

# *Regents Scanning*

## How to Troubleshoot a “Missing” Regents Score

### *Student Data Services*

15 Andrea Road  
Holbrook, NY 11741  
Phone (631) 218-4195  
Fax (631) 218-4117

Charlie King

**Program Administrator**

Joseph P. Stern

**Divisional Administrator**

Ellen Moore

**Administrative Coordinator**

## 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

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### **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

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## Step 2

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

# Tests Received	QuantityR	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	-	<u>2 Students</u>
L	0	Sent to RIC	10/19/2015 11:04:48 AM	10/19/2015 11:43:53 AM	0000000000	39	<u>1 Error</u>	-
L	0	Sent to RIC	10/19/2015 11:04:25 AM	10/19/2015 11:43:43 AM	0000000000	39	<u>1 Error</u>	-
L	0	Sent to RIC	10/19/2015 11:04:02 AM	10/19/2015 11:43:31 AM	0000000000	39	<u>1 Error</u>	-

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

# 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
* <b>At least one</b> constructed response item left blank for Registration ID XXX	A score bubble is missing on the <b>back</b> of the answer sheet. This is a <b>teacher</b> score, <u>not</u> a student Multiple Choice bubble	Find the sheet, fill in the missing bubble(s) and re-scan Check <b>all</b> score bubbles – <b>more than one</b> may be missing
*At least one constructed response item multi-punched for Registration ID XXX	There is a <b>double bubble</b> on the <b>back</b> of the answer sheet. This is a <b>teacher</b> 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 <b>front and back</b> an undetected double feed got through with 2 different subjects <u>E.g.</u> a Global History sheet <b>front</b> with a US History <b>back</b>	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. <u>E.g.</u> 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	Quantity Received	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	-	<u>2</u> Students
L	0	Sent to RIC	10/19/2015 11:04:48 AM	10/19/2015 11:43:53 AM	0000000000	39	<u>1 Error</u>	-
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L	0	Sent to RIC	10/19/2015 11:04:02 AM	10/19/2015 11:43:31 AM	0000000000	39	<u>1 Error</u>	-

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**

**Location**  ←

**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

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Report: Student List by Teacher

2 of 2 100% Find | Next Select a format

### ASAP: Alphabetical Student List by Teacher

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Rev. 10.0

12/10/2015 9:01:07 AM

NY280000 Sample District

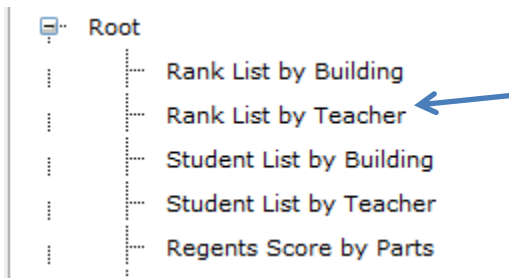
Subject: Regents Phy Set/Chemistry - Aug

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.



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

