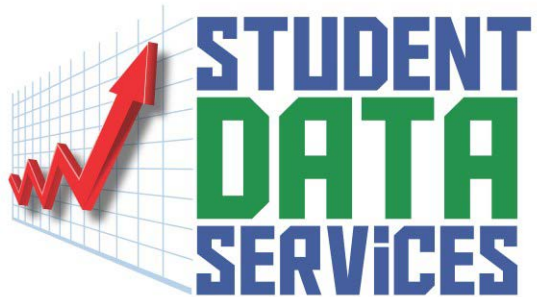


Quality Control Workshop-April 2021

NYS English As A Second Language Achievement Test

NYSESLAT

How to Prepare, Process and Submit Answer Materials



Who Should Handle QC??

District Data Coordinator
Testing Coordinator
Support Staff
Building Principals
Teachers/Proctors



Important Dates

Test Administration Dates:

- Speaking-**April 19th-June 9th**
- Listening, Reading, Writing-**May 17th –June 9th**
- Make-up dates-Must be given during testing window
- Final Date to Submit Answer Sheets to Scanning Center: **June 24th**



Districts using Full Service Scoring-Must deliver sheets on Intake Days

Districts scoring on their own-Must schedule a delivery day and time

Test Breakdown

Grade K is divided by the four modalities: Listening, Speaking, Reading, and Writing. The term “Session” is not used for Grade K.

Grades 1-12 are divided into four sessions:

- **Session 1:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 2:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 3:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 4:** Speaking CR questions. Speaking is considered one “Session.”

Test Breakdown

Number of Answer Sheets

Level 1 and Level 2

1 Answer Sheet

Levels 3-6

3 Answer Sheets


GRADE	LEVEL
Kindergarten - K	Level 1
Grades 1-2	Level 2
Grades 3-4	Level 3
Grades 5-6	Level 4
Grades 7-8	Level 5
Grades 9-12	Level 6

Materials Review

- **Class Rosters** - Indicate Tested (T) or the reason Not Tested for each session-make notations of any adjustments
- **Answer Sheets**-Check all completed answer sheets against class roster
- **Bar-Code Labels**-Labels are to be placed on front of any booklet containing student's handwritten answers. Be sure handwritten name and bar-code label match!
- **Booklets**-Supplied by SED-must be scored in district or by a scoring vendor



Sample Class Roster



Class Roster
2020 - 2021
NYSESLAT - Level 3

Education Services That Transform Lives

Date: 03/25/21 02:02 PM

Grade:04

Indicate "Tested" (T) or the "Not Tested" reason (Absent, etc.-see legend below).
 For Science Only: Session 1 is Perf. Test and Session 2 is Written Test.
 Return class rosters to your Test Scoring Coordinator.
 Place barcode label on FRONT cover of the booklet.
 *For Students without preprinted testing materials or booklet labels, follow steps 1-3.
 1. In the shaded area on the answer sheet, write the student's first name, last name and correct ID#.
 2. Fill in information from the corresponding extra answer sheet on the blank lines below.
 3. For students without barcode labels, write student's first name, last name, school name and correct ID# on the back of the booklet.

Pre-Printed Student ID	Student Name	**	Session 1					Session 2					Session 3					
			T A		M N R			T A		M N R			T A		M N R			
			E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
1)	Alvarez, Christina																	
2)	Becker, Carlos																	
3)	Blackburn, Mary T																	
4)	Chavez, Isabella																	
5)	Chen, Nancy																	
6)	Clark, Nancy																	
7)	Chavez, Isabella																	
8)	Clark, Nancy																	
9)	Chavez, Isabella																	

Total Number Of Students Listed 9

* Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)

1) Name _____ Actual ID _____ DOB ___/___/___
 Sheet 1 _____ Sheet 2 _____ Sheet 3 _____
 Bk _____ Bk _____ Bk _____

2) Name _____ Actual ID _____ DOB ___/___/___
 Sheet 1 _____ Sheet 2 _____ Sheet 3 _____
 Bk _____ Bk _____ Bk _____

3) Name _____ Actual ID _____ DOB ___/___/___
 Sheet 1 _____ Sheet 2 _____ Sheet 3 _____
 Bk _____ Bk _____ Bk _____

4) Name _____ Actual ID _____ DOB ___/___/___
 Sheet 1 _____ Sheet 2 _____ Sheet 3 _____
 Bk _____ Bk _____ Bk _____

5) Name _____ Actual ID _____ DOB ___/___/___

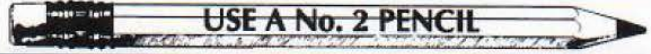
- Tested/Not Tested
 - Extra Answer Sheets
- Write: Student Name,
 Actual ID, DOB,
 Answer Sheet #s and
 Book Form #s

T = Tested
A = Absent
R = Refused
AE= Admin Error
ME= Med Excused
NE= Not Enrolled
RL=Remote Learner

Reason Not Tested

Only 1 Reason Not Tested bubble should be filled in

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

 **USE A No. 2 PENCIL**

CORRECT: ● **INCORRECT:** ✓ ✗ ○ ○


IEP or 504 Plan Accommodations (Fill in as many as apply.)	Reason Not Tested
<ul style="list-style-type: none"><input type="radio"/> Flexibility in scheduling (Timing N/A)<input type="radio"/> Flexibility in setting<input type="radio"/> Method of presentation (excluding Braille/Large type/Test read)<input type="radio"/> Method of response<input type="radio"/> Other<input type="radio"/> Braille<input type="radio"/> Large type<input type="radio"/> Test read	<ul style="list-style-type: none"><input type="radio"/> Absent for entire test<input type="radio"/> Refused to take entire test<input type="radio"/> Administrative error, no score<input type="radio"/> Not enrolled at time of test<input type="radio"/> Medically excused<input type="radio"/> Receiving Entirely Remote Instruction

Scanning Center
Use Only

Accommodations

Only bubble the accommodations that the student actually used

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL  **CORRECT:** ● **INCORRECT:** ✓ ✗ ○ ●

IEP or 504 Plan Accommodations (Fill in as many as apply.)	Reason Not Tested
<ul style="list-style-type: none"><input type="radio"/> Flexibility in scheduling (Timing N/A)<input type="radio"/> Flexibility in setting<input type="radio"/> Method of presentation (excluding Braille/Large type/Test read)<input type="radio"/> Method of response<input type="radio"/> Other<hr/><input type="radio"/> Braille<input type="radio"/> Large type<input type="radio"/> Test read	<ul style="list-style-type: none"><input type="radio"/> Absent for entire test<input type="radio"/> Refused to take entire test<input type="radio"/> Administrative error, no score<input type="radio"/> Not enrolled at time of test<input type="radio"/> Medically excused<input type="radio"/> Receiving Entirely Remote Instruction

Scanning Center
Use Only

Explanation of Reason Not Tested Codes



Review of Tested/Not Tested Reason Codes As Noted on Class Rosters

Tested/Not Tested Reasons as they appear on the Class Roster:

Session 1					Session 2				
T	A	M	N	R	T	A	M	N	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R
T	A	R	E	E	E	L	T	A	R

T = Tested-The student completed all of the assessment.

A = Absent-The student was Absent for one or more sessions. If the student becomes ill during the session and cannot complete all questions, the student may still be marked Absent. Absent will override any answers completed and the student will not receive a score.

R = Refused-The student Refused one or more sessions. If the student refuses after answering more than 1 question, the student will receive a score based on the questions completed.

AE= Administrative Error- Use for students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student, prompts were given to the student, materials that would assist students in taking the test were in view of the students during the administration, etc.) Please contact the district Test Scoring Coordinator in the event of an Administrative Error.

ME= Medically Excused-The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.

NE= Not Enrolled-The student left the district prior to the test administration.

RL=Remote Learner- The student is receiving entirely remote instruction and does not attend a school building during the test administration and make-up periods.

Questions: Contact Student Data Services at dwtshelp@esboces.org or by phone at 631-218-4195

NYSAA Students TAKE NYSESLAT

Ungraded Students

- K-6= grade 13
- 7-12= grade 14
- Ungraded students must be tested on the grade level determined by the Date of Birth Chart (SIRS Manual page 76)

Student Information Repository System Manual Version 16.8

Assessments by Birth Date/Age for Ungraded Students in 2020–21		
Assessments	Birth Dates	Reaches This Age Between September 1, 2020 and August 31, 2021
Grade K: NYSESLAT	Any date after August 31, 2014	6
Grade 1: NYSESLAT	September 1, 2013–August 31, 2014	7
Grade 2: NYSESLAT	September 1, 2012–August 31, 2013	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011–August 31, 2012	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2010–August 31, 2011	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009–August 31, 2010	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2008–August 31, 2009	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2007–August 31, 2008	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2006–August 31, 2007	14
Grade 9: NYSESLAT	September 1, 2005–August 31, 2006	15
Grade 10: NYSESLAT	September 1, 2004–August 31, 2005	16
Grade 11: NYSESLAT	September 1, 2003–August 31, 2004	17
Grade 12: NYSESLAT	Born on or before August 31, 2003	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2002–August 31, 2003	18

NYSESLAT Answer Sheet

This shaded box is preprinted with district and student information unless using an extra answer sheet

If using an extra answer sheet, write student's first and last name, date of birth and grade

Do not write in this area; information is pre-printed

Do not write on timing marks

Unable to Respond only applies to Level 1 Kindergarten

Print Transcriber's Name Only for Grades K, 1 and 2 Listening and Reading

The form includes the following sections:

- Header:** TSE200, District, Student ID, CD, School, Level, Page 1, Form.
- Warning:** DO NOT WRITE IN THIS AREA.
- MARKING INSTRUCTIONS:** Make heavy BLACK marks. Erase cleanly. Make no stray marks. USE A No. 2 PENCIL. CORRECT: ● INCORRECT: ✓✗.
- IEP or 504 Plan Accommodations (Fill in as many as apply):**
 - Feasibility in scheduling (Timing NA)
 - Feasibility in setting
 - Method of presentation (including Braille, Large type, Text read)
 - Method of response
 - Other
 - Braille
 - Large type
 - Text read
- Reason Not Tested:**
 - Absent for entire test
 - Refused to take entire test
 - Administrative error, no score
 - Not enrolled at time of test
 - Medication not used
 - Receiving Entirely Remote Instruction
- For Scanning Center Use Only** (vertical text on the right side).
- Title:** NYS English as a Second Language Achievement Test 2021 NYSESLAT Grade K.
- Listening Grid:**

PRINT Transcriber's Name	Session Codes
	<input type="checkbox"/> Absent Listening <input type="checkbox"/> Unable to respond
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	
- Reading Grid:**

PRINT Transcriber's Name	Session Codes
	<input type="checkbox"/> Absent Reading <input type="checkbox"/> Unable to respond
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	

Back of Page 1

Be sure each item for Speaking and Writing has a score bubble

Skipping Rule (SIRS)

No Response bubble is not available for speaking.

T99200 Page 2

2021 NYSESLAT Grade K

FOR TEACHER USE ONLY

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL CORRECT: INCORRECT:

Speaking				Writing			
Score's Code Letter	Session Codes			Session Codes			Score's Code Letters
	Absent Speaking			Absent Writing			
Question	Score Points	Skipped		Question	Score Points	No Response	
1	0 1			1	0 1		
2	0 1 2			2	0 1		
3	0 1 2			3	0 1		
4	0 1 2			4	0 1		
5	0 1			5	0 1 2		
6	0 1 2			6	0 1 2		
7	0 1 2			7	0 1 2		
8	0 1 2			8	0 1 2 3		
9	0 1						
10	0 1 2						
11	0 1 2						
12	0 1 2						

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Model Code

- 1 Regional scoring
- 2 Schools from two districts
- 3 Three or more schools within a district
- 4 Two schools within a district
- 5 One school
- 6 Scored by a private contractor (not a ROCES)

Code Letters	Print Scorers' Names
A	
B	
C	
D	
E	

K

Each session has its own Absent bubble

Print Scorers' Code Letters

Print Scorers' Names in box

Skipping Rule

Page 90 of SIRS Manual

Skipping Rule

- Applies to Speaking questions 3, 4, 7, 8, 11, and 12.
- Applies to all grades (K-12) (same questions for each grade).
- Skipped questions will have an "S" darkened-in. When the contractor is scoring, the contractor will treat the "S" as a zero when calculating a Speaking Modality score.
- For any items that are skipped, pursuant to the Skipping Rules, the letter 'S' should be written on the Speaking Score Sheet in the column titled "Write Student Score."



Absent Bubbles and Valid Tests

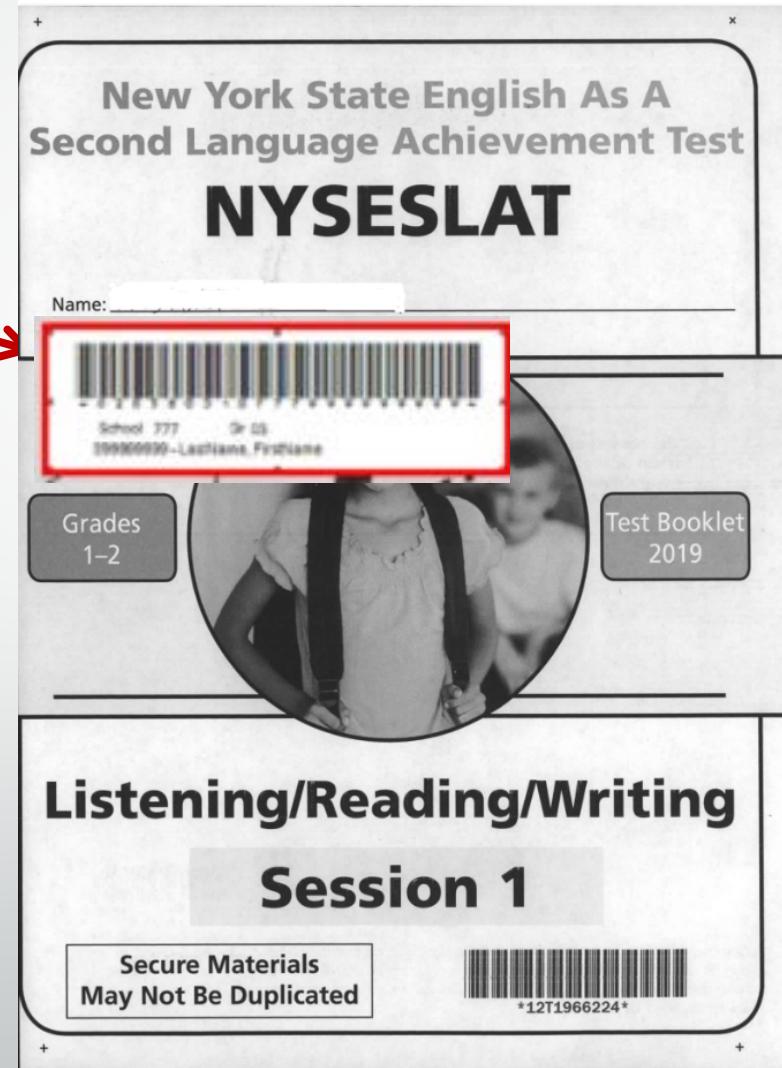
Students who are **present** for all four modalities or sessions, not marked absent for any of the four modalities or session and who received a score for at least one item in each modality or session, will receive a valid score including Overall Scale Score, Overall Proficiency Level.

Absent for one session=Absent for the entire test

Bar-code Label

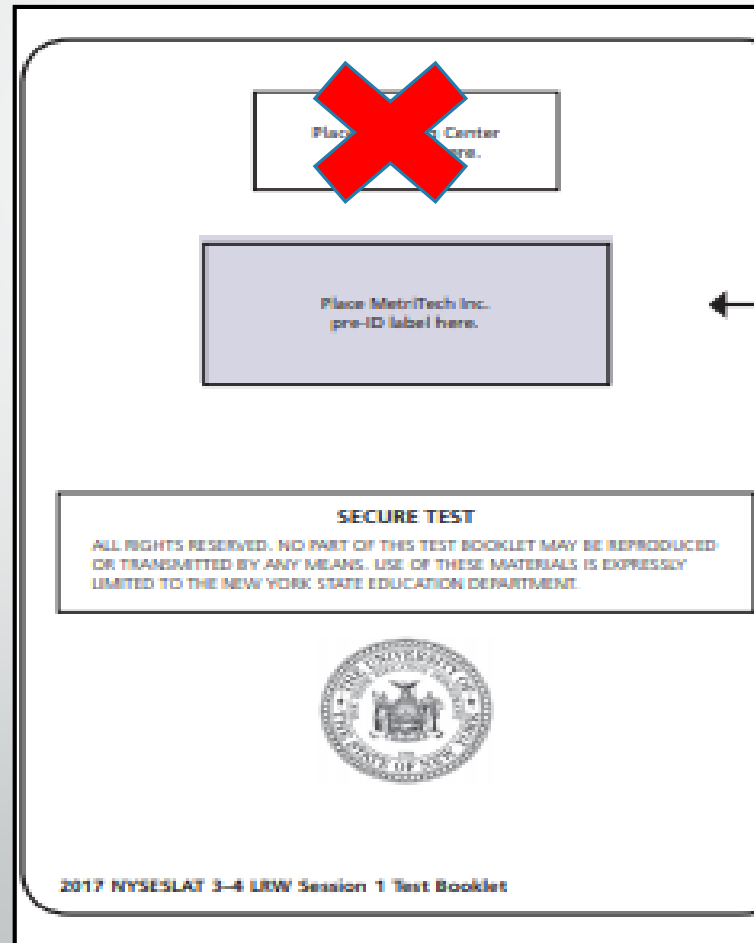
- Place Bar-code label on **FRONT** cover
- Match the label to the handwritten name

If a student does not have a bar-code label, include student's name, ID and DOB on booklet cover. A label will be supplied by the scoring vendor.



The image shows the front cover of a New York State English As A Second Language Achievement Test (NYSESLAT) booklet. The cover is white with black text and a central photograph of two children. At the top, it reads "New York State English As A Second Language Achievement Test" and "NYSESLAT". Below this is a "Name:" field with a handwritten name. A red rectangular box highlights a barcode label that is placed over the "Name:" field. The label contains the text "School 777 Gr 02" and "10980000-LastName, Firstname". To the left of the photograph, it says "Grades 1-2", and to the right, "Test Booklet 2019". At the bottom, it reads "Listening/Reading/Writing Session 1". Below this, there is a "Secure Materials May Not Be Duplicated" warning and another barcode with the number "*12T1966224*". A red arrow points from the second bullet point in the list to the red box on the barcode label.

Label Placement on NYSESLAT Test Booklet



**MetriTech
Label**

Return Count Sheets with each Grade and Subject

Please fill out
entire form and
provide us with
the name and
phone number
of the Testing
Coordinator

Sheet counts
must be accurate

Count the sheets
not the students
on the Rosters

Eastern Suffolk BOCES <small>Educational Services That Inspire Life</small>		Cover Sheet for Returning ELA Answer Sheets to Eastern Suffolk BOCES 2020	
Test: ELA	Grade 3	Date Due: <u>April 9, 2020</u>	
District			
Date			
Test Scoring Coordinator			
Phone #			
Count of Answer Sheets Returned	Total		
Comments			

Please return your documents in the following order by district; top down

- Cover sheet with count filled in
- Class rosters with notations-reason test not taken and book form for each student
- Reason coded answer sheets
- Complete answer sheet for each student

I certify that ALL students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse.

Print Name: _____ Date: _____

Signature: _____

Drop-Off Procedures

Beginning with the top of the stack

- Cover Sheet with counts
- Class Roster with notations
- Extra Answer Sheets
- Answer Sheets with Reason Codes
- All Other Sheets

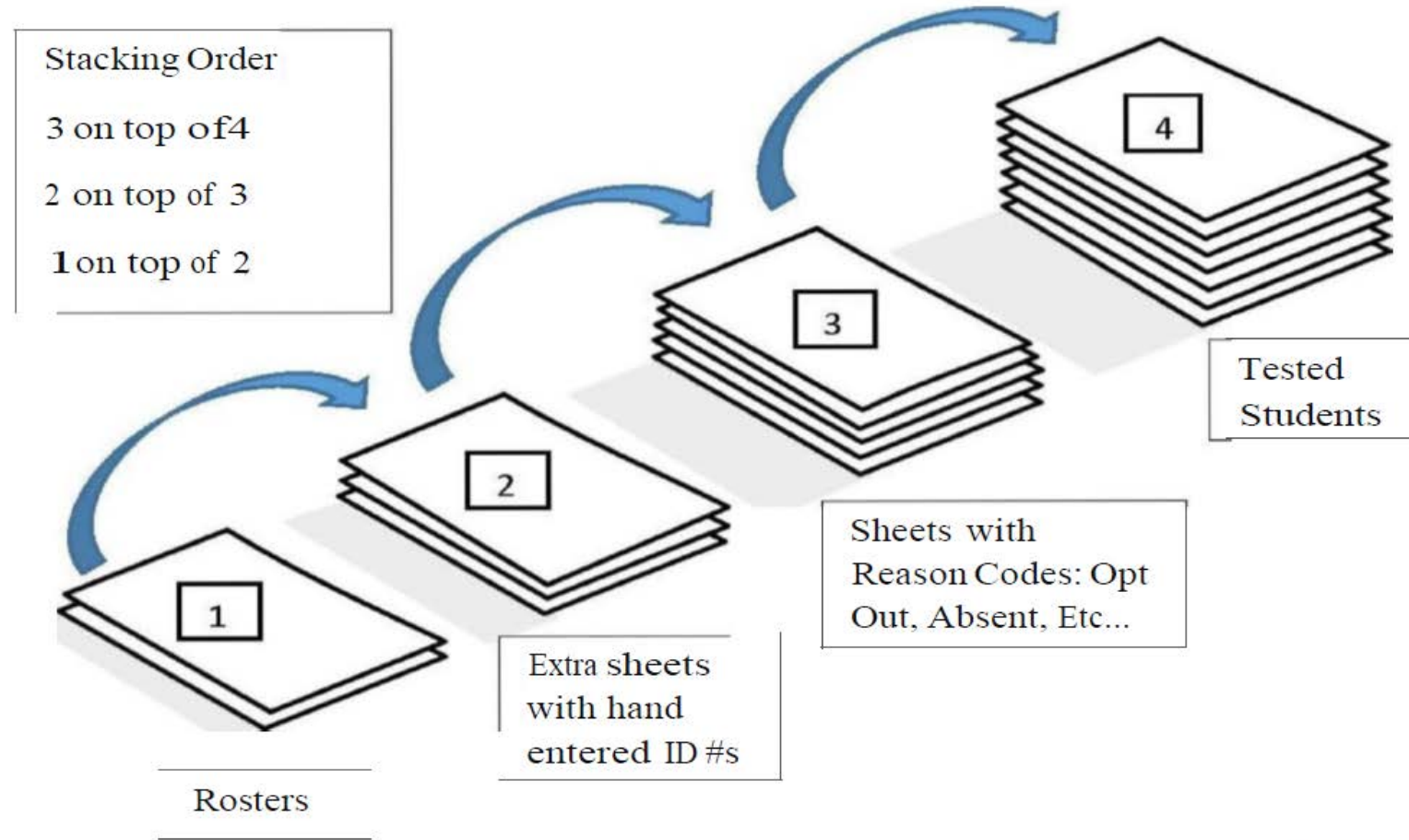
***Be sure all timing marks are on left**

All sheets should be in same direction-use cut corners as a guide

***Be sure counts are correct-include answer sheets with Reason Not Tested in the count**

***Provide us with contact person's name and phone number**

How to Stack the Sheets



Neatness Counts

THIS



NOT THIS!



Second Pull

Our goal is to use as few extras as possible!!

We will deliver preprinted class rosters, labels and answer sheets for those students that were entered into Level o ***after*** our original pull.

The rosters, labels and answer sheets will be delivered just prior to the administration date of each assessment.

Please distribute these materials on arrival.

Quality Control Quick Review

- # 2 Pencil only
- No post-its, paper clips, etc.
- No damaged sheets
- No stray marks of any kind
- Clean erasures only
- Check that all constructed response scores have only one bubble filled in



For additional or special booklets:

- Serina Ross-Eastern Suffolk BOCES-Westhampton Beach
(631) 844-5757
- Dawn Zanoni-Hines Admin Center-Patchogue
(631) 687-3165
- Tyisha Hunter-Western Suffolk BOCES-Wheatley Heights
(631) 595-6810



Resources

<http://www.p12.nysed.gov/irs/sirs/>

www.p12.nysed.gov/assessment/nyseslat

<https://regionalscoring.esboces.org>

Student Data Services

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

Questions about Full Service Scoring

Phone:

- 631-244-4250

Email:

- scoring@esboces.org

Website:

- <https://regionalscoring.esboces.org>



Contact information for MetriTech:

800-747-4868

or

e-mail nyseslat@metritech.com



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www.esbooces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esbooces.org; the Assistant Superintendent for Human Resources, 631-667-3029, or the Associate Superintendent for Educational Services, 631-667-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-426-3800, OCR.NewYork@ed.gov.