



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

IN DISTRICT REGENTS-NYSITELL SCANNING

Scanning Answer Sheets for Students' Scores

Copyright Information

EduTech is a registered mark of Genesee Valley / Wayne-Finger Lakes BOCES. EduTech is an equal opportunity employer, m/f/v/d.

Copyright © 2018 Genesee Valley/Wayne-Finger Lakes BOCES - EduTech. All rights reserved. This document contains EduTech confidential material. Posting or sharing this material outside of EduTech should be done only at management discretion. Address comments to: EduTech, 131 Drumlin Court, Newark, New York 14513.

Related Documents

- In District Regents Scanning – Teleform Installation and Settings

Change History

Rev #	Date	Author	Section	Nature of Change
Draft				
1				
2	1.21.2014	Shana Pies	All	Update to reflect TeleForm 10.8
3	6-1-2016	LS	All	Update to be in sync with TF version 11.0
4	1-15-2018	LS	All	Update to include NYSITELL
5	11-8-2018	LS	7	Add info about Switch Button on Main Menu. Removed references to RLD files

Table of Contents

TABLE OF CONTENTS.....2

1 EXECUTIVE SUMMARY.....4

2 AUDIENCE.....4

3 INTRODUCTION.....4

4 PROCESS PREPARATION5

4.1 PROCESS PLANNING FOR REGENTS5

5 TELEFORM WORKSTATION OVERVIEW.....6

5.1 TELEFORM MODULES USED FOR IN-DISTRICT SCANNING6

5.2 OPERATING TELEFORM MODULES.....6

6 SCANNING PROCESS.....7

6.1 ANSWER SHEETS.....7

 6.1.1 *Receive Pre-Printed Answer Sheets for Regents Exams* 7

 6.1.2 *Answer Sheets for the NYSITELL* 7

6.2 RETRIEVE FORMS FROM FTP SITE.....7

6.3 NEW FORM IMPORT IN TELEFORM DESIGNER.....8

6.4 SCANNING ANSWER SHEETS WITH TELEFORM SCAN STATION.....11

 6.4.1 *Scanner setup* 11

 6.4.2 *Scanning* 13

6.5 PROCESSING SCANNED IMAGES WITH TELEFORM READER15

6.6 CORRECT ANSWER SHEET ISSUES WITH TELEFORM VERIFIER16

 6.6.1 *Corrected responses* 17

 6.6.2 *Missing responses*..... 17

 6.6.3 *NYSITELL “Tested but unable to answer any questions” Bubbles* 19

 6.6.4 *Missing Student IDs*..... 19

 6.6.5 *Committing batches* 19

7 PROCESSING REGENTS SCAN FILES.....20

7.1 FILE MANAGEMENT20

7.2 LOADING DATA FILES TO ASAP21

 7.2.1 *Accessing ASAP..... 21*

 7.2.2 *Loading Scan Data .CSV files 22*

7.3 REPORTS.....26

8 EDUTECH CONTACT INFORMATION28

1 Executive Summary

This document describes the process for district participation in the EduTech In-District Scanning Service which supports districts in developing a quick and reliable process for scanning NYS Regents answer sheets locally. The document will guide district users through the installation and setup of the scanning workstation and the scanning process.

2 Audience

This document is intended to be used by anyone at the district who has responsibilities in the In-District Scanning Process. Considering the small window of time allotted for scanning, EduTech recommends that there are at least two people at the district who have knowledge of the scanning process. EduTech will train up to two people at each district. Any subsequent people at the district who will be involved in the scanning process will have to be trained locally.

3 Introduction

The In-District Scanning Service is an EduTech Service that provides the hardware, software and training necessary to perform scanning of NYS Regents exams and the NYSITELL at the district. There are multiple steps required in the scanning process: scheduling, software and hardware installation, training, scanning assessments, sending and receiving of data files, and score verification. EduTech will deliver and install the equipment needed, train two users, and provide phone support via the EduTech Help Desk. The district users will scan the assessment answer sheets, create a data files to be imported into the Assessment Scoring and Analysis Program (ASAP) to create score files, and download instructional reports after the files are processed.

NOTE: The screen captures and TeleForm workstation images used throughout this document were generated using TeleForm v10.8 or v11.0.

4 Process Preparation

4.1 Process Planning for Regents

There are multiple points to consider when developing an answer sheet scanning process at the district:

Review Student Data In Level 0 - Pre-printed answer sheets for June¹ Regents assessments are derived from data in the Course Instructor Assignment and Student Class Entry-Exit templates in Level 0. Students enrolled in courses matched to the state code that correlates to the Regents exam will receive a pre-printed answer sheet. To ensure that the correct students are pre-printed, review the accuracy of the following report in ASAP: *Student Exam Roster*.

Receiving And Checking In Pre-Printed Answer Sheets - As soon as you receive pre-printed Regents answer sheets from EduTech, verify that pre-printed answer sheets are included for the students in all courses who will be taking Regents Exams. If any assessments are missing please contact EduTech as soon as possible to have answer sheets sent to the district. **DO NOT copy blank answer sheets to distribute to multiple students.** Answer sheets have a unique bar code identifier that is used to match the images of the front and back of the answer sheets during processing.

Assessment Scoring - Open ended/constructed response sections of the exams should be scored and the scores bubbled on the teacher section (back) of the answer sheets. The multiple choice questions should not be scored before answer sheets are scanned. The scanning process does not require that part scores be written on the back of the answer sheet.

Coordinate Assessment Delivery to the Scanning Area - After the open ended/constructed response questions are scored the answer sheets must be delivered to the designated scanning area. It may be a good idea to indicate when materials are delivered to the scanning area on the batch cover sheet (if used). Depending on your district's resolution process for scanning issues (see below), the test booklets may be delivered to the scanning area as well.

Determine the Answer Sheet Issue Resolution Process - During the scanning process issues may arise with incorrect or missing information on the teacher section of the answer sheets and the test booklet and/or the teacher may need to be contacted for assistance. The district must determine a resolution process for issues.

Determine Scanning Process and Personnel - EduTech will train district staff involved in the scanning process. Contact EduTech if staff has changed and additional training is needed.

¹ Pre-printed answer sheets for August and January Regents administrations are printed based on student data submitted to EduTech on an excel template developed for requesting answer sheets. The EduTech Test Scoring department will send out an email with specific instructions and a timeline for submitting this template.

5 Teleform Workstation Overview

Teleform is a modular software application that uses five modules to design, merge, print, evaluate, and process forms. The Workstation license contains one each of the following modules:

- 1 Designer
- 1 AutoMerge Publisher
- 1 Scan Station
- 1 Reader
- 1 Verifier
- Teleform Utilities

5.1 Teleform Modules used for In-District Scanning

Although additional modules are included in your workstation license, the modules used during the Regents scanning process are as follows:

Designer: The Designer module provides a user interface to import the answer sheet templates.

Scan Station: Controls scanning forms into batches that are to be processed by the Reader and Verifier modules.

Reader: Processes the scanned forms, interpreting what has been bubbled on the form.

Verifier: Displays any issues/errors detected in the Reader and provides an interface for making corrections. Corrected records are written to an 'Export' file.

5.2 Operating Teleform modules

After Teleform is installed on workstations, it is a good idea to add shortcuts for each module to the desktop. The Designer module will be used once for each test administration to set-up current answer sheet templates and delete old ones. The Scan Station, Reader and Verifier are all used during the scanning process and all three modules can be opened at once. The scanner operator will use the modules sequentially in this order: Scan Station, Reader (this one doesn't need any operator intervention, just time to process the scanned images), and Verifier.

6 Scanning Process

6.1 Answer Sheets

6.1.1 Receive Pre-Printed Answer Sheets for Regents Exams

As soon as pre-printed answer sheets are received from EduTech, make sure that pre-printed answer sheets are included for the students in all courses who will be taking Regents Exams that will be scanned. If any assessments are missing please contact [EduTech](#) as soon as possible to have answer sheets generated to provided to the district. **DO NOT copy blank answer sheets to distribute to multiple students.** Answer sheets have a unique bar code identifier that is used to match the images of the front and back of the answer sheets during processing.

6.1.2 Answer Sheets for the NYSITELL

An initial shipment of NYSITELL answer sheets was provided to each district. When additional answer sheets are needed, they can be printed by test level from PDF files found on the EduTech FTP site in the District Folder. (See “Regents-NYSITELL In-District Scanning, FTP Site Instructions for Retrieving Teleform Templates and NYSITELL Answer Sheets”). The answer sheets are printed on just one side.

6.2 Retrieve Forms from FTP Site

Answer sheet templates, also referred to as “forms,” will be posted on the EduTech FTP Site and must be downloaded to the scanning workstation and imported into Teleform. You will receive an email notification when Regents forms are ready on the EduTech Test Scoring FTP site.

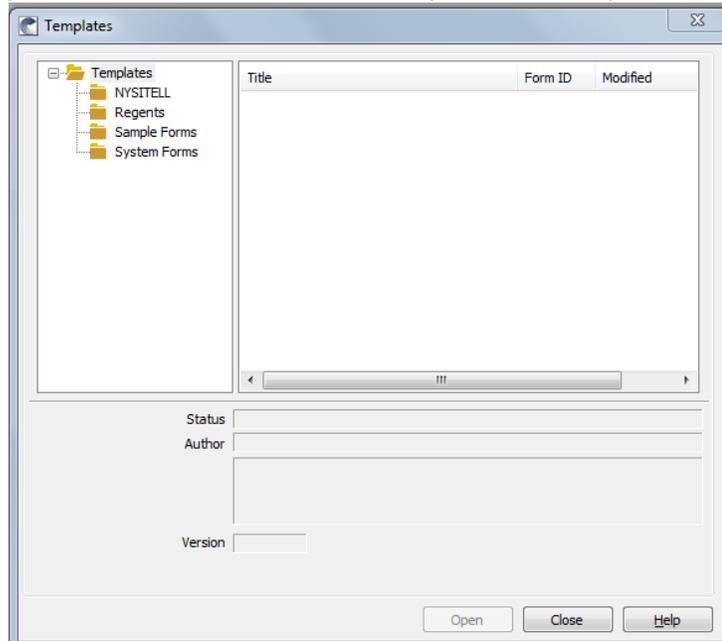
Before downloading the current forms, you will want to be sure to remove all older templates from the folder. To do so, navigate to the location where the forms are saved (such as, C:/Regents/RegentsForms). The filename of each template includes the test administration date. Delete templates for answer sheets that are no longer needed.

For instructions on downloading the forms from the EduTech FTP site, refer to the [Regents-NYSITELL In-District Scanning, FTP Site Instructions for Retrieving Teleform Templates and NYSITELL Answer Sheets](#) document found on the EduTech Test Scoring Services/In-District Scanning web page.

6.3 New Form Import in Teleform Designer

After downloading new forms off of the EduTech FTP site, import them into the Teleform Designer module.

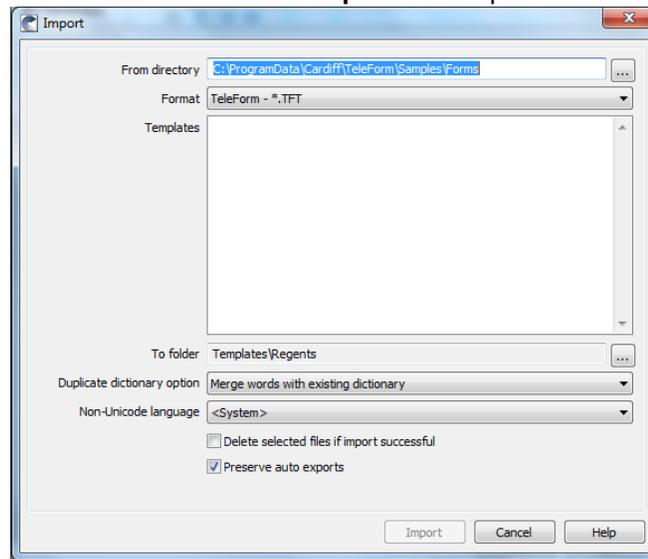
1. Open **Teleform Designer**.
2. Select **File>Templates** from the menu bar. The Templates screen opens, showing all template folders.



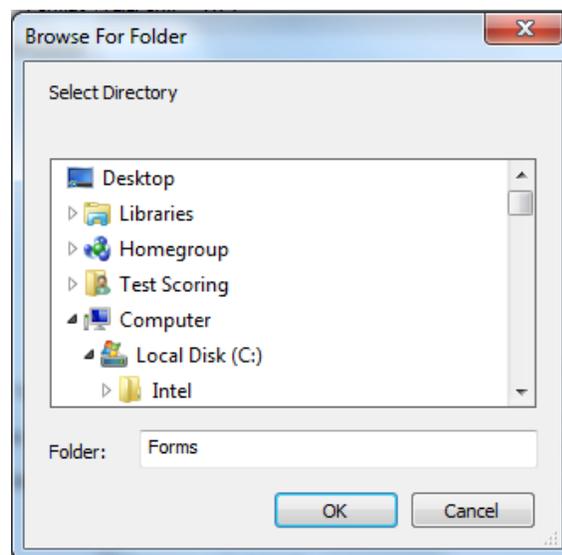
A *Regents* folder for storing Regents answer sheet templates was created at the time Teleform was installed. If it no longer exists or if a *NYSITELL* folder for the NYSITELL templates needs to be created, right click on the *Templates* folder, select **New**, and then enter the folder name.

NOTE: You will want to delete any old forms from the *Regents* folder before importing the new forms. For instructions on how to do so, see the “To Delete OLD Forms from a Prior Test Administration” section of the [Regents-NYSITELL In-District Scanning, FTP Site Instructions for Retrieving Teleform Templates and NYSITELL Answer Sheets](#) document.

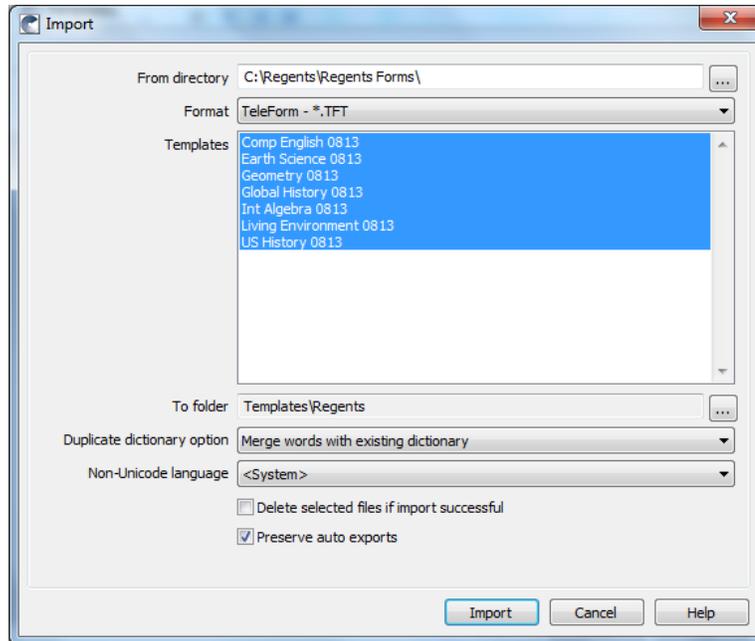
3. Right click on the *Regents* or *NYSITELL* folder. Select **Import**. The Import window opens.



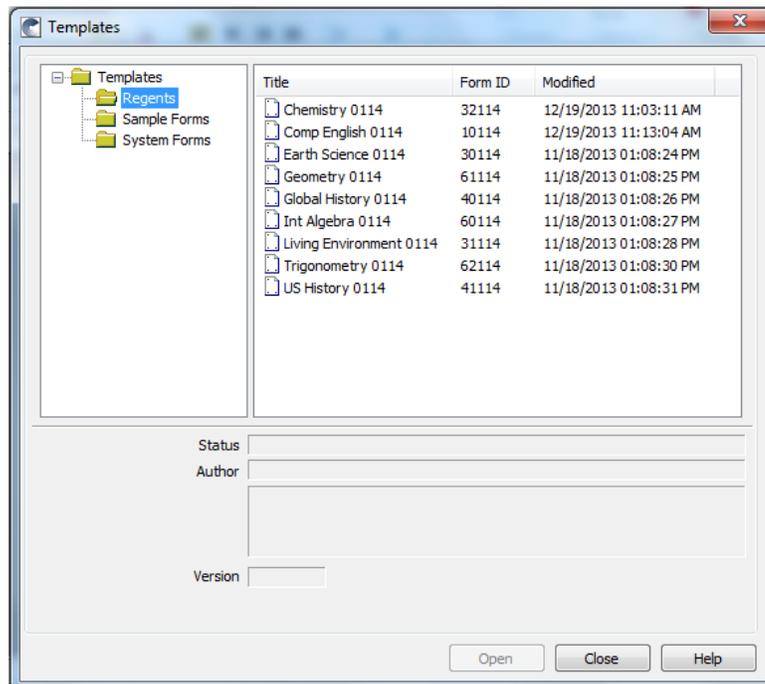
4. Click on the **Browse** button (⋮) next to the 'From directory' text box. The Browse for Folder window displays.



5. In the Browse for Folder window, navigate to and select the folder where the forms were saved when downloaded off of the EduTech FTP server (typically C:\Regents\Forms or C:\NYSITELL\Forms). Click **OK**.
6. Make sure that **TeleForm - *.TFT** is selected in the 'Format' drop-down list. All templates saved in the selected folder will now display in the 'Templates' list in the Import window. Select multiple files by holding down the CTRL key and selecting the files. Note: When importing Regents Templates for exams administered prior to January 2018, a password box will appear. If passwords are needed, contact EduTech for assistance with them.



- Once you have selected the desired templates, click **Import**. The imported files will show in the Templates window. Click **Close**.



6.4 Scanning Answer Sheets with Teleform Scan Station

Before scanning, review sheets for any issues that could cause potential problems during scanning.

- Make sure each answer sheet has a Student ID. For students who used an extra answer sheet, make sure the local student ID is written in the space provided in the lower left-hand corner on the front of the answer sheet.

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.

- Verify that every question in the teacher scored section of the answer sheet is bubbled with one score. If you find blank or double-bubbled question, pull the answer sheet from the batch before scanning and return it to the lead teacher of the specific subject so that score can be filled-in.

NOTE: If you do not remove incomplete answer sheets from a batch before scanning, you will have to wait for the grading to be completed before you can complete verifying the batch. However, if you remove incomplete answer sheets from a batch before scanning, you can scan and complete the batch and then scan a second batch with just the answer sheets you had to pull out included.

- Ensure that student testing accommodations are bubbled on the back of the answer sheets when they were used. The way for checking accommodations needs to be determined by your district.
- Count the number of answer sheets in the batch to be scanned. After the scanning process, you can verify this number against the count of sheets generated during scanning to make sure that no answer sheets stuck together during scanning or were otherwise skipped or scanned twice.

6.4.1 Scanner setup

Before starting the scanning process, be sure your scanner is set up correctly. Check the following:

- Be sure the scanner is plugged in with the power turned on.
- Be sure the scanner is connected to the workstation computer with the USB cable.
- Be sure the scanner's stack control lever is set to scan multiple pages. This switch is located below the power light indicator. The toggle should be down (see below).



- Open the scanner trays for feeding and collecting the answer sheets. Make sure that the bottom tray – for feeding the answer sheets into the scanner – is set for the width of the answer sheets so they aren't skewed during scanning.

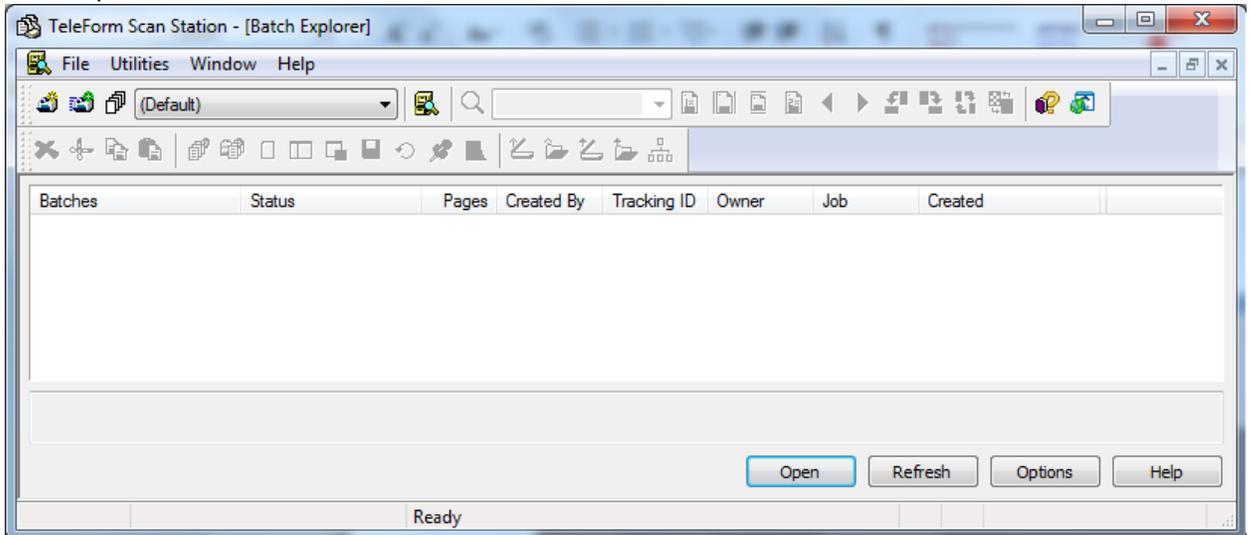
Once you have checked the scanner set up, you can load a batch of answer sheets. It's best if all the answer sheets are oriented the same way and that they are loaded the scanner feed tray face up.

NOTE: Your scanner can only scan 100 sheets at a time. If you have more than 100 sheets to scan in a batch, load the first 100 sheets. Teleform Scan Station software will provide the option to "CONTINUE" scanning additional sheets into the same batch for the next 100 sheets (and so on).

6.4.2 Scanning

Once your answer sheets are loaded in the scanner feed tray:

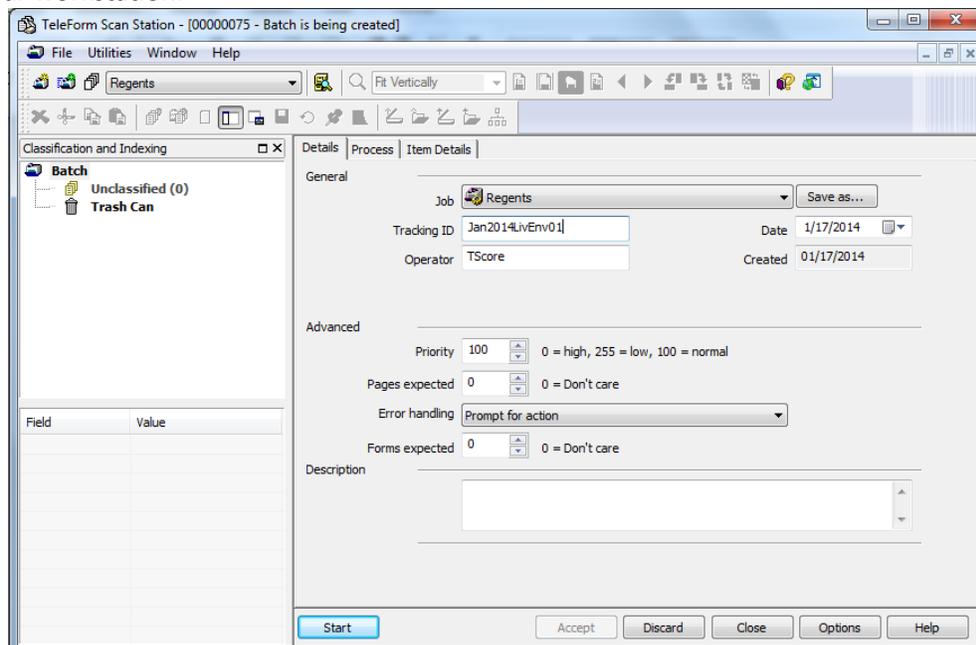
1. Open Scan Station.



2. Click the **New Batch** icon () on the top left-hand side of the screen.

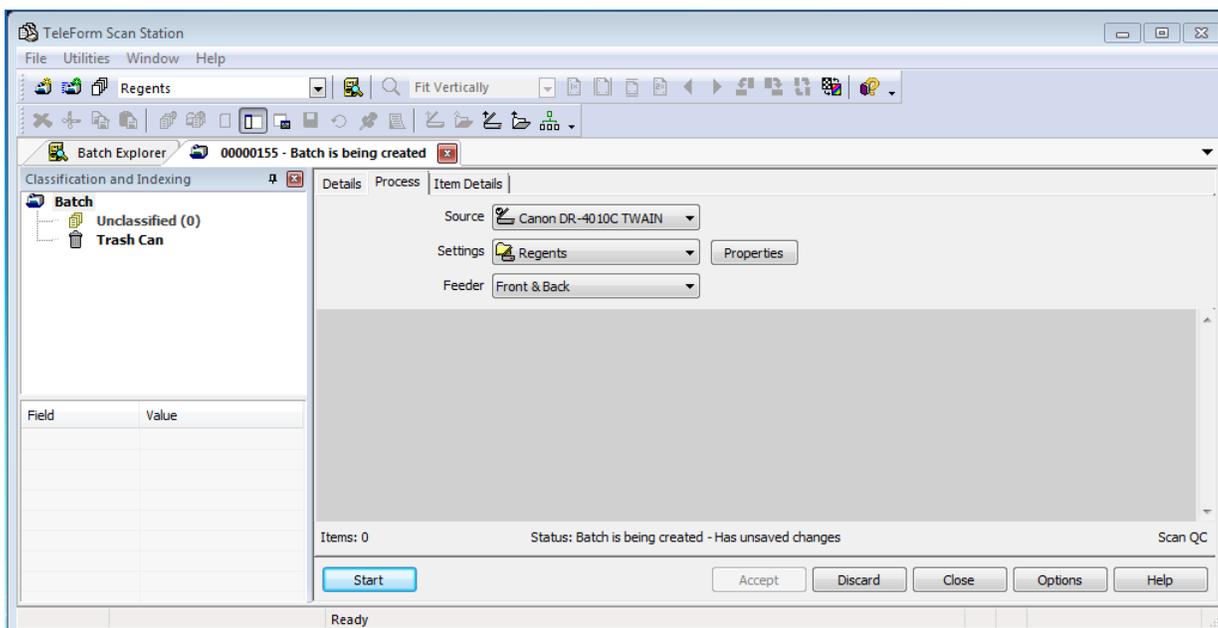
3. Under the **Details** tab, enter the following:

- Select **Regents** in the 'Job' drop-down list when scanning either Regents or NYSITELL.
- Enter a name for the job in the 'Tracking ID' window. The name should help identify the batch.. An example would be "Jan 2014 Liv Env 01".
- Enter a user name in the Operator window. The user name will default to the login name for your workstation.

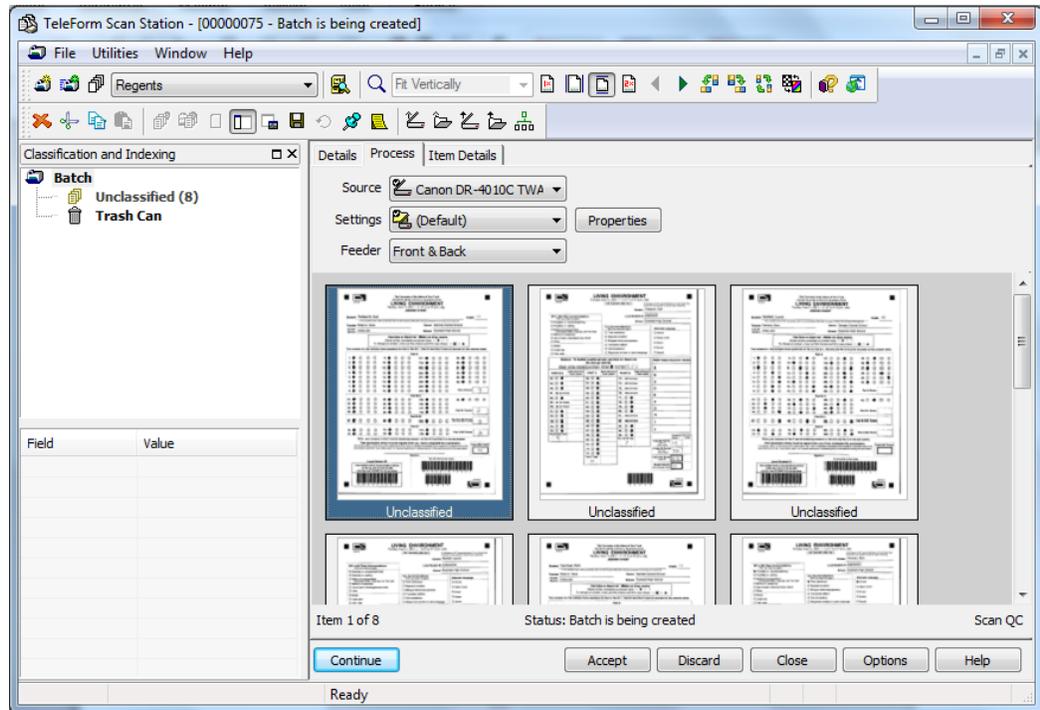


4. Click the **Process** tab to double check the following:
 - a. Make sure your Canon scanner appears in the 'Source' box and that Regents appears in the "Settings" box.
 - b. Then, be sure that **Front & Back** is selected in the 'Feeder' drop-down list so both sides of any answer sheets are scanned.

IMPORTANT! Even though NYSITELL answer sheets are just one-sided, they are to be scanned two-sided. In the Job Configuration for Regents, there is a setting on the Page Handling tab to *Check for an Remove Blank Pages* that is to be turned on (see the [In-District NYSITELL Scanning: System Modifications](#) document for instructions). The blank pages will be removed when the batch is created.



5. Click the **Start** button. The scanner will begin scanning and images of each answer sheet will display as they are scanned.
6. When scanning is finished, complete one of the following:
 - a. If you have scanned all answer sheets for the assessment, click the **Accept** button to send the images to the Reader module for processing.
 - b. If you are processing more than 100 sheets and have an additional batch (or batches) to scan, place the next batch of answer sheets in the scanner and click **Continue**. Repeat this process until all answer sheets are scanned and the click **Accept**.

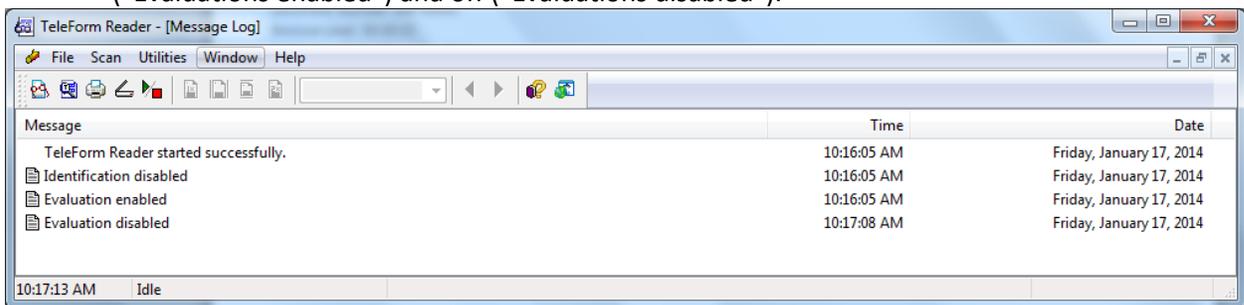


6.5 Processing Scanned Images with Teleform Reader

The Reader module must run after scanning to process/evaluate the scanned answer sheets. If the Reader module was opened and enabled when you clicked the **Accept** button in Scan Station, image processing will start automatically. As the Reader processes the images, the Reader status will “flash” in the gray bar at the bottom of the Reader window.

If the Reader module was not open or enabled during scanning, do the following:

1. Open **Teleform Reader**.
2. Enable Reader by selecting the **Enable** button (). Click on the button to toggle Reader on (“Evaluations enabled”) and off (“Evaluations disabled”).



The Reader will keep reading/evaluating images in a batch until the end. No user action is necessary.

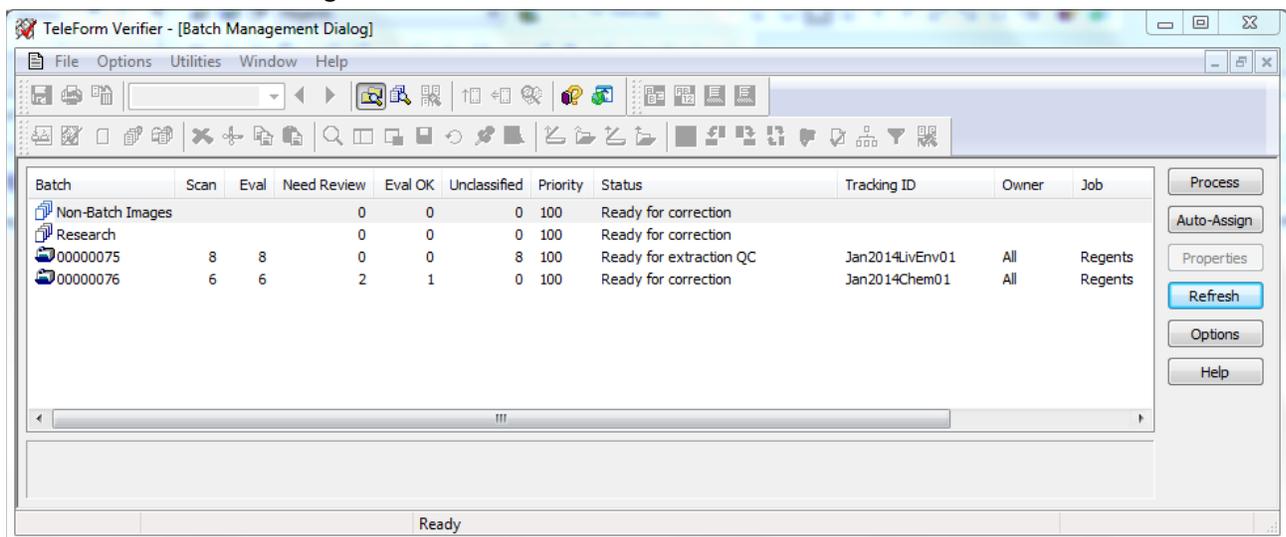
Once all answer sheets are processed you can close the Reader module. However, if you will be scanning another batch of answer sheets, the Reader can be left open. You can minimize the window.

6.6 Correct Answer Sheet Issues with Teleform Verifier

To check for any issues with the scanned answer sheets, open **Teleform Verifier**. There are two ways to view data in the Verifier: Batch Management and Image Management. Use the Utilities menu to switch between those two viewing options. Most of the verification work will be done in Batch Management.

The 'Batch Management Dialog' displays when **Utilities>Batch Management Dialog** is selected. It shows all batches that have been processed through the Reader along with some batch statistics: the number of pages scanned, the number of sheets that need review, the status of the batch. The status of the batch will indicate whether the batch is being evaluated by the Reader, ready for correction, ready to be committed, or complete.

In the Batch Management Dialog box, the count in the “Scan” column can be checked to see if it matches the count done before scanning.



NOTE: You may notice an asterisk (*) next to the Batch status. The asterisk is generated when the number of pages expected (if it was entered on the Details tab in the Scan Station), does not match the actual number of pages scanned.

The 'Image Management Dialog', displays when **Utilities>Image Management Dialogue** is selected. It shows all images for a batch. This view is usually used to correct issues on unclassified answer sheets (i.e. answer sheets with problems in the form ID barcode – the funky bar code in the upper right corner).

To correct errors in a batch:

1. From the Batch Management Dialog; double click on the batch that has pages that “Need Review”.
2. The Verifier will display an image of the first answer sheet that needs correction. The bubbles for the questions with issues will be highlighted.

The next sections identify the most common issues that require verification. If an error on an answer sheet can't be resolved in Teleform Verifier contact [Edutech Test Scoring staff](#) at 1-800-722-5797 X 7-1 for assistance.

6.6.1 Corrected responses

Many of the responses that need review in Verifier are the result of a student or teacher bubbling one answer and then changing the answer. In these instances, Teleform will highlight its 'best guess' for the response. If the Teleform best guess is correct, press the Tab key to accept it and go on to the next response with an issue. If the Teleform best guess is not correct, change the response value by clicking the actual bubble that was intended or by selecting the check box in front of the intended response. Once you have the correct response selected, press the **Tab** key to accept the change and go on to the next response with an issue.

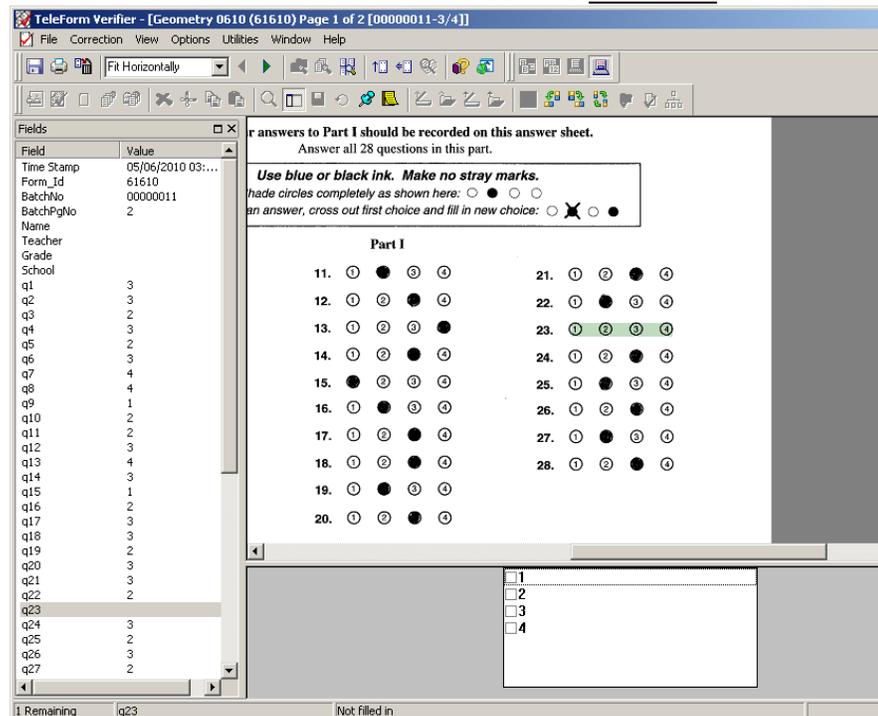
Teleform Verifier will indicate the type of error that caused the question to be highlighted in the gray bar at the bottom of the screen.

6.6.2 Missing responses

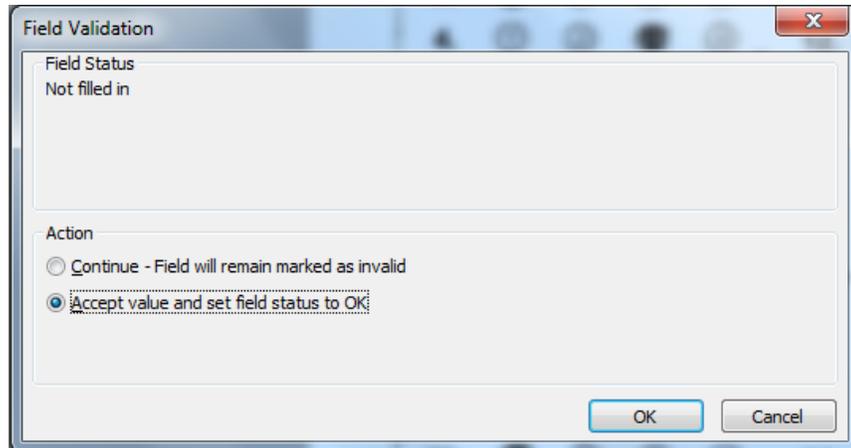
6.6.2.1 Student responses

When all of the responses for a **multiple choice** question are left blank or when multiple responses are bubbled with none of the responses crossed out, that **multiple choice** question's response must be left blank. Here's what to do:

1. Make sure that all check boxes in the bottom window are unchecked. Press the **TAB** key.



2. A Field Validation message box will appear. Select the “**Accept value and set field status to OK**” radio button (see screen sample on next page). That question's response will now be a verified blank response.

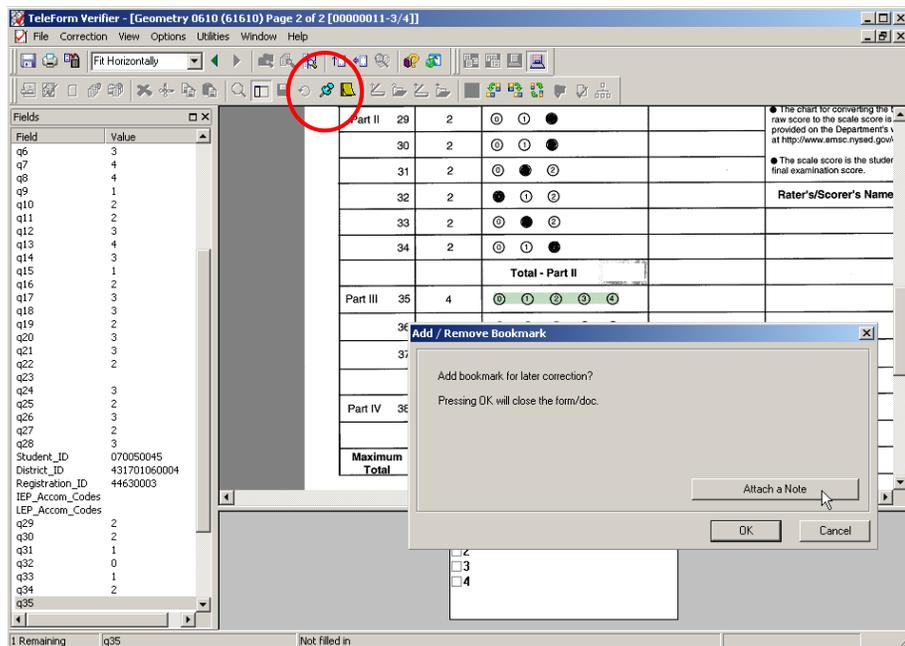


6.6.2.2 Teacher scored responses

If a score is missing or double-bubbled in the teacher scored portion of the assessment, a score must be determined from the student’s test booklet. A blank response for a **constructed response** question is not allowed.

While the score is being retrieved or determined, bookmark the answer sheet so you can move on through the remainder of the batch. Here’s how to bookmark a question:

1. Click on the pushpin icon on the top of the page (). The Add/Remove Bookmark window will display.
2. Click **OK** to accept. There is no need to add a note to the bookmark in the Verifier module, however, you may wish to make note of the test, batch number, student ID, and error separately as a reminder of the answer sheets that still need correcting in the batch.



3. All records bookmarked for research will remain as “Needs Review” and the batch status will remain “Ready for Correction”. If you double click the batch, the first bookmarked answer sheet will display and the correct response can be entered.
4. You can also switch to the Image Management dialog. Bookmarked answer sheets will display with the pushpin icon and can be opened one at a time by double clicking on the line for the image. The correct response can then be entered.
5. Remove the bookmark by clicking on the pushpin icon again and selecting **Yes** to confirm that you want the bookmark removed.
6. Select the **TAB** key to move to the next bookmarked answer sheet (or in Image Management, click on the next answer sheet with the pushpin icon).

6.6.3 NYSITELL “Tested but unable to answer any questions” Bubbles

When a “Tested but unable to answer any questions” bubble is filled for a particular subtest/modality, Teleform will not require validation of the blank response bubbles for the questions in that subtest/modality. However, if even one question in that subtest/modality has a response, that will override the “Tested but unable to answer any questions” bubble. In that case, the remaining blank responses for that subtest/modality will need to be validated. Listening and Reading subtest questions (multiple choice) can be accepted as blank. Writing and Speaking section questions (teacher score responses) can be zeros or if accepted as blank will become zeros when the scan record is created.

6.6.4 Missing Student IDs

For each student who had to use an extra answer sheet (one that was not preprinted with student information), the Teleform Verifier will highlight the Student ID field as a prompt for entering the number. To enter a student ID, just start typing the 9 digit ID that was hand-written in that field. You will see the number in the large gray box at the bottom of the screen. Press the TAB key to accept and move on to the next issue. If the student ID was not hand-written on the answer sheet, it must be retrieved from your student management system. It is the same 9-digit ID that is used to report the student’s data to the Level 0 Data Warehouse.

6.6.5 Committing batches

When all errors in a batch have been corrected, the Batch Management screen will appear. The batch status will show as “Ready to be committed”. Right click on the batch and select **Commit**. The output file(s) will be written to your workstation's *C:\Regents* or *C:\NYSITELL* folder.

NOTE: If it is necessary to scan additional answer sheets after the batch has been committed the data will be appended to the file if the file hasn’t been moved or the file name hasn't been changed. If the file name has been changed or moved, a new file will be created.

For Regents, there is one output file of scan data: *MMYYEXAMdddd.CSV* MM = Au, Ja, or Ju, YY = school year (2017-18 would be 18), EXAM = an abbreviated name for the exam (GL is Global) dddd = placeholder characters (see File Management in Section 7).

For NYSITELL, there may be two output files of scan data: *NYSITELL-II-mmddyyyy.CSV* and/or *NYSITELL-III-VIII-mmddyyyy.CSV* based on the test levels scanned. Rename the file and change mmddyyyy to today’s date.

7 Processing Regents Scan Files

7.1 File Management

After committing a scanned batch in Teleform Verifier, a .CSV data file will be created in your C:\Regents folder for the particular assessment². These files are named with abbreviations for the exam administration and exam name. For example, a file named "JA14LEddd" would be created for answer sheets scanned for January 2014 Living Environment. The 'ddd' part of the name is a placeholder and can be replaced with a file number or district identifier if the file needs to be renamed.

It is very important that you follow a few file management procedures to ensure the correct data files are loaded to ASAP for your district.

- Remove all old data files from the C:\Regents folder. It is best to do this before beginning the scanning process. Check the folder for any files that include dates for previous administrations of Regents exams. Delete these files or move them to an Archive folder like C:\Regents\Archive.
- **If you are sharing a scanning workstation with more than one district**, move files to your C:\Regents\mydistrict folder as they are processed. **This step is critical!** The files created by a commit in Teleform Verifier will always be named the same. If you do not move your files to your district folder, another district's records will be appended to your file. This makes further processing very confusing.
- If you find you have to scan additional answer sheets for a subject that you have already processed, it is best if the original scan file for that subject is renamed. Otherwise, the record(s) for the new batch will be appended to the file for the original batch and further processing can be confusing.

To rename your data files:

1. After committing the scanned batch in Teleform Verifier, navigate to the C:\Regents or C:\NYSITELL folder where the files are saved.
2. Right-click on the data file and select **Rename**.
3. **For Regents**, change one of the "d"s in "ddd" portion of the file name to "1" (indicating the first scan file; if subsequent scanning is necessary, the second file can have a "d" changed to "2", etc.) An example of a renamed file: JU16LEddd.CSV -> JU16LEdd1.CSV (first scan file for Living Environment)

For NYSITLL, always change the mmddyyyy portion of the file name to the date scanned.

NYSITELL-III-VIII-mmddyyyy.CSV -> NYSITELL-III-VIII-01052018.CSV (scan file for levels 3-8 from 1/5/18)

4. Press the **Enter** key.

NOTE: If there are additional answer sheets for a subject to scan before the .CSV files have been loaded to ASAP, no moving or renaming is needed. The records will be appended to the end of your original file. However, there will be two batches for that subject to be processed in ASAP.

7.2 Loading Data Files to ASAP

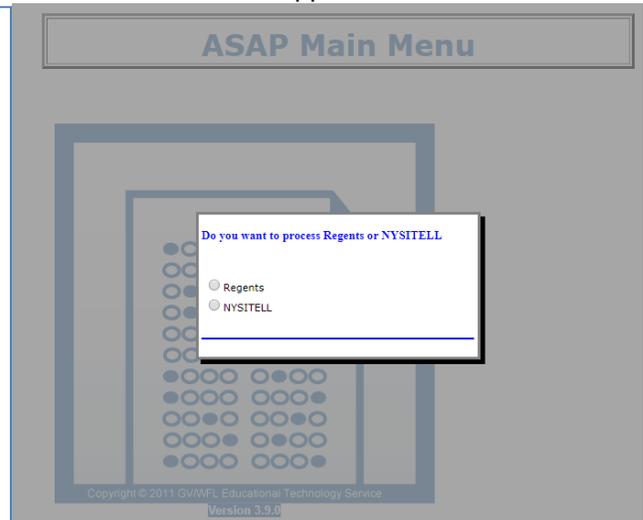
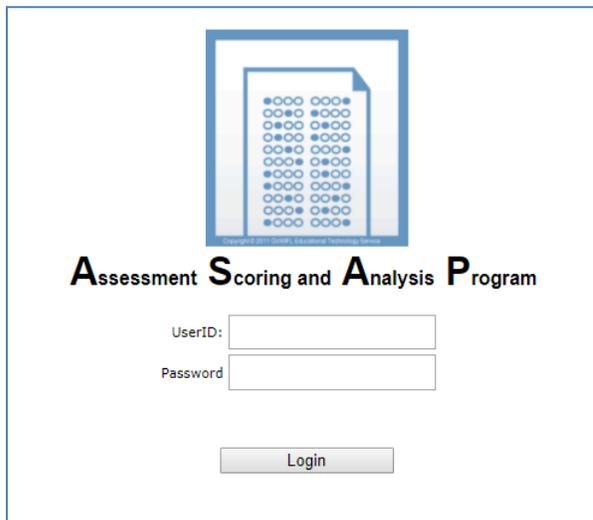
7.2.1 Accessing ASAP

EduTech’s ASAP (Assessment Scoring and Analysis Program) is accessed using a browser at this address: <https://asap.edutech.org/>.

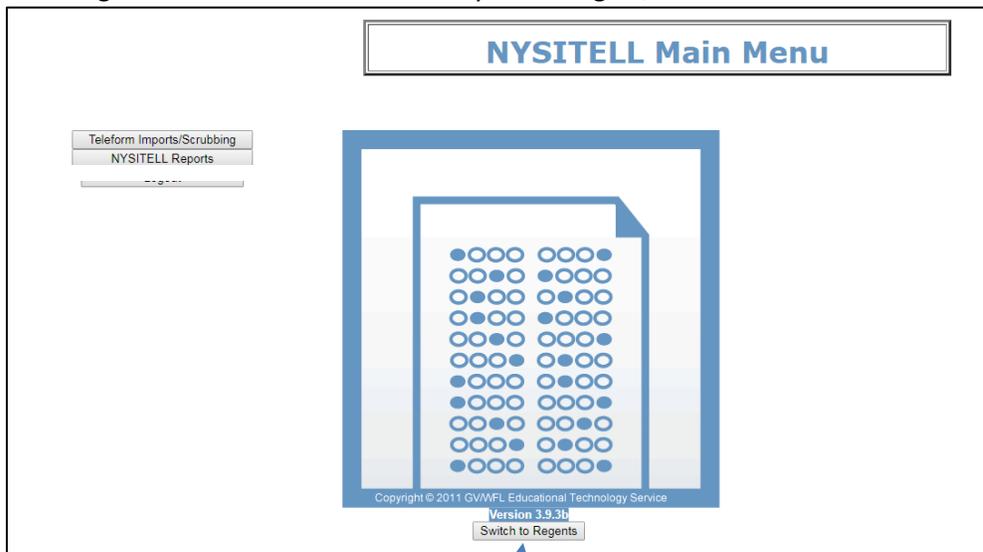
Your ASAP UserID, Password and Access Rights are set-up in Level 0 and will be the same as your Level 0 account if you are a Level 0 user. If you are unable to log in to ASAP, have your administrator complete the Level 0 Warehouse Security Modification form and submit it to EduTech. This form can be found at www.edutech.org – click on Resources, Data Warehouse, Reporting Tools, and Level 0 Access Form.

LOGIN SCREEN:

With rights to process both Regents and NYSITELL, this selection screen appears next:

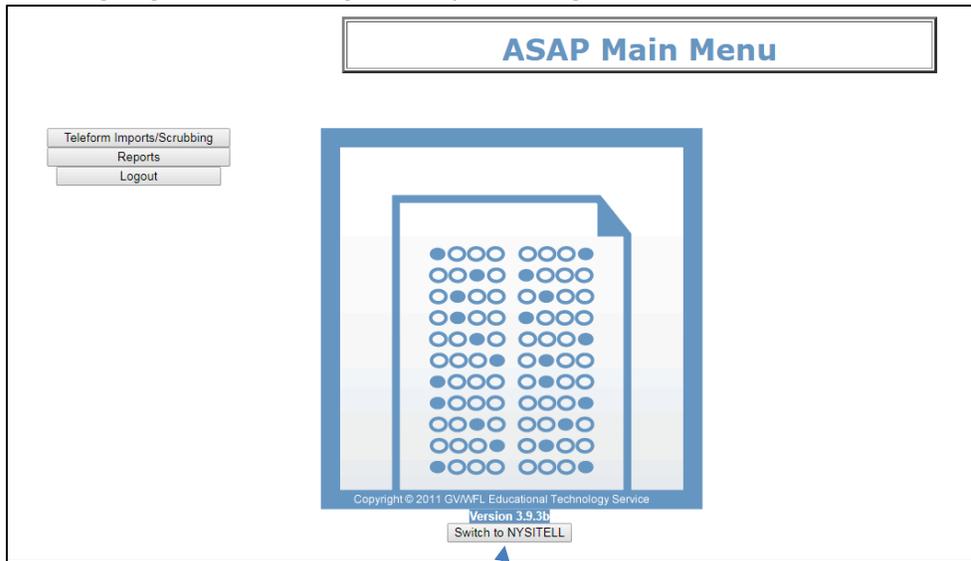


Selecting NYSITELL or with NYSITELL only access rights, this is the main menu screen:



This button only appears for users with rights to process both NYSITELL and Regents.

Selecting Regents or with Regents only access rights, this is the main menu screen:



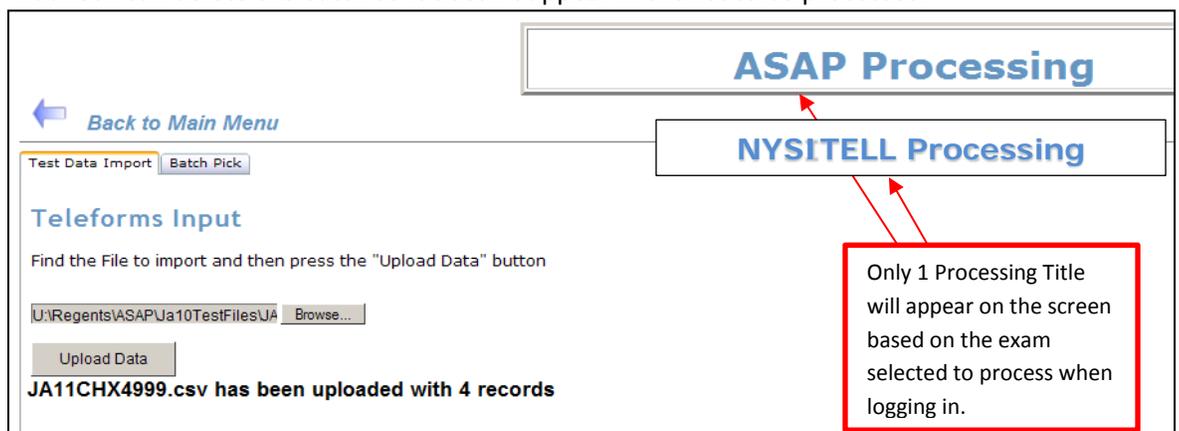
This button only appears for users with rights to process both Regents and NYSITELL.

7.2.2 Loading Scan Data .CSV files

Note: Don't use the browser back button when working in ASAP. There is a "Back to Main Menu" arrow in ASAP that should always be used instead.

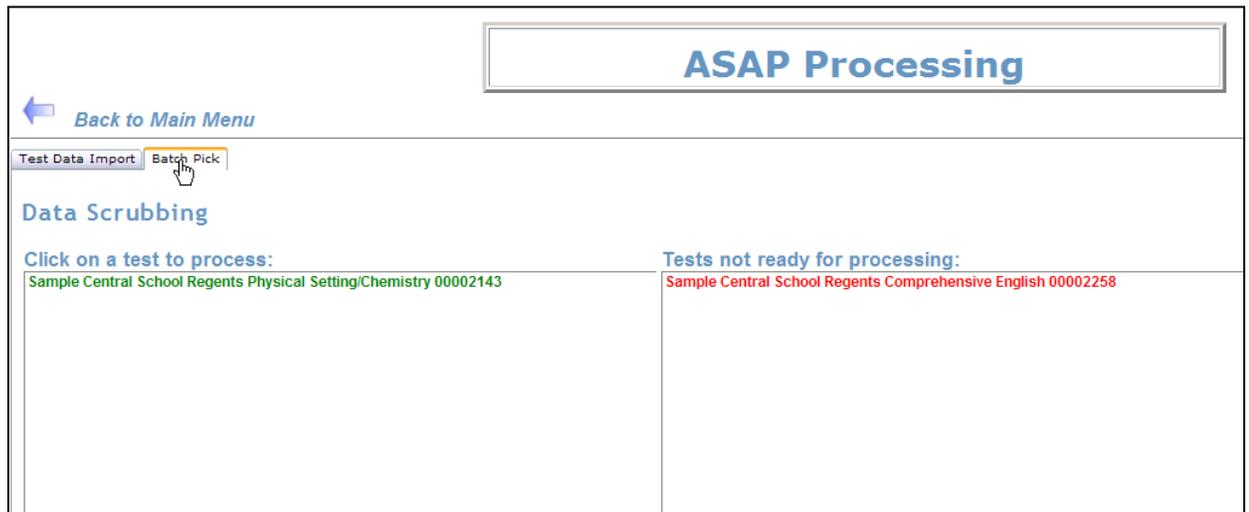
The first step in scoring the scanned answer sheet data is to upload the .CSV file to ASAP. Once you have logged in to ASAP, click the **Teleform Imports/Scrubbing** button on the Main Menu.

1. On the Test Data Import Tab, select the **Choose File** button. Browse to C:\Regents or C:\NYSITELL and pick the .CSV file you want to process. Click the **Open** button.
2. On the Test Data Import Tab screen, click the **Upload Data** button.
NOTE: If you realize that you uploaded a bad file (bad batch), contact EduTech Test Scoring. EduTech can delete the batch so it doesn't appear in the list to be processed.



When the .CSV file loads, you will see a message indicating the name of the file and the number of records loaded.

3. Next, click on the **Batch Pick** Tab. You will see a list of batches by exam that are waiting to be processed. Only Regents OR NYSITELL batches will show here based on either your access rights or the exam to be processed that was selected when logging in.
 - If EduTech has completed setting up the exam scoring control records, the batches for files that have been uploaded will appear listed on the Batch Pick/Data Scrubbing screen in the left-hand box in green.
 - If the batch appears on the right-hand side of the screen in red, the setup work for the exam scoring control records is not complete. Once it is, the batch will automatically move to the left side of the screen and turn green.



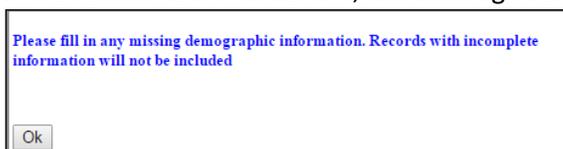
4. **Single-click** on the batch you want to process.

NOTE FOR REGENTS: If there was more than one batch in the .CSV file you uploaded, there will be one entry for each batch listed on the **Batch Pick** Tab. Be sure to process all batches for a subject in sequential order (i.e. from lowest batch number to highest).

NOTE FOR NYSITELL: There will be multiple NYSITELL entries in the batch pick window if more than one level of the test was scanned. Be sure to process all the test levels/grade levels that were scanned.

The “Exploding Records” screen will display while the data is processing. **DO NOT click your Browser back button during this process.** The following three steps are taking place:

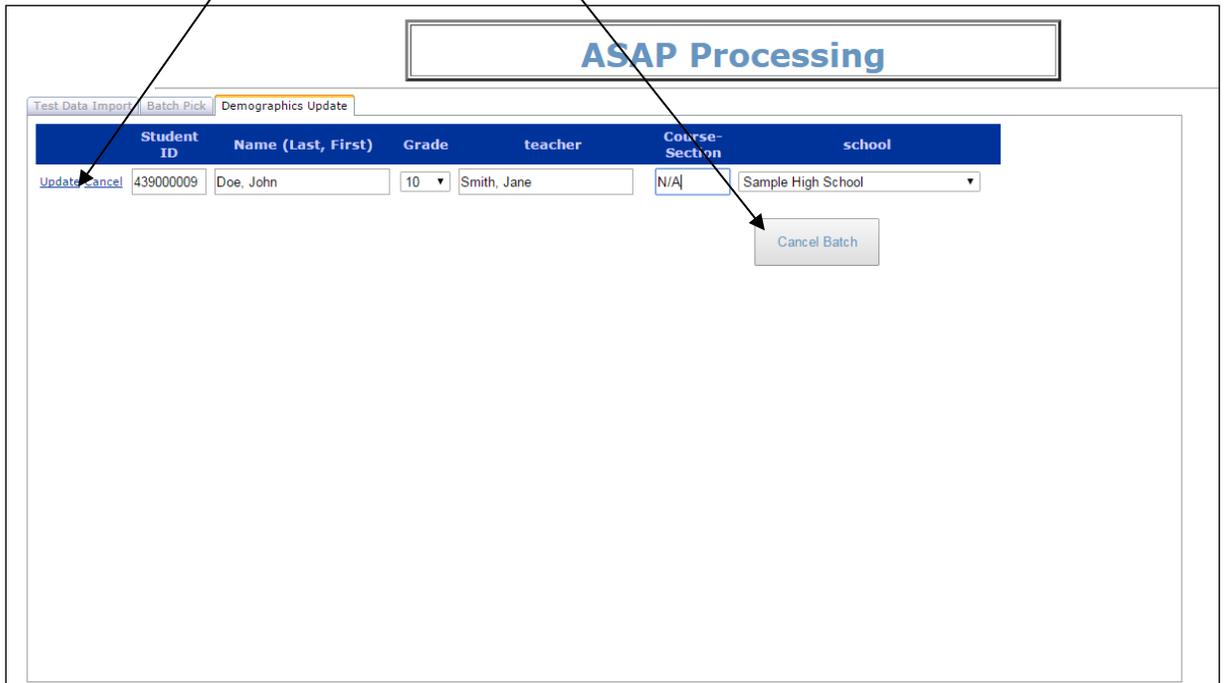
- **Data "Scrubbing":**
Level 0 is checked for the student demographics and course/teacher information.
If the student is not in Level 0, this message box will display:



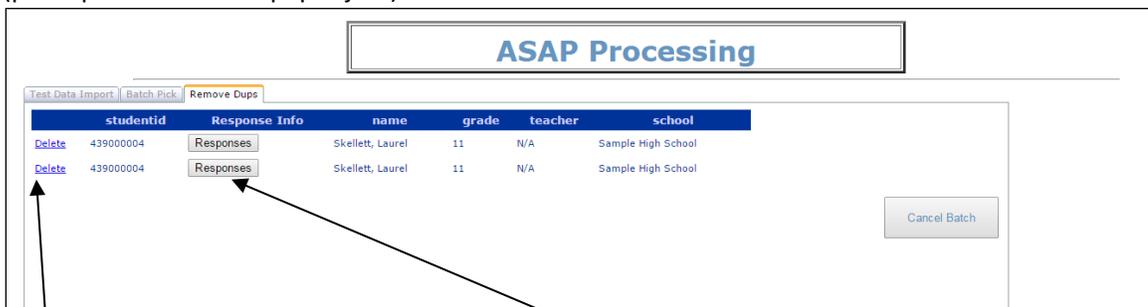
When OK is clicked, an edit screen is displayed.

If additional time is needed to locate the answer sheet and research the student who wasn't in Level 0, click the "Cancel Batch" button. Processing will stop. The batch will remain in the list of batches to be processed (in green) on the Batch Pick tab.

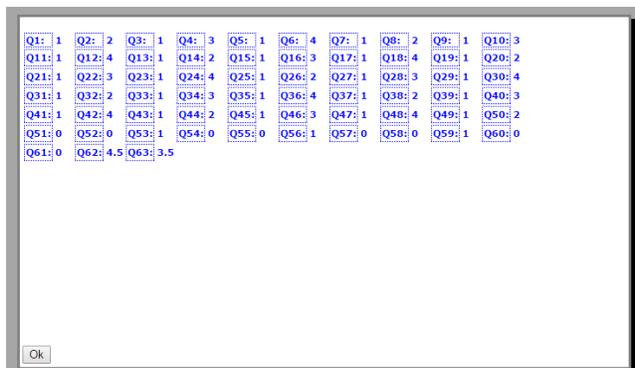
If the student's the student's name, grade and (optional) teacher name can be entered, click [Update](#) to save it.



If there are duplicate records with the same student ID, the screen below will be displayed. One student ID may have been used for two different students or an answer sheet may have been scanned twice (perhaps because of a paper jam). student ID and name entered.

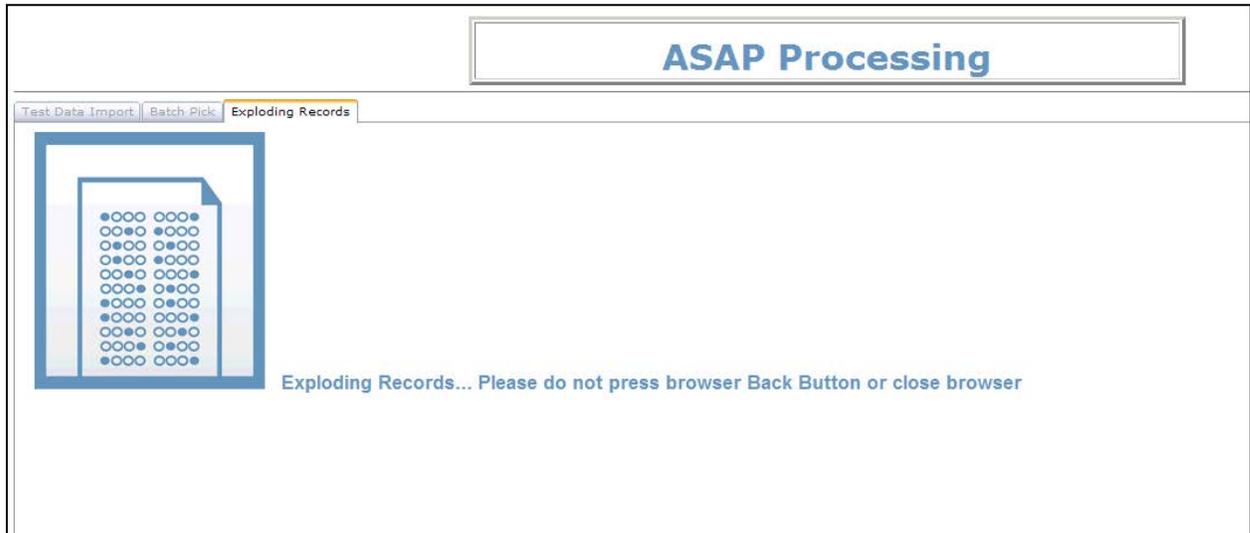


The student's responses can be displayed to compare with the students' answer sheets to help determine which record is to be deleted. Click the "Responses" button and this window will display:

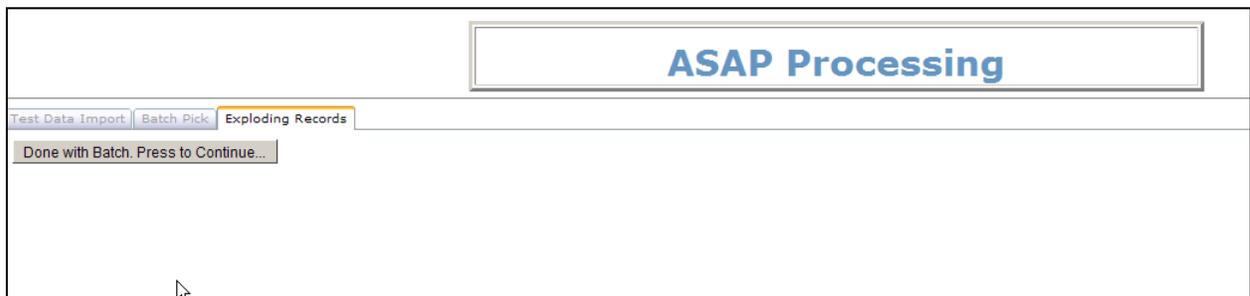


Click [Delete](#) in front of the record with the incorrect student ID on it. That answer sheet needs to be rescanned.

- **Scoring:**
 For Regents, the scale score is being determined from the score conversion control records.
 For NYSITELL, the performance level is being determined from the score conversion control records.
- **Exploding:**
 A record for each student response is built that includes whether the response was right or wrong and the number of points awarded for that question (for use in item analysis reports).



5. Click the **Done with Batch. Press to Continue...** button. You will return to the Test Data Import tab screen.



7.3 Reports

After the Regents or NYSITELL scan .CSV file has been processed, score and item analysis reports can be produced. To access the reports available in ASAP:

1. Log in to the ASAP application at <https://asap.edutech.org>.
2. Select the **Reports** button from either the Regents or NYSITELL Main Menu. The Reports screen displays with a tree-type list of all available reports on the left-hand side of the screen.

3. From the Reports screen, select any of the reports available. A few things to note about the reports:
 - Remember to never use your browser's back button when working in ASAP. To run another report, selected the **Back to Reports Menu** arrow at the top of the screen.
 - When running reports in **Google Chrome or Mozilla Firefox**, you cannot print directly from the screen displaying the report. You must first export the report to a file (i.e. PDF, Excel, or Word file), open the file, and use the printing function in the associated application. You *can* print reports directly from Internet Explorer using the printer icon displayed on the report screen.
 - Reports that are listed as "Student List" will generate a list of students in alphabetical order grouped either by building or teacher.
 - Score by parts reports will display the exam part score and total score for each student grouped by building or by course.
 - Regents reports that are listed as "Rank List" will generate a list of students from highest to lowest score, grouped either by building or teacher.
 - Regents Group Item Analysis reports provide options for analyzing student performance for the district, building, or teacher by question or standard.
 - Regents Student Item Analysis reports generate a report analyzing each individual student's performance on the selected exam, by standard or by question.

The "Scores by Part" report is a recommended score report. For Regents, it displays the scale score and exam part scores for a student with failing scores highlighted in yellow. For NYSITELL, it displays the performance level and modality scores for a student with invalid test levels highlighted in yellow. To run this report:

1. From the Reports screen, select the **Score by Parts** report.
2. On the Report Parameters Screen:
 - a. Select your district from the 'Pick district' drop-down list.
 - b. If you'd like to generate a report for a specific location within your district, select that location from the 'Location' drop-down list.
 - c. **For Regents**, select the exam for the report from the Assessment list. When selecting the exam, the school year will display at the beginning of the exam name. The school year is 06-30-xxxx (i.e. 2016-06-30 represents the 2015-16 school year). August "belongs" to the following school year (i.e. August 2015 is in the 2015-16 school year and will have 2016-06-30 in the exam name).
 - d. **For NYSITELL**, select the test date range from the calendar boxes for the assessments to be displayed on the report.
 - e. Select the **Submit** button.
3. **For Regents**, the Score by Parts report will display a list of students alphabetized by last name, their student ID numbers, their scaled scores, and their performance on each subcomponent of the selected exam. Students with a scale score less than 65 are highlighted in yellow.

For NYSITELL, the Score by Parts report will display a list of students alphabetized by last name by grade level. The student ID, test date, performance level, and the modality score out of the total possible points are included for each student. Students who have been administered the wrong level of the tests based on the grade and test date are highlighted in yellow. (These students are to be retested with the correct test level).

8 EduTech Contact Information

Help Desk - 1-800-722-5797 Menu Option 7 then 1

Email – testscoring@edutech.org

EduTech Regents Scanning Documentation Page - <https://www.edutech.org/resources/test-scoring>

Or start at www.edutech.org and click on resources. Scroll to the bottom of the list at the right and look for State Assessment Support.