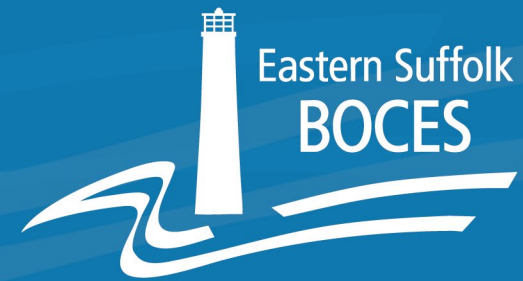




Student Data Services (SDS) & School Data Bank Services (SDBS)



Quality Control Workshop

How to Prepare, Process, and Submit Answer Materials

for the

2025 Computer-Based and Paper-based NYS 3-8 Assessments

in ELA & Math Grades 3-8, and Science Grades 5 & 8

PRESENTED BY

Student Data Services: Test Scanning & Data Reporting *and*
School Data Bank Services: Assessment Services–Scoring & Training
(Lisa Zwerling & Lauren Lewonka)



Workshop Agenda



- What is Quality Control?
- Schedules
- Scoring Registration
- Data Flow and Level 0
- Review of Materials
 - Rosters
 - Answer Sheets
 - Booklets

- Preparation of Materials
- Delivery Procedures
- Verification Reports
- Reminders and Common Issues
- Future Workshop Dates
- Contacts and Resources



What is Quality Control?



- The process used to ensure that your testing protocols consistently meet requirements and adhere to quality standards.
- Focus first on preventing, then identifying and resolving issues.

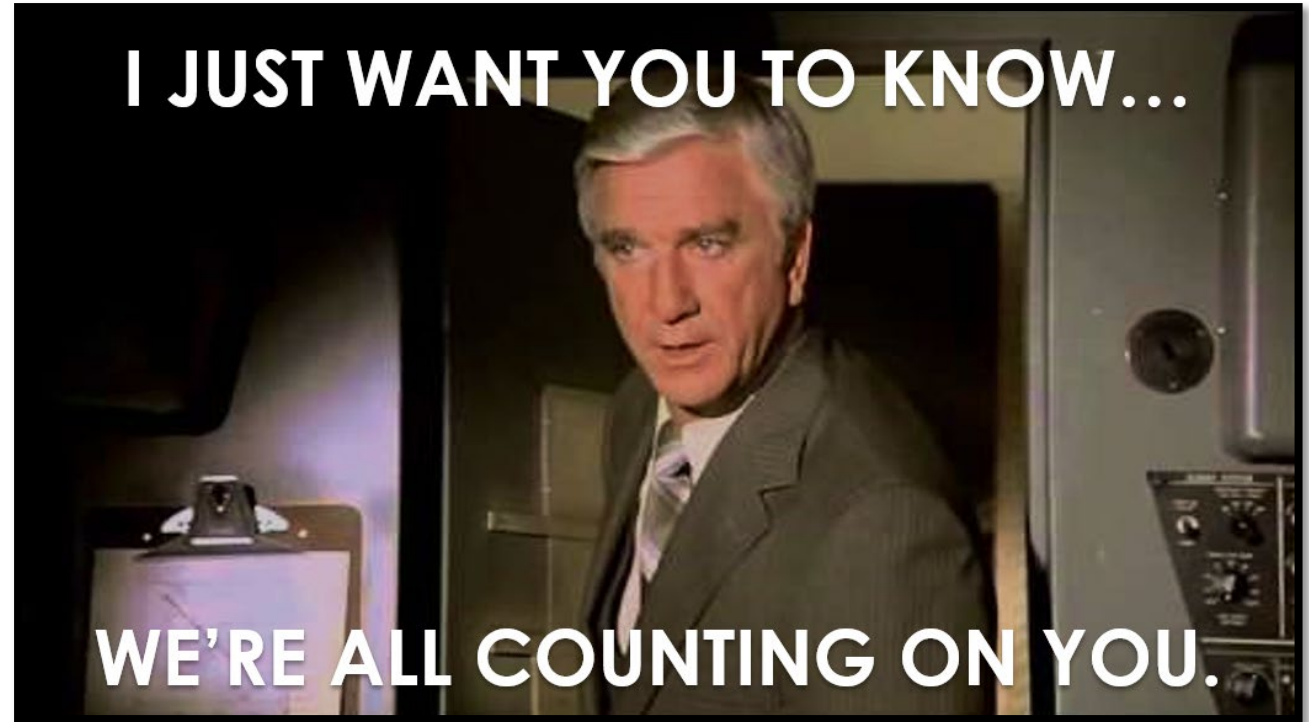


Who Should Handle Quality Control?

- District Data Coordinator
- Testing Coordinator
- Support Staff
- Building Principal
- Assistant Principals
- Teachers/Proctors



Quality is the Key to Success



Testing Schedule

| Operational Test | | Administration Window | Make-up Dates | Scoring Dates | Final Dates to Submit Answer Sheets to Scanning Centers |
|----------------------------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------------------|----------------------------------------|---------------------------------------------------------|
| NYSAA English Language Arts, Mathematics, and Science | | Monday, March 10 – Friday, June 6 | Make-ups must be given within the testing window | N/A | N/A |
| Computer-based testing | Grades 3-8 English Language Arts | Monday, April 7 – Friday, May 16 | Make-ups must be given within the testing window | Must be completed by Friday, May 23* | N/A |
| | Grades 3-8 Mathematics | | | | |
| | Grades 5 & 8 Science | | | | |
| Paper-based testing | Grades 3 and 7 English Language Arts | Tuesday, April 29 – Thursday, May 1 | Friday, May 2 – Tuesday, May 6 | Must be completed by Monday, May 19* | Monday, May 19 |
| | Grades 3 and 7 Mathematics | Wednesday, May 7 – Friday, May 9 | Monday, May 12 – Wednesday, May 14 | Must be completed by Thursday, May 29* | Thursday, May 29 |

1. For **ELA and Math**, each school must test the entire grade on the same 2 consecutive schools days
2. For **Science**, each school must test the entire grade on the same day
3. Make-ups can start immediately following the primary test days
4. Students taking the test on paper in a CBT grade, should test on the same days as the CBT students
5. If testing exclusively PBT for grades 3 and 7, school must adhere to the testing schedule for these grades

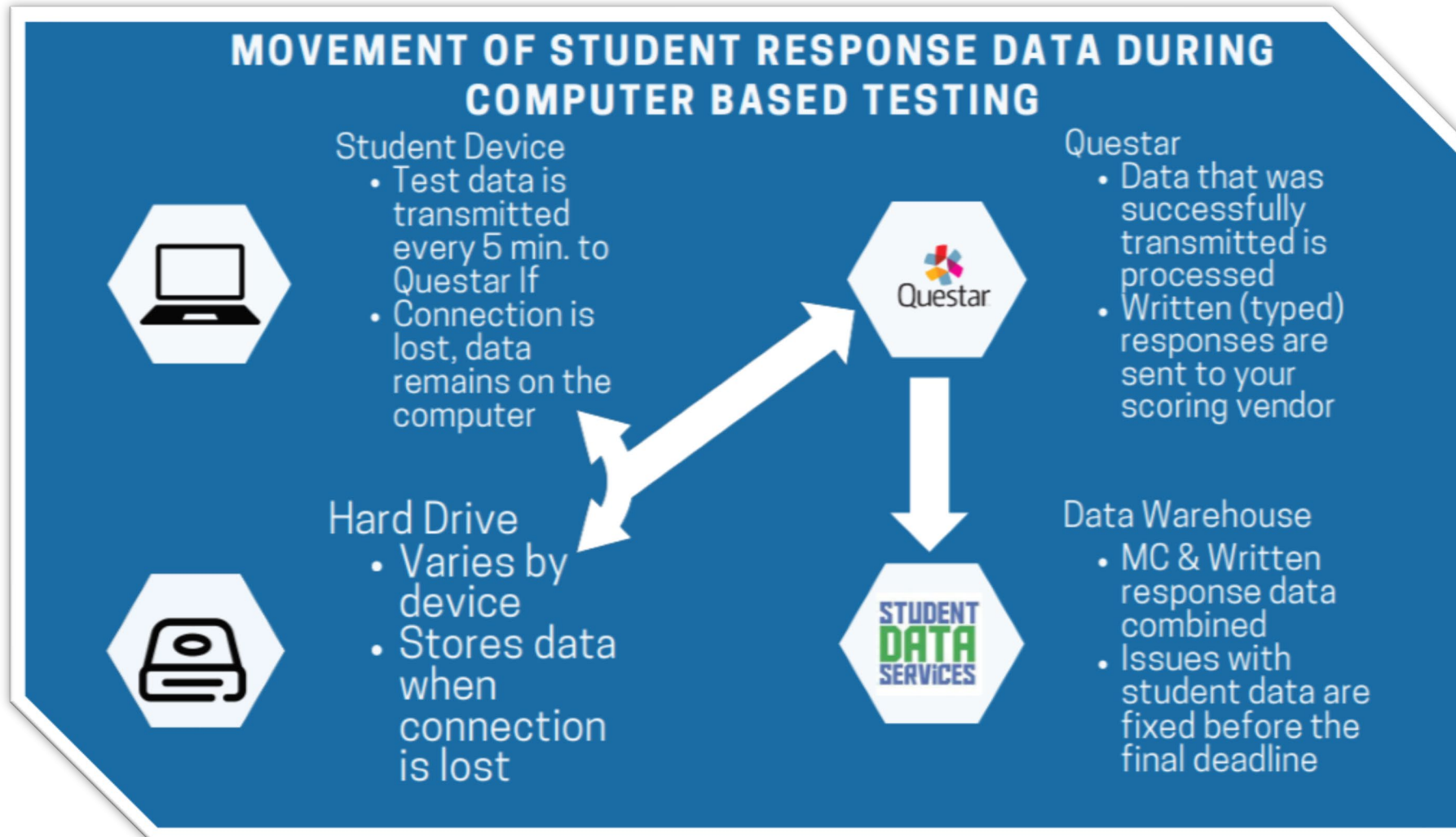


Important Dates for CBT

- **February 21st (passed)** – Deadline for Demographics, Enrollment, and Programs for pre-id file
 - Students who enter the school/district after Feb. 21 can be manually entered into Nextera.
- **March 10th** – Students and Classes tabs open in Nextera Admin; You can begin making classes and setting accommodations. Accommodations must be set before printing of login tickets!
 - *This is also the registration deadline for Full-Service Scoring.*
- **March 24th** – Test tab opens in Nextera Admin
- **April 7th-May 16th**-Testing window for ELA, Math and Science
- **May 23rd** – Last day to set Not Tested Reason Codes in Nextera



Where do the responses go??



Scoring Options for Constructed Responses



Exception: All CBT Science Assessments will be scored by NWEA/Questar.

- 1. Full-Service Scoring:** Service offered through the *School Data Bank Services* (SDBS) program under the Educational Support Services (ESS) department at ESBOCES.
 - Lead Scoring Entity: Optimum Solutions Corp (OSC World) will score CBT and PBT;
 - Districts must register for this service **through School Data Bank Services–Assessment Services**;
 - PBT booklets are submitted by appointment on scheduled intake days;
 - PBT answer sheets can be submitted to Student Data Services (SDS) Test Scanning team at the same time.
- 2. Another scoring vendor**, coordinated by the district.
- 3. In-District Scoring:** District can score their own.



A Note about Scoring Science Tests

- Like last year, the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Computer-Based Tests will again be sent to NYSED's contractor for state-level scoring.
- As such, schools do not need to make arrangements for the scoring of the Science computer-based tests.
- **However, schools will still be responsible for the scoring of Science paper-based tests (i.e., accommodated editions).**

<https://www.nysed.gov/sites/default/files/programs/state-assessment/memo-3-8-procedures-request-2025.pdf>



Who should be registered for Full-Service Scoring with SDBS at scoring.esboces.org?

Districts and schools who have selected **Optimum Solutions Corporation (OSC World)** as their *Lead Scoring Entity* (scoring vendor) should register for Full-Service Scoring through ESBOCES School Data Bank Services–Assessment Services.

Please be reminded that OSC World (with ESBOCES facilitation) scores the following exams:

- NYS 3-8 ELA – CBT and PBT
- NYS 3-8 Math – CBT and PBT
- NYS 5 & 8 Science – PBT only
 - CBT is scored by the state's own vendor, NWEA.



Last chance to register for Full-Service Scoring!

[VIEW REGISTRATION INSTRUCTIONS HERE](#)

The screenshot shows the Eastern Suffolk BOCES website. At the top, there is a dark navigation bar with social media icons (Facebook, YouTube, Instagram, LinkedIn) and a 'HOME' link. Below this is a white header with the Eastern Suffolk BOCES logo and tagline 'Educational Services That Transform Lives'. To the right of the logo are links for 'Directory', 'Calendar', 'Locations', 'Careers', 'For Staff', and a search icon. A secondary navigation bar below the header contains links for 'About Us', 'Programs & Services', 'Courses', 'For Parents', 'District Resources', and 'Schools'. The 'Programs & Services' link is highlighted with a yellow box. A dropdown menu is open under 'Programs & Services', showing a list of services. The 'Assessment Services - Scoring & Training' link is highlighted with a yellow box. To the left of the website, two blue callout boxes with yellow borders provide instructions: 'Visit esboces.org and go to "Programs & Services"...' and '...then select "Assessment Services - Scoring & Training"'. The background of the website features a large image of construction workers building a wooden frame. On the right side of the website, there is a vertical menu with icons and labels for 'ADULT EDUCATION', 'SPECIAL EDUCATION', 'CTE - ACADEMY LI', 'SPECIAL CAREER EDUCATION', and 'EDUCATIONAL SUPPORT SERVICES'. At the bottom right, there is a language selector showing 'English'.

Visit esboces.org and go to "Programs & Services"...

...then select "Assessment Services - Scoring & Training".

Eastern Suffolk BOCES
Educational Services That Transform Lives

Directory Calendar Locations Careers For Staff Q

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

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
Employee Assistance

Model Schools
Negotiations Information Service (NIS)
Nonpublic School Textbooks
Professional Development
Regional Certification
Regional Information Center
Regional Summer School
School Data Bank Services
School Library System
Special Career Education
Special Education
Student Assistance Services
Student Data Services
Substitute Services

ADULT EDUCATION
SPECIAL EDUCATION
CTE - ACADEMY LI
SPECIAL CAREER EDUCATION
EDUCATIONAL SUPPORT SERVICES

English

Assessment Services website

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

Click the link and you'll be directed to our Scoring website.

- This is where you should complete your district's registration for full-service scoring.
 - Contract(s) are auto-generated based on each assessment registration.
 - You *must* register for some PBT if you register for CBT in that grade/subject.
 - Districts will only be billed for actual usage/tests scored.
- Later, you'll return here to find your intake appointment times.

Also linked here:

- Intake Schedule
- Navigation instructions
- Workshop flyers



School Data Bank Services

Levels of Service

Assessment Services - Scoring & Training

Offers for Assessment Services

Civil Rights Data Collection

Staff Developer/Shared Data Expert Service

Professional Development - Workshops & Data Shares

New York State Assessment Data & Instructional Reporting Platforms

Annual Professional Performance Review Resource

Contact Us

Assessment Services - Scoring & Training

Grades 3-8 and NYSESLAT Scoring

Scoring Registration & Booklet Intake

Registration for full-service scoring is now OPEN! Register by March 10, 2025.

To register for full-service scoring through ESBoces (with OSC as the Lead Scoring Entity) or to check your intake appointment dates and times, visit the [ESBOCES Scoring Registration Website](#).

[2025 Test & Intake Schedule](#)

[How to Register for 2025 Full-Service Scoring](#)

WORKSHOPS: Prepare for the accurate submission of answer materials

Join us for our upcoming workshops as we prepare for Full-Service Scoring intake:

- [Quality Control Workshops](#)
- [Packaging and Delivery Workshops](#)

Resources for Booklet Scoring Intake

Computer-Based Testing Resources

Choose a subject to begin registration

Select one subject
at a time to
register for each.

Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2024-2025

District: ▼

Select subject to register for scoring:

| | | | |
|-----|------|---------|----------|
| ELA | Math | Science | NYSESLAT |
|-----|------|---------|----------|

Progress
Registration

| | | | |
|-------------|-------------|-------------|-------------|
| Not Started | Not Started | Not Started | Not Started |
|-------------|-------------|-------------|-------------|

Intake
Preferences

| | | | |
|-------------|-------------|-------------|-------------|
| Not Started | Not Started | Not Started | Not Started |
|-------------|-------------|-------------|-------------|

Intake Date

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

Intake Time

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

OSC Login Info



Check your Registration Status

Back on the main screen,
status bars provide up-to-date
information on your
registration progress.

Return to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2024-2025

District: ▼

Select subject to register for scoring:

| | ELA | Math | Science | NYSESLAT |
|-----------------|-----------------------------------------------|----------------------|----------------------|----------------------|
| <u>Progress</u> | Completed | In Progress | Completed | Not Started |
| Registration | | | | |
| Intake | | | | |
| Preferences | Not Started | Not Started | Completed | Not Started |
| Intake Date | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Intake Time | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="button" value="OSC Login Info"/> | | | |



During testing, check intake appointments

Once testing is underway and intake appointments are created by our team, you'll find your intake dates and appointment times here.

Return to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2024-2025

District:

Select subject to register for scoring:

| | ELA | Math | Science | NYSESLAT |
|-----------------|----------------|-------------|--------------|-------------|
| <u>Progress</u> | Completed | Completed | Completed | Not Started |
| Registration | | | | |
| Intake | | | | |
| Preferences | Completed | Completed | Completed | Not Started |
| Intake Date | April 23, 2025 | May 7, 2025 | May 14, 2025 | |
| Intake Time | 10:35 AM | 12:20 PM | 11:45 AM | |

OSC Login Info



Difference between SHEETS & BOOKLETS

| ANSWER SHEETS | ANSWER BOOKLETS |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bubble forms that get scanned | Booklets containing several pages |
| Used to record responses to Multiple Choice questions | Used to record written responses for long answer and constructed response questions |
| Sheets DO NOT get student label stickers | Booklets DO get student label stickers |
| Must be returned to Student Data Services-Test Scanning & Data Reporting for scanning | If scoring through School Data Bank Services-Assessment Services , these are returned to them and sent to the vendor, OSC World, for scoring. <ul style="list-style-type: none"> • If not scored through SDBS, they're either scored in-district or by another vendor. |
| If scored electronically through SDBS, scanned sheets are matched to scores from constructed response booklets | A score file is sent to SDS if scored through SDBS/OSC; SDS then matches them to the scanned sheets. <ul style="list-style-type: none"> • Scores are bubbled onto answer sheets when scored in-district. |



The data is then validated & reported to SED.

PBT Booklet Intake Dates

All intakes are held at ESBOCES Instructional Support Center (ISC) at Sequoya.

Hint: Bring your Answer Sheets the same day!

Assessment Services: 2024-2025 NYS Testing Program Schedule Paper-Based Testing & Special Circumstance PBT Scoring Intake Dates

2024-2025 Elementary & Intermediate Assessment and Scoring Intake Schedule

| <u>Operational Tests</u> | <u>CBT Administration Dates</u> | <u>PBT Administration Dates</u> | <u>PBT Administration Make-up Dates</u> | <u>Scoring Intake Date Options</u> (select one per subject) |
|-------------------------------------|-------------------------------------|-----------------------------------------|-----------------------------------------|----------------------------------------------------------------|
| English Language Arts Grades 3-8 | Monday, April 7 – Friday, May 16 | Tuesday, April 29 – Thursday, May 1 | Friday, May 2 – Tuesday, May 6 | Wednesday, April 23 |
| Mathematics Grades 3-8 | | Wednesday, May 7 – Friday, May 9 | Monday, May 12 – Wednesday, May 14 | Wednesday, May 7 |
| Science Grades 5 & 8 | | Given within the CBT testing window. | Given within the CBT testing window. | Wednesday, May 14 |

Three Intake Date Options, by Appointment Only (Registration Required).

- ELA, Math, and/or Science accepted at *all* intake dates.
- Districts must register for each subject.

Final intake date for all Special Circumstance Paper-Based Test Booklets administered during the CBT window:

Friday, May 16

**Final intake date for last remaining/unexpected submissions, make-ups, etc.
*No appointment necessary.***

[CLICK TO VIEW OUR FULL INTAKE SCHEDULE](#)

Final Dates to Submit PBT Answer Sheets

- Monday, May 19th – PBT-only ELA grades (grades 3 & 7)
- Thursday, May 29th – PBT-only Math grades (grades 3 & 7)
- Friday, May 23rd – All paper used for accommodations in CBT grades for all content areas (ELA, Math, and Sci.)

Note: Answer Sheets may be returned before these dates.

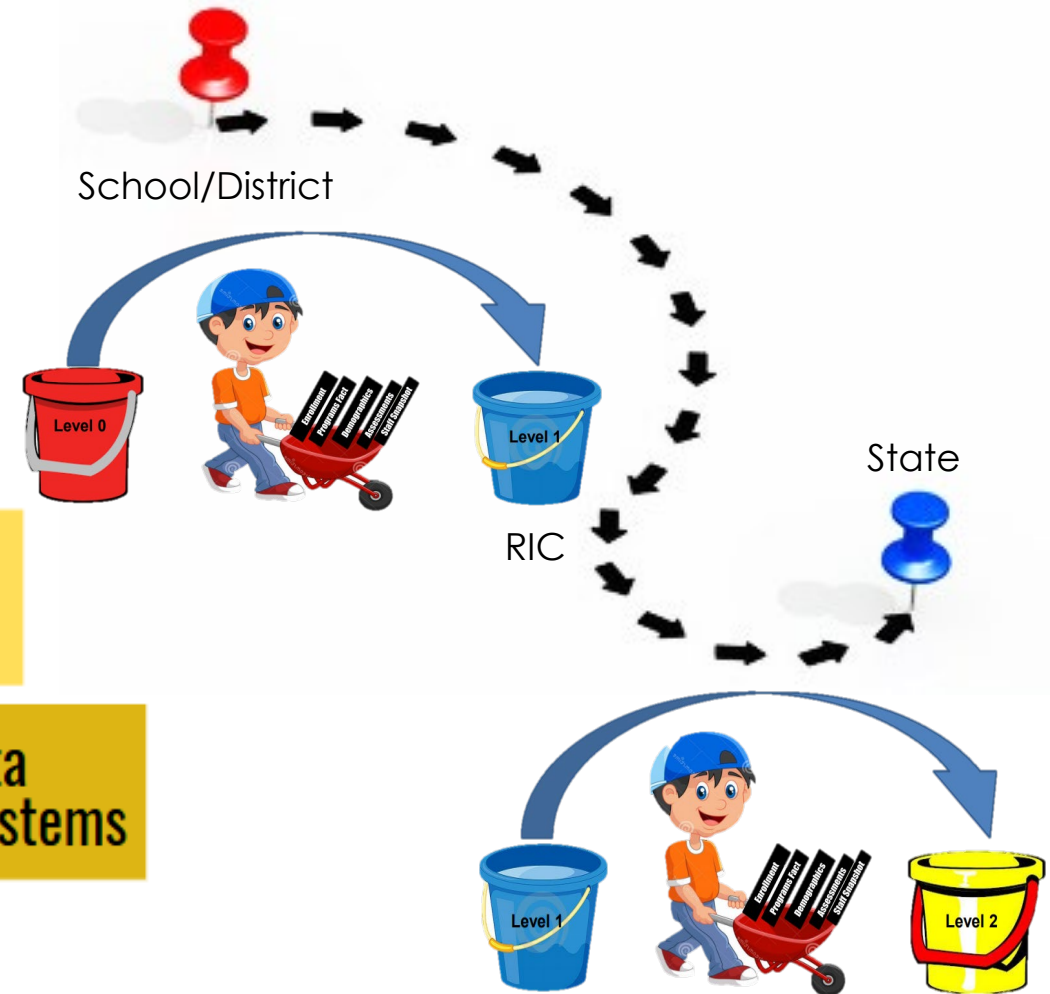
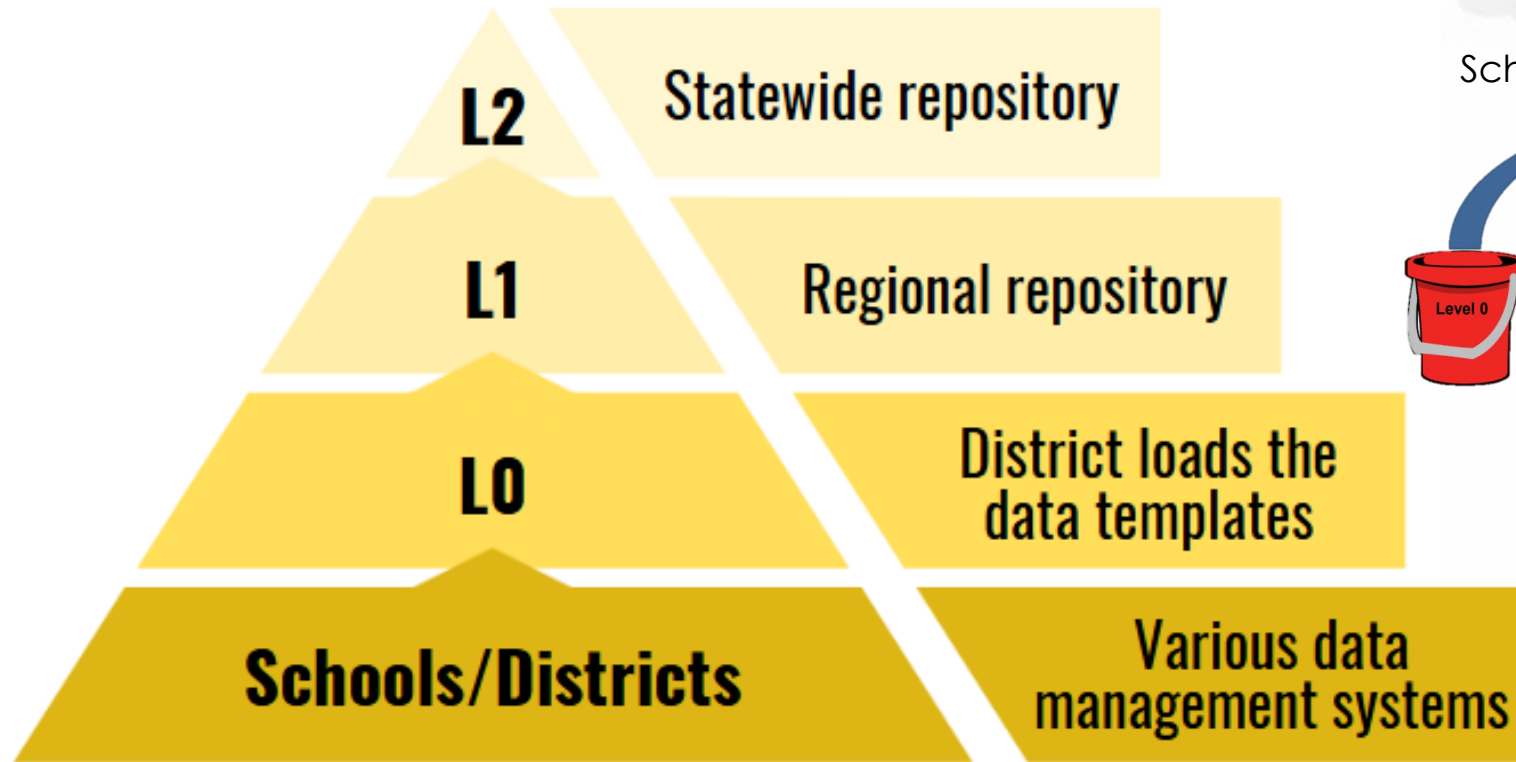
NO APPOINTMENT NECESSARY.

Monday-Friday, 8:30am-3:30pm

ESBOCES Instructional Support Center (ISC) at Sequoya

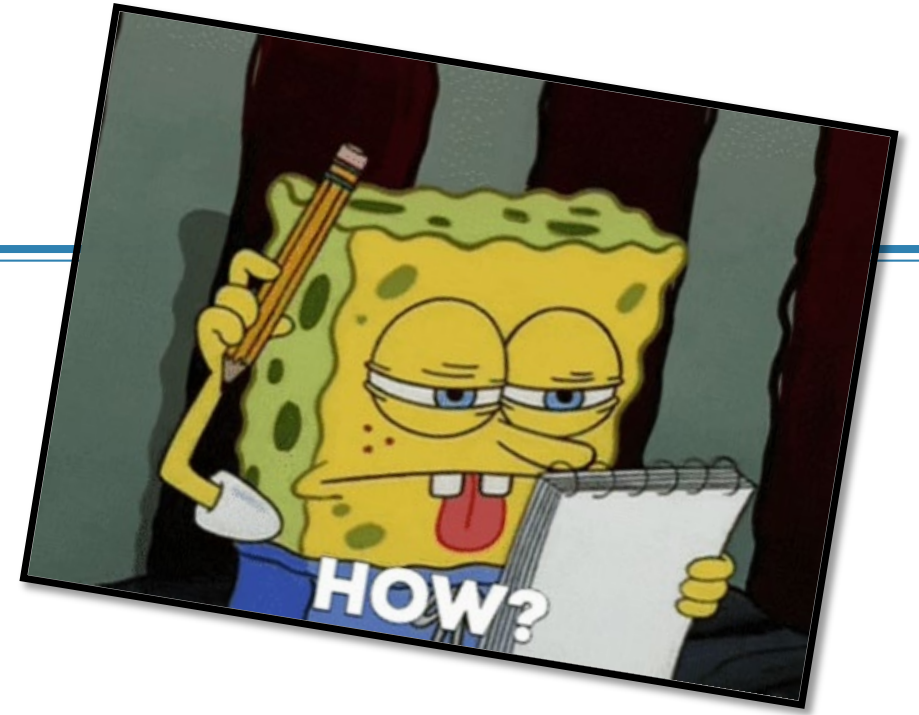


Data Flow



Level 0

- Demographics – All Students
- Enrollment – All Students
- Program Services:
 - NYSAA students must have:
 - A NYSAA Eligible code of 0220 and
 - A Type of Disability code and
 - Must be Ungraded 13 (K-6) or 14 (7-12) in Enrollment
 - NYSESLAT students must have:
 - A LEP Eligible code of 0231 and
 - A LEP Program code and
 - For first year LEP students only: NYSESLAT code 0242 if taking the NYSESLAT in lieu of the NYS 3-8 ELA (if on April 1st, the student has been in U.S. schools for less than one year).



NYSSIS

(New York State Student Identification System)

- Each student is identified with a 10-digit number when the student first is reported in Level 0 (this is different than their 9 digit local ID).
- The data is sent to Level 2 to find a match if they are coming from another school in NYS or create a new ID if the student is new to NYS.
 - This can take 2-3 days after data is reported in Level 0.
- The student **cannot** be entered into Nextera without a NYSSIS ID (not even if you beg).
- If the student starts on testing day, give them the test on paper.



0123456789



Test Formats/Designs

Resources:

[The SAM & Educator Guides are now available.](#)

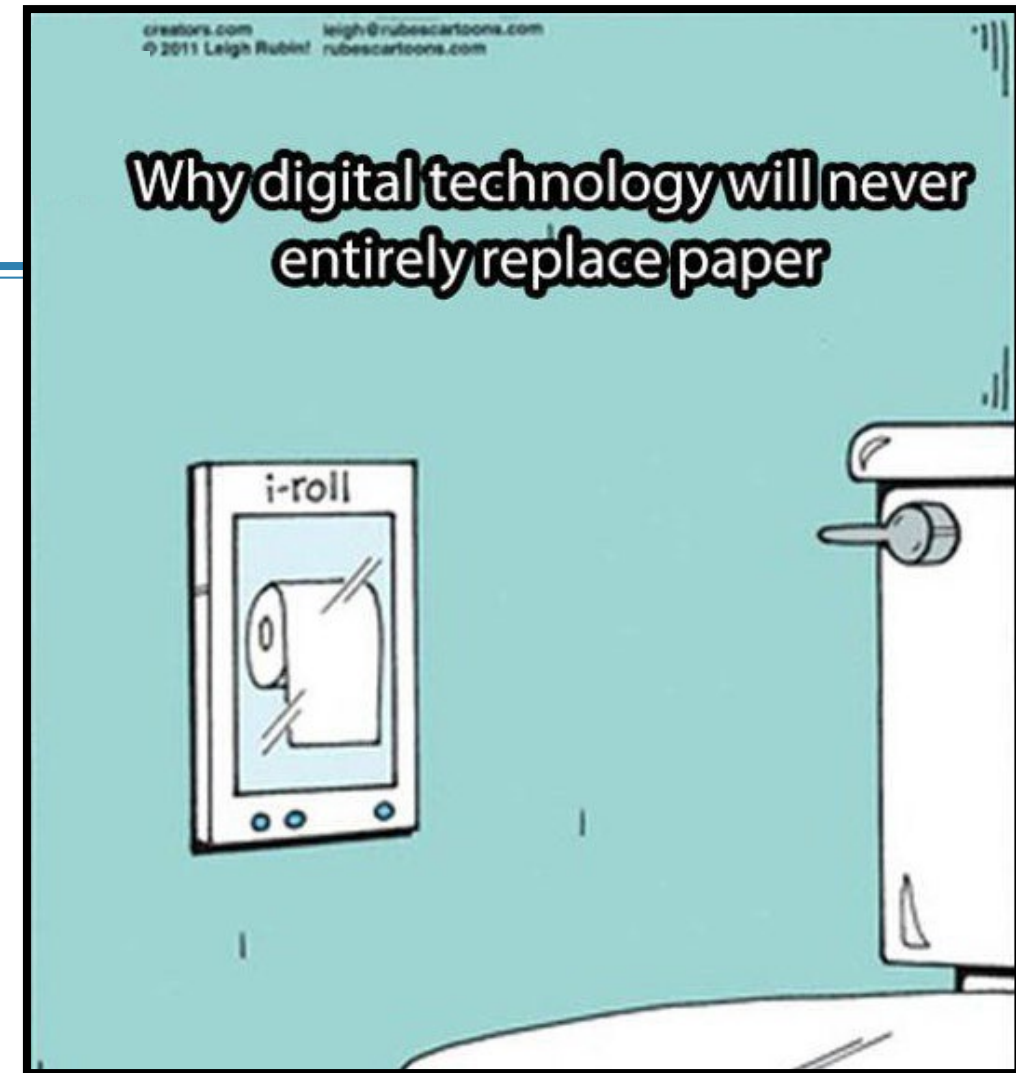
- Based on the *NYS Next Generation ELA & Math Learning Standards* and the *NYS P-12 Science Learning Standards*.
- **ELA** – Two Sessions:
 - Sessions 1 and 2 each consist of both multiple-choice and constructed-response questions. *PBT will have 2 booklets and 2 sheets (no form letters).*
- **Math** – Two Sessions:
 - Session 1 consists of multiple-choice questions only; Session 2 consists of both multiple-choice and constructed-response questions. *PBT will have 1 booklet and 2 sheets (no form letters).*
- **Science** – One Session:
 - Consists of both multiple-choice and constructed-response questions (in an approximately 60/40 ratio). *PBT will have 1 booklet and 1 sheet (no form letters).*
 - Reminder: 15% of the questions will measure content related to the Performance Expectations measured by the hands-on Investigations embedded in the curriculum.



PBT in a CBT world



- **Why?** Accommodated test editions... students whose IEP, 504 Plan, or language needs* require they be tested on paper while others test on computer.
- **How?** Accommodations must be pre-determined by Special Education and/or ENL Departments.
 - Schools can use the Question Sampler and Secure Browser Practice Tests to help determine which format (computer or paper) is best based on the individual needs of the student.
- **REMINDER:** If a student with accommodations needs to take the constructed-response items on paper, **they must take the full test on paper.**



* Students may only respond in an alternate language **for Math and Science**, and only on a **paper-based test**. OSC can translate Spanish only; Schools need to provide translations for other languages. Additionally, ELLs requiring an oral translation for a lower-incidence language must test solely on paper.



Printing Materials for PBT

- Only grades 3 and 7 are still available for the whole grade to use paper.
- To get paper materials, your district needs to submit a file to SDS for printing(layout in your packet and on datacentral.esboces.org).
- The students who can still test on paper for **ELA** are the students with IEPs.
- The students who can still test on paper for **Math and Science** are the students with IEPs or who need to answer in an alternate language.
- **NOT** every ELL student needs to test on paper – Only those who will be *responding* in a language other than English.
- Every school will receive extra answer sheets for last minute cases.



Answer Sheets: Alternate Language

Alternate Language Editions:

From the SAM: “ELLs may be provided with an alternate language edition of the Math and Science tests. These will be paper editions, and schools will automatically receive the corresponding paper copy of the English edition to provide as a testing accommodation.” (Student can still take CBT if responding in English and use the paper test just for support).

Students **responding** in an alt. language must record all their responses via PBT in only one of the two paper editions received.

Students responding in English may record their responses via PBT or CBT (select one mode for the entire test). **If testing via CBT, the alt language edition used should be indicated in Nextera as an “Offline Testing Accommodation” under Print Variation.**

Bubble (PBT) or select (CBT) the appropriate language if the student takes the math or science assessment with an alternate language booklet accommodation.

Alternate Language

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

Select Accommodations

Student Name Test Student A

Content Area Math

Online Testing Accommodations

Offline Testing Accommodations

Tap or click any option below to enable or disable it for this student.



Print Variations

Please identify which alternate language paper edition the student will be using along with the English CBT. Selecting the alternate language below will ensure the alternate language paper edition and the English CBT are the same form.

Arabic

Arabic

Bengali

Chinese (Traditional)

Chinese (Simplified)

Haitian Creole

Korean

Russian

Spanish

Save



Check Paper Materials on Arrival

Once answer materials arrive at your district from *SDS Test Scanning & Data Reporting*, open the package(s) to check for the following:

- **Instructions:** One set for each grade level
- **Class Rosters:** Alphabetical list of students by School (in most cases)
- **Answer Sheets:** Each student in the Class Rosters should receive a pre-printed answer sheet in the same order. You will also receive extras for each school.
- **Bar Code Labels:** Student ID Bar Code Labels are to be placed on the **front cover** of any paper booklet containing the student's answers to constructed-response questions.

Note: *Test Questions/Booklets are sent to the district from SED directly, and will arrive shortly before the testing window (estimated to arrive between 3/24 and 3/28).*

Hint: *Keep the boxes to use for Full-Service Scoring booklet drop-off!*

DO NOT WAIT UNTIL TEST DAY TO CHECK MATERIALS.



28

Class Rosters, continued

- If a student used an extra/blank answer sheet, fill in the information on the roster including:
 - Student's Full Name
 - Actual ID: The student's Local ID number
 - Student's date of birth (DOB)
 - Extra sheet number(s) – Found on the top of the answer sheet

* Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)

| | | |
|---------------|-----------------|--------------------|
| 1) Name _____ | Actual ID _____ | DOB ____/____/____ |
| Sheet 1 _____ | Sheet 2 _____ | Bk _____ |
| 2) Name _____ | Actual ID _____ | DOB ____/____/____ |
| Sheet 1 _____ | Sheet 2 _____ | Bk _____ |
| 3) Name _____ | Actual ID _____ | DOB ____/____/____ |
| Sheet 1 _____ | Sheet 2 _____ | Bk _____ |
| 4) Name _____ | Actual ID _____ | DOB ____/____/____ |
| Sheet 1 _____ | Sheet 2 _____ | Bk _____ |
| 5) Name _____ | Actual ID _____ | DOB ____/____/____ |
| Sheet 1 _____ | Sheet 2 _____ | Bk _____ |





Answer Sheets & Accommodations & Session Codes, Oh MY!

Sample Answer Sheets

SESSION 1

SESSION 2

ELA

MATH

SCIENCE

TS0226 District Student ID CD Subsid Level Page 1 Form

DO NOT WRITE IN THIS AREA

Session 1

2025

ELA 3

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 19 20 21 22 23

2 11 12 13 14 15 16 17 18

3 11 12 13 14 15 16 17 18

4 11 12 13 14 15 16 17 18

5 11 12 13 14 15 16 17 18

6 11 12 13 14 15 16 17 18

7 11 12 13 14 15 16 17 18

8 11 12 13 14 15 16 17 18

9 11 12 13 14 15 16 17 18

2025 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in ELA

☐ Test year ELA, Standard

3

TS0613 District Student ID CD Subsid Level Page 1 Form

DO NOT WRITE IN THIS AREA

Session 1

2025

Math 3

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

2 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

3 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

4 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

5 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

6 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

7 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

8 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

2025 NYS Grade 3 Mathematics Test

FOR ADMINISTRATOR USE ONLY

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in Math

☐ Test year Math, Standard

3

TS0553 District Student ID CD Subsid Level Page 1 Form

DO NOT WRITE IN THIS AREA

Session 1

2025

Science 5

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 13 14 15 16 17 18 19 20 21 22 23 24 25

2 13 14 15 16 17 18 19 20 21 22 23 24 25

3 13 14 15 16 17 18 19 20 21 22 23 24 25

4 13 14 15 16 17 18 19 20 21 22 23 24 25

5 13 14 15 16 17 18 19 20 21 22 23 24 25

6 13 14 15 16 17 18 19 20 21 22 23 24 25

7 13 14 15 16 17 18 19 20 21 22 23 24 25

8 13 14 15 16 17 18 19 20 21 22 23 24 25

9 13 14 15 16 17 18 19 20 21 22 23 24 25

10 13 14 15 16 17 18 19 20 21 22 23 24 25

11 13 14 15 16 17 18 19 20 21 22 23 24 25

12 13 14 15 16 17 18 19 20 21 22 23 24 25

2025 NYS Grade 5 Elementary-Level Science Test, Form A, Spring 2025

FOR TEACHER USE ONLY

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in Science

☐ Test year Science, Standard

5

TS0227 District Student ID CD Subsid Level Page 3 Form

DO NOT WRITE IN THIS AREA

Session 2

2025

ELA 3

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 19 20 21 22 23

2 11 12 13 14 15 16 17 18

3 11 12 13 14 15 16 17 18

4 11 12 13 14 15 16 17 18

5 11 12 13 14 15 16 17 18

6 11 12 13 14 15 16 17 18

7 11 12 13 14 15 16 17 18

8 11 12 13 14 15 16 17 18

9 11 12 13 14 15 16 17 18

2025 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in ELA

☐ Test year ELA, Standard

3

TS0614 District Student ID CD Subsid Level Page 3 Form

DO NOT WRITE IN THIS AREA

Session 2

2025

Math 3

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

2 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

3 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

4 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

5 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

6 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

7 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

8 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

2025 NYS Grade 3 Mathematics Test

FOR ADMINISTRATOR USE ONLY

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in Math

☐ Test year Math, Standard

3

TS0554 District Student ID CD Subsid Level Page 4 Form

DO NOT WRITE IN THIS AREA

Session 2

2025

Science 5

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

1 13 14 15 16 17 18 19 20 21 22 23 24 25

2 13 14 15 16 17 18 19 20 21 22 23 24 25

3 13 14 15 16 17 18 19 20 21 22 23 24 25

4 13 14 15 16 17 18 19 20 21 22 23 24 25

5 13 14 15 16 17 18 19 20 21 22 23 24 25

6 13 14 15 16 17 18 19 20 21 22 23 24 25

7 13 14 15 16 17 18 19 20 21 22 23 24 25

8 13 14 15 16 17 18 19 20 21 22 23 24 25

9 13 14 15 16 17 18 19 20 21 22 23 24 25

10 13 14 15 16 17 18 19 20 21 22 23 24 25

11 13 14 15 16 17 18 19 20 21 22 23 24 25

12 13 14 15 16 17 18 19 20 21 22 23 24 25

2025 NYS Grade 5 Elementary-Level Science Test, Form A, Spring 2025

FOR TEACHER USE ONLY

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

USE A NO. 2 PENCIL

CORRECT: ● INCORRECT: ✗

IF or did this accommodation (P) or is in using in apply:

☐ Accessibility in writing

☐ Accessibility in reading

☐ Method of presentation (including braille, large print, audio, etc.)

☐ Method of response

☐ Use of assistive technology

☐ Other

☐ Test site

☐ Large type

☐ Test material

☐ Separate location

☐ Integrate instruction and assessment

Session Codes

☐ Standard Session 1

☐ Standard Session 2

Reason for Testing

☐ Administrative error, no score

☐ Not assessed at time of test

☐ Invalidly assessed

☐ Testing in Science

☐ Test year Science, Standard

5

Answer Sheet Components

Overview:

- DO NOT WRITE IN THIS AREA
- IEP, 504, & ELL Accommodations
- Alternate Language (Math & Science)
- Session Codes (Absent or Refused)
- Reason Not Tested codes
- Scoring Model Code
- Constructed Response Scores
- Scoring Committee

2025 NYS Grade 3 Mathematics Test

Session 2

Session Codes

Ⓐ Absent Session 2
Ⓑ Refused Session 2

26 Ⓐ Ⓑ Ⓒ Ⓓ
27 Ⓐ Ⓑ Ⓒ Ⓓ
28 Ⓐ Ⓑ Ⓒ Ⓓ
29 Ⓐ Ⓑ Ⓒ Ⓓ
30 Ⓐ Ⓑ Ⓒ Ⓓ

3

Grade 3 Mathematics Test

SCORER USE ONLY

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

CORRECT: ● INCORRECT: ✕ ✖ ✗ ✙

REQUIRED

Scoring Model Code

Ⓐ Regional Scoring
Ⓑ Schools from two districts
Ⓒ Three or more schools within a district
Ⓓ Two schools within a district (PBT only)
Ⓔ One school (PBT only)
Ⓕ Scored by a private contractor (not a BOCES)

Scoring Committee #

2025 NYS Grade 3 Mathematics Test

37 Ⓐ Ⓑ Ⓒ Ⓓ
38 Ⓐ Ⓑ Ⓒ Ⓓ

TS0613 District Student ID CD School Level Form Page 1

DO NOT WRITE IN THIS AREA

Session 1

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

USE A No. 2 PENCIL

CORRECT: ● INCORRECT: ✕ ✖ ✗ ✙

2025 Math 3

1 Ⓐ Ⓑ Ⓒ Ⓓ 10 Ⓐ Ⓑ Ⓒ Ⓓ 18 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓐ Ⓑ Ⓒ Ⓓ 11 Ⓐ Ⓑ Ⓒ Ⓓ 19 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ 12 Ⓐ Ⓑ Ⓒ Ⓓ 20 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓐ Ⓑ Ⓒ Ⓓ 13 Ⓐ Ⓑ Ⓒ Ⓓ 21 Ⓐ Ⓑ Ⓒ Ⓓ
5 Ⓐ Ⓑ Ⓒ Ⓓ 14 Ⓐ Ⓑ Ⓒ Ⓓ 22 Ⓐ Ⓑ Ⓒ Ⓓ
6 Ⓐ Ⓑ Ⓒ Ⓓ 15 Ⓐ Ⓑ Ⓒ Ⓓ 23 Ⓐ Ⓑ Ⓒ Ⓓ
7 Ⓐ Ⓑ Ⓒ Ⓓ 16 Ⓐ Ⓑ Ⓒ Ⓓ 24 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓐ Ⓑ Ⓒ Ⓓ 17 Ⓐ Ⓑ Ⓒ Ⓓ 25 Ⓐ Ⓑ Ⓒ Ⓓ
9 Ⓐ Ⓑ Ⓒ Ⓓ

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

FOR ADMINISTRATOR USE ONLY

Session Codes

Ⓐ Absent Session 1
Ⓑ Refused Session 1

Reason Not Tested

Ⓐ Administrative error, no score
Ⓑ Not enrolled at time of test
Ⓒ Medically excused
Ⓓ Taking NYSAA

Alternate Language

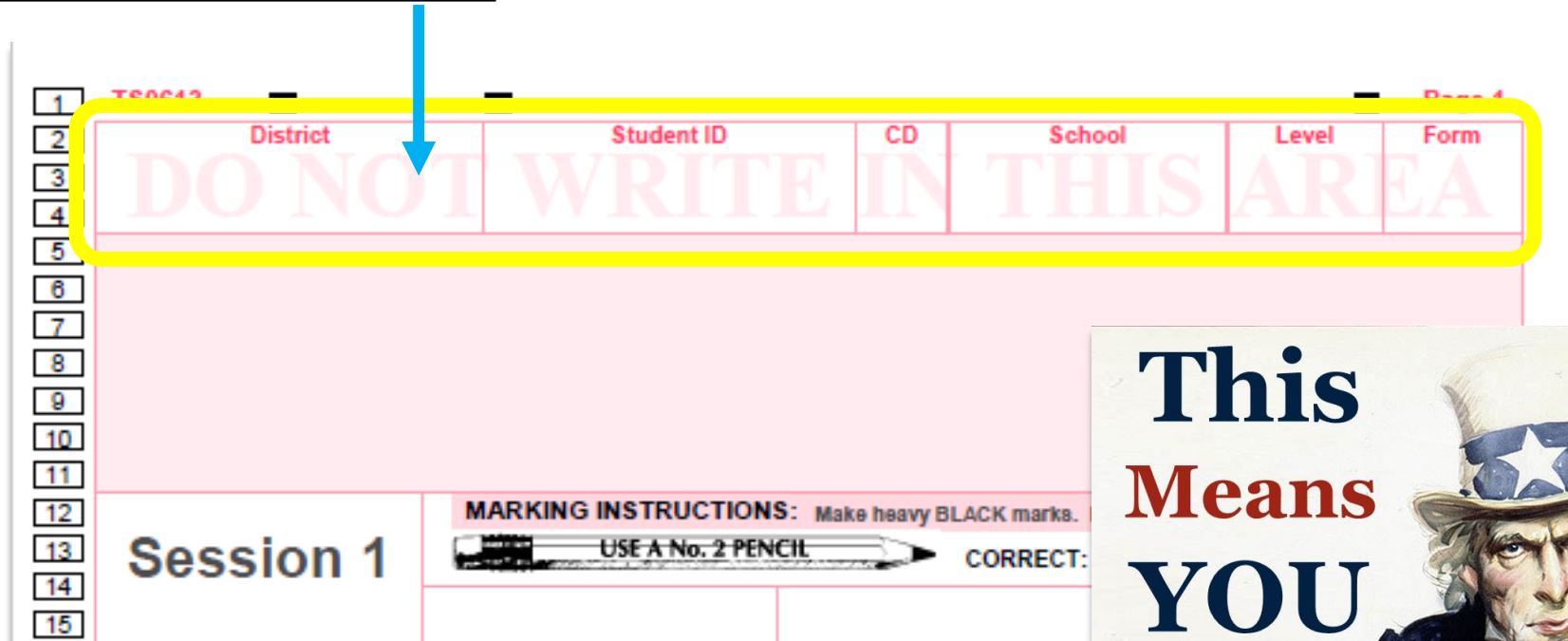
Ⓐ Arabic
Ⓑ Bengali
Ⓒ Chinese (Simplified)
Ⓓ Chinese (Traditional)
Ⓔ Haitian Creole
Ⓕ Korean
Ⓖ Russian
Ⓗ Spanish

2025 NYS Grade 3 Mathematics Test



Answer Sheets: Top area

- DO NOT WRITE IN THIS AREA



The diagram shows the top section of an answer sheet. A yellow rectangular border highlights the area containing the text "DO NOT WRITE IN THIS AREA". A blue arrow points from the text "DO NOT WRITE IN THIS AREA" in the list above to this highlighted area. The answer sheet itself has a vertical column of numbers 1 through 15 on the left. The top row (row 1) is labeled "TS0613" and "Page 4". The top section is divided into six columns: "District", "Student ID", "CD", "School", "Level", and "Form". Below this section is a large pink rectangular area. At the bottom of the answer sheet, there is a section labeled "Session 1" and "MARKING INSTRUCTIONS: Make heavy BLACK marks. USE A No. 2 PENCIL. CORRECT:". The text "DO NOT WRITE IN THIS AREA" is repeated in large, light pink letters across the top section of the answer sheet.








Sample *Extra* Answer Sheet

Required information:

- Student ID
- Student Name
- Date of Birth
- Grade

Optional:

- Room/Teacher

| TS0248 | | District | | Student ID | | CD | School | Level | Page 1 Form |
|-----------------------------------------------------------------------------------|--|-----------|--|------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|-------------|
| 0060 | | 890000003 | | 3 | 003 | 05 | 00 | | |
| District | | | | Student ID | | | | | |
| School | | | | Student | | | | | |
| POS | | | | DOB | | | | | |
| CRS/Sec | | | | Room | | | | | |
| | | | | Teacher | | | | | |
| MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks. | | | | | | | | | |
| USE A No. 2 PENCIL | | | | | | CORRECT:  INCORRECT:     | | | |



No Book Forms this year!

TS0224 ■ ■ ■ Page 1

| District | Student ID | CD | School | Level | Form |
|---------------------------|------------|----|--------|-------|------|
| DO NOT WRITE IN THIS AREA | | | | | |

Session 1

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

USE A No. 2 PENCIL

CORRECT: ● INCORRECT: ✗

Session 1 Form

| Letter | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A | | | | | | | | | | | | | | | | | | | | | | | |
| B | | | | | | | | | | | | | | | | | | | | | | | |
| C | | | | | | | | | | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | | | | | | | | | | |

2024

ELA 3

2024 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

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

Session Codes

- ☐ Absent Session 1
- ☐ Refused Session 1

Reason Not Tested

- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSA
- ☐ First-year ELL Student

TS0236 ■ ■ ■ Page 1

| District | Student ID | CD | School | Level | Form |
|---------------------------|------------|----|--------|-------|------|
| DO NOT WRITE IN THIS AREA | | | | | |

Session 1

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

USE A No. 2 PENCIL

CORRECT: ● INCORRECT: ✗

2025

ELA 3

| Letter | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A | | | | | | | | | | | | | | | | | | | | | | | |
| B | | | | | | | | | | | | | | | | | | | | | | | |
| C | | | | | | | | | | | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | | | | | | | | | | | |

2025 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

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

Session Codes

- ☐ Absent Session 1
- ☐ Refused Session 1

Reason Not Tested

- ☐ Administrative error, no score
- ☐ Not enrolled at time of test
- ☐ Medically excused
- ☐ Taking NYSA
- ☐ First-year ELL Student

PBT Answer Sheets: Accommodations

| | |
|----|---------------------------------------------------------------------------------------|
| 34 | |
| 35 | |
| 36 | IEP or 504 Plan Accommodations (Fill in as many as apply.) |
| 37 | <input type="radio"/> Flexibility in scheduling |
| 38 | <input type="radio"/> Flexibility in setting |
| 39 | <input type="radio"/> Method of presentation (excluding Braille/Large type/Test read) |
| 40 | <input type="radio"/> Method of response |
| 41 | <input type="radio"/> Use of spell-checking device/software |
| 42 | <input type="radio"/> Other |
| 43 | <input type="radio"/> Braille |
| 44 | <input type="radio"/> Large type |
| 45 | <input type="radio"/> Test read |
| 46 | ELL Accommodations (Fill in as many as apply.) |
| 47 | <input type="radio"/> Separate location |
| 48 | <input type="radio"/> Bilingual dictionaries and glossaries |
| 49 | <input type="radio"/> Translated edition |
| 50 | <input type="radio"/> Oral Translation |
| 51 | <input type="radio"/> Responses written in native language |
| 52 | |

Accommodations Note:

"Fill in as many as apply."

Select/Bubble all accommodations provided to the student for this assessment.

See [School Administrator's Manual \(SAM\)](#) for additional information.



CBT: Accommodations

Student Accommodation Options

For accommodation definitions please refer to the [School Administrator's Manual](#). Links to the School Administrator's Manual are also provided on the Help tab in the Nextera Administration System (Nextera Admin) or via the [CBT Support page](#).

Online Testing Accommodations

- Text-to-Speech (online only)
- Answer Masking Tool
- Initial Page Zoom
- Read Aloud (by human)
- Speech-to-Text (ELA only)

Offline Testing Accommodations

- Print Variations
 - Testing Language (Math & Science only)

Classroom Accommodations

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation
- Method of response
- Other
- Use of spell-check-grammar-check
- Bilingual dictionaries and glossaries
- Separate location
- Oral Translation (Math & Science only)

Text-to-Speech vs Read Aloud

- **Text-to-Speech** (online only) is an accommodation that indicates that the student will take the test online, but that all or part of the test will be read aloud by the computer.
- **Read Aloud** (by human) is an accommodation that indicates the student will take the test online, but that all or part of the test will be read aloud by a human reader.

| Test Read (paper only) | Read Aloud (by human) | Text-To-Speech (online only) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • A human reads the test to the student from a paper test. • The student tests on paper and enters responses on paper. • This is a classroom-only accommodation and the student is marked as "Tested on Paper" in Nextera Admin when in a CBT class. | <ul style="list-style-type: none"> • A human reads the test to the student from a paper test. • The student tests on computer and enters responses on computer. • This is a combination of an online- and human-delivered accommodation. | <ul style="list-style-type: none"> • The computer reads the test to the student from the computer screen. • The student tests on computer and enters responses on computer. • This is an online-only accommodation (the student has headphones while testing on computer). |



Text-to-Speech (online only)

This feature reads the question and, for certain types of questions, the available answers using a device's speaker (headphones are recommended).



Read Aloud (by human)

This indicates that the student will take the test online, but that all or part of the question and answers will be read aloud by the teacher. This may not be used with any print variations or offline testing accommodations.

Accommodations Quick Reference Guide

PBT & CBT Session Codes: Absent/Refused

- Session Codes (Absent or Refused) are available for each session of a test.
- Absent/Refused will stand even if a score exists for one session; the student will not receive a score, impacting your school's participation rate and accountability.

FOR ADMINISTRATOR USE ONLY

Session Codes

- ⓧ Absent Session 1
- ⓧ Refused Session 1

Reason Not Tested

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

2025 NYS Grade 3 Mathem

2025 NYS Grade 3 Mathem

Session Codes

- ⓧ Absent Session 2
- ⓧ Refused Session 2

26 (A)

27 (A)

28 (A)

29 (A)

New York State Grades 3-8 Testing Program

HOME STUDENTS ~ CLASSES

Test is in progress: students may

The report code change window only with proper approvals as re

Examiner View

Login Tickets

Session 1 Access Code 7859

Session 2 Access Code 9606

Registered Students:

Set Status Codes

- ⓧ Absent for session
- ⓧ Refused session

Student Name

Session Name

Content Area

Scoring Option

Reason

Submit Cancel

REMINDERS:

- If a student **Refused** either session, they are considered Refused for the entire test.
- If a student is **Absent** for either session, they are considered Absent for the entire test.
- Hold off on bubbling "Absent" or "Refused" until the close of the make-up window.
- Indicate Absent or Refused on the roster **and in Nextera!**

- SDS cannot verify your CBT absences/refusals; These must be entered *no later than one week after the testing window closes.*



Reason Not Tested Descriptions-PBT



Review of Tested/Not Tested Reason Codes As Noted on Class Rosters

Tested/Not Tested Reasons as they appear on the Class Roster:

| Session 1 | | | | | | Session 2 | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A M N | | | | | | A M N | | | | | |
| T | A | R | E | E | O | T | A | R | E | E | O |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

T = Tested-The student completed all of the assessment.

A = Absent-The student was Absent for one or both sessions. If the student becomes ill during the session and cannot complete all questions, the student may still be marked Absent. Absent will override any answers completed and the student will not receive a score.

R = Refused-The student Refused one or both sessions. Refused will override any answers completed and the student will not receive a score.

AE= Administrative Error- Use for students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student, prompts were given to the student, materials that would assist students in taking the test were in view of the students during the administration, any cell phone usage, etc.) Please contact the district Test Scoring Coordinator in the event of an Administrative Error.

ME= Medically Excused-The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.

NE= Not Enrolled-The student left the district prior to the test administration.

O= Other-Used for any reason not listed

Questions: Contact Student Data Services at dwtshelp@esboces.org or
by phone at 631-218-4195

- Mark the roster as Tested or provide the reason Not Tested.
- This helps us resolve issues that arise from submitting incomplete answer sheets.

Reason Not Tested Descriptions-CBT

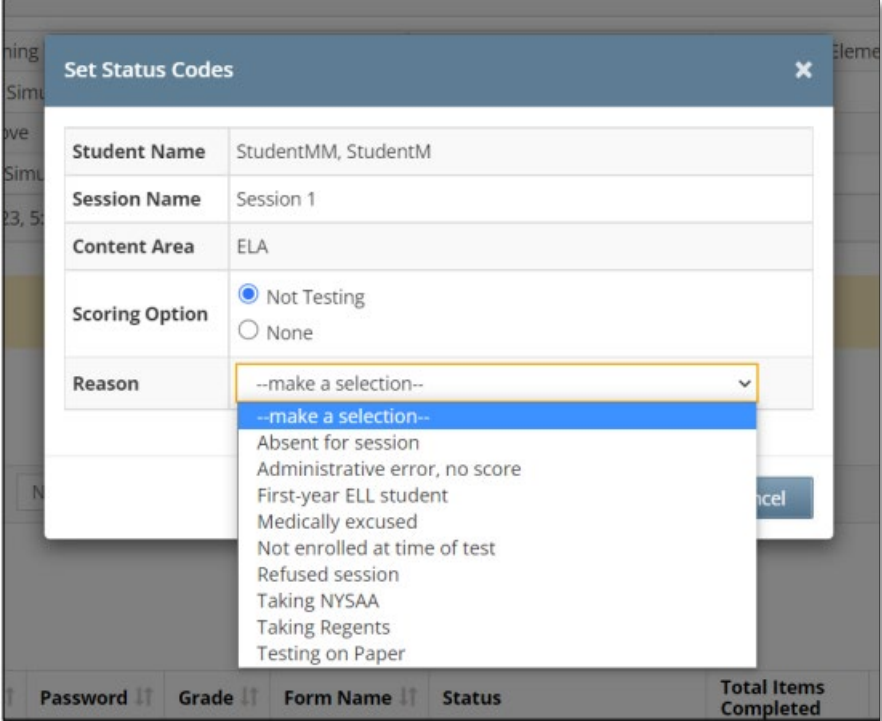
- **Absent** – The student was Absent for one or both sessions. Absent will override any answers and the student will not receive a score.
- **Refused** – The student Refused one or both sessions. Refused will override any answers and the student will not receive a score.
- **Administrative Error** – Use for students for whom errors were made in the administration of the test.
- **Medically Excused** – The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.
- **Not Enrolled** – The student left the district prior to the test administration.
- **First Year ELL** – Exemption from ELA only.
- **Taking NYSAA** – Student has an IEP that says they must take the alternate assessment.
- **Taking Regents** – Can be used for Math 6-8 and Science 8.



Setting Not Tested Codes in Nextera

- Required for any student who does not begin a test.
- Required for anyone who misses at least 1 session of ELA or Math.
- Must be set for Session 1 **and** 2 for ELA and Math.
- Must be set for the 1 session of Science.
- Can be set by a SUP, DTC,DLU,PRN, STC and BLU.
- In some cases, students will be counted as “Not Tested” for accountability calculations.
- **Must be completed by May 23, 2025.**

[Setting Not Tested Codes Quick Reference Guide](#)



The screenshot shows the 'Set Status Codes' form in the Nextera system. The form has the following fields:

- Student Name:** StudentMM, StudentM
- Session Name:** Session 1
- Content Area:** ELA
- Scoring Option:** ☒ Not Testing, ☐ None
- Reason:** A dropdown menu is open, showing the following options:
 - make a selection--
 - Absent for session
 - Administrative error, no score
 - First-year ELL student
 - Medically excused
 - Not enrolled at time of test
 - Refused session
 - Taking NYSAA
 - Taking Regents
 - Testing on Paper

At the bottom of the form, there is a table with the following headers: Password, Grade, Form Name, Status, and Total Items Completed.



CBT/Nextera Session Code for those Testing on Paper

Set Status Codes

| | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student Name | StudentMM, StudentM |
| Session Name | Session 1 |
| Content Area | ELA |
| Scoring Option | <input checked="" type="radio"/> Not Testing <input type="radio"/> None |
| Reason | --make a selection-- --make a selection-- Absent for session Administrative error, no score First-year ELL student Medically excused Not enrolled at time of test Refused session Taking NYSAA Taking Regents Testing on Paper |

Cancel

Password ↑↓ Grade ↑↓ Form Name ↑↓ Status Total Items Completed

For students with the accommodation of testing on paper in a CBT grade-level, you will need to set the **Not Tested Code** in Nextera Admin to **“Testing on Paper”**.

- The “Testing on Paper” Not Tested Code is exclusive to CBT and can only be set in Nextera Admin.
- See the [CBT Support](#) page for more information.

Remember:

Students must take the entire test on EITHER paper OR computer, and cannot switch between the two.



Reason Not Tested Description: Administrative Error, No Score

Testing Irregularities

Testing irregularities are incidents that represent a deviation from the assigned testing procedures. Testing irregularities may include confirmed cases of student cheating, student possession or use of a cell phone or other communication device, or the mishandling of secure test materials. Such incidents must be promptly reported, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by email (emscassessinfo@nysed.gov).



Immediate Admin Error



- **Students must take the test in the same format for each session.**
- If a student starts on paper, they need to take the whole test on paper.
- If the student starts on computer, they need to take the whole test on computer.
- Students who switch in the middle of test, will automatically be counted as an Admin Error and will not receive a score.



Reason Not Tested Variations

MATH GRADES 3-5:

| Reason Not Tested |
|------------------------------------------------------|
| <input type="radio"/> Administrative error, no score |
| <input type="radio"/> Not enrolled at time of test |
| <input type="radio"/> Medically excused |
| <input type="radio"/> Taking NYSAA |

SCIENCE GRADE 5:

| Reason Not Tested |
|------------------------------------------------------|
| <input type="radio"/> Absent |
| <input type="radio"/> Refused |
| <input type="radio"/> Administrative error, no score |
| <input type="radio"/> Not enrolled at time of test |
| <input type="radio"/> Medically excused |
| <input type="radio"/> Taking NYSAA |

ELA GRADES 3-8:

| Reason Not Tested |
|------------------------------------------------------|
| <input type="radio"/> Administrative error, no score |
| <input type="radio"/> Not enrolled at time of test |
| <input type="radio"/> Medically excused |
| <input type="radio"/> Taking NYSAA |
| <input type="radio"/> First-year ELL Student |

MATH GRADES 6, 7, & 8:

| Reason Not Tested |
|------------------------------------------------------|
| <input type="radio"/> Administrative error, no score |
| <input type="radio"/> Not enrolled at time of test |
| <input type="radio"/> Medically excused |
| <input type="radio"/> Taking NYSAA |
| <input type="radio"/> Taking Regents |

Reason Not Tested:

“First-year ELL Student” is used only if an ELL student has been in the country for less than one year as of April 1st, in which case the NYSESLAT may be used in lieu of the Gr. 3-8 ELA.

Reason Not Tested:

“Taking Regents” is used if a student is taking a Regents Exam in lieu of the NYS 3-8 exam for this year.

SCIENCE GRADE 8:

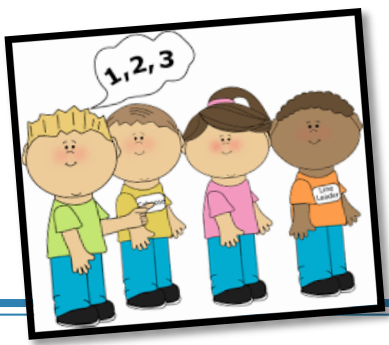
| Reason Not Tested |
|------------------------------------------------------|
| <input type="radio"/> Absent |
| <input type="radio"/> Refused |
| <input type="radio"/> Administrative error, no score |
| <input type="radio"/> Not enrolled at time of test |
| <input type="radio"/> Medically excused |
| <input type="radio"/> Taking NYSAA |
| <input type="radio"/> Took Science 8 in grade 7 |
| <input type="radio"/> Taking Regents |

Reason Not Tested:

“Taking Regents” OR
“Took Science 8 in grade 7”.

Only ONE should be filled in or entered into Nextera (Set “Status Code”).

| Set Status Codes | --make a selection-- |
|------------------|----------------------------------------|
| Student Name | Absent for session |
| Session Name | Administrative error, no score |
| Content Area | First-year ELL student (ELA only) |
| Scoring Option | Medically excused |
| Reason | Not enrolled at time of test |
| | Refused session |
| | Taking NYSAA |
| | Taking Regents (Math and Science only) |
| | Testing on Paper |
| | --make a selection-- |



What counts as “Tested”??

- These rules are the same for CBT and PBT.
- All validity rules can be found in the SIRS Manual starting on page 84.
- If Absent for 1 part – considered Absent for the whole test.
- If Refused for 1 part – considered Refused for the whole test.
- Status codes must be set in Nextera by May 23rd.

Reminder: Absent/Refused students sometimes complete the test on a make-up day. DO NOT mark the student Absent/Refused on PBT or CBT until after the make-up period. Students marked Absent/Refused but took the whole test will still be considered Absent/Refused.



Answer Sheets: Scoring elements

| 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 # | |
| <input type="text"/> | <input type="text"/> |

- Scoring Model Code:
 - Required if scoring in-district
 - LEAVE BLANK if using Full-Service Scoring through ESBOCES School Data Bank Services–Assessment Services.
- Scoring Committee
 - If scoring in-district, write in the assigned Scoring Committee Number.
 - LEAVE BLANK if using Full-Service Scoring through ESBOCES School Data Bank Services–Assessment Services.
- Constructed Response Scores
 - Will be completed by Scoring Committees if scoring in-district
 - LEAVE BLANK if using Full-Service Scoring through ESBOCES School Data Bank Services–Assessment Services.

If scoring in-district, refer to the [SAM](#) and the [Scoring Leader Handbook](#) for additional information.

If scoring through Full-Service Scoring (ESBOCES/OSC), leave all of these BLANK. School Data Bank Services will reinforce this during the Packaging and Delivery Workshops.

| Session 2 | | |
|----------------------|--------------|-------------|
| Constructed Response | | |
| Question | Score Points | No Response |
| 36 | ① ② ③ | ④ |
| 37 | ① ② ③ | ④ |
| 38 | ① ② ③ | ④ |
| 39 | ① ② ③ ④ | ⑤ |

Constructed Responses



ELA Sessions 1 and 2
have Constructed
Response sections:

| Session 1 | | |
|----------------------|--------------|-------------|
| Constructed Response | | |
| Question | Score Points | No Response |
| 27 | 0 1 2 | (A) |
| 28 | 0 1 2 | (A) |

| Session 2 | | |
|----------------------|--------------|-------------|
| Constructed Response | | |
| Question | Score Points | No Response |
| 36 | 0 1 2 | (A) |
| 37 | 0 1 2 | (A) |
| 38 | 0 1 2 | (A) |
| 39 | 0 1 2 3 4 | (A) |

Math Session 2
has a Constructed
Response section:

| Session 2 | | |
|----------------------|--------------|-------------|
| Constructed Response | | |
| Question | Score Points | No Response |
| 37 | 0 1 | (A) |
| 38 | 0 1 | (A) |
| 39 | 0 1 | (A) |
| 40 | 0 1 2 | (A) |
| 41 | 0 1 2 | (A) |
| 42 | 0 1 2 | (A) |
| 43 | 0 1 2 | (A) |
| 44 | 0 1 2 | (A) |
| 45 | 0 1 2 | (A) |
| 46 | 0 1 2 3 | (A) |

Science has Constructed Response questions
mixed in with Multiple Choice questions:

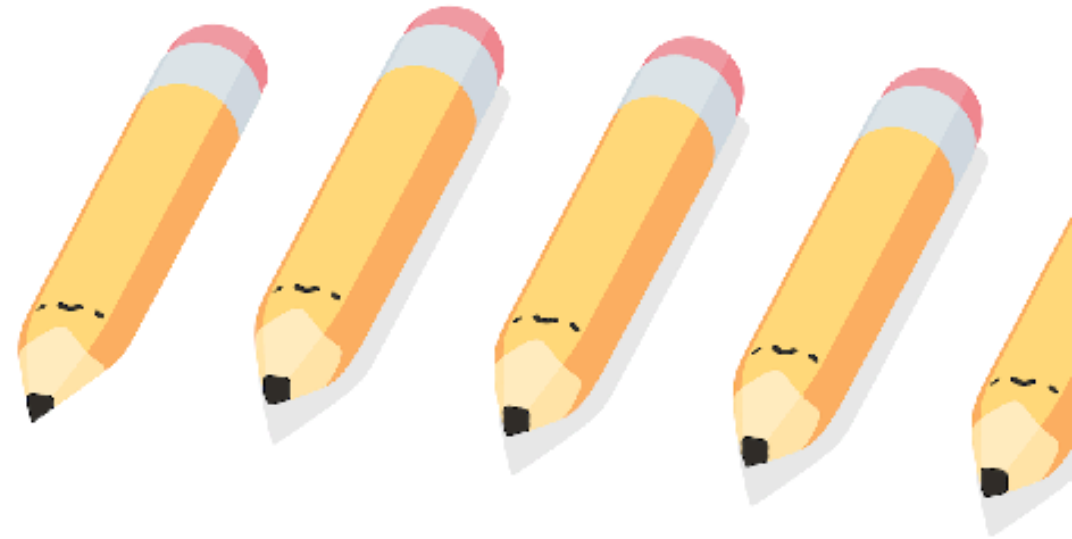
| Constructed Response | | | | | |
|----------------------|---------------------|-------------|----------|-------------------|-------------|
| Question | Score Points | No Response | Question | Score Points | No Response |
| 01 | 0 1 | (A) | 36 | 0 1 | (A) |
| 05 | 1 answer in booklet | | 15 | answer in booklet | (A) |
| 08 | 2 (A) (B) (C) (D) | | 16 | (A) (B) (C) (D) | (A) |
| 09 | 3 (A) (B) (C) (D) | | 17 | answer in booklet | (A) |
| 15 | | | 18 | (A) (B) (C) (D) | (A) |
| 17 | 4 (A) (B) (C) (D) | | 19 | (A) (B) (C) (D) | (A) |
| 20 | 5 answer in booklet | | | | |
| 22 | 0 1 | (A) | 49 | 0 1 | (A) |
| 26 | 0 1 | (A) | 50 | 0 1 | (A) |
| 28 | 0 1 | (A) | 54 | 0 1 | (A) |
| 31 | 0 1 | (A) | 55 | 0 1 | (A) |
| 34 | 0 1 | (A) | | | |

ONLY Number 2 Pencils on PBT!

- No Pens
- No Erasable Pens
- No Pencils *other than* Number 2
- No Red Pens or Pencils
- No Highlighters
- No Markers



Scantrons if you use anything other than a no. 2 pencil.



Login Ticket Printing



- Optional Service; No cost to the district.
- Sorted without the need to create teacher accounts and classes.
- Submit the form to let us know (form in packet or on DataCentral site).
- If homeroom sort is selected, will take the homerooms from Level 0.
- If test room sort is selected, the district will need to supply SDS with a file (file layout in packet or on DataCentral site).
- **Students must not be placed into classes – must stay in Pre-ID groupings.**
- The accommodations must be set before March 25th.
- Printing will take place once the Test tabs open on March 25th.
- District will receive the Login Tickets on labels and matching rosters.
- For new students, an individual Login Ticket can be generated.



Returning Materials for Scoring

ANSWER SHEETS



"There's been a slight mistake. 972 wasn't the average scale score - it was the number of students who took the test."

Returning Scorable Materials: Answer Sheets

- Please complete the entire cover sheet form.
- Remember to include the name and phone number of the Testing Coordinator!
- Provide accurate total counts of answer sheets for the district.
 - **Count the ACTUAL SHEETS, not the students listed on the rosters!**

Test: ELA **Grade 3** Date Due:

| | | | |
|---------------------------------|-------------------------------------|---------|-------|
| District | «District_Name» | | |
| Date | | | |
| Test Scoring Coordinator | | | |
| Phone # | | | |
| Count of Answer Sheets Returned | Sheet 1 | Sheet 2 | Total |
| Comments | Return BOTH sheets for each student | | |

Please return your documents in the following order by district; top down

- ☐ Cover sheet with sheet 1, sheet 2 and total counts filled in
- ☐ Class rosters with notations-reason test not taken
- ☐ Reason coded answer sheets
- ☐ Return complete set (sheet 1 **AND** sheet 2) of answer sheets for each student

*I certify that **ALL** students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse.*

Print Name: _____ Date: _____

Signature: _____

Returning Scorable Materials: Answer Sheets

Prepping for Drop-off:

- Beginning with the top of the stack:
 - Cover Sheet with accurate counts and contact info;
 - Class Roster with notations (clipped or stapled);
 - Used extra answer sheets;
 - All other answer sheets
- Be sure all timing marks are on the left!
 - All sheets should be in the same direction... Use the cut corners as a guide.



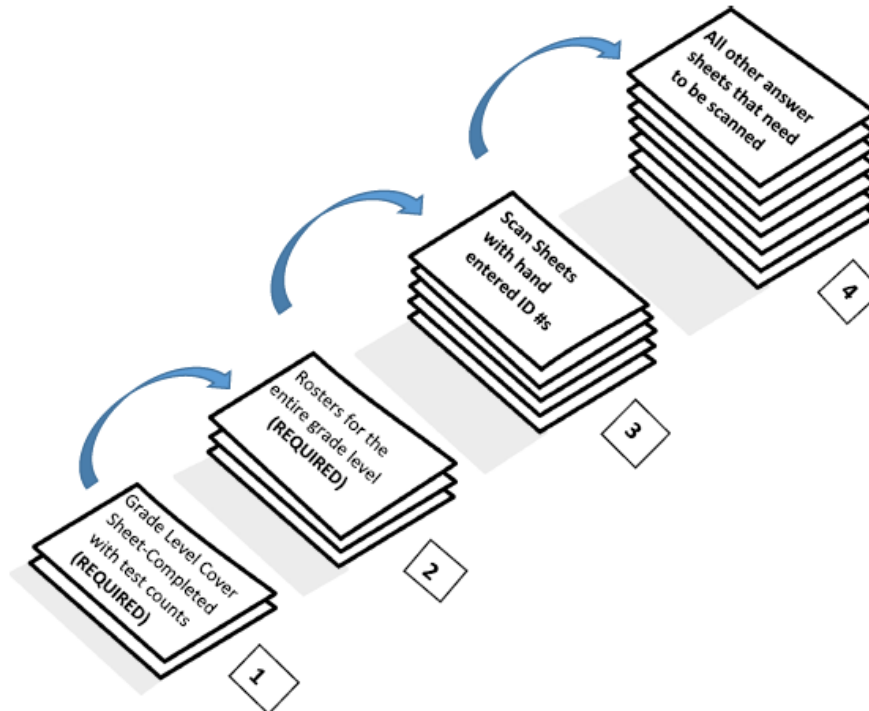
Accurate counts save time!

Include answer sheets with “Reason Not Tested” in your counts.

Returning Scorable Materials: Answer Sheets

Stacking Order

1. Cover Sheet – Color coded by grade level and supplied with the scan sheets
2. Rosters – Please bundle rosters per grade level and secure with a staple or paper clip
3. Sheets with hand entered ID #'s – If you must use an extra answer sheet, be sure to neatly print the Name, Student ID, and Date of Birth on the sheet in the designated area
4. All other scan sheets – Every other scan sheet that has student information pre-printed is expected to be returned.
 - o This includes students who refused the test, were absent, or did not finish their exam



Returning Scorable Materials: Answer Sheets

THIS:



NOT THIS!



Returning Materials for Scoring

ANSWER BOOKLETS



Come to PACKAGING & DELIVERY workshops!

Preparing and packing PBT answer booklets for scoring with OSC
may differ from what's stated in the SAM!

These workshops will provide MUCH more detail
on packaging for returning PBT scorable materials:

April 3rd (ELA/Math/Sci) – 10:00am-11:00am over Zoom

April 10th (ELA/Math/Sci) – 10:00am-11:00am over Zoom

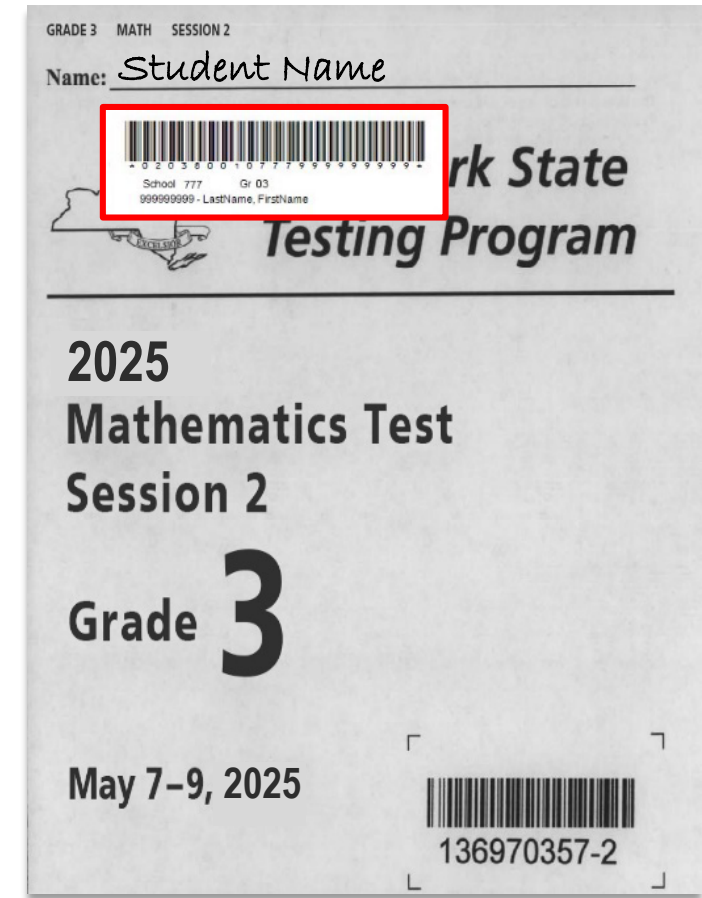
The following slides provide a brief overview...



Preparing ELA/Math/Science Booklets

Test booklets are scanned and converted to electronic images for scoring. Please adhere to these guidelines when preparing booklets for Full-Service Scoring:

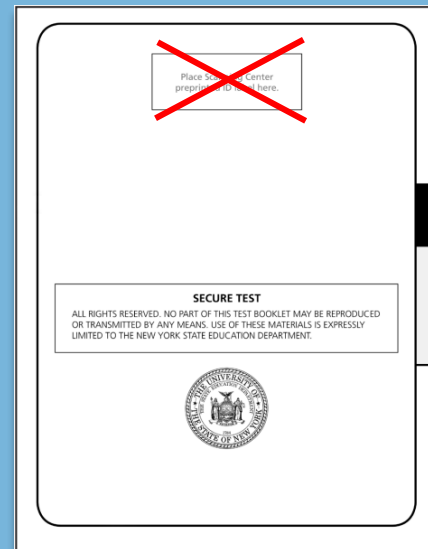
- Please remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
 - For Math, also remove Reference Sheets (gr. 5-8).
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.



Labels for Answer Booklets

An adult should place **student barcode labels** on the **front cover** of each test booklet after the test is completed without covering the student's handwritten name. Confirm that the handwritten name matches the label.

If you are missing a student's barcode label, neatly write the student's name, ID, & DOB.

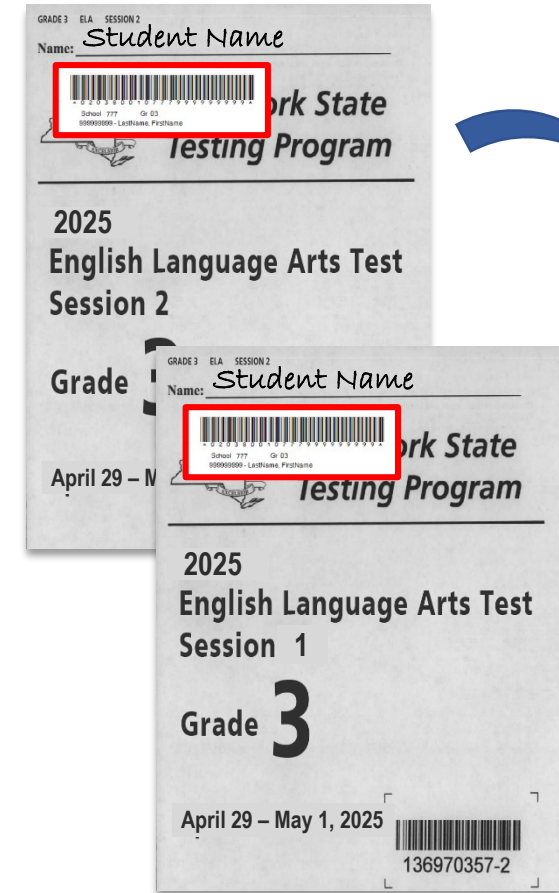


Ignore the space on the back of the booklet that says to place the label here.

The image shows the front cover of a 2025 Mathematics Test Session 2 booklet. At the top, it says 'GRADE 3 MATH SESSION 2'. Below that, there is a line for 'Name: Student Name'. A red box highlights a barcode label with the text 'School 777 Gr 03 999999999 - LastName, FirstName'. To the right of the barcode, it says 'New York State Testing Program'. Below the barcode, it says '2025 Mathematics Test Session 2'. A large '3' is next to 'Grade'. At the bottom, it says 'May 7'.
The image shows the front cover of a Grade 8 Intermediate-Level Science Test Written Test booklet. At the top, it says 'THE UNIVERSITY OF THE STATE OF NEW YORK'. Below that, it says 'GRADE 8'. A red box highlights a barcode label with the text 'School 777 Gr 08 999999999 - LastName, FirstName'. To the right of the barcode, it says 'INTERMEDIATE-LEVEL SCIENCE TEST WRITTEN TEST'. Below the barcode, it says 'Student Name Student Name' and 'School Name'. At the bottom, it says 'DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.'

Prepping for Packaging

- Number of Booklets (a reminder):
 - **ELA:** 2 (Booklets from Session 1 and Session 2)
 - Nest Session 2 booklet inside Session 1 booklet.
 - **Math:** 1 (Session 2 Booklet only)
 - **Science:** 1 (Only 1 session/booklet)
- If a student took all sessions of a test, return the booklets for scoring; If a student is missing part of a test (absent/refused), do not return any.



Prepping for Packaging

- Separate booklets by subject (ELA/Math/Sci)...
- Then, separate by school building...
- Next, group grade-levels together.
- Finally, separate English-language booklets from Spanish booklets and other special accommodated booklets.
- Group 25 students' booklets together, max.
 - If a group is less than 25 students, place a post-it note with the actual count on the front of the stack.
 - Stacked groups may be rubber-banded, clipped, grouped in paper folders, divided by slip sheets, etc.



Prepping for Packaging



THIS BOX IS TOO BIG



THIS BOX IS TOO SMALL

- Use appropriately-sized, sturdy boxes with lids and/or large envelopes.
 - Do not allow booklets to bend or fold whenever possible.
- Include a copy of the roster for that group of students inside the package.



THIS BOX IS JUST RIGHT!

THE
GOLDILOCKS
RULE:

Just Right!



“Special Case” Accommodated Booklets

- *Special Case* booklets are those requiring special handling.
- These booklets get packaged separately, or grouped and placed in the top of a box of standard booklets.

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 |
| | | | | | |
| | | | | | |
| | | | | | |

- *Braille, Scribed, Word-processed, Large Print*
- Use a separate large envelope or bag, and tape the **Special Case Tracking Sheet** to the front of the envelope/bag.



Alternate Languages (Math & Science)

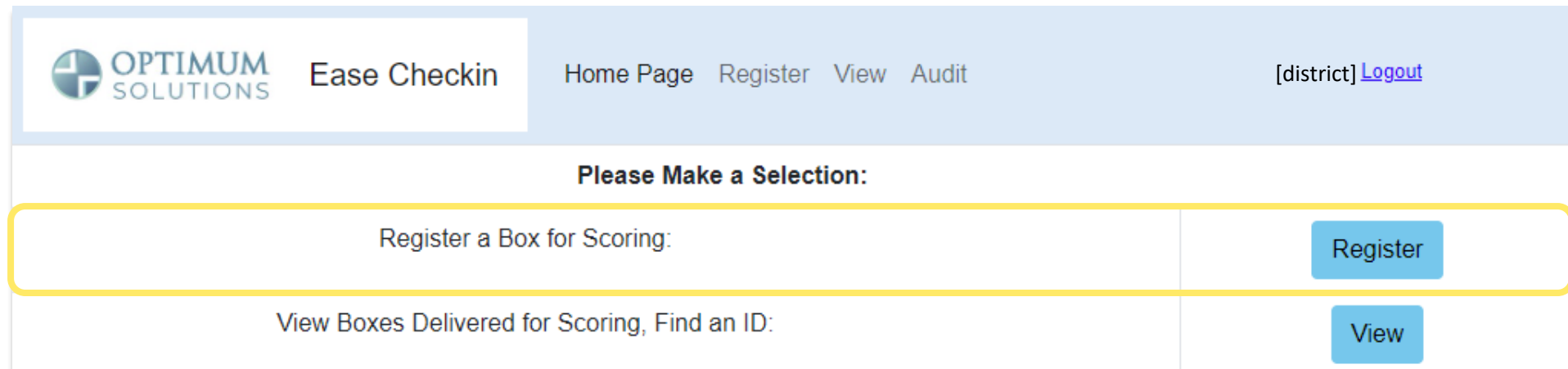
Reminders:

- Students *responding* in an alternate language must utilize a **paper-based test**.
- OSC can translate **Spanish responses**; Schools need to provide their own translations for other languages prior to dropping booklets off for scoring.
 - School-provided translations are handled like Scribed tests.
 - If you need information on identifying translators, contact DistrictServices@esboces.org.
- When using an alternate language copy of a test, students should **respond in just one booklet** (either the English booklet or the booklet in their home language).
 - Only submit the booklet that contains the student's handwritten responses for scoring.
 - **Important:** The student's **barcode label** should be on the booklet containing the student's responses.
- ELLs requiring an oral translation for a lower-incidence language must also test solely on paper.



Registering Packages of Booklets with OSC

- Once you've packed all your booklets, you'll need to register each package on OSC's "Ease Check-in" site to print a label for each package – <http://status.oscworld.com/intake>
- Each district has only *one login that is shared* and can be used concurrently.



The screenshot shows the 'Ease Checkin' interface of the Optimum Solutions website. The header includes the Optimum Solutions logo, the title '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 options, each with a corresponding button. The first option is 'Register a Box for Scoring:' with a blue 'Register' button. The second option is 'View Boxes Delivered for Scoring, Find an ID:' with a blue 'View' button. A yellow rectangular box highlights the 'Register' button and its associated text.

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



Registering Packages of Booklets with OSC

The screenshot shows the OSC registration interface. On the left, there are two 'Select a Building:' dropdown menus. The top one is expanded, showing options: 'School Name', '-- Select Building --', '(Multiple Buildings)', '(Out Of District)', and 'School Name'. Below these are two blue chevron arrows pointing down. The main form area has a 'We Have:' section with two radio buttons: 'One Box Containing' and 'Separate Boxes For'. The 'Separate Boxes For' option is selected. Below this, there are checkboxes for grades: Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, and Grade 8. Grades 3, 4, and 5 are checked. To the right of the grade checkboxes is an 'Add Box(es) +' button. At the bottom center is a 'SAVE ALL CHANGES' button. At the bottom left, it says 'No Buildings Added.'.

Select a Building:

School Name

-- Select Building --

(Multiple Buildings)

(Out Of District)

School Name

Select a Building:

-- Select Building --

No Buildings Added.

We Have:

☐ One Box Containing OR ☒ Separate Boxes For

☒ Grade 3 ☒ Grade 4 ☒ Grade 5

☐ Grade 6 ☐ Grade 7 ☐ Grade 8

Add Box(es) +

SAVE ALL CHANGES

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

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

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

Printing OSC Package Labels







Click 'Print' to print the box label.

[HELP](#)

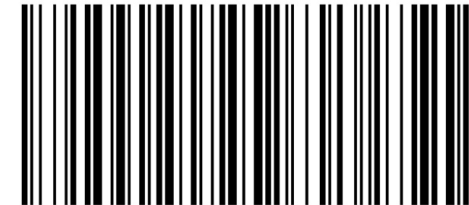
Select RIC:
Select District:
Select Subject:
Highlight Zero Counts:
Or, Search by Box Name:

Eastern Suffolk BOCES
District Name
Mathematics
☐ YES
 Find

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

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

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.



Prepping for Intake/Delivery

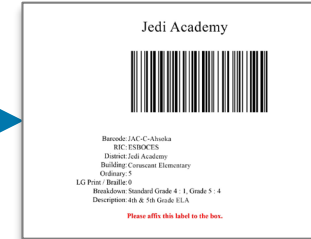


- Each package must have the correct label attached.
 - Boxes: Attach the label to the short-end of the box
 - Envelopes: Attach the label to the front of the envelope.
- *Please do not place the label where a package needs to open!*



Logistics for Intake/Delivery Day

- Approximately two to three weeks before the intake date, districts will be notified via email of their scheduled appointment arrival time.
 - The time will be added to the [Scoring Registration website](#) for convenience.
- Confirm that all booklet packages have accurate OSC Ease Check-in Labels.
- Deliver scorable materials to ESBOCES at ISC Sequoya.
 - **Arrive 15 minutes prior** to your scheduled appointment arrival time to check in.
- Important:
 - Keep answer sheet package(s) **separate** from booklet package(s).
 - Quality control must take place **before** intake.
 - A district **representative must remain on site** while your packages are checked-in, processed, and counts are verified.
 - **Receipts** will be given to the district representative upon completion of the verification process.



Progress
Registration

ELA

Completed

Intake
Preferences

Completed

Intake Date

April 23, 2025

Intake Time

10:35 AM



Post-Test: What to do with 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">• Unused Braille editions | <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 Test Sessions 1 and 2 booklets• All used printed Mathematics Test Sessions 1 and 2 booklets• All used printed Grades 5 & 8 Science Test booklets• All used printed answer sheets after their return from the scanning center |



Picking up Scored Booklets

Once scored, paper-based answer materials **must be returned to districts and stored securely by the school/district** for one year, then securely destroyed.

**Scored Booklet Pick-Up for ELA, Math, and Science
is scheduled for:**

Friday, June 13, 2025

8:30am – 3:00pm

At ESBOCES ISC-Sequoia;

No Appointment Needed.





Special Situations

Students Who Move Within the District

- If a student changes from one building to another in the same district or changes to a different room, all testing materials should follow the student.
- DO NOT MARK THE STUDENT NOT ENROLLED!
- If the testing materials cannot be provided, extras should be used. Record the extras on the roster. The enrollment record will link the student to the correct building.
- Do not submit duplicate sheets!



Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion, creed, age, weight, national origin, marital status, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esbocony.org, the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056. 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10002. 646-425-3800. OCR.NEYankees.gov

OOD and Ungraded Students

- **OOD:** It is the responsibility of the home district to send and receive all assessment materials for students in Out-of-District placements other than BOCES.
- **Ungraded Students:**
 - K-6 = Grade 13
 - 7-12 = Grade 14
 - Ungraded students must be tested on the grade level determined by the Birth Date/Age Chart in the SIRS manual (page 82-83).

| Assessments by Birth Date/Age for Ungraded Students in 2024–25 | | |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------|
| Assessments | Birth Dates | Reaches This Age Between September 1, 2024 and August 31, 2025 |
| Grade K: NYSESLAT | Any date after August 31, 2018 | 6 |
| Grade 1: NYSESLAT | September 1, 2017—August 31, 2018 | 7 |
| Grade 2: NYSESLAT | September 1, 2016—August 31, 2017 | 8 |
| Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT | September 1, 2015—August 31, 2016 | 9 |
| Grade 4: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT | September 1, 2014—August 31, 2015 | 10 |
| Grade 5: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT | September 1, 2013—August 31, 2014 | 11 |
| Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT | September 1, 2012—August 31, 2013 | 12 |
| Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT | September 1, 2011—August 31, 2012 | 13 |
| Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT | September 1, 2010—August 31, 2011 | 14 |
| Grade 9: NYSESLAT | September 1, 2009—August 31, 2010 | 15 |
| Grade 10: NYSESLAT | September 1, 2008—August 31, 2009 | 16 |
| Grade 11: NYSESLAT | September 1, 2007—August 31, 2008 | 17 |
| Grade 12: NYSESLAT | Born on or before August 31, 2007 | 18 |
| Secondary-Level NYSAA ELA, mathematics, and science | September 1, 2006—August 31, 2007 | 18 |



Verification Reports

- Verifications are posted to the district SFTP site for review. Please look at these immediately to check for potential errors. We only have a narrow window for corrections.
- **Reminder:** We cannot provide verifications on Reason Not Tested codes entered into CBT. These reports can be found on NEXTERA.

Combine Files Export Start Meeting Secure Sign Forms Review & Comment

2 / 2 65.9% Find

Eastern Suffolk BOCES
Educational Services That Transform Lives

Student Verification Report by District

2010 - 2011

UFSD

ELA - Grade 3
Students Not Tested/Invalid

Date: 02/27/12
12:07 PM

| Student Name | StudentID | Grade | Room | Test Status | Sheets Proc |
|--------------|-----------|-------|------|-----------------------------------|----------------|
| | | 03 | 213 | 95 - Not Enrolled At Time Of Test | 1 |
| | | 03 | 99 | - Absent | 1 |
| | | 04 | 00 | - No Scan Data | |
| | | 03 | 105 | 51 - First-yr LEP | 1,3 |
| | | 03 | 210 | 95 - Not Enrolled At Time Of Test | 1 |
| | | 03 | 214 | 51 - First-yr LEP | 1 |
| | | 03 | 105 | 51 - First-yr LEP | 1,3 |
| | | 03 | 29 | 00 - No Scan Data | |
| | | 03 | 00 | - No Scan Data | |
| | | 03 | 26 | 95 - Not Enrolled At Time Of Test | 1 |
| | | 03 | 214 | 51 - First-yr LEP | 1 |
| | | 03 | 214 | 51 - First-yr LEP | 1 |
| | | 03 | 105 | 51 - First-yr LEP | 1,3 |
| | | 03 | 25 | 95 - Not Enrolled At Time Of Test | 1 |

District Summary

| | |
|------------------|----|
| Total Students | 40 |
| Total Not Tested | 40 |

Eastern Suffolk BOCES

If a student is absent for any part of the test, NYSED mandates absent for test result.

Page 2 of 2



Standard Achieved Codes

- **50** - Taking NYSAA
 - **51** - First Year LEP
 - **52** - 7th grader taking grade 8 assessment
 - **53** - Taking Regents (applies to grades 6, 7 and 8 math)
 - **91** - Took Another Assessment
 - **95** - Not Enrolled at Time of Test
-

- **93*** - Medically Excused
- **96*** - Refused to Take Entire Test (not for partial refusal)
- **97*** - Administrative Error
- **99*** - Absent

* **Code is reported in L2RPT in Tested/Not Tested Report (SIRS 301)**



Final Thoughts

Are
You
Ready?

Quality Control Quick Review



Quality Control Check List

*Be sure you have checked each of the following guidelines.
If these guidelines are not followed, your test results may not be accurate.*

| | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | A barcode label must be placed on the FRONT of each booklet containing the student's written responses. Verify that the name on the label matches the student name on the book. |
| ✓ | #2 Pencil must be used for bubbling / scoring. |
| ✓ | No post-it notes, paper clips, or anything obscuring bubbled answers can be left on the answer sheets. |
| ✓ | Erasures must be clean. If necessary, <u>carefully</u> use correction tape (no liquid white-out) to cover any bad erasures or a "multiple response" may be reported. |
| ✓ | No stray marks around bubbles, timing marks or sheet header row. |
| ✓ | Torn or damaged answer sheets must have all responses and scores copied onto an extra answer sheet and complete student information must be entered in the shaded area below the header line. (<i>Torn or damaged sheets cannot be processed. See the School Administrator's Manual for guidelines.</i>) |
| ✓ | Extra answer sheets must have student name and correct ID # hand-written in the shaded area below the header line on the answer sheet and the extra sheet number must be written on class rosters with student name, correct ID # and date of birth. |
| ✓ | Each session has its own ABSENT and REFUSED bubble. NOTE: Absent or Refused bubbles filled in <u>with</u> responses will be considered Absent or Refused for the entire test. |
| ✓ | Bubble only one Reason Not Tested -bubbling more than one will negate all reasons. |
| ✓ | Accommodations for IEP, 504, ELL/MLL (<i>if applicable</i>) must be bubbled in. |
| ✓ | Check Answer Sheets to be sure Constructed Responses are scored, if appropriate. <i>Missing score bubbles will impact the final score.</i> |
| ✓ | All Class rosters must be returned with answer sheets to Eastern Suffolk BOCES. Reasons Not Tested must be noted on Class Rosters and a copy of the Roster must be sent to your Test Scoring Coordinator. |
| ✓ | PROCEDURE FOR STUDENTS NOT TESTED If a student was not tested, the reason bubble (Administrative Error, Not Enrolled, etc.), must be filled in on page 1. For 2 sheet assessments, both sheets <u>must</u> be returned for each student. |

Last Reminders about Sheets...

- If a student used an extra answer sheet, be sure the student is in Level 0!
- Rosters need to be filled out and returned to SDS.
 - Stapled or clipped
- Accurate counts are important!
- Sheets must be returned clean and neat – **IF A SHEET HAS ANY HUMAN BODILY FLUIDS ON IT, RE-COPY ONTO A CLEAN SHEET!**
- If contacted for missing bubbles, immediate response is required.
- Check Verifications before it's too late.

**Contact Student Data Services-Test Scanning & Data Reporting
with questions:**

dwtshelp@esboces.org or 631-218-4195



Last Reminders about Booklets...

- If you're using Full-Service Scoring, registration is DUE MARCH 10th.
- If contacted for missing registrations, immediate response is required.
- Booklet prep and packaging for Full-Service Scoring **differs** from the instructions in the SAM.
 - *Remember to sign up and join our virtual "Packaging & Delivery" workshop!*
- Quality control should happen BEFORE your intake appointment.

**Contact School Data Bank Services-Assessment Services
with questions:**

scoring@esboces.org or 631-244-4243



It's a Team Effort

- It takes a team of people to be sure that each step is met with perfection.
- **Be sure each person involved with answer sheets or booklets is properly trained** and clearly understands their role and the ramifications of errors.
- When unsure, ask our teams before mistakes are made.



For Additional Special Booklets

- **Serina Ross** – Eastern Suffolk BOCES – Westhampton Beach
(631) 844-5757
- **Dawn Zanoni** – Hines Admin Center – Patchogue
(631) 687-3165
- **Nicole Carr** – Western Suffolk BOCES – Wheatley Heights
(631) 595-6820



Resources

- **NYSED State Assessment Website:** <https://www.nysed.gov/state-assessment>
- **Grades 3-8 ELA, Math, and Science Test Manuals (SAM, Educator Guides, Teacher Directions, etc.)**
<https://www.nysed.gov/state-assessment/grades-3-8-ela-math-and-science-test-manuals>
- **SIRS Manual:** <http://www.p12.nysed.gov/irs/sirs>
- **CBT Support/Help Center:** <https://cbtsupport.nysed.gov/hc/en-us>



Resources

- **NYS Office of State Assessment**

- Email: emscassessinfo@nysed.gov | Call: 518-474-5902
 - For questions pertaining to testing policies regarding accommodations, security of test materials, sensitive student responses, etc.

- **NWEA Customer Support**

- Email: NYTesting@nwea.org | Call: 866-997-0695
 - For errors in shipment of secure test materials, and technical support for CBT.

- **CBT Support**

- Email: cbtsupport@nysed.gov
 - For questions regarding CBT.



Our Contact Information

For questions about PBT answer sheets, labels, CBT, Level 0, etc. contact
Student Data Services–Test Scanning & Data Reporting:

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

Email: dwtshelp@esboces.org

Phone: 631-218-4195

For questions and troubleshooting regarding the collection and scoring of testing booklets (PBT), contact
School Data Bank Services–Assessment Services:

Website: www.esboces.org/assessment-services

Email: scoring@esboces.org

Phone: 631-244-4243



Upcoming Workshops

- Quality Control (for administration of CBT & PBT)
 - ~~[March 4th \(ELA/Math/Sci\) – 9:00am-12:00pm](#)~~
 - ~~[March 6th \(ELA/Math/Sci\) – 9:00am-12:00pm](#)~~
 - [March 14th \(NYSESLAT only\) – 1:00pm-4:00pm](#)
 - [March 21st \(NYSESLAT only\) – 9:00am-12:00pm](#)
- Packaging & Delivery (of answer booklets for Full-Service Scoring)
 - [April 3rd \(ELA/Math/Sci\) – 10:00am-11:00am over Zoom](#)
 - [April 10th \(ELA/Math/Sci\) – 10:00am-11:00am over Zoom](#)
 - [May 8th \(NYSESLAT only\) – 10:00am-11:00am over Zoom](#)
- CBT Workshops
 - Stay tuned – there may be some other dates coming up.



YOU GOT THIS!

We strive for
perfection but
will settle for
mere excellence!





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www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.