

Full Service Scoring 2022-2023 N.Y.S. 3-8 ELA, Math, & Science Test Booklet Packaging and Delivery Instructions

Sharon Hayes Ed.D. Assistant Administrative Coordinator

School Data Bank Services

Assessment Services

To Register for
 Full Service Scoring
 Go to esbores.org

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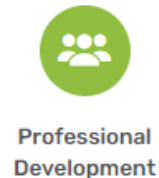
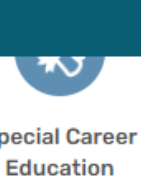
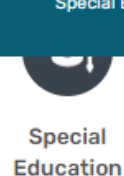
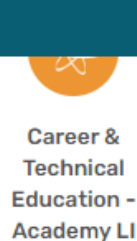
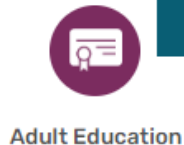
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School Data Bank Services

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Assessment Services - Scoring & Training

Registrations for Assessment Booklet Scoring: Now being accepted through March 1, 2023. [Scoring Registration Website](#)

Full Service Scoring Resources:

- [Full Service Booklet/Constructed Response Scoring Registration Instructions](#) 
- [2022-23 Grade 3-8 Assessment Schedule & Intake Dates](#) 
- [Pricing for 2022-23 Grades 3-8 Assessments Full Service Scoring](#) 

Computer-Based Testing Resources:

- [Important information regarding 2022-23 Computer-Based Tests \(CBT\)](#) 
- [Computer-Based Testing Support Guide \(NYSED Resources\)](#)

Select topic to see related documents:

ELA

Math

Science

NYSESLAT

[2022-23 Educators Guide Grades 3-8 ELA](#) 

[Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2023 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and the Intermediate-level \(Grade 8\) Science Test](#)

[2022-23 Instructions for Submitting Online Requests for Grades 3-8 English](#)

*Complete Your District Registration Through This Link

Questions?

Contact scoring@esboces.org:
631-244-4243

Vanessa Biagioli-Dittrich
Program Administrator

Sharon Hayes Ed.D.
Assistant Administrative Coordinator

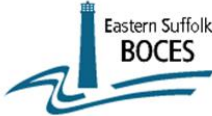
Eileen Jaeger
Senior Office Assistant

Lisa Schiede
Senior Account Clerk



Full Service Scoring Registration

Register for full service scoring by March 1, 2023
at scoring.esboces.org



Welcome,
Sharon Hayes
[Log Out](#)

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Back

Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2022 - 2023

District:

Select subject to register for scoring:

	ELA	Math	Science	NYSESLAT
Progress				
Registration	<input type="text" value="Completed"/>	<input type="text" value="Not Started"/>	<input type="text" value="Not Started"/>	<input type="text" value="Not Started"/>
Intake				
Preferences	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>	<input type="text" value="Completed"/>

OSC Login Info

[BOCES Administration](#)
[User Administration](#)
[Change Password](#)

Copyright © 2018-2023 Eastern Suffolk BOCES
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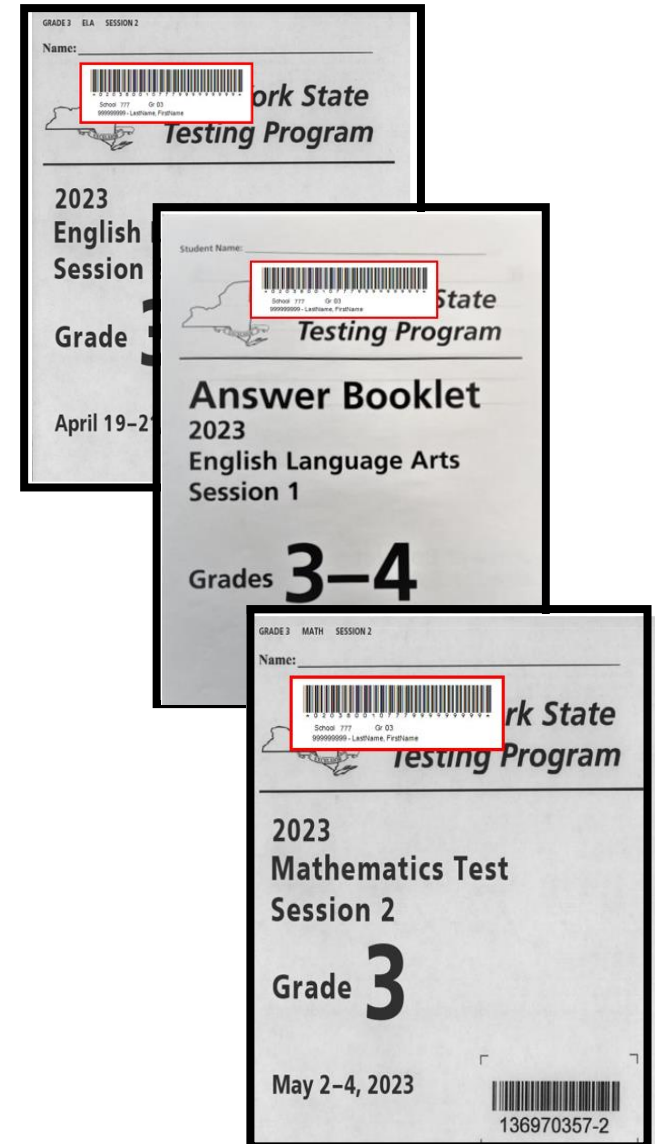
Assessment Intake Dates 2023

All intakes will take place at the Instructional Support Center (ISC) at Sequoya

- April 28, 2023 - ELA Intake Grades 3-8
- May 11, 2023 - Math Intake Grades 3-8
- May 31, 2023 - NYSESLAT Intake
- June 9, 2023 - Science Intake

Preparing Booklets ELA/Math/Science

- Please remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.
- Test booklets are scanned and converted to electronic images for computer scoring
- Each booklet submitted must have a pre-printed student barcode label placed under the hand written student name on the **FRONT** of the booklet



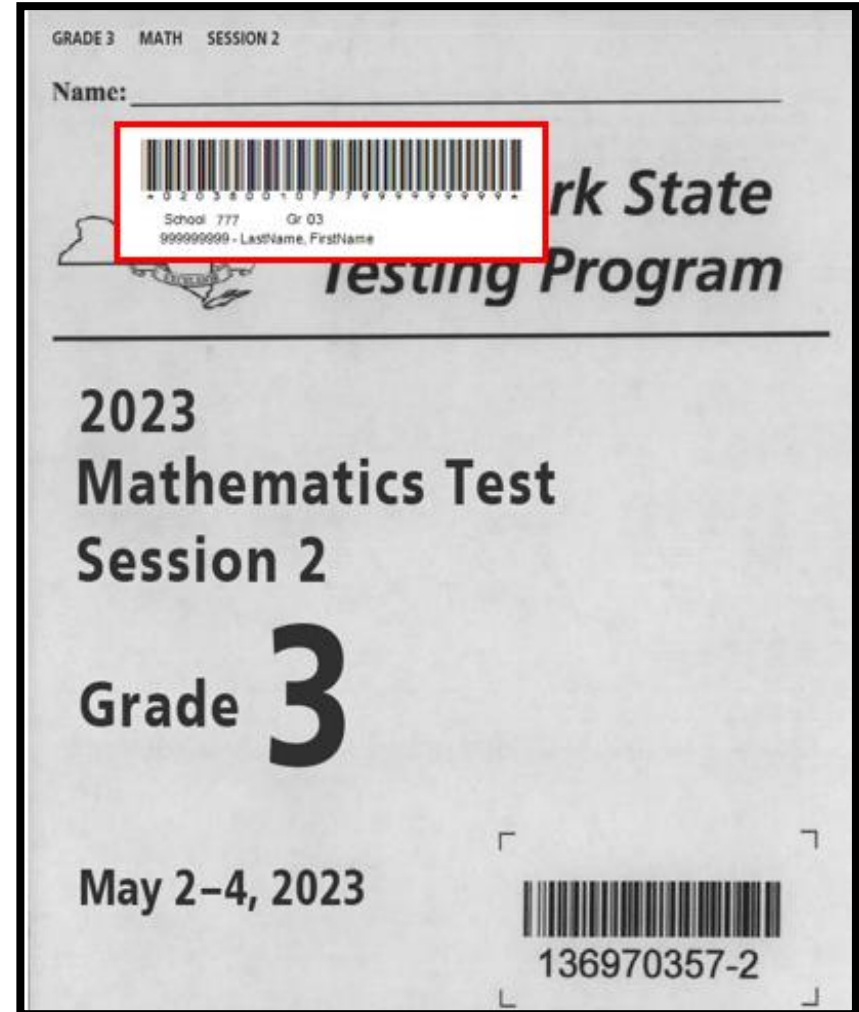
Preparing Packaging Materials

Booklet Box contents

- NYS Test Booklets –
 - ✓ **ELA** Session1 *Answer Booklet* & Session 2 *Booklet* (2 Booklets)
 - ✓ **Math** Session 2 *Booklet* (1 Booklet)
 - ✓ **Science** - Written (1 Booklet) only **or**
Written & Performance (2 Booklets)
- One grade per box per building unless small enough to fit multiple grades in 1 box
- Special case booklets in manila envelopes
- Header Sheet/Roster for each box
- Please utilize sturdy cartons that can handle the weight

Preparing Booklets ELA / Math

Place **student barcode labels** on the **front cover** of each test booklet directly under the student name to help eliminate student booklet mismatches.



GRADE 3 MATH SESSION 2

Name: _____

Student Barcode Label:

School 777 Gr 03
999999999 - LastName, FirstName

Ark State Testing Program

**2023
Mathematics Test
Session 2**

Grade 3

May 2-4, 2023

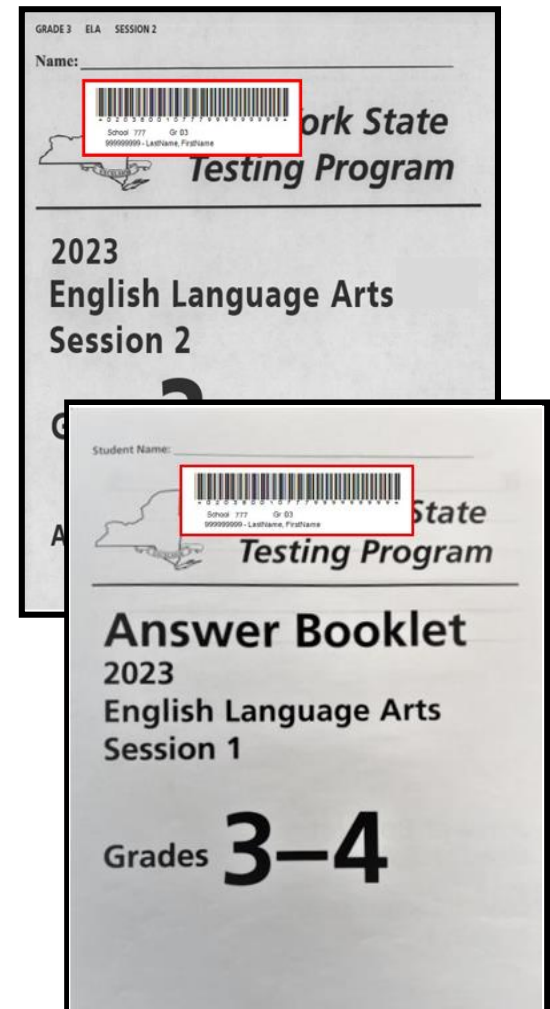
136970357-2

Preparing ELA Test Booklets

New in 2023

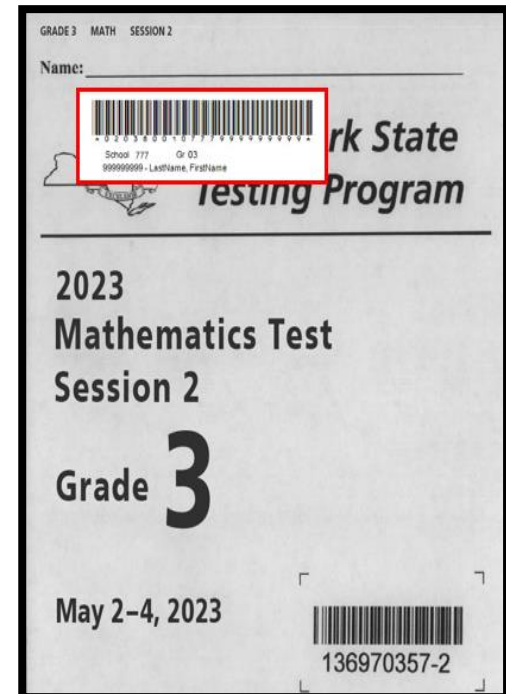
*Return Both ELA Session 1 *Answer Booklet* & Session 2 Booklet for each student

- Place each student's Session 2 Booklet inside the Session 1 *Answer Booklet*, then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student completed any part of the test, submit both booklets, even if one is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.



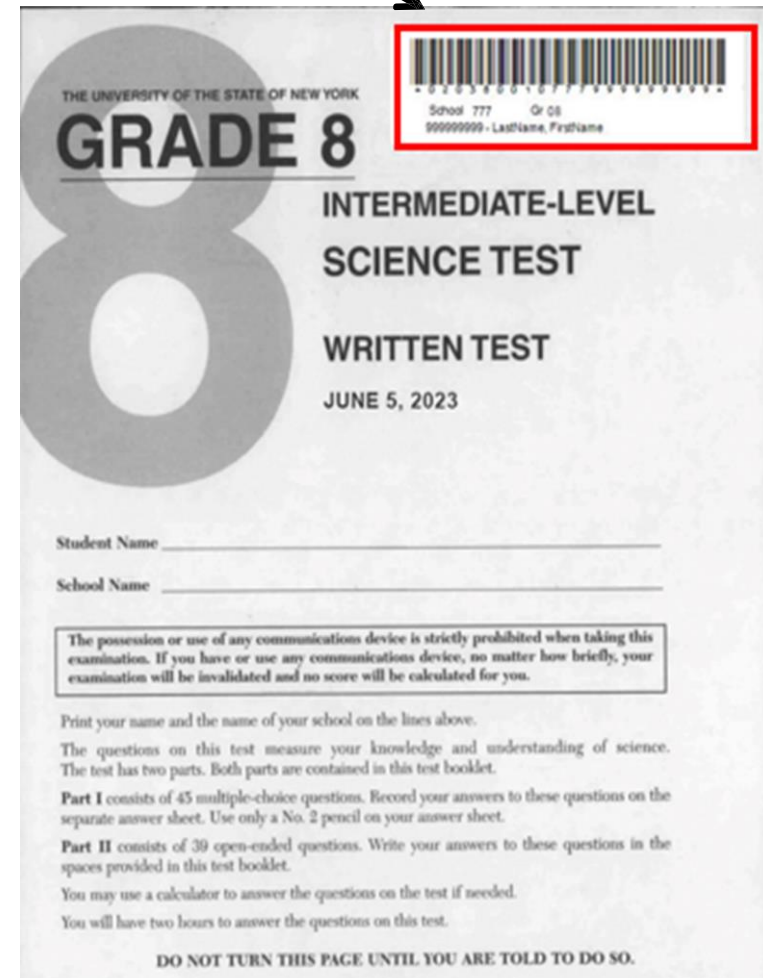
Preparing Math Test Booklets

- Only return Session 2 booklet (1 booklet) for each student.
- Place booklets in groups of 25 students, secured with a rubber band.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
- If a student completed any part of the test, submit Session 2 booklet, even if it is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.



Preparing Science Written Booklets

Place **student barcode labels** on the **top right corner** of the **front cover** of each test booklet to help eliminate student booklet mismatches.



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

Student Name _____
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 39 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.

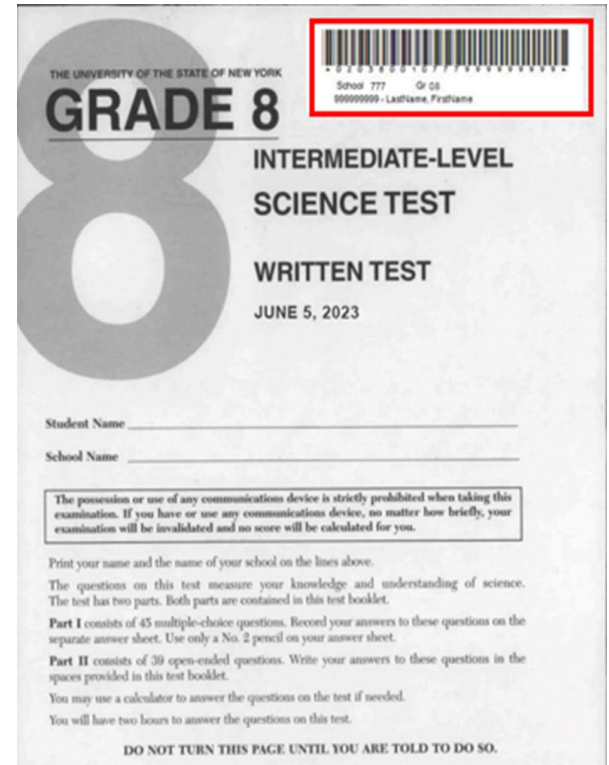
DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Preparing Science Test Booklets

Written Only Districts

If you are returning the Written Booklets only.

- Place booklets in groups of 25 students, secured with a rubber band.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted/checked in appropriately.
- If a student took any part of the test, please return the Written Booklet. Make sure the answer sheet session or reason not tested bubble(s) are filled out.
- Since you are scoring the Performance Booklets yourself you must bubble that section of the answer sheets before returning them to our center.



THE UNIVERSITY OF THE STATE OF NEW YORK

GRADE 8

INTERMEDIATE-LEVEL
SCIENCE TEST

WRITTEN TEST

JUNE 5, 2023

Student Name _____

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 39 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.

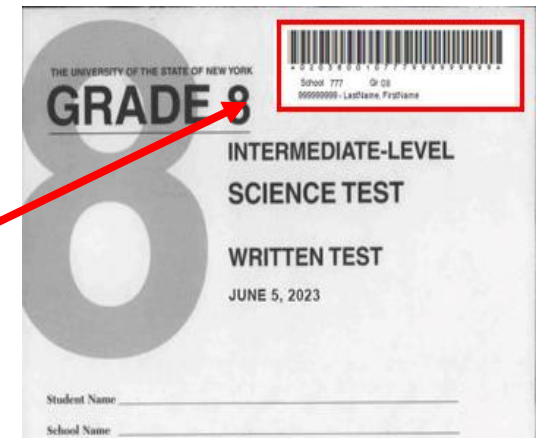
Preparing Science Written & Performance Booklets

Place **student barcode labels**
on the **front cover** of each
Science test booklet

Written - top right corner

Performance – top center

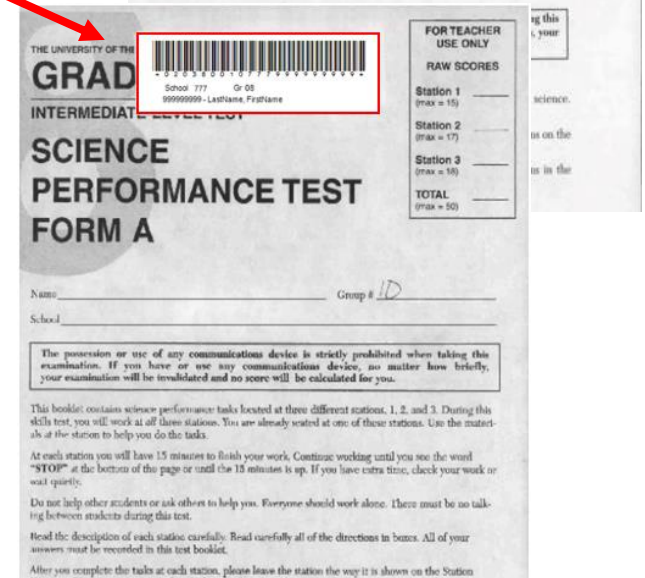
to help eliminate student booklet
mismatches.



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

Student Name _____
School Name _____

School: 777 Gr: 08
999999999-Lastname,Firstname



THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE
PERFORMANCE TEST
FORM A

Name: _____ Group # 10
School: _____

FOR TEACHER USE ONLY
RAW SCORES
Station 1 (max = 15) _____
Station 2 (max = 17) _____
Station 3 (max = 18) _____
TOTAL (max = 50) _____

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.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

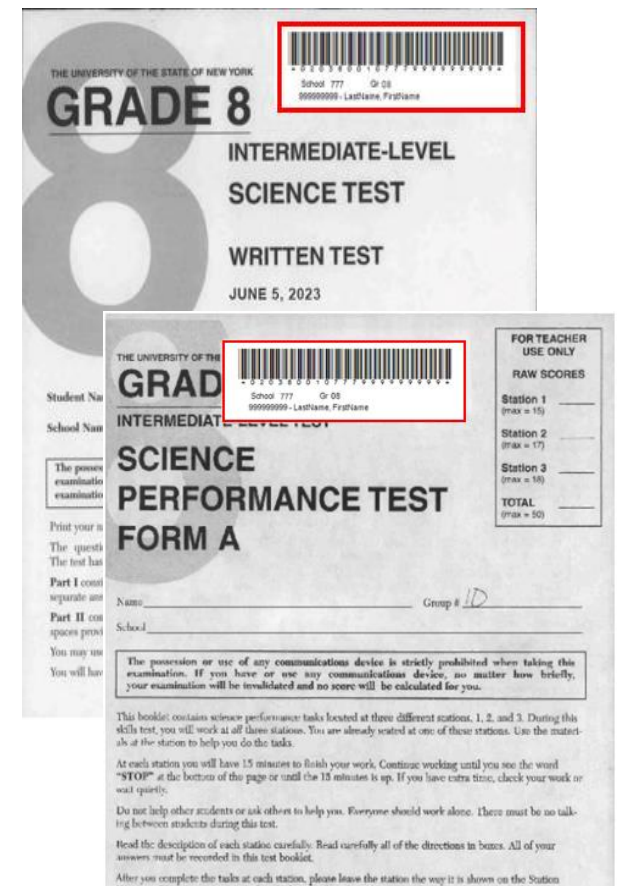
After you complete the tasks at each station, please leave the station the way it is shown on the Station

Preparing Science Test Booklets

Written & Performance Districts

If you are returning the both the Written & Performance Booklets:

- Place each student's Performance Booklet inside the Written Booklet then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student took one of the two test booklets you must submit both booklets as described above.
- If a student did NOT take any part of the test, please do not submit booklets. Make sure the answer sheet sessions or reason not tested bubble(s) are filled out.
- The next slide shows the performance book process



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

Barcode: School 777 Gr 08 00000000 - Lastname, Firstname

Student Name _____
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.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

After you complete the tasks at each station, please leave the station the way it is shown on the Station

FOR TEACHER USE ONLY
RAW SCORES

Station 1 (max = 15)	_____
Station 2 (max = 17)	_____
Station 3 (max = 18)	_____
TOTAL (max = 50)	_____

Preparing Science Test Booklets

Written & Performance Districts

- On the Performance Booklets there must be a group code written on each booklet and the group numbers from the *Appendix III Test Administrator's Record Sheet* must correspond to all booklets inside that box.
- Try to keep booklets with the same group number banded together.

Appendix III

Group Codes

Appendix III
Test Administrator's Record Sheet
Grade 8 Intermediate-Level Science
Performance Test, Form A

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. The information on this record sheet will be needed to accurately score the tests. Be certain to fill in both sides of this sheet completely.

Test Administrator(s): _____ Date: _____

School Name: _____

School District: _____

Station 1: Sorting Creatures
Microscope Power and Data for *Drosophila* on Slide X

Group	Lowest Power Available on Microscope	Field of View Diameter (to nearest 0.5 mm)	Acceptable Range for Field of View (to nearest 0.5 mm)	Length of <i>Drosophila</i> (to nearest 0.5 mm)	Acceptable Range for Length (to nearest 0.5 mm)	Number of Legs That Are Clearly Visible	Acceptable Range for Number of Legs (to nearest 0.5 mm)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Student Test Booklet

THE UNIVERSITY OF THE
GRAD
INTERMEDIATE-LEVEL TEST
**SCIENCE
PERFORMANCE TEST
FORM A**

School: 177 Gr: 08
99999999 - Lastname, Firstname

FOR TEACHER
USE ONLY
RAW SCORES

Station 1 _____ (max = 15)
Station 2 _____ (max = 17)
Station 3 _____ (max = 18)
TOTAL _____ (max = 50)

Name: _____

School: _____

Group # 12

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.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

After you complete the tasks at each station, please leave the station the way it is shown on the Station Diagram. This diagram is located in the lower left corner of your station.

STOP!
Do not go on to the next page until you are instructed to do so.

Preparing Science Test Booklets

Written & Performance Districts

- Make a copy of the *Appendix III Test Administrator's Record Sheet* to put in the box with the booklets - keep a copy at the school
- If you have more than one *Appendix III Test Administrator's Record Sheet* for one box you can NOT have any group codes duplicated between the sheets unless all items are identical.
- To handle this you can create separate boxes or modify one of the two group codes on each booklet affected.
- Keep the *Appendix III Test Administrator's Record Sheet* as they will need to be entered into the box registration website shown later in the presentation.

Appendix III
Test Administrator's Record Sheet
Grade 8 Intermediate-Level Science
Performance Test, Form A

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. The information on this record sheet will be needed to accurately score the tests. Be certain to fill in both sides of this sheet completely.

Test Administrator(s): _____ Date: _____

School Name: _____

School District: _____

Station 1: Sorting Creatures
Microscope Power and Data for Drosophila on Slide X

Group	Lowest Power Available on Microscope	Field of View Diameter (to nearest 0.5 mm)	Acceptable Range for Field of View (±0.5 mm)	Length of Drosophila (to nearest 0.5 mm)	Acceptable Range for Length (±0.5 mm)	Number of Legs That Are Clearly Visible	Acceptable Range for Number of Legs (±1)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Test Administrator's Record Sheet
Grade 8 Intermediate-Level Science
Performance Test, Form A (page 2)

Station 3: Woods and Water
Mass, Length, and Volume for Block B

Group	Mass (to nearest 0.1 g)	Acceptable Range (±1.0 g)	Length of One Side (to nearest 0.1 cm)	Acceptable Range (±0.1 cm)	Volume (to nearest 0.1 cm ³)	Acceptable Range (±3.0 cm ³)	Density (to the nearest 0.1 g/cm ³)	Does Block B sink when placed in water?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Station 3 Note: All Block B specimens must have a density of greater than 1.0 and must sink when placed in water.

Note: If any materials used during the test administration were different from those specified in Appendix I, or if the administration directions were not followed exactly as written, note these differences below. Be specific. These variations can be important when scoring the students' test booklets.

Preparing Science Test Booklets

Written & Performance Districts –Appendix III

Appendix III

Test Administrator's Record Sheet

Grade 8 Intermediate-Level Science Performance Test, Form A

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. **The information on this record sheet will be needed to accurately score the tests.** Be certain to fill in both sides of this sheet completely.

Test Administrator(s): _____ Date: _____

School Name: _____

School District: _____

Station 1: Sorting Creatures

Microscope Power and Data for *Drosophila* on Slide X

Group	Lowest Power Available on Microscope	Field of View Diameter (to nearest 0.5 mm)	Acceptable Range for Field of View (±0.5 mm)	Length of <i>Drosophila</i> (to nearest 0.5 mm)	Acceptable Range for Length (±0.5 mm)	Number of Legs That Are Clearly Visible	Acceptable Range for Number of Legs (±1)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Test Administrator's Record Sheet

Grade 8 Intermediate-Level Science Performance Test, Form A (page 2)

Station 3: Woods and Water

Mass, Length, and Volume for Block B

Group	Mass (to nearest 0.1 g)	Acceptable Range (±1.0 g)	Length of One Side (to nearest 0.1 cm)	Acceptable Range (± 0.1 cm)	Volume (to nearest 0.1 cm ³)	Acceptable Range (±3.0 cm ³)	Density (to the nearest 0.1 g/cm ³)	Does Block B sink when placed in water?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Station 3 Note: All Block B specimens must have a density of greater than 1.0 and **must** sink when placed in water.

Note: If any materials used during the test administration were different from those specified in Appendix I, or if the administration directions were not followed exactly as written, note these differences below. Be specific. These variations can be important when scoring the students' test booklets.

Special Case Booklets

Word Processing & Scribed Tests

- Students who used a word processor to complete the assessment:
 - Please make a copy of the word processed responses
 - Cut and tape the typed responses into the response area for the **correct question numbers**
 - Students may have written wrong numbers in their word document.
 - Please staple a 2nd copy of the sheets of paper to the back cover of the booklet with a single staple
- Students who utilized a scribe to complete the assessment
 - Please transcribe student responses into the response area for the correct question numbers
 - Staple the sheets of paper used for dictation to the back cover with a single staple
- Place word processing and scribed tests into an envelope and adhere a Special Case Tracking Sheet to the outside

Special Case Tracking Sheet

Math & Science

Assessments Needing Translations

- Assessments in need of translations
 - Spanish – group tests together, will be translated at OSC
 - Languages other than English and Spanish
 - Please translate student responses, and write the translation below the students foreign language response in the booklet.
 - If 2 booklets, English and alternate language, are used by a student - only submit the booklet that has the student's responses.
- Alternate language books should be rubber banded separately
 - Group tests by building, grade and language
 - All Spanish versions should be banded together
 - All other language versions should be banded together

PACKAGING Test Booklets

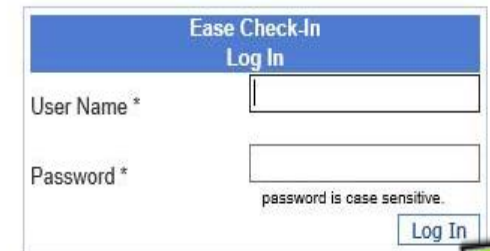
- Package tests by building in individual box(es) unless small enough to fit in one box.
- Place the rubber banded or bagged test booklets groups in the box.
- Booklets requiring special handling (scribes, word processed, large print, Braille)
 - Separate these “special case” booklets and place them at the top of the box in manila envelope by grade
 - Tape a special case tracking sheet to each envelope
- Alt. language books should be rubber banded separately
 - All Spanish versions should be banded together
 - All other language versions should be banded together
- Include a copy of a completed roster in the box.
- Please utilize sturdy cartons that can handle the weight.



Box Registration – OSC

<http://status.oscworld.com/intake>

- ESBOCES will provide your district with a username and default password (RSS).
- Reset the password once you have logged in.
- Each district has only one login that can be shared and used concurrently.
- Passwords will be reset for each assessment
- For OSC Technical Support: Call 516-247-5300



Ease Check-In
Log In

User Name *

Password *

password is case sensitive.

Log In

Box Registration - OSC

After logging in you are prompted with the following screen:

Welcome amagansett [Logout](#)

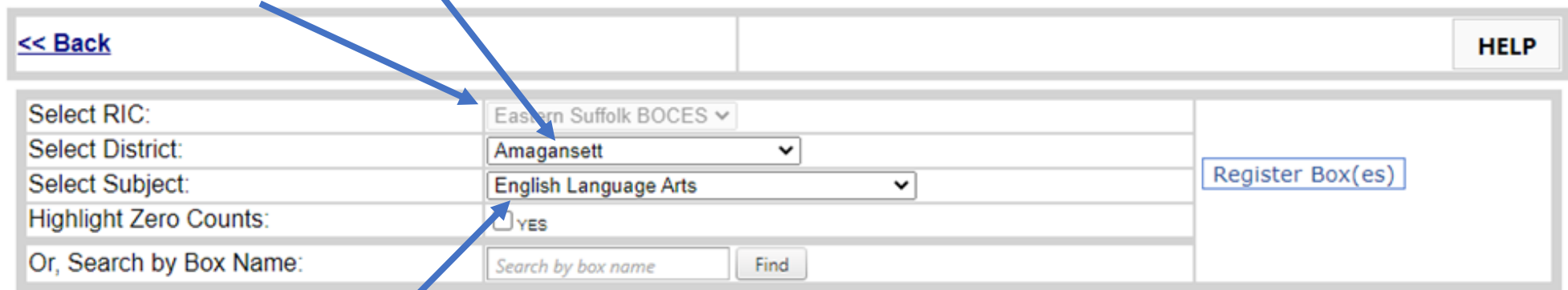
Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>

- Choose 'Register' to register a new box or review boxes already registered for delivery
- A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope
- Any package delivered to the intake site is considered a 'box'

Box Registration - OSC

When you click the 'Register' button you are presented with the following screen:

Your RIC and District will be automatically filled in



The screenshot shows a web form for box registration. At the top left is a '<< Back' link, and at the top right is a 'HELP' button. The form contains several fields: 'Select RIC:' with a dropdown menu showing 'Eastern Suffolk BOCES'; 'Select District:' with a dropdown menu showing 'Amagansett'; 'Select Subject:' with a dropdown menu showing 'English Language Arts'; 'Highlight Zero Counts:' with a checkbox labeled 'YES'; and 'Or, Search by Box Name:' with a text input field containing 'Search by box name' and a 'Find' button. A 'Register Box(es)' button is located to the right of the subject dropdown. Three blue arrows point from the text box above to the RIC, District, and Subject dropdown menus.

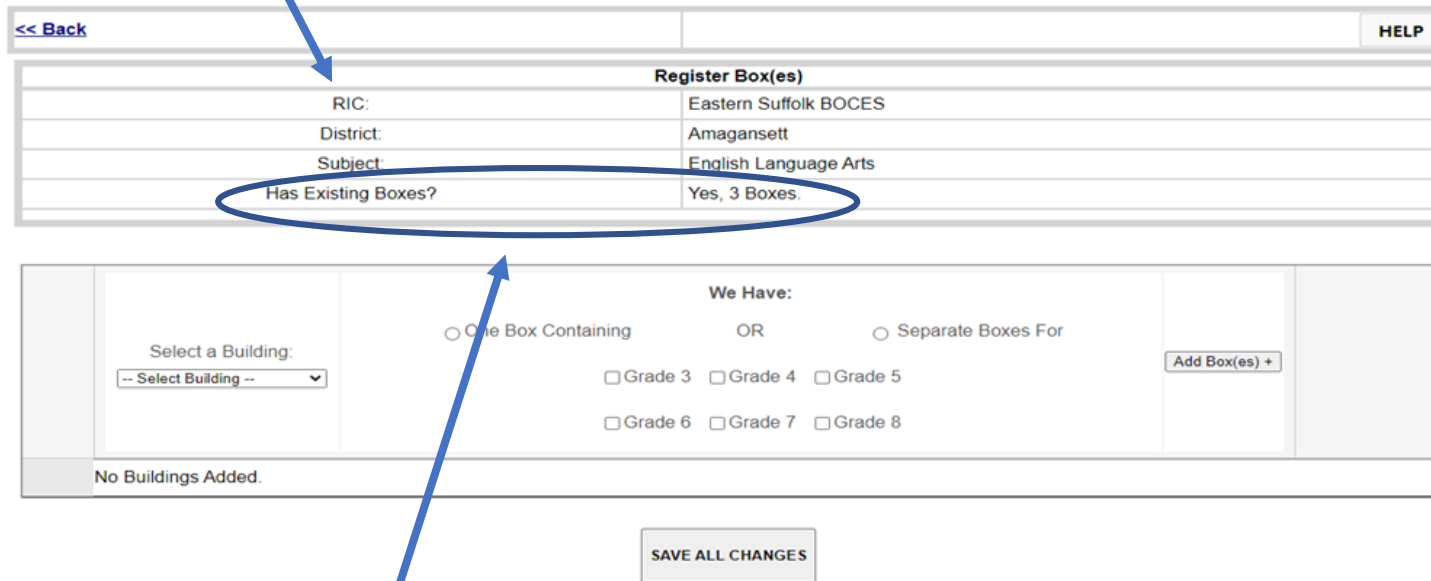
The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects

Box Registration-OSC

Selecting 'Register Box(es)' will result in the display of the following:

Top portion is informational



The screenshot shows a web form titled "Register Box(es)". At the top left is a "<< Back" link and at the top right is a "HELP" link. The form contains the following fields:

Register Box(es)	
RIC:	Eastern Suffolk BOCES
District:	Amagansett
Subject:	English Language Arts
Has Existing Boxes?	Yes, 3 Boxes.

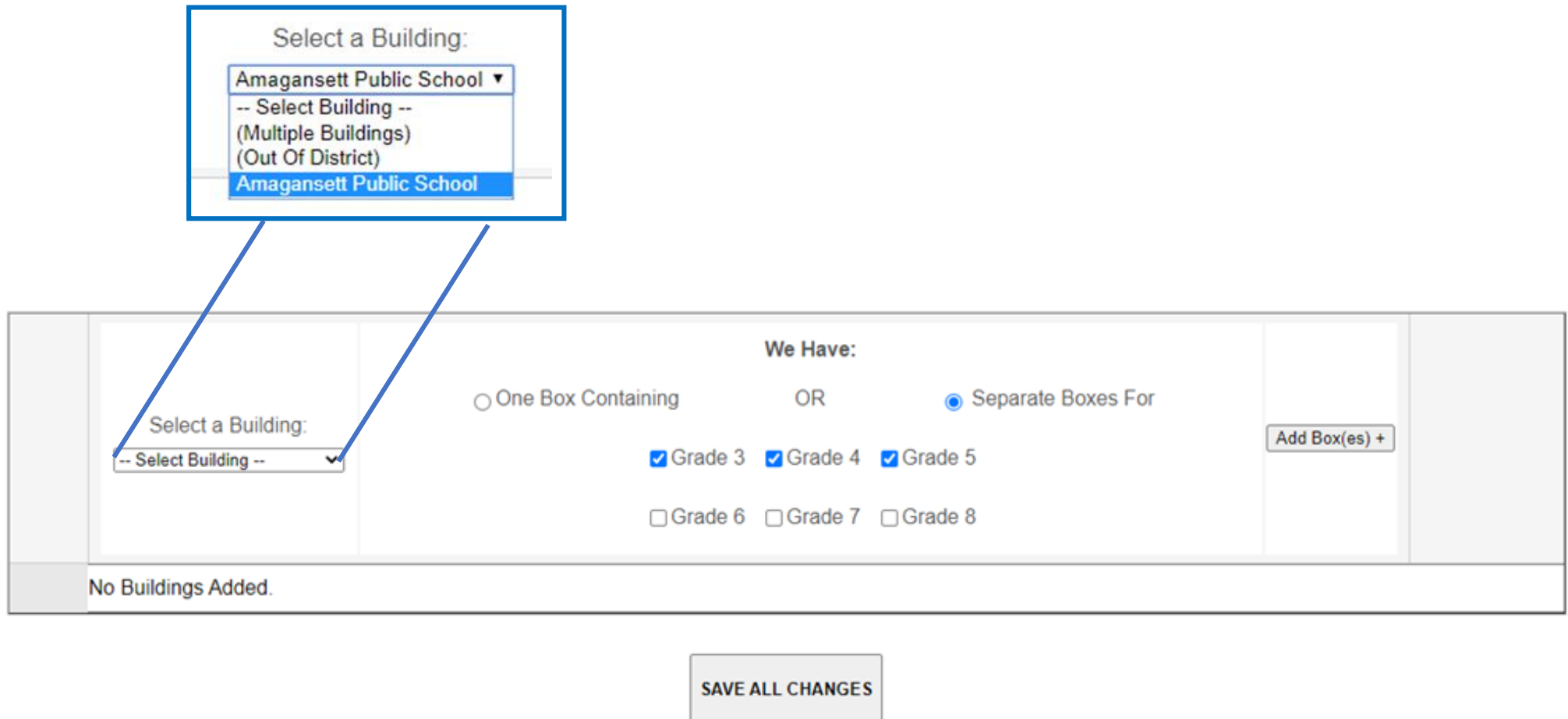
Below this table is a section titled "We Have:" with two radio button options: "One Box Containing" and "Separate Boxes For". Between these options is the word "OR". To the left of the "We Have:" section is a "Select a Building:" dropdown menu with "-- Select Building --" as the selected option. Below the dropdown is the text "No Buildings Added." To the right of the radio buttons are checkboxes for "Grade 3", "Grade 4", "Grade 5", "Grade 6", "Grade 7", and "Grade 8". To the right of these checkboxes is a button labeled "Add Box(es) +". At the bottom center of the form is a button labeled "SAVE ALL CHANGES".

Two blue arrows point from the text boxes above to the form. One arrow points from the "Top portion is informational" box to the "Register Box(es)" table. The other arrow points from the bottom text box to the "Has Existing Boxes?" field in the table.

The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

Box Registration-OSC

Select the building from the drop down menu:



The screenshot shows a web form for box registration. A callout box highlights the 'Select a Building:' dropdown menu, which is currently open and shows 'Amagansett Public School' as the selected option. The main form has a 'Select a Building:' label and a dropdown menu with the text '-- Select Building --'. To the right of the dropdown is a 'We Have:' section with two radio buttons: 'One Box Containing' and 'Separate Boxes For'. The 'Separate Boxes For' option is selected. Below these are checkboxes for grades 3 through 8. Grades 3, 4, and 5 are checked, while 6, 7, and 8 are unchecked. To the right of the grade checkboxes is an 'Add Box(es) +' button. At the bottom of the form is a 'SAVE ALL CHANGES' button. A message at the bottom left of the form area says 'No Buildings Added.'

Select a Building:

Amagansett Public School ▼

-- Select Building --

(Multiple Buildings)

(Out Of District)

Amagansett Public School

Select a Building:

-- Select Building --

We Have:

☐ One Box Containing OR ☒ Separate Boxes For

☒ Grade 3 ☒ Grade 4 ☒ Grade 5

☐ Grade 6 ☐ Grade 7 ☐ Grade 8

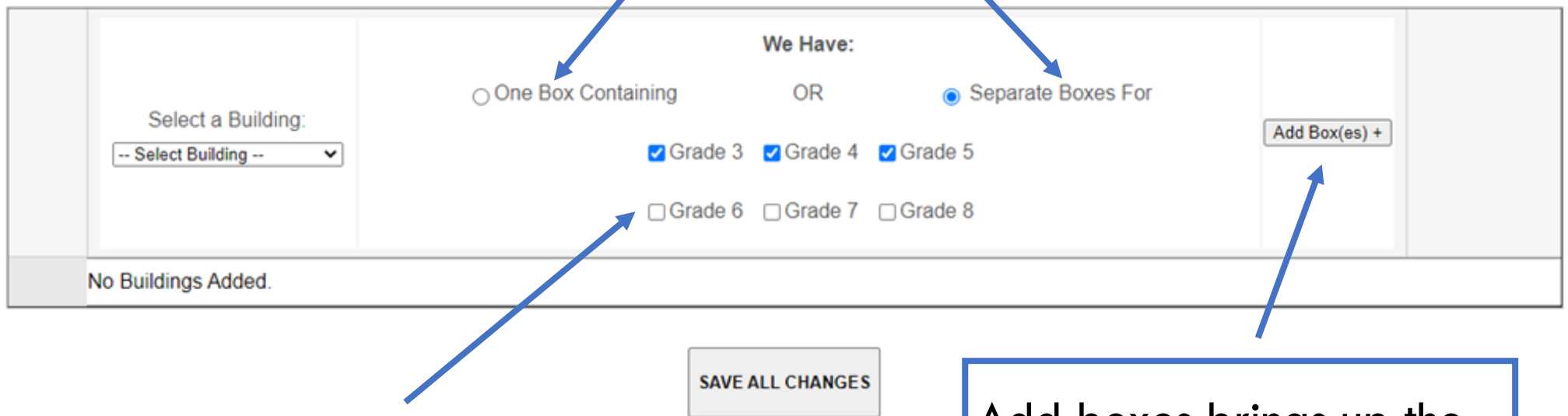
Add Box(es) +

No Buildings Added.

SAVE ALL CHANGES

Box Registration-OSC

Indicate if all grades will be together in a single box
or
if each grade will be placed into separate box.



The screenshot shows a web form for box registration. On the left, there is a section titled "Select a Building:" with a dropdown menu showing "-- Select Building --". Below this, it says "No Buildings Added." In the center, under the heading "We Have:", there are two radio button options: "One Box Containing" and "Separate Boxes For". The "Separate Boxes For" option is selected. Below these options are checkboxes for grades: Grade 3, Grade 4, and Grade 5 are checked, while Grade 6, Grade 7, and Grade 8 are unchecked. On the right, there is a button labeled "Add Box(es) +". At the bottom center, there is a button labeled "SAVE ALL CHANGES". Three blue arrows point from the instructional text boxes to the "Separate Boxes For" radio button, the grade checkboxes, and the "Add Box(es) +" button.

Select a Building:
-- Select Building --

No Buildings Added.

We Have:

☐ One Box Containing OR ☒ Separate Boxes For

☒ Grade 3 ☒ Grade 4 ☒ Grade 5
☐ Grade 6 ☐ Grade 7 ☐ Grade 8

Add Box(es) +

SAVE ALL CHANGES

Select the grade(s) associated with each box you have for the selected school.

Add boxes brings up the screen on the next page...

Box Registration-OSC

Number indicates count of box being registered.

Select to change package type

Click to delete a box

▼	BOX 4 - Amagansett Public School	Box	My Box Description					Delete Box?
	-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
	Grade: 3						Delete Grade?	
▼	BOX 5 - Amagansett Public School	Box	My Box Description					Delete Box?
	-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
	Grade: 4						Delete Grade?	
▼	BOX 6 - Amagansett Public School	Box	My Box Description					Delete Box?
	-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
	Grade: 5						Delete Grade?	

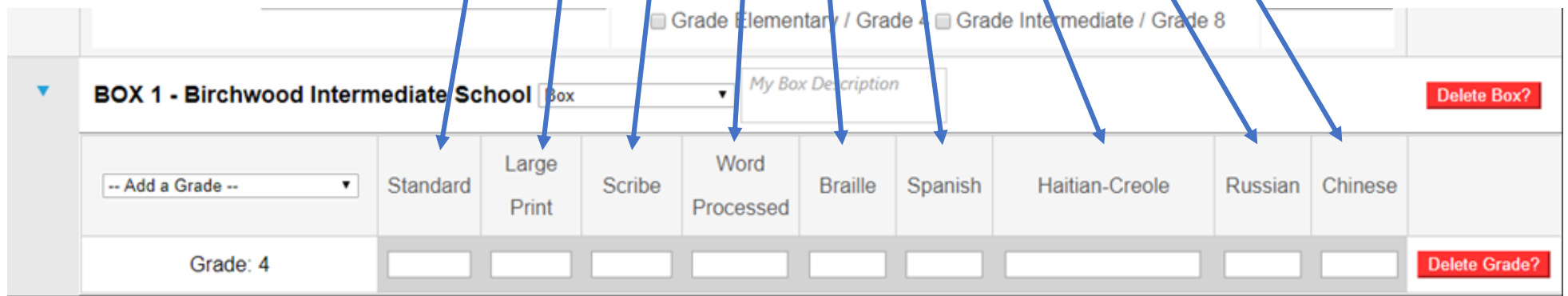
Click to add a grade

Enter in description of box – this will appear on box label and all information screens.

Click to delete a grade

Box Registration-OSC

Enter the count of tests that fall into each category
For Math and Science include alternate language counts



The screenshot shows the 'BOX 1 - Birchwood Intermediate School' registration form. At the top, there are checkboxes for 'Grade Elementary / Grade 4' and 'Grade Intermediate / Grade 8'. Below these is a section for 'My Box Description' with a 'Delete Box?' button. The main table has columns for different test categories: Standard, Large Print, Scribe, Word Processed, Braille, Spanish, Haitian-Creole, Russian, and Chinese. Each column has a corresponding input field. A 'Grade: 4' dropdown is on the left, and a 'Delete Grade?' button is on the right. Arrows from the text box above point to the input fields for Standard, Large Print, Scribe, Word Processed, Braille, Spanish, Haitian-Creole, Russian, and Chinese.

Grade	Standard	Large Print	Scribe	Word Processed	Braille	Spanish	Haitian-Creole	Russian	Chinese	Action
Grade: 4										Delete Grade?

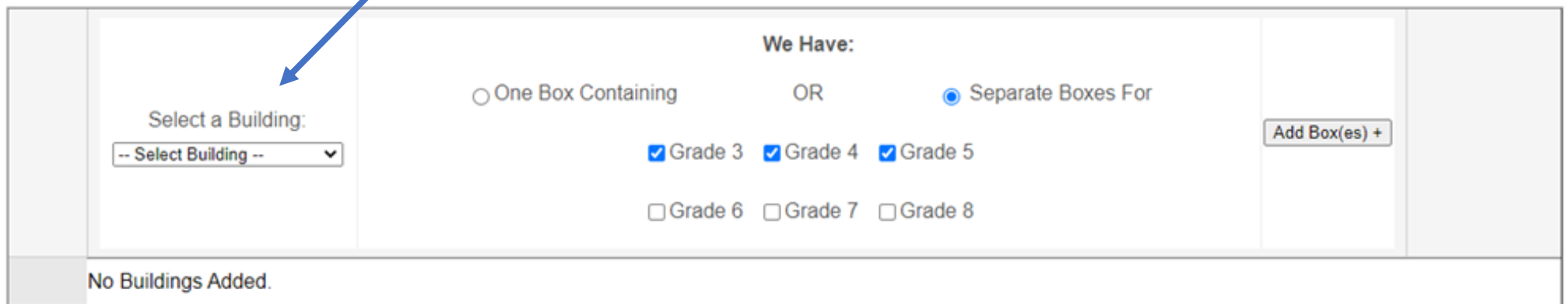
For Science Performance data entry, please revisit click your new box's DATA button on the main screen.

SAVE ALL CHANGES

Click to delete
a grade

Box Registration-OSC

When done with one building's boxes, select next building to enter in that building's boxes.



The screenshot shows a web interface for box registration. On the left, there is a section titled "Select a Building:" with a dropdown menu currently showing "-- Select Building --". A blue arrow points from the instruction box above to this dropdown. To the right of the dropdown, under the heading "We Have:", there are two radio button options: "One Box Containing" and "Separate Boxes For". The "Separate Boxes For" option is selected. Below these options, there are checkboxes for grades: Grade 3, Grade 4, and Grade 5 are all checked, while Grade 6, Grade 7, and Grade 8 are unchecked. To the right of the grade checkboxes is a button labeled "Add Box(es) +". At the bottom of the interface, a status bar displays the text "No Buildings Added."

SAVE ALL CHANGES

When done entering all boxes for all buildings click 'Save All Changes'.

Box Registration-OSC

<< Back
HELP

Select RIC: Eastern Suffolk BOCES ▼

Select District: Amagansett ▼

Select Subject: English Language Arts ▼

Highlight Zero Counts: ☐ YES

Or, Search by Box Name:

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Briley	English Language Arts		Box	5	10	0	10	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts		Box	4	11	0	11	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Velda	English Language Arts		Box	3	10	0	10	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	Box	5	0	1	1	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	Box	3,4	0	2	2	<input type="checkbox"/>
<input type="button" value="Edit"/>	<input type="button" value="Print"/>		Amagansett	Amagansett Public School	AGT-E-Jovan	English Language Arts	Grades 3-6 test booklets and answer sheets	Box	3,4,5,6	37	0	37	<input type="checkbox"/>
													<input type="button" value="Delete"/>

Click 'Print' to print the box label

Click 'Edit' to change the content description

Select the box then click 'Delete' to remove the box entirely

Science Box Registration-OSC

Science Box Registration only

- 'Print' button is unavailable until the Performance Sheet data is entered

<< Back HELP

Select RIC: Eastern Suffolk BOCES
 Select District: South Huntington
 Select Subject: Science
 Highlight Zero Counts: ☐ YES

[Register Box\(es\)](#)

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Number	Box Description	Packaging	Level	Standard	Outlier	Total	Request Status	Delete
Edit		DATA	South Huntington	Birchwood Intermediate School	SHT-S-William	Science	0	Box		4	51	2	53	Requested	<input type="checkbox"/>

Science Performance Sheet data required to print

Click 'Data' to enter the Science Performance Data from Appendix III

Click 'Edit' to change the content description

Select the box then click 'Delete' to remove the box entirely

Science Box Registration-OSC

[<< Back](#) [HELP](#)

BOX: SHT-S-William Status: Requested

EventID	7	RIC	Eastern Suffolk BOCES
District	South Huntington	Building	Birchwood Intermediate School
Subject	Science	Packaging *	Box ▾
My Box Description		Contact Information	Name: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>
Created	2/20/2019 12:58:36 PM	Modified	2/20/2019 12:58:36 PM
Labeled	2/20/2019 12:58:36 PM	Confirmed On	2/20/2019 12:58:36 PM

Add a Performance Sheet

Level: 4 ▾ [Add \(+\)](#)

No entries.

[BACK TO MAIN PAGE](#)

Verify 8th grade is selected

Click Add (+) to add a Performance Sheet

Science Box Registration-OSC

Make sure the correct 'Group' number is entered that corresponds with the group line on the Appendix III and the students' test.

BOX: SHT-S-Yoshio Status: Requested

EventID 7	RIC Eastern Suffolk BOCES
District South Huntington	Building Walt Whitman High School
Subject Science	Packaging * Box
My Box Description	Name: Cecilia Blanco
	Contact Information Email:
	Phone:
Created 2/20/2019 1:43:05 PM	Modified 2/20/20
Labeled 2/20/2019 1:43:05 PM	Confirmed On 2/20/2019 1:43:05 PM

Add a Performance Sheet

Level: -- Select -- Add (+)

8

Group (must match Group# on performance exam cover)	Field of View Diameter (to the nearest 0.5mm)	Length of Drosophila (to the nearest 0.5mm)	Number of legs That Are Clearly Visible	Mass (to the nearest 0.1g)	Length of One Side (to the nearest 0.1cm)	Volume (to the nearest 0.1cm ³)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add (+)
	3 to 5	1.5 to 5	4 to 6	3 to 21	2.5 to 2.5	15.6 to 15.6	

No Data. Begin Adding Entries By Group.

BACK TO MAIN PAGE

Enter in the values listed in Appendix III for the corresponding group number

Click 'Add (+)' to add more groups and corresponding values

Science Box Registration-OSC

- There are multiple testing groups for 8th grade
- **Important** - clearly label the Performance booklet with a group number that matches the *Test Administrator's Record Sheet - Appendix III*, and what is entered into the OSC website.
- OSC will calculate the acceptable ranges for scoring from the information entered.
- The website will prohibit entering fields that are out of range and will provide a warning if data is not “standard”.

Add a Performance Sheet

Level: -- Select -- Add (+)

8 Delete

Group (must match Group# on performance exam cover)	Field of View Diameter (to the nearest 0.5mm)	Length of Drosophila (to the nearest 0.5mm)	Number of legs That Are Clearly Visible	Mass (to the nearest 0.1g)	Length of One Side (to the nearest 0.1cm)	Volume (to the nearest 0.1cm ³)	Add (+)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	3 to 5	1.5 to 5	4 to 6	16 to 21	2.5 to 2.5	15.6 to 15.6	

No Data. Begin Adding Entries By Group.

BACK TO MAIN PAGE

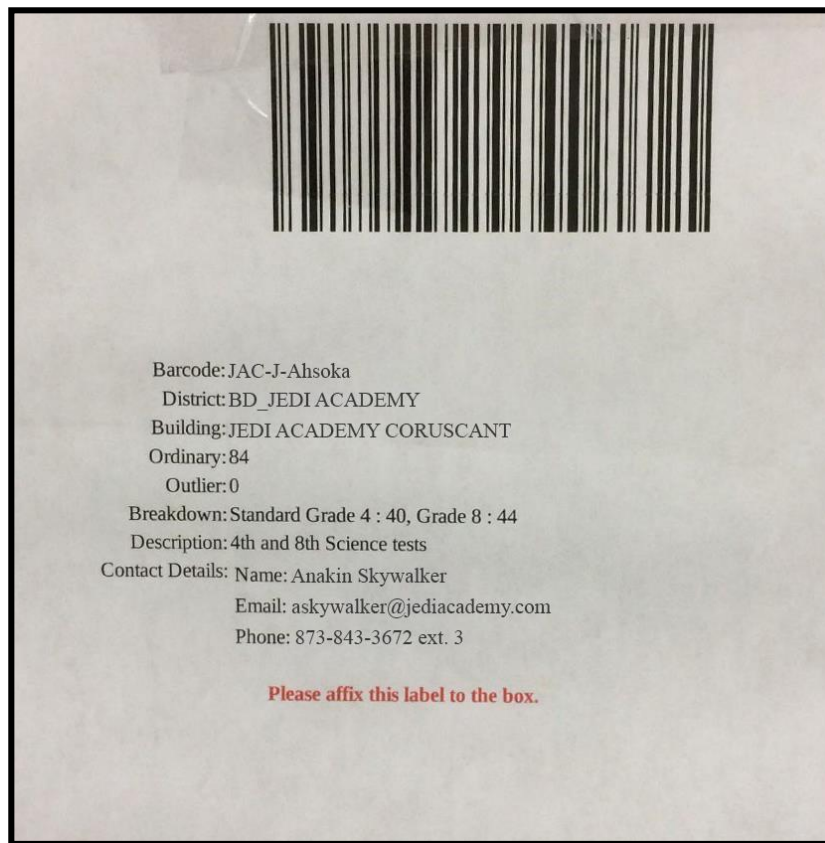
Box Registration-Final Steps



- The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.
- Print each box's label.
- Each box must have the correct label attached to the end of the box.
- Link to barcode box label creation tool
http://status.oscworld.com_-> choose
“Box Registration for Full Service Scoring”

Box Registration-Final Steps

Example of Box Label – to be attached to the end of the box



Delivery & Pickup at Sequoya- ISC

- Intake will be at 750 Waverly Ave., Holtsville
- Please sign in at the front entrance when you arrive at your scheduled appointment time.
- You will be notified at the registration table where to bring your boxes
- Assistance with moving your boxes is available if needed



Delivery & Pickup at Sequoya- ISC

- Three weeks before the test administration you will be notified via email of your scheduled appointment time.
- Boxes will be delivered to ESBOCES ISC Sequoya at your scheduled appointment time:
 - If you do not have an appointment two weeks prior to test administration please call our office at 631-244-4243
- A district representative must remain on site while the box(es) and their contents are verified and checked in
- Keep answer sheet box(es) separate from booklet boxes.
- A receipt will be given to the district

Online Material Available

School Data Bank Services - Assessment Services Website

www.esboces.org/assessment-services

Link to barcode box label creation tool

<http://status.oscworld.com> -> choose

“Box Registration for Full Service Scoring”

Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya
Educational Support Services
School Data Bank Services – Assessment Services

Email: scoring@esboces.org

Phone: 631-244-4243



Future Workshops

Refresher workshops will be presented virtually closer to test administration:

- ELA Workshop - April 4, 2023
- ELA Workshop (Alt) - April 12, 2023
- Math Workshop - April 25, 2023
- NYSESLAT Workshop - May 9, 2023
- NYSESLAT Workshop - May 16, 2023
- Science Workshop - May 17, 2023

For details go to School Data Bank Services - Assessment Services Website www.esboces.org/assessment-services



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www.esboces.org

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