

QUALITY CONTROL WORKSHOP

*HOW TO PREPARE, PROCESS AND
SUBMIT ANSWER MATERIALS*

FOR

2023 NYS ASSESSMENTS

3-8 ELA AND MATH

SCIENCE 8



WORKSHOP AGENDA

- WHAT IS QUALITY CONTROL?
- TESTING SCHEDULE AND TIMELINE
- 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 WHAT WE COUNT ON

Quality is never an accident.
It is always the **result**
of intelligent effort.



WHO SHOULD HANDLE QUALITY CONTROL?

DISTRICT DATA COORDINATOR

TESTING COORDINATOR

SUPPORT STAFF

BUILDING PRINCIPAL

TEACHERS/PROCTORS



NYS TESTING SCHEDULE



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT
89 Washington Avenue, Room 775 EBA
Albany, New York 12234

January 2023

TO: District Superintendents
Superintendents of Schools
Charter School Leaders
Religious and Independent School Principals

FROM: Zachary Warner *Z Warner*

SUBJECT: 2022-23 Elementary- and Intermediate-level Testing Schedule

2022-23 School Year

Operational Test	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science	Monday, March 13 – Friday, June 9	Make-ups must be given within the testing window	N/A	N/A
Grades 3-4 English Language	Paper-based	Wednesday, April 19 – Friday, April 21*	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4
	Computer-based	Wednesday, April 19 – Wednesday, April 26	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4
Grades 3-4 Mathematics	Paper-based	Tuesday, May 2 – Thursday, May 4	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17
	Computer-based	Tuesday, May 2 – Tuesday, May 9	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17
NYSESLAT Speaking	Monday, April 17 – Friday, May 26	Make-ups must be given within the testing window	Speaking is usually scored as it is administered.	Monday, June 12
NYSESLAT Listening, Reading, Writing	Monday, May 15 – Friday, May 26	Make-ups must be given within the testing window	Tuesday, May 30 – Friday, June 9	Monday, June 12
Grade 8 Science Performance Test	Tuesday, May 23 – Friday, June 2	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 15
Grade 8 Science Written	Monday, June 5	Tuesday, June 6 – Friday, June 9	Following make-up dates, but no later than Thursday, June 15	Thursday, June 15

*In Spring 2023, some schools may be closed on Friday, April 21st in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21st may use Monday, April 24th as an administration date for these exams.
In Spring 2023, there will not be an administration of the Grade 4 Science Test. This is to support the transition to the new Grade 5 Elementary-level Science Test measuring the new NYS P-12 Science Learning Standards, which commences in Spring 2024.

2023 Field Test Dates

Field Test	Administration Dates
NYSESLAT	Tuesday, May 30 – Tuesday, June 13
Grades 3-8 English Language Arts and Mathematics	Computer-based
	Monday, May 15 – Friday, June 2
Grades 5 and 8 Science	Paper-based
	Monday, May 22 – Friday, June 2
Grades 5 and 8 Science	Computer-based
	Monday, May 15 – Friday, June 2
Grades 5 and 8 Science	Paper-based
	Monday, May 1 – Friday, May 19

STUDENT DATA SERVICES TIMELINE



IMPORTANT TEST SCORING DATES 2022-2023 Preliminary Timeline (As of 1/17/23)

Activity	NYSAA	ELA 3-8	Math 3-8	NYSESLAT	Science 8	Jan. 2023 Regents	June 2023 Regents	Aug. 2023 Regents
Test Room files posted to the district SFTP site	NA	1/16	1/30	NA	3/6	1/24-1/27	6/1, 6/14-6/22	8/16-8/17
Sort Order Form	NA	12/15	12/15	NA	12/15	12/17	TBD	TBD
CSV files for Regents PRINTING	NA	NA	NA	NA	NA	12/17	TBD	TBD
Data Pull - for PRINTING	NA	1/16	1/30	2/14	3/6	TBD	NA	NA
Data Pull - for EDITING	NA	5/4	5/17	TBD	6/15	NA	NA	NA
Administration of Tests	3/13 - 6/9	P 4/19 - 4/21* C 4/19 - 4/26	P 5/2 - 5/4 C 5/2 - 5/9	SPEAKING 4/17 - 5/26 L,R,W 5/15-5/26	PERFORMANCE 5/23 - 6/2 WRITTEN 6/5	1/24 - 1/27	6/1, 6/14 - 6/22	8/16 - 8/17
Make-up Testing	Must be given within the testing window	P 4/24 - 4/28 C 4/24 - 4/28	P 5/5 - 5/11 C 5/5 - 5/11	SPEAKING and L,R,W must be given within the testing window	PERFORMANCE Must be given within the testing window WRITTEN 6/6 - 6/9	NA	NA	NA
Scoring of Constructed Response	NA	P and C 4/24 - 5/4	P and C 5/5 - 5/17	SPEAKING is scored as it is administered L,R,W 5/30 - 6/9	PERFORMANCE May start immediately following administration WRITTEN Following make-up dates but no later than 6/15	as required	Rating Day 6/23	as required
Final Date to Submit Answer Sheets to Scanning Center* (May be returned before this date)	NA	P 5/4	P 5/17	6/12	6/15	NA	NA	NA

Phone: 631-218-4195

Fax: 631-240-8967

Contact DWTSHelp@esboces.org

P = Paper based testing

C = Computer based testing

*In Spring 2023, some schools may be closed on Friday, April 21 in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21 may use Monday, April 24 as an administration date for these exams.

FINAL DATES TO SUBMIT ANSWER SHEETS

- ELA- MAY 4, 2023
- MATH- MAY 17, 2023
- NYSESLAT-JUNE 12, 2023
- SCIENCE 8-JUNE 15, 2023



NOTE: SHEETS MAY BE RETURNED BEFORE THESE DATES

**NO APPOINTMENT NECESSARY
MONDAY-FRIDAY 8:00AM-3:00PM**

**THESE DATES ARE FOR *SHEET* RETURN AND WILL BE
DIFFERENT FOR SUBMITTING BOOKLETS FOR FULL SERVICE
SCORING**

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 CONSTRUCTED 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. SDS THEN MATCHES THE SCANNED MULTIPLE CHOICE ANSWERS WITH THE SCORES.
- THE DATA IS THEN VALIDATED AND REPORTED TO SED

CBT IMPORTANT DATES

- FEBRUARY 23RD WAS THE DEADLINE TO UPLOAD DEMO, ENROLLMENT AND PROGRAMS TO BE USED FOR OPERATIONAL ELA AND MATH
- STUDENTS WHO ENTERED THE DISTRICT AFTER FEB. 23RD, CAN BE MANUALLY ENTERED INTO NEXTERA
- THE STUDENT AND CLASSES TABS WILL BE AVAILABLE ON NEXTERA ON MARCH 13TH
- THE TEST TABS WILL OPEN FOR ELA AND MATH ON APRIL 3RD
- THE WINTER TRAINING SESSION IS NOW POSTED TO THE CBT SUPPORT WEBSITE
- FOR MORE PRACTICE, THERE ARE QUESTION SAMPLERS ON THE CBT SUPPORT WEBSITE



SCORING OPTIONS FOR CONSTRUCTED RESPONSE

- FULL SERVICE SCORING-COORDINATED BY EDUCATIONAL SUPPORT SERVICES (ESS) AT ESBOCES

DISTRICT MUST REGISTER FOR THIS SERVICE

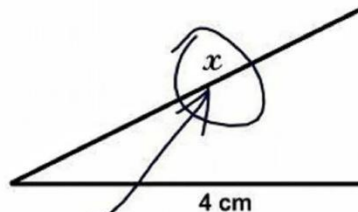
BOOKLETS ARE SUBMITTED ON SCHEDULED DROP OFF DAYS

ANSWER SHEETS ARE STILL SUBMITTED TO TEST SCORING

- DISTRICT CAN SCORE THEIR OWN

- VENDOR SCORING COORDINATED BY THE DISTRICT

3. Find x .



Here it is

~~8.~~ The first cells were probably...?

lonely.

DATA FLOW



LEVEL 0

➤ DEMOGRAPHICS-ALL STUDENTS

➤ ENROLLMENT-ALL STUDENTS

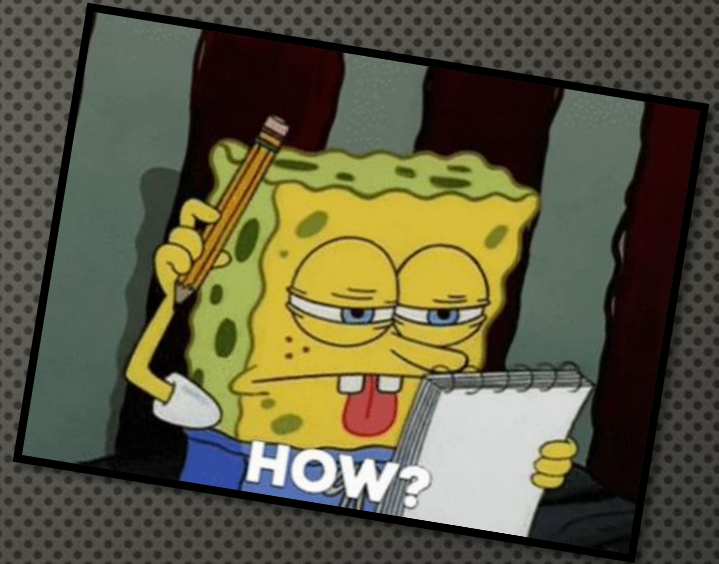
➤ PROGRAM SERVICES:

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, 2023 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 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.

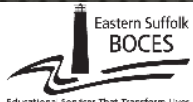
VERIFY THAT THE DOCUMENTS ARE PRINTED BY THE SORT YOU ORDERED

CONTACT DWTShelp@esbores.org OR 631-218-4195 IF THERE IS AN ISSUE WITH THE TESTING MATERIALS.

DO NOT WAIT UNTIL TEST DAY!



SAMPLE CLASS ROSTER



Class Roster
 2022 - 2023
ELA - Grade 3

0061
 007
 HomeRoom: 204
 Date: 02/27/23 10:13 AM

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	Bk Form Ltr #	Session 1								Session 2							
			T	A	R	E	E	E	O	T	A	R	E	E	O			
1) 0001	Amaya Day Williams																	
2) 0001	Barry Gilling, John B																	
3) 0001	Caroline Roberts, John B																	
4) 0001	Carson, Robert B																	
5) 0001	Clara, Robert B																	
6) 0001	David Matthews, Robert B																	
7) 0001	Davidson, Robert B																	
8) 0001	Davidson, Robert B																	
9) 0001	Davidson, Robert B																	
10) 0001	Davidson, Robert B																	
11) 0001	Davidson, Robert B																	
12) 0001	Davidson, Robert B																	
13) 0001	Davidson, Robert B																	
14) 0001	Davidson, Robert B																	
15) 0001	Davidson, Robert B																	
16) 0001	Davidson, Robert B																	
17) 0001	Davidson, Robert B																	
18) 0001	Davidson, Robert B																	
19) 0001	Davidson, Robert B																	
20) 0001	Davidson, Robert B																	

Total Number Of Students Listed

20

➤ TESTED/NOT TESTED REASONS

T = Tested
A = Absent
R = Refused
O = Other
AE= Admin Error
ME= Med Excused
NE= Not Enrolled
~~**RL= Remote Instruction Only**~~





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 _____
2) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
3) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
4) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
5) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____

NEW TESTING FORMATS FOR 2023



- BASED ON NEW YORK STATE NEXT GENERATION LEARNING STANDARD FOR ELA AND MATH
- ELA SESSIONS 1 AND 2 WILL HAVE BOTH MULTIPLE CHOICE AND CONSTRUCTED RESPONSE QUESTIONS
- THERE ARE NOW 2 ANSWER SHEETS FOR ELA AND MATH
- THERE WILL BE AN ADDITIONAL ANSWER BOOKLET FOR ELA SESSION 1
- ELA AND MATH EDUCATOR GUIDES ARE AVAILABLE ON THE STATE WEBSITE

SAMPLE ANSWER SHEETS

ELA AND MATH-2 SHEETS EACH

T80212 District Student ID CO School Level Form Page 1

DO NOT WRITE IN THIS AREA

Session 1

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Question	Score Points	No Response
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

2023 ELA 3

2023 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

RF or RF Plan Accommodations (RF in as many as apply):

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (including braille large type/extra large)
- Method of response
- Use of spell-checking devices/software
- Other

Reason Not Tested

- Administrative error, no score
- Not completed at time of test
- Medically excused
- Taking NYSED
- First year ELL student

ELL Accommodations (RF in as many as apply):

- Separate location
- Braille/dictation and glossaries

Session Codes

- Absent Session 1
- Refused Session 1

3

T80212 District Student ID CO School Level Form Page 2

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 1

Constructed Response

Question	Score Points	No Response
24		
25		

3

T80212 District Student ID CO School Level Form Page 1

DO NOT WRITE IN THIS AREA

Session 1

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Question	Score Points	No Response
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

2023 Math 3

2023 NYS Grade 3 Mathematics Test

RF or RF Plan Accommodations (RF in as many as apply):

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (including braille large type/extra large)
- Method of response
- Use of spell-checking devices/software
- Other
- Braille
- Large type
- Test rest
- RF Accommodations (RF in as many as apply):
- Separate location
- Braille/dictation and glossaries
- Oral Translation
- Response written in native language

FOR ADMINISTRATOR USE ONLY

Session Codes

- Absent Session 1
- Refused Session 1

Reason Not Tested

- Administrative error, no score
- Not completed at time of test
- Medically excused
- Taking NYSED

Alternative Language

- Arabic
- Chinese
- Chinese (Mandarin)
- Chinese (Cantonese)
- Chinese (Hakka)
- Chinese (Fujian)
- Chinese (Shanghai)
- Chinese (Taiwan)
- Chinese (Yunnan)
- Chinese (Zhejiang)
- Chinese (Guangdong)
- Chinese (Guangxi)
- Chinese (Hubei)
- Chinese (Henan)
- Chinese (Jiangsu)
- Chinese (Shandong)
- Chinese (Sichuan)
- Chinese (Tianjin)
- Chinese (Xinjiang)
- Chinese (Yunnan)
- Chinese (Zhejiang)

3

T80212 District Student ID CO School Level Form Page 2

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 1

Constructed Response

Question	Score Points	No Response
26		
27		
28		
29		
30		

3

T80213 District Student ID CO School Level Form Page 2

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 2

Constructed Response

Question	Score Points	No Response
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		

Session Codes

- Absent Session 2
- Refused Session 2

3

T80213 District Student ID CO School Level Form Page 4

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 2

Constructed Response

Question	Score Points	No Response
32		
33		
34		

REQUIRED Scoring Model Code

- Regional Scoring
- Schools from two districts
- Three or more schools within a district
- Two schools within a district (RF only)
- Overhead (RF only)
- Scored by a private contractor (not a BOCES)

Scoring Committee #

3

T80213 District Student ID CO School Level Form Page 3

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 2

Constructed Response

Question	Score Points	No Response
35		
36		
37		
38		
39		
40		

Session Codes

- Absent Session 2
- Refused Session 2

3

T80213 District Student ID CO School Level Form Page 4

DO NOT WRITE IN THIS AREA

2023 NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Session 2

Constructed Response

Question	Score Points	No Response
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		

REQUIRED Scoring Model Code

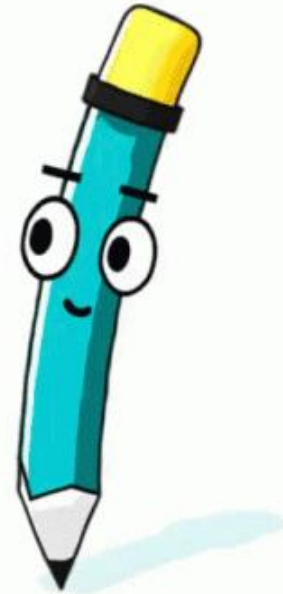
- Regional Scoring
- Schools from two districts
- Three or more schools within a district
- Two schools within a district (RF only)
- Overhead (RF only)
- Scored by a private contractor (not a BOCES)

Scoring Committee #

3

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 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.)
<input type="radio"/> Flexibility in scheduling
<input type="radio"/> Flexibility in setting
<input type="radio"/> Method of presentation (excluding Braille/Large type/Test read)
<input type="radio"/> Method of response
<input type="radio"/> Use of spell-checking device/software
<input type="radio"/> Other
<input type="radio"/> Braille
<input type="radio"/> Large type
<input type="radio"/> Test read
ELL Accommodations (Fill in as many as apply.)
<input type="radio"/> Separate location
<input type="radio"/> 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 NYSA
- ☐ 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 6, 7 AND 8 ONLY

TAKING REGENTS
BUBBLE-USE IF TAKING
MATH REGENTS IN
LIEU OF MATH 6, 7
AND 8 FOR THIS YEAR

LET US KNOW IF YOU
ARE GIVING A
REGENTS AND WE
WILL NOT PRINT THE
ANSWER SHEETS!

Session Codes	Alternate Language
<input type="radio"/> Absent Session 1	<input type="radio"/> Arabic
<input type="radio"/> Refused Session 1	<input type="radio"/> Bengali
	<input type="radio"/> Chinese (Simplified)
	<input type="radio"/> Chinese (Traditional)
	<input type="radio"/> Haitian Creole
	<input type="radio"/> Korean
	<input type="radio"/> Russian
	<input type="radio"/> Spanish

Reason Not Tested
<input type="radio"/> Administrative error, no score
<input type="radio"/> Not enrolled at time of test
<input type="radio"/> Medically excused
<input type="radio"/> Taking NYSAA
<input type="radio"/> Taking Regents

ALTERNATE LANGUAGE 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



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						
AMN							AMN						
T	A	R	E	E	E	O	T	A	R	E	E	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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. If the student refuses after answering more than 1 question, the student will receive a score based on the questions completed.

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, 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 CONSISTS OF 2 PARTS; ALPHA AND NUMERIC. BE SURE TO BUBBLE THIS CORRECTLY!

BOOK FORMS ARE FOR ELA AND MATH FOR SESSION 1 ONLY

Session 1

Session 1 Form

Letter	Number
(A) (G) (M)	(3) (9) (15)
(B) (H) (N)	(4) (10) (16)
(C) (I)	(5) (11)
(D) (J)	(6) (12)
(E) (K)	(7) (13)
(F) (L)	(8) (14)

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-Constructed Response –Session 1 and 2
Math-Constructed Response-Session 2 Only



Session 1

Constructed Response

Question	Score Points	No Response
24	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> A
25	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> A

Session 2

Constructed Response

Question	Score Points	No Response
32	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> A
33	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> A
34	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2	<input type="radio"/> A

2023 NYS Grade 3 Mathematics Test

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

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 APPLIES TO PBT AND CBT

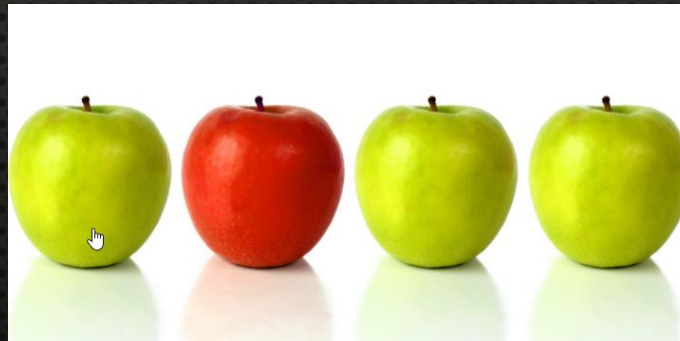
Session 1	
Session Codes	
<input checked="" type="radio"/>	Absent Session 1
<input type="radio"/>	Refused Session 1

REFUSED BUBBLES

THE SAME BUT A LITTLE DIFFERENT

REFUSED BUBBLES ARE AVAILABLE FOR EACH SESSION OF THE TEST. PLEASE NOTE REFUSED ON ROSTER. **REFUSED BUBBLE WILL BE OVERWRITTEN IF ANSWERS EXIST IN THAT SECTION. IF REFUSED ONLY ONE PART AND TOOK THE OTHER PART, STUDENT WILL RECEIVE A SCORE BASED ON THE PART COMPLETED. APPLIES TO PBT AND CBT.**

Session 1	
Session Codes	
<input type="radio"/>	Absent Session 1
<input checked="" type="radio"/>	Refused Session 1



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).

BE CAREFUL

**THINK BEFORE
YOU ACT**

Required information:

Room/Teacher
are optional

Session 1 Form							
Letter	Number						
A	1	1	A	1	A	1	A
B	2	2	A	2	A	2	A
C	3	3	A	3	A	3	A
D	4	4	A	4	A	4	A
E	5	5	A	5	A	5	A
F	6	6	A	6	A	6	A
G	7	7	A	7	A	7	A
H	8	8	A	8	A	8	A
I	9	9	A	9	A	9	A
J	10	10	A	10	A	10	A
K	11	11	A	11	A	11	A
L	12	12	A	12	A	12	A
M	13	13	A	13	A	13	A
N	14	14	A	14	A	14	A
O	15	15	A	15	A	15	A
P	16	16	A	16	A	16	A
Q	17	17	A	17	A	17	A
R	18	18	A	18	A	18	A
S	19	19	A	19	A	19	A
T	20	20	A	20	A	20	A
U	21	21	A	21	A	21	A
V	22	22	A	22	A	22	A
W	23	23	A	23	A	23	A
X	24	24	A	24	A	24	A
Y	25	25	A	25	A	25	A
Z	26	26	A	26	A	26	A
	27		A		A		A
	28		A		A		A

2023

ELA 6

2023 NYS Grade 6 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations (Fill in as many as apply.)	Session Codes
<input type="checkbox"/> Flexibility in scheduling <input type="checkbox"/> Flexibility in setting <input type="checkbox"/> Method of presentation (excluding Braille/Large type/Test read) <input type="checkbox"/> Method of response <input type="checkbox"/> Use of spell-checking device/software <input type="checkbox"/> Other _____ <input type="checkbox"/> Braille <input type="checkbox"/> Large type <input type="checkbox"/> Test read	<input checked="" type="radio"/> Absent Session 1 <input checked="" type="radio"/> Refused Session 1

Reason Not Tested
<input type="checkbox"/> Administrative error, no score <input type="checkbox"/> Not enrolled at time of test <input type="checkbox"/> Medically excused <input type="checkbox"/> Taking NYSAA <input type="checkbox"/> First-year ELL Student

ELL Accommodations (Fill in as many as apply.)
<input type="checkbox"/> Separate location <input type="checkbox"/> Bilingual dictionaries and glossaries

VALIDITY RULES

ALL VALIDITY RULES CAN BE FOUND IN THE SIRS MANUAL PAGES 83-99
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: ANSWER OR SCORE BUBBLES OVERRIDE CODE

97-ADMINISTRATIVE ERROR

RULE: CODE OVERRIDES ANY ANSWER OR SCORE BUBBLES

99-ABSENT


RULE: CODE OVERRIDES ANY ANSWER OR SCORE BUBBLES

LABEL ANSWER BOOKLET COVER(S) WITH STUDENT'S NAME

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

GRADE 3 ELA SESSION 2


Name: **Julia Roberts**



School: 777 Gr 03
800000000 - Last Name, First Name

2023
English Language Arts
Session 2

Student Name: **Julia Roberts**



School: 777 Gr 03
800000000 - Last Name, First Name


State
Testing Program

Answer Booklet
2023
English Language Arts
Session 1

Grades **3-4**

GRADE 3 MATH SESSION 2

Name: **Julia Roberts**




School: 777 Gr 03
800000000 - Last Name, First Name

2019
Mathematics Test
Session 2

Grade **3**

May 1-3



School: 777 Gr 03
800000000 - Last Name, First Name

THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE TEST
WRITTEN TEST
JUNE 5, 2023

Student Name **Julia Roberts**

School Name _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.

The questions on this test measure your knowledge and understanding of science. The test has two parts. Both parts are contained in this test booklet.

Part I consists of 45 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.

Part II consists of 30 open-ended questions. Write your answers to these questions in the spaces provided in this test booklet.

You may use a calculator to answer the questions on the test if needed.

You will have two hours to answer the questions on this test.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Science 8



- Science 4 is no longer given-will be back as Science 5 next year
- Science 8-paper only this year-next year Science 5 and 8 will be CBT
- Be sure scores for **Written** and **Performance** are bubbled on the sheet if not scoring with Full Service Scoring
- If student was Absent or Refused for Written, darken the appropriate bubble
- Exam Sections:
 - Written** has 2 components (both required)
 - Part 1-multiple choice
 - Part 2-short answer questions
 - Performance**-3 stations
- Remember to have a plan for scoring!

SCIENCE WRITTEN AND PERFORMANCE

TS0550 District Student ID CD School Level Page 1 Form

DO NOT WRITE IN THIS AREA

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
 USE A No. 2 PENCIL CORRECT: ● INCORRECT: ✗

87 or 504 Plan Accommodations (fill in as many as apply)

- ☐ Flexibility in scheduling/testing
- ☐ Flexibility in setting
- ☐ Method of presentation (excluding braille, large type/word read)
- ☐ Method of response
- ☐ Use of spell-checking device/software
- ☐ Other
- ☐ Braille
- ☐ Large type
- ☐ Test read

811 Accommodations (fill in as many as apply)

- ☐ Time extension
- ☐ Separate location
- ☐ Bilingual dictionary/glossary
- ☐ Translated edition
- ☐ Oral translation
- ☐ Responses written in native language

Reasons Not Tested

- ☐ Absent for entire test
- ☐ Refused to take entire test
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSAA
- ☐ Took Science 8 in grade 7
- ☐ Taking Regents

Translated Editions

- ☐ Arabic
- ☐ Bengali
- ☐ Chinese (Simplified)
- ☐ Chinese (Traditional)
- ☐ Haitian Creole
- ☐ Korean
- ☐ Russian
- ☐ Spanish

For Scanning Center Use Only

8

NYS Grade 8 Intermediate-Level Science Test 2023

Written Test Part I

Sample Question 8-1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

TS0550 Page 2

NYS Grade 8 Intermediate-Level Science Test 2023

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
 USE A No. 2 PENCIL CORRECT: ● INCORRECT: ✗

8

Written Test Part II

Record the credits earned for each question listed below.

Session Codes																																							
<input type="checkbox"/> Absent Written Test																																							
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85

Performance Test, Form A

Record the credits earned for each question in Stations 1, 2, and 3.

Session Codes		
<input type="checkbox"/> Absent Performance Test		
Station 1	Station 2	Station 3
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9		

Score Bubbles Not required if scoring with Full Service Scoring!!

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!



OUT OF DISTRICT STUDENTS

- IT IS THE RESPONSIBILITY OF THE DISTRICT TO SEND AND RECEIVE ALL ASSESSMENT MATERIALS FOR STUDENTS IN OUT-OF-DISTRICT PLACEMENTS OTHER THAN BOCES
- WSB AND ESB ARE ALL CBT FOR 2023

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 82)

Assessments by Birth Date/Age for Ungraded Students in 2022–23

Assessments	Birth Dates	Reaches This Age Between September 1, 2022 and August 31, 2023
Grade K: NYSESLAT	Any date after August 31, 2016	6
Grade 1: NYSESLAT	September 1, 2015—August 31, 2016	7
Grade 2: NYSESLAT	September 1, 2014—August 31, 2015	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013—August 31, 2014	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2012—August 31, 2013	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010—August 31, 2011	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009—August 31, 2010	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2008—August 31, 2009	14
Grade 9: NYSESLAT	September 1, 2007—August 31, 2008	15
Grade 10: NYSESLAT	September 1, 2006—August 31, 2007	16
Grade 11: NYSESLAT	September 1, 2005—August 31, 2006	17
Grade 12: NYSESLAT	Born on or before August 31, 2005	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2004—August 31, 2005	18

RETURN COUNT SHEETS WITH EACH GRADE AND SUBJECT

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



Cover Sheet for Returning ELA Answer Sheets to Eastern Suffolk BOCES 2023

Test: ELA

Grade 3

Date Due: May 4, 2023

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

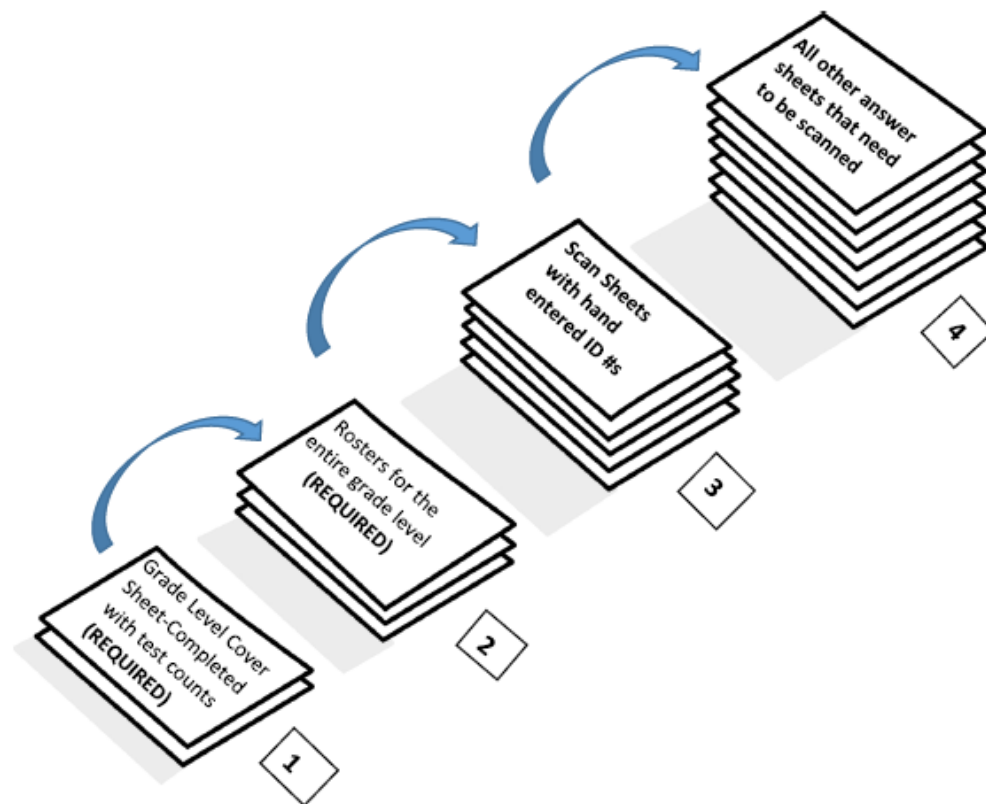
***BE SURE COUNTS ARE CORRECT-INCLUDE ANSWER SHEETS WITH REASON NOT TESTED IN THE COUNT**

***PROVIDE US WITH CONTACT PERSON'S NAME AND PHONE NUMBER**

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		UFSD		Date: 02/27/12	
Educational Services That Transform Lives		2010 - 2011				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	29	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)
 - ▶ 58-TOOK CBT
 - ▶ 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.*

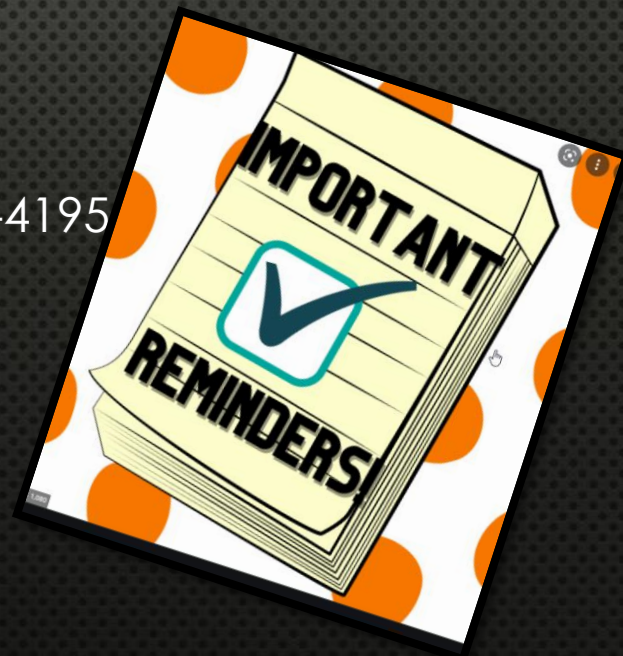
NEW	A barcode label must be placed on the FRONT of each booklet containing the student's written responses. Verify that the name on the label matches the student name on the book.
✓	#2 Pencil must be used for bubbling / scoring.
✓	No post-it notes, paper clips, or anything obscuring bubbled answers can be left on the answer sheets.
✓	Erasures must be clean. If necessary, <u>carefully</u> 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. <i>(Torn or damaged sheets cannot be processed. See the School Administrator's Manual for guidelines.)</i>
✓	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 bubbles filled in <u>with</u> responses will be considered Absent 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

[HTTP://WWW.P12.NYSED.GOV/ASSESSMENT](http://www.p12.nysed.gov/assessment)

[HTTP://WWW.NYSED.GOV/STATE-ASSESSMENT/GRADES-3-8-ELA-AND-MATH-TEST-MANUALS](http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals)

[HTTP://WWW.P12.NYSED.GOV/IRS/SIRS](http://www.p12.nysed.gov/irs/sirs)

[HTTPS://DATACENTRAL.ESBOCES.ORG](https://datacentral.esboCES.org)

[HTTPS://SCORING.ESBOCES.ORG](https://scoring.esboCES.org)

Student Data Services

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

QUESTIONS ABOUT FULL SERVICE
SCORING

PHONE:

631-244-4243

EMAIL:

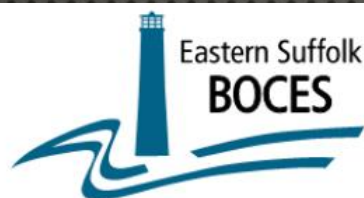
SCORING@ESBOCES.ORG

WEBSITE:

SCORING.ESBOCES.ORG

We strive for
perfection but
will settle for
mere excellence!





Eastern Suffolk BOCES Board and Administration

President
Lisa Israel

Vice President
William K. Miller

Member and Clerk
Fred Langstaff

Members
Arlene Barresi
Linda S. Goldsmith
William Hsiang
Susan Lipman

Joseph LoSchiavo
Anne Mackesey
James F. McKenna
Brian O. Mealy

Catherine M. Romano
Robert P. Sweeney
Norman A. Wagner
John Wyche

District Superintendent
David Wicks

Chief Operating Officer
Ryan J. Ruf

Associate Superintendent
Claudy Damus-Makelele – Educational Services

Associate Superintendent
James J. Stucchio – Management Services

Assistant Superintendent
Christopher Cook – Human Resources

Directors
Leah Arnold – Career, Technical and Adult Education
Kate Davern – Educational Support Services
Mark Finnerty – Facilities
April Francis-Taylor – Diversity, Equity, and Inclusivity
Susan Maddi – Administrative Services
Grant Nelsen – Technology Integration
Gina Reilly – Special Education
Darlene Rocas – Regional Information Center
Wendy L. Tromblee – Business Services

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