. Speaking is considered one “Session.”

Test Format

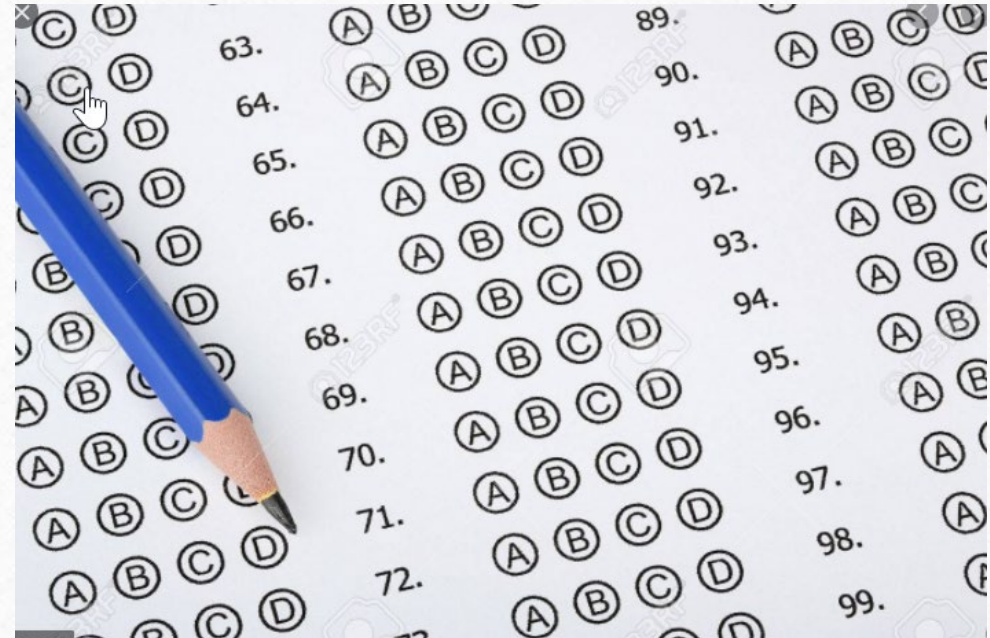
Number of Answer Sheets

Levels 1, 2 and 3

1 Answer Sheet

Levels 4-7

3 Answer Sheets

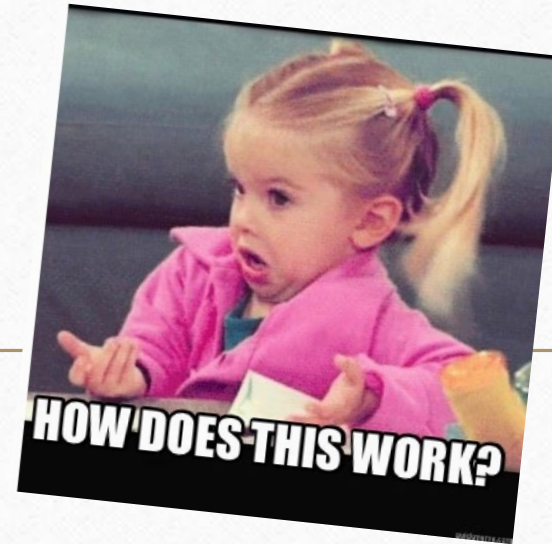


Data Flow



Level 0

- Demographics-All students
- Enrollment-All students
- Program Services



Note: NYSESLAT students must be coded correctly for students to receive a valid score!!

NYSESLAT students must have:

- A LEP Eligible code of 0231 **and**
- A LEP Program code
- For first year LEP students only: NYSESLAT code 0242 if taking NYSESLAT in lieu of ELA

(On April 1, 2024 these students are in US schools for less than 1 year)

Delivered Materials



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

- Instructions for each grade level
- Rosters
- Pre-printed Answer Sheets plus extras
- Bar Code Labels (these are not the same as Metritech's)

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


Please DO NOT WAIT UNTIL TEST DAY!

Materials Review

- ***Class Rosters*** - Indicate Tested (T) or the reason Not Tested for each session-make notations of any adjustments
- ***Answer Sheets***-Check all completed answer sheets against class roster
- ***Bar-Code Labels***-Labels are to be placed on front of any booklet containing student's handwritten answers. Be sure handwritten name and bar-code label match!
- ***Booklets***-Supplied by SED-must be scored in district or by a scoring vendor



Sample Class Roster



Eastern Suffolk BOCES

2022 - 2023

Class Roster

NYSESLAT - Level 3

Date:

03/07/23 02:21 PM

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	Session 1							Session 2							Session 3						
		A	M	N	T	A	R	E	A	M	N	T	A	R	E	A	M	N	T	A	R	E
1) 10210001	Alonso, Marisol																					
2) 10210002	Alonso, Maria																					
3) 10210003	Alonso, Maria																					
4) 10210004	Alonso, Maria																					
5) 10210005	Alonso, Maria																					
6) 10210006	Alonso, Maria																					
7) 10210007	Alonso, Maria																					
8) 10210008	Alonso, Maria																					
9) 10210009	Alonso, Maria																					
10) 10210010	Alonso, Maria																					
11) 10210011	Alonso, Maria																					
12) 10210012	Alonso, Maria																					
13) 10210013	Alonso, Maria																					
14) 10210014	Alonso, Maria																					
15) 10210015	Alonso, Maria																					
16) 10210016	Alonso, Maria																					
17) 10210017	Alonso, Maria																					

➤ Tested/Not Tested

T = Tested
A = Absent
R = Refused
AE= Admin Error
ME= Med Excused
NE= Not Enrolled
O = Other

Class Roster

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

- Student's Full Name
- Actual Student Local ID
- DOB

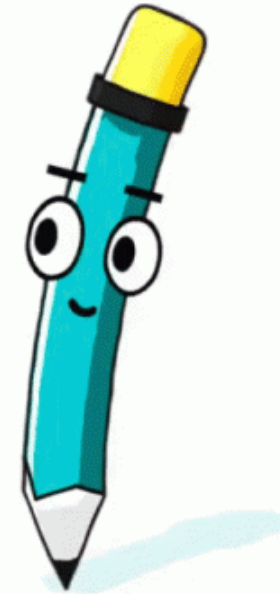
Extra sheet number(s) are found on the top of the answer sheet

* 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 _____	Sheet 3 _____
Bk _____	Bk _____	Bk _____
2) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Sheet 3 _____
Bk _____	Bk _____	Bk _____
3) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Sheet 3 _____
Bk _____	Bk _____	Bk _____
4) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Sheet 3 _____
Bk _____	Bk _____	Bk _____
5) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Sheet 3 _____
Bk _____	Bk _____	Bk 3 _____

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



NYSESLAT Answer Sheet

This shaded box is preprinted with district and student information unless using an extra answer sheet

If using an extra answer sheet, write student's first and last name, date of birth and grade

Do not write on timing marks

Unable to Respond only applies to Level 1 Kindergarten

Do not write in this area; information is pre-printed

Print Transcriber's Name Only for Grades K, 1 and 2 Listening and Reading

TS8228 District Student ID CD School Level Page 1 Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✓✗○●

IEP or 504 Plan Accommodations (Fill in as many as apply.)

- ☐ Flexibility in scheduling (Timing N/A)
- ☐ Flexibility in setting
- ☐ Method of presentation (excluding Braille/Large type/Test read)
- ☐ Method of response
- ☐ Other
- ☐ Braille
- ☐ Large type
- ☐ Test read

Reason Not Tested

- ☐ Absent for entire test
- ☐ Refused to take entire test
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused

**NYS English as a Second Language Achievement Test
2023 NYSESLAT Grade K**

For Scanning Center Use Only

Listening			Reading		
PRINT Transcriber's Name	Session Codes		PRINT Transcriber's Name	Session Codes	
	<input type="radio"/> Absent Listening	<input type="radio"/> Unable to respond		<input type="radio"/> Absent Reading	<input type="radio"/> Unable to respond
1	A	B	11	A	B
2	A	B	12	A	B
3	A	B	13	A	B
4	A	B	14	A	B
5	A	B	15	A	B
6	A	B	16	A	B
7	A	B	17	A	B
8	A	B	18	A	B
9	A	B	19	A	B
10	A	B			

K

Back of Page 1 AKA Page 2

Be sure each item for Speaking has a score bubble

Darken "S" if Skipping Rule applied

"No Response" bubble is not available for Speaking

Include Writing Scores if NOT Scoring with Full Service Scoring

TS8228 ■ ■ Page 2

2023 NYSESLAT Grade K

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL CORRECT: ✖ INCORRECT: ✓

Speaking				Writing			
Scorer's Code Letter		Session Codes		Session Codes		Session Codes	
		Absent Speaking				Absent Writing	
Question	Score Points	Skipped	Question	Score Points	No Response	Scorers' Code Letters	
1	0 1 2		1	0 1 2	3		
2	0 1 2		2	0 1 2	3		
3	0 1 2	3	3	0 1 2	3		
4	0 1 2	3	4	0 1 2	3		
5	0 1 2		5	0 1 2	3		
6	0 1 2		6	0 1 2	3		
7	0 1 2	3	7	0 1 2	3		
8	0 1 2	3	8	0 1 2	3		
9	0 1 2						
10	0 1 2						
11	0 1 2	3					
12	0 1 2	3					

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Model Code

1 Regional scoring

2 Schools from two districts

3 Three or more schools within a district

4 Two schools within a district

5 One school

6 Scored by a private contractor (not a BOCES)

Code Letters Print Scorers' Names

A

B

C

D

E

K

Each session has its own Absent bubble

Print Scorers' Code Letters

Print Scorers' Names in box

Three Sheet Assessments

TS8246 Student ID CD School Level Page 1
Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase clearly. Make no stray marks.
USE A No. 2 PENCIL. → CORRECT ● INCORRECT: ✓/X ✗

RF or RF Plus Accommodations
(If applicable, check all that apply.)

☐ Readability in writing (Reverse text)
☐ Readability in reading (Reverse text)
☐ Readability of presentation (including enlarged type and large print)
☐ Readability of response
☐ Braille
☐ Large type
☐ Text reader

Reason Not Tested
☐ Absent for entire test
☐ Absent for one or more sessions
☐ Absent for one or more sessions
☐ Absent for one or more sessions
☐ Absent for one or more sessions
☐ Absent for one or more sessions

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 1
Session Code

Listening Reading

Listening	Reading
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16

For Scanning Center Use Only

3-4

TS8246 2024 NYSESLAT Grades 3 - 4 Page 2

DO NOT WRITE ON THIS SIDE

3-4

TS8246 Student ID CD School Level Page 3
Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase clearly. Make no stray marks.
USE A No. 2 PENCIL. → CORRECT ● INCORRECT: ✓/X ✗

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 2
Session Code

Listening Reading

Listening	Reading
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25

For Scanning Center Use Only

3-4

TS8246 2024 NYSESLAT Grades 3 - 4 Page 4

DO NOT WRITE ON THIS SIDE

3-4

TS8247 Student ID CD School Level Page 5
Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase clearly. Make no stray marks.
USE A No. 2 PENCIL. → CORRECT ● INCORRECT: ✓/X ✗

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 3
Session Code

Listening Reading

Listening	Reading
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40

For Scanning Center Use Only

3-4

TS8247 2024 NYSESLAT Grades 3 - 4 Page 6

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase clearly. Make no stray marks.
USE A No. 2 PENCIL. → CORRECT ● INCORRECT: ✓/X ✗

Speaking Writing

Question	Score Points	Shipped	Question	Score Points	No Response
1	0	0	17	0	0
2	0	0	18	0	0
3	0	0	19	0	0
4	0	0	20	0	0
5	0	0	21	0	0
6	0	0	22	0	0
7	0	0	23	0	0
8	0	0	24	0	0
9	0	0	25	0	0
10	0	0			
11	0	0			
12	0	0			

Fill in the method used to score your student's test paper. (Select only one.)

Scoring Method Code

☐ Original writing
☐ Written from test materials
☐ Written from test materials with a script
☐ Written from a script
☐ Written from a script with a script
☐ Written from a script with a script and a script

Code value

Print Student's Name

A

B

C

D

E

3-4

3 Answer Sheets for
Levels 4-7

Reason Not Tested

Only 1 *Reason Not Tested* bubble should be filled in

Reason Not Tested

- ☐ Absent for entire test
- ☐ Refused to take entire test
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused

Accommodations

Only bubble the accommodations that the student actually used

IEP or 504 Plan Accommodations

(Fill in as many as apply.)

- ☐ Flexibility in scheduling (Timing N/A)
 - ☐ Flexibility in setting
 - ☐ Method of presentation (excluding Braille/Large type/Test read)
 - ☐ Method of response
 - ☐ Other
-
- ☐ Braille
 - ☐ Large type
 - ☐ Test read

Skipping Rule

Page 93 of SIRS Manual



Skipping Rule For Speaking Only:

The Skipping Rule applies to questions 3, 4, 7, 8, 11, and 12 for all grades (K-12).

Skipped questions will have an “S” darkened-in.

When the vendor is scoring, the vendor will treat the “S” as a zero when calculating a Speaking Modality score.

Question	Score Points			Skipped
1	0	1		
2	0	1	2	
3	0	1	2	S
4	0	1	2	S

Explanation of Reason Not Tested Codes



Review of Tested/Not Tested Reason Codes As Noted on Class Rosters

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

Session 1						Session 2					
A M N						A M N					
T	A	R	E	E	O	T	A	R	E	E	O
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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. Refused will override any answers completed and the student will not receive a score.

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, any cell phone usage, 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

Absent Bubbles and Valid Tests

Students who are **present** for all four modalities or sessions, not marked absent for any of the four modalities or sessions and who received a score for at least one item in each modality or session, will receive a valid score including Overall Scale Score, Overall Proficiency Level.

Absent for one session=Absent for the entire test

Absent Bubbles

Absent for Entire Test Vs. Absent for a Session

Reason Not Tested	
<input type="radio"/>	Absent for entire test
<input type="radio"/>	Refused to take entire test
<input type="radio"/>	Administrative error, no score
<input type="radio"/>	Not enrolled at time of test
<input type="radio"/>	Medically excused

Session 1
Session Codes
<input type="radio"/> Absent Session 1

Session 2
Session Codes
<input type="radio"/> Absent Session 2

Session 3
Session Codes
<input type="radio"/> Absent Session 3

Speaking	
Scorer's Code Letter	Session Codes
	<input type="radio"/> Absent Speaking

Administrative Error

Testing Irregularities

Testing irregularities are incidents that represent a deviation from the assigned testing procedures. Testing irregularities may include confirmed cases of student cheating, student possession or use of a cell phone or other communication device, or the mishandling of secure test materials. Such incidents must be promptly reported, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by email (emscassessinfo@nysed.gov).



When things Go Wrong

If you receive a sheet for a student who has been coded 0231 in error:

- Destroy the materials
- Let the DDC know so the data can be corrected
- DO NOT TEST THE STUDENT JUST BECAUSE YOU GOT SHEETS

If you do not receive sheets for a student:

- Use extra sheets
- Let the DDC know so the data can be corrected
- Still test the student even if you have to use extras

NYSAA Students TAKE NYSESLAT

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 2023–24

Assessments	Birth Dates	Reaches this Age Between September 1, 2023 and August 31, 2024
Grade K: NYSESLAT	Any date after August 31, 2017	6
Grade 1: NYSESLAT	September 1, 2016—August 31, 2017	7
Grade 2: NYSESLAT	September 1, 2015—August 31, 2016	8
Grade 3: NYSESLAT	September 1, 2014—August 31, 2015	9
Grade 4: NYSESLAT	September 1, 2013—August 31, 2014	10
Grade 5: NYSESLAT	September 1, 2012—August 31, 2013	11
Grade 6: NYSESLAT	September 1, 2011—August 31, 2012	12
Grade 7: NYSESLAT	September 1, 2010—August 31, 2011	13
Grade 8: NYSESLAT	September 1, 2009—August 31, 2010	14
Grade 9: NYSESLAT	September 1, 2008—August 31, 2009	15
Grade 10: NYSESLAT	September 1, 2007—August 31, 2008	16
Grade 11: NYSESLAT	September 1, 2006—August 31, 2007	17
Grade 12: NYSESLAT	Born on or before August 31, 2006	18

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 will administer NYSESLAT to ELL Eligible students
- The home district is responsible for reporting the ELL program codes

Students Who Move Within The District

- If a student changes from one building to another in the same district or changes to a different room, all testing materials should follow the student.
- **DO NOT MARK THE STUDENT NOT ENROLLED!**
- If the testing materials cannot be provided, extras should be used. Record the extras on the roster. The enrollment record will link the student to the correct building.
- Do not submit duplicate sheets!



Bar-code Labels

- Place Bar-code label on **FRONT** cover
- Match the label to the handwritten name

If a student does not have a bar-code label, include student's name, ID and DOB on booklet cover. A label will be supplied by the scoring vendor.

New York State English As A
Second Language Achievement Test
NYSESLAT

Name: _____

[Barcode Label]
School 777 Gr 03
109300930-LastName, FirstName

Grades 1-2

Test Booklet 2019

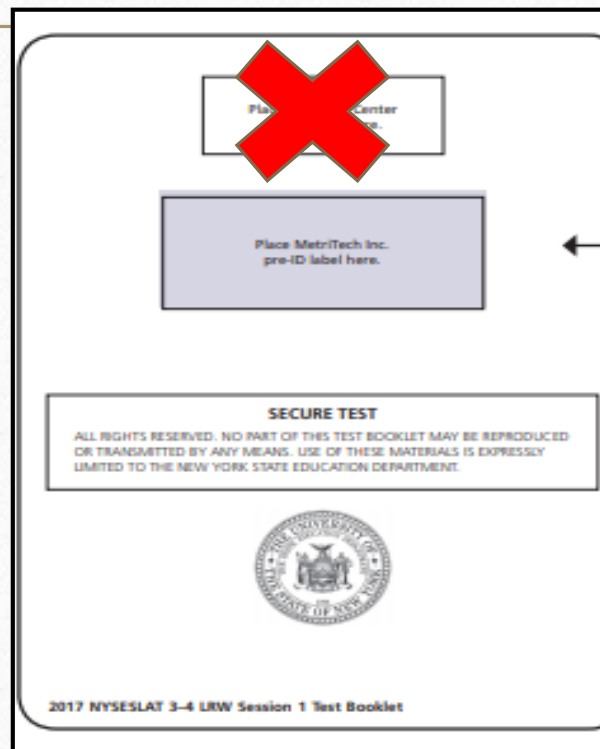
**Listening/Reading/Writing
Session 1**

Secure Materials
May Not Be Duplicated

12T1966224

Label Placement on NYSESLAT Test Booklets

**BOCES LABELS GO
ON THE FRONT!!**



**Metrictech Label Goes
On The BACK!!**

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

Sheet counts must be accurate

Count the sheets not the students on the Rosters



Cover Sheet for Returning NYSESLAT Answer Sheets to Eastern Suffolk BOCES 2024

Test: NYSESLAT Level 1 Date Due: June 7, 2024

District	«District_Name»
Date	
Test Scoring Coordinator	
Phone #	

You must keep the answer sheets separate by Test Level.

Level 1 (Grade K)	Sheet 1
----------------------	---------

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

- ☐ Cover sheet with count filled in
- ☐ Class rosters with notations-reason test not taken
- ☐ Reason coded answer sheets
- ☐ Complete answer sheet 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 or locked in Level 6.

Print Name: _____ Date: _____

Signature: _____

TEST SCORING DO's AND DON'Ts 2024

DO

- Return sheets in an orderly and neat pile
- Include class roster when returning sheets
- Make sure new students are entered into Level 0
- Check all sheets for accuracy and lightly erase any stray marks
- Recopy any damaged sheets and retain the original
- Place the barcode label on the front cover of the booklet the student is using for written responses
- Verify that the name on the barcode label matches the handwritten student name

DON'T

- DO NOT submit post-it notes or paper clips on answer sheets
- DO NOT submit blank paper to separate buildings or rooms
- DO NOT submit more than one answer sheet for each student
- DO NOT place barcode label any other place except for the front cover of the test booklet for written responses

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

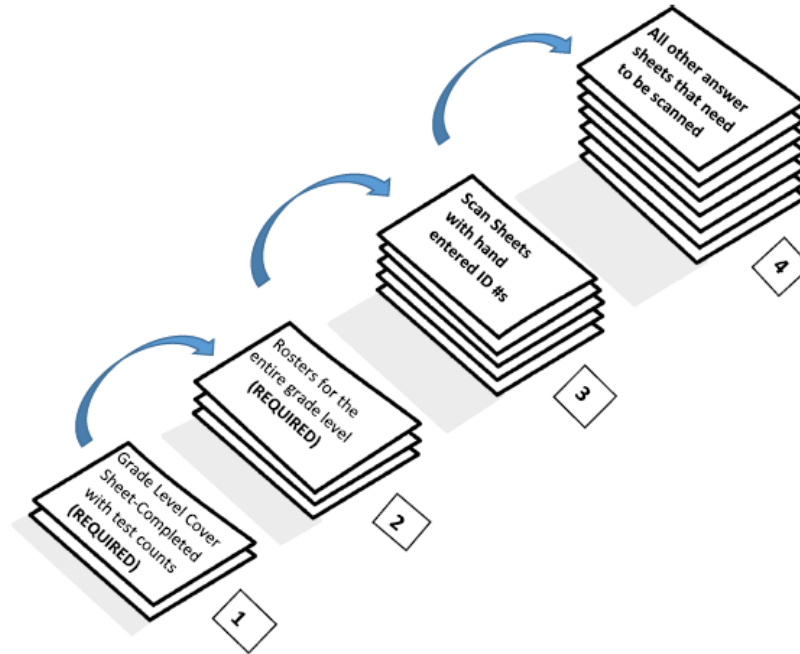
All sheets should be in same direction-use cut corners as a guide

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

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!



Second Pull

Our goal is to use as few extras as possible!!


We will deliver preprinted class rosters, labels and answer sheets for those students that were entered into Level 0 ***after*** our original pull.

The rosters, labels and answer sheets will be delivered just prior to the administration date of each assessment.

Please distribute these materials on arrival.

Verification Reports

Verifications are posted to the district SFTP site for review. Please look at these immediately to check for potential errors. We only have a narrow window for corrections.

**Student Verification Report by District**
2018 - 2019

UFSD

Date: 03/12/20
08:52 AM

NYSESLAT - Level 2
Students Not Tested/Invalid

Student Name	StudentID	Grade	Room Test Status	Sheets Proc
		02	21 00 - No Scan Data	
		02	18 00 - No Scan Data	
		02	18 99 - Absent for Entire Test	1
		02	112 95 - Not Enrolled At Time Of Test	1
S.		02	7 00 - No Scan Data	
		01	118 95 - Not Enrolled At Time Of Test	1
		01	25 00 - No Scan Data	
		01	18 95 - Not Enrolled At Time Of Test	1
		01	00 - No Scan Data	

District Summary
Total Students 9

Eastern Suffolk BOCES

CR - Constructed Response, MC - Multiple Choice, S1 - Session 1, S2 - Session 2, S3 - Session 3
50 - Taking NYSAA, 51 - First Year LEP, 52 - 7th gr taking 8th gr assessment, 53 - Taking Regents, 58 - Took CBT, 91 - Taking another assessment
93 - Medically Excused, 95 - Not enrolled at time of test, 96 - Refused to take the test, 97 - Administrative error, 99 - Absent

Page 1 of 1

Validity Rules

All Validity Rules can be found in the SIRS Manual
and in the School Administrator's Guide

93-Medically Excused

Rule: Code overrides any answer or score bubbles

95-Not Enrolled for Entire Test

Rule: Answer or score bubbles override code

96-Refused to take the Entire Test

Rule: Code overrides any answers or score bubbles

97-Administrative Error

Rule: Code overrides any answer or score bubbles

99-Absent

Rule: Code overrides any answer or score bubbles

Performance Levels

Performance Level & Codes	Description
31-Entering	Beginning
32-Emerging	Low/Intermediate
33-Transitioning	Intermediate
34-Expanding	Advanced
35-Commanding	Proficient
99- Absent	Not Tested Reason
93-Medically Excused	Not Tested Reason
97-Administrator Error	Not Tested Reason

Performance Level Descriptions

A description of the NYSESLAT Proficiency Levels is provided in the table below.

Level	Description of English Language Proficiency Level	
Entering (Beginning)	A student at the Entering level has great dependence on supports and structures to advance academic language skills and has not yet met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings).	Eligible for ELL Services
Emerging (Low Intermediate)	A student at the Emerging level has some dependence on supports and structures to advance academic language skills and has not yet met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings).	
Transitioning (Intermediate)	A student at the Transitioning level shows some independence in advancing academic language skills, but has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings).	
Expanding (Advanced)	A student at the Expanding level shows great independence in advancing academic language skills and is approaching the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings).	
Commanding (Proficient)	A student at the Commanding level has met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). A student at this level is no longer considered an ELL student, but is entitled to receive two years of Former ELL services.	Not Eligible for ELL Services

Exiting ELL Services

Students whose ELL status has ended must be reported with one of the following Reason for Ending Program Service Codes for Program Service Code 0231 — *ELL Eligible*:



- 3011 – *ELL Eligibility Exit Using NYSESLAT score only*. Report ENL Program in that year for the student.
- 3022 – *ELL Eligibility Exit Using NYSESLAT score and NYSTP or Regents score*. Report ENL Program in that year for the student.
- 3045 – *ELL Eligibility Exit based on review of identification determination*.



Reminders

- Each booklet with written responses needs the barcode label on the front cover
- If student used an extra answer sheet, be sure student is in Level 0
- Rosters need to be filled out and returned to us clipped or stapled
- Accurate counts are essential
- If contacted for missing bubbles, please respond quickly
- Do not report Admin Errors to SED until you are sure they are really Admin Errors

Quality Control Quick Review

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- If a student used an extra answer sheet, be sure the student is in Level 0
 - 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 631-218-4195



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

<https://datacentral.esboces.org>

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

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

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

Contact information for Metritech

DO NOT CONTACT PEARSON

NYSESLAT@metritech.com

1-800-747-4868

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>

Team Effort

- It takes a team of people to be sure that each step is met with perfection
- Be sure each person involved with answer sheets or booklets is properly trained and clearly understands their role and the ramifications of errors
- When not sure, ask before mistakes are made



We strive for perfection but...
will *settle* for
mere excellence!

