

## Math 3-8 Assessment Intake Quick-Reference Guide 2023-24

### Constructed Response Booklet Preparation

Scan QR code or [click here](#)  
for additional resources →



1. Separate *Session 2 Booklet* from the Session 1 Multiple Choice Test Booklet and answer sheets. If applicable, fill in session code/reason-not-tested bubble on the answer sheet(s).
2. Include *Session 2 Booklet* for students who have attempted **any** part of Session 2.
3. Verify that all Session 2 Booklets have the same number of pages as when delivered to the district.\*
  - a. **Do not remove blank pages** at the back of the test booklets.
  - b. \*For Grades 5-8, make sure the *formula sheet* behind the front cover **has been removed** from each booklet.
4. Remove paper clips, staples, post-it notes, and extraneous papers from booklets (so they can be scanned).
5. Place pre-printed student barcode label on the front cover of the *Session 2 Booklet*, under the student's handwritten name. \*See *Missing Student Barcode Label* on the next page.
6. Separate out special case booklets – large print, word processed, scribed, Braille.
  - a. See *Special Case Booklets* on page 2.
7. Separate out alternate language booklets.
  - a. See *Assessments in need of translation* on page 3.
8. Organize students' *Session 2 Booklets* by building and grade. Make groups of 25 student booklets 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/packages by building and grade, in those groups of 25 students/booklets.
  - a. If small enough, multiple buildings and grades can be placed into one box or envelope.
10. On top of all booklets, include a roster of students whose booklets are in that package.
11. Register packages on OSC website <http://status.oscworld.com/intake>. →
12. Print each "Box Label" from OSC website and **affix to the short-end of the box** or front of the envelope so as not to interfere with the opening of the package 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 Booklet.
  - a. If the student has a barcode label and it's just been placed incorrectly, write the entire 21-digit barcode number onto the front cover of the booklet, under the student's name.
  - b. If the student has *no* barcode labels at all, a temporary barcode label will be created after intake and the student's scores will be aligned with the correct 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 2<sup>nd</sup> 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. Students who responded in **Braille**:
  - a. Transcribe student's responses into a regular booklet exactly as recorded, under the correct question numbers.
  - b. If any separate sheets were used for transcription, include the student's name and ID number on each sheet and staple the sheets to the back cover of the regular booklet.
  - c. Include the Braille booklet as well as the regular booklet containing the transcribed responses.
  - d. Place the student's barcode label on the regular booklet containing the transcribed responses.
4. **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. Include these students in the count for your roster and "Box Label"
  - b. If the special case envelope doesn't fit inside a box, create a separate "Box Label" for the envelope.

## Assessments in need of translation

### Options for Translations:

1. Option 1:
  - a. If the school requested translation services at the time of registration for scoring with ESBOCES/OSC, move on to *Preparing and Packaging Alternate Language Booklets*, below.
2. Option 2:
  - a. If the school did not request translation services, then translations will need to be conducted within your school/district prior to intake.
  - b. Write the translated responses below the student's alternate language response in the booklet.
  - c. Once translations are complete, proceed to *Preparing and Packaging Alternate Language Booklets*, below.

### Preparing and Packaging Alternate Language Booklets:

1. If a student used *two* booklets – one in English and one in an alternate language – only submit the booklet that contains the student's responses.
  - a. **IMPORTANT:** *The student's barcode should be placed on the booklet containing the responses!*
2. Alternate language booklets should be banded together separately, and placed at the top of a box.
  - a. Group tests by building, grade, and *language*:
    - i. All Spanish versions must be banded together.
    - ii. All other alternate languages should be organized in order, then banded together.
  - b. Include a post-it note on top of each group, indicating the count of students.