

## ELA 3-8 Assessment Intake Quick-Reference Guide 2022-23

### Booklet Preparation

1. Separate *Session 1 Answer Booklet* and *Session 2 Booklet* from the Session 1 Multiple Choice Booklet and answer sheets
2. Include both *Session 1 Answer Booklet* and *Session 2 Booklet* for students who have attempted any part of the assessment.
3. Verify all booklets have the same number of pages as when delivered to the district.
4. Remove all extraneous paper clips, staples and post-it notes from booklets  
(Booklets need to be clean so they can be scanned)
5. Place student barcode label on the front cover under the student's written name on both the *Session 1 Answer Booklet* and the *Session 2 Booklet*
  - a. \*See *Missing Student Barcode Label* below
6. Separate out special case booklets – large print, word processed, scribed
  - a. \*See *Special Case Booklets* below
7. Insert *Session 2 Booklet* into *Session 1 Answer Booklet*
8. Group by building and grade
9. Pack sturdy boxes by building and grade, in groups of 25 students, 50 booklets.
10. Register boxes on OSC website <http://status.oscworld.com/intake>
11. Print out label from OSC website and affix to the end of the box so as not to interfere with the opening of the box.

## Missing Student Barcode Label

1. Write student's name, student's-id and date of birth on the front cover of the test.
  - a. If the student was in Level 0 by the day before the assessment intake date, a label will be available at intake for the district to place on the test.
  - b. If the student was not in Level 0 by the day before the assessment intake date, a temporary barcode label will be created during intake and the student's scores will be aligned with the student by Student Data Services.

## Special Case Booklets

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