


ELA 3-8 Assessment Intake Quick-Reference Guide 2023-24

Constructed-Response Booklet Preparation

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1. Separate *Session 1 Answer Booklet* and *Session 2 Booklet* from the Session 1 Multiple Choice Booklet and answer sheets. If applicable, fill in a session code/reason-not-tested bubble on the answer sheet(s).
2. Include **both** *Session 1 Answer Booklet* and *Session 2 Booklet* for students who have attempted **any** part of the assessment.
3. Verify that all booklets have the same number of pages as when delivered to the district. Do *not* remove blank pages at the back of the test booklets.
4. Remove paper clips, staples, post-it notes, and extraneous papers from booklets (so they can be scanned).
5. Place pre-printed student barcode labels on the front cover of each test booklet, under the student's handwritten name (for both the *Session 1 Answer Booklet* and the *Session 2 Booklet*).
 - a. *See *Missing Student Barcode Label* on the next page.
6. Insert each student's *Session 1 Answer Booklet* inside their *Session 2 Booklet*.
7. Separate out special case booklets – large print, word processed, scribed.
 - a. *See *Special Case Booklets* on the next page.
8. Organize students' booklets by building and grade. Make groups of 25 students' booklets (50 booklets in total), and gather them with a rubber band or through some other means.
 - a. If a group has less than 25 students, place a post-it on top indicating the exact count of students.
9. Pack sturdy boxes/bins/cartons by building and grade, in those groups of 25 students (50 booklets).
 - a. If small enough, multiple buildings and grades can be placed into one box.
10. Register boxes on OSC website <http://status.oscworld.com/intake>. 
11. Print each box's label from OSC website and **affix to the short-end of the box** so as not to interfere with the opening of the box in any way.

OSC Box Registration



Missing Student Barcode Label

1. Neatly write student's name, ID number, and date of birth on the front cover of the Booklets.
 - a. If the student was in Level 0 by the day before the assessment intake date, labels 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, temporary barcode labels 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. Include the student's name and ID number on each sheet.
 - b. Make a copy of the word-processed responses.
 - c. Cut and tape the typed responses into the response area for the **correct question numbers**.
 - i. Note: 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. Write the student's name and ID number on each sheet used for dictation.
 - b. Transcribe student's responses into the booklet response areas for the **correct question numbers**.
 - c. Staple the sheets of paper used for dictation to the back cover of the booklet with a single staple.
3. Place special case booklets into an envelope and adhere a [Special Case Tracking Sheet](#) to the outside.
 - a. Place completed envelope on top of grouped booklets in the box.