Quality Control Workshop

How to Prepare, Process and Submit Answer Materials

For

2024 NYS Assessments

3-8 ELA and Math

Science 5 and 8

STUDENT DATA SERVICES

Workshop Agenda

- What is Quality Control?
- Testing Schedule
- Delivery Dates
- Data Flow and Level 0
- Materials Review
- Class Rosters and Answer Sheets
- Extra Answer Sheets
- Delivery Procedures
- Verification Reports
- Reminders and Common Issues
- Contact Information and Resources

Quality Is The Key to Success

Who Should Handle Quality Control?

District Data Coordinator

Testing Coordinator

Support Staff

Building Principal

Teachers/Proctors

NYS Testing Schedule

2023–24 School Year Elementary- and Intermediate-level Testing Schedule

Operational Test		Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science		Monday, March 11 – Friday, June 7	Make-ups must be given within the testing window	N/A	N/A
Computer-based testing	**Grades 3-8 English Language Arts**	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Must be completed by Friday, May 24*	N/A
	Grades 3-8 Mathematics				
	Grades 5 & 8 Science				
Paper-based testing	**Grades 3, 4, 6, 7 English Language Arts**	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17	Must be completed by Tuesday, April 30*	Tuesday, April 30
	Grades 3, 4, 6, 7 Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	Must be completed by Wednesday, May 22*	Wednesday, May 22
NYSESLAT Speaking		Monday, April 15 – Friday, May 24	Make-ups must be given within the testing window	Speaking is usually scored as it is administered	Friday, June 7
NYSESLAT Listening, Reading, Writing		Monday, May 13 – Friday, May 24	Make-ups must be given within the testing window	Tuesday, May 28 – Friday, June 7	Friday, June 7

Additional Scheduling Information(Oct 2023)

Final Dates to Submit Answer Sheets

- **April 30th- PBT ELA** grades 3,4,6,7
- **May 22nd- PBT Math** grades 3,4,6,7
- **May 24th-** All paper used in **CBT** grades for all content areas (ELA , Math and Science)

NOTE: Sheets may be returned before these dates

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

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

PBT in a CBT World

- ***Why:*** Special Ed or alternate language students may need to be tested on paper when everyone else is testing on the computer
- ***How:*** This needs to be determined by Special Ed department or ENL department
- ***What if:*** There are a lot of different scenarios but best practice is stick to one format-if using a paper test-use a paper answer sheet

The DIFFERENCES Between Sheets and Booklets

Sheets

- These are forms used for Multiple choice Answers and In District scoring
- These need to be returned to Student Data Services for Scanning
- SDS Scans the sheets and matches the contStructed Response Scores if electronically Scored by Full Service Scoring
- The Data is then Validated and reported to SED

Booklets

- These are the documents used for students to write their responses to long answer questions (**These get the labels**!)
- These need to be returned to Full Service Scoring to be sent to the vendor, OSC, for scoring or scored in district
- The responses are scored and bubbled on answer sheets when scored in District. A scores file is sent to SDS if scored by Full Service Scoring. SDS then matches the scanned multiple-choice answers with the scores.
- The data is then validated and reported to SED

CBT Important Dates

- February 22nd- was the deadline to upload Demo, Enrollment and Programs to be used for ELA, Math and Science
- Students who entered the district after Feb. 22nd, can be manually entered into Nextera
- March 11th- The Student and Classes tabs open on Nextera-you can make classes and set accommodations
- March 25th-The Test Tabs will open for ELA, Math and Science
- May 24th- Last day to set Not Tested Reasons in Nextera
- Alternate Languages only available on paper

Great resource - cbtsupport.nysed.gov

Scoring Options for Constructed Response For ELA and Math

- Assessment Services-Full Service Scoring-coordinated by Educational Support Services (ESS) at ESBOCES
  - District must register for this service
  - Booklets are submitted on scheduled drop off days
  - Answer Sheets are still submitted to Test Scoring
- District can score their own
- Vendor scoring coordinated by the district

Scoring Options for Constructed Response For Science

- Science 5 and 8-All CBT with the exception of Special Ed students and students using an alternate language on paper

- **All** CBT assessments will be scored by NWEA/Questar (New)

For paper tests, you still have the same options as ELA and Math

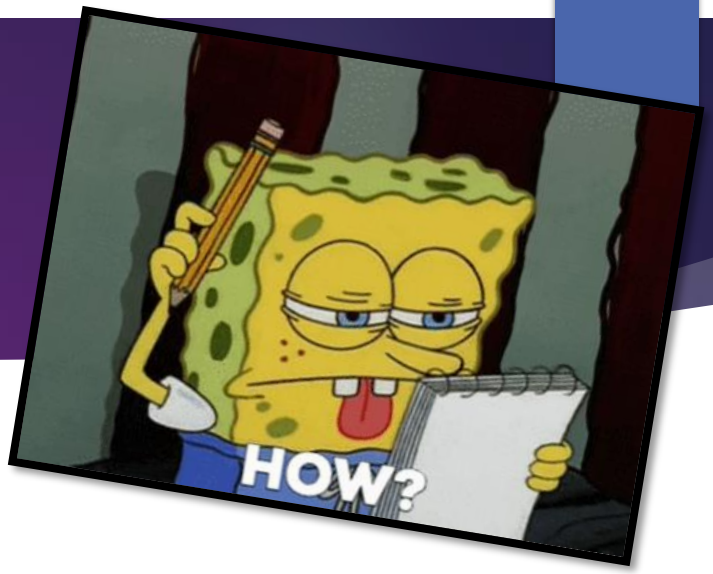
- Assessment Services-Full Service Scoring
- District can score their own
- Vendor scoring coordinated by the district

Data Flow

Level 0
Enrollment
Programs Fact
Demographics
Assessments
Staff Snapshot
Level 1

Level 1
Enrollment
Programs Fact
Demographics
Assessments
Staff Snapshot
Level 2

Level 0



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

NYSAA Students Must have:

- A NYSAA Eligible code of 0220 **and**
- A Type of Disability code **and**
- Must be Ungraded 13 (K-6) or 14 (7-12) in enrollment

NYSESLAT Students must have:

- A LEP Eligible code of 0231 **and**
- A LEP Program code **and**
- 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)

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 the 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.

DO NOT WAIT UNTIL TEST DAY TO CHECK MATERIALS

Sample Class Roster

- Tested/Not Tested Reasons

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

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Class Roster
2023 - 2024
ELA - Grade 3

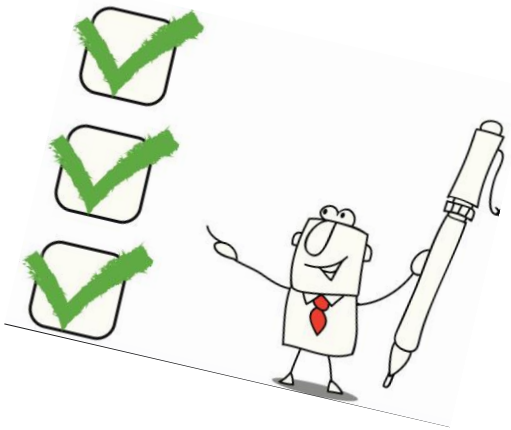
003

Date: 02/26/24 03:13 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.

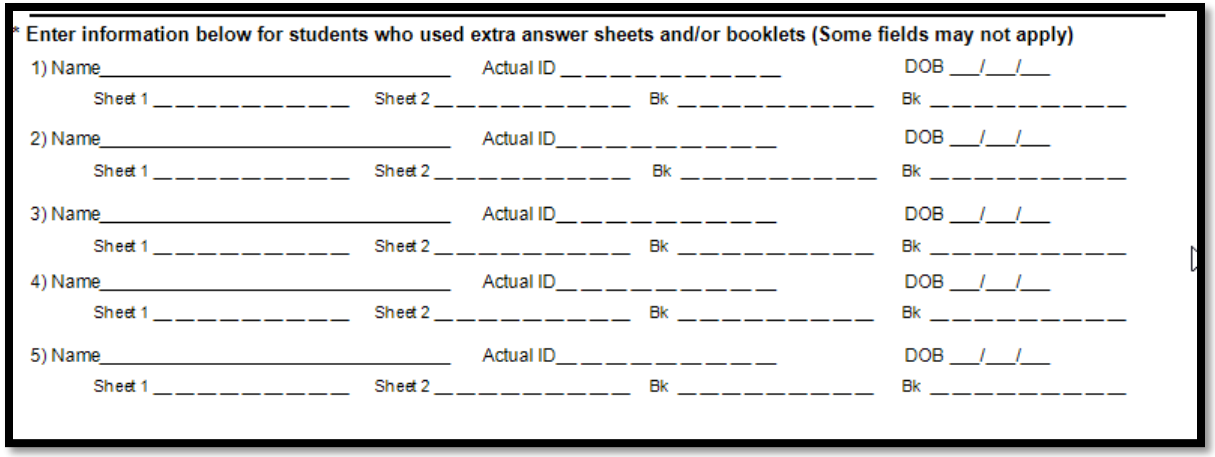
Pre-Printed Student ID	Student Name	Form Letter	Session 1							Session 2						
			T	A	R	A E	M E	N E	O	T	A	R	A E	M E	N E	O
1) 102146752																
2) 102146771																
3) 102148288																
4) 102146754																
5) 102147297																
6) 102147298																
7) 102146782																



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 _ _ _ _ _ _ _ _ _ _

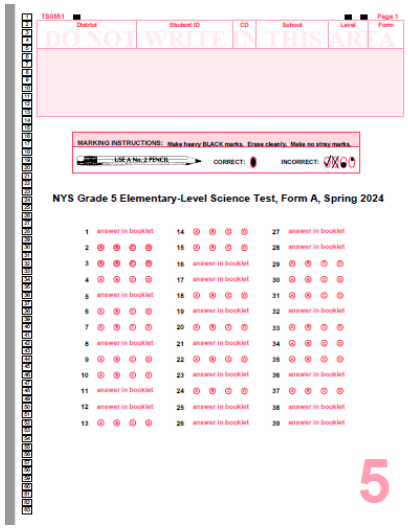
5) Name_____ Actual ID_ _ _ _ _ _ _ _ _ _ DOB ___/___/___
Sheet 1 _ _ _ _ _ _ _ _ _ _ Sheet 2 _ _ _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ _ _ Bk _ _ _ _ _ _ _ _ _ _

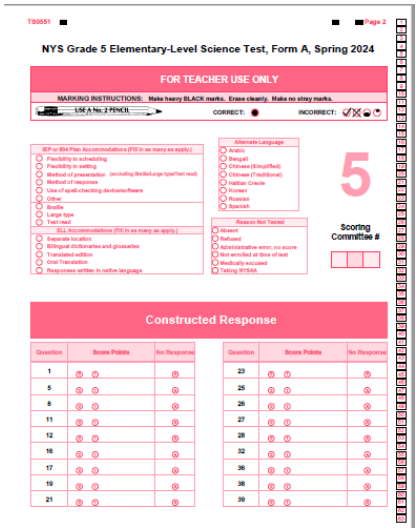
Testing Formats-ELA and Math

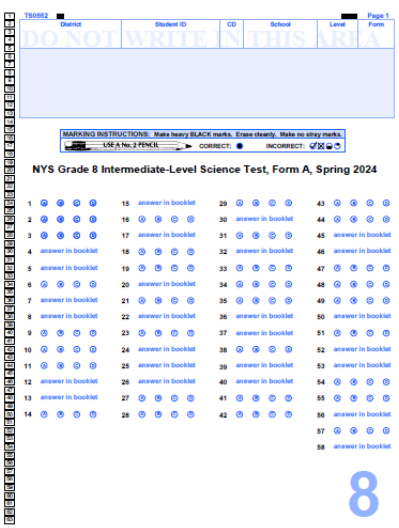
- Based on New York State Next Generation Learning Standards
- ELA Sessions 1 and 2 will have both multiple choice and constructed response questions
- There are 2 Answer Sheets for ELA and Math
- There is an additional Answer Booklet for ELA Session 1
- Each test booklet will have a **Form Letter** only (New)
- SAM and Educator Guides are now available

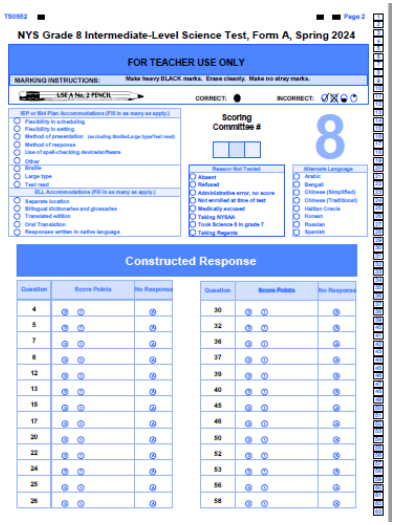
NEW Testing Format-Science

- New format for both Science 5 and 8-All CBT
- Combination of multiple choice and written responses
- **NO** more Performance session-replaced by Science Investigations
- 15% of the questions will be based on the Science Investigations
- This is a 1 sheet assessment-given all on the same day

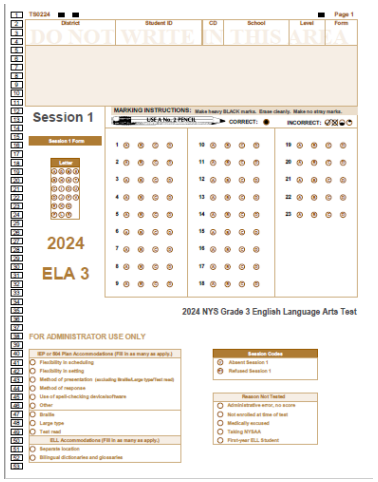


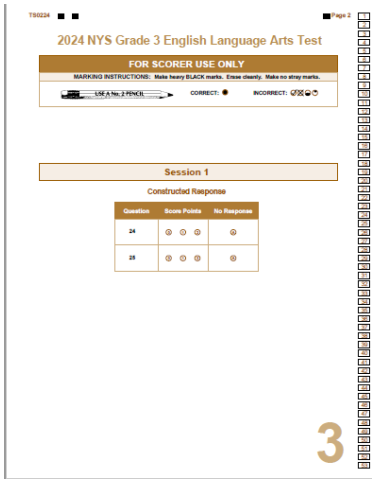


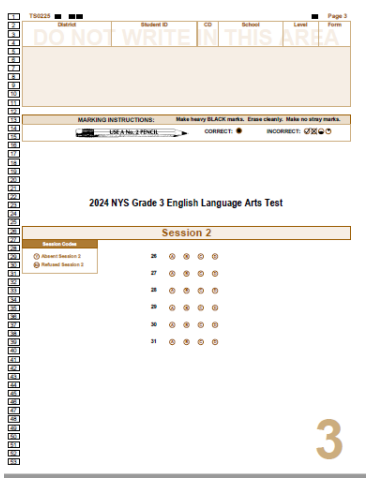


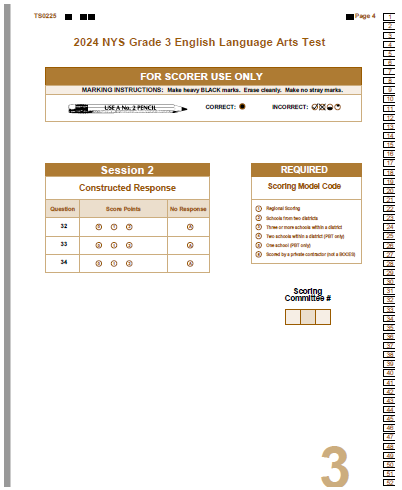


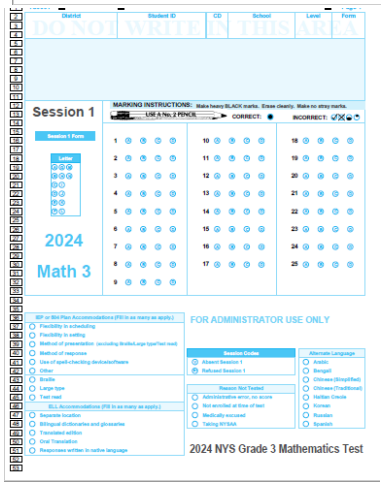
Sample Answer Sheets
ELA and Math-2 sheets Each

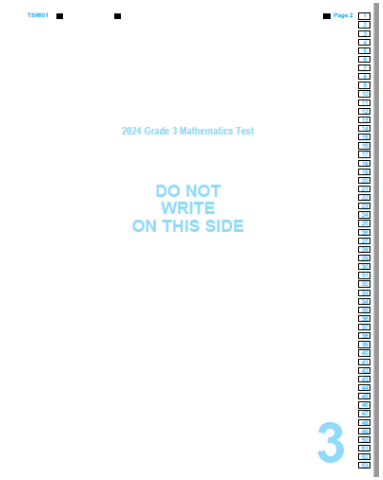


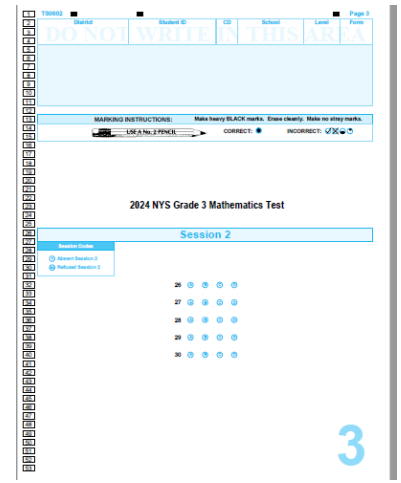


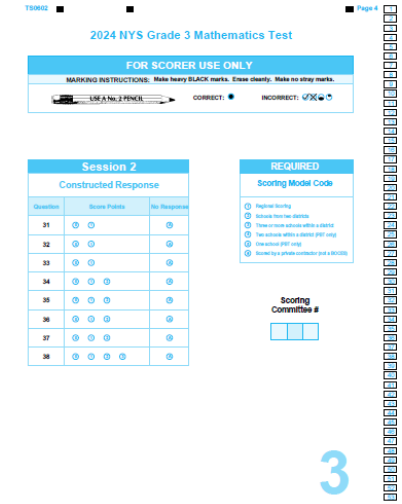






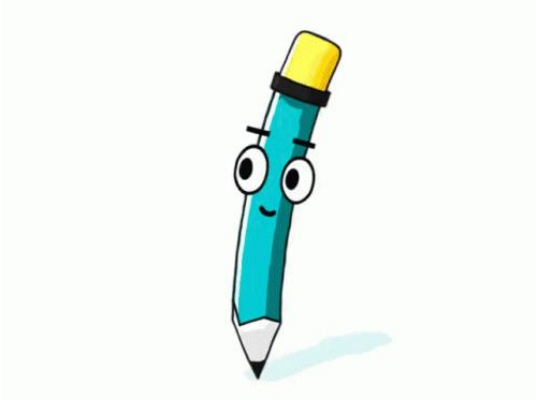






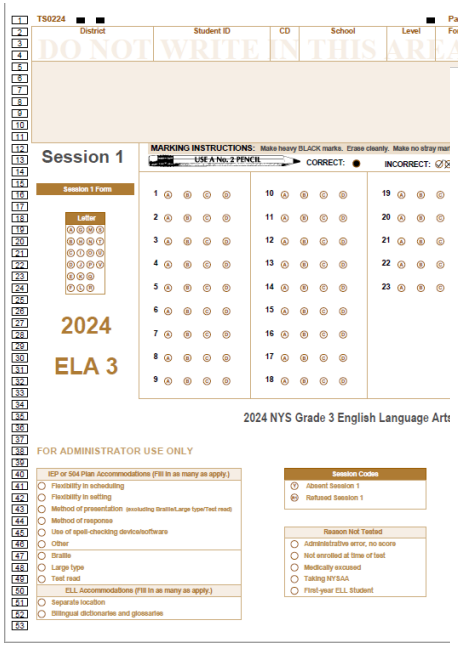
ONLY Number 2 Pencils

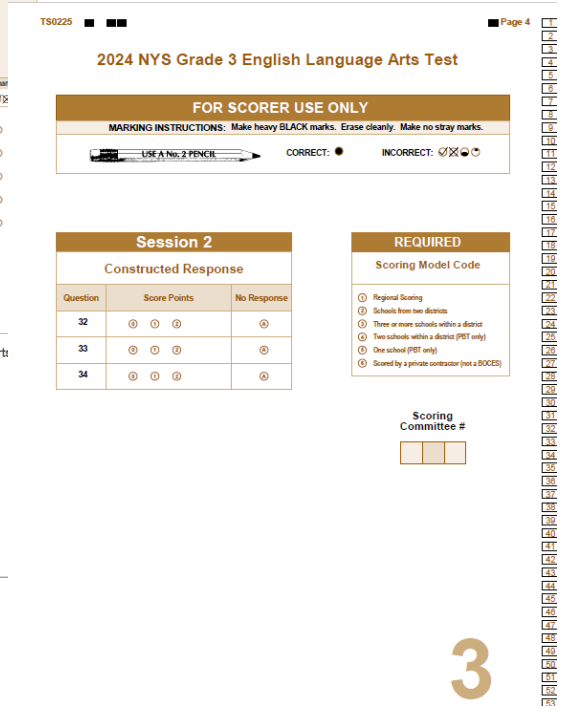
- No Pens
- No Erasable Pens
- No Pencils other than number 2
- No Red pens or pencils
- No Highlighters
- No Markers



Answer Sheet Components

- DO NOT WRITE IN THIS AREA
- Reason Not Tested Codes
- Book Form FOR SESSION 1
- Session Codes (Absent or Refused)
- Scoring Model Code
- Constructed Response Scores
- Scoring Committee
- ELL Accommodations
- Alternate Language–Math and Science only





IEP, 504 or ELL Accommodations

Bubble all accommodations provided to the student for this assessment. See School Administrator's Manual(SAM) for additional information.

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations (Fill in as many as apply.)
◯ Flexibility in scheduling
◯ Flexibility in setting
◯ Method of presentation (excluding Braille/Large type/Test read)
◯ Method of response
◯ Use of spell-checking device/software
◯ Other
◯ Braille
◯ Large type
◯ Test read
ELL Accommodations (Fill in as many as apply.)
◯ Separate location
◯ Bilingual dictionaries and glossaries

Session Codes
(Y) Absent Session 1
(R1) Refused Session 1

Reason Not Tested
◯ Administrative error, no score
◯ Not enrolled at time of test
◯ Medically excused
◯ Taking NYSAA
◯ First-year ELL Student

Reason Not Tested

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

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations (Fill in as many as apply.)
◯ Flexibility in scheduling
◯ Flexibility in setting
◯ Method of presentation (excluding Braille/Large type/Test read)
◯ Method of response
◯ Use of spell-checking device/software
◯ Other
◯ Braille
◯ Large type
◯ Test read
ELL Accommodations (Fill in as many as apply.)
◯ Separate location
◯ Bilingual dictionaries and glossaries

Session Codes
Ⓨ Absent Session 1
Ⓡ Refused Session 1

Reason Not Tested
◯ Administrative error, no score
◯ Not enrolled at time of test
◯ Medically excused
◯ Taking NYSAA
◯ First-year ELL Student

Reason Not Tested
MATH

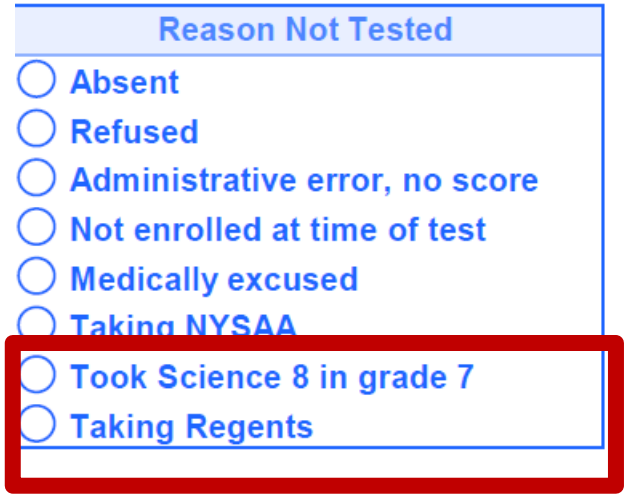
Math-Taking Regents bubble-use if taking Math Regents in lieu of Math 6, 7 and 8 for this year

Session Codes	
Y	Absent Session 1
R1	Refused Session 1

Reason Not Tested
◯ Administrative error, no score
◯ Not enrolled at time of test
◯ Medically excused
◯ Taking NYSAA
◯ Taking Regents

Reason Not Tested
Science 8

Science 8-
Taking Regents
bubble or took
the assessment
in grade 7

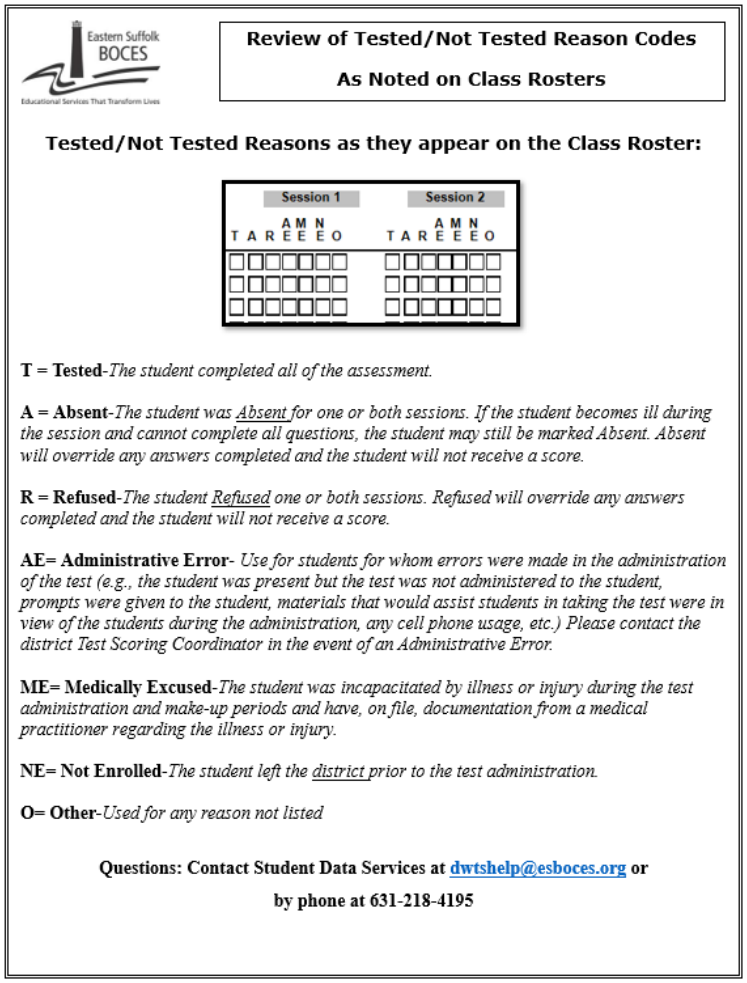


Alternate Langauge
Math and Science Only

Be sure to darken the appropriate bubble if the student takes the assessment in a language other than English

Alternate Language
◯ Arabic
◯ Bengali
◯ Chinese (Simplified)
◯ Chinese (Traditional)
◯ Haitian Creole
◯ Korean
◯ Russian
◯ Spanish

Reason Not Tested Descriptions for PBT and CBT



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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:

Session 1							Session 2						
T	A	R	A E	E	E	O	T	A	R	A E	E	E	O

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*

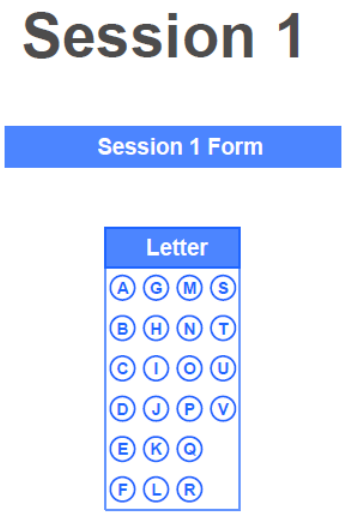
Questions: Contact Student Data Services at dwtshelp@esboces.org or by phone at 631-218-4195

Book Forms

The Book Forms are on the front cover of the test booklet. The Book Form is now only a **Letter**. Be sure to bubble this correctly!

Book Forms are for **ELA** and **Math** Session 1 only!

Science paper is all Form A.



Scoring Model Code

Bubble appropriate Scoring Model Code

(back of Page 2 top right corner)

REQUIRED

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 (PBT only)
5. One school (PBT only)
6. Scored by a private contractor (not a BOCES)

Not required if scoring with Full Service through ESBOCES!!

Scoring Committee Number

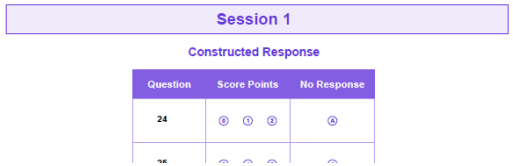
Write in your Scoring Committee Number

Scoring Committee #

Not required if scoring with Full Service through ESBOCES!!

Constructed Responses BUBBLES Matter

ELA Sessions 1 and 2



Session 1

Constructed Response

Question	Score Points	No Response
24	0 1 2	A

Session 2

Constructed Response

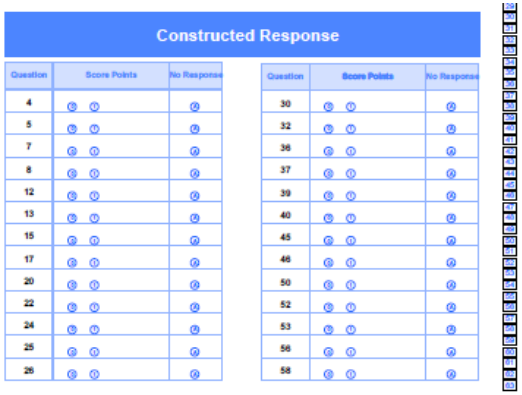
Question	Score Points	No Response
32	0 1 2	A
33	0 1 2	A
34	0 1 2	A

Math Session 2

Session 2

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

Science Constructed Response



Constructed Response

Question	Score Points	No Response
4	0 1	A
5	0 1	A
7	0 1	A
8	0 1	A
12	0 1	A
13	0 1	A
15	0 1	A
17	0 1	A
20	0 1	A
22	0 1	A
24	0 1	A
25	0 1	A
26	0 1	A

Question	Score Points	No Response
30	0 1	A
32	0 1	A
36	0 1	A
37	0 1	A
39	0 1	A
40	0 1	A
45	0 1	A
46	0 1	A
50	0 1	A
52	0 1	A
53	0 1	A
56	0 1	A
58	0 1	A

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 and the student will not receive a score.

This applies to PBT and CBT.

Refused Bubbles

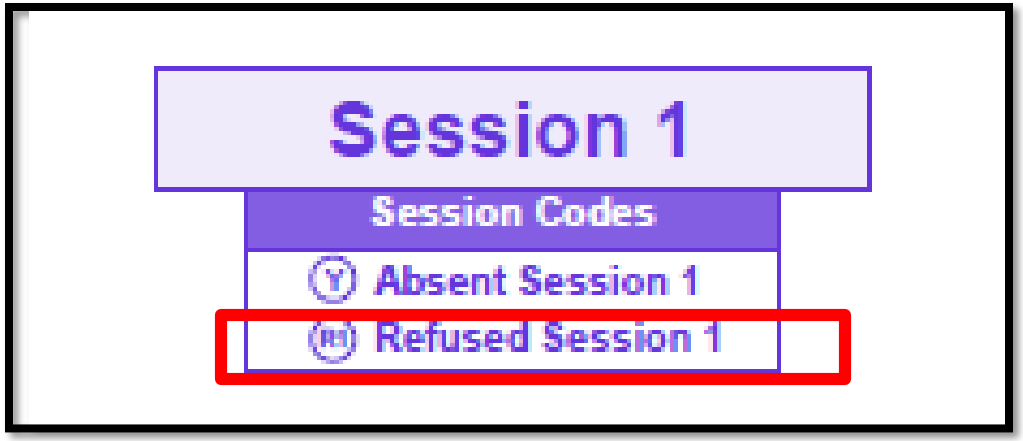
New Rules!

Refused bubbles are available for each session of the test. Please note Refused on Roster.

Refused bubble stands even if answer/scores exist.

Refused for 1 or both parts the student will not receive a score. (NEW rule this year!)

Applies to PBT and CBT.



Administrative Error

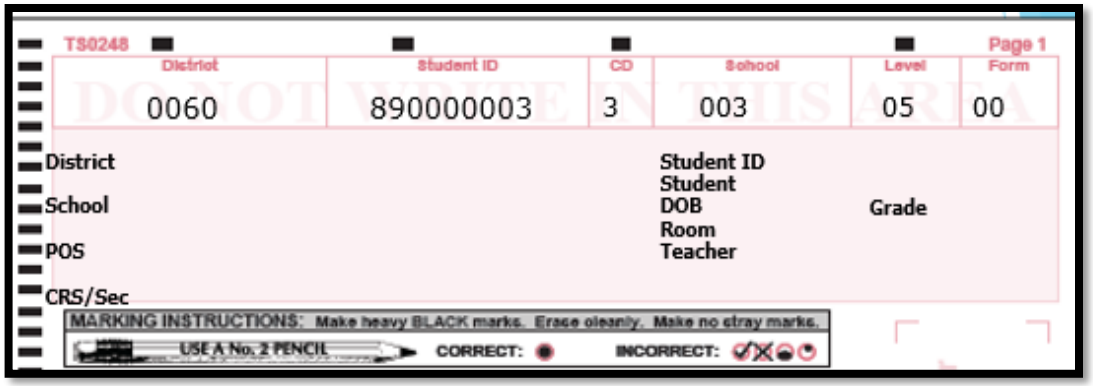
Testing Irregularities

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).

Sample Extra Answer Sheet

Required information:

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



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

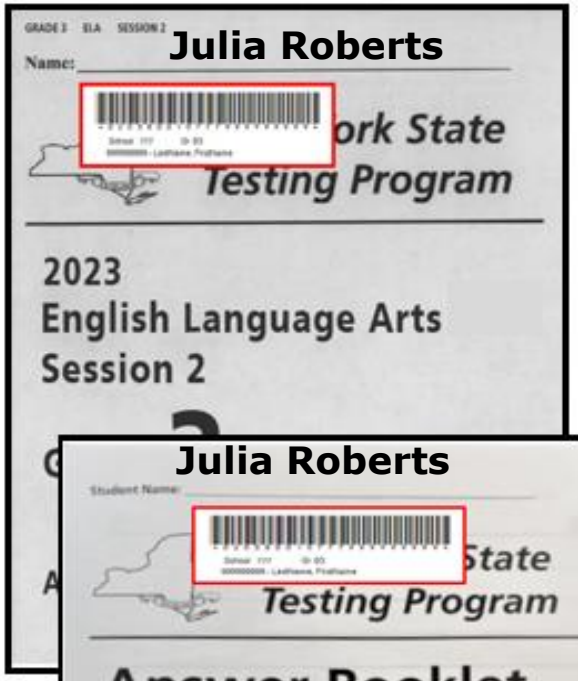
96-Refused to take the Entire Test
Rule: Code overrides any answer or score bubbles

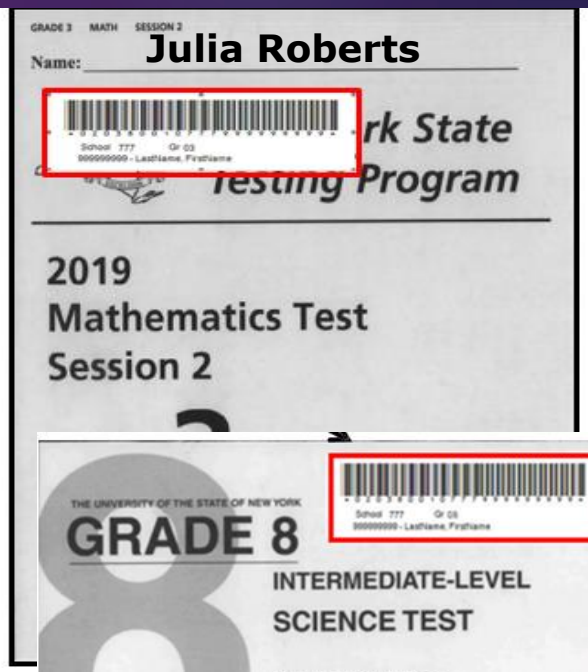
97-Administrative Error
Rule: Code overrides any answer or score bubbles

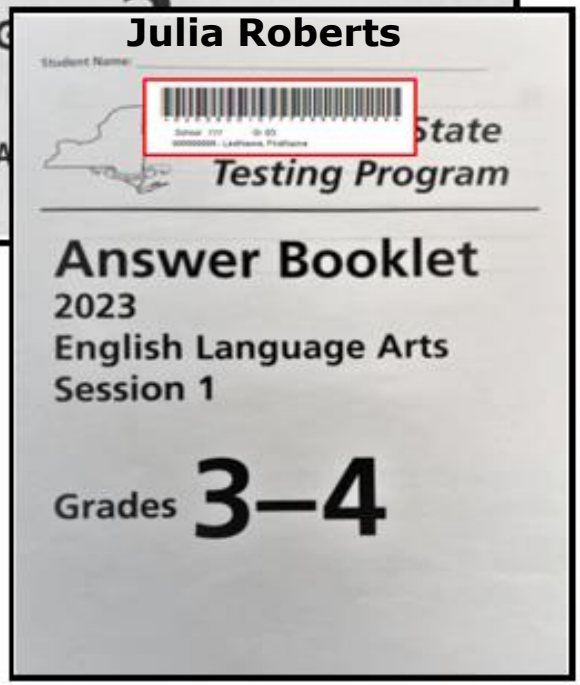
99-Absent
Rule: Code overrides any answer or score bubbles

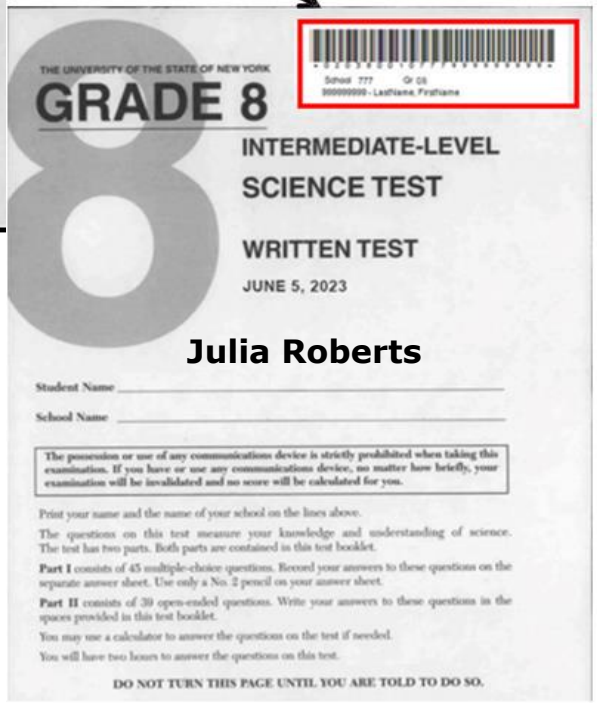
Label Answer Booklets

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









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!

Transferring Students in Nextera

New students may have entered your district after the data was loaded into Nextera. No worries! Student Data Services can assist you. No need to contact NWEA/Questar.

A student new to New York State may be added in Nextera by a user in a district level or building level role. For transfers, see the scenarios below.

MOVING STUDENTS WITHIN THE DISTRICT

- A district user can move students from one building to another
- Go to the **Student** Tab in Nextera
- Search for the student
- Edit the **School of Record**
- Update **Testing School** for each content area

ENTERING A TRANSFER FROM A SUFFOLK DISTRICT

- New students must be reported first in Level 0 to get a NYSSIS ID
- Contact SDS at **dwtshelp@esboces.org**
- SDS can enter the new student in Nextera

STUDENTS TRANSFERRING FROM OUTSIDE OF SUFFOLK

- New students must be reported first in Level 0 to get a NYSSIS ID
- Students outside of Suffolk will require SED to move the student into your district
- Contact dwtshelp@esboces.org
- SDS will forward the information to SED
- Process is usually completed overnight

Eastern Suffolk BOCES
Educational Services That Transform Lives

STUDENT DATA SERVICES

CBT Student Transfer Request Form 2023-2024

Please identify the students requiring an in-district transfer and return this completed form to Eastern Suffolk BOCES. Please note all students MUST be in Level 0 prior to request.

Please fill out ALL fields on the following form

School District Requiring Transfer: _____

Student Information *(please do not provide any PII)*

State ID	Local ID	DOB	Grade	Class	Building within District

Please return completed forms to Student Data Services
Email: DWTSHelp@esboces.org

Student Data Services
Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at /ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

OOD and Ungraded

It is the responsibility of the home district to send and receive all assessment materials for students in Out-of-District placements <u>other</u> than BOCES.

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 84)

Student Information Repository System Manual Version 19.2

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: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2014—August 31, 2015	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013—August 31, 2014	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2012—August 31, 2013	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010—August 31, 2011	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and 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
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2005—August 31, 2006	18

Returning Materials

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!

Test: ELA **Grade 3** Date Due: A

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

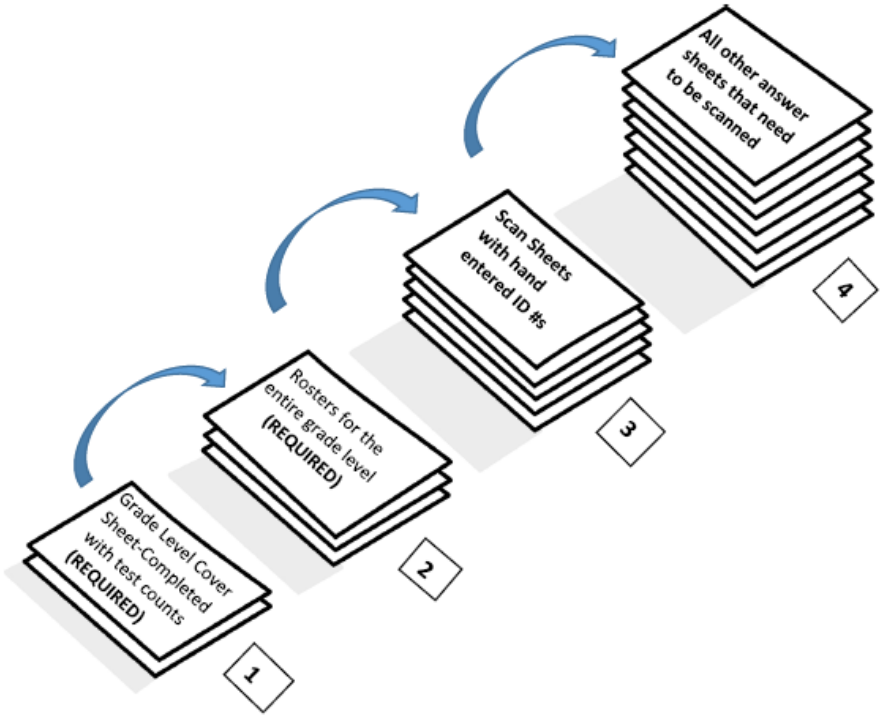
Accurate counts save time!

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



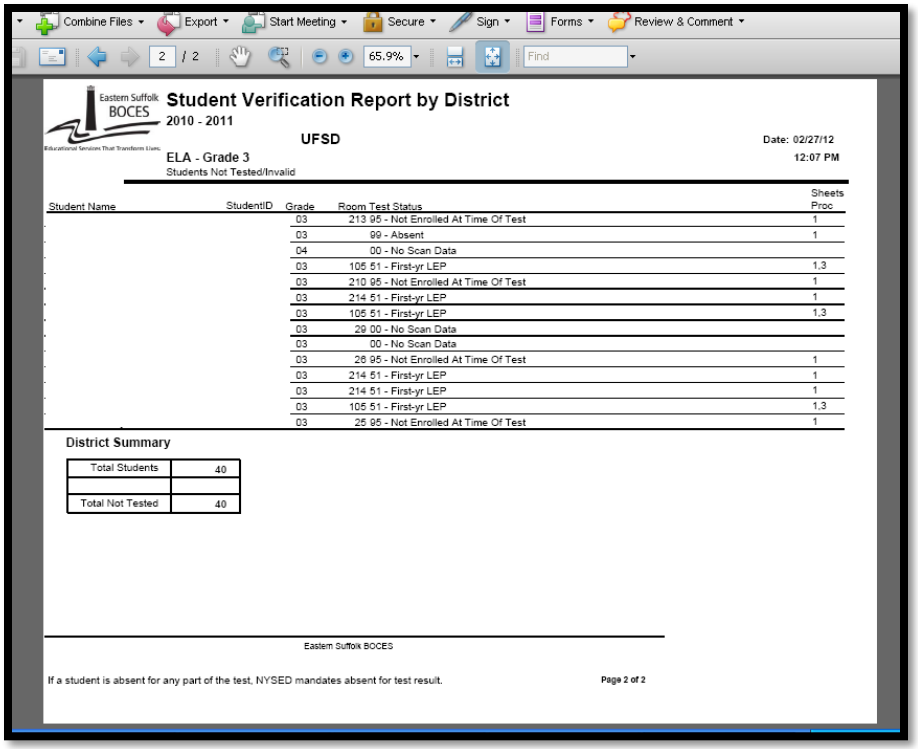
Neatness Counts

THIS

NOT THIS!

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.



Eastern Suffolk BOCES

Student Verification Report by District

2010 - 2011

UFSD

Date: 02/27/12

12:07 PM

ELA - Grade 3

Students Not Tested/Invalid

Student Name	StudentID	Grade	Room Test Status	Sheets Proc
		03	213 95 - Not Enrolled At Time Of Test	1
		03	99 - Absent	1
		04	00 - No Scan Data	
		03	105 51 - First-yr LEP	1,3
		03	210 95 - Not Enrolled At Time Of Test	1
		03	214 51 - First-yr LEP	1
		03	105 51 - First-yr LEP	1,3
		03	29 00 - No Scan Data	
		03	00 - No Scan Data	
		03	26 95 - Not Enrolled At Time Of Test	1
		03	214 51 - First-yr LEP	1
		03	214 51 - First-yr LEP	1
		03	105 51 - First-yr LEP	1,3
		03	25 95 - Not Enrolled At Time Of Test	1

District Summary

Total Students	40
Total Not Tested	40

Eastern Suffolk BOCES

If a student is absent for any part of the test, NYSED mandates absent for test result.

Page 2 of 2

Standard Achieved Codes

- 50-Taking NYSAA
- 51-First Year LEP
- 52-7th grader taking grade 8 assessment
- 53-Taking Regents (applies to grades 6, 7 and 8 math)
- 91-Took Another Assessment
- 95-Not Enrolled at Time of Test

- 93*-Medically Excused
- 96*-Refused to Take Entire Test (not for partial refusal)
- 97*-Administrative Error
- 99*-Absent

*** code is reported in L2RPT in Tested/Not Tested Report (SIRS 301 and 302)**

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

Quality Control Quick Review

Quality Control Check List

Be sure you have checked each of the following guidelines.
If these guidelines are not followed, your test results may not be accurate.

√	A barcode label must be placed on the **FRONT** of each booklet containing the student's written responses. Verify that the name on the label matches the student name on the book.
√	**#2 Pencil** must be used for bubbling / scoring.
√	**No** post-it notes, paper clips, or anything obscuring bubbled answers can be left on the answer sheets.
√	**Erasures must be clean.** If necessary, carefully use correction tape (no liquid white-out) to cover any bad erasures or a "multiple response" may be reported.
√	**No stray marks** around bubbles, timing marks or sheet header row.
√	**Torn or damaged answer sheets** must have all responses and scores copied onto an extra answer sheet and complete student information must be entered in the shaded area below the header line. (*Torn or damaged sheets cannot be processed. See the School Administrator's Manual for guidelines.*)
√	**Extra answer sheets must have student name and correct ID #** hand-written in the shaded area below the header line on the answer sheet and the extra sheet number must be written on class rosters with **student name, correct ID # and date of birth**.
√	Each session has its own **ABSENT and REFUSED** bubble. **NOTE:** Absent or Refused bubbles filled in with responses will be considered Absent or Refused for the entire test.
√	Bubble only one **Reason Not Tested**-bubbling more than one will negate all reasons.
√	**Accommodations** for IEP, 504, ELL/MLL *(if applicable)* must be bubbled in.
√	**Check Answer Sheets to be sure Constructed Responses are scored, if appropriate.** ***Missing score bubbles will impact the final score.***
√	**All Class rosters** must be returned with answer sheets to Eastern Suffolk BOCES. Reasons Not Tested must be noted on Class Rosters and a copy of the Roster must be sent to your Test Scoring Coordinator.
√	**PROCEDURE FOR STUDENTS NOT TESTED** If a student was not tested, the reason bubble (Administrative Error, Not Enrolled, etc.), must be filled in on page 1. For 2 sheet assessments, both sheets must be returned for each student.

One last thing…

- 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

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

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

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

https://cbtsupport.nysed.gov/hc/en-us

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

Contact Information

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

Questions about Booklet Scoring

Phone:
631-244-4243
Email:
scoring@esboces.org
Website:
https://www.esboces.org/assessment-services

YOU GOT THIS!!

We strive for perfection but will settle for mere excellence!