# Quality Control Workshop

## How to Prepare, Process, and Submit Answer Materials

for the

2025 New York State English as a Second Language Achievement Test (NYSESLAT)

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
- Sheets vs. Booklets
- Scoring Writing
  - Options
  - Registration for Full-Service Scoring
- NYSESLAT Test Format
- Data Flow and Level 0

- Review of Materials
  - Rosters
  - Answer Sheets
  - Booklets
- Prepping to Return Scorable Materials
- Performance Levels/Codes
- Reminders and Common Issues
- Future Workshop Dates
- Contacts and Resources

# Thoughts on Quality Control:
## *It's not as easy as it looks!*



"*Quality* is never an accident; it is always the result of *intelligent effort*."

– John Ruskin

# Who Should Handle Quality Control?

- ENL Team

- District Data Coordinator

- Testing Coordinator

- Support Staff

- Building Principals

- Assistant Principals

- Teachers/Proctors

# Schedules

Testing, Deliveries, Deadlines…

# Test Administration Schedule

| Operational Test | Administration Window | Make-up Dates | Scoring Dates | Final Dates to Submit Answer Sheets to Scanning Centers |
|---|---|---|---|---|
| NYSESLAT Speaking | Monday, April 14 – Friday, May 23 | Make-ups must be given within the testing window | Speaking is usually scored as it is administered | Friday, June 6 |
| NYSESLAT Listening, Reading, Writing | Monday, May 12 – Friday, May 23 | Make-ups must be given within the testing window | Tuesday, May 27 – Friday, June 6 | Friday, June 6 |

For more specific dates, check the School Administrator's Manual (SAM) when it comes out in April.

# Delivery of Test Booklets & Materials

- Booklets and materials will be shipped directly from MetriTech, and will arrive to your school in separate shipments (refer to the SAM for more details).

- Booklets are typically delivered just a few days prior to the start of the session window:

  - **Speaking session materials** will likely arrive **the week of April 7th** for the April 14th window opening.

  - **Listening, Reading, & Writing session materials** will likely arrive **the week of May 5th** for the May 12th window opening.
    - *Note: Per last year's SAM, MetriTech will provide access to their audio streaming platform for the administration of grades 3-12 Listening. Instructions can be found here.*

  - **Writing Scoring materials** will likely arrive **the week of May 19th** for scoring window of May 27th through June 6th.

# Final Date to Submit Answer Sheets

The last day to submit Answer Sheets to SDS for scanning is...
## Friday, June 6th

*Note: Answer Sheets may be returned before June 6th.*

**NO APPOINTMENT NECESSARY.**

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

ESBOCES Instructional Support Center (ISC) at Sequoya

*This is for SHEET return, and is different than the intake for submitting BOOKLETS to SDBS-Assessment Services.*

# One Date to Submit Booklets
## if scoring with OSC World

NYSESLAT Booklet Intake
# Thursday, May 29th

**BY APPOINTMENT ONLY (REGISTRATION REQUIRED)**
ESBOCES Instructional Support Center (ISC) at Sequoya

*Hint: Bring your Answer Sheets the same day!*

Due to the turnaround time,
*there is no make-up intake date* for NYSESLAT.

CLICK TO VIEW OUR FULL INTAKE SCHEDULE

# 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.<br>• 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.<br>• Scores are bubbled onto answer sheets when scored in-district. |

Lisa's SDS Team

LSE: OSC World

Lauren's SDBS Team

## The data is then validated & reported to SED.

# Scoring the Writing

The Booklets

Eastern Suffolk
BOCES

# Scoring Options for Written Responses



1. **Full-Service Scoring:** Service offered through the *School Data Bank Services* (SDBS) program under the Educational Support Services (ESS) department at ESBOCES.

   - Scoring Vendor: **Optimum Solutions Corp** (OSC World) will score Written responses;

   - Districts must register for this service through School Data Bank Services–Assessment Services;

   - Booklets are submitted by appointment on scheduled intake days;

   - 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.

# 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 scoring vendor should register for Full-Service Scoring through ESBOCES School Data Bank Services–Assessment Services.

# Last chance to register for Full-Service Scoring!

## VIEW REGISTRATION INSTRUCTIONS HERE



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

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

# Assessment Services website

**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



Left sidebar navigation:
School Data Bank Services
Levels of Service
Assessment Services - Scoring & Training
Careers 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**.

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 **NYSESLAT** to begin registration

Log In

Eastern Suffolk BOCES

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

Username: username
Password: ••••••••    Forgot Your Password?

Login

Assessment Training and Scoring Documents

*Welcome to the Eastern Suffolk BOCES Scoring Registration System!*

School Year:    2024-2025

District:    District Name

## 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 | | | | |
| Intake Time | | | | |

OSC Login Info

*Registration was due March 10th.*

Select one subject at a time to register.

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# Check your Registration Status

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

e to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2024-2025

District: District Name

### Select subject to register for scoring:

| | ELA | Math | Science | NYSESLAT |
|---|---|---|---|---|
| **Progress** Registration | Completed | In Progress | Completed | In Progress |
| Intake Preferences | Not Started | Not Started | Completed | Not Started |
| Intake Date | | | | |
| Intake Time | | | | |

OSC Login Info

*Registration was due March 10th.*

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# 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.

e to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2024-2025

District: District Name

## Select subject to register for scoring:

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

**Progress**

| Registration | Completed | Completed | Completed | Completed |
|--------------|-----------|-----------|-----------|-----------|
| Intake Preferences | Completed | Completed | Completed | Completed |
| Intake Date | April 23, 2025 | May 7, 2025 | May 14, 2025 | May 29, 2025 |
| Intake Time | 10:35 AM | 12:20 PM | 11:45 AM | 1:25 PM |

OSC Login Info

# NYSESLAT Format

A brief overview
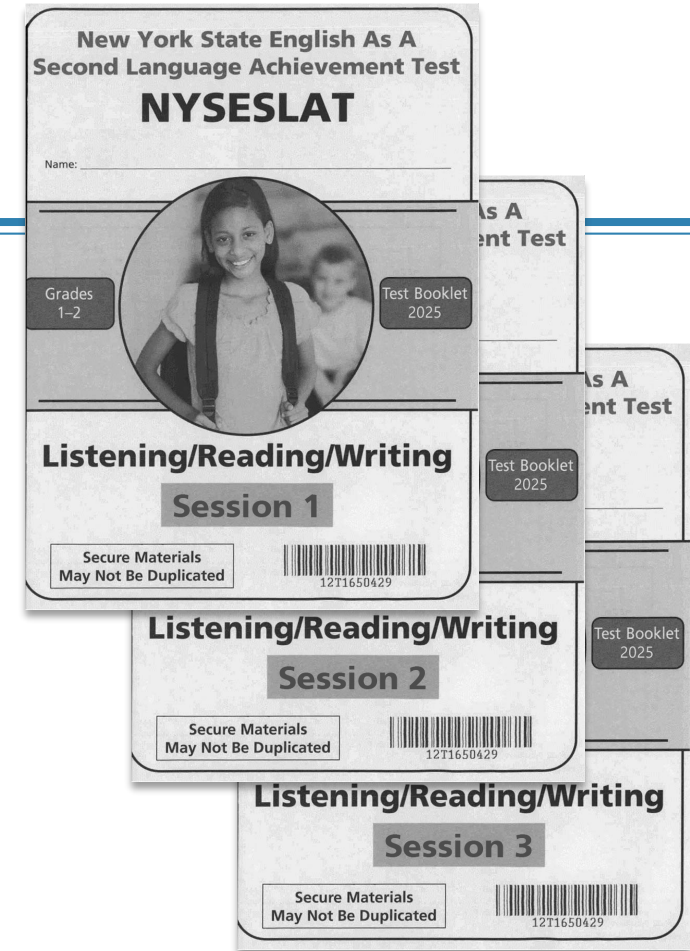
# Grade Bands



| Grade | Level |
|---|---|
| Kindergarten-K | Level 1 |
| Grade 1 | Level 2 |
| Grade 2 | Level 3 |
| Grades 3-4 | Level 4 |
| Grades 5-6 | Level 5 |
| Grades 7-8 | Level 6 |
| Grades 9-12 | Level 7 |

# Test Formats

**Grade K (level 1)** is divided by the four *modalities* (the term "Session" is **not** used for Grade K): **Listening, Speaking, Reading,** and **Writing.**

**Grades 1-12 (levels 2-7)** use an integrated approach to assess the Speaking, Listening, Reading, and Writing modalities, and are divided into **four *sessions*:**

- **Session 1:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 2:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 3:** Listening MC questions, Reading MC questions, and Writing CR question
- **Session 4:** Speaking CR questions. Speaking is considered one "Session."
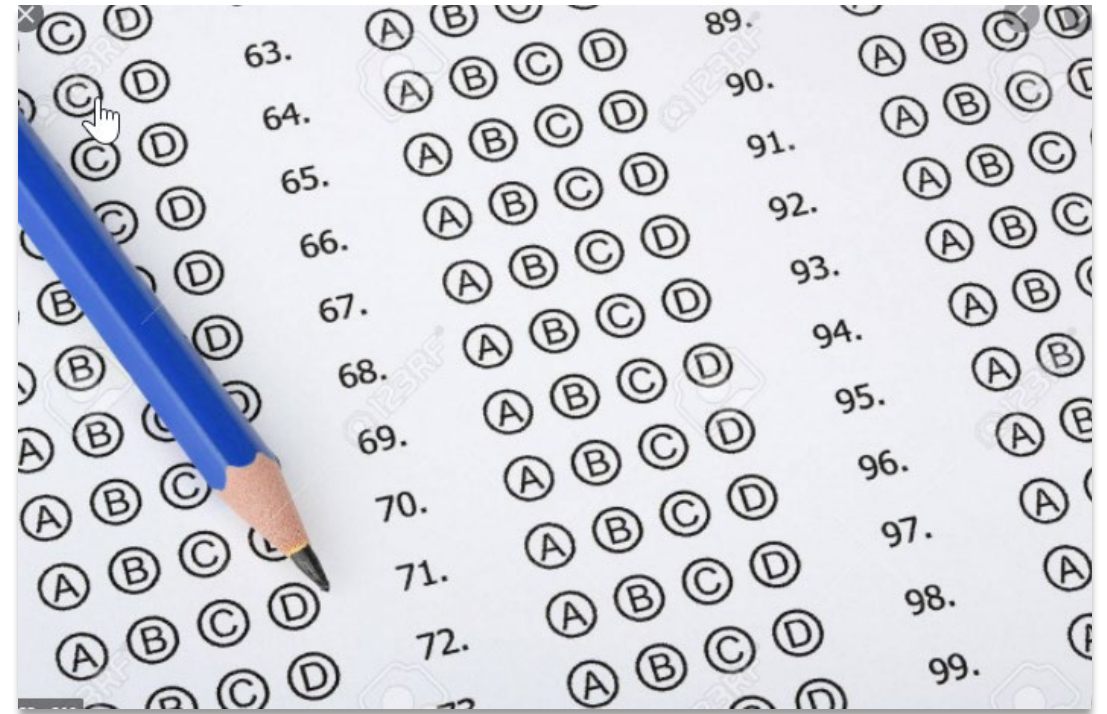
# Answer Sheets by Test Level

**Number of  Answer Sheets**

Levels 1, 2 and 3 (grades K-2):
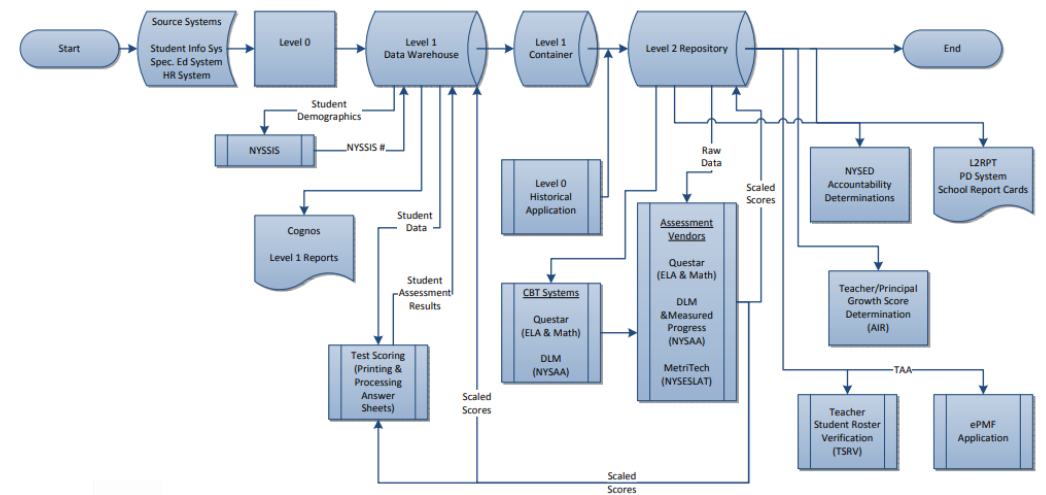**1 Answer Sheet**

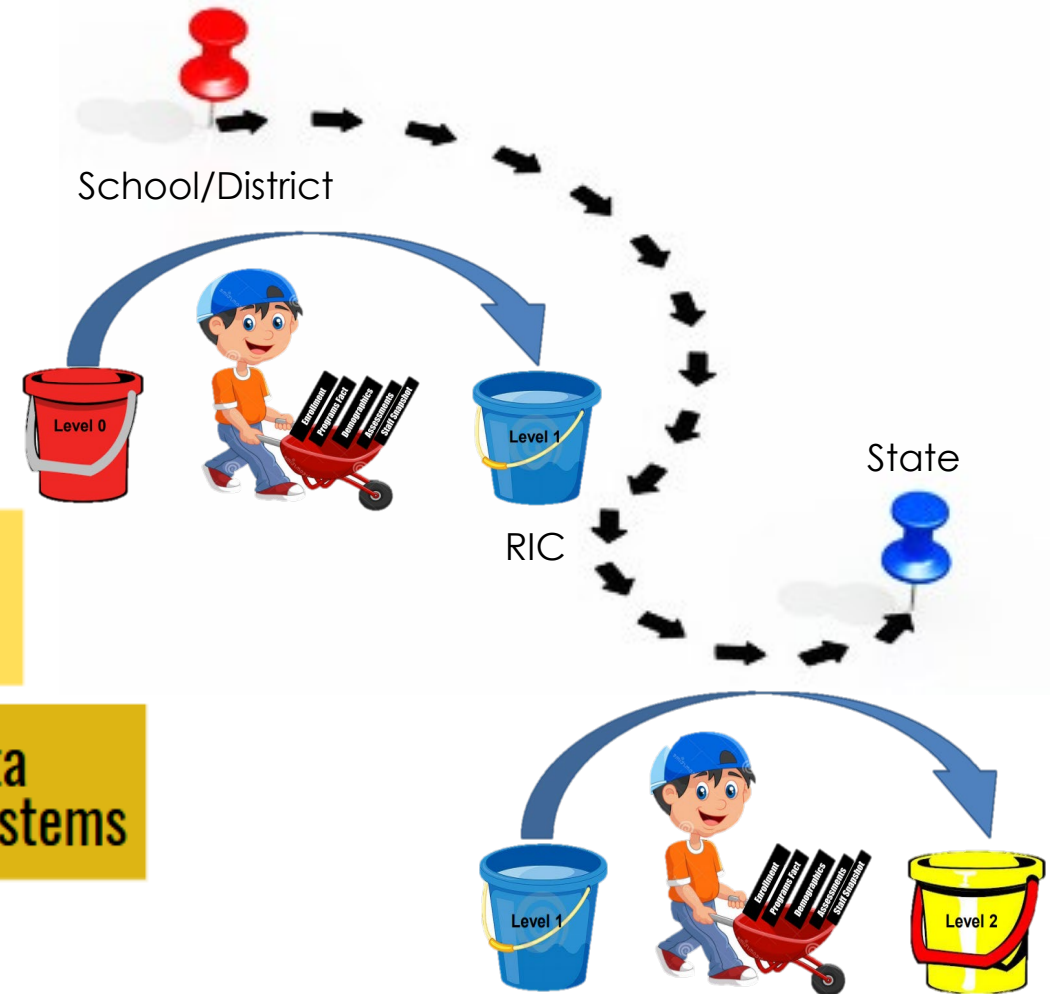Levels 4-7 (grades 3-12):
**3 Answer Sheets**

# Data Reporting

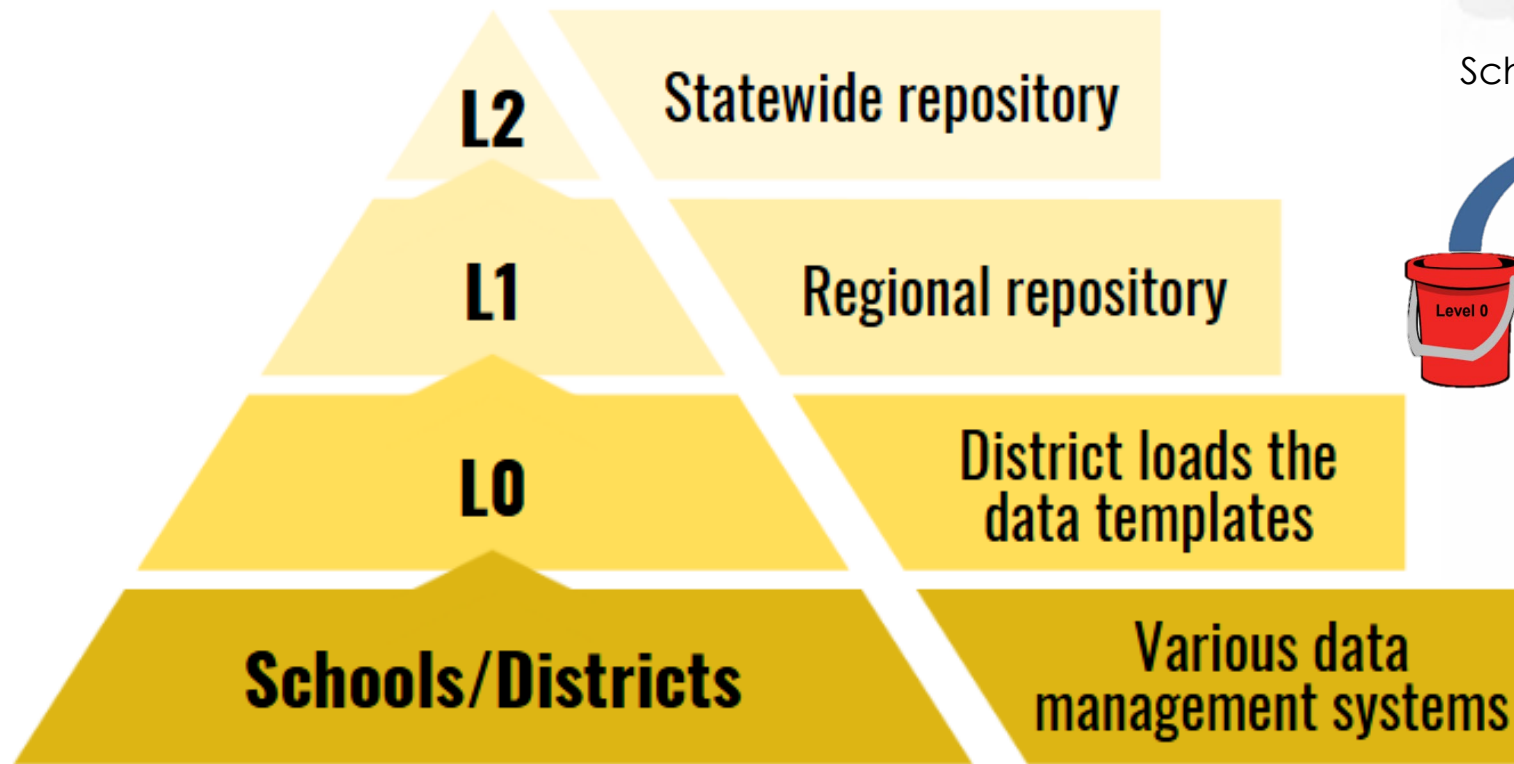An Abridged Version

# Data Flow or *how the info gets on the sheets*

| | |
|---|---|
| **L2** | Statewide repository |
| **L1** | Regional repository |
| **L0** | District loads the data templates |
| **Schools/Districts** | Various data management systems |

School/District

Level 0

Level 1

RIC

State

Level 1

Level 2

# Level 0



- Demographics – All Students

- Enrollment – All Students

- Program Services:
  - **Note:** NYSESLAT students must be coded correctly for students to receive a valid score!
  - 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 1$^{st}$, the student has been in U.S. schools for less than one year).
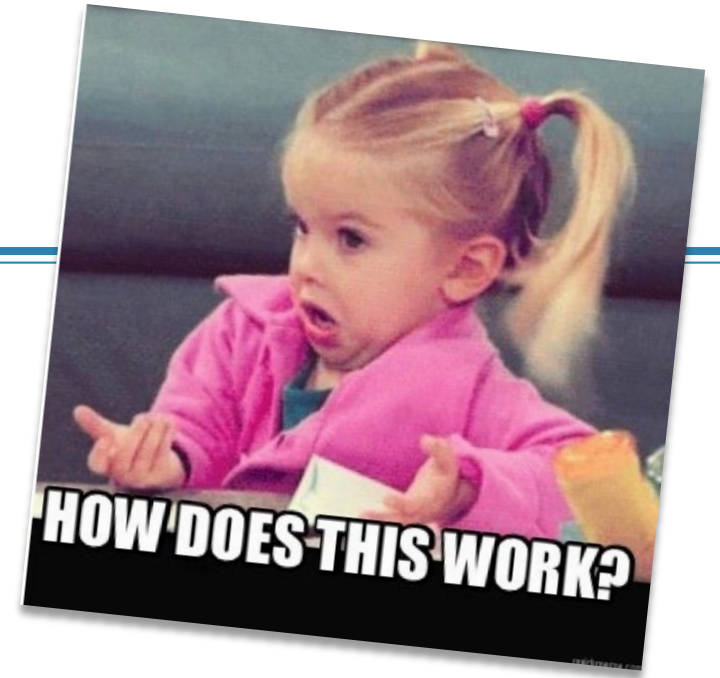
# Names with Special Characters and Symbols

- The data for a student with a special character or symbol in their name will *not* move to Level 2 (state level).

- Unfortunately, no one sees this until they get a Level 2 error.

- If the name appears on the sheets with a weird character instead of the appropriate accent, please let the DDC in your district know.

➢ **THIS IS NOT AN ADMINISTRATIVE ERROR!!**

| Á | Í | Ą | Ę | Ś | Š | ś | š |
|---|---|---|---|---|---|---|---|
| Ó | Ú | Ñ | Ń | Ć | Ź | Ż | Ž |
| ó | á | ą | ñ | ń | ź | ż | ž |
| í | ú | ę | i | ¿ | | | |
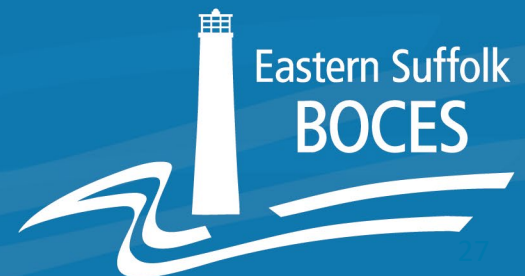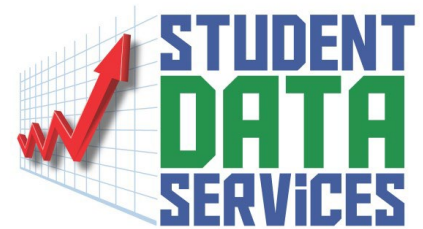
# Check Materials Upon Arrival



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

- **Answer Sheets:** Pre-printed answer sheets, plus extras

- **Bar Code Labels:** SDS Student ID Bar Code Labels are to be placed on the <u>**front cover**</u> of any paper booklet containing the student's written responses.

  - *These are not the same as MetriTech's student labels!*

Contact <u>DWTShelp@esboces.org</u> or 631-218-4195 if there is an issue with the testing materials.

*Note: Test Question Booklets are sent to the schools from MetriTech directly, and will arrive shortly before the start of the testing window(s).*

## DO NOT WAIT UNTIL TEST DAY TO CHECK MATERIALS.

# Materials Review

- **Class Rosters** – Indicate Tested (T) or the Reason Not Tested for each session. Make notations of any adjustments.

- **Answer Sheets** – Check all completed answer sheets against class rosters.

- **Barcode Labels** – Student ID Labels from SDS are to be placed on the front of any booklet containing students' handwritten answers. Be sure handwritten name and barcode label match!

- **Booklets** – Supplied by SED/MetriTech. Must be scored in district or by a scoring vendor.

# Sample Class Roster



> **Tested/Not Tested Reasons**
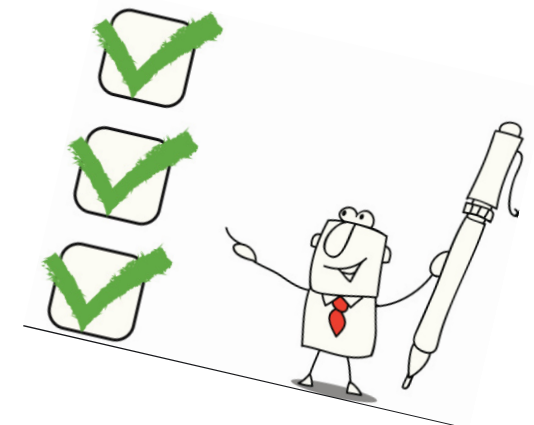
**T = Tested**
**A = Absent**
**R = Refused**
**AE= Admin Error**
**ME= Med Excused**
**NE= Not Enrolled**
**O = Other**

# 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 _____ Bk _____

2) Name_____ Actual ID_____ DOB ___/___/___
   Sheet 1 _____ Sheet 2 _____ Bk _____ Bk _____

3) Name_____ Actual ID_____ DOB ___/___/___
   Sheet 1 _____ Sheet 2 _____ Bk _____ Bk _____

4) Name_____ Actual ID_____ DOB ___/___/___
   Sheet 1 _____ Sheet 2 _____ Bk _____ Bk _____

5) Name_____ Actual ID_____ DOB ___/___/___
   Sheet 1 _____ Sheet 2 _____ Bk _____ Bk _____


DID YOU FILL OUT YOUR FORM?

# Answer Sheets & Accommodations & Session Codes, Oh MY!

# Three-Sheet Assessments



3 Answer Sheets for Levels 4-7

# Answer Sheets: Top area

- **<u>DO NOT WRITE IN THIS AREA</u>**

# Sample *Extra* Answer Sheet

*Required information:*

• Student ID

• Student Name

• Date of Birth

• Grade

**Optional:**

• Room/Teacher

# NYSESLAT Answer Sheet (page 1)

This shaded box will be preprinted with district and student information unless using an extra answer sheet.

**If using an extra answer sheet, write student's first and last name, date of birth, and grade level.**

Do not write in this top row/area; information is pre-printed.

Do not write on timing marks.

Each session has its own *Absent* bubble.

"Unable to Respond" only applies to Level 1 Kindergarten.

Print Transcriber's Name for Grades K,1 and 2 Listening and Reading.

**Double-check that all K-2 answers have been transcribed onto answer sheets before bringing booklets for scoring or returning to MetriTech!**

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TS8228

| District | Student ID | CD | School | Level | Page 1 Form |
|---|---|---|---|---|---|

DO NOT WRITE IN THIS AREA

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

USE A No. 2 PENCIL    CORRECT: ●    INCORRECT: ☑ ☒ ◐ ◉

For Scanning Center Use Only

### IEP or 504 Plan Accommodations
(Fill in as many as apply.)
- ○ Flexibility in scheduling (Timing N/A)
- ○ Flexibility in setting
- ○ Method of presentation {excluding Braille/Large type/Test read}
- ○ Method of response
- ○ Other
- ○ Braille
- ○ Large type
- ○ Test read

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

**NYS English as a Second Language Achievement Test**
**2023 NYSESLAT Grade K**

| Listening | | Reading | |
|---|---|---|---|
| PRINT Transcriber's Name | Session Codes | PRINT Transcriber's Name | Session Codes |
| | Ⓨ Absent Listening | | Ⓨ Absent Reading |
| | Ⓤ Unable to respond | | Ⓤ Unable to respond |

**Listening**

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

K

# Back of NYSESLAT Answer Sheet (page 2)



Each session has its own *Absent* bubble.

**SPEAKING:**

Be sure each item for Speaking has a score points bubble.

Darken "S" if Skipping Rule applied.

"No Response" bubble is *not* available for Speaking.

**SCORING ELEMENTS FOR WRITING:**

Include Writing Scores **only if NOT Scoring with OSC/SDBS Full-Service Scoring**.

**\*LEAVE THESE BLANK if scoring through OSC:**
- Writing Score Points
- Writing Scorers' Code Letters
- Scoring Model Code
- Printed Scorers' Names EXCEPT FOR ONE for the Speaking session.

Print Scorers' Code Letters*

Print Scorers' Names in boxes (one for Speaking/others for Writing Scorers* if scoring in-district)

Bubble Score Points earned for Writing*

Bubble Scoring Model Code*

# Skipping Rule

**Skipping Rule for *Speaking* only.**

- Page 92 of the SIRS Manual
- Applies to questions 3, 4, 7, 8, 11, and 12 for all grades (K-12).
- Skipped questions will have an "S" bubbled in.
- When the vendor is scoring, the vendor will treat the "S" as a zero when calculating the *Speaking* Modality score.

| Question | Score Points | | | Skipped |
|----------|:---:|:---:|:---:|:---:|
| 1 | 0 | 1 | | |
| 2 | 0 | 1 | 2 | |
| 3 | 0 | 1 | 2 | S |
| 4 | 0 | 1 | 2 | S |

# Reason Not Tested

- **Only ONE** *Reason Not Tested* bubble should be filled in.

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

# Accommodations

**IEP or 504 Plan Accommodations**

**(Fill in as many as apply.)**

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

- ○ Braille
- ○ Large type
- ○ Test read

**Accommodations Note:**
"*Fill in as many as apply.*"

Select/Bubble all accommodations the student actually utilized for this assessment.

See School Administrator's Manual (SAM) for additional information.

# Explanations of *Reason Not Tested* Codes



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

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

**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.

# Explanations of *Reason Not Tested* Codes

- **Absent** – *The student was <u>Absent</u> for one or all sessions. Absent will override any answers and the student will not receive a score.*

- **Refused** – *The student <u>Refused</u> one or all sessions. Refused will override any answers and the student will not receive a score.*

- **Administrative Error** – *Used 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 <u>district</u> prior to the test administration.*

- **Other** – *Used for any other reason not listed.*

# Absent Bubbles & Valid Tests

- Students who are present for all four modalities or sessions, not marked absent for any of the four modalities or sessions, and who received a score for at least one item in each modality or session, will receive a valid score including Overall Scale Score and Overall Proficiency Level.

*Absent for one session = Absent for the entire test*

# Absent Bubbles

## Absent for Entire Test vs. Absent for a Session

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

| Session 1 |
| --- |
| Session Codes |
| Ⓨ Absent Session 1 |

| Session 2 |
| --- |
| Session Codes |
| Ⓨ Absent Session 2 |

| Session 3 |
| --- |
| Session Codes |
| Ⓨ Absent Session 3 |

| Speaking | |
| --- | --- |
| Scorer's Code Letter | Session Codes |
| | Ⓨ Absent Speaking |

# 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).

BE CAREFUL
THINK BEFORE YOU ACT

# When Things Go Wrong

**If you receive a sheet for a student who has been coded 0231 in error:**

- Destroy the materials;
- Let the DDC know so the data can be corrected;
- DO NOT TEST THE STUDENT JUST BECAUSE YOU GOT SHEETS!

**If you do not receive sheets for a student:**

- Use extra sheets;
- Let the DDC know so the data can be corrected;
- Test the student even if you have to use extras.

# NYSAA Students TAKE NYSESLAT!

**Ungraded Students**

- K-6 = grade 13

- 7-12 = grade 14

- Ungraded students must be tested on the grade level determined by the Date of Birth Chart (SIRS Manual page 82).

| 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 |

# Out-of-District Students (OOD)

- It is the responsibility of the district to send and receive all assessment materials for students in Out-of-District placements <u>other than</u> BOCES.

  - WSB and ESB will administer NYSESLAT to ELL Eligible students.

- The home district is responsible for reporting the ELL program codes.

# 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 AS 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!

# ONLY Number 2 Pencils on Answer Sheets!
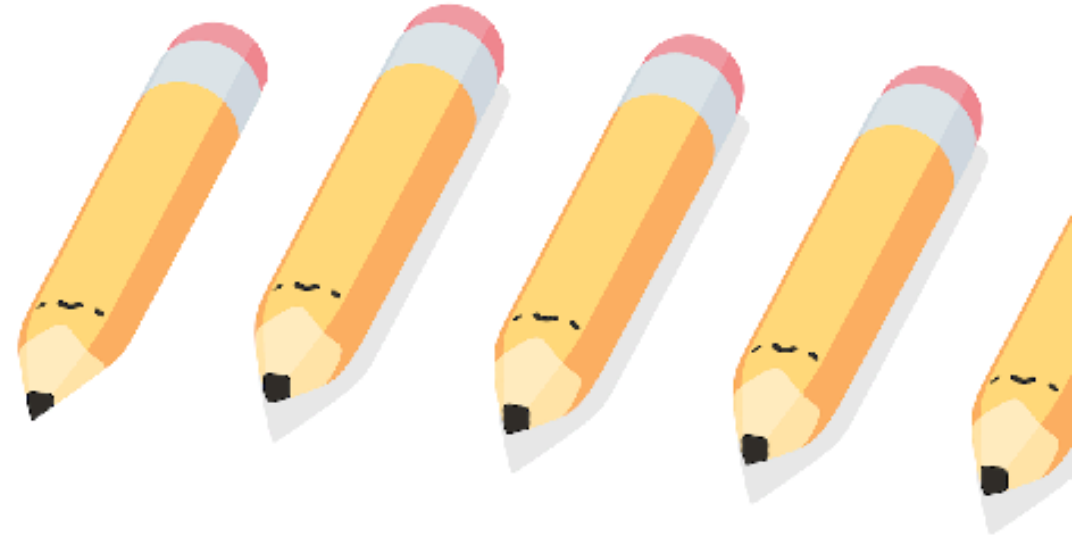
- No Pens
- No Erasable Pens
- No Pencils *other than* Number 2
- No Red Pens or Pencils
- No Highlighters
- No **Markers**

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

# 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."

Eastern Suffolk
BOCES

# Reminder: K-2 Transcriptions

- Students in grades K-2 (NYSESLAT levels 1, 2, and 3) will circle their answers in the test booklet rather than darkening bubbles on the answer sheet.

- Remember to transcribe the students' Listening and Reading responses onto the scannable answer sheets exactly as the students marked them in the booklets.

- Transcribers MUST record their names on the answer sheets in the space labeled "Print Transcriber's Name."

- **Double-check that all K-2 responses have been transcribed onto answer sheets before delivering answer sheets to ESBOCES, and before bringing booklets for scoring and/or returning to MetriTech. You will not be able to get them back from MetriTech!**

# Returning Scorable Materials:
## Answer Sheets

**Return Count Sheets with each Level:**

- Please fill out the entire form and provide us with the name and phone number of the Testing Coordinator.

- Sheet counts must be accurate.

- Count the *ACTUAL SHEETS,* not the students listed on the rosters.



Cover Sheet for Returning NYSESLAT Answer Sheets to Eastern Suffolk BOCES 2024

Eastern Suffolk BOCES
Educational Services That Transform Lives

Test: NYSESLAT Level 1                Date Due: June 7, 2024

| District | «District_Name» |
| --- | --- |
| Date | |
| Test Scoring Coordinator | |
| Phone # | |

*You must keep the answer sheets separate by Test Level.*

| Level 1 (Grade K) | Sheet 1 |
| --- | --- |

*Please return your documents in the following order by district; top down*
- ☐ Cover sheet with count filled in
- ☐ Class rosters with notations-reason test not taken
- ☐ Reason coded answer sheets
- ☐ Complete answer sheet 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 or locked in Level 0.*

*Print Name:* _____ *Date:* _____

*Signature:* _____

TEST SCORING
DO's AND DON'Ts
2024

**DO**
- Return sheets in an orderly and neat pile
- Include class roster when returning sheets
- Make sure new students are entered into Level 0
- Check all sheets for accuracy and lightly erase any stray marks
- Recopy any damaged sheets and retain the original
- Place the barcode label on the front cover of the booklet the student is using for written responses
- Verify that the name on the barcode label matches the handwritten student name

**DON'T**
- DO NOT submit post-it notes or paper clips on answer sheets
- DO NOT submit blank paper to separate buildings or rooms
- DO NOT submit more than one answer sheet for each student
- DO NOT place barcode label any other place except for the front cover of the test booklet for written responses

# 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);
  - <u>Used</u> *extra* answer sheets;
  - **All** other answer sheets with preprinted student information.

- 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
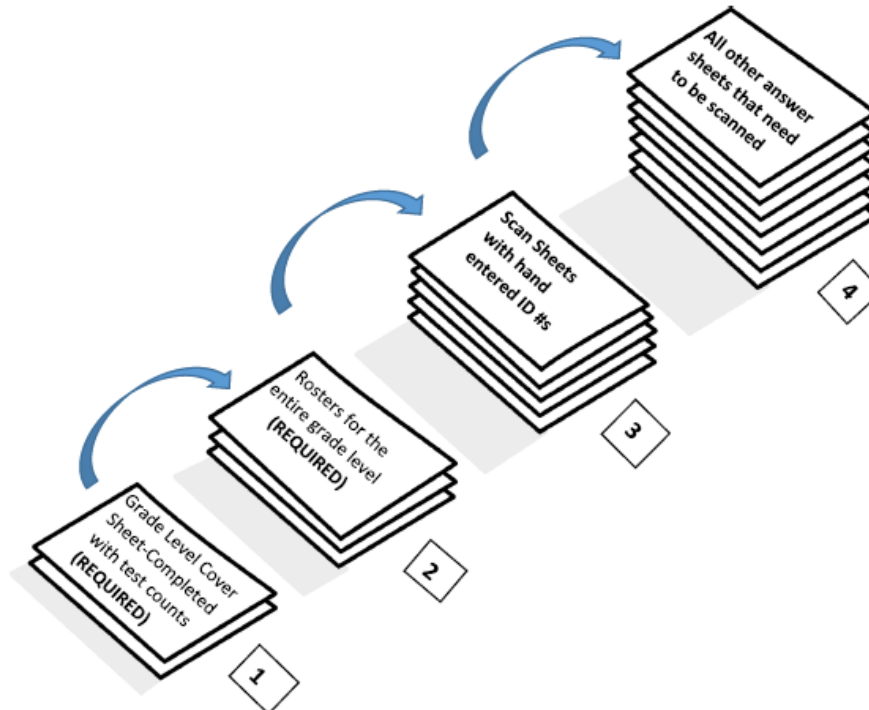
# Returning Scorable Materials:
## Answer Sheets

**THIS:**

**NOT THIS!**

# Second Pull
*Our goal is to use as few extras as possible!*

- We will deliver preprinted class rosters, labels and answer sheets for those students that were entered into Level 0 *after* our original pull.

- The rosters, labels and answer sheets will be delivered just prior to the administration date of the assessment.

Please distribute these materials on arrival.

# 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.

# Validity Rules

**All Validity Rules can be found in the SIRS Manual and in the School Administrator's Guide.**

- **93** - Medically Excused
  Rule: Code overrides any answer or score bubbles.

- **95** - Not Enrolled for Entire Test
  **Rule: Answer or score bubbles override code.**

- **96** - Refused to take the Entire Test
  Rule: Code overrides any answers or score bubbles.

- **97** - Administrative Error
  Rule: Code overrides any answer or score bubbles.

- **99** – Absent/No Valid Score
  Rule: Code overrides any answer or score bubbles.

# Returning Materials for Scoring

ANSWER BOOKLETS



Eastern Suffolk BOCES

# Come to the PACKAGING & DELIVERY workshop!

Preparing and packing booklets for scoring with OSC

==may differ from what's stated in the SAM!==

This workshop will provide MUCH more detail on packaging for returning scorable materials:

**May 8th – 10:00am-11:00am over Zoom**

*The following slides provide a brief overview…*

# TWO Barcode Labels

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

If a student does not have an SDS barcode label, write their full name, ID, and DOB on the booklet cover.

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

SDS/RIC barcode goes HERE.

NOT HERE!
Leave space BLANK!

**New York State English As A Second Language Achievement Test**

**NYSESLAT**

Name: *Student Name*

School 777    Gr 03
999999999 - LastName, FirstName

Grades 3-4    Test Booklet 2025

g/Writing

12T1650429

Place Scanning Center pre-ID label here.

Place MetriTech Inc. preprinted ID label here.

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

NY0000512a

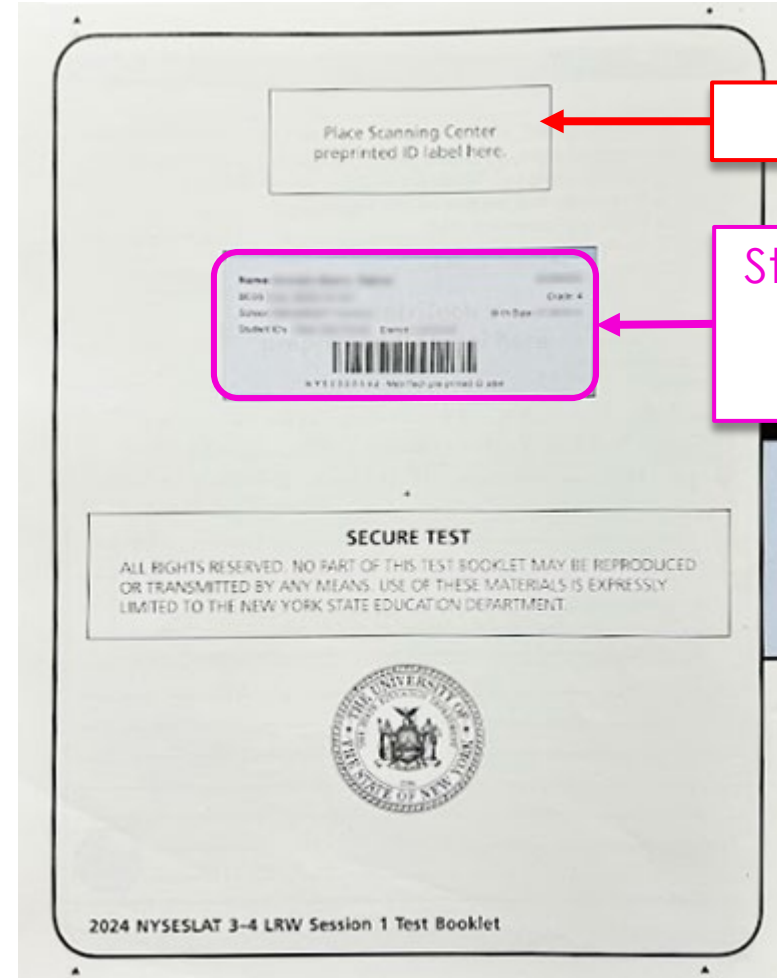NYSESLAT 1–2 LRW Session 3

# Barcode Labels Done Correctly



Student ID Label provided by **BOCES**
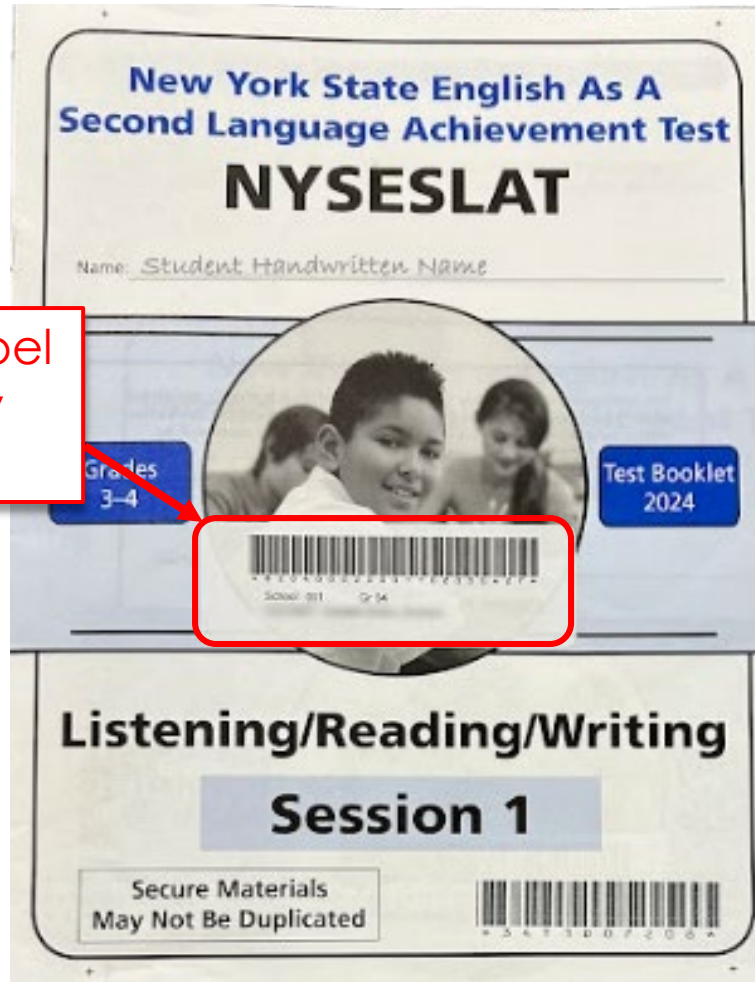
No label here

Student ID Label provided by **MetriTech**

# If there's no student barcode label…

If a student does not have a preprinted SDS barcode label with their name/ID, **HAVE AN ADULT write** the following on the front cover of the booklet:

- Full name
  - *HAVE AN ADULT rewrite the student's full name so it's legible!*

- The student's local ID number

- The student's date of birth



We often can't read kids' handwriting!

An <u>adult</u> should neatly write the student's:
**Name**
**Local ID #**
**DOB**

# Preparing NYSESLAT 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.
  - SEPARATE ANSWER SHEETS FROM BOOKLETS!
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets MUST NOT be removed from the test booklets.
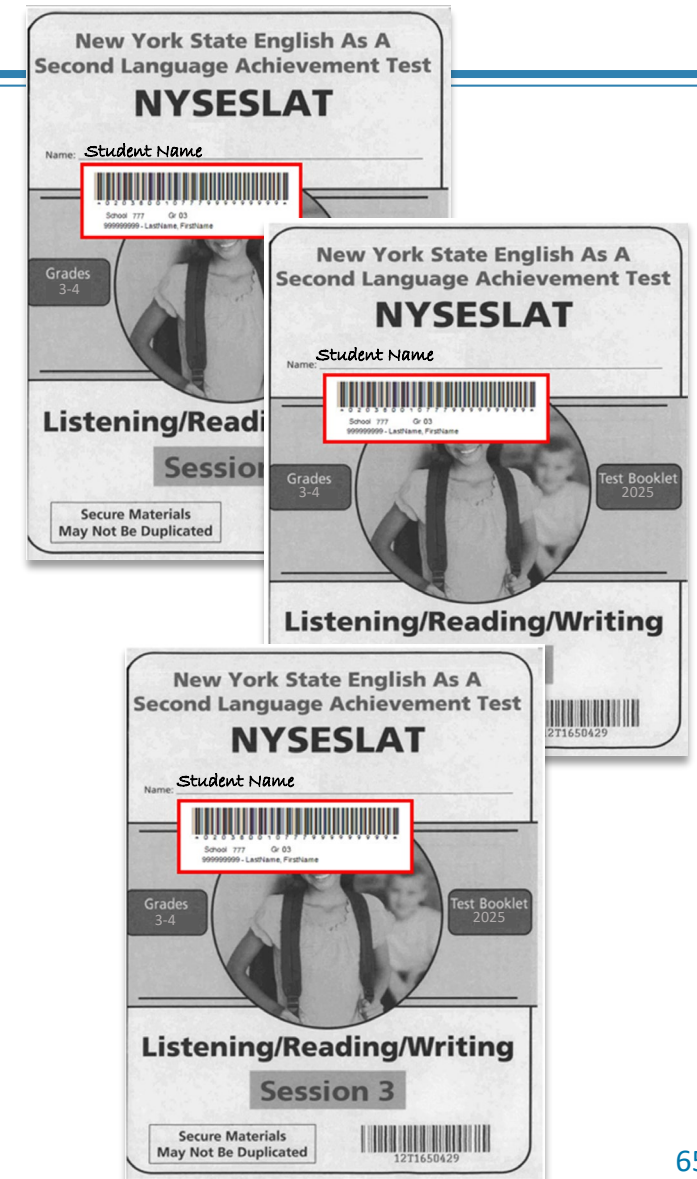
# Prepping for Booklets Scoring



- Number of Booklets (a reminder):
  - **Grades 1-12:** THREE Booklets
  - **Grade K:** ONE Booklet only (Writing)

- If a student completed *any session* of the exam, submit <u>all</u> booklets, *even if one is blank* (Exception: Refusals).

- If a student did NOT take *any* part of the test (all their booklets are unused), keep all booklets and return them to MetriTech with the other unused, non-scorable materials.
  - Make sure the answer sheet bubbles are completed for *Reason Not Tested*.

# Prepping for Booklets Scoring
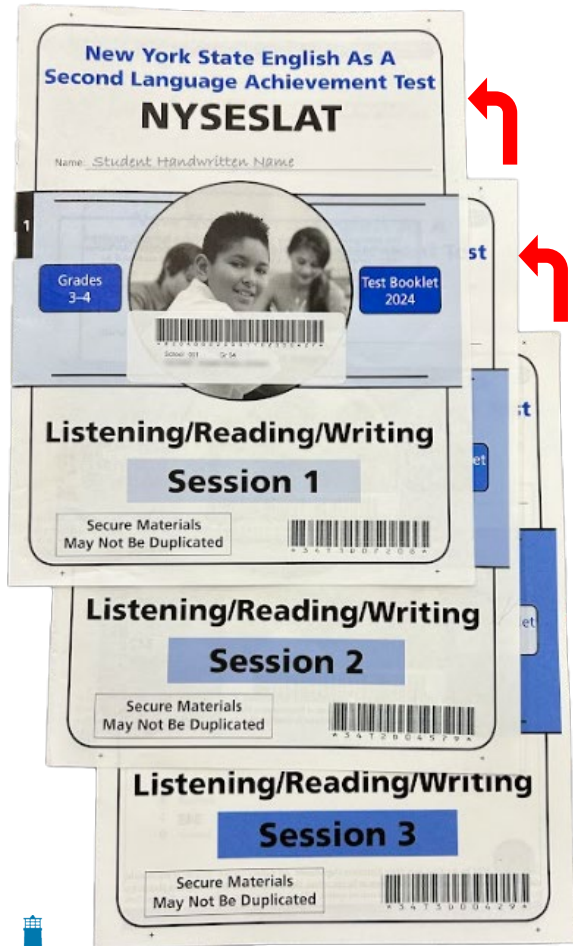
- For grades 1-12, nest the Session 3 booklet *inside* Session 2 booklet, and both inside the Session 1 booklet.

- Separate by *school building*.
  - **Boxes must contain only one building!** MetriTech's orange box labels are building-specific.

- Next, organize booklets by level (e.g. K, 1, 2, 3-4, etc.) and bundle <u>in groups of **10** students</u>, secured with a rubber band or in bags.
  - If you have a group that is less than 10 students, place a post-it note on top with the actual count so it can be double-checked appropriately.

# Packaging Booklets
## for scoring


THIS BOX IS TOO BIG


THIS BOX IS TOO SMALL


THIS BOX IS JUST RIGHT!

- Use appropriately-sized, sturdy boxes with lids and/or large envelopes.
  - Do not allow booklets to bend or fold whenever possible.
  - **Hint:** Use MetriTech boxes, and keep some to return non-scorable secure materials. Packages must have MetriTech's building label!
    - Packages will not be returned to schools.
- Include a *copy* of the roster for that group of students inside the package.


THE GOLDILOCKS RULE:
*Just Right!*

# "Special Case" Accommodated Booklets

- *Special Case* booklets are those requiring special handling.
- These booklets get packaged in a large manila envelope, then placed in the top of that building's 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: _____

Special Case

Number of Special Case Students in Envelope: _____

District: _____

Building: _____

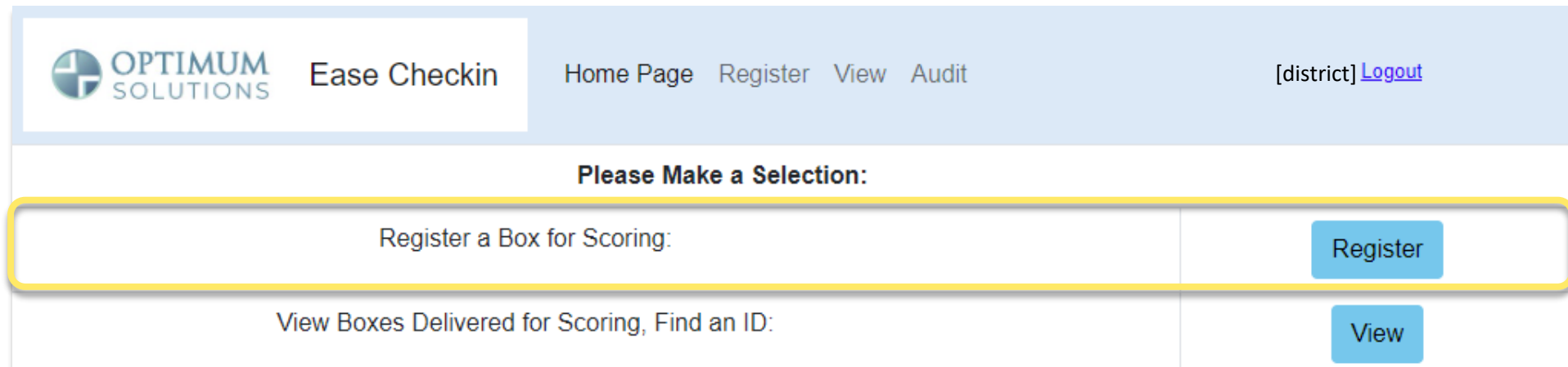| Student Last Name | Student First Name | Student ID | Type of Special Case Exam (X) | | |
|---|---|---|---|---|---|
| | | | Large Print | Braille | Scribed or Word Processed |
| | | | | | |
| | | | | | |
| | | | | | |

- *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.

# 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. If you don't know the login, first check with your ELA/Math/Science Testing Coordinator. If you need the password reset, contact scoring@esboces.org.

# Registering Packages of Booklets with OSC

Select a Building:

| School Name ▼ |
| -- Select Building -- |
| (Multiple Buildings) |
| (Out Of District) |
| School Name |

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

Select a Building:

-- Select Building -- ▼

**We Have:**

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

☐ Grade Kindergarten ☐ Grade 1 ☐ Grade 2

☐ Grade 3-4 ☐ Grade 5-6 ☐ Grade 7-8

☐ Grade 9-12

Add Box(es) +

No Buildings Added.

Add boxes brings up the screen on the next page…

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

# Printing OSC Package Labels

Click 'Print' to print the box label.

# Packaging Booklets in Prep for Intake/Scoring and Return to MetriTech

- Each package must have the correct OSC labels attached.
  - Boxes: Attach the label to the short-end of the box
  - Envelopes: Attach the label to the front of the envelope.

- Place the orange MetriTech label on the package as well, if there isn't one already.
  - *Ensure the MetriTech label matches the **building** represented inside the package!*

- 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** and **MetriTech Building Labels**.

- Deliver scorable materials to ESBOCES at ISC Sequoya.
  - **Arrive 15 minutes prior** to your scheduled appointment 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.

# Post-Test:
## Returning Materials to MetriTech

- **Scored Materials** are returned to MetriTech by the Lead Scoring Entity, after all tests are scored.

- **Non-Scorable Secure Materials** must be returned to MetriTech <u>by the school</u>.
  - Use original boxes, labeled by school building.

- Place the bright/fluorescent blue "Shipping Form" inside of Box #1.

- There should already be a bright orange MetriTech label on the box with the building's name. If it's not viable, apply a new one. Complete the "Return Box" counts.

- Affix the Return Shipping Label (one per box) <u>over</u> the original shipping label. Arrange for shipment.
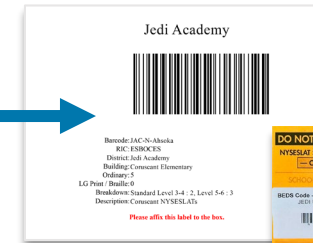
Any materials mistakenly packed with secure materials and sent to MetriTech will NOT be available for return to schools.

# What Codes Mean

Performance levels and exiting ELL services

Eastern Suffolk
BOCES

# Performance Levels

| Performance Level & Code | Description |
| --- | --- |
| 31 – Entering | Beginning |
| 32 – Emerging | Low Intermediate |
| 33 – Transitioning | Intermediate |
| 34 – Expanding | Advanced |
| 35 – Commanding | Proficient |
| 93 – Medically Excused | Not Tested Reason |
| 95 – Not Enrolled at Time of Test | Not Tested Reason |
| 96 – Refusal | Not Tested Reason |
| 97 – Administrative Error | Not Tested Reason |
| 99 – Absent/No Valid Score | Not Tested Reason |

# Performance Level Descriptions

| Level | Description of English Language Proficiency Level | |
|---|---|---|
| **Entering (Beginning)** | A student at the Entering level has great dependence on supports and structures to advance academic language skills and has not yet met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). | **Eligible for ELL Services** |
| **Emerging (Low Intermediate)** | A student at the Emerging level has some dependence on supports and structures to advance academic language skills and has not yet met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). | |
| **Transitioning (Intermediate)** | A student at the Transitioning level shows some independence in advancing academic language skills, but has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). | |
| **Expanding (Advanced)** | A student at the Expanding level shows great independence in advancing academic language skills and is approaching the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). | |
| **Commanding (Proficient)** | A student at the Commanding level has met the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts (settings). A student at this level is no longer considered an ELL student, but is entitled to receive two years of Former ELL services. | **Not Eligible for ELL Services** |

From the Parent Information Brochure

# Exiting ELL Services

Students whose ELL status has ended must be reported with one of the following Reason for Ending Program Codes for Program Service Code 0231 – *ELL Eligible*:

- **3011 – *ELL Eligibility Exit Using NYSESLAT score only***. Report ENL Program in that year for the students.

- **3022 – *ELL Eligibility Exit Using NYSESLAT score and NYSTP or Regents score***. Report ENL Program in that year for the student.

- **3045 – *ELL Eligibility Exit based on review of identification determination***.

**Final Thoughts**

Are You Ready?

Eastern Suffolk
BOCES

# Quality Control Quick Review



## Quality Control Check List

Eastern Suffolk BOCES
Educational Services That Transform Lives

*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, carefully 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. (*Torn or damaged sheets cannot be processed. See the School Administrator's Manual for guidelines.*) |
| √ | **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 with 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 (*if applicable*) must be bubbled in. |
| √ | **Check Answer Sheets to be sure Constructed Responses are scored, if appropriate.** *Missing score bubbles will impact the final score.* |
| √ | **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 must 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.
- Do not report Admin Errors to SED until you are sure they are really Admin Errors. Check with SDS first!

**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 was DUE MARCH 10th.

- Booklet prep and packaging for Full-Service Scoring with OSC World **differs** from the instructions in the SAM.
  - *Remember to sign up and join our virtual "Packaging & Delivery" workshop!*

- Each booklet with written responses needs the student barcode label from SDS on the front cover, and the MetriTech student label on the back cover.

- Each package needs a MetriTech orange building label on it. Scorable materials packages also get an OSC World label.

- 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.



TEAM WORK



QUALITY MANAGER, YOU ARE.

LEAD THE TEAM, YOU WILL.

QM

# 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

- **NYSESLAT Information from State Ed:**

  https://www.nysed.gov/state-assessment/nyseslat-general-information

- **NYSESLAT School Administrator's Manual will be posted here:**

  https://www.nysed.gov/state-assessment/nyseslat-school-administrators-manual

- **SIRS Manual:** http://www.p12.nysed.gov/irs/sirs

# 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.

- **MetriTech**
  - Email: NYSESLAT@metritech.com   |   Call: 800-747-4868
    - For errors in shipment of secure test materials.
    - Tip: CALL US FIRST, before waiting on hold with MetriTech.

# 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

# Workshops

- Quality Control (for administration of CBT & PBT)
  - March 14th (NYSESLAT only) – 1:00pm-4:00pm
  - March 21st (NYSESLAT only) – 9:00am-12:00pm
  - April 10th RBERN L.I. Bilingual/ENL Coordinator's Networking Meeting – 9:00am-12:00pm

- Packaging & Delivery (of answer booklets for Full-Service Scoring)
  - May 8th (NYSESLAT only) – 10:00am-11:00am over Zoom

# Final Thought

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

TEAM NYSESLAT

EAT
SLEEP
NYSESLAT
REPEAT

# YOU GOT THIS!

We strive for perfection but will *settle* for mere excellence!