

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

Sharon Hayes Ed.D. Assistant Administrative Coordinator

School Data Bank Services

Assessment Services

HOME

ABOUT US

PROGRAMS & SERVICES

COURSES

FOR PARENTS

DISTRICT RESOURCES

COVID-19 INFORMATION

Full Service Scoring

Administrative and Business Services

Adult Education

Arts-In-Education

> Assessment Services -
 Scoring and Training

Auction Services

Career and Technical
Education - Academy LI

Communications and
Research

Cooperative Bidding

District Contracts

Diversity, Equity, and
Inclusivity

Duplication and
Printing

Educational
Support Services

Employee
Assistance
Program

ENL/Bilingual

Family Education
Outreach Program

Financial and
District Services

Grants
Management

Health and Safety

Human Resources

L.I. RBERN

Model Schools

Negotiations
Information Service
(NIS)

Nonpublic School
Textbooks

Professional
Development

Regional
Certification

Regional
Information Center

School Data Bank
Services

School Library
System

Special Career
Education

Special Education

Student
Assistance
Services

Student Data
Services

Substitute
Services

Supported
Employment

Technology
Acquisition

Third Party
Assessments

Transportation

Virtual
Learning

Adult Education

Career &
 Technical
 Education -
 Academy LI

Special
 Education

Special Career
 Education

Professional
 Development



TRANSLATE ▾

USER OPTIONS ▾



DIRECTORY



CALENDAR



LOCATIONS



CAREERS



FOR STAFF



HOME

ABOUT US

PROGRAMS & SERVICES

COURSES

FOR PARENTS

DISTRICT RESOURCES

COVID-19 INFORMATION

School Data Bank Services

- > School Data Bank Services
- Assessment Services - Scoring & Training
 - > CoSers for Assessment Services
- > Levels of Service
- > Staff Developer/Shared Data Expert Service
- > Professional Development - Workshops & Data Shares
- > Data Resources & Information - Visualizations & Dashboards
- > New York State Assessment Data & Instructional Reporting Platforms
- > Annual Professional Performance Review Resource

HOME > EDUCATIONAL SUPPORT SERVICES > School Data Bank Services

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](#)

[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 on 2022-23 Computer-Based Tests \(CBT\)](#)

[Computer-Based Testing Support Guide \(NYSED Resources\)](#)

Select topic to see related documents:

ELA

Math

Science

NYSESLAT

[2023 NYSESLAT School Administrator's Manual](#)

[Special Case Tracking Sheet](#)

[2023 NYSESLAT Ordering Instructions from Pearson](#)

[Delay in the Transition of New York State English as a Second Language Achievement Test \(NYSESLAT\) to Computer-Based Testing](#)

Box Registration on
OSC World Website

[2023 NYS 3-8 ELA, Math, Science & NYSESLAT K-12](#)

[Virtual 2023 Packaging & Delivery Workshops for NYS 3-8 ELA, Math, Sci, & NYSESLAT K-12](#)

Questions?

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

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Lisa Schiede

NYSESLAT
Related Documents

Assessment Intake Dates 2023

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

- May 31, 2023 - NYSESLAT Intake
- June 16, 2023 – ELA/Math/NYSESLAT Pick-up

New in 2023

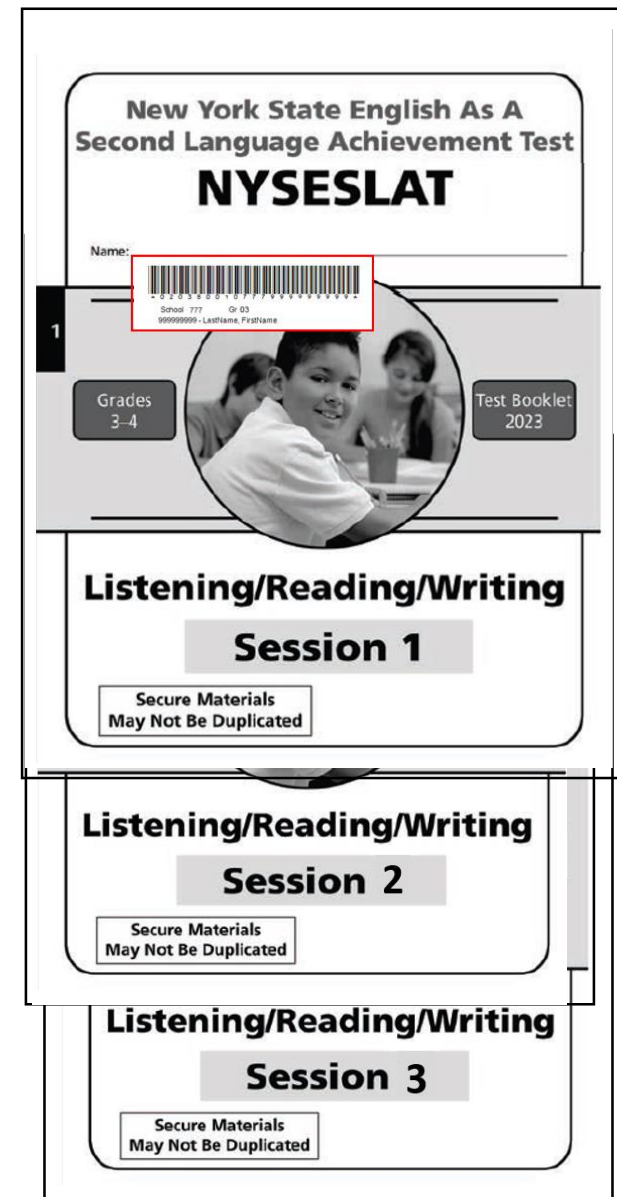
- June 23, 2023 – Return NYSESLAT to Pearson

Packaging Materials

- Booklet Box contents
 - NYS Test Booklets –
 - ✓ NYSESLAT (3 Booklets for Grades 1-12)
 - ✓ NYSESLAT (1 Booklet for Kindergarten only)
 - One level per box per building
 - Unless small enough to fit multiple levels in 1 box then group by level
 - Special case booklets in manila envelopes
 - Header Sheet/Rosters for each box

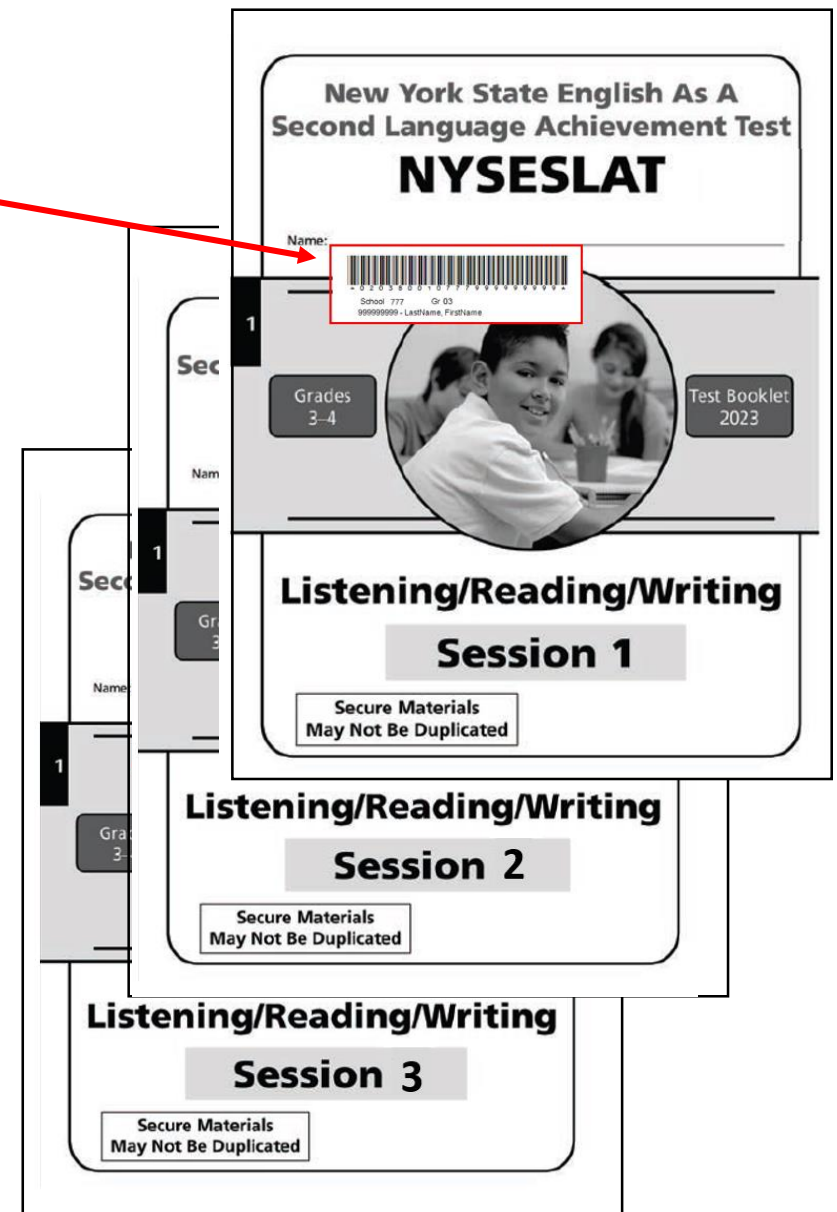
Preparing NYSESLAT Booklets

- 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 NYSESLAT Booklets

Make sure the correct student identification label/barcode is affixed under the student's hand written name, on the front cover of each student's Session 1, 2 & 3 Booklets



The diagram illustrates the assembly of NYSESLAT booklets. It shows three booklets stacked vertically, labeled Session 1, Session 2, and Session 3. Each booklet has a front cover with the following text:

- New York State English As A Second Language Achievement Test**
- NYSESLAT**
- Name: _____
- Grades 3-4
- Test Booklet 2023
- Listening/Reading/Writing**
- Session 1**
- Secure Materials May Not Be Duplicated

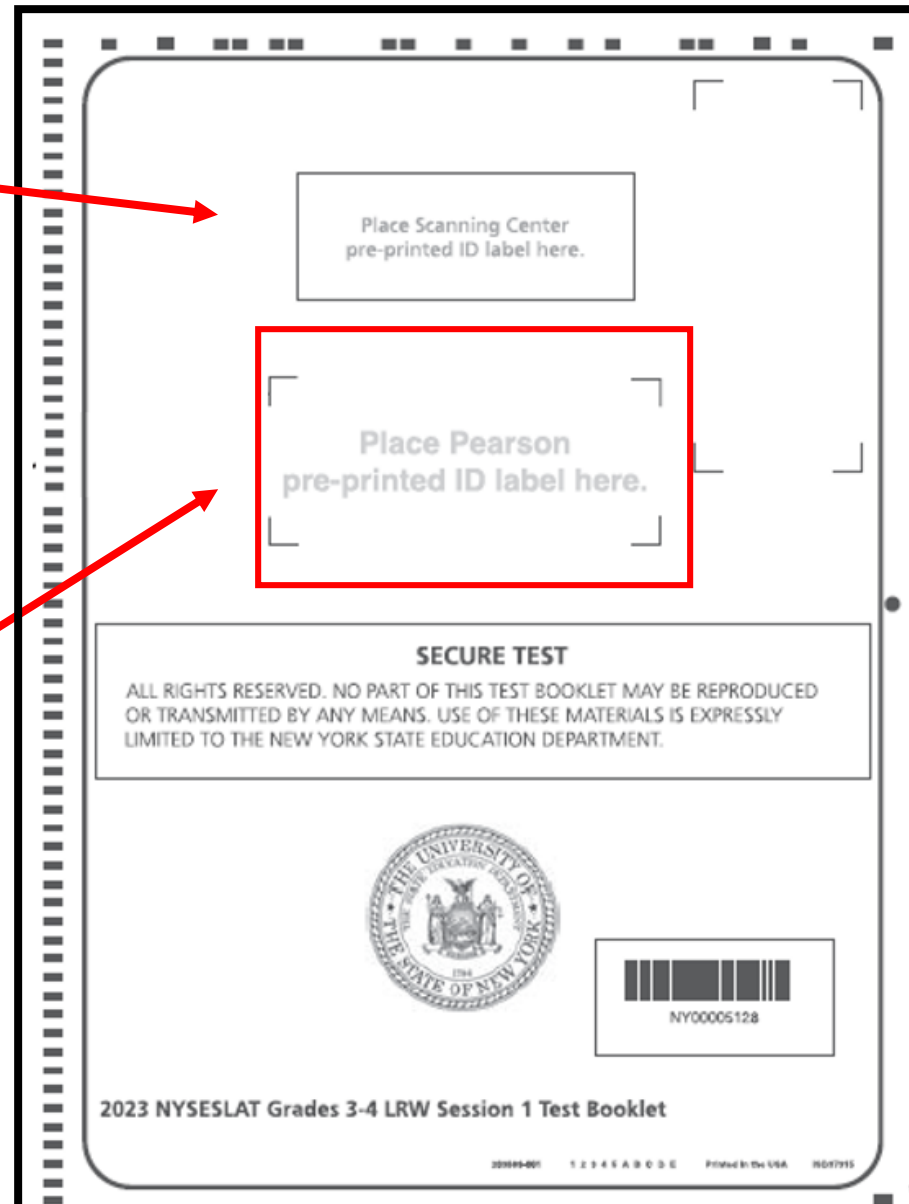
A red arrow points from the text "Make sure the correct student identification label/barcode is affixed under the student's hand written name, on the front cover of each student's Session 1, 2 & 3 Booklets" to the student identification label/barcode on the top booklet. The label/barcode is located under the "Name:" field and contains the text: School 177 - Gr 03 100000000 - Lastname, Firstname.

Preparing NYSESLAT Booklets

Leave this space blank.

Student barcode label goes on the front cover under the student's written name.

Place pre-printed Pearson ID label on the back cover where indicated.




The image shows the back cover of a NYSESLAT booklet. It features a large rectangular area with a dashed border. Inside this area, there are two boxes for label placement. The top box is labeled "Place Scanning Center pre-printed ID label here." and the bottom box is labeled "Place Pearson pre-printed ID label here." and is highlighted with a red border. Below these boxes, there is a section titled "SECURE TEST" with a warning: "ALL RIGHTS RESERVED. NO PART OF THIS TEST BOOKLET MAY BE REPRODUCED OR TRANSMITTED BY ANY MEANS. USE OF THESE MATERIALS IS EXPRESSLY LIMITED TO THE NEW YORK STATE EDUCATION DEPARTMENT." Below this, there is a circular seal of The University of the State of New York. To the right of the seal is a barcode with the number "NY00005128" below it. At the bottom of the booklet, it says "2023 NYSESLAT Grades 3-4 LRW Session 1 Test Booklet".

Place Scanning Center
pre-printed ID label here.

Place Pearson
pre-printed ID label here.

SECURE TEST
ALL RIGHTS RESERVED. NO PART OF THIS TEST BOOKLET MAY BE REPRODUCED
OR TRANSMITTED BY ANY MEANS. USE OF THESE MATERIALS IS EXPRESSLY
LIMITED TO THE NEW YORK STATE EDUCATION DEPARTMENT.


NY00005128

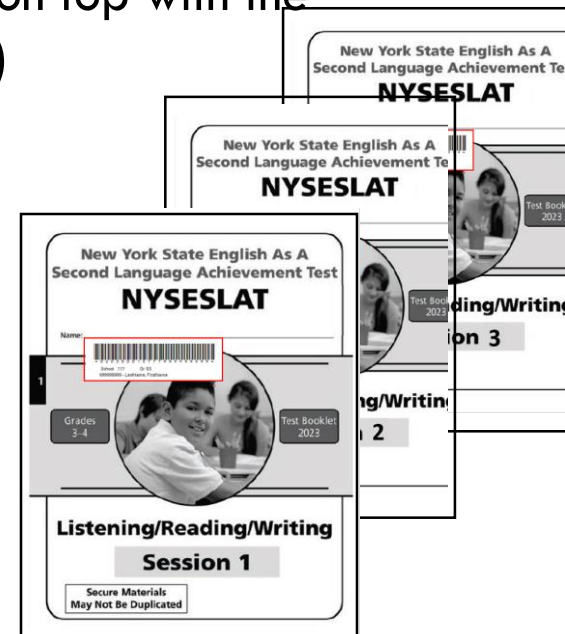
2023 NYSESLAT Grades 3-4 LRW Session 1 Test Booklet

201909-001 1 2 3 4 5 A B C D E Printed in the USA JG057915

Preparing NYSESLAT Test Booklets

Return Booklet 1, Booklet 2 & Booklet 3 for each student

1. Nest Booklet 3 into Booklet 2 into Booklet 1
 - Each student will have all booklets inside booklet 1.
2. Place booklets by level (i.e. K, 1-2, 3-4, etc.) in groups of 25 students (75 booklets) each, secured with a rubber band.
 - (If you have a group that is less than 25 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 booklet 1, booklet 2, or booklet 3 submit all booklets, even if one is blank.
 - If a student did NOT take any part of the test, keep all booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.
 - Special Note – Kindergarten: Only the Writing booklet 1 is submitted.



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

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 **Pearson** boxes/cartons that can handle the weight



Special Note Regarding Boxes

Districts are required to return NYSESLAT and materials to Pearson

1. Utilize **Pearson** boxes to transport assessments for Scoring Services
2. Only submit NYSESLAT booklets that need Scoring Services

Retain all other secure materials **at the district** including:

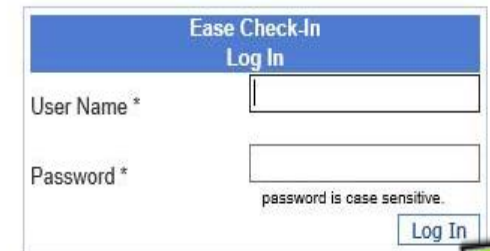
- ✓ Unused Listening, Reading, Writing, and Speaking session booklets (including large print and Braille).
- ✓ Directions for Administration
- ✓ Speaking Scoring Guides and Speaking Exemplar CDs.
- ✓ Writing Scoring Guides and Training Sets
- ✓ Listening CDs (including any Listening Scripts)
- ✓ **Pearson** Return Service Labels (UPS labels)
- ✓ **Pearson** Purple School Return Labels



Box Registration – OSC

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

- ESBOCES will provide districts 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](#)

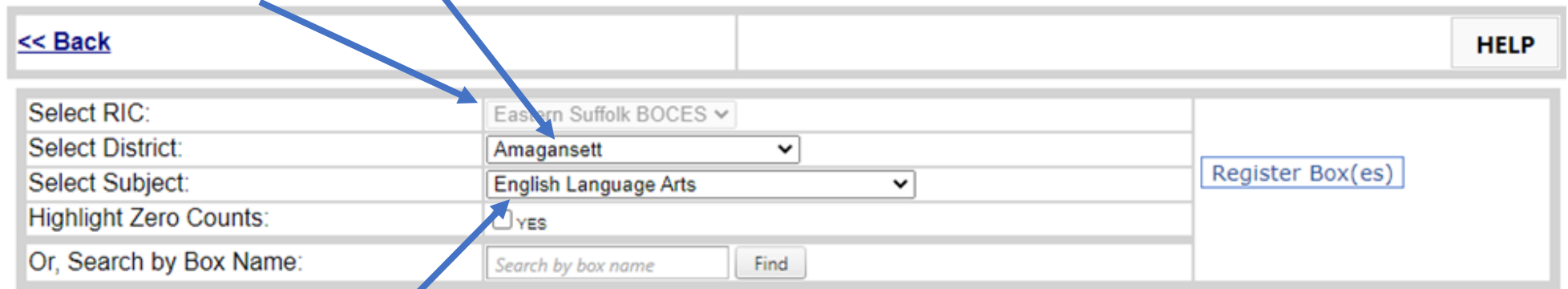
Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>

- 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 dropdown menus: 'Select RIC:' with 'Eastern Suffolk BOCES' selected, 'Select District:' with 'Amagansett' selected, and 'Select Subject:' with 'English Language Arts' selected. Below these is a checkbox for 'Highlight Zero Counts:' with 'YES' selected. At the bottom left is a text input field for 'Or, Search by Box Name:' with the placeholder text 'Search by box name' and a 'Find' button. On the right side of the form is a 'Register Box(es)' button. Three blue arrows point from the text box above to the 'Select RIC:', 'Select District:', and 'Select Subject:' dropdown menus.

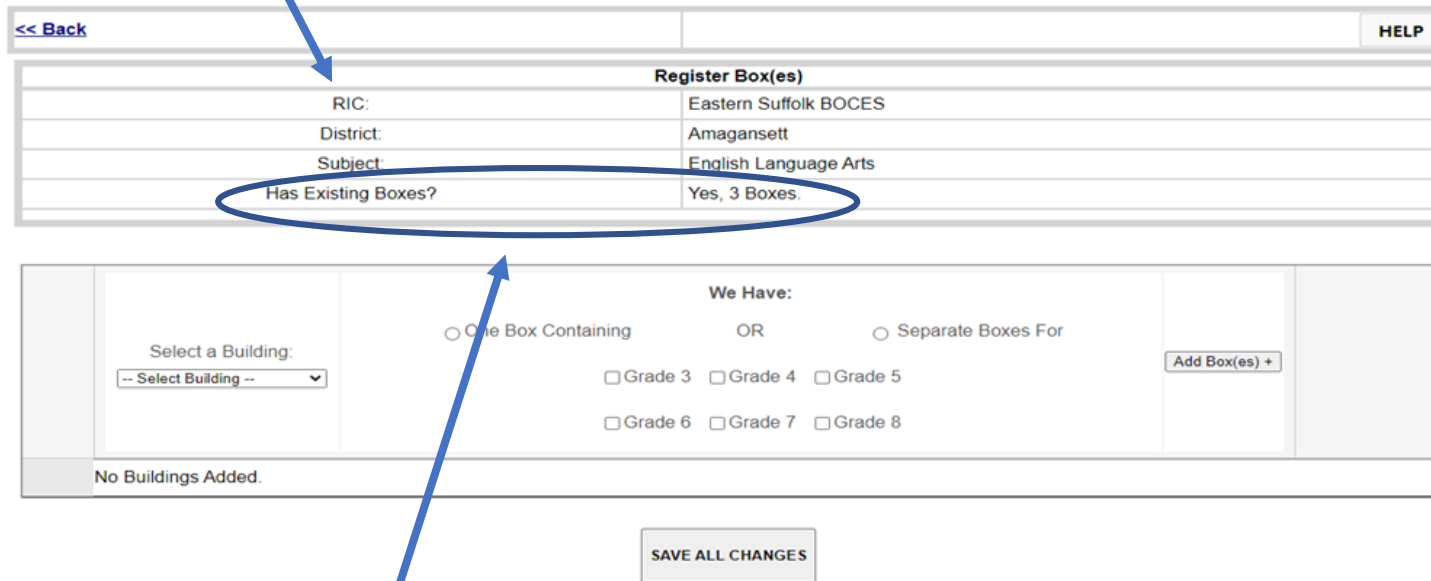
The Subject will default to the test currently being administered

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.

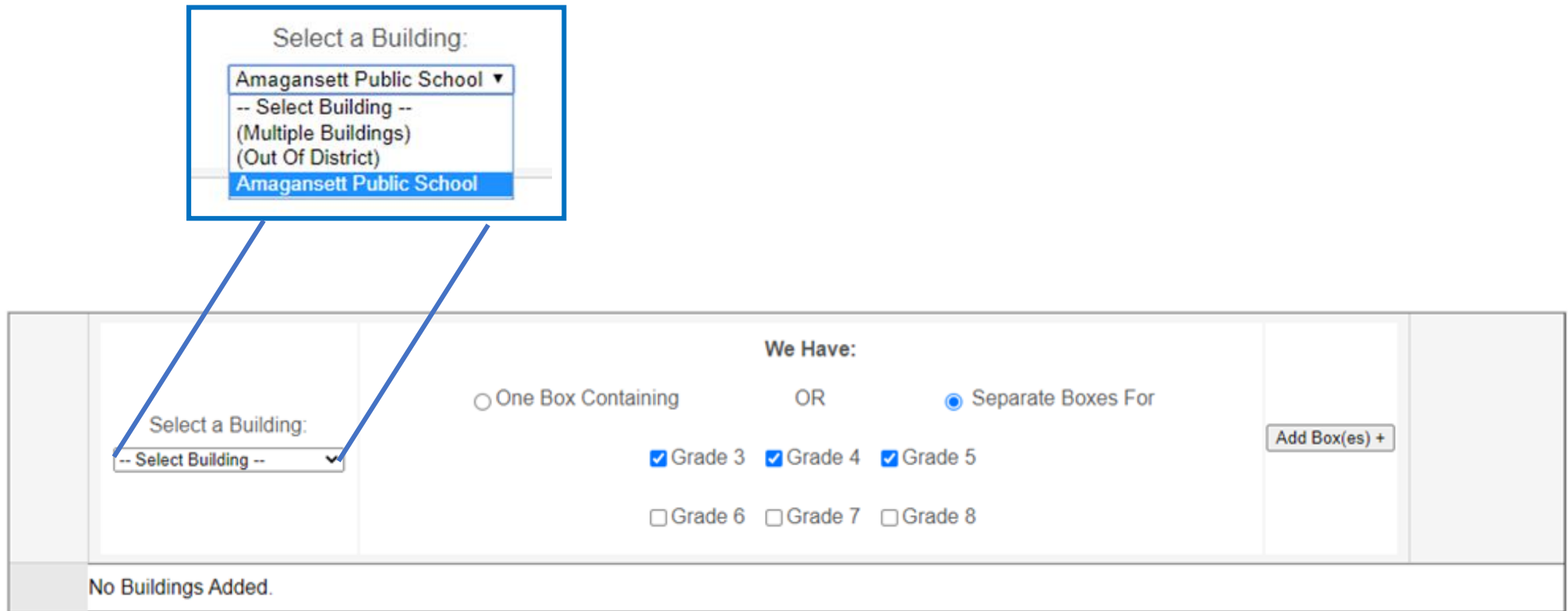
Below this table is a section titled "We Have:" with two radio button options: "One Box Containing" and "Separate Boxes For". Between these options is the word "OR". To the left of the "We Have:" section is a "Select a Building:" dropdown menu with "-- Select Building --" as the selected option. Below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

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?" row 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 next to a dropdown menu that currently shows '-- Select Building --'. To the right of the dropdown menu 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 radio buttons are checkboxes for grades 3 through 8. Grades 3, 4, and 5 are checked, while grades 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

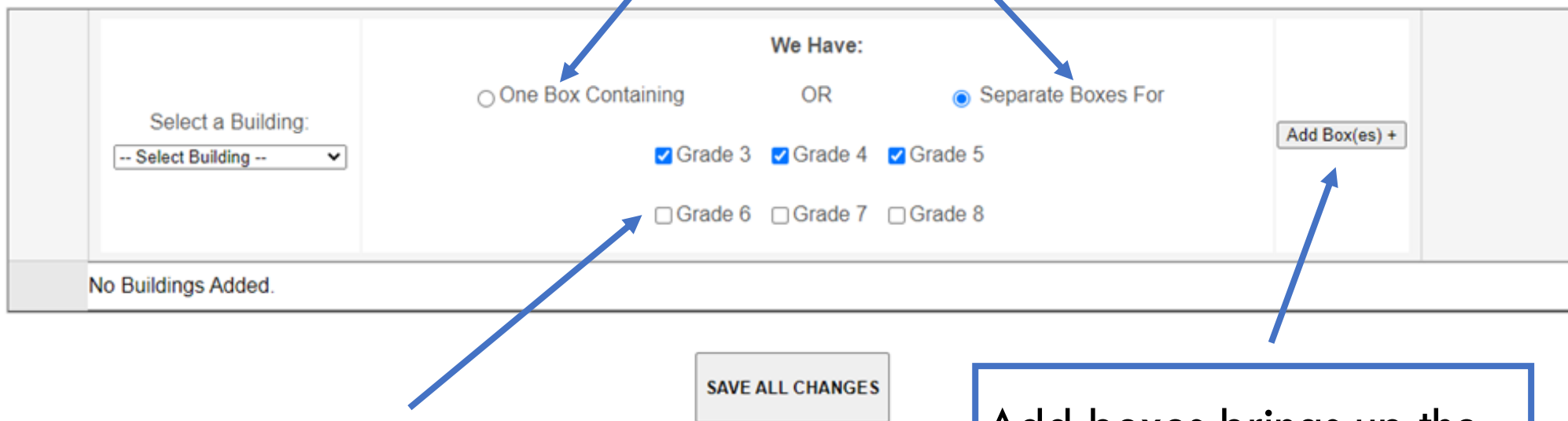
Add Box(es) +

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

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

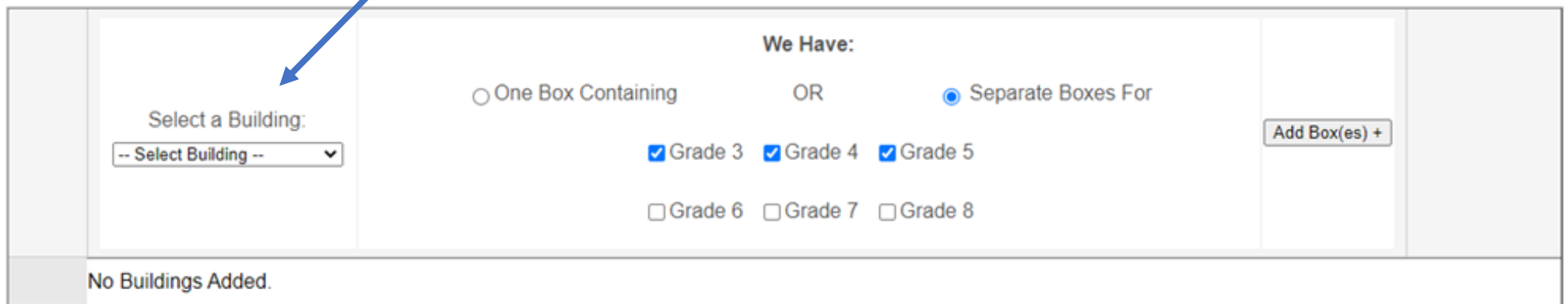
Enter in description of box – this will appear on box label and all information screens

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



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 left of the interface, the text "No Buildings Added." is displayed.

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

Box Registration-Final Steps



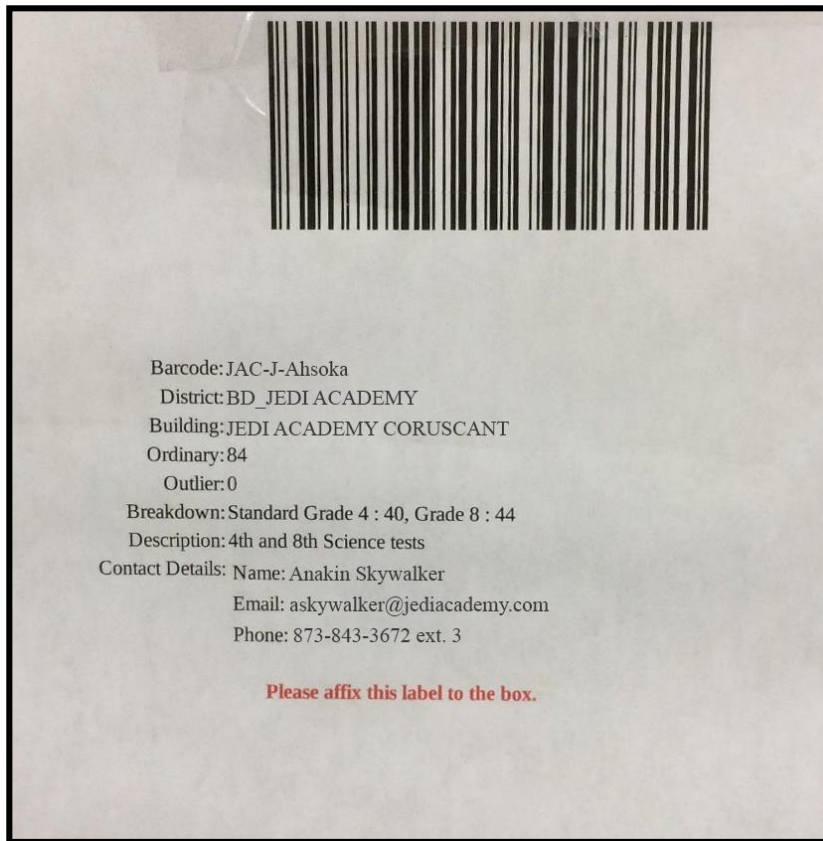
The day before intake, OSC will take ownership of the registered boxes.

Note: 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 Short-End of the box



A sample box label with a barcode at the top. Below the barcode, the following information is printed:

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 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

Pickup Assessment from Sequoya-ISC

Important Dates

NYSESLAT booklets will be available to be picked up from Sequoya ISC on **Friday June 16, 2023**

***NEW 2023**

Districts will be responsible to return their NYSESLAT assessments to Pearson by **Friday June 23, 2023**

Prepare boxes to be returned to Pearson as follows...Next Slide

Districts Return Assessments to Pearson

Pearson's New York State Customer Support

1-888-705-9415 Monday - Friday 7:00 am - 7:30 pm (ET)

Office of State Assessment 518-474-5902

Email: EMSCASSESSINFO@nysed.gov

questions about NYSESLAT or student participation.

Return Materials Packing Instructions Sheet (bright blue)

- ✓ Use the original packing lists as a checklist for packing the secure (used and unused) materials in the box(es)
- ✓ Use the box(es) in which you received test materials to return test materials.

Return Materials Instructions

Step One – Prepare material for shipping

1. Gather all the secure material:
 - Used and unused Listening, Reading, Writing, and Speaking session booklets (including large print and Braille).
 - Directions for Administration
 - Speaking Scoring Guides and Speaking Exemplar CDs.
 - Writing Scoring Guides and Training Sets
 - Listening CDs (including any Listening Scripts)

Step Two – Pack testing materials in boxes

1. Use the box(es) originally received to return all test materials
2. Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box.
3. Please combine materials from all shipments received and return as few boxes as possible.
4. Fill any empty space with packing material to prevent damage during transit.
5. Use packing tape to securely seal both top and bottom of each box.

Step Three – Use the Return Service (RS) labels

1. Retrieve your RS labels from the coordinator kit received from Pearson.
2. Your location will have one UPS RS label for each box being returned.
3. Place the label over the original shipping label completely covering it. Take care to not cover the purple Pearson school label.
4. If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance. Be prepared to provide the following:
 - The phone number of the location where the shipment will be picked up.
 - The physical address of where the shipment will be picked up.
 - The RS tracking number(s).
5. Contact Pearson's Customer Service at 888-705-9415 for any questions.

Districts Return Assessments to Pearson

Step One – Prepare material for shipping

Place ALL testing materials (used and unused) in box(es)

Materials include:

- ✓ Directions for Administration
- ✓ Speaking Scoring Guides and Speaking Exemplar CDs
- ✓ Writing Scoring Guides and Training Sets
- ✓ Listening CDs (including any Listening Scripts)
- ✓ All Speaking session booklets (including large type)
- ✓ All L/R/W session booklets (including large type)
- ✓ All Listening, Reading, or Writing test booklets (for Kindergarten)
- ✓ Braille materials

Districts Return Assessments to Pearson

Step Two – Pack testing materials in boxes

- ✓ Use the box(es) originally received to return all test materials
- ✓ Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box
- ✓ Please combine materials from all shipments received and return as few boxes as possible
- ✓ Fill any empty space with packing material to prevent damage during transit
- ✓ Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping

Districts Return Assessments to Pearson

School Label (purple)

- ✓ Retrieve the school return labels from the coordinator kit. The labels will be purple

Complete the Return Box section of EACH school label

- ✓ If the original shipping boxes are not available, write the quantity of boxes shipped on the outside of the boxes (i.e., *1 of 2*, *2 of 2*).

SCHOOL:<SCHOOL NAME>	<ITEM NUMBER> 8-00001 SCH # <SCHOOL CODE>
<SCHOOL ADDRESS 1> <SCHOOL ADDRESS 1> <CITY> <STATE> <ZIP>	SCH : BOX ____ OF ____
<hr/>	
<Header 1> PEARSON 7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404-8964	
<Header 2>  <PGM-SSN-OPT CODE>	

Complete the Return
Box Section of Each
School Label

Districts Return Assessments to Pearson

Step Three – Use the Return Service (RS) labels

- ✓ Retrieve your RS labels from the coordinator kit received from Pearson
- ✓ Your location will have one UPS RS label for each box being returned
- ✓ Place the label over the original shipping label completely covering it
 - Take care to not cover the purple Pearson school label
- ✓ If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance

Be prepared to provide the following:

- The phone number of the location where the shipment will be picked up
- The physical address of where the shipment will be picked up
- The RS tracking number(s)

Districts Return Assessments to Pearson

Returning Materials to Pearson

- ✓ Apply the return service (RS) shipping labels to the boxes of return materials.
- ✓ Call UPS at 800-823-7459 to arrange a UPS return service pickup, if needed.

**Contact Pearson's Customer Support at
888-705-9415 or**

NYSESLATscm@grp.pearson.com

if more return service labels are needed.



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 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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www.esboces.org

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