

NYSESLAT K-12 Assessment Intake Quick-Reference Guide 2022-23

Booklet Preparation

1. Separate the *Listening/Reading/Writing Session 1 Booklet*, *Session 2 Booklet*, and *Session 3 Booklet* from the answer sheets.
2. Include all three, *Session 1 Booklet*, *Session 2 Booklet*, and *Session 3 Booklet* for students who have attempted any part of the assessment.
3. All booklets should 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 each of the *Session 1 Booklet*, the *Session 2 Booklet*, and the *Session 3 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 3 Booklet* into *Session 2 Booklet*, then insert both into *Session 1 Answer Booklet*
 - a. Each student will have all booklets inside booklet 1
8. Group by building and level (i.e. K, 1-2, 3-4 etc.)
9. Pack sturdy boxes by building and level, in groups of 25 students, 75 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 2nd 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. Write the student's name and student's ID number on each sheet used for dictation
 - c. 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.
4. Place completed envelope, with attached Special Case Tracking Sheet, on top of grouped tests in box