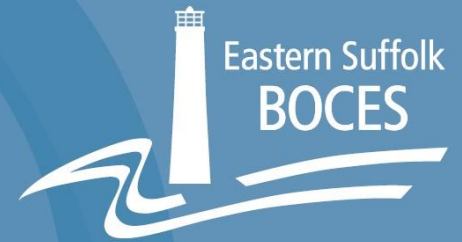


# School Data Bank Services



Educational Support Services • Working Together for Excellence

## **Constructed Response Scoring 2023-2024**

**N.Y.S. 3-8 ELA, Math, & Science**

**Booklet Packaging and Delivery Instructions**

**Assessment Services – Full Service Scoring**

**Lauren Lewonka, Administrative Coordinator**

# Workshop Objectives

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- Review Intake Dates
- Access to the Scoring Registration Website
- Preparing Booklets & Materials
  - Special Case Booklet Procedure
  - OSC Box Registration Procedure
  - Booklet Delivery and Pick-up Procedures
- Future Workshop Dates

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Cooperative Bidding

District Contracts

Diversity, Equity, and  
Inclusivity

Duplication & Printing

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Nonpublic School Textbooks

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School Library System

Special Career Education

Special Education

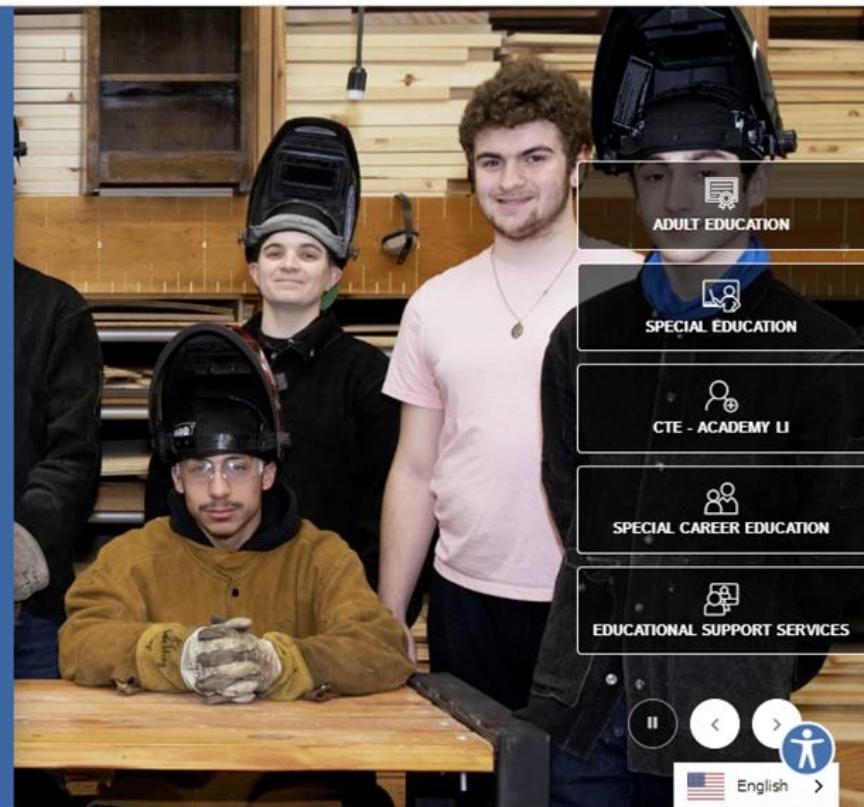
Student Assistance Services

Student Data Services

Substitute Services



<https://www.esboces.org/programs-services/ess/school-data-bank-services/assessment-services>



ADULT EDUCATION

SPECIAL EDUCATION

CTE - ACADEMY LI

SPECIAL CAREER EDUCATION

EDUCATIONAL SUPPORT SERVICES



English

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# Assessment Services - Scoring & Training

## Test Administration Schedule & Intake Dates

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[Special Case Tracking Sheet](#)

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[2023-24 NYSAA Administration Training - Facilitated Training for the New York State Alternate Assessment Computer-Based Testing for ELA, Mathematics and Science](#)

### Questions?

Contact [scoring@esboces.org](mailto:scoring@esboces.org);  
631-244-4243

Vanessa Biagioli-Dittrich  
Program Administrator

# Assessment Intake Dates 2024

All intake will take place at the *Instructional Support Center (ISC)* at Sequoya:

- ✓ **April 17, 2024** – ELA Intake Grades 3-8
  - **April 19, 2024** – ELA Intake Make-up Grades 3-8
- ✓ **May 15, 2024** – Math Intake Grades 3-8
  - **May 17, 2024** – Math Intake Make-up Grades 3-8
- ✓ **May 17, 2024** – Special Circumstance Intake Only
  - ELA/Math/Science PBT administered during CBT window
- ✓ **May 30, 2024** – NYSESLAT Intake (No Make-up Date)

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631-244-4243

Vanessa Biagioli-Dittrich  
Program Administrator





# Full Service Scoring Registration

Register for full service scoring at [scoring.esboces.org](https://scoring.esboces.org)



Home  
Back

Welcome,  
Anna Apple  
[Log Out](#)

*Welcome to the Eastern Suffolk BOCES Scoring Registration System!*

School Year: 2023 - 2024

District:

**Select subject to register for scoring:**

Progress  
Registration

Intake  
Preferences

ELA	Math	Science	NYSESLAT
Completed	Not Started	Not Started	Not Started
Completed	Completed	Completed	Completed

OSC Login Info

[BOCES Administration](#)

[User Administration](#)

[Change Password](#)

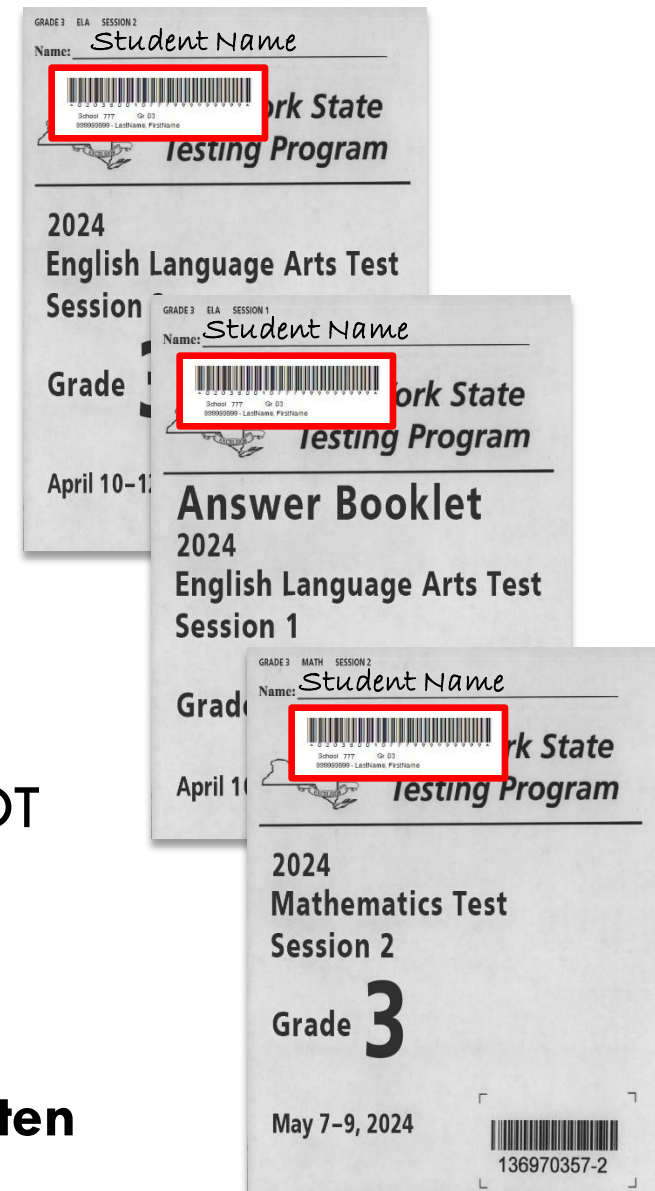
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# Preparing Booklets & Materials



# Preparing Booklets ELA/Math/Science

- Test booklets are scanned and converted to electronic images for computer scoring.
- Please 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.
- Each booklet submitted must have a **pre-printed student barcode label** placed under the handwritten 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)
  - ✓ **Math** Session 2 *Booklet* (1 Booklet)
  - ✓ **Science** - Written (1 Booklet) only
- 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.
- Please utilize sturdy cartons/bins that can handle the weight.

# Preparing Booklets ELA / Math

Place **student barcode labels** on the **front cover** of each test booklet directly under the student's handwritten name to help eliminate student booklet mismatches.

GRADE 3 MATH SESSION 2

Name: Student's Handwritten Name



School 777 Gr 03  
999999999 - LastName, FirstName


Ark State  
Testing Program

---

2024  
Mathematics Test  
Session 2

Grade 3

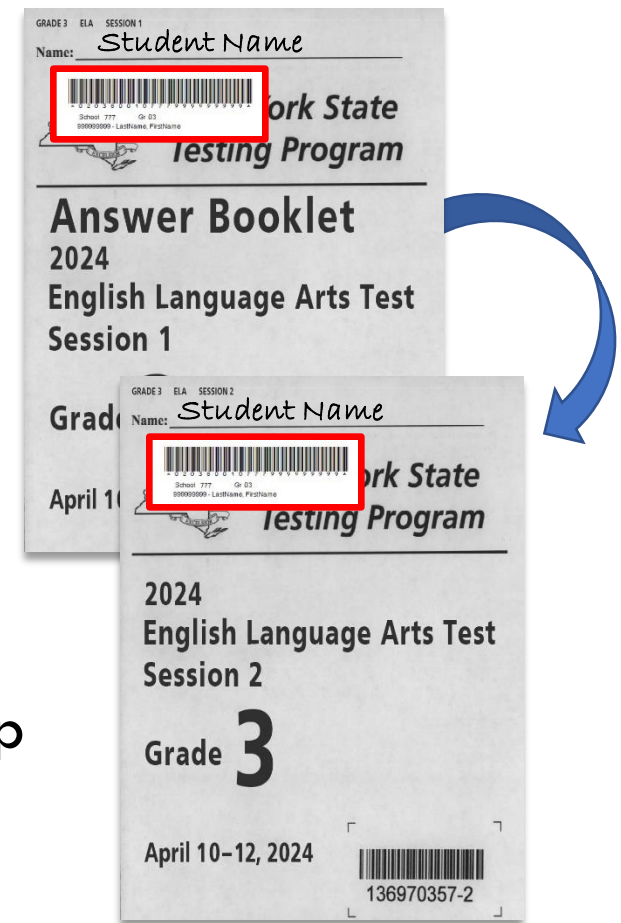
May 7-9, 2024



136970357-2

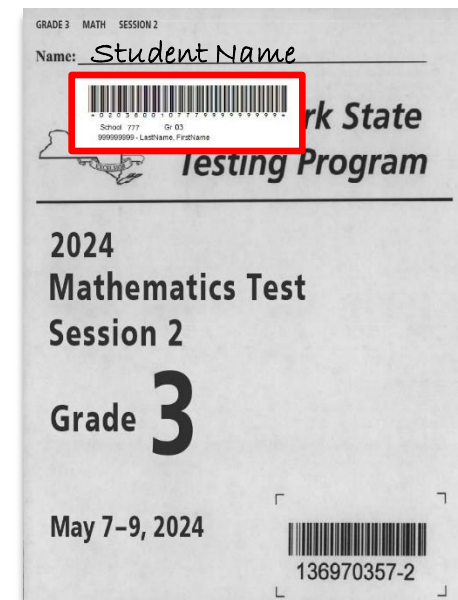
# Preparing ELA Test Booklets

- Return both *ELA Session 1 Answer Booklet* & *Session 2 Booklet* for each student.
- Place each student's *Session 1 Answer Booklet* **inside** the *Session 2 Booklet*, then place a rubber band around each group of 25 students (50 Booklets total).
  - 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 to mark the answer sheet as *absent* or other reason not tested bubble(s).



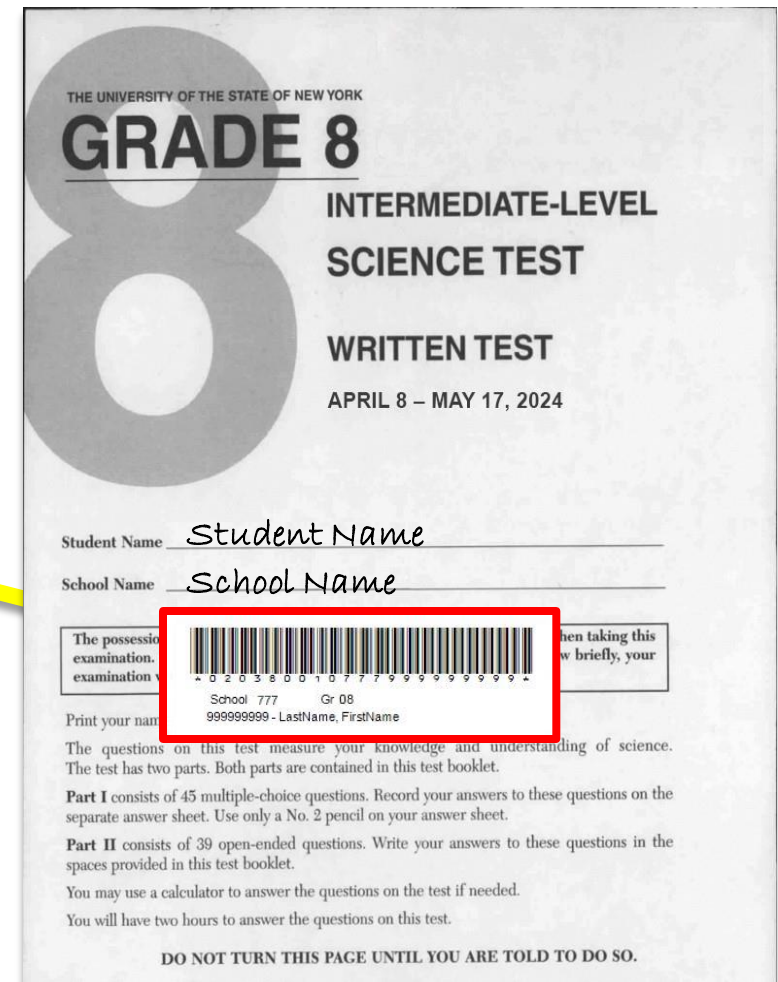
# Preparing Math Test Booklets

- Only return *Session 2 booklet* (1 booklet) for each student.
- Place booklets in groups of 25 students, secured with a rubber band.
- 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.
- For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
- If a student completed *any* part of the test, submit Session 2 booklet, even if it is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure to mark the answer sheet as *absent* or other reason not tested bubble(s).



# Preparing Science Written Booklets

Place **student barcode labels** on the **front cover** of each test booklet **below the student's hand-written name**, to help eliminate student booklet mismatches.



THE UNIVERSITY OF THE STATE OF NEW YORK  
**GRADE 8**  
INTERMEDIATE-LEVEL  
SCIENCE TEST  
WRITTEN TEST  
APRIL 8 – MAY 17, 2024

Student Name Student Name  
School Name School Name

The possession of this examination is limited to the examination only. When taking this test, please read the instructions briefly, your

Print your name

School 777 Gr 08  
999999999 - LastName, FirstName

The questions on this test measure your knowledge and understanding of science. The test has two parts. Both parts are contained in this test booklet.

**Part I** consists of 45 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.

**Part II** consists of 39 open-ended questions. Write your answers to these questions in the spaces provided in this test booklet.

You may use a calculator to answer the questions on the test if needed.

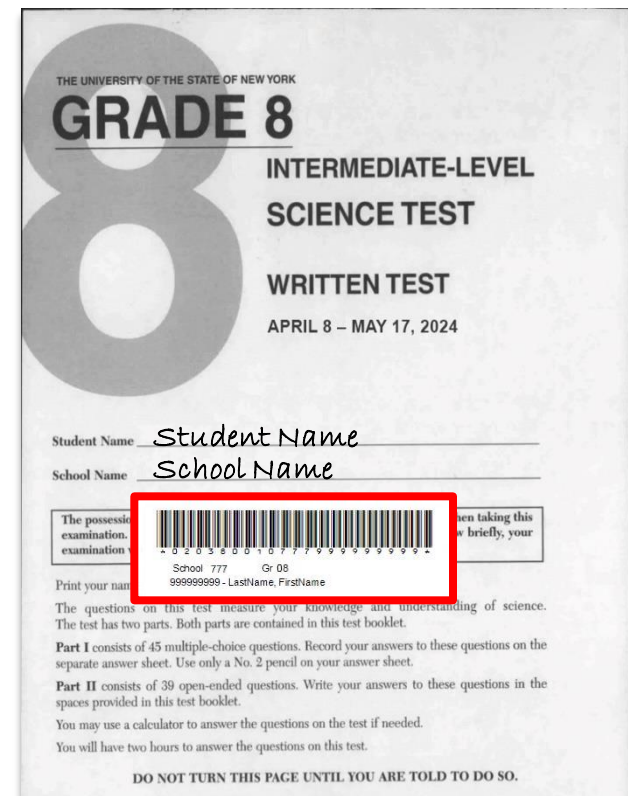
You will have two hours to answer the questions on this test.

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.**



# Preparing Science Test Booklets

- Place booklets in groups of 25 students, secured with a rubber band.
- 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 took *any* part of the assessment, the booklet must be returned.



THE UNIVERSITY OF THE STATE OF NEW YORK  
**GRADE 8**  
INTERMEDIATE-LEVEL  
SCIENCE TEST  
WRITTEN TEST  
APRIL 8 – MAY 17, 2024

Student Name Student Name  
School Name School Name

The possession of this examination booklet is loaned to you for use only. When taking this examination, you must keep this booklet secure. If you lose this booklet, you must notify your teacher immediately. If you are not taking this examination, you must return this booklet to your teacher immediately.

Print your name 999999999 - LastName, FirstName

The questions on this test measure your knowledge and understanding of science. The test has two parts. Both parts are contained in this test booklet.

**Part I** consists of 45 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.

**Part II** consists of 39 open-ended questions. Write your answers to these questions in the spaces provided in this test booklet.

You may use a calculator to answer the questions on the test if needed.  
You will have two hours to answer the questions on this test.

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.**



# Special Case Booklets:

## Word Processing & Scribed Tests

- Students who used a word processor to complete the assessment:
  - Please make a copy of the word processed responses.
  - Cut and tape the typed responses into the response areas for the **correct question numbers**.
    - Note: Students may have written wrong numbers in their document. Check!
  - Please staple a 2<sup>nd</sup> 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:
  - Please transcribe student responses into the response area for the **correct question numbers**.
  - Please staple the sheets of paper used for dictation 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.



# Math & Science

## Assessments Needing Translations

- Assessments in need of translations:
  - **Spanish** – group tests together, these will be translated at OSC.
  - **Languages other than English and Spanish:**
    - Please translate student responses, and *write the translation below the student's home language response* in the booklet.
  - If 2 booklets, English and alternate language, are used by a student – only submit the booklet that has the student's responses.
    - **Important: The student's **barcode** should be on the booklet containing the student's responses.**
- Alternate language books should be rubber banded separately:
  - Group tests by **building, grade** and **language**.
    - All Spanish versions should be banded together.
    - All other language versions should be grouped/banded together.

# Packaging Procedure - Test Booklets

- Package tests by building in individual box(es) or cartons unless they're small enough to fit in one box.
- Place the rubber-banded or bagged test booklet groups in the box.
- 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 manila envelope(s) by grade level.
  - Tape a *special case tracking sheet* to each envelope.
- Alt. language books should be rubber banded separately.
  - All Spanish versions should be banded together.
  - All other language versions should be banded together.
- Include a copy of a completed roster in the box.
- Please utilize sturdy cartons or bins that can handle the weight.



---

# Box Registration Procedure

# Box Registration – OSC

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

- ESBOCES will provide your district with a username and the default password (RSS).
- Reset the password once you have logged in.
- Each district has only *one* login that can be shared and used concurrently.
- For OSC Technical Support: Call 516-247-5300



Ease Check-In Log In	
User Name *	<input type="text"/>
Password *	<input type="password"/>
password is case sensitive.	
<input type="button" value="Log In"/>	

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## Questions?

Contact [scoring@esboces.org](mailto:scoring@esboces.org);  
631-244-4243

**Vanessa Biagioli-Dittrich**  
Program Administrator



# Box Registration - OSC

After logging in you are prompted with the following screen:

Welcome amagansett [Logout](#)

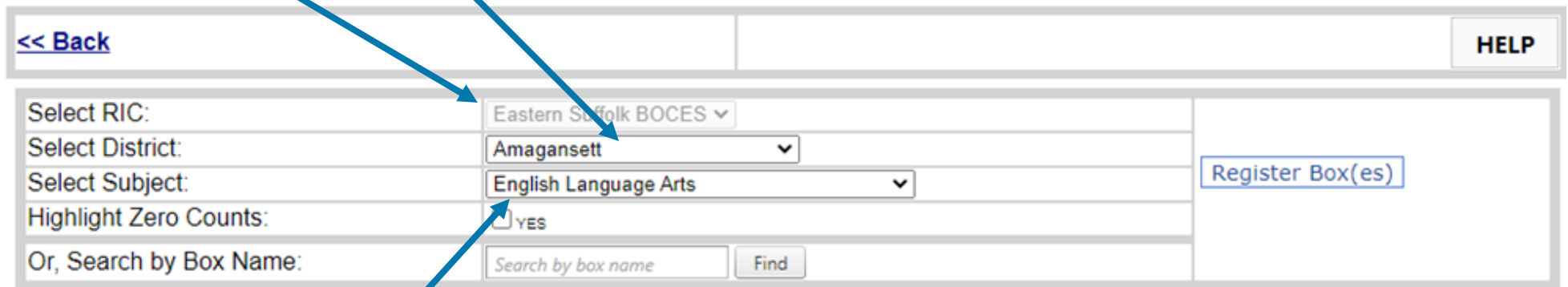
Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>

- 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 fields: 'Select RIC:' with a dropdown menu showing 'Eastern Suffolk BOCES'; 'Select District:' with a dropdown menu showing 'Amagansett'; 'Select Subject:' with a dropdown menu showing 'English Language Arts'; 'Highlight Zero Counts:' with a checkbox labeled 'YES'; and 'Or, Search by Box Name:' with a text input field containing 'Search by box name' and a 'Find' button. A 'Register Box(es)' button is located to the right of the subject dropdown. Two blue arrows point from the text box above to the 'Select RIC' and 'Select District' dropdowns. Another blue arrow points from the text box below to the 'Select Subject' dropdown.

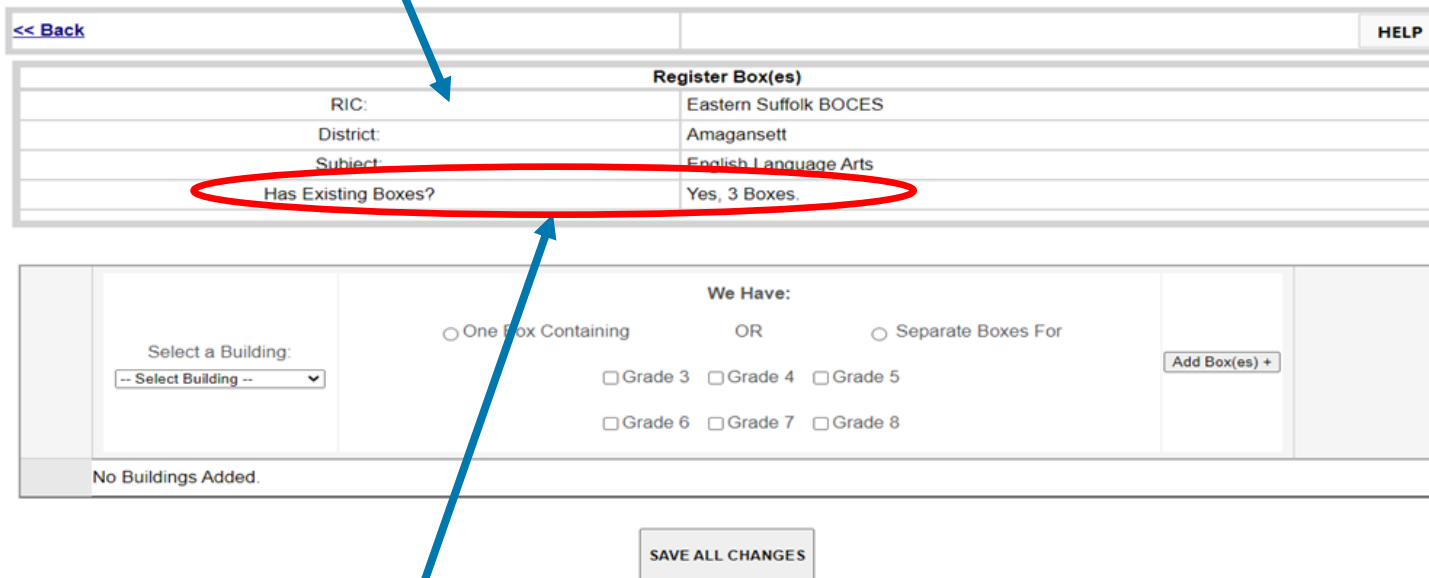
Verify the Subject selection

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 a table with the following data:

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

Below the table, there is a section for selecting a building and boxes. It includes a "Select a Building:" dropdown menu with "-- Select Building --" as the selected option. To the right, there are radio buttons for "One Box Containing" and "Separate Boxes For", with "OR" between them. Under "Separate Boxes For", there are checkboxes for Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. An "Add Box(es) +" button is located to the right of these options. At the bottom left, it says "No Buildings Added." and at the bottom center is a "SAVE ALL CHANGES" button.

The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

# Box Registration-OSC

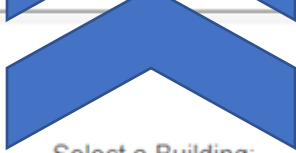
Select a Building:

Amagansett Public School ▼

-- Select Building --  
(Multiple Buildings)  
(Out Of District)

Amagansett Public School

Select the building from the drop down menu:



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

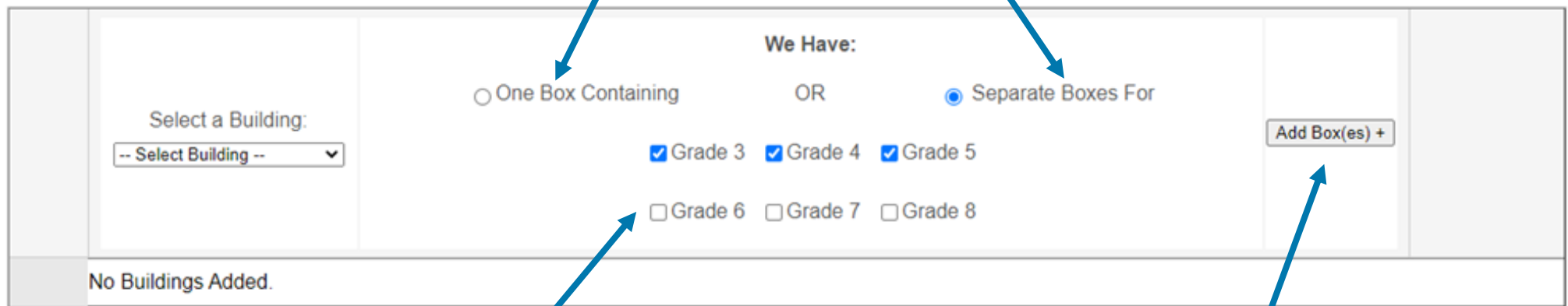
Add Box(es) +

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 side of the form, there is a button labeled "Add Box(es) +". At the bottom center, there is a button labeled "SAVE ALL CHANGES".

Select the grade(s) associated with each  
box you have for the selected school.

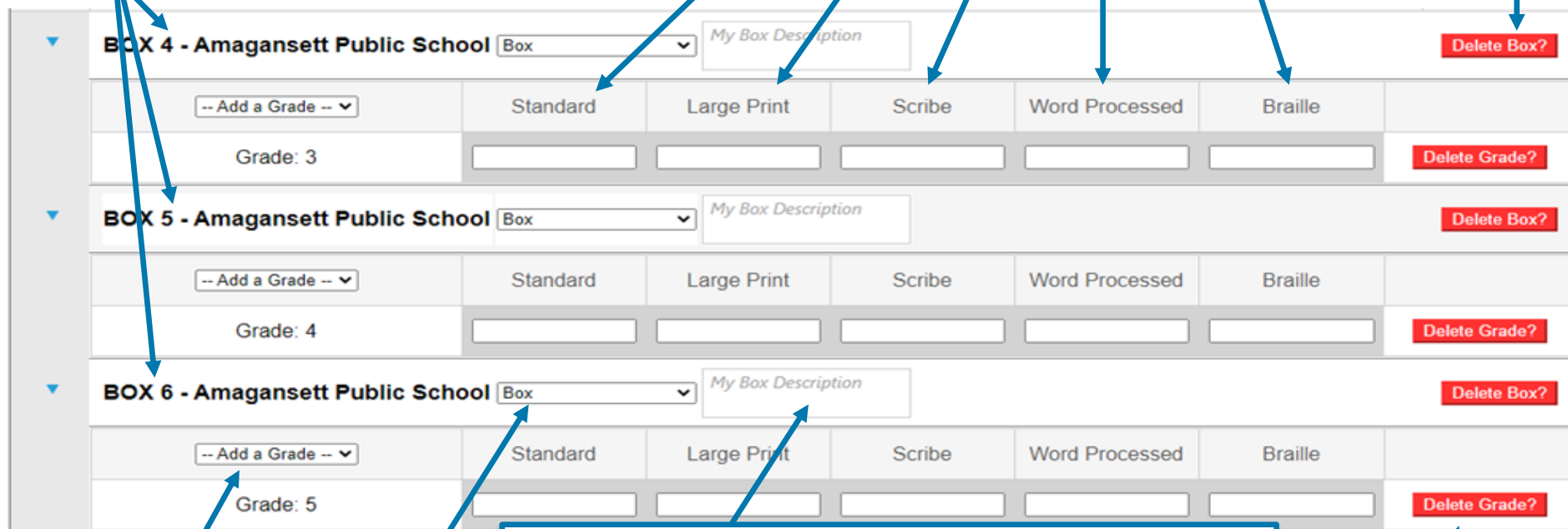
Add boxes brings up the  
screen on the next page...

# Box Registration-OSC

Number indicates count/name of box being registered.

Enter the count of tests that fall into each category.

Click to delete a box.



Box	My Box Description	Standard	Large Print	Scribe	Word Processed	Braille	Delete Box?
BOX 4 - Amagansett Public School							
Grade: 3							Delete Grade?
BOX 5 - Amagansett Public School							
Grade: 4							Delete Grade?
BOX 6 - Amagansett Public School							
Grade: 5							Delete Grade?

Click to add a grade.

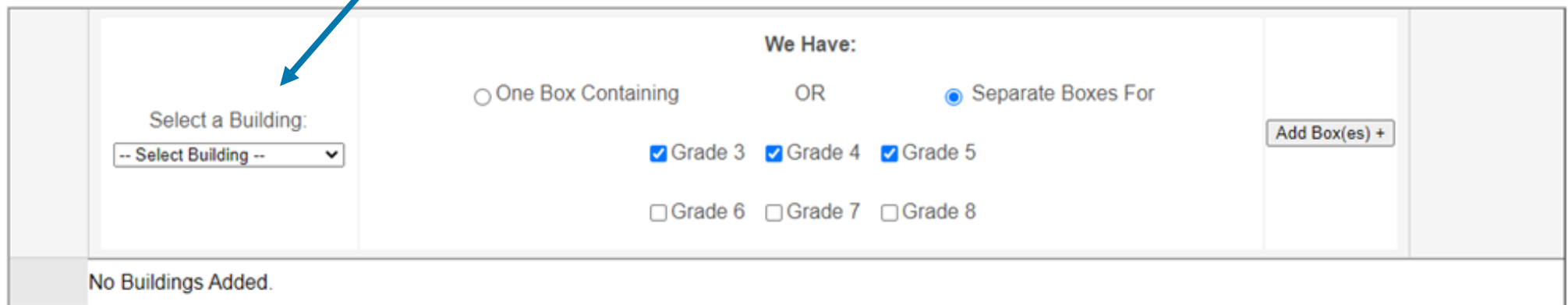
Enter description of box contents – this will appear on box label and all information screens.

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 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 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.

Click the checkbox, then click 'Delete' to remove the box entirely.

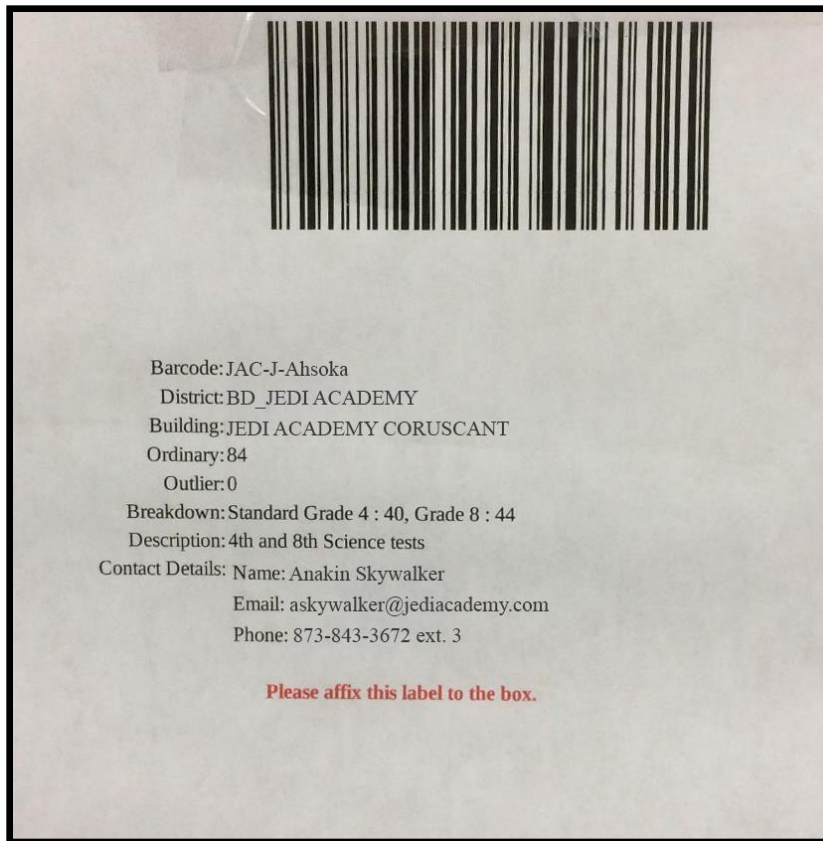
# Box Registration-Final Steps



- The day before intake, OSC will “lock” the registered boxes for your district. At this point, the boxes can no longer be deleted.
- Print each box’s label.
- Each box must have the correct label attached to the ***short-end*** of the box.
  - Please do *not* place it where the box opens (or overlapping the base and the lid).
- 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.



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

- Three weeks before the test administration, districts will be notified via email of their scheduled appointment time.
  - The confirmed time will be added to the Scoring Registration website for district ease and convenience.
- Deliver boxes and envelopes to ESBOCES ISC Sequoya at your scheduled appointment time:
  - If you do not have an appointment two weeks prior to test administration, please call our office at 631-244-4243.
- A district representative must remain on site while the box(es) and contents are verified, checked in and processed.
- Keep *answer sheet* box(es) separate from *booklet* boxes.
- A **Intake Receipt** will be given to the district representative.

# Delivery & Pickup at Sequoya- ISC

- Intake will be at 750 Waverly Ave., Holtsville, 11742.
- Sign in at the front entrance when you arrive at your scheduled appointment time.
- You will be notified at the registration table where to bring the boxes.
- Assistance with moving boxes is available.





# Online Material Available

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**School Data Bank Services - Assessment Services Website:**

[www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)

**Link to barcode box label creation tool:**

<http://status.oscworld.com>

>> Choose “Box Registration for Full Service Scoring”

# Future Workshop Dates

Refresher workshops will be presented *virtually* closer to test administration:

<b>ELA Virtual Workshop</b>	April 2, 2024	10:00 a.m. – 11:00 a.m.
<b>Math Virtual Workshop</b>	April 30, 2024	10:00 a.m. – 11:00 a.m.
<b>NYSESLAT Virtual Workshop</b>	May 9, 2024	10:00 a.m. – 11:00 a.m.

To register go to the School Data Bank Services - Assessment Services Website: [www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)

# Contact Information

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For questions and troubleshooting, contact our  
*Assessment Services Support Team*

**Website:** [www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)

**Email:** [scoring@esboces.org](mailto:scoring@esboces.org)

**Phone:** 631-244-4243







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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, gender identity or expression, transgender status, 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@esboces.org](mailto:ComplianceOfficers@esboces.org): the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 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, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).