


Science 5th & 8th Grade Assessment Intake Quick-Reference Guide 2023-24

Booklet/Constructed Response Preparation

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1. Separate the *Booklet* from the Answer Sheet.
2. Include the *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.
 - a. Do *not* remove blank pages.
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 *Booklet*, under the student's handwritten name.
 - a. *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' *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 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. 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.