

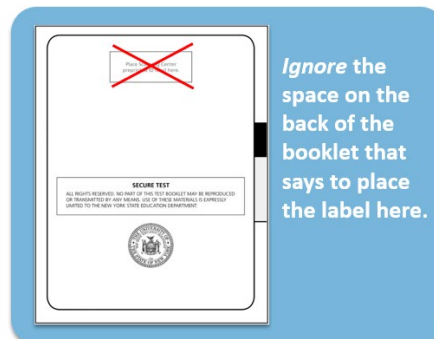
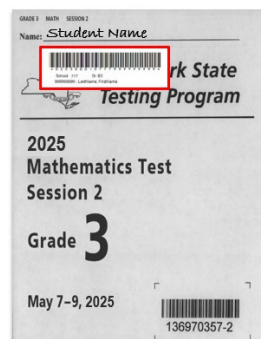
NYS 3-8 Assessment Intake Prep Quick-Reference Guide 2025

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Preparing your Constructed Response Booklets after Test Administration Ends:

- Separate *Constructed-Response Test Booklets* from the Multiple-Choice Test Booklets and Answer Sheets. The following booklets need to be prepped, packaged, and brought to Intake for scoring:
 - ELA:** Session 1 booklet and Session 2 booklet
 - Nest Session 2 *inside* Session 1 for each student.
 - If a student is missing a booklet due to an absence or refusal and cannot make it up, do not return either booklet for scoring (absent/refused overrides all scores).
 - Math:** Session 2 booklet
 - Science:** Test booklet (there's only one session)
- Include booklets for students who *attempted all parts* of the test (i.e. not refused or absent), even if tests are incomplete.
- Verify that all booklets of the same subject, grade-level, and format have the same number of pages as when delivered to the district.*
 - Do not remove blank pages** at the back of the test booklets.
 - *For Math Grades 5-8, **you must remove the Math Reference Sheets** from each booklet.
- Remove paper clips, staples, post-it notes, and extraneous papers from booklets (so they can be scanned).
- Place pre-printed student barcode labels on the front covers of the booklets containing students' written responses, under the student's handwritten name.
 - Do NOT place student labels on in the space on the back cover of the booklet.
 - See *Missing Student Barcode Label* on page 3.

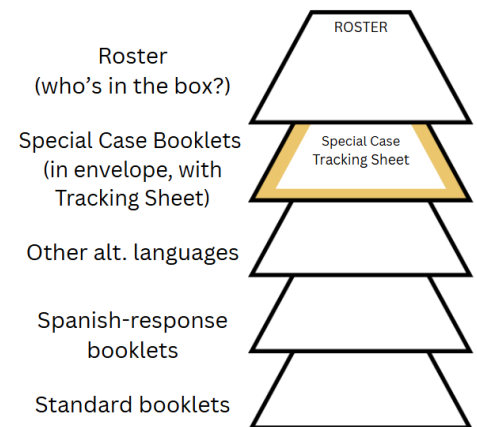


Packaging Your Booklets:

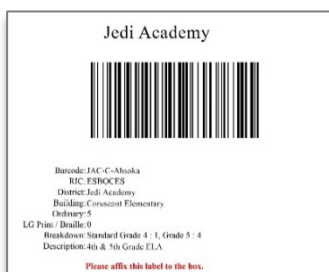
1. Organize your booklets. They must be separated and grouped as follows:
 - a. Separate booklets by **Subject**. There can only be one subject per package!
 - b. Then, separate/group booklets by **school building/location**.
 - c. Next, separate/group by **grade-level**.
 - d. Finally, separate/group by **type of booklet**:
 - i. English-language booklets
 - ii. Spanish-language booklets (math/science only)
 - iii. Translated booklets in languages other than English and Spanish.
 - iv. Special Case accommodated booklets (large print, word-processed, scribed, Braille)
 1. See *Special Case Booklets* on page 4.
2. Within each organized grouping, make sets of 25 students' booklets and gather them with a rubber band or through some other means.
 - a. If a set has less than 25 students, place a post-it on top indicating the exact count of students.

3. Pack sturdy boxes/packages/envelopes with those separated sets of 25 students.

- a. If small enough, multiple buildings and grades can be placed into one box or envelope.
- b. Ensure the package suits the quantity of tests.
- c. If combining different types of tests in one box, place them in as follows:
 - i. Standard booklets at the bottom;
 - ii. Spanish-response booklets on top of those;
 - iii. Other alternate languages next;
 - iv. Special Case booklets in their envelope;
 - v. Roster of students in that box, on top



4. Register packages on OSC's website <http://status.oscworld.com/intake>.
5. Print each "Package Label" from the OSC website and **affix to the short-end of the box or front of the envelope** so as not to interfere with the opening of the package in any way.



Missing Student Barcode Label:

Pre-Printed Student Barcode Labels are created by the Student Data Services (SDS) and sent to schools along with printed answer sheets. SDS is also known as the Regional Information Center (RIC).

1. If a student has **no Barcode Label** at all, have an adult* neatly write student's **full name, ID number, and Date of Birth**, on the *front cover* of the booklet.
 - a. If the student *has* a barcode label but it's been misplaced, **write the entire 21-digit barcode number** onto the front cover of the booklet, under the student's name.
 - b. The student's scores will be aligned with the correct student by Student Data Services.



**An adult with neat handwriting should write these student identifiers... it's important that everyone can read them, and students' own handwriting is sometimes difficult to decipher.*

Assessments in Languages Other Than English (for Math and Science only):

1. Tests with responses written in Spanish will be both translated and scored by OSC's team.
2. Tests with responses written in any languages *other* than English and Spanish must first be translated in-district, prior to packaging booklets for intake.
 - a. Translators will scribe the English translations beneath the student's home language responses in the booklet.
3. When using an official Alternate Language Edition of a test, a student is provided with the English copy and the Alternate Language copy. Only submit the booklet that contains the student's responses.
 - a. *The student's barcode label should be placed on the booklet containing the responses!*
4. Alternate language booklets should be banded together separately, and placed at the top of a box.
 - a. Group tests by building, grade, and *language*:
 - i. All Spanish versions must be grouped together.
 - ii. All other booklets containing both the student's home language responses and the English-translations should be organized in order, then grouped together.
 - b. Include a post-it note on top of each group, indicating the count of students.

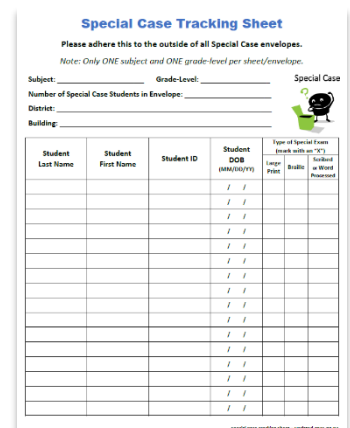
Special Case Booklets:

1. *Special Case* booklets are accommodated booklets requiring special handling for scoring.
2. Special Case booklets get packaged separately, in a large envelope or resealable bag with a “Special Case Tracking Sheet” taped to the front.
3. Notes about specific booklets types are below:

Large Print Versions	<ul style="list-style-type: none"> • Responses do not need to be transcribed into standard booklets. This differs from the SAM!
Scribed Tests	<ul style="list-style-type: none"> • Procedures vary slightly by subject. Refer to the SAM. • Write what the student dictates on separate sheets of paper, allowing the student to make adjustments and revisions. • Write the student’s Name, ID Number, and DOB on each sheet used for dictation. • Transcribe the student responses carefully from the dictation sheets into the booklet, and attach the sheets of paper containing the original transcription to the back cover of the booklet using a single staple.
Work-Processed Tests	<ul style="list-style-type: none"> • Make two copies of the word-processed responses. • Using the first copy, cut and tape the typed responses into the response area for the correct question numbers. • Staple the 2nd copy to the back cover of the booklet with a single staple, ensuring the student’s full name, ID, and DOB are written on each page.
Braille Versions	<ul style="list-style-type: none"> • Translate and transcribe the student’s responses into a standard booklet exactly as recorded. • If any separate sheets were used for transcription, include the student’s name, ID, and DOB on each sheet and staple them to the back cover of the standard booklet. • For intake, include both the Braille booklet and the standard booklet containing the transcribed responses. <i>Place the student’s barcode label on the standard booklet containing the transcribed responses!</i>

4. Place special case booklets into an envelope or resealable bag, and tape a Special Case Tracking Sheet to the outside.

- a. Place completed Special Case envelope on top of grouped booklets in the box. Include these students in the count for your roster and OSC “Package Label”
- b. If the special case envelope doesn’t fit inside a box, create a separate OSC “Package Label” for the envelope.



Special Case Tracking Sheet
Please adhere this to the outside of all Special Case envelopes.
Note: Only ONE subject and ONE grade-level per sheet/envelope.

Subject: _____ Grade-Level: _____ **Special Case**
 Number of Special Case Students in Envelope: _____
 District: _____
 Building: _____

Student Last Name	Student First Name	Student ID	Student DOB (MM/DD/YYYY)	Type of Special Exam		
				Large Print	Braille	Scribed or Word-Processed

Special Case Tracking Sheet - updated 07/18/21