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

About Us	**Programs & Services**	Courses	For Parents	District Resources	Schools

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

This website is https://scoring.esboces.org/

Eastern Suffolk
BOCES

Home
Back

Welcome.
Username
Log Out

Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2023-2024

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

District: District Name

Select subject to register for scoring:

	ELA	Math	Science	NYSESLAT
Progress Registration	Completed	Completed	Completed	Completed
Intake Preferences	Completed	Completed	Completed	Completed
Intake Date	April 19, 2024	May 15, 2024	CBT	May 30, 2024
Intake Time	10:35 AM	10:35 AM	CBT	10:35 AM

OSC Login Info

Any Questions?
Contact us at scoring@esboces.org

About Us   **Programs & Services**   **Courses**   **For Parents**   **District Resources**   **Schools**

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 Pov____
NYSED CBT Support Webpage
Computer-Based Testing Support G_____ ____Resources)
Important information on 2023-24 Com____ ____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

Eastern Suffolk
BOCES

Assessment Data & Instructional Reporting Platforms

Annual Professional Performance Review Resource

PowerPoint

NYSED CBT

Computer-Based ~~~~~~~ port Guide (NYSED Resources)

Important information on 2023-24 Computer-Based Tests (CBT)

SCROLL DOWN TO HERE

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** | NYSAA |

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

Eastern Suffolk BOCES

NYSESLAT Intake Date

NYSESLAT Booklet Intake*

Thursday, May 30, 2024
*Appointment times have been provided.
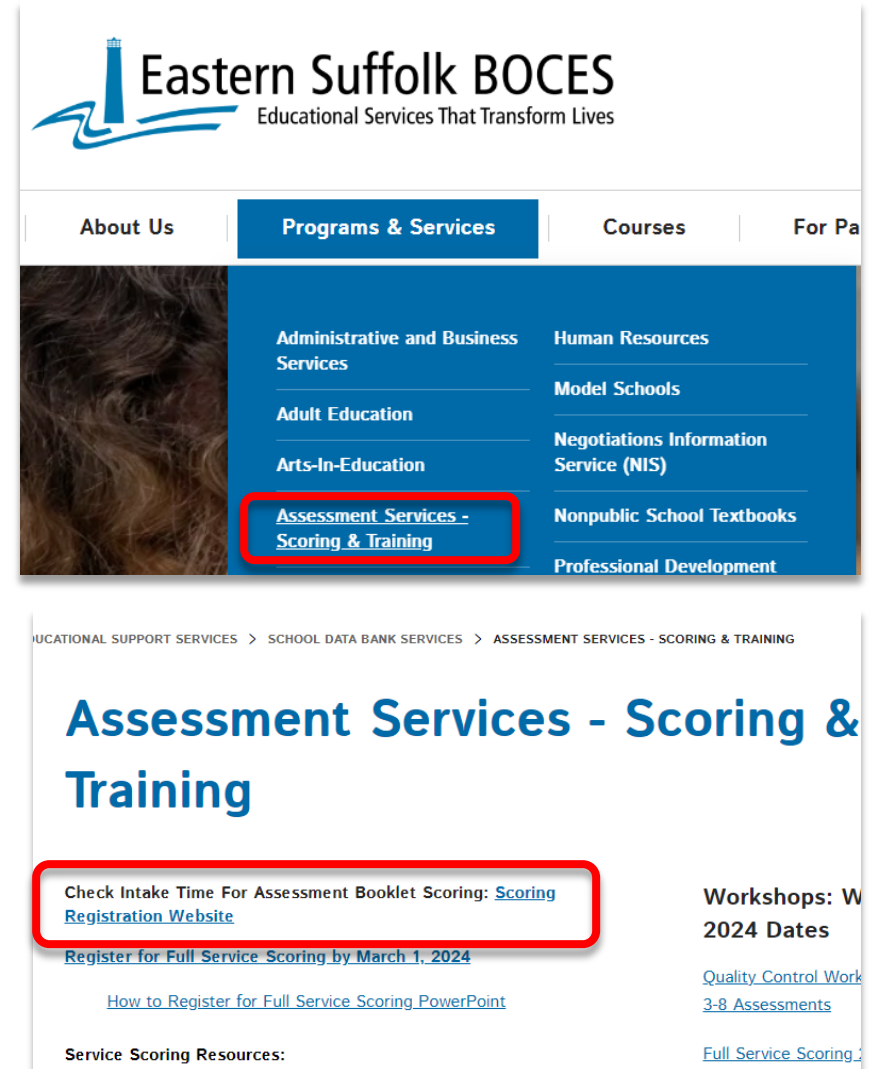
Intake will take place at the
Instructional Support Center (ISC) at Sequoya.

There is no make-up intake date.

Check Appointment Times

1. To check your appointment time(s), visit www.esboces.org.

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.

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.

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

Return of Scored L/R/W Booklets

Scored Booklets will be returned to MetriTech directly.

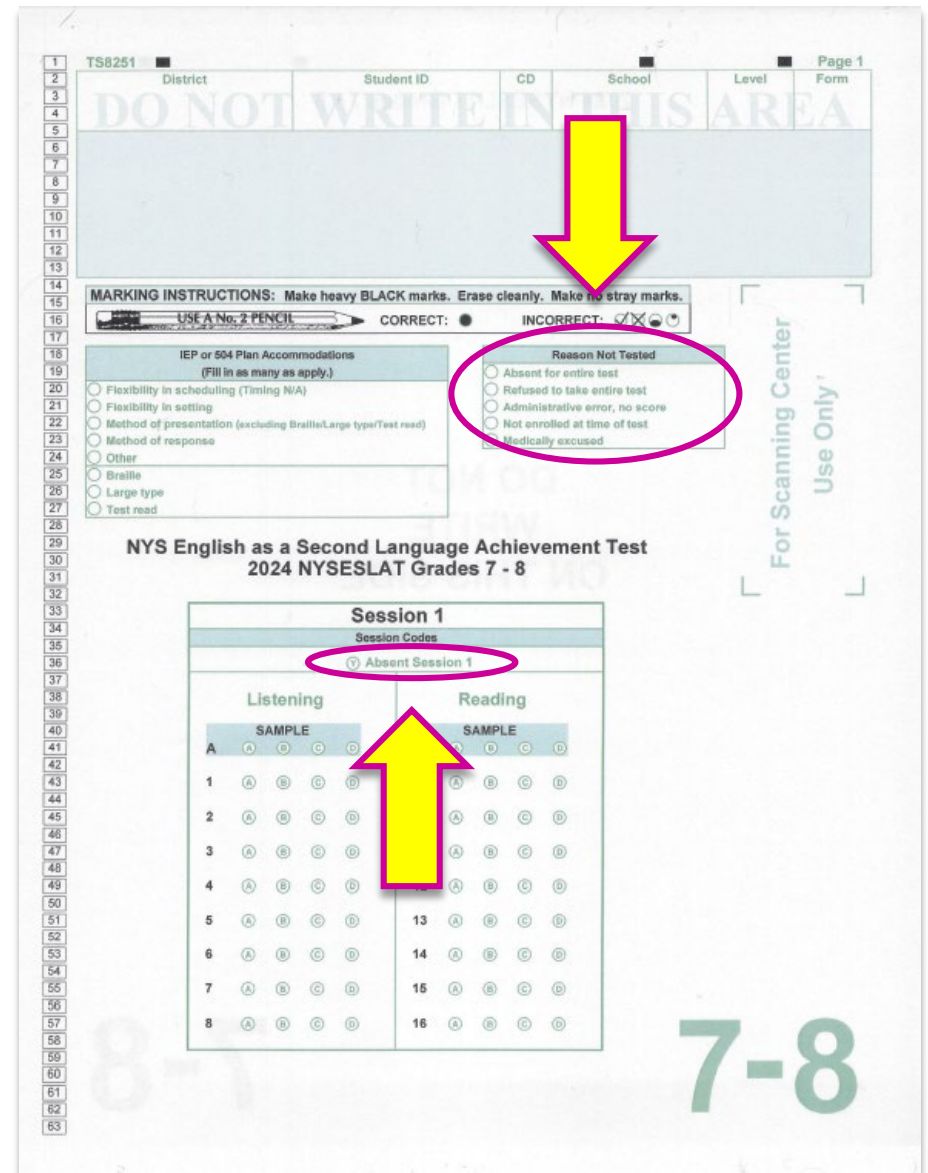Districts will not pick up NYSESLAT booklets after scoring.

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.

2024 NYSESLAT Scantron Sample

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

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					Scorers' Code Letters
	Ⓣ Absent Speaking					
Question	Score Points	Skipped	Question	Score Points	No Response	

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	Print Scorers' Names
A	
B	
C	
D	
E	

7-8

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

Note the section labeled "Print Scorers' 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.
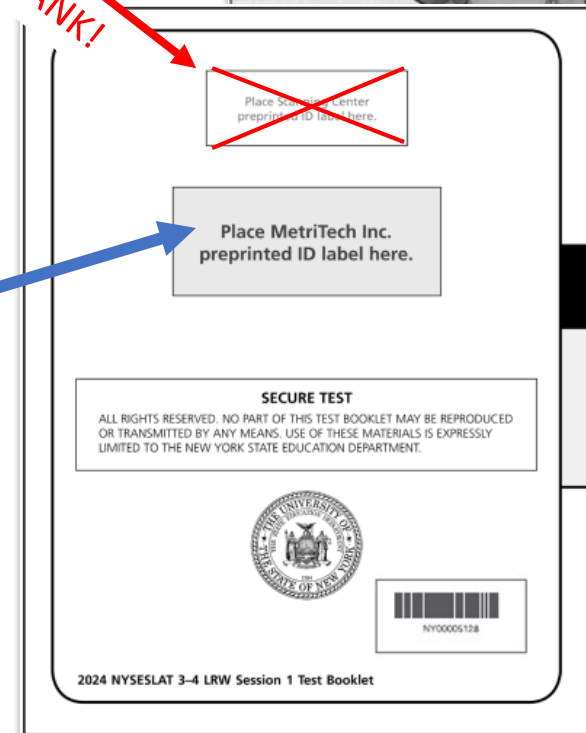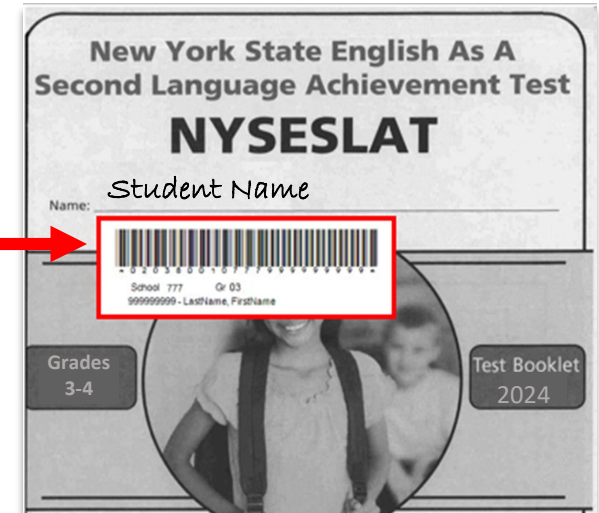
Preparing NYSESLAT Booklets for Scoring

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!

New York State English As A Second Language Achievement Test

NYSESLAT

Student Name

Name:

School 777   Gr 03
999999999 - LastName, FirstName

Grades 3-4

Test Booklet 2024

/Writing

12T1650429

Place Scoring Center preprinted ID label here.

Place MetriTech Inc. preprinted ID label here.

SECURE TEST
ALL RIGHTS RESERVED. NO PART OF THIS TEST BOOKLET MAY BE REPRODUCED OR TRANSMITTED BY ANY MEANS. USE OF THESE MATERIALS IS EXPRESSLY LIMITED TO THE NEW YORK STATE EDUCATION DEPARTMENT.

NY00005128

2024 NYSESLAT 3–4 LRW Session 1 Test Booklet

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.

School 777   Gr 03

999999999 - LastName, FirstName

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.
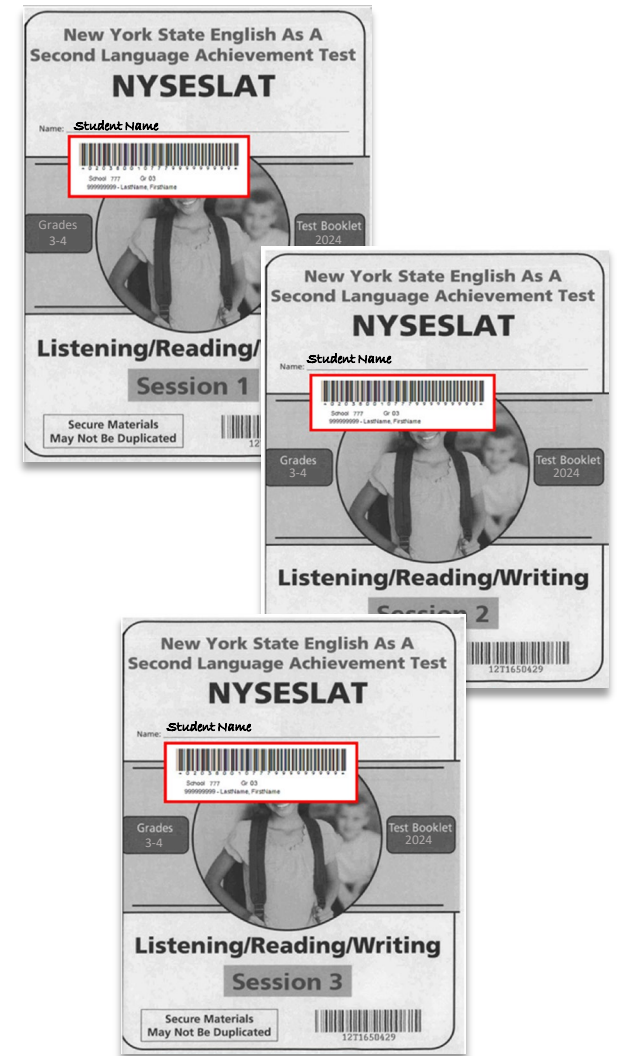
Preparing NYSESLAT Booklets for Scoring

➢ Return *Booklets from Sessions 1, 2, & 3* for each student in 1-12 *(Writing only for K)*.
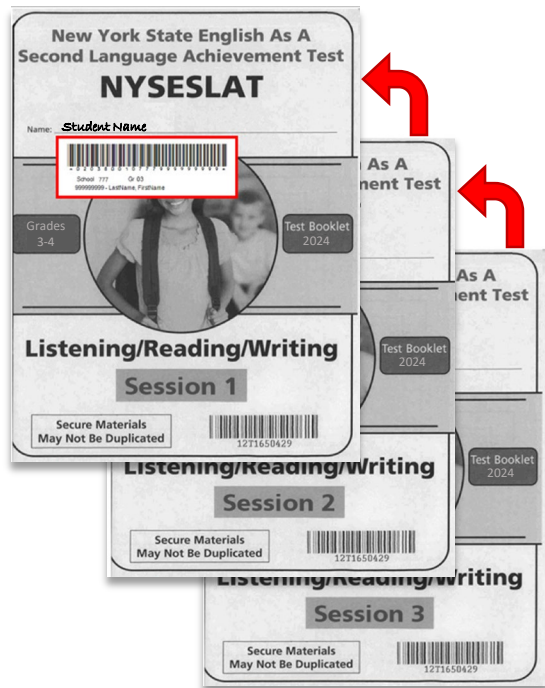
> ➢ Nest *Booklet 3* **into** *Booklet 2* **into** *Booklet 1.*
>
> > ➢ For each student, all booklets will go inside Booklet 1.
>
> ➢ Organize booklets by level (i.e. K, 1, 2, 3-4, etc.) and bundle in <u>groups of 25 students</u> each, secured with a rubber band or in the bags.
>
> > ➢ If you have a 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 <u>all</u> 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

Eastern Suffolk BOCES

➤ 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 <u>single staple</u>.

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 <u>single staple</u>.

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: _____   Special Case

Number of Special Case Students in Envelope: _____

District: _____

Building: _____

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
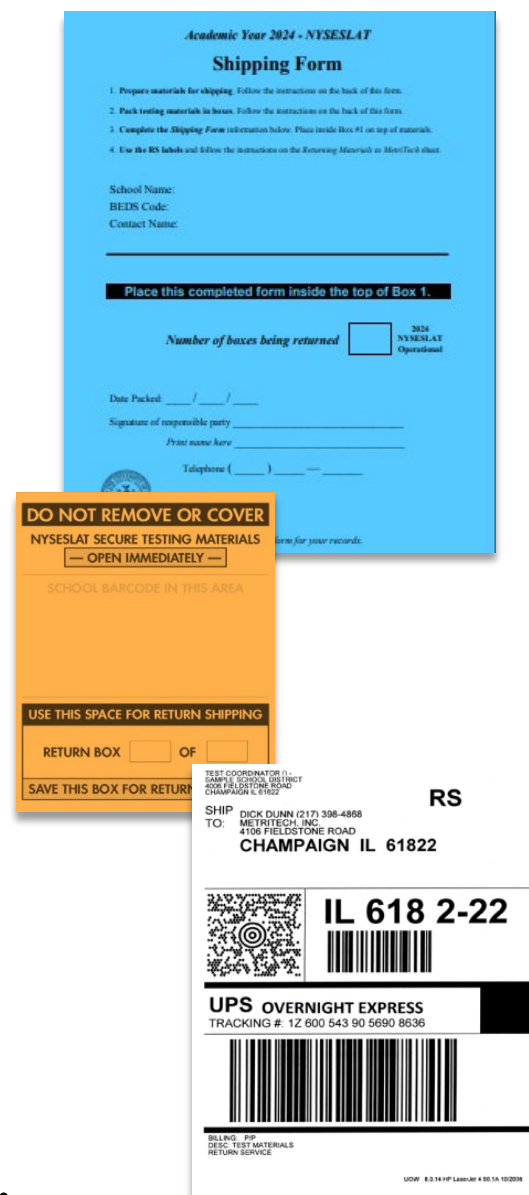
STEP 1:

➤ 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) <u>over</u> the original shipping label.

➤ Return all non-scorable secure materials to MetriTech. If needed, call 1-800-823-7459 to arrange a pickup.

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.

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 or 631-244-4243.

➢ For OSC Technical Support: Call 516-247-5300

Eastern Suffolk BOCES
Educational Services That Transform Lives

About Us   **Programs & Services**   Courses   For Parents   District Resources   Schools

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

Box Registration on OSC World Website

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

Box Registration - OSC

After logging in you are prompted with the following screen:

> 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.

Select RIC:	Eastern Suffolk BOCES ∨
Select District:	Amagansett ∨
Select Subject:	English LanguageArts ∨
Highlight Zero Counts:	
Or, Search by Box Name:	

-- 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.
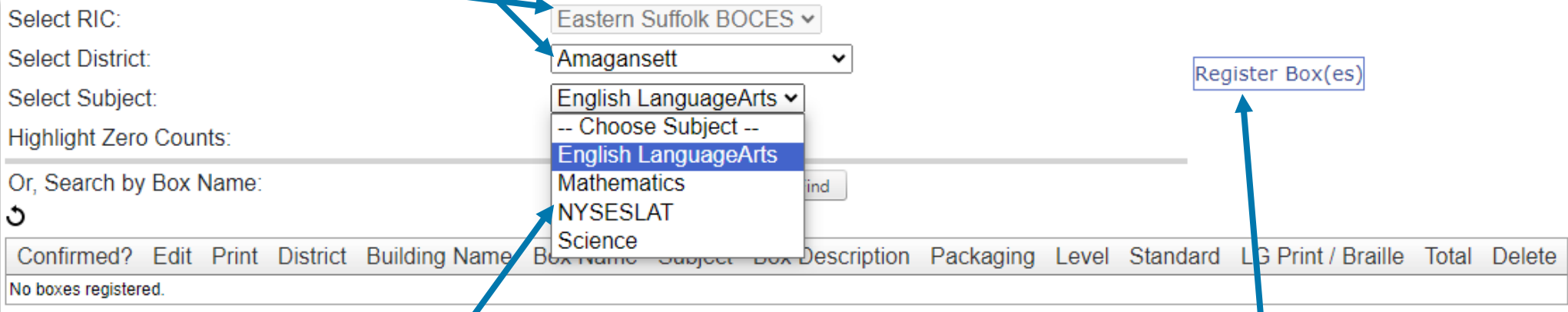
Verify/Change the Subject selection*
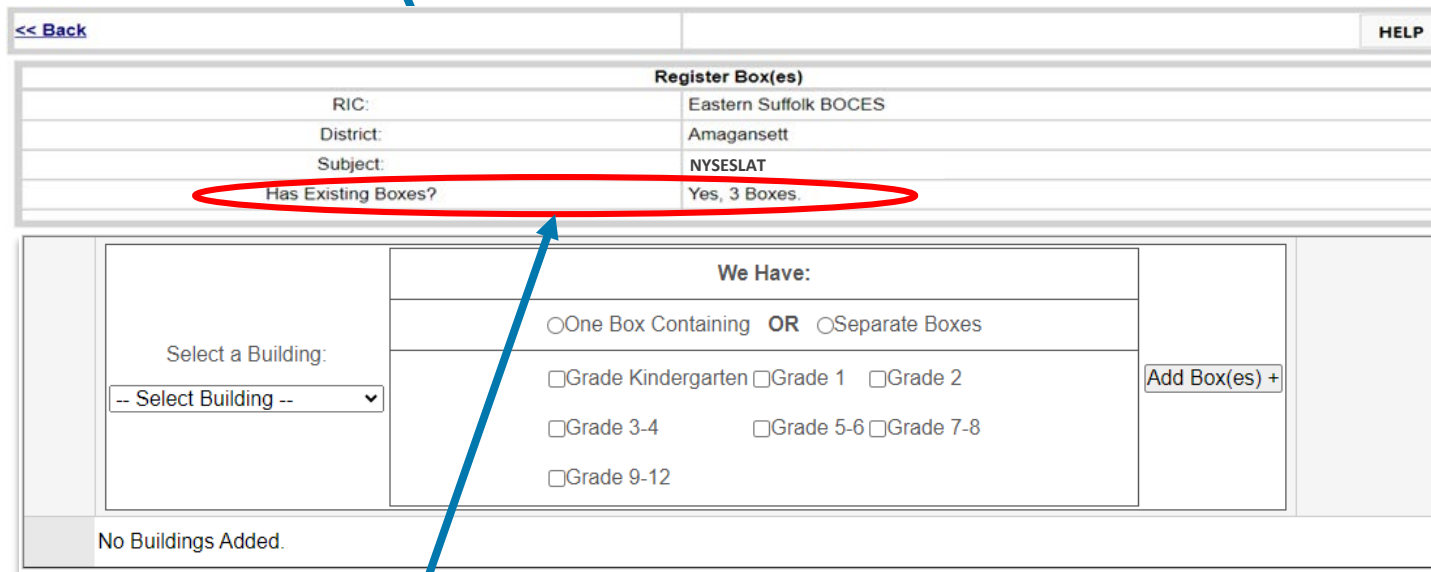
Register a Box

*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.

<< Back   HELP

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

We Have:

Select a Building:
-- Select Building --

◯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.

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

Box Registration - OSC

Select the building from the drop down menu.
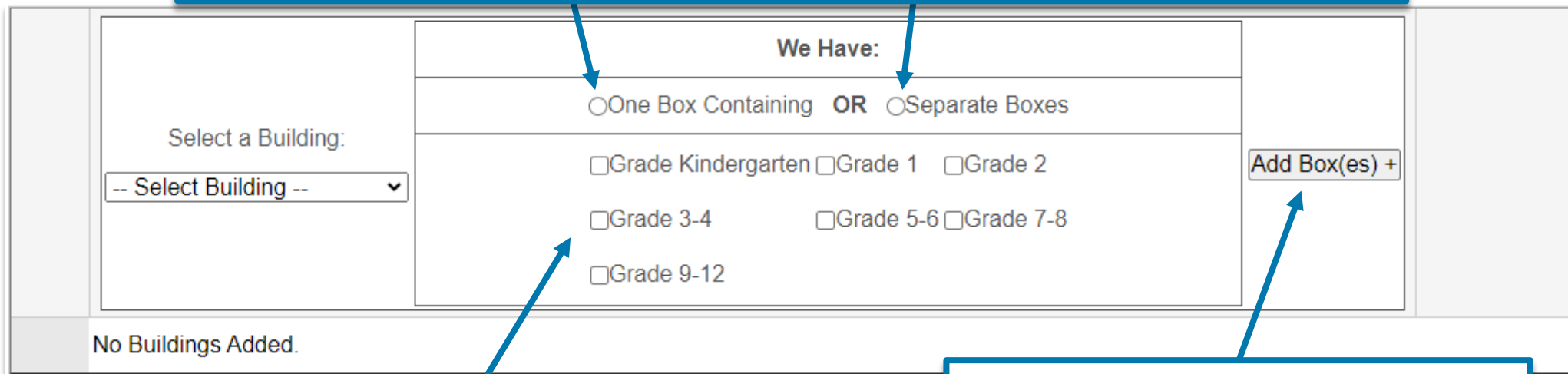
Box Registration – OSC

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

We Have:

◯One Box Containing **OR** ◯Separate Boxes

Select a Building:

-- Select Building --

☐Grade Kindergarten ☐Grade 1 ☐Grade 2

☐Grade 3-4 ☐Grade 5-6 ☐Grade 7-8

☐Grade 9-12

Add Box(es) +

No Buildings Added.

Add boxes brings up the screen on the next page…

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

Eastern Suffolk BOCES

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.

BOX 4 - Amagansett Public School	Box	My Box Description					Delete Box?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
Grade: 3							Delete Grade?

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

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

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.

We Have:

○One Box Containing **OR** ○Separate Boxes

Select a Building:

-- Select Building -- ⌄

☐Grade Kindergarten ☐Grade 1 ☐Grade 2

☐Grade 3-4 ☐Grade 5-6 ☐Grade 7-8

☐Grade 9-12

Add Box(es) +

No Buildings Added.

SAVE ALL CHANGES

When done entering all boxes for all buildings click 'Save All Changes'.

Box Registration - OSC

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](#)

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"

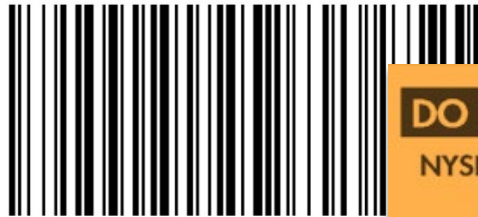➢ Place an orange MetriTech label on the box as well, if there isn't one already.

Box Registration - Final Steps

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

OSC label you'll print

MetriTech label that comes with materials

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.

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

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 scorable testing booklets, 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, or demographic data, contact

Student Data Services:

Website: https://datacentral.esboces.org

Email: 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

Phone: 1-800-747-4868

For questions about testing policies regarding accommodations & security breaches, contact *Office of State Assessment:*

Email: emscassessinfo@nysed.gov

Phone: 518-474-5902

Eastern Suffolk BOCES Board and Administration

President
Lisa Israel

Vice President
William K. Miller

Members

Arlene Barresi	Joseph LoSchiavo	Catherine M. Romano
Linda S. Goldsmith	Anne Mackesey	Robert P. Sweeney
William Hsiang	James F. McKenna	John Wyche
Susan Lipman	Brian O. Mealy	

Interim District Superintendent
April E. Poprilo

Chief Operating Officer
David Wicks

Associate Superintendent
Claudy Damus-Makelele - Educational Services

Associate Superintendent
James J. Stucchio - Management Services

Assistant Superintendent
Nichelle Rivers, Ed.D. - Human Resources

Directors
Leah Arnold - Career, Technical and Adult Education
Kate Davern - Educational Support Services
Arlene Durkalski - Human Resources
Mark Finnerty - Facilities
April Francis-Taylor - Diversity, Equity, and Inclusivity
Susan Maddi - Administrative Services
Gina Reilly - Special Education
Darlene Roces - Regional Information Center
Vacant - Business Services

www.esboces.org

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

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