Eastern Suffolk
BOCES

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

Sharon Hayes Ed.D. Assistant Administrative Coordinator

School Data Bank Services

Assessment Services

TRANSLATE ⌄   USER OPTIONS ⌄

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Arts-In-Education

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Human Resources

L.I. RBERN

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Special Career Education

Professional Development

Eastern Suffolk BOCES
Educational Services That Transform Lives

TRANSLATE ∨   USER OPTIONS ∨

DIRECTORY   CALENDAR   LOCATIONS   CAREERS   FOR STAFF

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School Data Bank Services

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> New York State Assessment Data & Instructional Reporting Platforms

> Annual Professional Performance Review Resource

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Assessment Services - Scoring & Training

Registrations for Assessment Booklet Scoring: Scoring Registration Website

Full Service Scoring Resources:

OSC World – Box Registration Website

Special Case Tracking Sheet ⬇A

2022-23 Grade 3-8 Assessment Schedule & Intake Dates ⬇A

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Computer-Based Testing Resources:

Important information on 2022-23 Computer-Based Tests (CBT) ⬇A

Computer-Based ⬇A Testing Support Guide (NYSED Resources) ⬇A

Box Registration on OSC World Website

Wor...
Qua...
2023 NYS 3-8 ELA, Math, Science & NYSESLAT K-12 ⬇A

Virtual 2023 Packaging & Delivery Workshops for NYS 3-8 ELA Math, Sci, & NYSESLAT K-12 ⬇A

Questions?
Contact scoring@esboces.org;
631-244-4243

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Lisa Schiede
Sen...

Select topic to see related documents:

| ELA | Math | Science | NYSESLAT |

2023 Grades 3-8 ELA and Math Tests School Administrators Manual ⬇A

2022-23 Educators Guide Grades 3-8 ELA ⬇A

2023 Grades 3–5 ELA Paper-Based Tests Teacher's Directions ⬇A

2023 Grades 6–8 ELA Paper-Based Tests Teacher's Directions ⬇A

ELA Assessment Related Documents

NYS 3-8 ELA Administration Dates

ELA Administration Window
Wednesday, April 19 - Friday, April 21

Make-up Dates
Monday, April 24 - Friday, April 28

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.

NYS 3-8 ELA Administration Dates

➢ All assessments for students in the same grade and building must be given during the same 2 consecutive days within the primary testing window.

➢ This includes CBT and PBT.

Assessment Intake Dates 2023

ELA Intake Grades 3-8*

Friday April 28, 2023

Make-up ELA Intake Grades 3-8

Monday May 1, 2023

* Appointment times will be provided

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

Return Booklets to District

Districts Pick up Booklets

Friday June 16, 2023

8:30 pm – 3:30 pm

* No appointment needed

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

2023 Grades 3-8 ELA Scantron

2023 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

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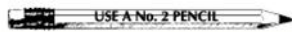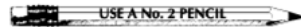
USE A No. 2 PENCIL   CORRECT: ●   INCORRECT: ⊘☒⊖◑

Session 1

Constructed Response

Question	Score Points	No Response
24	⓪ ① ②	Ⓐ
25	⓪ ① ②	Ⓐ

Leave blank if using a scoring entity

3

2023 Grades 3-8 ELA Scantron
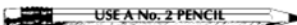
New in 2023
ELA Assessment is now 2 sheets

2023 Grades 3-8 ELA Scantron

Leave Scoring Model blank if using a scoring entity (i.e. ESBOCES/OSC)

3

English Language Arts
Average Completion Time

➢ The 2023 Grades 3–8 ELA Tests will be untimed.

➢ Students should be given as much time as they need to complete the test within the confines of the regular school day.

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	55–65 Minutes	60–70 Minutes
Grade 4	65–75 Minutes	65–75 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	75–85 Minutes
Grade 7	80–90 Minutes	75–85 Minutes
Grade 8	80–90 Minutes	75–85 Minutes

Preparing ELA Booklets

➤ 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

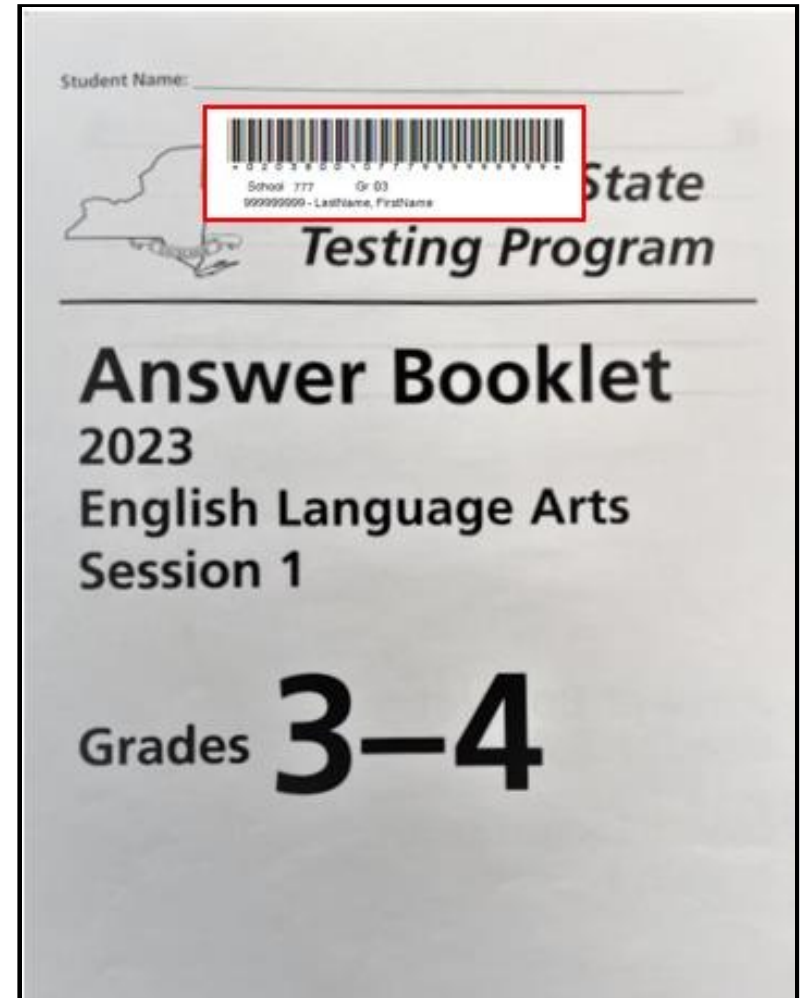➤ Each booklet submitted must have a pre-printed student barcode label placed under the hand written student name on the FRONT of the booklet
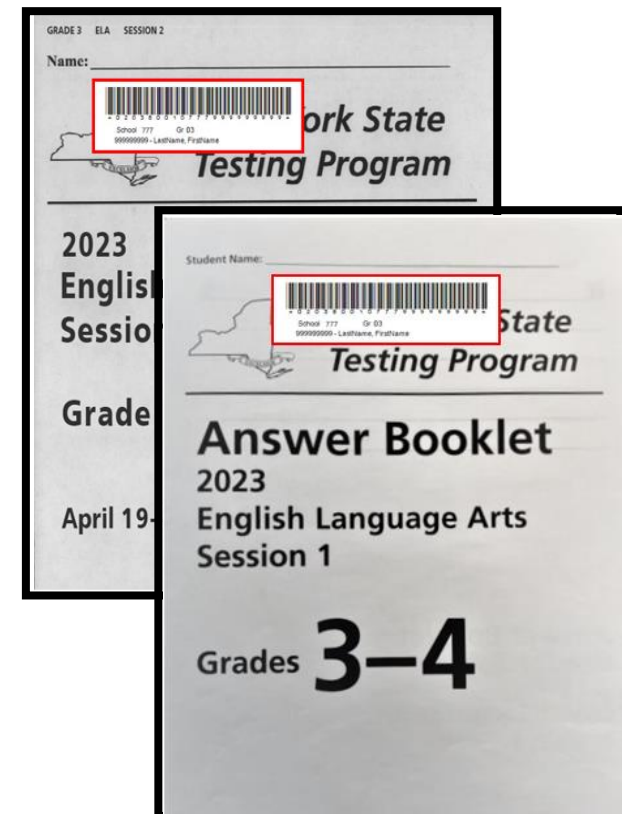
Preparing Packaging Materials

Booklet Box contents

➢ NYS Test Booklets –

   ✓ **ELA** Session1 *Answer Booklet* & Session 2 *Booklet* (2 Booklets)

➢ 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

➢ Utilize sturdy cartons that can handle the weight

Preparing ELA Test Booklets

Place **student barcode labels** on the **front cover** of each test booklet directly under the student's written name to help eliminate student booklet mismatches.
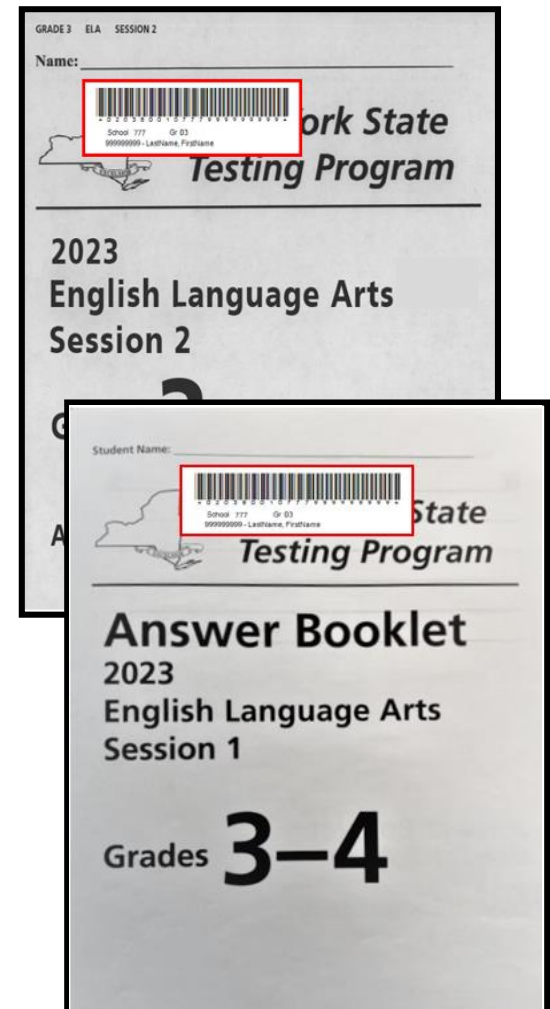
Preparing ELA Test Booklets

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.

GRADE 3   ELA   SESSION 2

Name: _____

ork State
Testing Program

2023
English Language Arts
Session 2

Student Name:

State
Testing Program

Answer Booklet
2023
English Language Arts
Session 1

Grades **3–4**

Special Case Booklets
Word Processing & Scribed Tests

Students who utilized a scribe to complete the assessment

➢ A word processor may be used by a scribe to type a student's dictation, and scribes should write/ type a student's dictation on every other line.

➢ Write the student's name & ID number on each sheet used for dictation.

➢ When the student's dictation is complete, the scribe shows the student the written response and asks them to indicate where capitalization of proper nouns, additional punctuation, and paragraphing should be used.

➢ The student reads the completed dictation/transcription and indicates if there are any further changes to be scribed on the skipped lines.

➢ The scribe must then transfer the student's completed response into the printed test booklet exactly as dictated or recorded, and should attach the lined paper with the student's dictation to the back of the printed test booklet, preferably by stapling, to ensure against the student's response being lost.

Special Case Booklets
Word Processing & Scribed Tests

Students who used a word processor to complete the assessment:

- ✓ 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.
- ✓ 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

- ➤ Transcribe student responses into the response area for the correct question numbers
- ➤ Write the student's name & ID number on each sheet used for dictation, then staple the sheets of paper 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

NOTE: Please adhere this to the outside of the Special Case envelope.

*Subject:_____   *Grade:_____

*# of Special Case Students in envelope:_____

*District:_____

Building:_____

Student Last Name	Student First Name	Student ID	Type of Special Case Exam (X)		
			Large Print	Braille	Scribed or Word Processed

PACKAGING Test Booklets

1. Package tests by building in individual box(es) unless small enough to fit in one box.

2. Place the rubber banded or bagged test booklets groups in the box.

3. 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 a manila envelope by grade

   ➢ Tape a special case tracking sheet to each envelope

4. Include a copy of a completed roster in the box.

5. Utilize sturdy boxes/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

Box Registration - OSC

After logging in you are prompted with the following screen:

Welcome amagansett   Logout
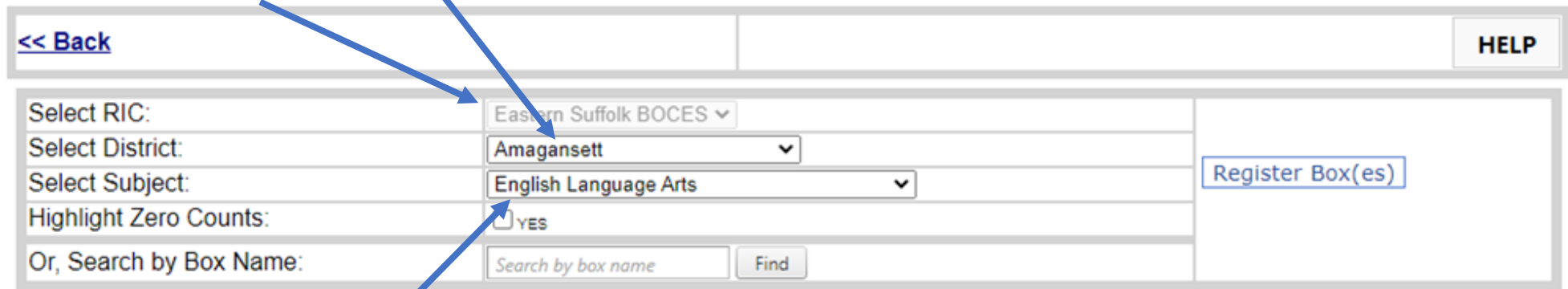
Please Make a Selection:		
Register a Box for Scoring:		Register
View Boxes Delivered for Scoring:		View

➢ 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

<< Back		HELP

Select RIC:	Eastern Suffolk BOCES ∨	
Select District:	Amagansett ∨	Register Box(es)
Select Subject:	English Language Arts ∨	
Highlight Zero Counts:	☐ YES	
Or, Search by Box Name:	Search by box name Find	

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

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

We Have:

○ One Box Containing   OR   ○ Separate Boxes For

Select a Building:
-- Select Building --

☐ Grade 3 ☐ Grade 4 ☐ Grade 5

☐ Grade 6 ☐ Grade 7 ☐ Grade 8

Add Box(es) +

No Buildings Added.

SAVE ALL CHANGES

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:

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
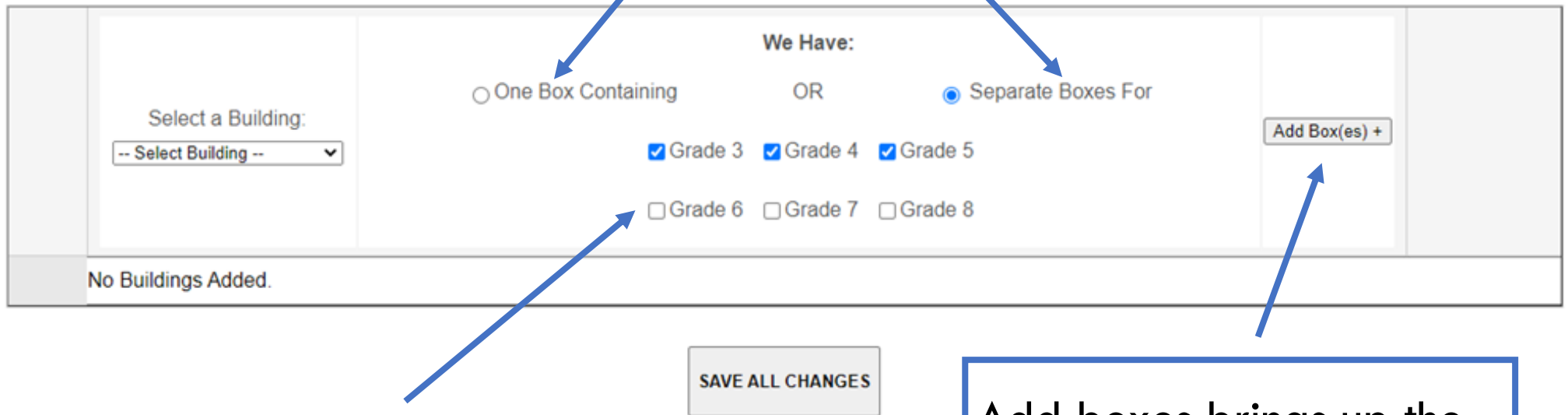
☐ Grade 6 ☐ Grade 7 ☐ Grade 8

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

We Have:

Select a Building:

-- Select Building --

○ One Box Containing   OR   ● Separate Boxes For

Add Box(es) +

☑ Grade 3 ☑ Grade 4 ☑ Grade 5

☐ Grade 6 ☐ Grade 7 ☐ Grade 8

No Buildings Added.

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

Eastern Suffolk BOCES

Number indicates count of box being registered

Enter the count of tests that fall into each category

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?

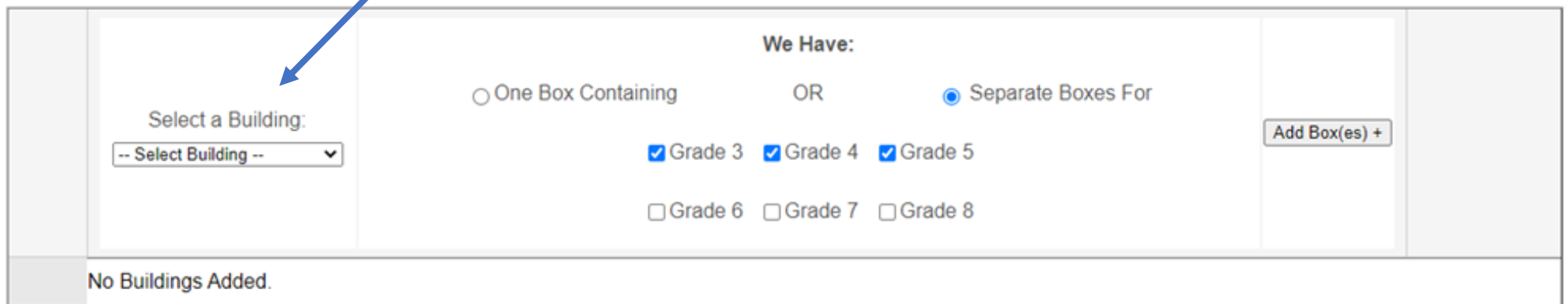| BOX 6 - Amagansett Public School	Box ⌄	*My Box Description*					Delete Box?
-- Add a Grade -- ⌄	Standard	Large Print	Scribe	Word Processed	Braille		
Grade: 5							Delete Grade?

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

Select to change package type

Box Registration-OSC

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

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

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

Box Registration-OSC

HELP

Select RIC:	Eastern Suffolk BOCES ⌄	
Select District:	Amagansett ⌄	Register Box(es)
Select Subject:	English Language Arts ⌄	
Highlight Zero Counts:	☐ YES	
Or, Search by Box Name:	Search by box name	Find

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Briley	English Language Arts		Box	5	10	0	10	☐
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts		Box	4	11	0	11	☐
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Velda	English Language Arts		Box	3	10	0	10	☐
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	Box	5	0	1	1	
Edit	Print		Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	Box	3,4	0	2	2	☐
Edit	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	

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
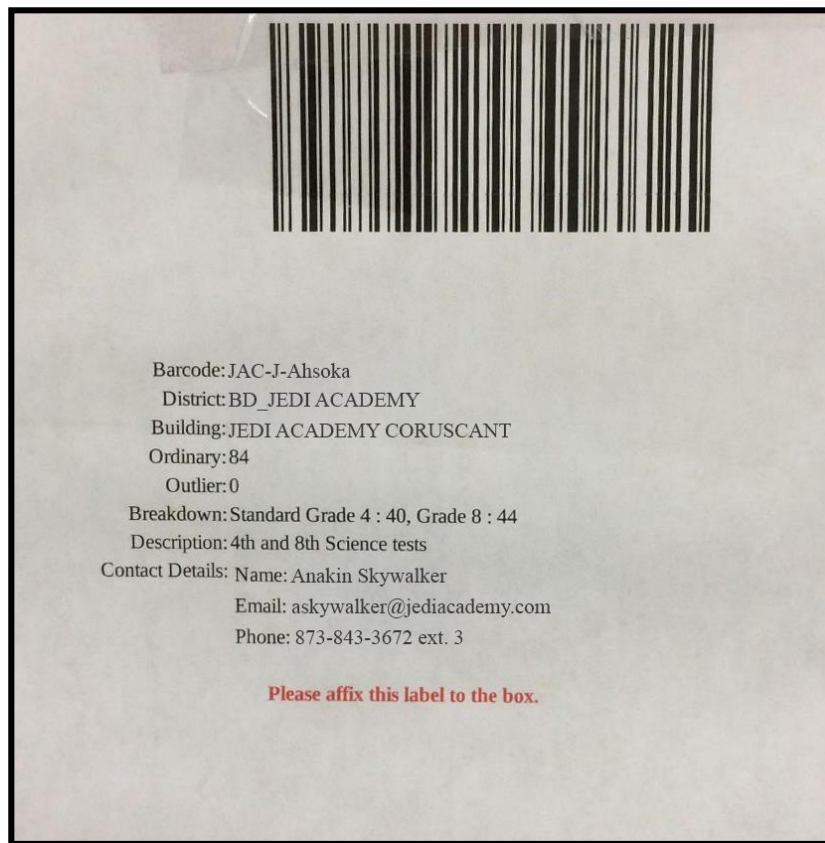
Box Registration-Final Steps

> The day before intake OSC will take ownership of the registered boxes.
>> Note: At this point 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

Barcode: JAC-J-Ahsoka
District: BD_JEDI ACADEMY
Building: JEDI ACADEMY CORUSCANT
Ordinary: 84
Outlier: 0
Breakdown: Standard Grade 4 : 40, Grade 8 : 44
Description: 4th and 8th Science tests
Contact Details: Name: Anakin Skywalker
Email: askywalker@jediacademy.com
Phone: 873-843-3672 ext. 3

Please affix this label to the box.

Delivery & Pickup at Sequoya- ISC

Intake Location: 750 Waverly Ave., Holtsville NY 11742

➢ Sign-in at the front entrance at your scheduled appointment arrival time

➢ You will be notified at the registration table where to bring your boxes

➢ Assistance with moving your boxes is available as needed

Delivery & Pickup at Sequoya- ISC

Logistics

➢ Three weeks before the test administration you are notified via email of your scheduled appointment arrival time.

➢ Boxes will be delivered to ESBOCES ISC Sequoya at your scheduled appointment arrival time:

    ➢ If you do not have an appointment two weeks prior to test administration please call our office at 631-244-4243

Important

➢ 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 upon completion of check-in

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

Virtual workshops will be presented close to test administration:

- ➤ ELA Workshop -   April 4, 2023 or April 12, 2023
- ➤ Math Workshop -   April 25, 2023
- ➤ NYSESLAT Workshop -   May 9, 2023 or 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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