

# Full Service Scoring 2022-2023 N.Y.S. 3-8 ELA, Math, & Science Test Booklet Packaging and Delivery Instructions –Brief Version

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School Data Bank Services

Assessment Services

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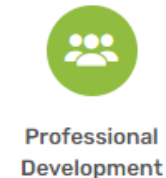
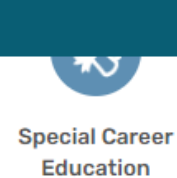
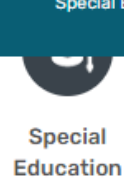
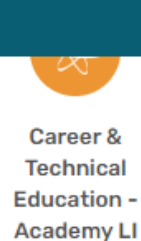
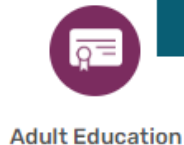
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## School Data Bank Services

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  - CoSers for Assessment Services
- Levels of Service
- Staff Developer/Shared Data Expert Service
- Professional Development - Workshops & Data Shares
- Data Resources & Information - Visualizations & Dashboards
- New York State Assessment Data & Instructional Reporting Platforms
- Annual Professional Performance Review Resource

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## Assessment Services - Scoring & Training

**Registrations for Assessment Booklet Scoring:** [Scoring Registration Website](#)

### Full Service Scoring Resources:

[OSC World - Box Registration Website](#)

[Special Case Tracking Sheet](#) ⬇️⬆️

[2022-23 Grade 3-8 Assessment Schedule & Intake Dates](#) ⬇️⬆️

[Pricing for 2022-23 Grades 3-8 Assessments Full Service Scoring](#) ⬇️⬆️

### Computer-Based Testing Resources:

[Important information on 2022-23 Computer-Based Tests \(CBT\)](#) ⬇️⬆️

[Computer-Based Testing Support Guide \(NYSED Resources\)](#) ⬇️⬆️

## Select topic to see related documents:

ELA

Math

Science

NYSESLAT

[2023 Grades 3-8 ELA and Math Tests School Administrators Manual](#) ⬇️⬆️

[2022-23 Educators Guide Grades 3-8 ELA](#) ⬇️⬆️

[2023 Grades 3-5 ELA Paper-Based Tests Teacher's Directions](#) ⬇️⬆️

[2023 Grades 6-8 ELA Paper-Based Tests Teacher's Directions](#) ⬇️⬆️

Box Registration on  
OSC World Website

Work

Qual

[2023 NYS 3-8 ELA, Math, Science & NYSESLAT K-12](#) ⬇️⬆️

[Virtual 2023 Packaging & Delivery](#)

[Workshops for NYS 3-8 ELA](#)

[Math, Sci, & NYSESLAT K-12](#) ⬇️⬆️

### Questions?

**Contact** [scoring@esboces.org](mailto:scoring@esboces.org):  
631-244-4243

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Program Administrator

**Sharon Hayes Ed.D.**  
Assistant Administrative  
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**Eileen Jaeger**  
Senior Office Assistant

**Lisa Schiede**  
Sen

Assessment Subject  
Related Documents

# Assessment Intake Dates 2023

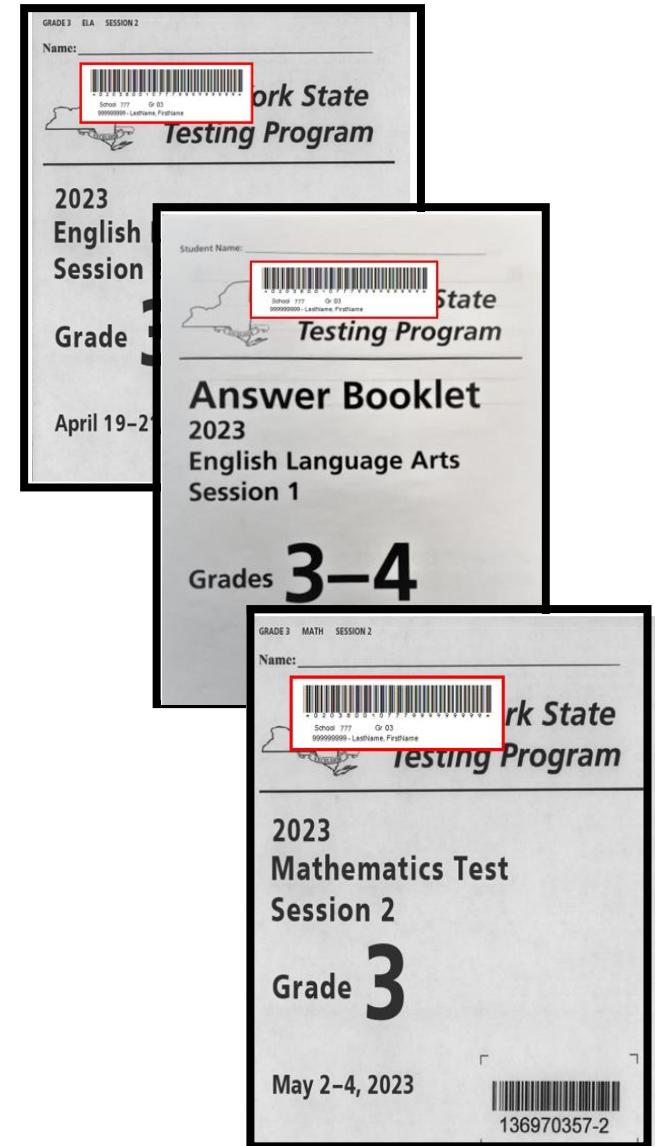
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All intakes will take place at the Instructional Support Center (ISC) at Sequoya

- April 28, 2023 - ELA Intake Grades 3-8
- May 11, 2023 - Math Intake Grades 3-8
- May 31, 2023 - NYSESLAT Intake
- June 9, 2023 - Science Intake

# Preparing Booklets ELA/Math/Science

- Please remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.
- Test booklets are scanned and converted to electronic images for computer scoring
- Each booklet submitted must have a pre-printed student barcode label placed under the hand written student name on the **FRONT** of the booklet



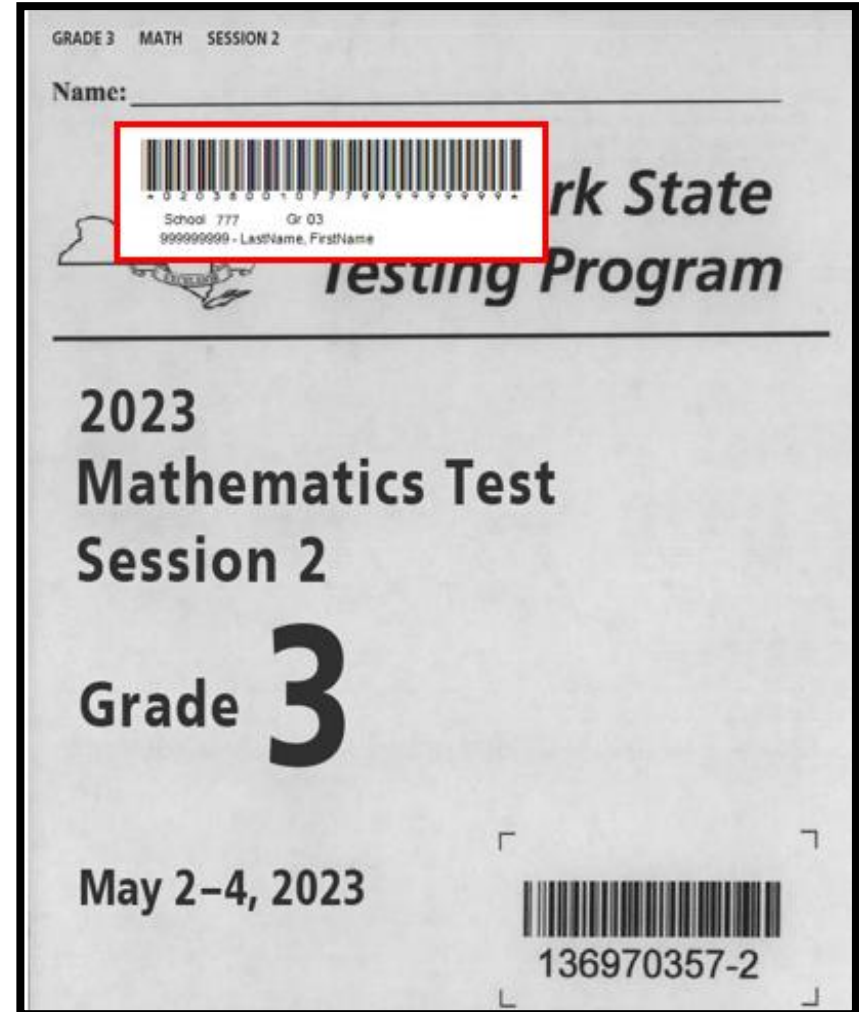
# Preparing Packaging Materials

## Booklet Box contents

- NYS Test Booklets –
  - ✓ **ELA** Session1 *Answer Booklet* & Session 2 *Booklet* (2 Booklets)
  - ✓ **Math** Session 2 *Booklet* (1 Booklet)
  - ✓ **Science** - Written (1 Booklet) only **or**  
Written & Performance (2 Booklets)
- One grade per box per building unless small enough to fit multiple grades in 1 box
- Special case booklets in manila envelopes
- Header Sheet/Roster for each box
- Please utilize sturdy cartons that can handle the weight

# Preparing Booklets ELA / Math

Place **student barcode labels** on the **front cover** of each test booklet directly under the student name to help eliminate student booklet mismatches.



GRADE 3 MATH SESSION 2

Name: \_\_\_\_\_

**Student Barcode Label:**

School 777 Gr 03  
999999999 - LastName, FirstName

**Ark State Testing Program**

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**2023  
Mathematics Test  
Session 2**

**Grade 3**

**May 2-4, 2023**

**136970357-2**



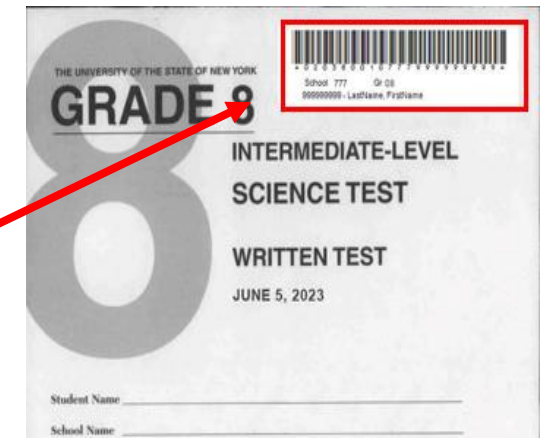
# Preparing Science Written & Performance Booklets

Place **student barcode labels**  
on the **front cover** of each  
Science test booklet

**Written - top right corner**

**Performance – top center**

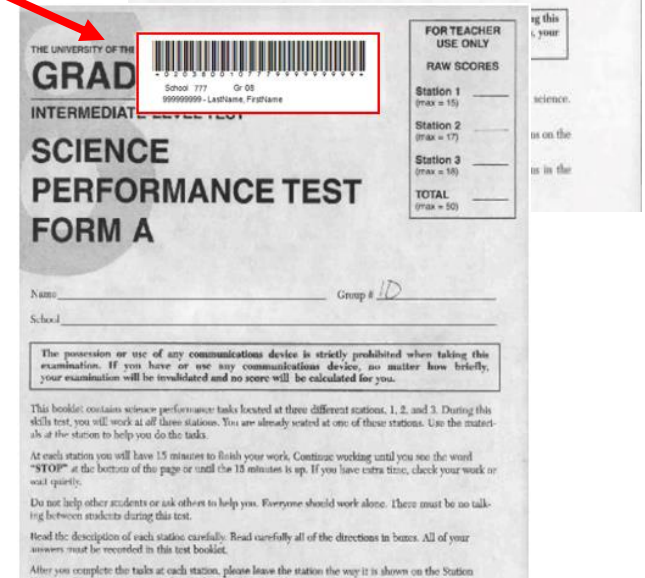
to help eliminate student booklet  
mismatches.



THE UNIVERSITY OF THE STATE OF NEW YORK  
**GRADE 8**  
INTERMEDIATE-LEVEL  
SCIENCE TEST  
WRITTEN TEST  
JUNE 5, 2023

Student Name \_\_\_\_\_  
School Name \_\_\_\_\_

School: 777 Gr: 08  
000000000-Lastname,Firstname



THE UNIVERSITY OF THE STATE OF NEW YORK  
**GRADE 8**  
INTERMEDIATE-LEVEL  
SCIENCE  
PERFORMANCE TEST  
FORM A

Name: \_\_\_\_\_ Group # 10  
School: \_\_\_\_\_

FOR TEACHER USE ONLY  
RAW SCORES  
Station 1 (max = 15) \_\_\_\_\_  
Station 2 (max = 17) \_\_\_\_\_  
Station 3 (max = 18) \_\_\_\_\_  
TOTAL (max = 50) \_\_\_\_\_

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

After you complete the tasks at each station, please leave the station the way it is shown on the Station

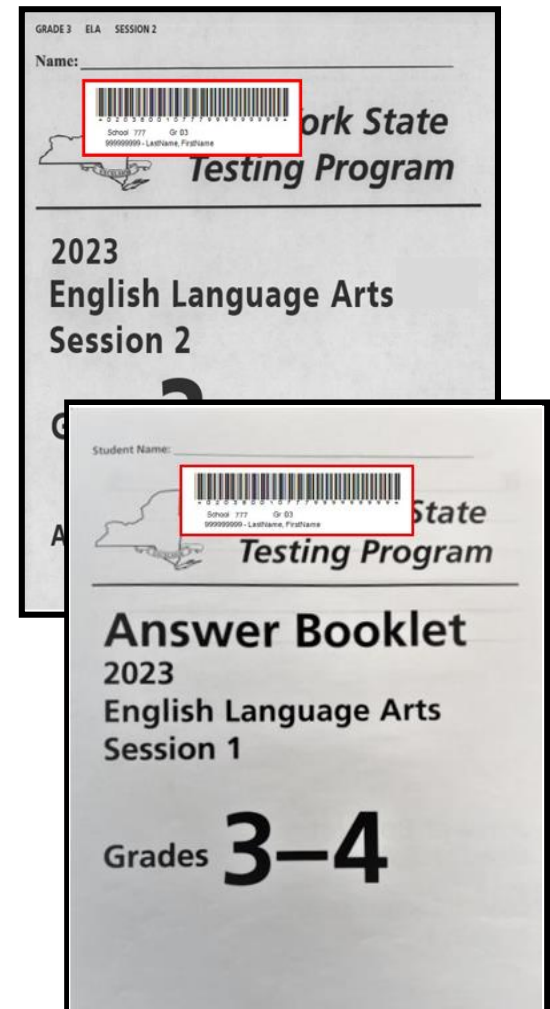


# Preparing ELA Test Booklets

## **\*New in 2023\***

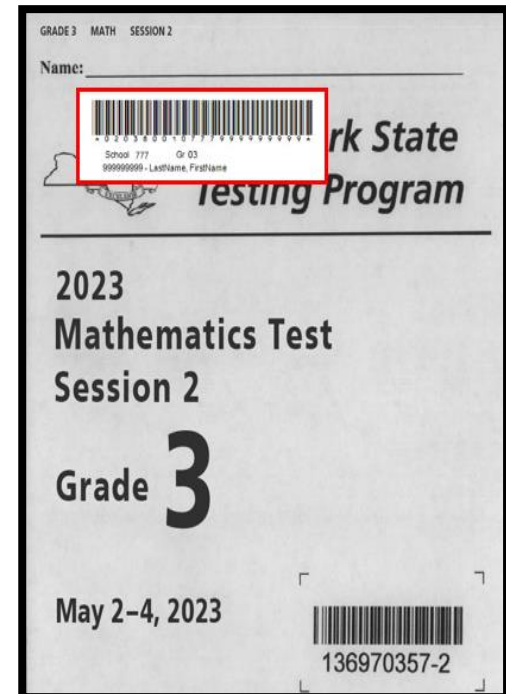
\*Return Both ELA Session 1 *Answer Booklet* & Session 2 Booklet for each student

- Place each student's Session 2 Booklet inside the Session 1 *Answer Booklet*, then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student completed any part of the test, submit both booklets, even if one is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.



# Preparing Math Test Booklets

- Only return Session 2 booklet (1 booklet) for each student.
- Place booklets in groups of 25 students, secured with a rubber band.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
- If a student completed any part of the test, submit Session 2 booklet, even if it is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.

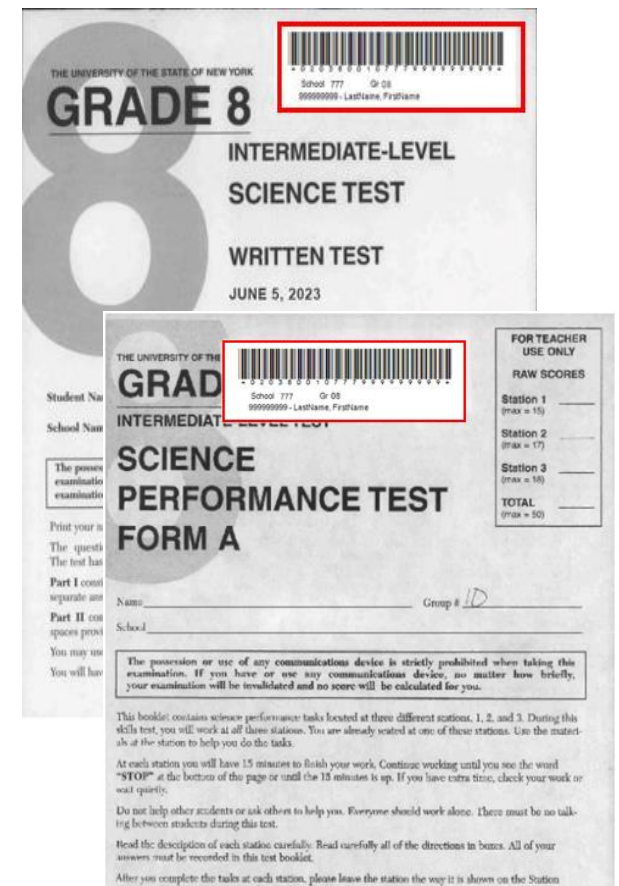


# Preparing Science Test Booklets

## Written & Performance Districts

If you are returning the both the Written & Performance Booklets:

- Place each student's Performance Booklet inside the Written Booklet then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student took one of the two test booklets you must submit both booklets as described above.
- If a student did NOT take any part of the test, please do not submit booklets. Make sure the answer sheet sessions or reason not tested bubble(s) are filled out.
- The next slide shows the performance book process



# Special Case Booklets

## Word Processing & Scribed Tests

- Students who used a word processor to complete the assessment:
  - Please make a copy of the word processed responses
  - Cut and tape the typed responses into the response area for the **correct question numbers**
    - Students may have written wrong numbers in their word document.
  - Please staple a 2<sup>nd</sup> copy of the sheets of paper to the back cover of the booklet with a single staple
- Students who utilized a scribe to complete the assessment
  - Please transcribe student responses into the response area for the correct question numbers
  - Staple the sheets of paper used for dictation to the back cover with a single staple
- Place word processing and scribed tests into an envelope and adhere a Special Case Tracking Sheet to the outside

## **Special Case Tracking Sheet**

# Math & Science

## Assessments Needing Translations

- Assessments in need of translations
  - Spanish – group tests together, will be translated at OSC
  - Languages other than English and Spanish
    - Please translate student responses, and write the translation below the students foreign language response in the booklet.
  - If 2 booklets, English and alternate language, are used by a student - only submit the booklet that has the student's responses.
- Alternate language books should be rubber banded separately
  - Group tests by building, grade and language
    - All Spanish versions should be banded together
    - All other language versions should be banded together

# PACKAGING Test Booklets

- Package tests by building in individual box(es) unless small enough to fit in one box.
- Place the rubber banded or bagged test booklets groups in the box.
- Booklets requiring special handling (scribes, word processed, large print, Braille)
  - Separate these “special case” booklets and place them at the top of the box in manila envelope by grade
  - Tape a special case tracking sheet to each envelope
- Alt. language books should be rubber banded separately
  - All Spanish versions should be banded together
  - All other language versions should be banded together
- Include a copy of a completed roster in the box.
- Please utilize sturdy cartons that can handle the weight.

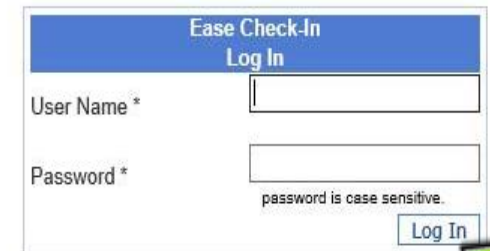




# Box Registration – OSC

<http://status.oscworld.com/intake>

- ESBOCES will provide your district with a username and default password (RSS).
- Reset the password once you have logged in.
- Each district has only one login that can be shared and used concurrently.
- Passwords will be reset for each assessment
- For OSC Technical Support: Call 516-247-5300



Ease Check-In  
Log In

User Name \*

Password \*

password is case sensitive.

Log In

# Box Registration - OSC

After logging in you are prompted with the following screen:

Welcome amagansett [Logout](#)

Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>

- Choose 'Register' to register a new box or review boxes already registered for delivery
- A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope
- Any package delivered to the intake site is considered a 'box'

# Box Registration-Final Steps



- The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.
- Print each box's label.
- Each box must have the correct label attached to the end of the box.
- Link to barcode box label creation tool  
[http://status.oscworld.com\\_](http://status.oscworld.com_)-> choose  
“Box Registration for Full Service Scoring”

# Delivery & Pickup at Sequoya- ISC

- Intake will be at 750 Waverly Ave., Holtsville
- Please sign in at the front entrance when you arrive at your scheduled appointment time.
- You will be notified at the registration table where to bring your boxes
- Assistance with moving your boxes is available if needed



# Online Material Available

School Data Bank Services - Assessment Services Website

[www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)

Link to barcode box label creation tool

<http://status.oscworld.com> -> choose

“Box Registration for Full Service Scoring”

# Contact Information

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Eastern Suffolk BOCES - Instructional Support Center Sequoya  
Educational Support Services  
School Data Bank Services – Assessment Services

Email: [scoring@esboces.org](mailto:scoring@esboces.org)

Phone: 631-244-4243



# Future Workshops

Refresher workshops will be presented virtually closer to test administration:

- ELA Workshop - April 4, 2023
- ELA Workshop (Alt) - April 12, 2023
- Math Workshop - April 25, 2023
- NYSESLAT Workshop - May 9, 2023
- NYSESLAT Workshop - May 16, 2023
- Science Workshop - May 17, 2023

For details go to School Data Bank Services - Assessment Services Website [www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)





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