

REGENTS SCANNING QUICK TURNAROUND
E-MAIL NOTIFICATIONS AND ERRORS

The subject line of the email will list the test name and “Recap for batch XXX”

Please re-scan ALL corrected sheets in one batch to facilitate more efficient processing!

TEXT	MEANING	TO DO
No errors to report	Good Job! All data scanned was processed	NOTHING! Enjoy your Reports!
*Missing student ID for Registration ID XXX	When the student ID is missing or is not 9 digits	Find the sheet, add or fix the student ID and re-scan
* At least one constructed response item left blank for Registration ID XXX	A score bubble is missing on the back of the answer sheet. This is a teacher score, <u>not</u> a student Multiple Choice bubble	Find the sheet, fill in the missing bubble(s) and re-scan Check all score bubbles – more than one may be missing
*At least one constructed response item multi-punched for Registration ID XXX	There is a double bubble on the back of the answer sheet. This is a teacher score	Find the sheet and cross out the incorrect score bubble and re-scan
Mismatched Registration IDs (XXX, YYY)	An undetected double feed got through or the front and back registration ID numbers are different	Find the sheets in question and re-scan
Mismatched Test IDs (XXX, YYY)	If the test IDs are different on the front and back an undetected double feed got through with 2 different subjects Eg. a Global History sheet front with a US History back	Find the sheets in question. Pull and re-scan with the appropriate batch
Incorrect test (XXX) for student (YYY)	The wrong test type is detected in the batch. Eg. a US History sheet is in a Global History batch	Find the wrong sheet, take it out of the batch and re-scan it with the appropriate batch. If the others were scanned, scan it by itself
Multi Language for Registration ID XXX	More than one language code was bubbled in	X out the incorrect code and re-scan

DO NOT USE WHITE-OUT TO CORRECT SHEETS

White-out can get on the camera lenses and cause inaccurate scanned test results

***Most Common Problems are in shaded areas.**

Please re-scan ALL corrected sheets in one batch to facilitate more efficient processing!

Please call Bonnie Ferraro (631) 419-1603, Barbara Ball (631) 419-1614, Maureen Gearrity (631) 218-4166 or Bill Ritchie (631) 218-4171 at Student Data Services with any questions.