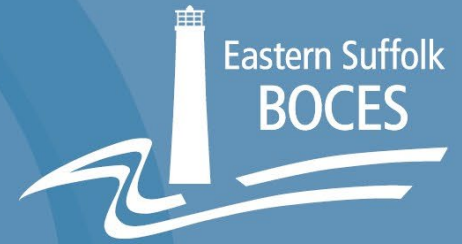


# School Data Bank Services



Educational Support Services • Working Together for Excellence

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

NYS 3-8 ELA Paper Booklets

– Packaging & Delivery Workshop –

Assessment Services – Full Service Scoring

Lauren Lewonka, Administrative Coordinator

# Zoom Norms & Group Protocols

---

- Please rename yourself to your full name.
- Please enter your name and district into the chat.
- Please mute when you are not speaking.
- Ask questions by entering them into the chat.
  - Our Support Team will monitor the chat.

# Workshop Objectives

---

- Accessing the Scoring Registration Website
- Review Administration Dates/Days
- Review Intake Date and Booklet Pick-up Date
- Preparing Booklets & Materials
  - General Booklet and Packaging Preparation
  - Special Case Booklet Procedure
  - OSC Box Registration Procedure
  - Booklet Delivery Procedures
- Future Workshop Dates



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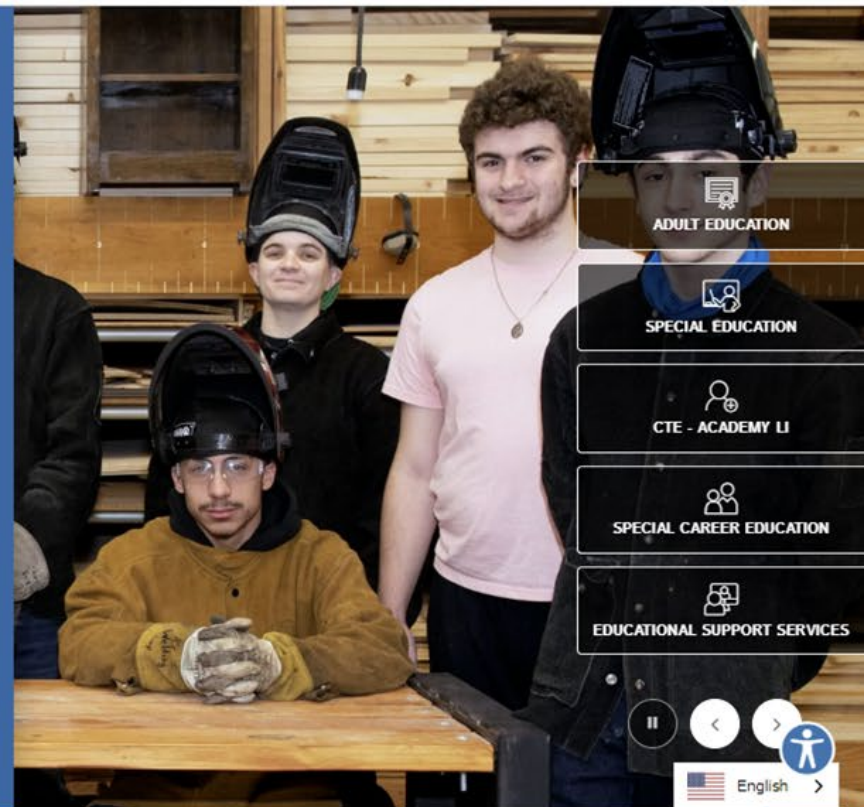
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Full Service Scoring

- Administrative and Business Services
- Adult Education
- Arts-In-Education
- Assessment Services - Scoring & Training**
- Auction Services
- Career & Technical Education - Academy LI
- Communications & Research
- Cooperative Bidding
- District Contracts
- Diversity, Equity, and Inclusivity
- Duplication & Printing
- Educational Support Services
- Human Resources
- 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



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

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# Assessment Services - Scoring & Training

**Check your district's intake time through this link.**

Check Intake Time For Assessment Booklet Scoring: [Scoring Registration Website](#)

[Register for Full Service Scoring by March 1, 2024](#)

[How to Register for Full Service Scoring PowerPoint](#)

## Service Scoring Resources:

[OSC World - Box Registration Website](#)

[Special Case Tracking Sheet](#)

[Intake Dates & Schedule : 2023-24 Grade 3-8 Assessment](#)

[Booklet Return - Districts Pick-up Date 2024](#)

[Pricing for 2023-24 Grades 3-8 Assessments Full Service Scoring](#)

## Computer-Based Testing Resources:



[CBT Roadshow PowerPoint](#)

[NYSED CBT Support Webpage](#)

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

[Important information on 2023-24 Computer-Based Tests \(CBT\)](#)

## Workshops: Winter/Spring 2024 Dates

[Quality Control Workshop for 2024 NYS 3-8 Assessments](#)

[Full Service Scoring 2023-24 Packaging & Delivery Workshop for NYS 3-8 ELA, Mathematics and NYSESLAT K-12 Assessments](#)

[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



Home  
Back

Welcome.  
Username  
[Log Out](#)

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

School Year: 2023-2024

District:

District Name

The date and time of your district's intake appointment is listed under the corresponding subject.

**Select subject to register for scoring:**

**Progress**  
Registration

Intake  
Preferences

Intake Date

Intake Time

ELA	Math	Science	NYSES LAT
Completed	Completed	Completed	Completed
Completed	Completed	Completed	Completed
April 19, 2024	May 15, 2024	CBT	May 30, 2024
10:35 AM	10:35 AM	CBT	10:35 AM

OSC Login Info

Any Questions?  
Contact us at [scoring@esboces.org](mailto:scoring@esboces.org)

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[Computer-Based Testing Support & Resources](#)

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**Questions?**

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631-244-4243

**Vanessa Biagioli-Dittrich**  
Program Administrator

**SCROLL  
DOWN**

SCROLL  
DOWN  
TO  
HERE

Assessment Data &

Select "ELA" to see ELA Assessment  
related documents

Annual Professional  
Performance Review  
Resource

[Shop - Consolidated Response Booklet](#)

Lauren Lewonka  
Administrative Coordinator

Select topic to see related documents:

ELA

Math

Science

NYSESLAT

NYSAA

#### Scoring Intake Information

[2024 NYS 3-8 School Administrator's Manual \(SAM\)](#)

[NYSTP Educator's Guide to the ELA](#)

[Quick Reference Guide for Packaging ELA Assessments for Intake](#)

[Special Case Tracking Sheet](#)

[OSC Box Registration Instructions](#)

#### NYSED Documents

[Grades 3-8 ELA and Math Tests School Administrators Manual](#)

[Procedures for Requesting, Shipping, and Storing of Materials for the Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and the Elementary-level \(Grade 5\) and Intermediate-level \(Grade 8\) Science Test](#)





# NYS 3-8 ELA PBT Administration Dates

---

## Paper-Based Test Administration Window

- Wednesday, April 10\* - Friday, April 12, 2024

## Make-up Dates

- Monday, April 15 - Wednesday, April 17, 2024

*\*Schools that are closed on Wednesday, April 10 in recognition of Eid al-Fitr may use Monday, April 15 as an administration date.*

<https://www.nysed.gov/sites/default/files/programs/state-assessment/ei-test-schedule-2024rev.pdf>

# NYS 3-8 ELA Administration

- All assessments for **students in the same grade and building** must be given during the **same 2 consecutive days** within the primary testing window.
- This includes PBT-only grade-levels and CBT grade-levels. Students in a CBT grade that test on paper should test on the same days as their CBT grade classmates.
- For PBT-only grade-levels, *all schools* within the LEA should adhere to the *same* primary testing days to the extent feasible.
- See NYSED's ["Additional Guidance on the 2023-24 Elementary- and Intermediate-level Testing Schedule"](#) memo.

# English Language Arts

## Average Completion Time

- The 2024 Grades 3–8 ELA Tests will be untimed.
- Students should be given as much time as they need to complete the test within the confines of the regular school day.

Grade Level	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	60-70 Minutes	70-80 Minutes
Grade 4	60-70 Minutes	70-80 Minutes
Grade 5	80-90 Minutes	70-80 Minutes
Grade 6	80-90 Minutes	90-100 Minutes
Grade 7	80-90 Minutes	90-100 Minutes
Grade 8	80-90 Minutes	90-100 Minutes



# Paper-Based Tests Intake Dates 2024

---

## **ELA Intake Grades 3-8\***

**Wednesday, April 17, 2024**

\*Appointment times have been provided.

## **Make-up ELA Intake Grades 3-8**

**Friday, April 19, 2024**

## **For Special Circumstance PBT in CBT Grades:**

**Friday, April 19<sup>th</sup> or Friday, May 17<sup>th</sup>**

All intakes will take place at the  
Instructional Support Center (ISC) at Sequoya.



# Return of Scored PBT Booklets to District

---

**Scored Booklet Pick-Up Date**

**Thursday, June 13, 2024**

**8:30 pm – 3:00 pm**

**\* No appointment needed**

All pick ups will take place at the  
Instructional Support Center (ISC) at Sequoya.

---

# Preparing Booklets & Materials

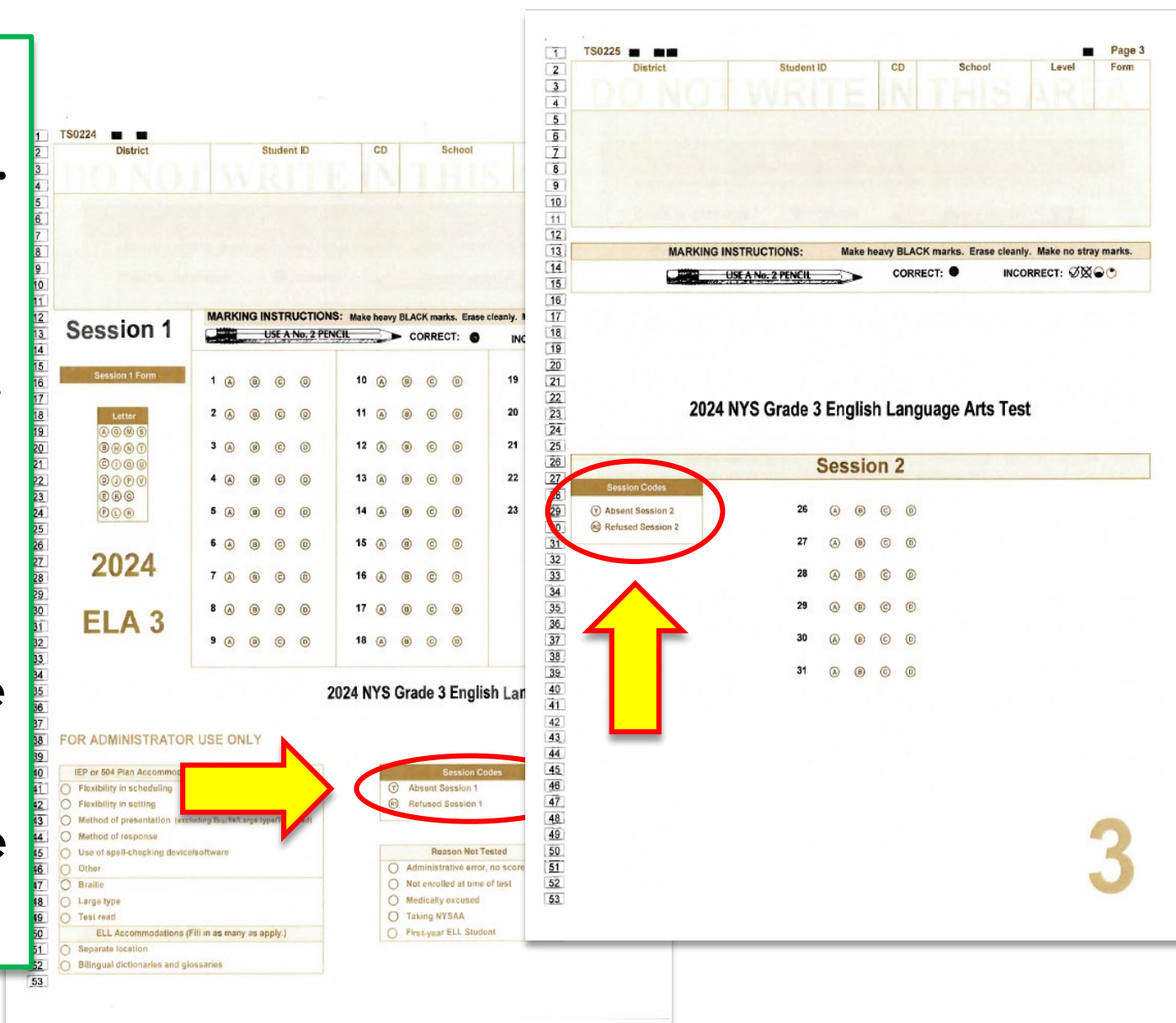


# 2024 Grades 3-8 ELA Scantrons

The ELA Assessment  
uses 2 answer sheets.

There are  
constructed response  
questions in *both*  
sessions.

Remember to bubble  
each session's  
absent/refused code  
if applicable.



TS0224

District Student ID CD School

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: ✗

Session 1

Session 1 Form

Letter

2024  
ELA 3

2024 NYS Grade 3 English Language Arts Test

Session 2

Session Codes

① Absent Session 2  
② Refused Session 2

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations

Flexibility in scheduling  
Flexibility in setting  
Method of presentation (excluding Braille large type)  
Method of response  
Use of spell-checking devices/software  
Other  
Braille  
Large type  
Test read

ELL Accommodations (Fill in as many as apply.)

Separate location  
Bilingual dictionaries and glossaries

Session Codes

① Absent Session 1  
② Refused Session 1

Reason Not Tested

Administrative error, no score  
Not enrolled at time of test  
Medically excused  
Taking NYSAA  
First-year ELL Student

3

# 2024 Grades 3-8 ELA Scantron

TS0224 ■ ■

■ Page 2

## 2024 NYS Grade 3 English Language Arts Test

### FOR SCORER USE ONLY

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



CORRECT: ●

INCORRECT: ☒ ☓ ☹

### Session 1

#### Constructed Response

Question	Score Points	No Response
24	0 1 2	0
25	0 1 2	0

Leave Constructed Response  
“Score Points” blank if using a  
scoring entity  
(i.e. ESBOCES/OSC).

# 2024 Grades 3-8 ELA Scantron

TS0225 ■ ■ ■ Page 4

## 2024 NYS Grade 3 English Language Arts Test

**FOR SCORER USE ONLY**

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

USE A No. 2 PENCIL

CORRECT: ● INCORRECT: ☒ ☓ ☔ ☕

Session 2		
Constructed Response		
Question	Score Points	No Response
32	0 1 2	A
33	0 1 2	A
34	0 1 2	A

REQUIRED	
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 (PBT only)
⑤	One school (PBT only)
⑥	Scored by a private contractor (not a BOCES)

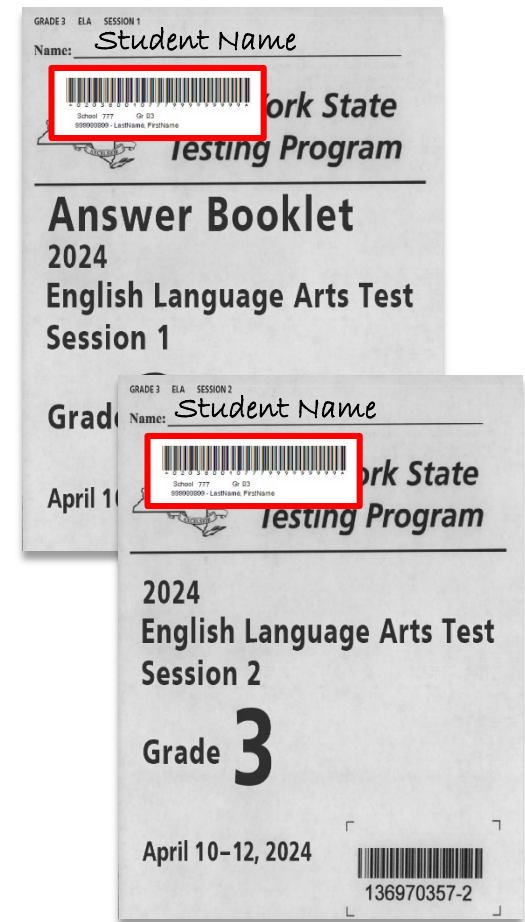
Scoring Committee #

3

Also leave “Scoring Model Code” and “Scoring Committee #” blank if using a scoring entity (i.e. ESBOCES/OSC).

# Preparing ELA Booklets

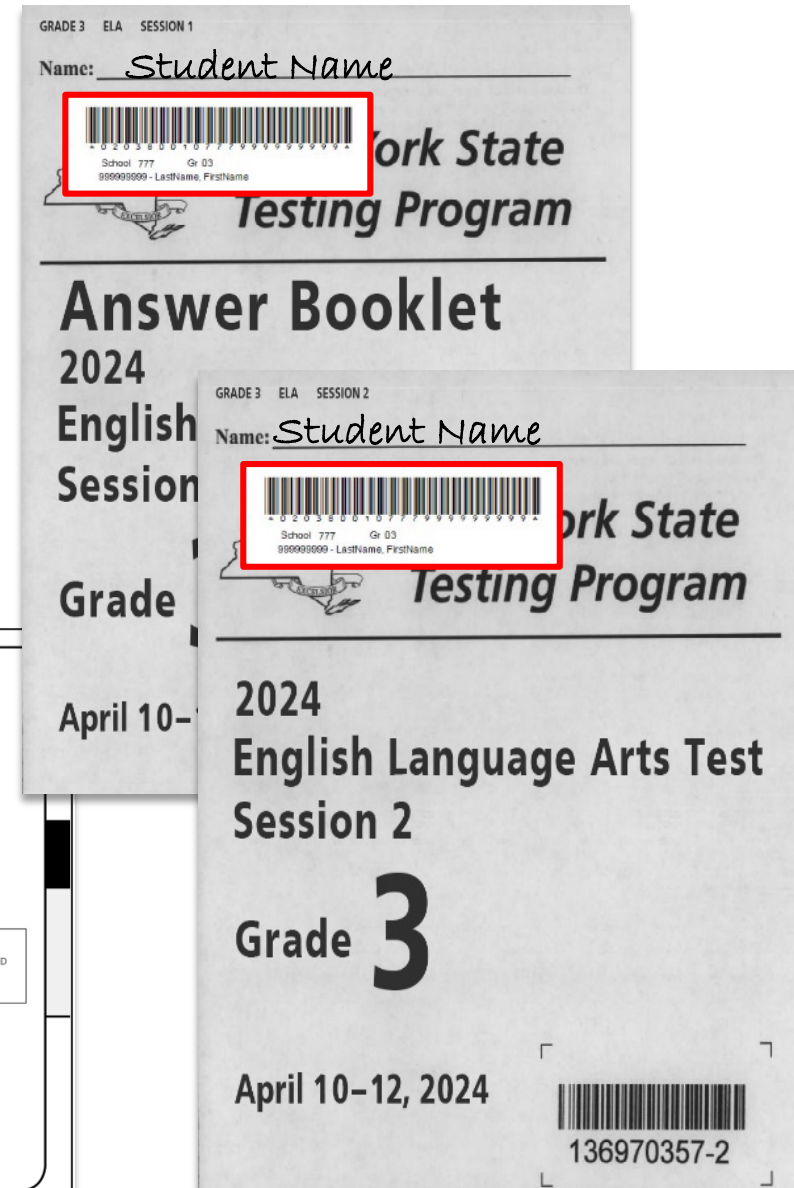
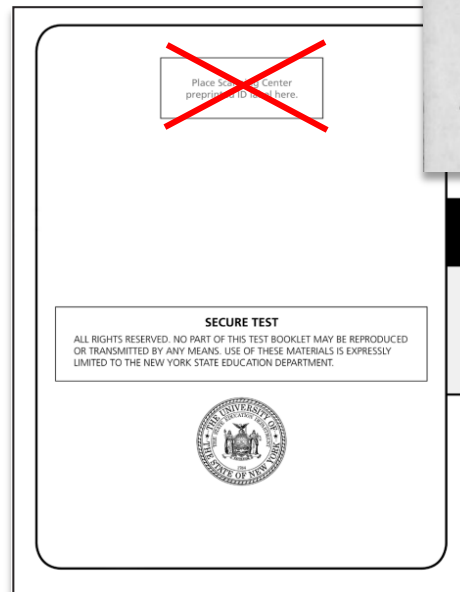
- Test booklets are scanned and converted to electronic images for computer scoring.
- Remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.



# Preparing ELA Booklets

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.

*Ignore the space on the back of the booklet that says to place it here.*



# Preparing Packaging Materials

## Booklet Box contents:

- NYS Test Booklets –
  - ✓ **ELA** Session1 *Answer Booklet* & Session 2 *Booklet*  
(2 Booklets)
- 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.

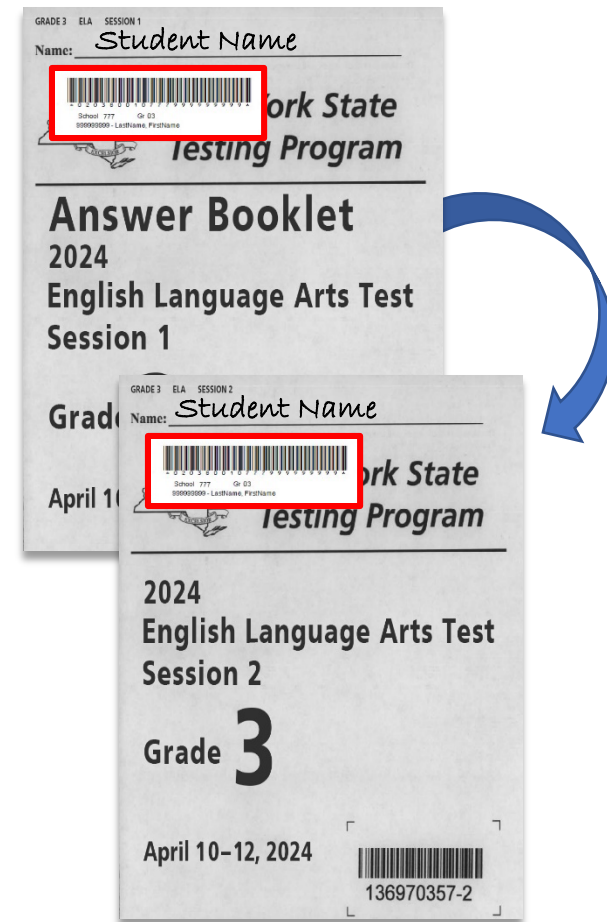
## Reminder:

- Please utilize sturdy cartons/bins that can handle the weight.



# Preparing ELA Test Booklets

- Return both *ELA Session 1 Answer Booklet* & *Session 2 Booklet* for each student.
  - 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*, *refused*, or *other reason not tested*.
- Place each student's *Session 1 Answer Booklet* **inside** their *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.



---

# Special Case Booklets

# Special Case Booklets: Scribed Tests

Students who utilized a scribe to complete the assessment:

- A word processor may be used by a scribe to type a student's dictation, and scribes should write/type a student's dictation on every other line.
- Write the student's name & ID number on each sheet used for dictation.
- When the student's dictation is complete, the scribe shows the student the written response and asks them to indicate where capitalization of proper nouns, additional punctuation, and paragraphing should be used.
- The student reads the completed dictation/transcription and indicates if there are any further changes to be scribed on the skipped lines.
- *The scribe must then transfer the student's completed response into the printed test booklet exactly as dictated or recorded, and should attach the lined paper with the student's dictation to the back of the printed test booklet, preferably by stapling, to prevent the student's responses from being lost.*

# Special Case Booklets:

## Word Processed & Scribed Tests

- 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.

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. Check!
- Staple a 2<sup>nd</sup> copy of the sheets of paper to the back cover of the booklet with a single staple.

Place special case booklets into envelopes by grade-level and adhere a completed *Special Case Tracking Sheet* to the outside of each envelope.

## **Special Case Tracking Sheet**

# Packaging Test Booklets

- Package tests by building and grade 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.
- Include a copy of a completed roster in the box.
- Please utilize sturdy cartons or bins that can handle the weight.





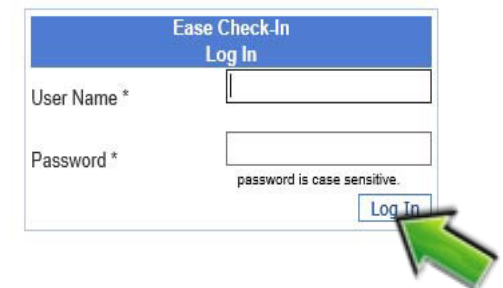
---

# Box Registration Procedure

# Box Registration – OSC

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

- ESBOCES will provide your district with a username and default password (**RSS**).
- Reset the password once you have logged in.
  - Each district has only *one login* that can be shared and used concurrently.
- If you need the password reset, contact us at [scoring@esboces.org](mailto:scoring@esboces.org) or 631-244-4243.
- For OSC Technical Support: Call 516-247-5300

A screenshot of a web form titled "Ease Check-In Log In". The form has two input fields: "User Name \*" and "Password \*". Below the password field is a small text note that says "password is case sensitive.". At the bottom right of the form is a "Log In" button. A green arrow points to the "Log In" button.

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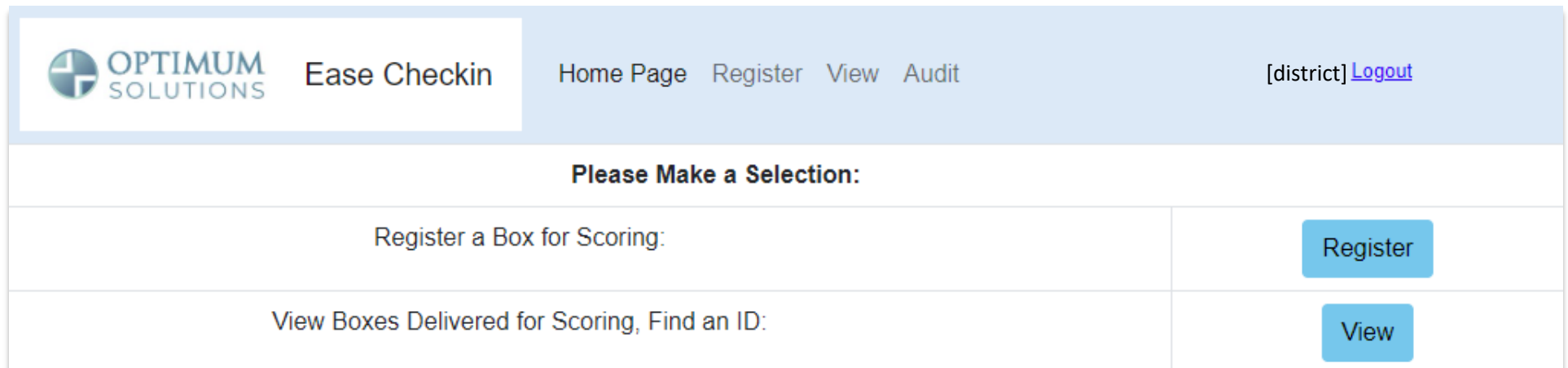
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631-244-4243

**Vanessa Biagioli-Dittrich**  
Program Administrator

# Box Registration - OSC

After logging in you are prompted with the following screen:



The screenshot shows the Optimum Solutions Ease Checkin interface. At the top, there is a navigation bar with the Optimum Solutions logo, the text 'Ease Checkin', and links for 'Home Page', 'Register', 'View', and 'Audit'. On the right side of the navigation bar, there is a link for '[district] Logout'. Below the navigation bar, there is a section titled 'Please Make a Selection:'. This section contains two rows of options. The first row has the text 'Register a Box for Scoring:' and a blue button labeled 'Register'. The second row has the text 'View Boxes Delivered for Scoring, Find an ID:' and a blue button labeled 'View'.

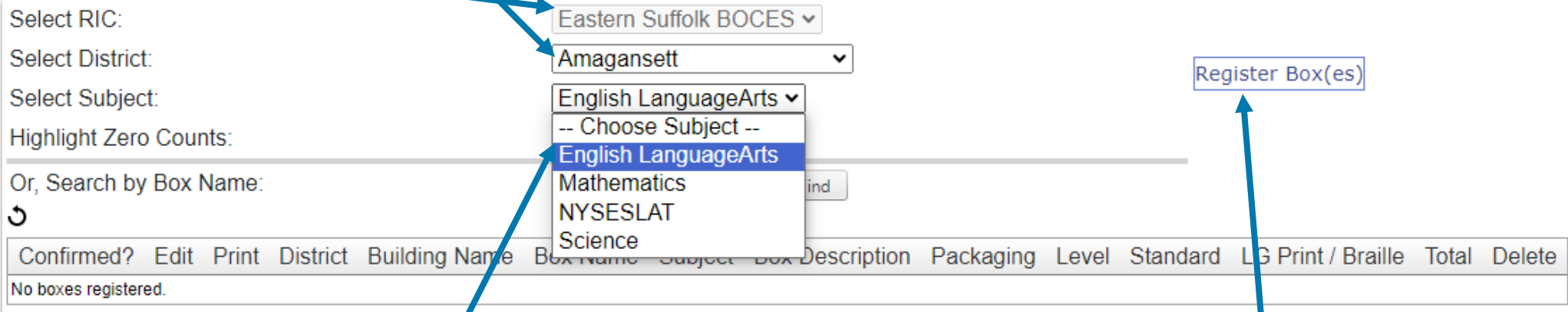
Please Make a Selection:	
Register a Box for Scoring:	<a href="#">Register</a>
View Boxes Delivered for Scoring, Find an ID:	<a href="#">View</a>

- 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. It includes dropdown menus for 'Select RIC:', 'Select District:', and 'Select Subject:'. The 'Select Subject:' dropdown is open, showing options: English LanguageArts, -- Choose Subject --, English LanguageArts (highlighted), Mathematics, NYSESLAT, and Science. A 'Register Box(es)' button is located to the right. Below the form is a table with columns: Confirmed?, Edit, Print, District, Building Name, Box Name, Subject, Box Description, Packaging, Level, Standard, LG Print / Braille, Total, and Delete. The table currently shows 'No boxes registered.'

Select RIC: Eastern Suffolk BOCES ▼

Select District: Amagansett ▼

Select Subject: English LanguageArts ▼

-- Choose Subject --

English LanguageArts

Mathematics

NYSESLAT

Science

Register Box(es)

Confirmed?	Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
No boxes registered.													

Verify/Change the Subject selection\*

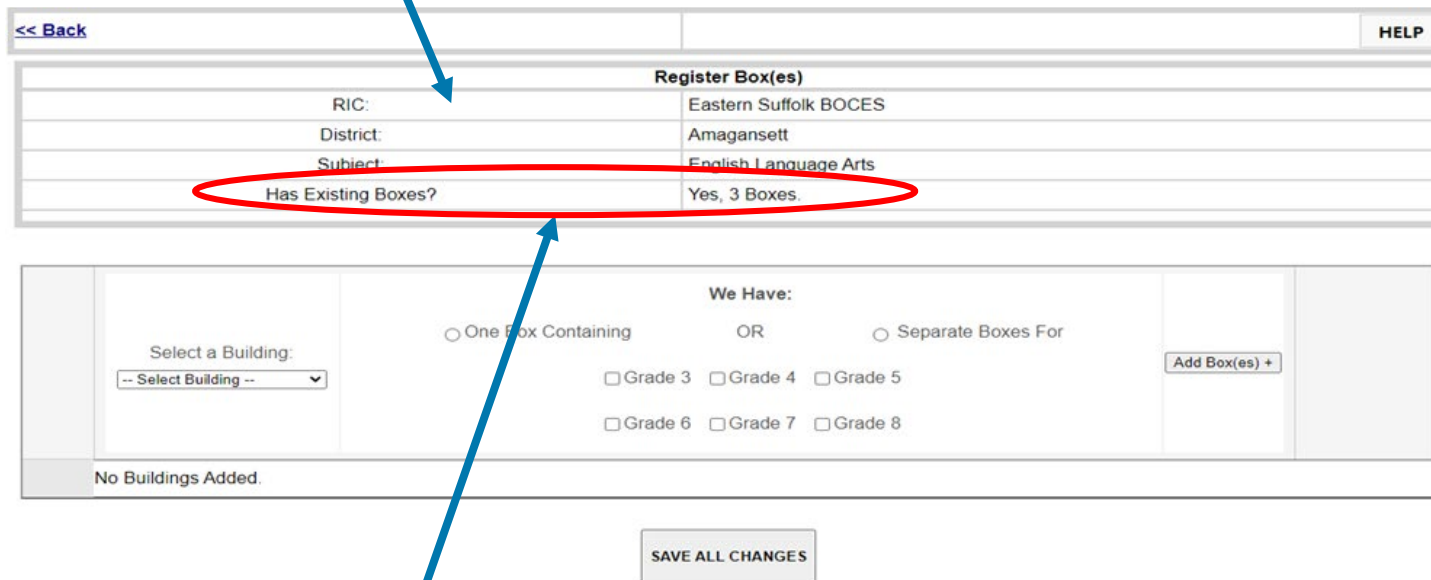
Register a Box

\*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 "One Box Containing", there are checkboxes for Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. To the right of these is an "Add Box(es) +" button. At the bottom left, it says "No Buildings Added." and at the bottom center is a "SAVE ALL CHANGES" button. A red oval highlights the "Has Existing Boxes?" row in the table, and a blue arrow points from the text "Top portion is informational." to this row. Another blue arrow points from the text box at the bottom to the "Has Existing Boxes?" row.

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



# Box Registration-OSC

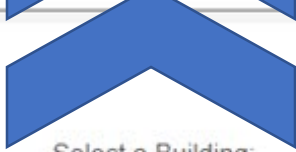
Select a Building:

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

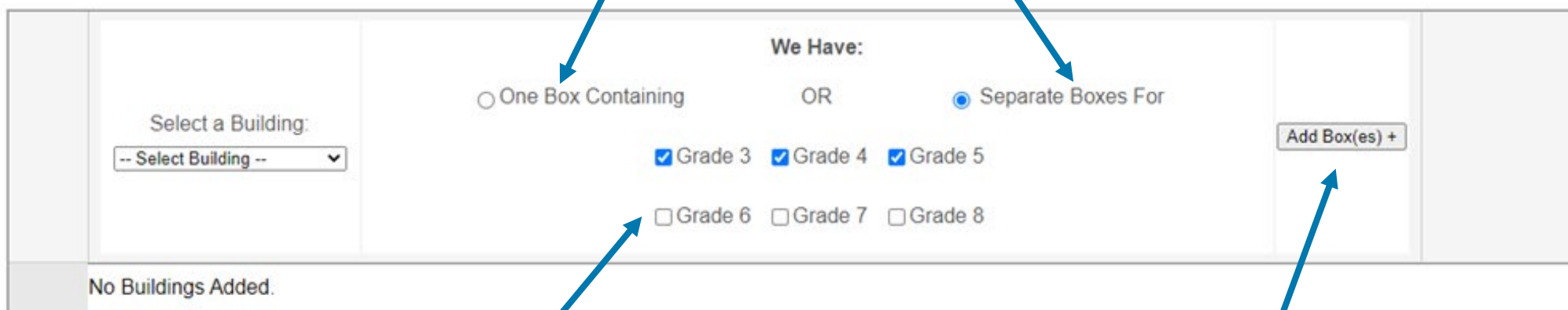
Add Box(es) +

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.

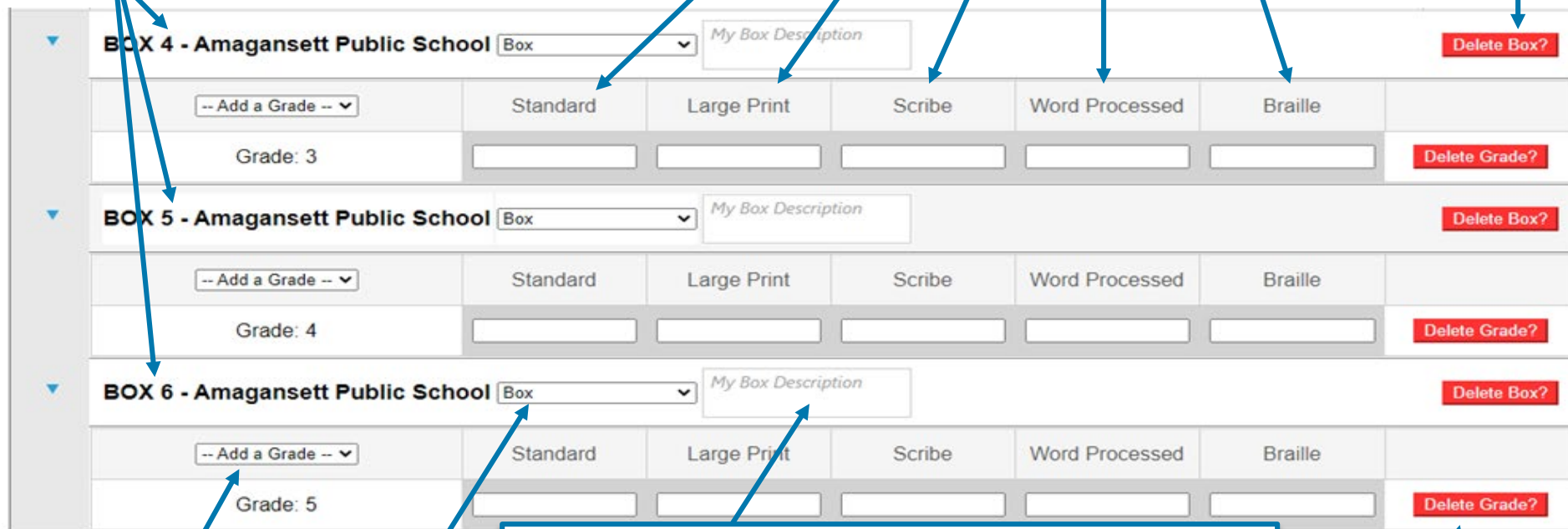
Add boxes brings up the  
screen on the next page...

# 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.

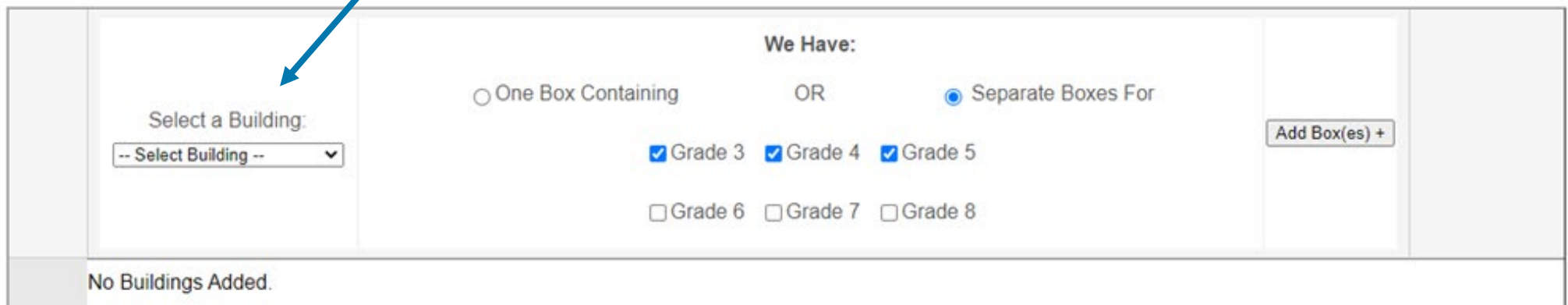
Enter description of box contents – this will appear on box label and all information screens.

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: 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.

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

# Box Registration-Final Steps

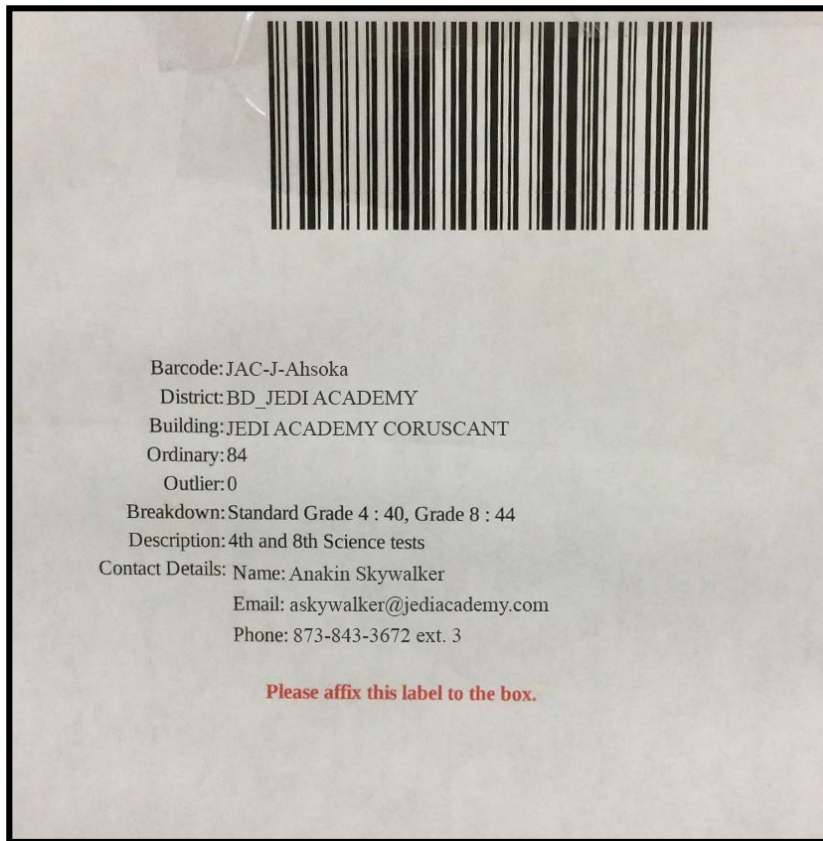


- The day before intake, OSC will “lock” the registered boxes for your district. At this point, the boxes can no longer be deleted.
- Print each box’s label.
- Each box must have the correct label attached to the ***short-end*** of the box.
  - Please do *not* place it where the box opens (or overlapping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

## Logistics:

- Three weeks before the test administration, districts will be notified via email of your scheduled appointment arrival time.
  - The confirmed time will be added to the [Scoring Registration website](#) for district ease and convenience.
  - If have not received an appointment time two weeks prior to test administration, please call our office at 631-244-4243.
- Deliver boxes and envelopes to ESBOCES ISC Sequoya at your scheduled appointment arrival time:

## Important:

- Keep answer sheet box(es) separate from *booklet* boxes.
- A district representative must remain on site while the box(es) and their contents are verified, checked-in, and processed.
- An **Intake Receipt** will be given to the district representative upon completion.



# Delivery to 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.





# Pickup of Scored Booklets at Sequoia-ISC

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## Scored Booklet Pick-Up Date

**Thursday June 13, 2024**

**8:30 pm – 3:00 pm**

*\* No appointment needed*

All pick ups will take place at the  
Instructional Support Center (ISC) at Sequoya:  
750 Waverly Avenue, Holtsville, NY 11742



# 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”

# 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





# 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)



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[www.esboces.org](http://www.esboces.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, 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).

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**Please help us serve you better by  
completing our Evaluation Form:**

**<https://survey.k12insight.com/r/feWgJy>**

