


NYSESLAT K-12 Assessment Intake Quick-Reference Guide 2023-24

Booklet Preparation

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1. Separate the *Booklets* from the *answer sheets*.
2. Include all three booklets (*Session 1 Booklet*, *Session 2 Booklet*, and *Session 3 Booklet*) for students who have attempted **any** part of the assessment.
 - a. *Note: For Kindergarten, only the *Writing Booklet 1* is submitted.
3. Verify that all booklets have the same number of pages as when delivered to the district.
4. Remove paper clips, staples, post-it notes, and extraneous papers from booklets (so they can be scanned).
5. Place the pre-printed student barcode labels (provided by Student Data Services/RIC) on the front cover of each test booklet containing written responses, under the student's handwritten name. **Do not place it in the space on the back of the booklet.**
 - a. *See *Missing Student Barcode Label* on the next page.
6. Place the pre-printed MetriTech student label on the back of each test booklet, in the shaded box.
7. Separate out special case booklets – large print, word processed, scribed.
 - a. *See *Special Case Booklets* on the page 2.
8. For Grades 1-12, insert *Session 3 Booklet* into *Session 2 Booklet*, then insert both into *Session 1 Booklet*.
 - a. Each student will have all booklets inside their Session 1 booklet.
9. Organize students' booklets by building and level (i.e. K, 1, 2, 3-4, etc.). Make groups of 25 students' booklets and gather them with a rubber band, in a bag, 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.
10. Pack sturdy boxes/bins/cartons by building and level, in those groups of 25 students.
 - a. If small enough, multiple *levels* can be placed into one box or envelope, but only one building!
11. On top of all booklets, include a roster of students whose booklets are in that package.
12. Register packages on OSC website <http://status.oscworld.com/intake>.  [OSC Box Registration](#)
13. 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 box in any way.
14. Make sure the **bright orange school building label** from MetriTech is affixed to the outside of the box. Avoid covering the OSC label or interfering with the box opening. OSC will return the scored NYSESLAT booklets to MetriTech.



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.