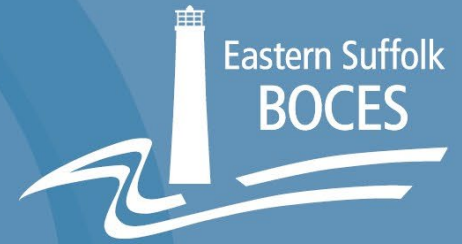


School Data Bank Services



Educational Support Services • Working Together for Excellence

Constructed Response Scoring 2023-2024

NYS 3-8 Mathematics & Science 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



esboces.org



HOME



Directory Calendar Locations Careers For Staff Q

About Us

Programs & Services

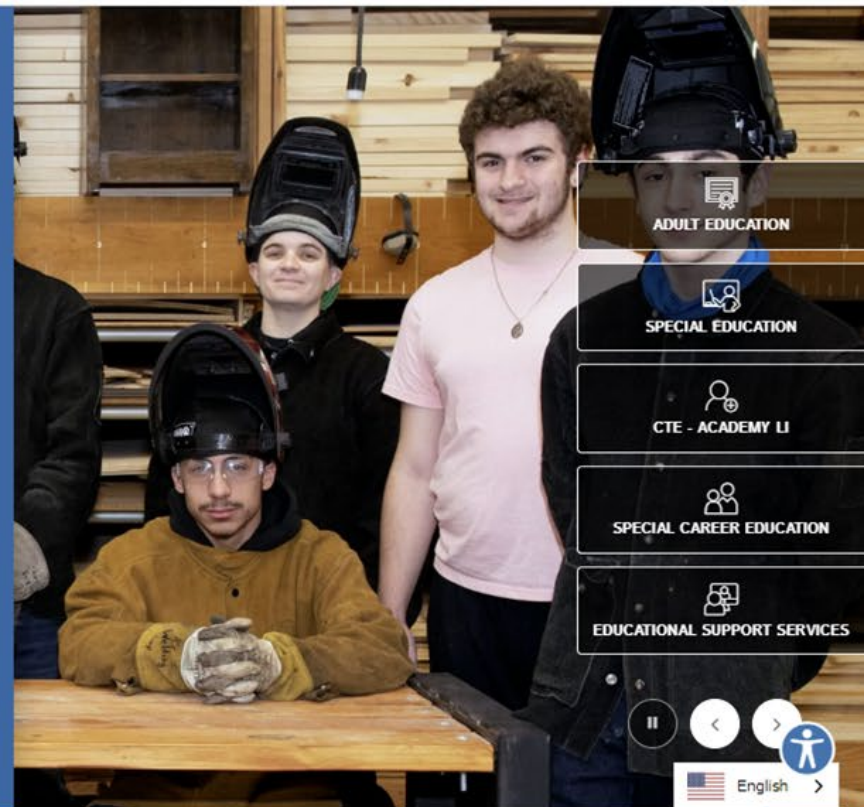
Courses

For Parents

District Resources

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

About Us

Programs & Services

Courses

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Schools

HOME > PROGRAMS & SERVICES > EDUCATIONAL SUPPORT SERVICES > SCHOOL DATA BANK SERVICES > ASSESSMENT SERVICES - SCORING & TRAINING

School Data Bank
Services

Assessment
Services - Scoring
& Training

CoSers for Assessment
Services

Levels of Service

Civil Rights Data
Collection

Staff Developer/Shared
Data Expert Service

Data Resources &
Information -
Visualizations &
Dashboards

Professional
Development -
Workshops & Data
Shares

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;
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:

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

Completed

Completed

April 17, 2024

12:00 PM

Math

Completed

Completed

May 15, 2024

1:15 PM

Science

Not Started

Not Started

May 17, 2024

1:15 PM

NYSESLAT

Not Started

Not Started

Special
Circumstance

May 17, 2024

1:15 PM

OSC Login Info

Any Questions?

Contact us at scoring@esboces.org

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[HOME](#) > [PROGRAMS & SERVICES](#) > [EDUCATIONAL SUPPORT SERVICES](#) > [SCHOOL DATA BANK SERVICES](#) > [ASSESSMENT SERVICES - SCORING & TRAINING](#)

**School Data Bank
Services**

**Assessment
Services - Scoring
& Training**

[CoSers for Assessment
Services](#)

Levels of Service

**Civil Rights Data
Collection**

**Staff Developer/Shared
Data Expert Service**

**Data Resources &
Information -
Visualizations &
Dashboards**

**Professional
Development -
Workshops & Data
Shares**

Assessment Services - Scoring & Training

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 Banner](#)

[NYSED CBT Support Webpage](#)

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

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

**Box Registration on
OSC World Website**

**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;
631-244-4243

Vanessa Biagioli-Dittrich
Program Administrator

**SCROLL
DOWN**

SCROLL
DOWN
TO
HERE

Select "Math" to see Math Assessment
related documents

Annual Professional
Performance Review
Resource

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 Math Exam](#)

[Quick Reference Guide for Packaging Math 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 Math PBT Administration Dates

Paper-Based Test Administration Window

- Tuesday, May 7 – Thursday, May 9, 2024

Make-up Dates

- Friday, May 10 – Thursday, May 14, 2024

NYS 3-8 Math 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.

Mathematics

Average Completion Time

- The 2024 Grades 3–8 Math 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	55-65 Minutes	60-70 Minutes
Grade 4	65-75 Minutes	65-75 Minutes
Grade 5	80-90 Minutes	70-80 Minutes
Grade 6	80-90 Minutes	75-78 Minutes
Grade 7	80-90 Minutes	75-78 Minutes
Grade 8	80-90 Minutes	75-78 Minutes

NYS 5 & 8 Science

➤ **Computer-based administration window: April 8 – May 17**

- Make-ups must be given within the window.
- Note that the last day for PBT booklet scoring intake is May 17.

➤ **One session, untimed:**

- Allocate a minimum of 90 minutes for Grade 5
- Allocate a minimum of 120 minutes for Grade 8

➤ **Paper-based format for accommodations/special circumstances only:**

- All students responding in an alternate language
- Students whose IEP or 504 Plan specify the need for a paper-based test or revised format of the test not otherwise able to be accommodated via CBT
- Computer/device errors



Paper-Based Tests Intake Dates 2024

Math Intake Grades 3-8*

Wednesday, May 15, 2024

**Appointment times have been provided.*

***Make-up Math Intake Grades 3-8,
and Intake for Special Circumstance ELA, Math, & Science PBTs
administered in CBT grade-levels****

Friday, May 17, 2024

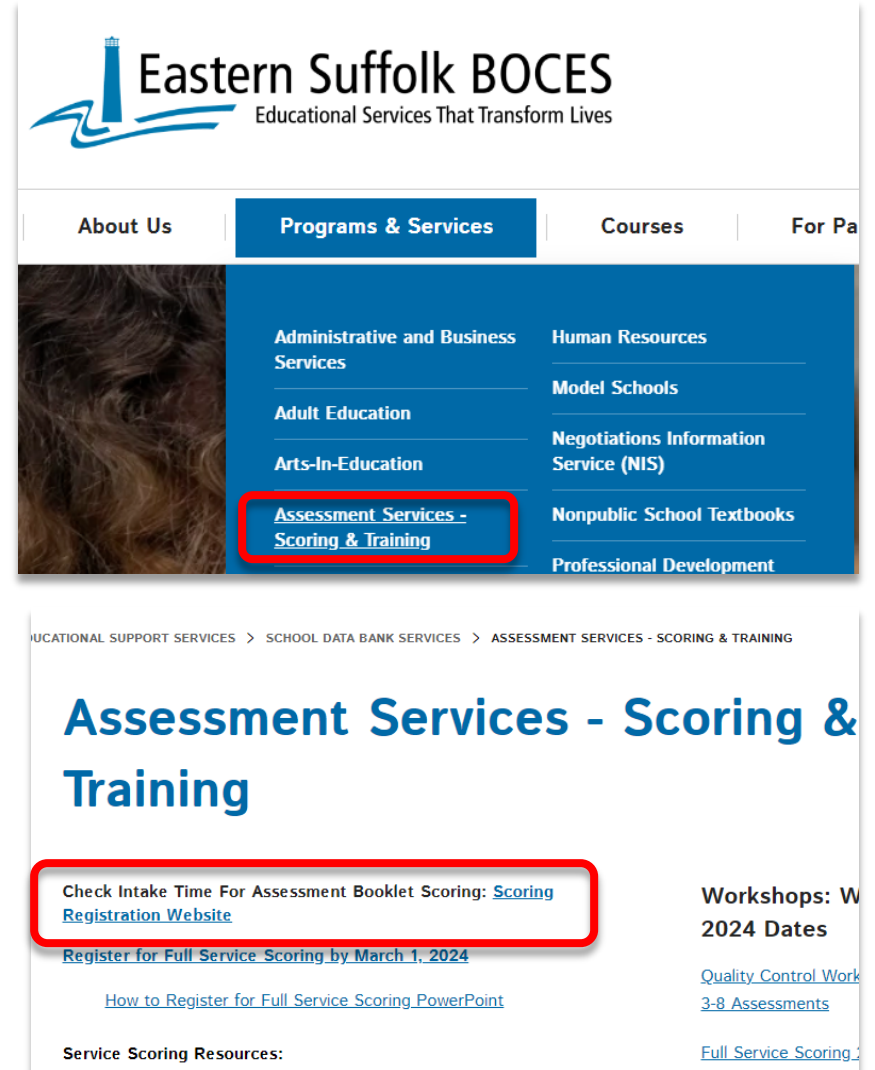
**Appointment times have been provided.*

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

Check Appointment Times

1. To check your appointment time(s), visit www.esboces.org.
2. Click “**Programs & Services**” in the top horizontal menu bar.
3. Select “**Assessment Services – Scoring & Training.**”
4. Click the link at the top of the page, where it says: “**Check Intake Time For Assessment Booklet Scoring: Scoring Registration Website.**”

Alternatively, you can skip steps 1 through 4 and go directly to the link: <https://scoring.esboces.org>.

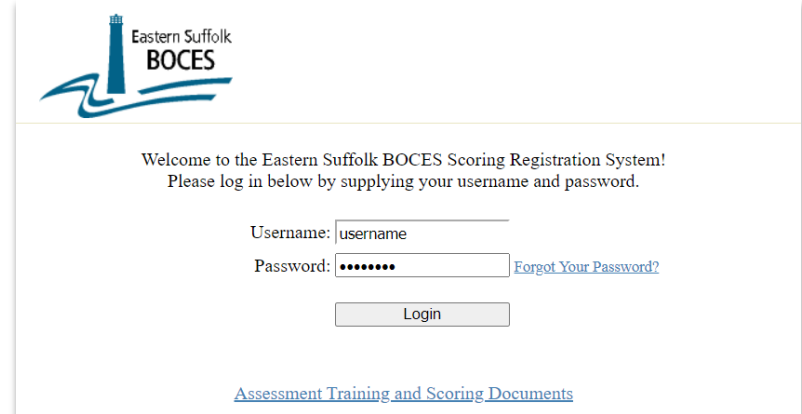


The screenshot shows the Eastern Suffolk BOCES website. The top navigation bar includes 'About Us', 'Programs & Services' (highlighted), 'Courses', and 'For Pa'. The 'Programs & Services' dropdown menu is open, showing various services. The 'Assessment Services - Scoring & Training' link is highlighted with a red box. Below the menu, the page title 'Assessment Services - Scoring & Training' is displayed. A red box highlights the link 'Check Intake Time For Assessment Booklet Scoring: [Scoring Registration Website](#)'. Other links include 'Register for Full Service Scoring by March 1, 2024', 'How to Register for Full Service Scoring PowerPoint', 'Service Scoring Resources:', 'Workshops: W 2024 Dates', 'Quality Control Work 3-8 Assessments', and 'Full Service Scoring'.

Check Appointment Times

5. Once you arrive at the *Eastern Suffolk BOCES Scoring Registration System* website, enter your username and password, and click “Login.”
6. You’ll see your intake dates and intake times listed below the corresponding subjects.

If you have questions, contact scoring@esboces.org.

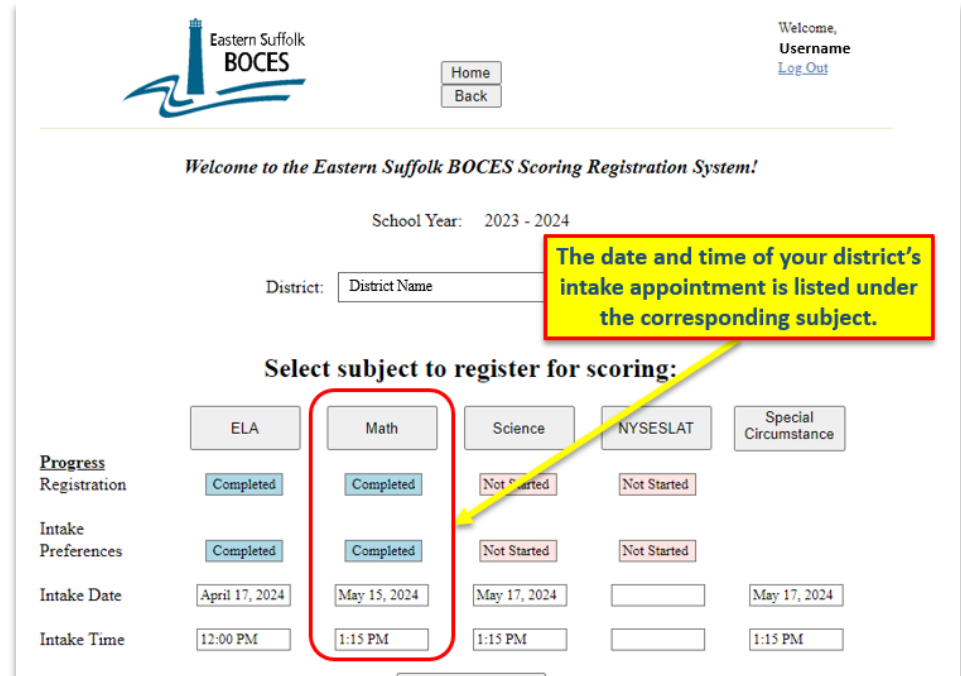


Welcome to the Eastern Suffolk BOCES Scoring Registration System!
Please log in below by supplying your username and password.

Username:

Password: [Forgot Your Password?](#)

[Assessment Training and Scoring Documents](#)



Welcome, Username [Log Out](#)

[Home](#) [Back](#)

Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2023 - 2024

District:

Select subject to register for scoring:

	ELA	Math	Science	NYSESLAT	Special Circumstance
Progress Registration	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Not Started"/>	<input type="button" value="Not Started"/>	
Intake Preferences	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Not Started"/>	<input type="button" value="Not Started"/>	
Intake Date	<input type="text" value="April 17, 2024"/>	<input type="text" value="May 15, 2024"/>	<input type="text" value="May 17, 2024"/>	<input type="text" value=""/>	<input type="text" value="May 17, 2024"/>
Intake Time	<input type="text" value="12:00 PM"/>	<input type="text" value="1:15 PM"/>	<input type="text" value="1:15 PM"/>	<input type="text" value=""/>	<input type="text" value="1:15 PM"/>

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

Preparing Booklets & Materials

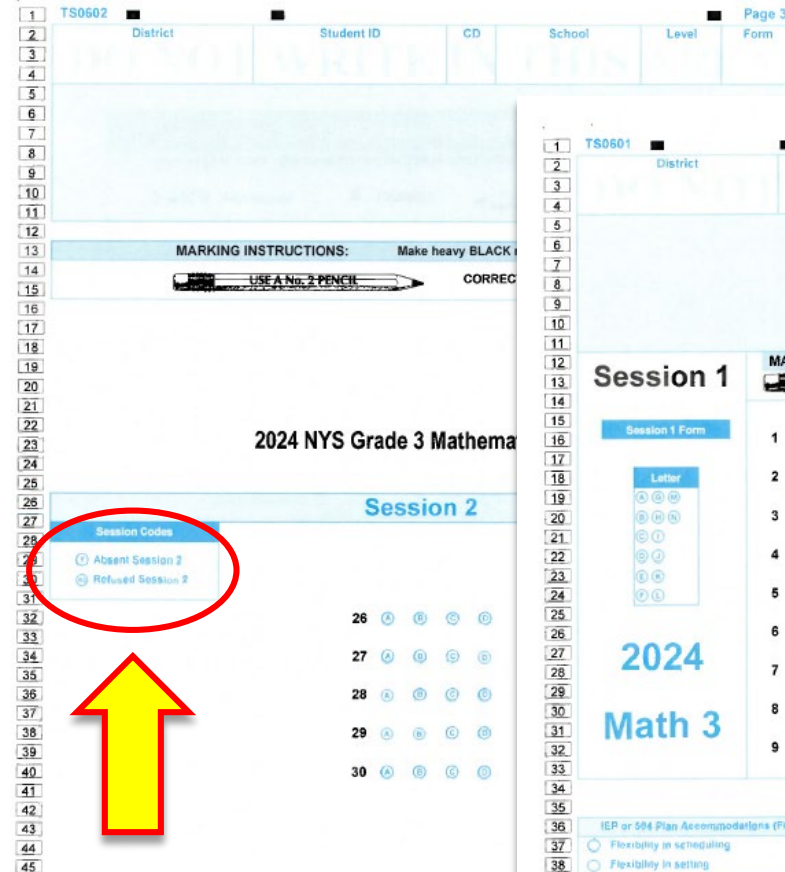
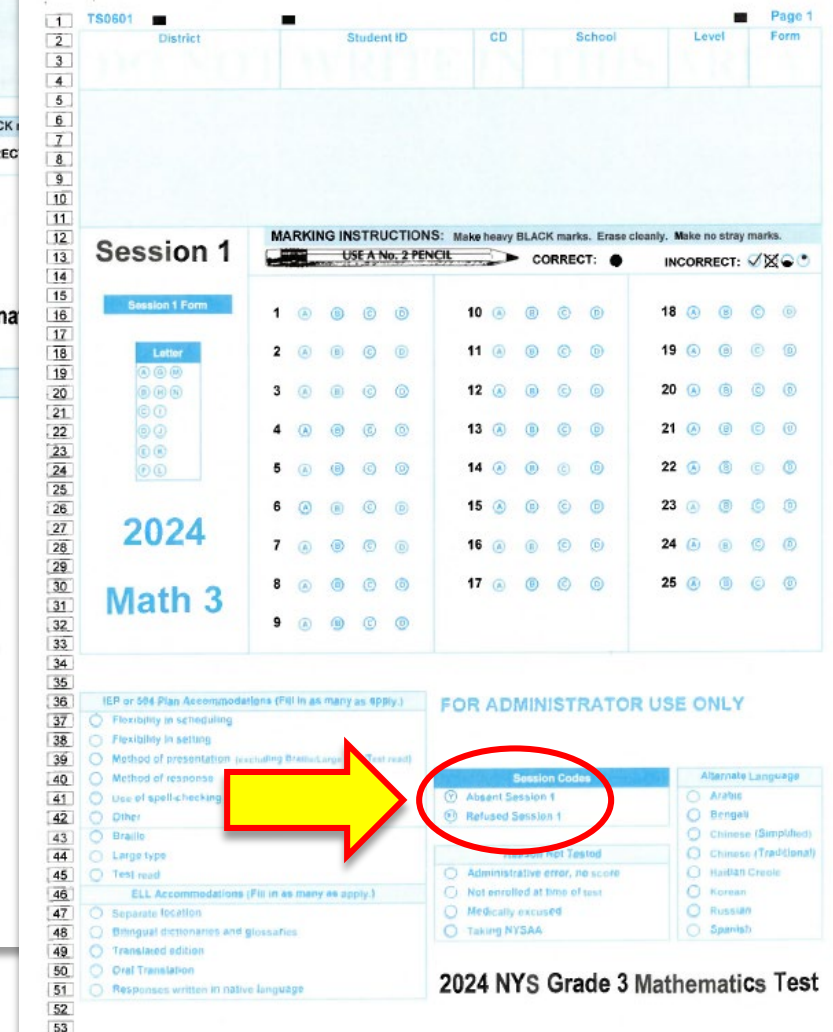
2024 Grades 3-8 Math Scantrons

The Math Assessment
uses 2 answer sheets.

The constructed
response questions
are in *Session 2*.

Remember to bubble
the absent/refused
code if applicable.

If a student **REFUSED** *either* session,
they refused the entire test... we do
not need their test booklet.

2024 Grades 3-8 Math Scantron

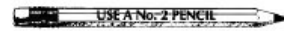
TS0602

Page 4

2024 NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

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



CORRECT: ●

INCORRECT: ✕ ○

Session 2

Constructed Response

Question	Score Points	No Response
31	2 1	(A)
32	2 1	(A)
33	2 1	(A)
34	2 1 3	(A)
35	2 1 2	(A)
36	2 1 2	(A)
37	2 1 2	(A)
38	2 1 2 3	(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 #

Also leave “Scoring
Model Code” and
“Scoring Committee
#” blank.

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

2024 Grades 5 & 8 Science Scantrons

The Science Assessment uses 1 answer sheet.




Remember to bubble the absent/refused code if applicable.

TS0551 District Student ID CD School Level Form

Page 1

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

USE A No. 2 PENCIL




CORRECT:  INCORRECT:  

NYS Grade 5 Elementary-Level Science Test, Form A, Spring 2024

FOR TEACHER USE ONLY

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

USE A No. 2 PENCIL

CORRECT:  INCORRECT:  

IEP or 504 Plan Accommodations (Fill in as many as apply.)

- ☐ Flexibility in scheduling
- ☐ Flexibility in setting
- ☐ Method of presentation (excluding Braille, large type, text read)
- ☐ Method of response
- ☐ Use of spell-checking device/software
- ☐ Other
- ☐ Braille
- ☐ Large type
- ☐ Text read

Alternate Language

- ☐ Arabic
- ☐ Bengali
- ☐ Chinese (Simplified)
- ☐ Chinese (Traditional)
- ☐ Haitian Creole
- ☐ Korean
- ☐ Russian
- ☐ Spanish

Reason Not Tested

- ☐ Absent
- ☐ Refused
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSAA

5

Scoring Committee #

Constructed Response

Question	Score Points	No Response	Question	Score Points	No Response
1	(B) (1)	(A)	2	(B) (1)	(A)
5	(B) (1)	(A)	25	(B) (1)	(A)
8	(B) (1)	(A)	26	(B) (1)	(A)
11	(B) (1)	(A)	27	(B) (1)	(A)
12	(B) (1)	(A)	28	(B) (1)	(A)
16	(B) (1)	(A)	32	(B) (1)	(A)
17	(B) (1)	(A)	36	(B) (1)	(A)
19	(B) (1)	(A)	38	(B) (1)	(A)
21	(B) (1)	(A)	39	(B) (1)	(A)

2024 Grades 5 & 8 Science Scantrons

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

Page 2

Level Science Test, Form A, Spring 2024

FOR TEACHER USE ONLY

Heavy BLACK marks. Erase cleanly. Make no stray marks.

CORRECT: ● INCORRECT: ✓ ✗ ○

Alternate Language

☐ Arabic

☐ Bengali

☐ Chinese (Simplified)

☐ Chinese (Traditional)

☐ Haitian Creole

☐ Korean

☐ Russian

☐ Spanish

Reason Not Tested

☐ Absent

☐ Refused

☐ Administrative error, no score

☐ Not enrolled at time of test

☐ Medically excused

☐ Taking NYSAA

5

Scoring Committee #

Constructed Response

Question	Score Points	No Response
1	0 1	(A)
5	0 1	(A)
8	0 1	(A)
11	0 1	(A)
12	0 1	(A)
16	0 1	(A)
17	0 1	(A)
19	0 1	(A)
21	0 1	(A)
23	0 1	(A)
25	0 1	(A)
26	0 1	(A)
27	0 1	(A)
28	0 1	(A)
32	0 1	(A)
36	0 1	(A)
38	0 1	(A)
39	0 1	(A)

Also leave
“Scoring
Committee #”
blank.

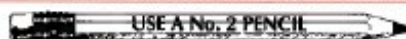
Accommodations/Alt. Lang. Bubbles

For both Math and Science PBTs, remember to fill in the bubbles for accommodations and alternate language if applicable.

NYS Grade 5 Elementary-Level Science Test, Form A, Spring 2024

FOR TEACHER USE ONLY

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



CORRECT: ●

INCORRECT: ✓ ✗ ○ ●

IEP or 504 Plan Accommodations (Fill in as many as apply.)

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

ELL Accommodations (Fill in as many as apply.)

- ☐ Separate location
- ☐ Bilingual dictionaries and glossaries
- ☒ Translated edition
- ☐ Oral Translation
- ☒ Responses written in native language

Alternate Language

- ☐ Arabic
- ☐ Bengali
- ☒ Chinese (Simplified)
- ☐ Chinese (Traditional)
- ☐ Haitian Creole
- ☐ Korean
- ☐ Russian
- ☐ Spanish

Reason Not Tested

- ☐ Absent
- ☐ Refused
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSAA

5

Scoring
Committee #

--	--	--

FOR ADMINISTRATION USE ONLY

- ☒ Absent Session 1
- ☒ Refused Session 1

Reason Not Tested

- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSAA

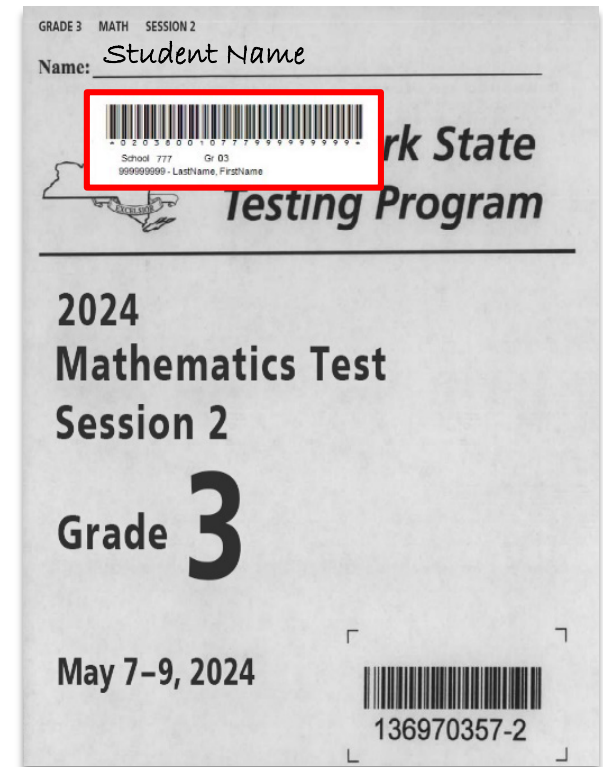
- ☐ Bengali
- ☐ Chinese (Simplified)
- ☐ Chinese (Traditional)
- ☐ Haitian Creole
- ☐ Korean
- ☐ Russian
- ☐ Spanish

2024 NYS Grade 3 Mathematics Test

IEP or 504 Plan Accommodations (Fill in as many as apply.)	
<input type="radio"/>	Flexibility in scheduling
<input type="radio"/>	Flexibility in setting
<input type="radio"/>	Method of presentation (excluding Braille/Large type/Test read)
<input type="radio"/>	Method of response
<input type="radio"/>	Use of spell-checking device/software
<input type="radio"/>	Other
<input type="radio"/>	Braille
<input checked="" type="radio"/>	Large type
<input type="radio"/>	Test read
ELL Accommodations (Fill in as many as apply.)	
<input type="radio"/>	Separate location
<input type="radio"/>	Bilingual dictionaries and glossaries
<input type="radio"/>	Translated edition
<input type="radio"/>	Oral Translation
<input type="radio"/>	Responses written in native language

Preparing Booklets

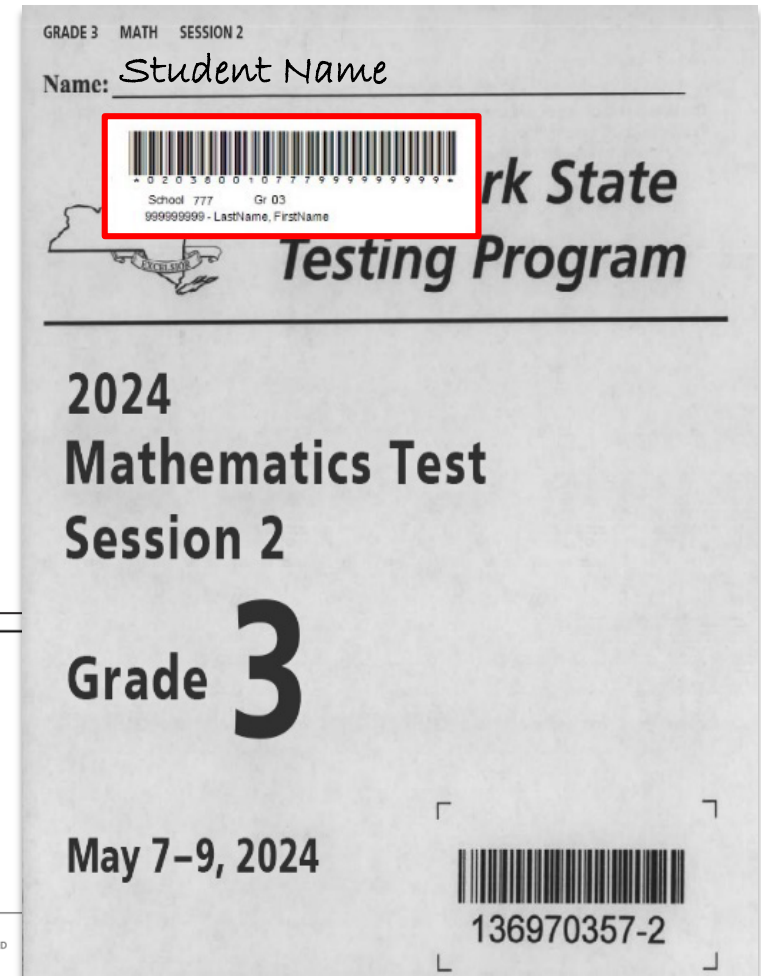
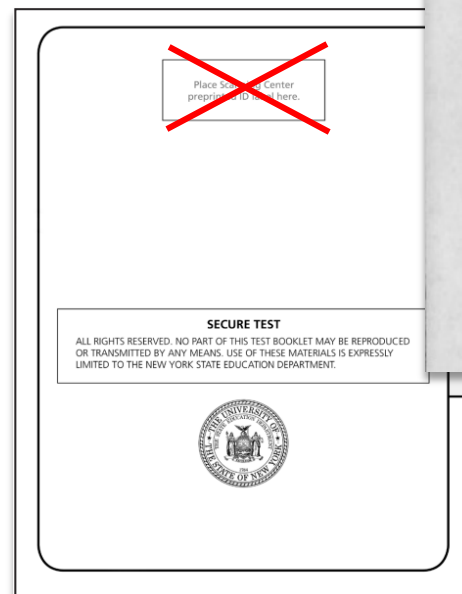
- Test booklets are scanned and converted to electronic images for computer scoring.
- Remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.
- For Math Grades 5-8, please make sure **the formula sheet behind the front cover has been removed** from each booklet.



Preparing 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:

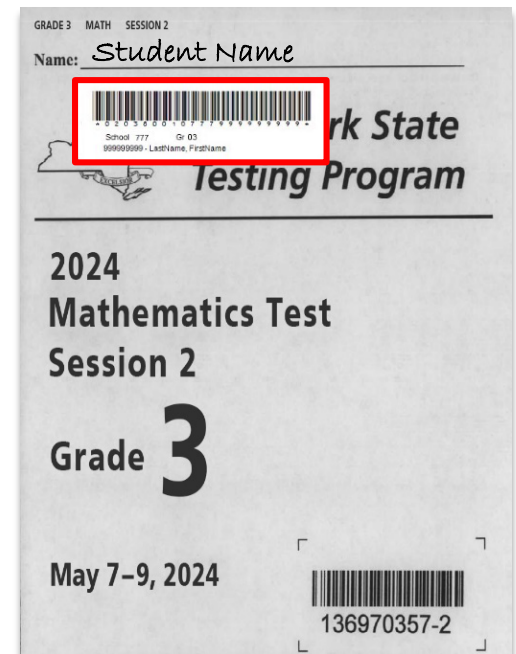
- NYS Test Booklets –
 - ✓ **Math Session 2 Booklet** only (1 Booklet), or
 - ✓ **Science Booklet** (1 Booklet)
- One grade per box per building unless small enough to fit multiple grades in 1 box.
- Special case booklets in manila envelopes.
- Header Sheet/Roster for each box.

Reminder:

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

Preparing Test Booklets

- Math: Only return the *Session 2 Booklet* for each student.
- Science: Return the *Booklet*.
 - If a student completed *any* part of Math Session 2, submit the booklet, even if it is blank.
 - If the student completed any part of the Science assessment, submit the booklet.
 - If a student did not take *any* part of the test, keep the booklet. Make sure to mark the answer sheet as *absent*, *refused*, or other *reason not tested*.
- For each subject, group students' *Booklets* in sets of 25, then place a rubber band around each group.
 - 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 ensure against the student's responses 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 2nd 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 Booklets: Braille

Students who utilized/responded in Braille:

- Schools must transcribe a student's responses onto regular test answer sheets and booklets exactly as recorded for students utilizing/responding in Braille.
- As with other scribed tests, write the student's name and ID # on any separate sheets of paper used for scribing, and staple the sheets to the back of the booklet.

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

Students Requiring an Alternate Language

- **Reminder:** CBT Math and Science assessments are only offered in English this year. Students taking a CBT exam should only be responding in English.
- **Students taking assessments in an alternate language (languages other than English) must record their responses on paper (PBT).**
- **Translations:**
 - OSC/BOCES: For PBT, translation services are available through our scoring vendor *for districts who originally requested this service at the time of registration.*
 - In-District: Translations may be conducted within your school/district. In such cases, English translations must be recorded beneath the student's alternate language response in the booklet prior to the district's scheduled intake date and time.
- In support of students taking tests in an alternate language, the SAM provides the following contact information to order additional paper test materials:
 - **NWEA Customer Support** – 1-866-997-0695 – NYTesting@nwea.org

Math & Science

Alternate Language Booklets

➤ Assessments in Alternate Languages:

- If 2 booklets are used by a student (English and alternate language) – only submit the booklet that has the student's handwritten responses.
 - **Important:** The student's **barcode** should be on the booklet containing the student's responses.
- If you didn't register for translation services through BOCES/OSC, please translate student responses, and *write the translation below the student's home language response* in the booklet.

➤ Packaging for Intake:

- Alternate language booklets should be rubber banded separately.
- Group tests by **building, grade** and **language**.
 - All Spanish versions should be banded together in groups.
 - All other language versions may be grouped/banded together.
 - Include a post-it note on top of each group, indicating the count of students.
 - **Reminder:** Math booklets must be packaged separately from Science.

Packaging Test Booklets

- Package tests by subject, then building and grade in individual boxes or cartons unless they're small enough to fit in *one* box.
 - If small enough, package in envelopes.
- Place the rubber-banded or bagged test booklet groups in the container.
- Alt. language booklets should be rubber banded separately:
 - All Spanish versions should be banded together.
 - All other language versions may be banded together.
- 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.
 - If the envelope doesn't fit in a box, it needs its own “box label.”
- 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>

- Each district has only *one login* that can be shared and used concurrently.
 - ESBOCES provided your district with a username and default password (**RSS**) during ELA intake.
 - Someone in district has this information.
- If you need the password reset, contact us at scoring@esboces.org or 631-244-4243.
- For OSC Technical Support: Call 516-247-5300



Ease Check-In
Log In

User Name *

Password *

password is case sensitive.



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& Training**

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**Staff Developer/Shared
Data Expert Service**

**Data Resources &
Information -
Visualizations &
Dashboards**

**Professional
Development -
Workshops & Data
Shares**

Assessment Services - Scoring & Training

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 \(CBT\)](#)

**Box Registration on
OSC World Website**

**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](#)

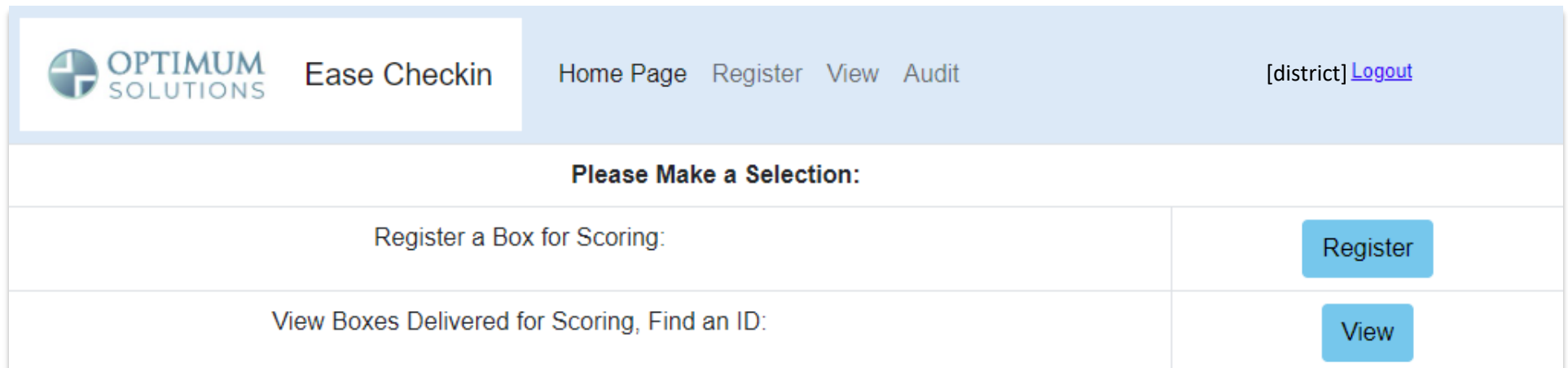
Questions?

Contact scoring@esboces.org;
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'.

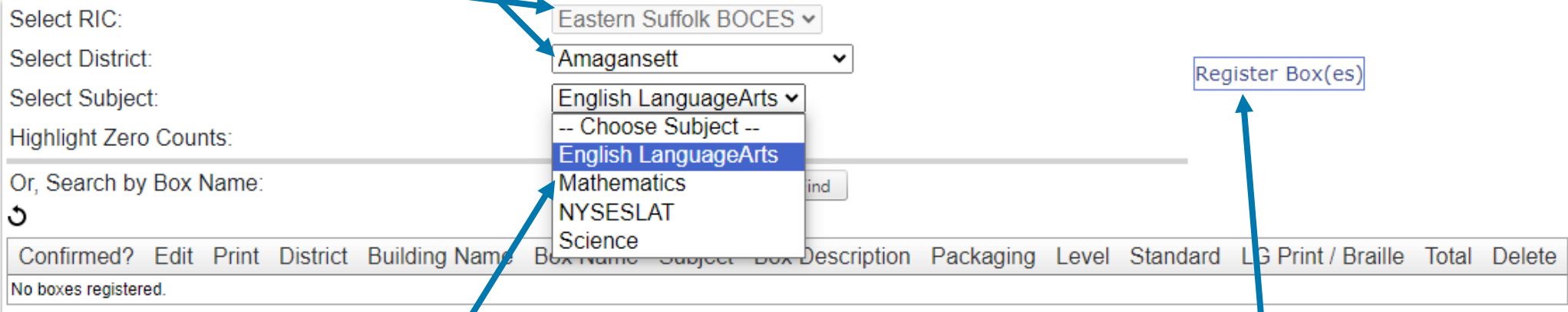
Please Make a Selection:	
Register a Box for Scoring:	Register
View Boxes Delivered for Scoring, Find an ID:	View

- 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. 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 on 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*

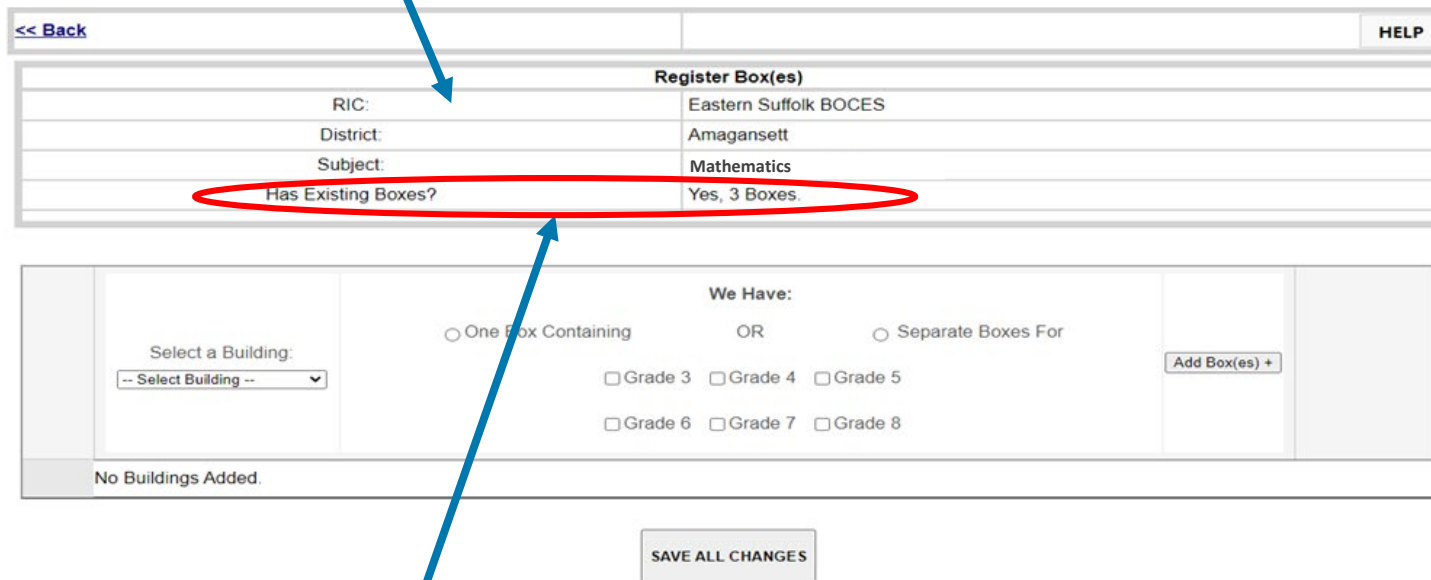
Register a Box

*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:	Mathematics
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. Below these are checkboxes for Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. A "Add Box(es) +" button is located to the right of the grade checkboxes. 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.

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

Box Registration-OSC

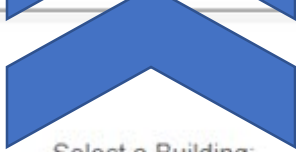
Select a Building:

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

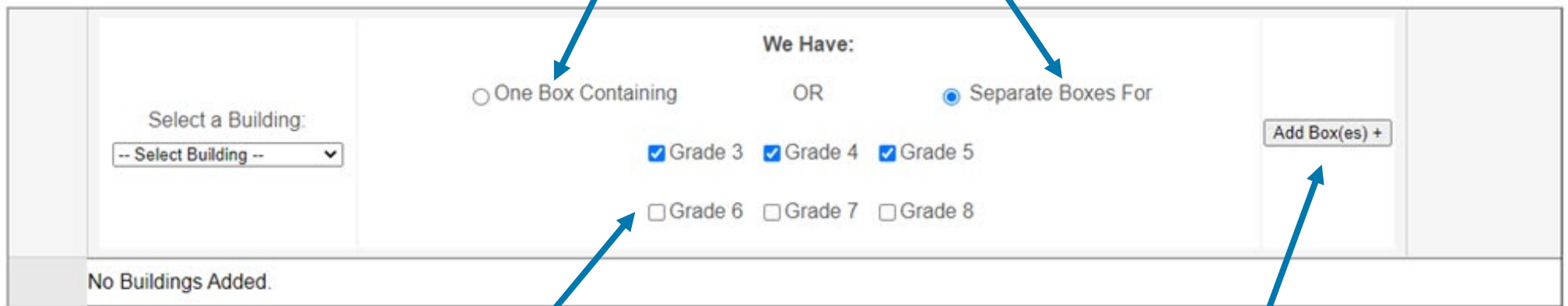
Add Box(es) +

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, there 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.

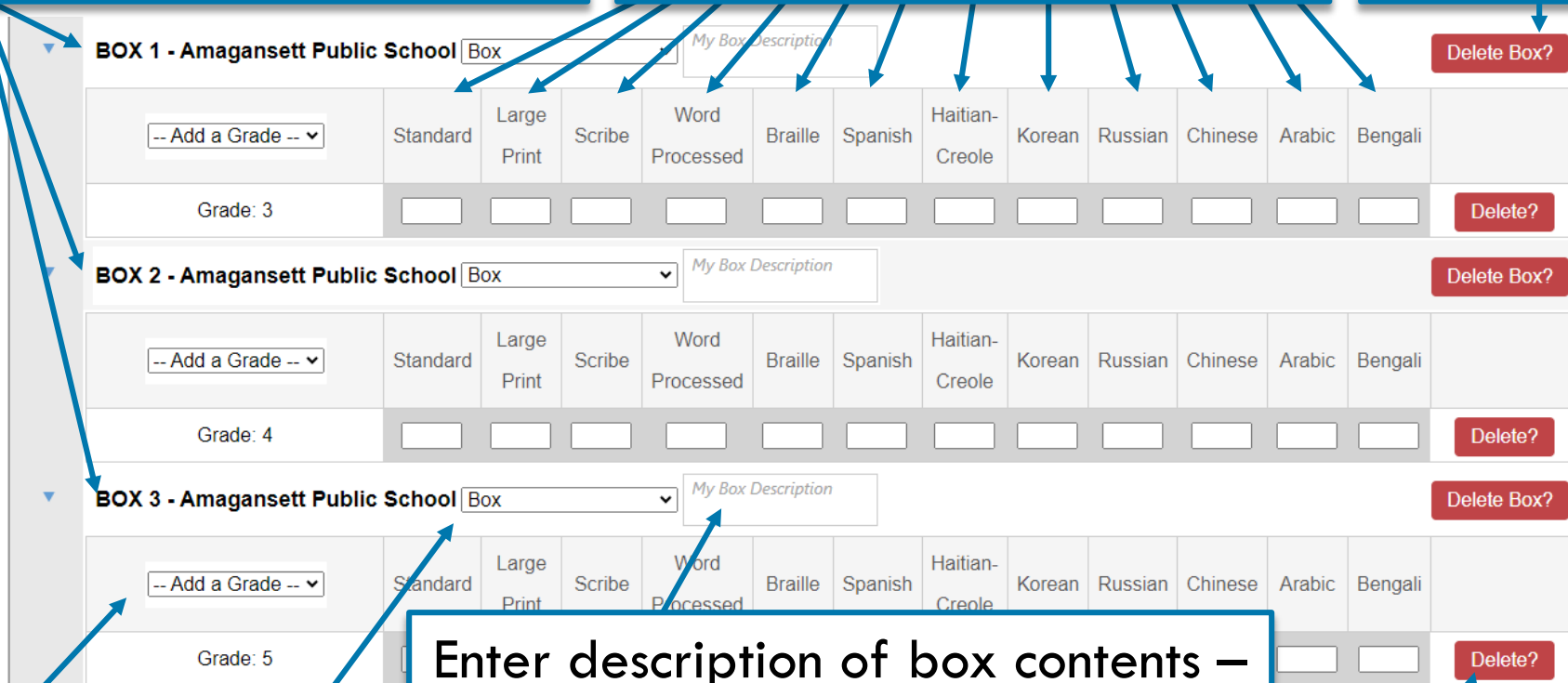
Add boxes brings up the
screen on the next page...

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.



The screenshot displays the Box Registration-OSC interface. It shows three boxes, each with a label, a description field, a grade dropdown, and a table of test categories. Each box has a 'Delete Box?' button.

Box Label	Box Description	Grade	Standard	Large Print	Scribe	Word Processed	Braille	Spanish	Haitian-Creole	Korean	Russian	Chinese	Arabic	Bengali	Delete?
BOX 1 - Amagansett Public School	Box	Grade: 3													Delete?
BOX 2 - Amagansett Public School	Box	Grade: 4													Delete?
BOX 3 - Amagansett Public School	Box	Grade: 5													Delete?

Click to add a grade.

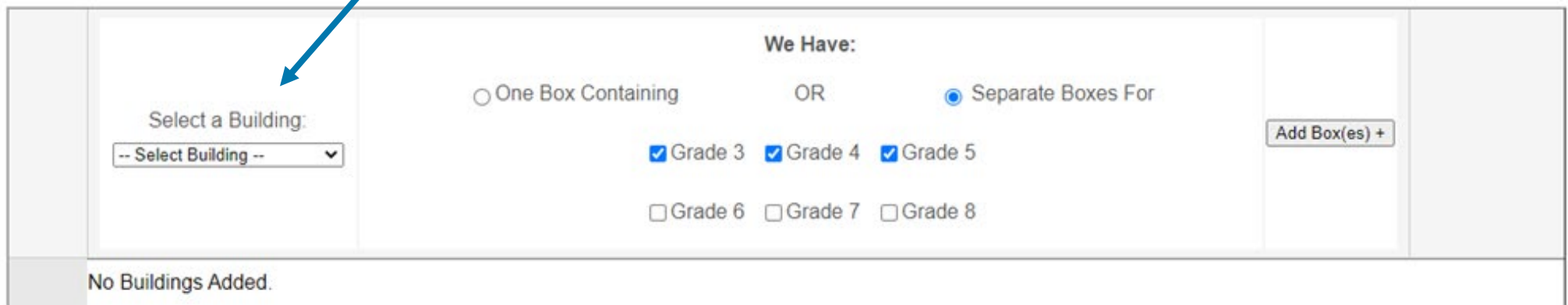
Enter description of box contents – this will appear on box label and all information screens.

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: Mathematics ▾

Highlight Zero Counts: ☐ YES

Or, Search by Box Name:

↻

Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Spanish	Total	Delete
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Briley	Mathematics		Box	5	10	0	5	15	<input type="checkbox"/>
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Orvis	Mathematics		Box	4	11	0	7	18	<input type="checkbox"/>
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Velda	Mathematics		Box	3	10	0	4	14	<input type="checkbox"/>
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Janet	Mathematics	Outlier	Box	5	0	1	0	1	<input type="checkbox"/>
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Vidal	Mathematics	Outlier only	Box	3,4	0	2	0	2	<input type="checkbox"/>
Edit	Print	Amagansett	Amagansett Public School	AGT-E-Jovan	Mathematics	Grades 3-6 test booklets and answer sheets	Box	3,4,5,6	37	0	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.



Video: Register a “Box” & Print the Label

The video tutorial demonstrating how to register your packages and print OSC labels for your packages can be viewed on our website, and at the link below:

[Video: How to Register Packages and Print “Box” Labels](#)

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Civil Rights Data
Collection

Staff Developer/Shared

Assessment Services - Scoring & Training

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[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](#)

[- Video: How to Register Packages & Print "Box" Labels](#)

**Workshops: Winter/Spring
2024 Dates**

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

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

Box Registration-Final Steps

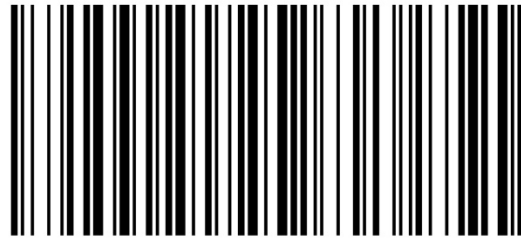


- The day before intake, OSC will “lock” the registered boxes for your district. At this point, the boxes can no longer be deleted.
- Print each box’s label if you haven’t already.
- Each box must have the correct label attached to the ***short-end*** of the box, or front of envelope.
 - Please do *not* place the label where a package needs to open.
- 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 a box, or the front of an envelope.

Jedi Academy



Barcode: JAC-C-Ahsoka

RIC: ESBOCES

District: Jedi Academy

Building: Coruscant Elementary

Ordinary: 5

LG Print / Braille: 0

Breakdown: Standard Grade 4 : 1, Grade 5 : 4

Description: 4th & 5th Grade ELA

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](https://scoring.esboces.org) for district ease and convenience. (<https://scoring.esboces.org>)
 - 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. Arrive 15 minutes early to check in.

Important:

- Keep answer sheet box(es) separate from *booklet* boxes.
- Quality control must take place *before* intake.
- 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

**Scored Booklet Pick-Up Date
for ELA, Math, & Science**

Thursday June 13, 2024

8:30 am – 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

Destruction/Return of Test Materials

Return to NWEA	Securely Destroy Upon Completion of Test Administration	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none">• All used and unused printed English Language Arts Test Session 1 booklets• All used and unused printed Mathematics Test Session 1 booklets <div>Refer to page 52 in the SAM for more details.</div>	<ul style="list-style-type: none">• All used Mathematics Test Reference Sheets (Grades 5–8)• All used scratch/graph paper for CBT and Math PBT.• Student login tickets, session access codes, and Proctor PINs (for CBT only)	<ul style="list-style-type: none">• All used printed English Language Arts Session 1 Constructed-Response Answer Booklets• All used printed English Language Arts Test Session 2 booklets• All used printed Mathematics Test Session 2 booklets• All used printed answer sheets after their return from the scanning center• All used printed Grades 5 & 8 Science Test booklets

Schools are responsible for ensuring that their materials being returned to NWEA **do not** include student Answer Sheets, ELA Session 1 Constructed-Response Answer Booklets, Science Test Booklets, or used Session 2 Booklets.



Online Material Available

School Data Bank Services - Assessment Services Website:

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

For questions and troubleshooting regarding the scoring of testing booklets (PBT), contact our

Assessment Services Support Team:

Website: www.esboces.org/assessment-services

Email: scoring@esboces.org

Phone: 631-244-4243

For questions about answer sheets, labels, CBT, etc. contact

Student Data Services:

Website: <https://datacentral.esboces.org>

Email: dwtshelp@esboces.org

Phone: 631-218-4195



Future Workshop Dates

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

ELA Virtual Workshop	April 2, 2024	10:00 a.m. – 11:00 a.m.
Math Virtual Workshop	April 30, 2024	10:00 a.m. – 11:00 a.m.
NYSESLAT Virtual Workshop	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



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www.esboces.org

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

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

