

MHRIC Testing Services

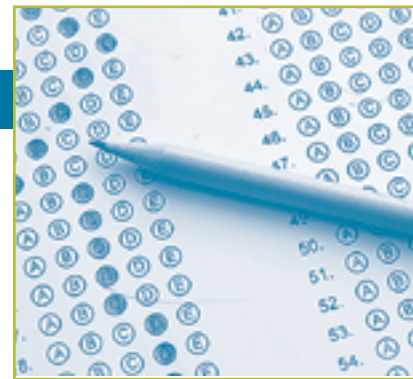
Scope of Services Document



OVERVIEW OF SERVICE





The MHRIC Testing Services is a mandatory service to assist districts with all of their state assessment needs. This service includes all:

- Grade 3-8 Mathematics and English Language Arts (ELA) exams including computer-based and paper-based options
- New York State Alternate Assessment (NYSAA) CBT exams
- New York State Identification Tests for English Language Learners (NYSITELL)
- New York State English as a Second Language Achievement Tests (NYSESLAT)
- New York State Tests in Science
- Regents non-secure materials including essay booklets and reference tables
- New York State Regents exams



Service Benefits

- A Unlimited customer support and issue resolution including email, phone, and virtual support
- B Presentations on—and dissemination of—information from NYSED including reminders and guidance
- C Assistance with answer sheets: from roster creation to answer sheet creation, printing, quality control, delivery, scanning, and processing; assistance with the test-ordering process
- D Computer-Based Testing assistance including oversight of CBT and assistance with the transition to CBT
- E Post-Exam assistance with reconciling discrepancies, exporting and correcting response migration errors, summer clean-up, and reporting systems

	MHRIC Responsibilities	LEA Responsibilities
<p>NYSAA CBT Grades 3-12</p> 	<ul style="list-style-type: none"> Disseminate information from SED on DLM testing process Check that program services have been entered, locked and created prior to SED extract Check DLM platform for students after extract (locations, students over 18) Remind districts of the requirements for NYSAA CBT testing prior to deadline (Jan) Resolve issues of students remaining in previous districts in KITE Resolve issues of students remaining in previous districts Assist administrators in creating rosters and adding students Export test status report at end of administration 	<ul style="list-style-type: none"> Enter students into SMS Meet technology requirements and complete certification Enter/activate users (teachers) Ensure teachers who will be administering NYSAA complete required trainings Ensure teachers sign the security agreement Enter/verify student data in Educator Portal Create rosters Complete student Access Profiles Complete student First Contact Survey Administer NYSAA test to students CBT - Enter test status for non-completers Check Level 2, SIRS-302 for data. If discrepancies, contact MHRIC
<p>ELA/Math Grades 3-8</p> 	<ul style="list-style-type: none"> Host monthly meetings covering various aspects of data reporting Host quarterly DDC meetings as well as a special post-meeting session to answer additional mentee questions 	<ul style="list-style-type: none"> Attend all scheduled meetings Disseminate information learned in the sessions to appropriate parties within the district Actively participate in all sessions and ask clarifying questions
<p>NYSITELL</p> 	<ul style="list-style-type: none"> Liaison between districts for NYSITELL/NYSESLAT scores/status Assist on the state-wide level in creating NYSITELL forms and working with scoring vendors Ensure fast turn-around time from vendor so district can meet mandated deadlines 	<ul style="list-style-type: none"> Complete entry questionnaire and administer exam within the first 10 days of enrollment Scan completed exams Ensure scanner is clean and maintained, and that scans are readable
<p>NYSESLAT Grades K-12</p> 	<ul style="list-style-type: none"> Liaison between districts for NYSITELL/NYSESLAT scores/status Check that districts/schools have locked and created prior to extract Set up software and extract students from Level 0 Canvass for sorting choice, process test room files Create Answer Sheets file for printing, QC printed sheets, pack sheets for delivery Update software for processing Returned Answer Sheets: unpack, organize, scan, process through software Post Tested/Not Tested Reports to SFTP and notify district Export responses for migration Check for and correct response migration errors 	<ul style="list-style-type: none"> Order test booklets with Metritech Enter students into SMS with program services for ELL Send test room file to MHRIC Inspect answer sheets upon delivery. Contact MHRIC if missing anything Administer NYSAA test to students Return Answer Sheets by SED deadline Review Tested/Not Tested reports and investigate any incomplete records Check Level 2, SIRS-302 for data. If discrepancies, contact MHRIC

SCIENCE Grades 5 & 8



- Check that districts/schools have locked and created prior to extract
- Canvass for sorting choice, process test room files
- Set up software and extract students from Level 0
- Contact 4 BOCES for x-reference spreadsheet for answer sheet delivery
- Create Answer Sheets file for printing, QC printed sheets, pack sheets for delivery
- Update software for processing
- Returned Answer Sheets: unpack, organize, scan, process through software, pack
- Post Tested/Not Tested Reports to SFTP and notify district
- Provide Unofficial Preliminary Score Report
- Export responses for migration
- Check for and correct response migration errors
- Parent Letters/ISRs: create files for printing, check reports, pack



- Enter students into SMS
- Order test booklets
- Inspect answer sheets upon delivery. Contact MHRIC if missing anything
- Administer test to students
- Return Answer Sheets by SED deadline
- Review Tested/Not Tested reports and investigate any incomplete records
- Check Level 2, SIRS-302 for data. If discrepancies, contact MHRIC



Regents



- Canvass and provide reminders for administration contact name(s)
- Create PO estimate spreadsheet for OSC
- Download and prepare Regents answer sheet forms, delete old forms
- Archive old student records
- Print and mail one set of answer sheets for each printer to OSC
- Pull students from SMSs for Regents answer sheet spreadsheets
- Quality control final answer sheet spreadsheet, run through software for print file
- Contact 4 BOCES and P-Tech for x-reference spreadsheet for answer sheet delivery
- Canvass for printing of non-secure materials
- Process sorting choice for print file
- Create documentation and assist with cleaning and updating scanners
- Create Answer Sheets file for printing, QC printed sheets, pack sheets for delivery
- Update assessment table for each administration
- Pull Regents scanned batches into Regents software, assist with any corrections
- Monitor batches of scanned answer sheets and OSC responses
- Investigate and clean up answer sheets that do not process in rogue batches
- Download conversion charts in the evening

- Enter students in courses/sections in SMS
- Download Teleforms from SFTP if needed
- Check spreadsheet: add any OOD, retakes, 8th graders, honors, etc. to MHRIC
- Clean scanner prior to administration
- Inspect answer sheets upon delivery. Contact MHRIC if extras needed
- Administer Regents exams
- Scan Regents exams
- Scrub batches that are ready in ASAP
- Verify students on Regents Score by Parts against roster
- Add assessments files to SMS
- Add remaining assessments to SMS that are on the discrepancy report
- Check Level 2, Annual Regents SIRS-309 for data. If discrepancies, contact MHRIC

	MHRIC Responsibilities	LEA Responsibilities
<p>Regents (continued)</p> 	<ul style="list-style-type: none"> • Provide CSV or SMS formatted Regents Files • Run Regents discrepancy reports and assist districts to reconcile • Create hosted students reports and send to hosting districts. • Download Regents Accommodation/Fact files, by request. • Export responses for migration: public districts • Check for and correct response migration errors. • Reconcile OSC Invoice • Send June erasure analysis files to SED and make corrections to district locations • Perform summer clean-up of any data errors for the year 	
<p>Exemptions</p> 	<ul style="list-style-type: none"> • Store original pre-printed answer sheet spreadsheet until guidance is received from SED • Prepare exemption process and advise districts • Post the original pre-printed answer sheet spreadsheet to SFTP and advise districts to edit • Quality Control all submitted spreadsheets for proper formatting • Check that all students on the spreadsheet have demographic and enrollment records in LO • Provide QCed spreadsheet to programmers to create SMS files • Convert spreadsheet to WNYRIC required .csv format for submission to L2 • Upload .csv file to WNYRIC • Record upload in export log and Google sheet • Check EDM and L1C error reports for any records that did not process, usually students who were duplicated on the original spreadsheet. None of these students are recorded • Resubmit any students that were duplicated • Accept additional student files • Accept deletion student files • Send deletions to WNYRIC for processing • Verify deletions were removed from L2 when it refreshes 	<ul style="list-style-type: none"> • Provide an original pre-printed answer sheet spreadsheet • Review the original pre-printed answer sheet spreadsheet and remove or add students according to the guidance published by SED • Post the final spreadsheet to SFTP • Alert MHRIC to any students who should or should not have received exemptions after the spreadsheet was submitted. • Remove any students who did not receive exemptions in the SMS • Verify exemptions on Level 2 once the MHRIC states exemptions are completed • Import the SMS exemption import file into the SMS • Send the additions spreadsheet to the MHRIC • Send the deletions spreadsheet to the MHRIC • Manually update any deletions or additions in the SMS after the import file was received

<p>Exemptions (continued)</p> 	<ul style="list-style-type: none"> • When files have been processed and refreshed on L2: <ul style="list-style-type: none"> • Check that the students who submitted did receive exemptions • If not, check for students who previously passed. They do not receive exemptions • If still no answer, check student's enrollment. Students without a 0011 code enrollment on LO do not receive exemptions (homeschoolers, foreign exchange students, etc.) • If no apparent reason for denial, resubmit student for exemption • Check that students who were sent as deletions do not have exemptions. If they do, resubmit deletion to WNYRIC • When all students who submitted have an exemption or a reason for not getting an exemption, notify the district of those students and why they did not receive an exemption 	
<p>General Support</p> 	<ul style="list-style-type: none"> • Canvass and send reminders for DDC update • Canvass and send reminders for 3-8 Testing Coordinator(s) update • Canvass and send reminders for SFTP access update • Update district contacts continually • Continue customer service for districts and schools • Maintain Gmail contact lists for DDCs, 3-8 Test Coordinators, Aug-Jan-June Regents Coordinators, NYSAA Test Coordinators, NYSESLAT Contacts • Create impact folder and all subfolders for files and reports • Update testing documentation as needed • Participate in conference calls and webinars for Level 1, CBT, NYSITELL, Summer Clean-up, Testing • Issue District reminders for any test-related due dates from SED • Provide presentations for DDC and state meetings • Archive Impact folder and Regents image file 	<ul style="list-style-type: none"> • Provide a consistent DDC contact, and update the MHRIC if the contact changes • Provide a consistent 3-8 Testing Coordinator, and update the MHRIC if the contact changes • Provide a consistent Aug-Jan-June Regents Coordinator, and update the MHRIC if the contact changes • Provide a consistent NYSAA Coordinator, and update the MHRIC if the contact changes • Provide a consistent NYSESLAT Coordinator, and update the MHRIC if the contact changes • Read and properly disseminate content provided by the MHRIC, as appropriate • Participate in all trainings required by the state for test administration

Support/Service Request Procedures

The process for all subscriber incidents and service requests begins by contacting a member of the MHRIC Testing and Reporting Team at **(845) 255-1450 Ext 1220**, or by emailing **testcontacts@mhric.org**

Contact and Escalation Procedures

Dr. Mariah Adin, Manager of Analytics and Coordinated Support Services, **(845) 255-1450 ext 1246** or **madin@mhric.org**
Danielle Yeomans, Director, **(845) 255-1450 ext 1258** or **dyeomans@mhric.org**

Pricing

605.120.001 All-Inclusive Testing Service: \$7.82 x RWADA *(Includes full-color Individual Student Reports and Electronic Files)*

605.120.002 Basic Testing Service: \$6.48 x RWADA *(Excludes Individual Student Reports and Electronic files, which are available at additional add-on pricing)*