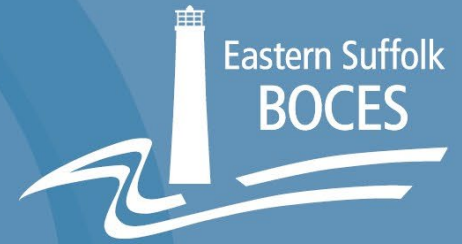


# School Data Bank Services



Educational Support Services • Working Together for Excellence

## **Constructed Response/Writing Scoring 2023-2024** **K-12 NYSESLAT 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
- Review Intake Date
- Preparing Booklets & Materials
  - Answer Sheets: Scoring Bubbles
  - Booklet Preparation and Label Placement
  - Special Case Booklet Procedure
  - Packaging Preparation: Non-scorable and Scorable materials
  - OSC Ease Check-in Registration Website (register packages)
  - Booklet Intake Procedures



esboces.org



HOME



Directory Calendar Locations Careers For Staff Q

About Us

Programs & Services

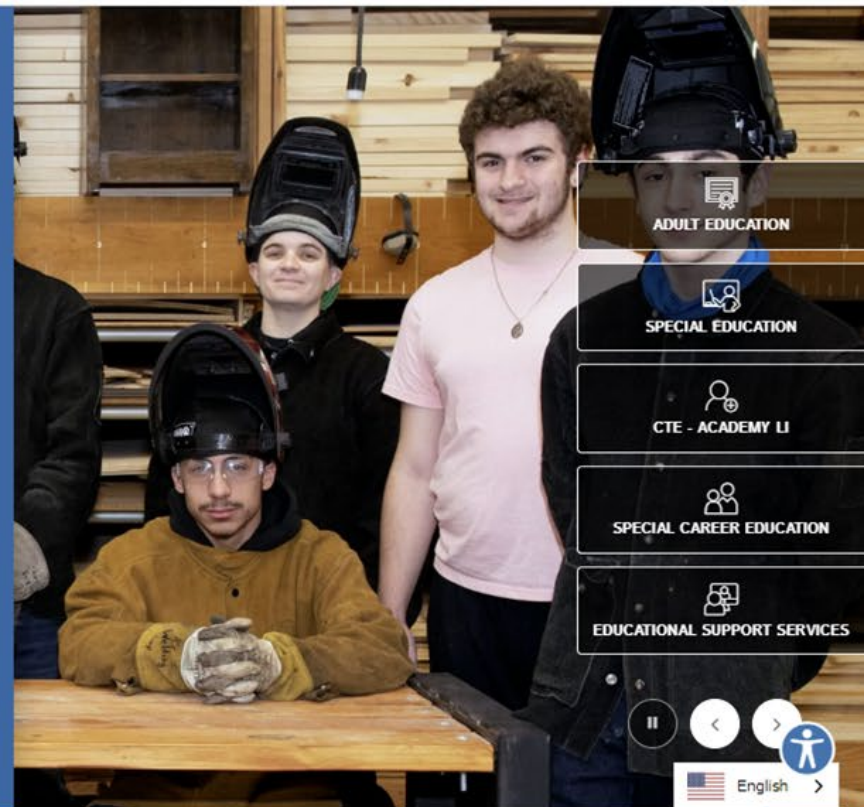
Courses

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

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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 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	NYSESLAT
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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School Data Bank  
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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](mailto:scoring@esboces.org);  
631-244-4243

Vanessa Biagioli-Dittrich  
Program Administrator

SCROLL  
DOWN



**Assessment Data &  
Instructional Reporting  
Platforms**

**Annual Professional  
Performance Review  
Resource**

**SCROLL  
DOWN  
TO  
HERE**

[PowerPoint](#)  
[NYSED CBT](#)  
[Computer-Based Test Report Guide](#)  
[\(NYSED Resources\)](#)  
[Important information on 2023-  
24 Computer-Based Tests \(CBT\)](#)

**Lauren Lewonka**  
Administrative Coordinator

**Quality Control Constructed Response  
Booklet Workshop:**

[Quality Control Workshop - Constructed  
Response Booklet Presentation](#)

**Select topic to see related documents:**

**Select "NYSESLAT" to see  
related documents**

ELA

Math

Science

**NYSESLAT**

NYSA

**Scoring Intake Information**

[Special Case Tracking Sheet](#)

[OSC Box Registration Instructions](#)

**NYSED Documents**

[NYSESLAT General Information including Birth Date Chart](#)

[NYSESLAT School Administrators Manual](#)





# NYSESLAT Administration Dates

---

*Speaking Session Administration Period is underway.*

For our scoring purposes:

**Listening/Reading/Writing Session  
Administration Period**

**Monday, May 13 - Friday, May 24, 2024**



# NYSESLAT Intake Date

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## NYSESLAT Booklet Intake\*

**Thursday, May 30, 2024**

\*Appointment times have been provided.

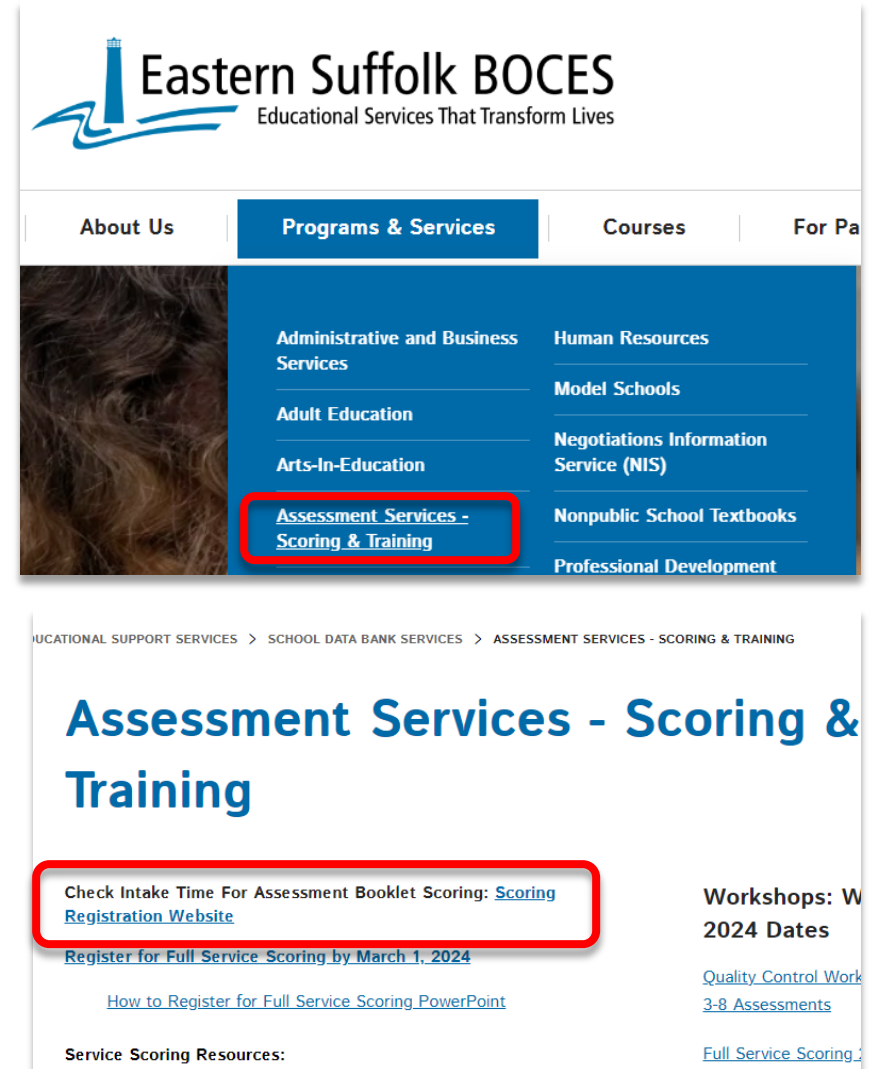
Intake will take place at the  
Instructional Support Center (ISC) at Sequoya.

*There is no make-up intake date.*

# Check Appointment Times

1. To check your appointment time(s), visit [www.esboces.org](http://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>.

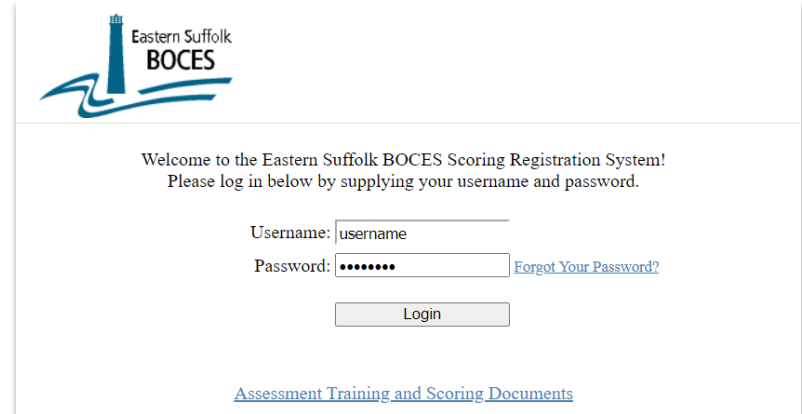


The screenshot shows the Eastern Suffolk BOCES website. The top navigation bar includes 'About Us', 'Programs & Services' (highlighted), 'Courses', and 'For Pa'. The 'Programs & Services' dropdown menu is open, showing various services. 'Assessment Services - Scoring & Training' is highlighted with a red box. Below this, 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', and 'Service Scoring Resources:'. On the right, there are links for '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](mailto:scoring@esboces.org).

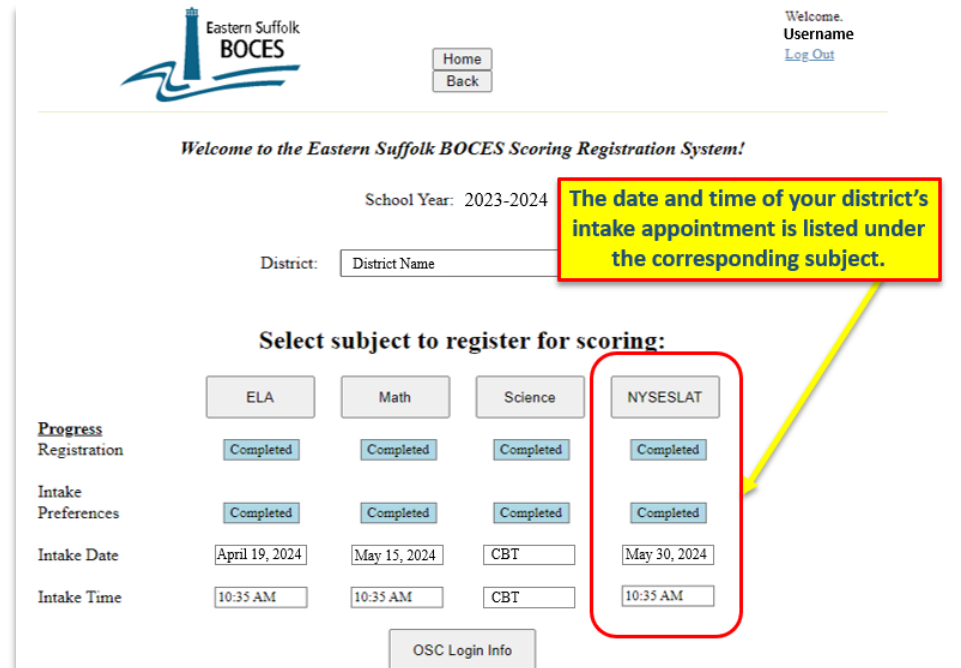


Welcome to the Eastern Suffolk BOCES Scoring Registration System!  
Please log in below by supplying your username and password.

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:

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

Select subject to register for scoring:

	ELA	Math	Science	NYSESLAT
Progress Registration	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>
Intake Preferences	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>	<input type="button" value="Completed"/>
Intake Date	<input type="text" value="April 19, 2024"/>	<input type="text" value="May 15, 2024"/>	<input type="text" value="CBT"/>	<input type="text" value="May 30, 2024"/>
Intake Time	<input type="text" value="10:35 AM"/>	<input type="text" value="10:35 AM"/>	<input type="text" value="CBT"/>	<input type="text" value="10:35 AM"/>

# Return of Scored L/R/W Booklets

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**Scored Booklets will be returned  
to MetriTech directly.**

Districts will not pick up NYSESLAT booklets after scoring.

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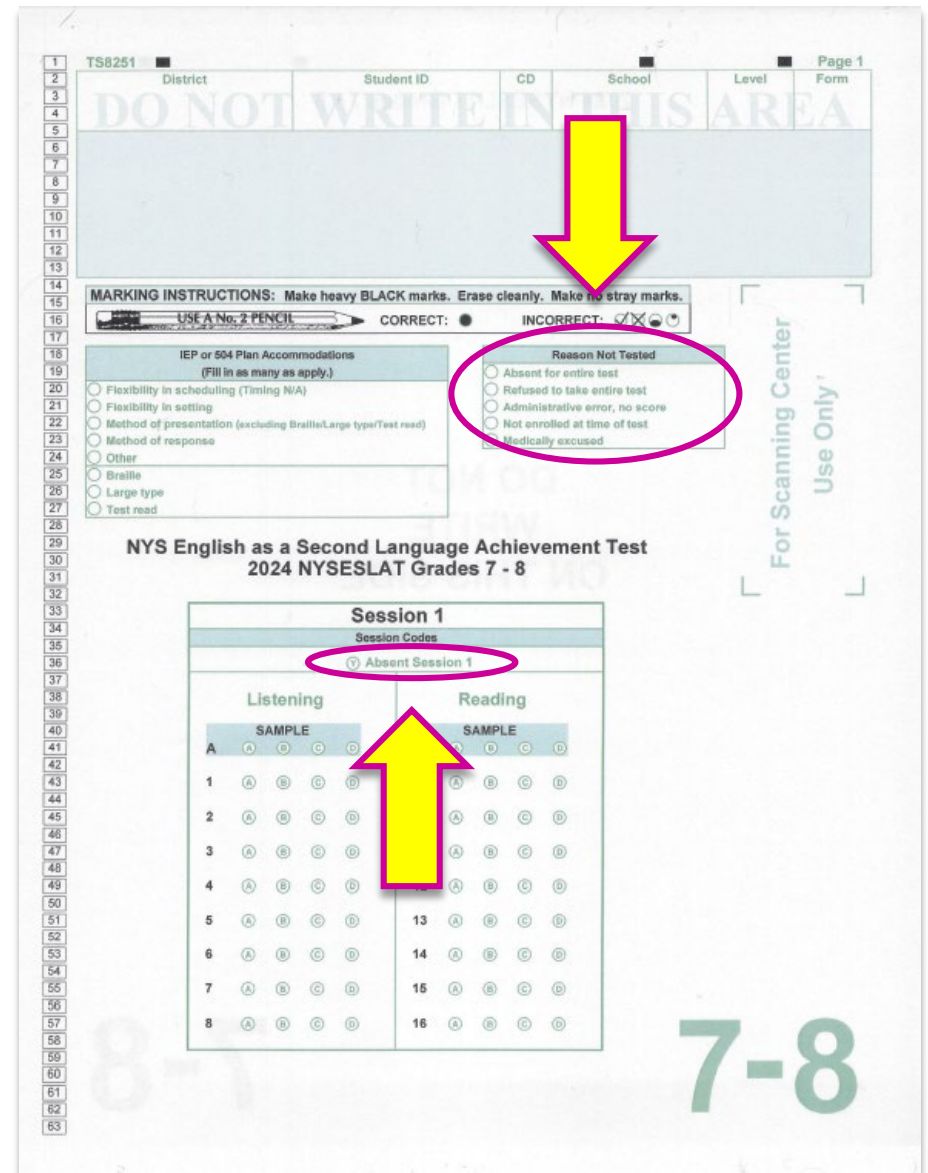
# Preparing Booklets & Materials



# 2024 NYSESLAT Scantron Sample

The NYSESLAT is administered in three sessions. For most grades (except K), there are questions requiring written responses in *each* session.

Remember to *wait* to bubble the session absent bubble if necessary; Bubble “Reason Not Tested” on page 1 if applicable.



TS8251 District Student ID CD School Level Page 1 Form

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: / X

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

- ☐ Flexibility in scheduling (Timing N/A)
- ☐ Flexibility in setting
- ☐ Method of presentation (excluding Braille/Large type/Test read)
- ☐ Method of response
- ☐ Other
- ☐ Braille
- ☐ Large type
- ☐ Test read

Reason Not Tested

- ☐ Absent for entire test
- ☐ Refused to take entire test
- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused

NYS English as a Second Language Achievement Test  
2024 NYSESLAT Grades 7 - 8

Session 1

Session Codes

Absent Session 1

Listening

Reading

A B C D A B C D

1 2 3 4 5 6 7 8 13 14 15 16

7-8

# 2024 NYSESLAT Scantron Sample

TS8253 ■ Page 6

2024 NYSESLAT Grades 7 - 8

**FOR TEACHER USE ONLY**

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

USE A No. 2 PENCIL

CORRECT: ● INCORRECT: ✗ ☐

Speaking			Writing			
Scorer's Code Letter	Session Codes		Question	Score Points	No Response	Scorers' Code Letters
	⑦ Absent Speaking					
Question	Score Points	Skipped				
1	0 1		Session 1			
2	0 1 2		17	0 1 2 3 4 A		
3	0 1 2	5	Session 2			
4	0 1 2	5	34	0 1 2 3 4 A		
5	0 1		Session 3			
6	0 1 2		54	0 1 2 3 4 A		
7	0 1 2	5				
8	0 1 2	5				
9	0 1					
10	0 1 2					
11	0 1 2	5				
12	0 1 2	5				

Fill in the method used to score your school's test papers. (Select only one.)

**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
- ⑤ One school
- ⑥ Scored by a private contractor (not a BOCES)

**Code Letters**

Code Letters	Print Scorers' Names
A	
B	
C	
D	
E	

8-7 7-8

Leave Writing "Score Points" and "Scorers' Code Letters" blank if using a scoring entity (i.e. ESBOCES/OSC).

# 2024 NYSESLAT Scantron Sample

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

Note the section labeled “Print Scorer’s Names” with the letters A-E. You will enter one scorer for the Speaking session; Leave the other scorer names blank if scoring booklets with ESBOCES/OSC, as these are meant for the scorers of Writing.

TS8253 ■ Page 6

2024 NYSESLAT Grades 7 - 8

**FOR TEACHER USE ONLY**

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

USE A No. 2 PENCIL ■ CORRECT: ● INCORRECT: ✓/✗/○

Speaking			Writing			
Scorer's Code Letter	Session Codes		Question	Score Points	No Response	Scorer's Code Letters
	⑦ Absent Speaking					
Question	Score Points	Skipped				
1	① ①		Session 1			
2	① ① ①		17	① ① ① ① ①		
3	① ① ①	⑤	Session 2			
4	① ① ①	⑤	34	① ① ① ① ①		
5	① ①		Session 3			
6	① ① ①		54	① ① ① ① ①		
7	① ① ①	⑤				
8	① ① ①	⑤				
9	① ①					
10	① ① ①					
11	① ① ①	⑤				
12	① ① ①	⑤				

Fill in the method used to score your school's test papers. (Select only one.)

**Scoring Model Code**

- ① Regional scoring
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- ④ Two schools within a district
- ⑤ One school
- ⑥ Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

7-8

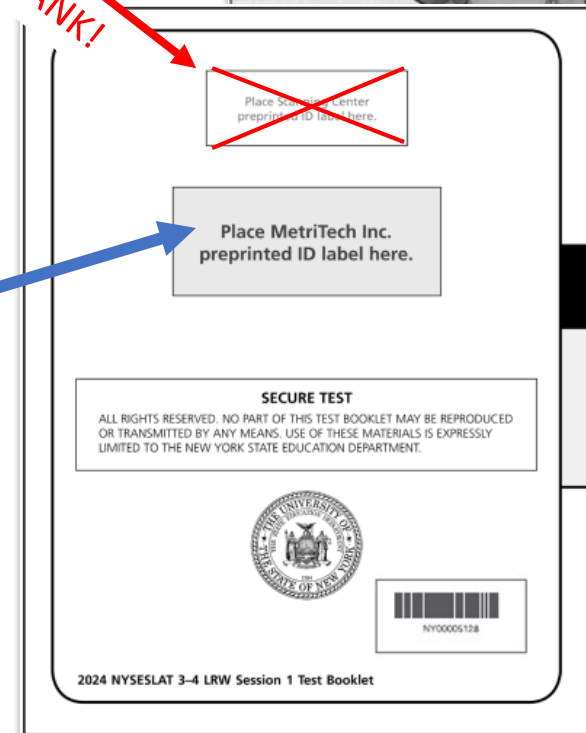
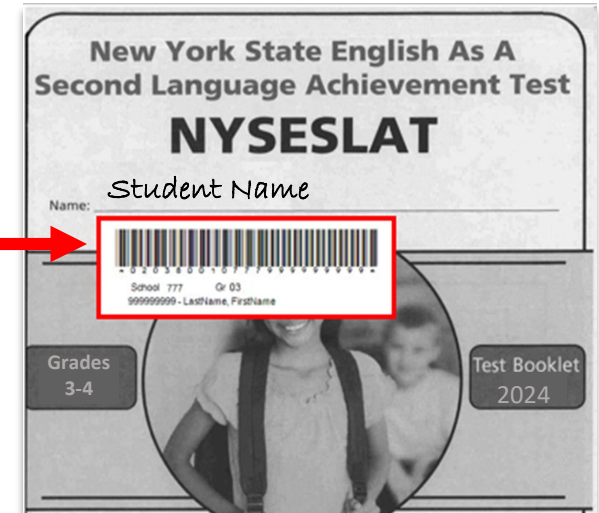
# Preparing NYSESLAT Booklets for Scoring

Make sure the correct **student barcode label** provided by SDS is affixed under the student's handwritten name, **on the FRONT cover** of each student's Session 1, 2, & 3 Booklets (Writing booklet for Grade K).

*MetriTech's student ID labels* will go on the **BACK** of the booklet(s).

SDS/RIC barcode goes HERE.

NOT HERE!  
Leave space BLANK!



# Preparing NYSESLAT Booklets for Scoring

Extra student labels will *not* be provided during intake.

If a student's booklet is **MISSING** a barcode label:

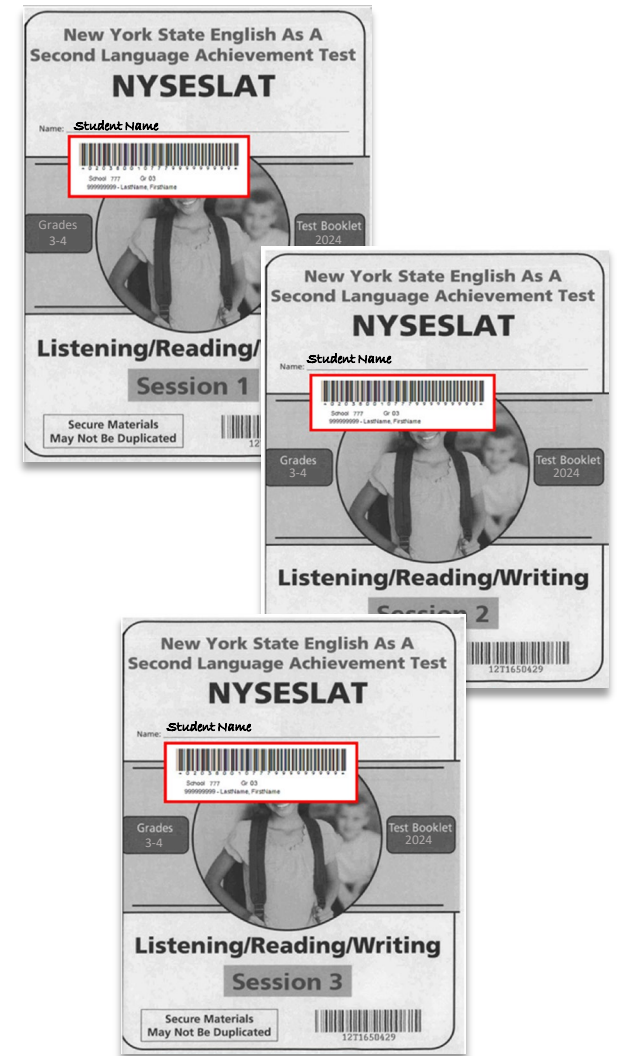
- On the front cover, neatly write the student's:
  - Full name
  - ID number
  - Date of birth
- If the student has a barcode label and it's just been placed incorrectly, write the entire 21-digit barcode number onto the front cover of the booklet, under the student's information.





# Preparing NYSESLAT Booklets for Scoring

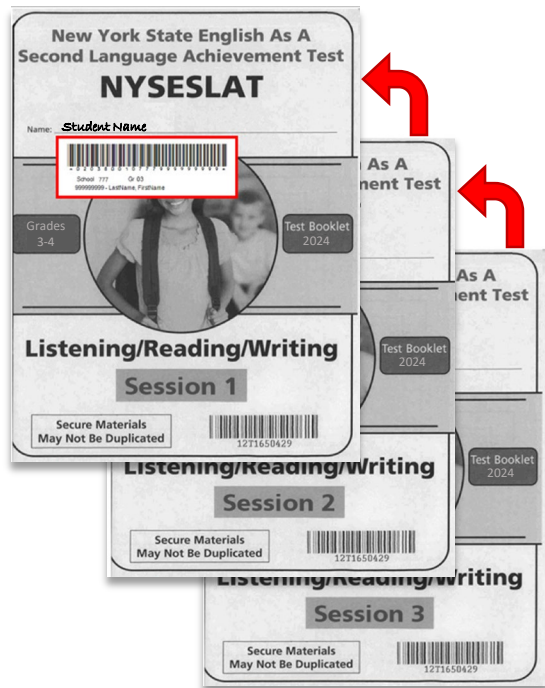
- Test booklets are scanned and converted to electronic images for computer scoring.
- **Separate the answer sheets from the booklets!**
- Remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of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





# Preparing NYSESLAT Booklets for Scoring

➤ Return *Booklets from Sessions 1, 2, & 3* for each student in 1-12 (*Writing only for K*).



- Nest **Booklet 3 into Booklet 2 into Booklet 1.**
  - For each student, all booklets will go inside Booklet 1.
- Organize booklets by level (i.e. K, 1, 2, 3-4, etc.) and bundle in groups of 25 students each, secured with a rubber band or in the bags.
  - 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.
- If a student completed *any* part of the exam, submit all booklets, even if one is blank (exception: refusals).
- If a student did NOT take *any* part of the test, keep all booklets and return them to MetriTech with the other, non-scored materials.
  - Make sure the answer sheet bubbles are filled appropriate to provide the reason.

---

# Special Case Booklets

# Special Case Booklets: Scribed Tests

Scribes must utilize the following procedures:

- Scribes must record word-for-word what the student dictates or records. Scribes may capitalize the first letter of each sentence and provide punctuation at the end of a sentence, but must leave out additional punctuation and capitalization of proper nouns unless directed by the student.
- A word processor may be used by a scribe to type a student's dictation; Scribes should write/type a student's dictation on every *other line*.
- Write/type 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 responses into the printed test booklets exactly as dictated or recorded, and should attach the original paper with the student's dictation to the back of the 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 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

Please adhere this to the outside of all Special Case envelopes.

*Note: Only ONE subject and ONE grade-level per sheet/envelope.*

Subject: \_\_\_\_\_ Grade-Level: \_\_\_\_\_

Number of Special Case Students in Envelope: \_\_\_\_\_

District: \_\_\_\_\_

Building: \_\_\_\_\_

Special Case



Student Last Name	Student First Name	Student ID	Type of Special Case Exam (X)		
			Large Print	Braille	Scribed or Word Processed

---

# Preparing for Packaging



# Special Note Regarding Boxes

## SCORABLE MATERIALS:

- Remember to separate answer sheets (which go to SDS) and booklets containing writing (which come to us in Assessment Services).
- Once scored, OSC will return the scored booklets to MetriTech.
  - Only submit booklets that need scoring on ESBOCES intake day!
- Booklets must be boxed by *building*, bundled by *level*, and grouped in sets of 25 students (if less, note amount with a post-it).
- **Utilize sturdy boxes, cartons, or bins** to transport booklets for scoring.
- Place the OSC label *and* bright orange MetriTech label on each box.

## NON-SCORABLE, SECURE MATERIALS:

- District must return all non-scored secure materials to MetriTech.
- **Utilize the original MetriTech boxes** to return non-scored materials...

# Returning Non-Scorable Secure Materials

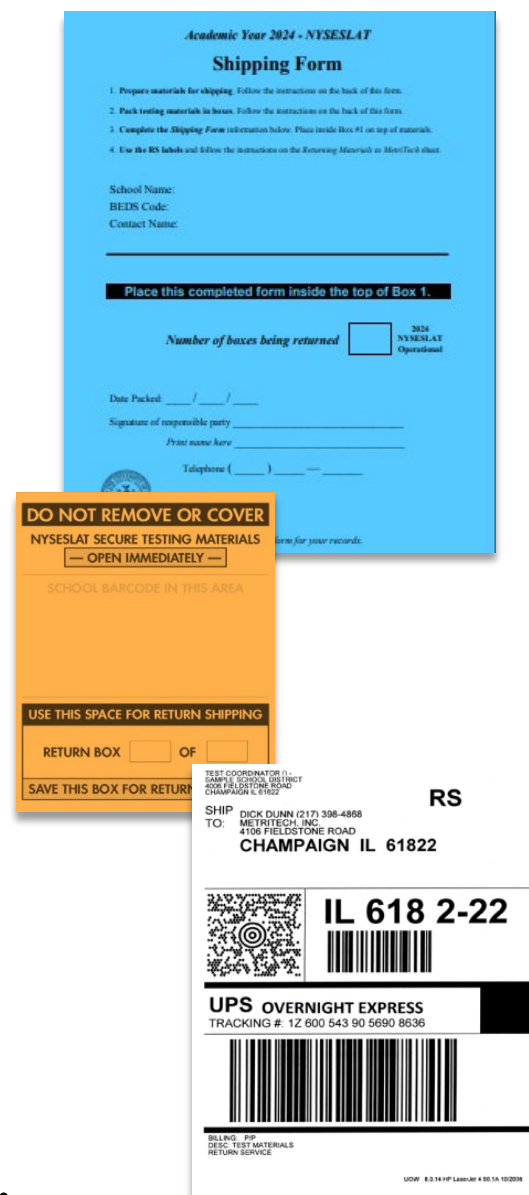
## STEP 1:

- Pack the remaining secure materials **into the original MetriTech box(es)**, by school building (SAM page 33):
  - ✓ All unused test booklets (including large print and Braille editions).
  - ✓ Directions for Administration (DFAs)
  - ✓ Listening Scripts for Grades 3-12 (if received by school)
  - ✓ Scoring Guides for Speaking and Writing
  - ✓ Training Sets for Writing
- Use the original Packing list as a checklist to verify all secure material is gathered and packed into the box.
  - You may combine materials from all shipments received at that building, and return as few boxes as possible for each building.
- Fill any empty space with packing material to prevent damage during transit. Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping.

# Returning Non-Scorable Secure Materials

## STEP 2:

- Place the **bright/fluorescent blue** “Shipping Form” *inside* of Box #1.
  - This form is located on the reverse side of the Return Materials Packing Instructions.
  - Record the number of boxes being returned, date packed, name and signature of responsible party, and phone number.
- There should already be a **bright orange MetriTech label** on the box. If it's not viable, apply a new one.
- Affix the **Return Service UPS Shipping Label** (one per box) over the original shipping label.
- Return all non-scorable secure materials to MetriTech. If needed, call 1-800-823-7459 to arrange a pickup.



The image displays two forms used for returning materials. The top form is a blue "Shipping Form" for Academic Year 2024 - NYSESLAT. It includes instructions for preparing materials, packing, and completing the form. It has fields for School Name, BEDS Code, Contact Name, Date Packed, Signature, Print name, and Telephone. A section for "Number of boxes being returned" includes a checkbox for "2024 NYSESLAT Operational". The bottom form is an orange "DO NOT REMOVE OR COVER" label for NYSESLAT SECURE TESTING MATERIALS. It features a barcode area for the school barcode and a section for return shipping information, including "RETURN BOX" and "OF" fields. Below this is a white "Return Service UPS Shipping Label" with a QR code, tracking number IL 618 2-22, and UPS Overnight Express shipping details.

# Preparing Scorable Packaging Materials


## Booklet Box Contents:

- NYSESLAT Test Booklets –
  - Three (3) L/R/W Booklets for Grades 1-12
  - One (1) Writing Booklet for Kindergarten only
- **Only one (1) building per box.**
  - One (1) or more grade bands/levels per box, per building. Bundle levels together.
  - Boxes must contain one building only!
- Special case booklets in manila envelopes (inside a box).
- Header Sheets/Rosters for each box.

# Packing the Boxes for Scoring Intake

- Please utilize sturdy cartons or bins that can handle the weight of booklets you're bringing in for scoring.
  - Save enough MetriTech boxes to return the *non-scorable* test materials.
- Organize tests *by building*, and group by *level*. Bundle the grouped booklets in sets of 25 students with rubber bands or bags.
- 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.
  - Light Blue MetriTech “School Header Sheet” is NOT needed.

***Academic Year 2024 - NYSESLAT***



***School Header Sheet***

Use the form to record Learning Standard, Writing, across teacher (for grades 1-12),  
or Learning Standard, or Writing test booklet (for Kindergarten)

Student Code: \_\_\_\_\_

School Name: \_\_\_\_\_

\_\_\_\_\_

*For Kindergarten:* mark one category only for each header sheet.

Mode of Instruction			
<input type="checkbox"/> Direct	<input type="checkbox"/> Indirect	<input type="checkbox"/> Integrated	<input type="checkbox"/> Immersion

Mark one grade band only. *For grades 1-12:* mark one language only for each header sheet.

	Language Proficiency		Writing Specimen	
	Listening & Speaking	Reading	Writing	Speaking
<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(NYSESLAT 2024-25)


***Make Copies As Needed***

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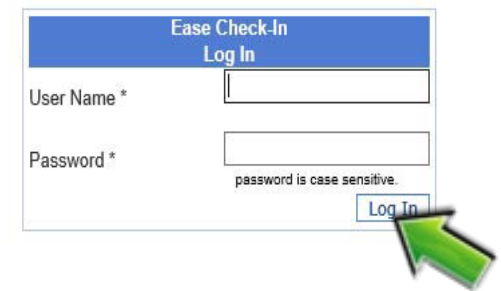
# Box Registration Procedure



# 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



The screenshot shows a login interface titled "Ease Check-In Log In". It contains two input fields: "User Name \*" and "Password \*". Below the password field, there is a note "password is case sensitive." and a "Log In" button. A green arrow points to the "Log In" button.

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**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,  
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[2023-24 NYSAA Administration Training -  
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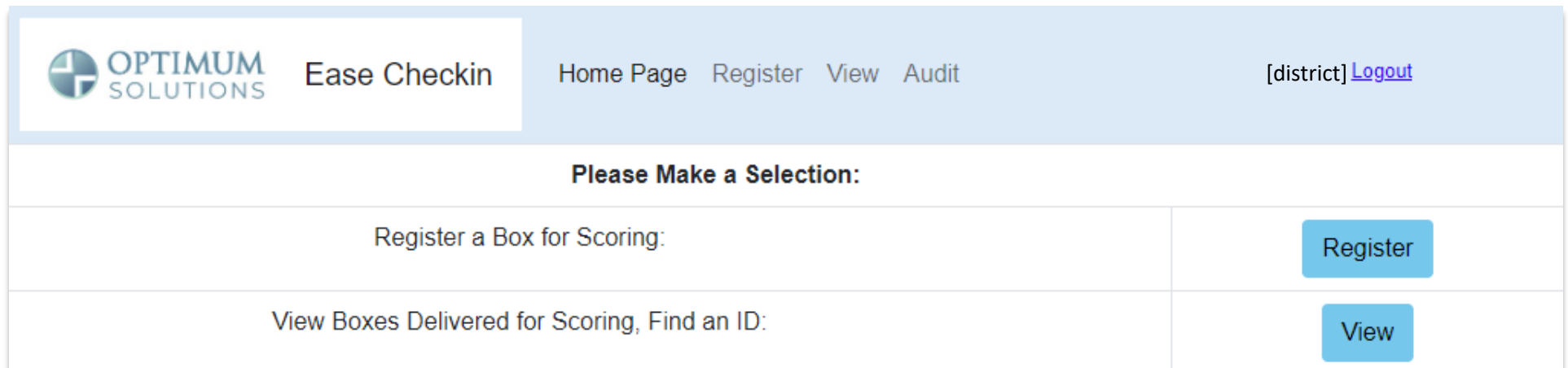
**Questions?**

Contact [scoring@esboces.org](mailto: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. The header includes the Optimum Solutions logo, the text 'Ease Checkin', and navigation links: Home Page, Register, View, and Audit. A user is logged in as '[district]' with a 'Logout' link. The main content area is titled 'Please Make a Selection:' and contains two rows of options. The first row has the text 'Register a Box for Scoring:' and a blue 'Register' button. The second row has the text 'View Boxes Delivered for Scoring, Find an ID:' and a blue 'View' button.

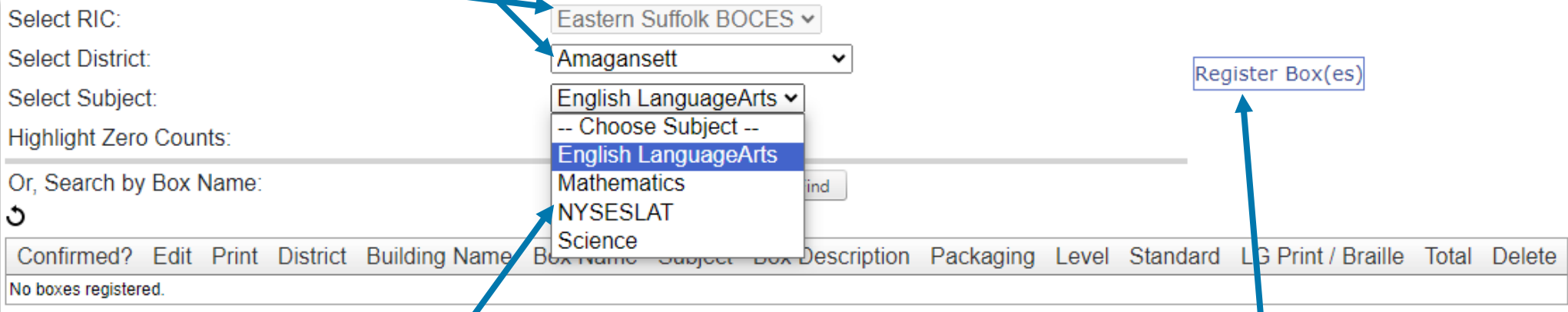
Please Make a Selection:	
Register a Box for Scoring:	<a href="#">Register</a>
View Boxes Delivered for Scoring, Find an ID:	<a href="#">View</a>

- 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 the Box Registration - OSC interface. It includes several dropdown menus for selection: 'Select RIC:' (Eastern Suffolk BOCES), 'Select District:' (Amagansett), and 'Select Subject:' (English LanguageArts). Below these is a 'Highlight Zero Counts:' section and a search bar 'Or, Search by Box Name:'. A 'Register Box(es)' button is located on the right. At the bottom, there 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.'

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\*

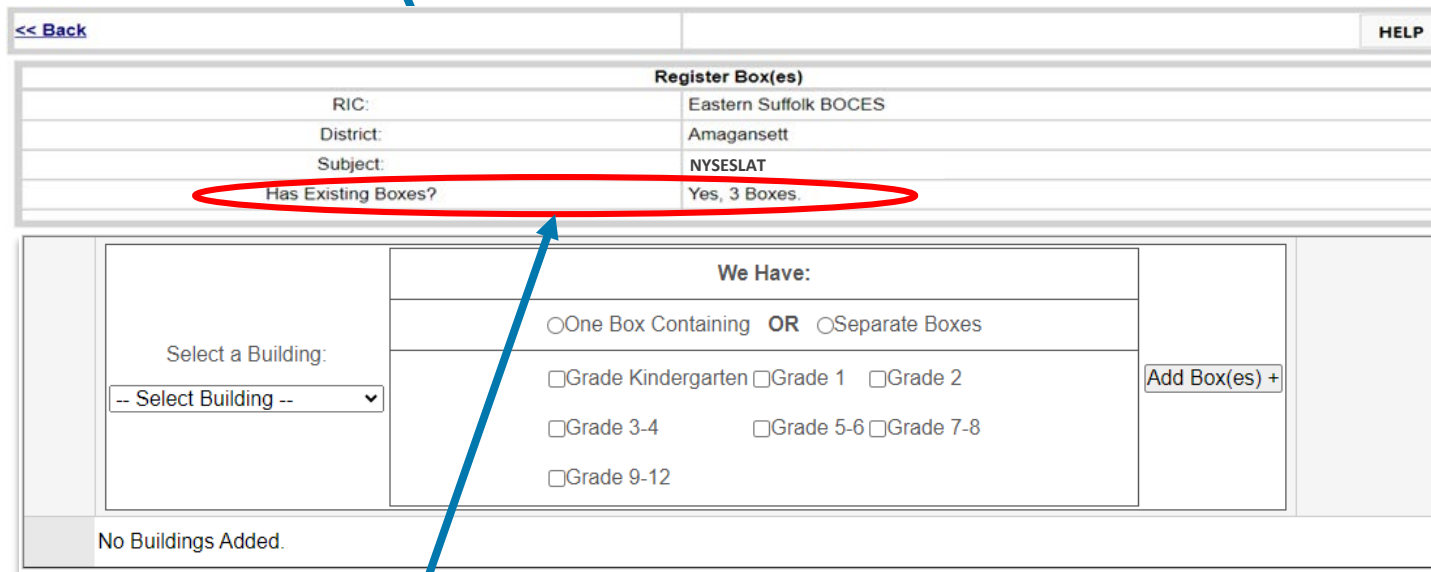
Register a Box

\*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.



Register Box(es)	
RIC:	Eastern Suffolk BOCES
District:	Amagansett
Subject:	NYSESLAT
Has Existing Boxes?	Yes, 3 Boxes.

We Have:	
<input type="radio"/> One Box Containing <b>OR</b> <input type="radio"/> Separate Boxes	
<input type="checkbox"/> Grade Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2	
<input type="checkbox"/> Grade 3-4 <input type="checkbox"/> Grade 5-6 <input type="checkbox"/> Grade 7-8	
<input type="checkbox"/> Grade 9-12	

Select a Building:  
-- Select Building --

Add Box(es) +

No Buildings Added.

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.



We Have:	
<input type="radio"/> One Box Containing	<b>OR</b> <input type="radio"/> Separate Boxes
<input type="checkbox"/> Grade Kindergarten	<input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2
<input type="checkbox"/> Grade 3-4	<input type="checkbox"/> Grade 5-6 <input type="checkbox"/> Grade 7-8
<input type="checkbox"/> Grade 9-12	

Select a Building:

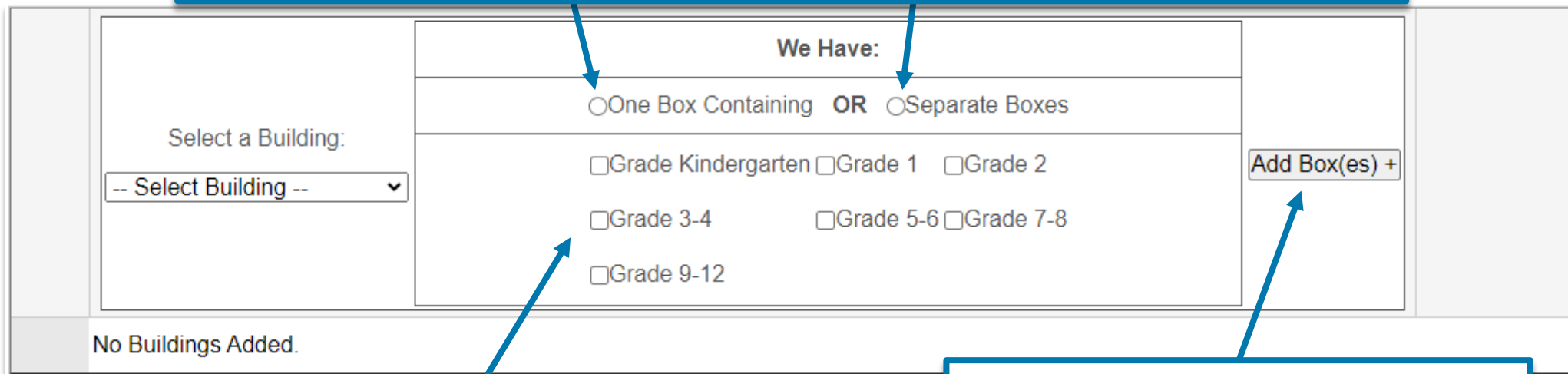
-- Select Building --

Add Box(es) +

No Buildings Added.

# Box Registration - OSC

Indicate if all grades/levels will be together in a single box,  
or  
if each grade/level will be placed into separate boxes.



The screenshot shows a web form for box registration. On the left, there is a section titled "Select a Building:" with a dropdown menu currently showing "-- Select Building --". Below this, a status bar says "No Buildings Added." In the center, a box titled "We Have:" contains two radio button options: "One Box Containing" and "Separate Boxes", separated by the word "OR". Below these are several checkboxes for grade levels: "Grade Kindergarten", "Grade 1", "Grade 2", "Grade 3-4", "Grade 5-6", "Grade 7-8", and "Grade 9-12". On the right side of the form, there is a button labeled "Add Box(es) +". Blue arrows point from the instructional text boxes to the "We Have:" section, the grade level checkboxes, and the "Add Box(es) +" button.

Select a Building:  
-- Select Building --

We Have:  
☐ One Box Containing OR ☐ Separate Boxes

☐ Grade Kindergarten ☐ Grade 1 ☐ Grade 2  
☐ Grade 3-4 ☐ Grade 5-6 ☐ Grade 7-8  
☐ Grade 9-12

Add Box(es) +

No Buildings Added.

Select the level(s) associated with each  
box you have for the selected school.

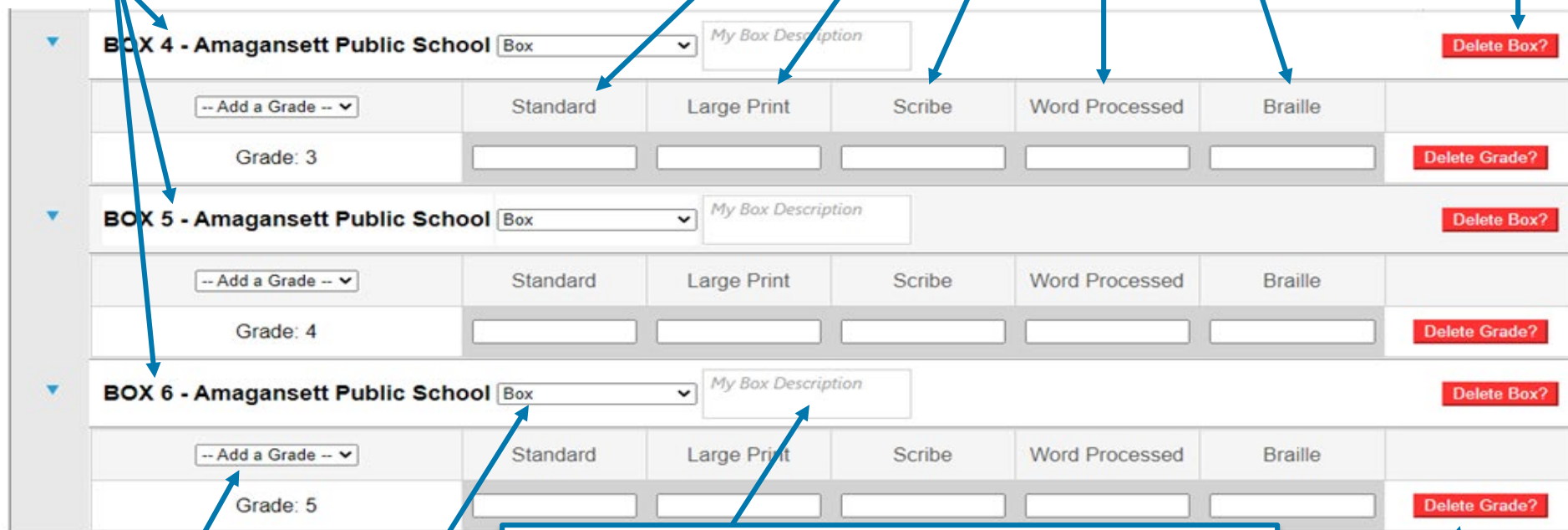
Add boxes brings up the  
screen on the next page...

# 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 dropdown menu to select the box type (currently set to 'Box'), a text field for 'My Box Description', and a table of test categories. The categories are Standard, Large Print, Scribe, Word Processed, and Braille. Each category has a corresponding input field for the count. Additionally, there is a 'Grade' field and a 'Delete Grade?' button for each box. A 'Delete Box?' button is also present for each box. Arrows from the callout boxes point to these specific elements.

Box	My Box Description	Standard	Large Print	Scribe	Word Processed	Braille	Delete Grade?	Delete Box?
BOX 4 - Amagansett Public School								
BOX 5 - Amagansett Public School								
BOX 6 - Amagansett Public School								

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.

Select a Building: <div>-- Select Building --</div>	<b>We Have:</b>	<div>Add Box(es) +</div>
	<div><input type="radio"/> One Box Containing <b>OR</b> <input type="radio"/> Separate Boxes</div> <div><input type="checkbox"/> Grade Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2</div> <div><input type="checkbox"/> Grade 3-4 <input type="checkbox"/> Grade 5-6 <input type="checkbox"/> Grade 7-8</div> <div><input type="checkbox"/> Grade 9-12</div>	
No Buildings Added.		

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: NYSESLAT ▼

Highlight Zero Counts: ☐ YES

Or, Search by Box Name:  Search by box name

[Register Box\(es\)](#)

Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<a href="#">Edit</a>	<a href="#">Print</a>	Amagansett	Amagansett Public School	AGT-E-Briley	NYSESLAT		Box	K	10	0	10	<input type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Print</a>	Amagansett	Amagansett Public School	AGT-E-Orvis	NYSESLAT		Box	1	11	0	11	<input type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Print</a>	Amagansett	Amagansett Public School	AGT-E-Velda	NYSESLAT		Box	3-4	10	0	10	<input type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Print</a>	Amagansett	Amagansett Public School	AGT-E-Janet	NYSESLAT	Outlier	Box	3-4	0	1	1	<input type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Print</a>	Amagansett	Amagansett Public School	AGT-E-Vidal	NYSESLAT	Outlier only	Box	5-6	0	2	2	<input type="checkbox"/>
NYSESLAT												<a href="#">Delete</a>

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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**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. At this point the boxes can no longer be deleted.
- Print each box’s OSC label.
- Each box must have the correct OSC 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”
- Place an orange MetriTech label on the box as well, if there isn’t one already.

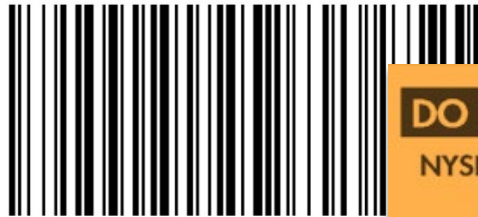


# Box Registration - Final Steps

Example of Box Labels – to be affixed to the *short-end* of the box.

OSC label you'll print

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.

MetriTech label that  
comes with materials

**DO NOT REMOVE OR COVER**  
NYSESLAT SECURE TESTING MATERIALS  
— OPEN IMMEDIATELY —

SCHOOL BARCODE IN THIS AREA

**USE THIS SPACE FOR RETURN SHIPPING**

RETURN BOX  OF

**SAVE THIS BOX FOR RETURN SHIPMENT**



# Delivery to Sequoya-ISC

## Logistics:

- Three weeks before the intake date, districts will be notified via email of their scheduled appointment arrival time (already sent via email).
  - The confirmed time is 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.
- Arrive 15 minutes early for your scheduled appointment time to deliver boxes and envelopes to ESBOCES ISC Sequoya.

## 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.





# 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

For questions and troubleshooting regarding scorable testing booklets, 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

For questions about answer sheets, labels, or demographic data, contact

*Student Data Services:*

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

**Email:** [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org)

**Phone:** 631-218-4195



# Contact Information

For questions regarding materials shipped/received,  
or returning non-scorable materials, contact

***MetriTech Customer Service:***

**Email:** [nyseslat@metritech.com](mailto:nyseslat@metritech.com)

**Phone:** 1-800-747-4868

For questions about testing policies regarding  
accommodations & security breaches, contact

***Office of State Assessment:***

**Email:** [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov)

**Phone:** 518-474-5902





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

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

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

