

School Data Bank Services

Educational Support Services • Working Together for Excellence

Packaging & Delivery of PBT Assessment Booklets for the scoring of **Constructed Response questions on NYS Gr. 3-8 ELA & Mathematics and Gr. 5 & 8 Science**

School Data Bank Services: Assessment Services

Full-Service Scoring with OSC World

Lauren Lewonka, Administrative Coordinator



Welcome to our Packaging & Delivery Workshop for NYS 3-8 Assessments Booklets!

Please follow our Zoom Norms & Group Protocols:

- Please rename yourself to your **full name**.
- Please enter your **name** and **district** into the chat.
- Please **mute** when you are not speaking.
 - We will be recording.
- Ask questions by entering them into the chat.
 - Our Support Team will monitor the chat.

*Materials from today's workshop will
be shared with all attendees.*



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Purpose

- Review procedures necessary to ensure the accurate and complete submission of paper answer booklets used in the administration of the NYS 3-8 Testing Program.
- Review requirements specific to Optimum Solutions Corporation (OSC World), which may differ from instructions in the School Administrator's Manual (SAM) or in other resources provided by the New York State Education Department (NYSED).



Who should be in this workshop?

Representatives from districts and schools who have selected **Optimum Solutions Corporation (OSC World)** as their *Lead Scoring Entity* (scoring vendor) and are therefore utilizing 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.



First, a recent update from the State...

- NYSED sent out an update to the *2025 Grades 6–8 Mathematics and Intermediate-Level (Grade 8) Science Computer-Based Tests Teacher's Directions* at the end of March.

- **The main point is this:**

Schools must not provide students a calculator during **Session 1** of the **Grade 6 Mathematics Test**

- Please ensure your schools are using the [updated Teacher's Directions](#). The updates to the teacher script for Math CBT are on pages 27 and 28 of this document.



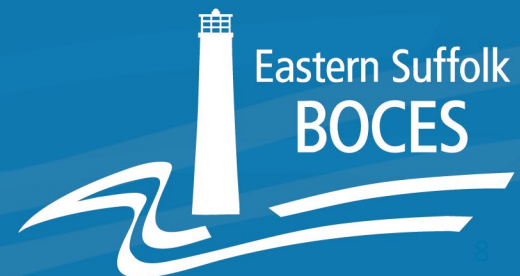
Agenda

- Review Test Formats/Designs, Admin Schedule, Intake Dates and Booklet Return Date
- PBT in a CBT World:
 - ✓ Situations requiring paper
 - ✓ ELL variations
 - ✓ Important Reminders
 - ✓ Required Nextera Session Code
- Accessing our Assessment Services webpage and Scoring website
- Answer Sheet Overview
- Preparing Booklets for Scoring:
 - ✓ General booklet prep
 - ✓ Student ID Labels
 - ✓ Subject-specific review of booklets requiring scoring
 - ✓ Prepping for packaging booklets
 - ✓ Special Case booklet procedures
 - ✓ Alternate Language/Translated Booklets
- Registering packaged booklets on OSC's Ease Check-in site
- Delivery/Intake Day Procedures
- After the Tests: Handling Test Materials
- Available Resources and Contacts



Test Design and Schedules

Format, Completion Time, Administration Schedule, Intake Schedule, Booklet Return



Test Formats/Designs

Resources:

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

The NYS 3-8 Assessments are 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](#) needing scoring and 2 answer sheets (no paper 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](#) (Session 2 only) needing scoring and 2 answer sheets (no paper 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](#) needing scoring and 1 answer sheet (no paper form letters).
- **Reminder:** 15% of the questions will assess content from the Performance Expectations covered in the *hands-on Investigations* that should be embedded in the curriculum throughout the year.



Average Completion Time

Subject & Grade Level	Average Time to Complete
Science Grade 5	Minimum 90 Minutes
Science Grade 8	Minimum 120 Minutes

See School Administrator's Manual (page 4) and the Educator Guides for each subject.

Subject & Grade Level	Average Time to Complete Session 1	Average Time to Complete Session 2
ELA Grade 3	60-70 Minutes	70-80 Minutes
ELA Grade 4	60-70 Minutes	70-80 Minutes
ELA Grade 5	80-90 Minutes	70-80 Minutes
ELA Grade 6	80-90 Minutes	90-100 Minutes
ELA Grade 7	80-90 Minutes	90-100 Minutes
ELA Grade 8	80-90 Minutes	90-100 Minutes
Math Grade 3	55-65 Minutes	60-70 Minutes
Math Grade 4	65-75 Minutes	65-75 Minutes
Math Grade 5	80-90 Minutes	70-80 Minutes
Math Grade 6	80-90 Minutes	75-85 Minutes
Math Grade 7	80-90 Minutes	75-85 Minutes
Math Grade 8	80-90 Minutes	75-85 Minutes



NYS 3-8 Administration Schedule

Updated 4/10/2025

Operational Test		Administration Window	Make-up Dates	Scoring Dates
Computer-based testing	Grades 3-8 English Language Arts	Monday, April 7 – Friday, May 23	Make-ups must be given within the testing window	Must be completed by Friday, May 30*
	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*
	Grades 3 and 7 Mathematics	Wednesday, May 7 – Friday, May 9	Monday, May 12 – Wednesday, May 14	Must be completed by Thursday, May 29*

1. For **ELA and Math CBT** grade-levels, each *school* must test *the entire grade* on the same two 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*, schools must adhere to the PBT testing schedule for these grades.

- For PBT-only grade-levels, each LEA should choose the same two days for each subject's test administration within the three-day window. Schools within the LEA should adhere to the same locally selected primary testing days to the extent this is feasible.



Intake Dates for Paper-Based Test Booklets

Main Intake Dates, 8:30 AM – 3:30 PM, by appointment only:

Wednesday, April 23rd

Wednesday, May 7th

Wednesday, May 14th

Appointments will be emailed and available on the Scoring Site.

Make-ups and last-minute drop-offs ONLY:

Friday, May 16th

8:30 AM – 2:00 PM

No appointment required.

All intakes take place at the Instructional Support Center (ISC) at Sequoya, in Holtsville.



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

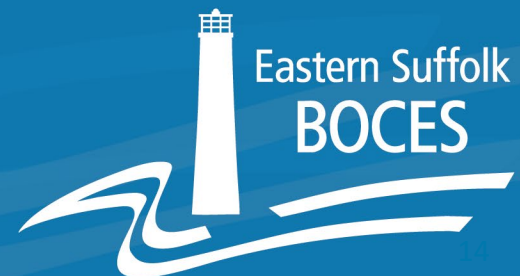
At ESBOCES ISC-Sequoia;

No Appointment Needed.



PBT in a CBT World

Why test on paper in computer-based grade-levels?



PBT in a CBT World

Why test on paper in CBT grade-levels?

- Paper-based tests may be administered to students in a CBT grade level that have an IEP or 504 Plan that indicates the student should test on paper.
- Eligible English Language Learners (ELLs) or former ELLs who require an alternate language edition of the Grades 3-8 Math or Grades 5 and 8 Science Tests may also test on paper.
 - **FAQ:** Which ELLs must test on paper?
 - **Answer:** Per OSC, Students *responding* in an alternate language must be tested using PBT.



PBT in a CBT World: ELLs Testing on Paper

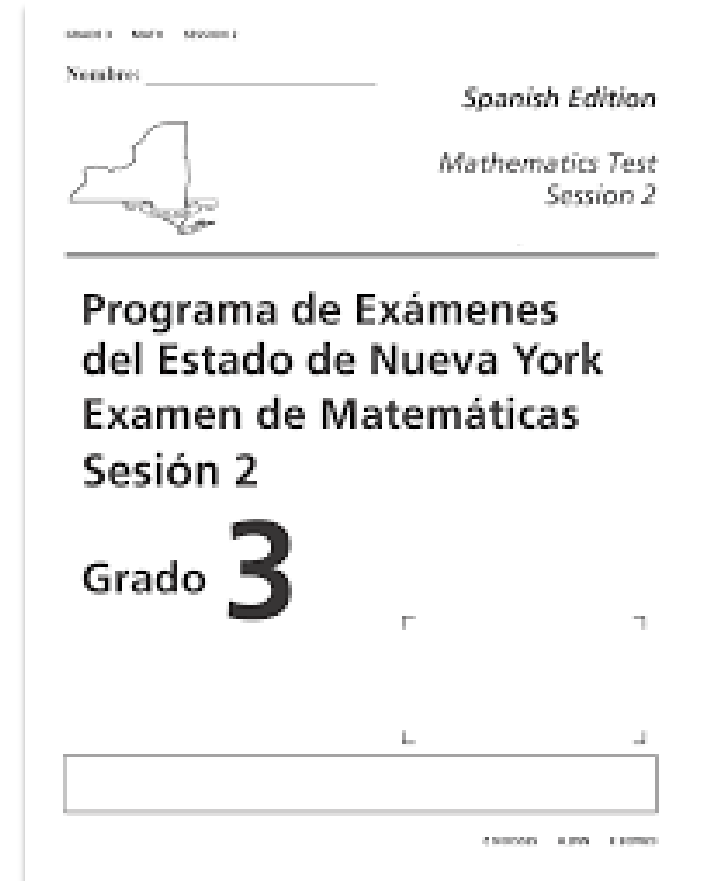
- Schools need to know which format is best for their students *before testing starts*.
 - The decision to test ELLs and former ELLs with CBT or PBT is a local decision based on the needs of the student.
- Optimum Solutions Corporation (OSC), your Lead Scoring Entity, requires the following:
 - Responding in an alternate language? **PBT**.
 - Requiring an oral translation (interpreter/scribe) for a low-incidence language? **PBT**.
- Students **may not** switch between CBT and PBT formats from Session 1 to Session 2. If an ELL or Former ELL needs to respond to the written constructed-response items in a language other than English, then **they must take the entire test on paper**.
 - NYSED recommends schools use the practice tests to help them make this determination.

Any student taking one session on CBT and the other session on PBT will be an **automatic administrative error**, and count against the district's Weighted Average Achievement Index under the ESSA Accountability system.



PBT in a CBT World: Alternate Language Editions

- Alternate language editions are available for Math and Science Tests in the following languages:
 - Arabic
 - Bengali
 - Chinese (simplified)
 - Chinese (traditional)
 - Haitian Creole
 - Korean
 - Russian
 - Spanish
- All alternate language editions will be paper editions.
 - Alternate language edition + English edition
 - If students are responding in an alternate language via PBT, they must **record all responses in only *one*** of the two editions.



PBT in a CBT World: Alternate Language Editions

- Whether responding in English on the CBT while making use of a printed Alternate Language Edition only as a reference, or responding in their home language on a PBT, indicate the accommodations and Alternate Language Edition used:

- PBT:** On the answer sheet

- CBT:** In Nextera Admin

➤ “Offline Testing Accommodations” tab

➤ Print Variations

- See the [Print Variations article](#) on CBT Support for additional information.

ELL Accommodations (Fill in as many as apply.)

- ☐ Separate location
- ☐ Bilingual dictionaries and glossaries
- ☐ Translated edition
- ☐ Oral Translation
- ☐ Responses written in native language

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

PBT in a CBT World: Low-Incidence Languages

- Math/Science tests can be translated orally into other languages for ELLs whose home language is one that does not have an Alternate Language Edition available.
- Students requiring an interpreter for an oral translation must be tested on paper, maintaining the student's handwritten responses along with the interpreter's scribed translation.
 - These will be packaged and processed separately, as they are likely to have attachments/additional due to the scribed translations.



PBT in a CBT World: Scoring Translations

- **OSC can only translate Spanish** for scoring.
- **All other languages must be translated in-district** and scribed within the booklet prior to intake day.

Updated 4/10/2025

ESBOCES may be able to provide information on available translation services.

Visit the [L.I. RBERN site](#) for more information.



PBT in a CBT World: Students Testing on Paper

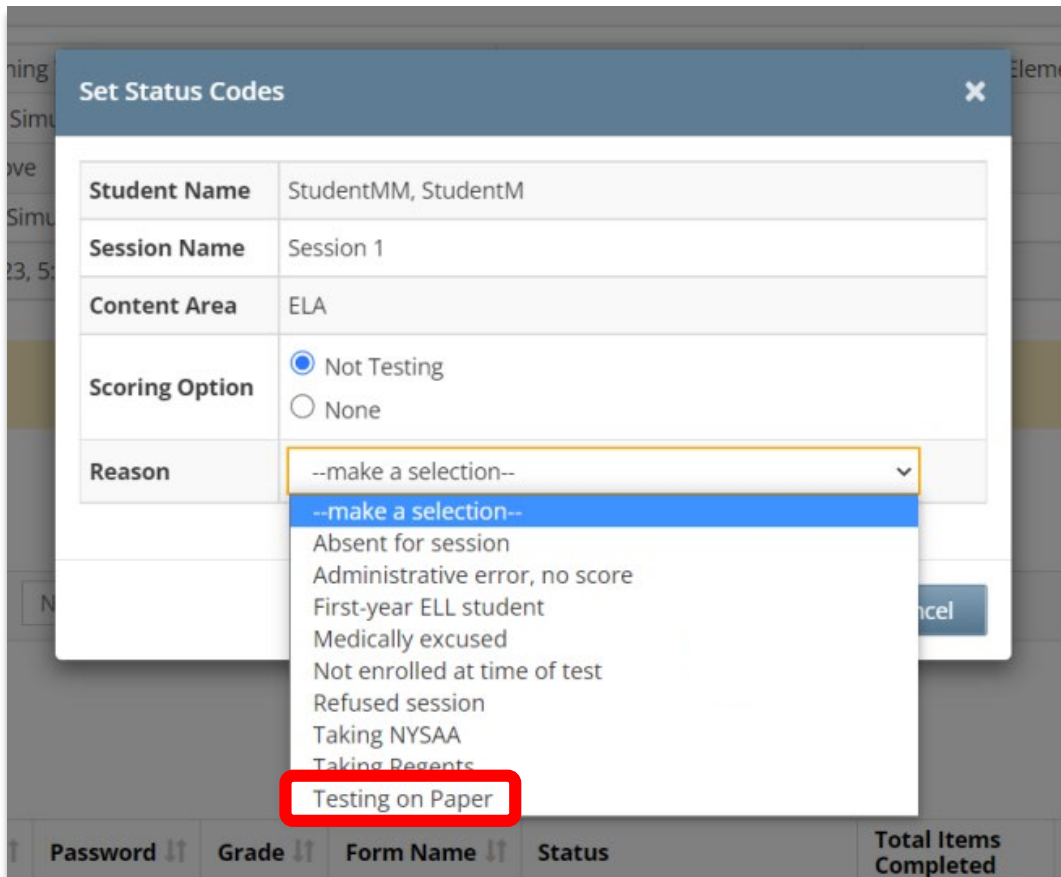
- Schools with students in a CBT grade-level that must test on paper due to any of these accommodations should **test on the same days as their CBT grade-level cohort/peers**.
- Make sure proctors are aware and have the needed paper-based materials for these students (as opposed to the login credentials).

REMEMBER: *Students **may not** switch between CBT and PBT formats between sessions 1 and 2. If a student with accommodations needs to respond to constructed-response items on paper, **they must take the whole test on paper.***



PBT in a CBT World:

CBT/Nextera Session Code for those Testing on Paper



The screenshot shows the 'Set Status Codes' dialog box in Nextera Admin. The fields are as follows:

Field	Value
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

IMPORTANT

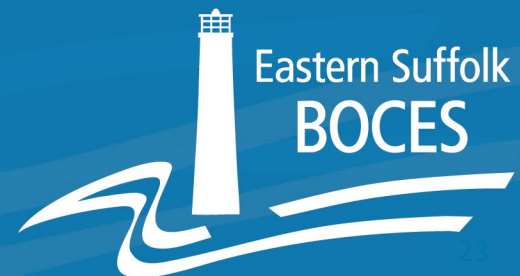
For all students with an accommodation of testing on paper in a CBT grade-level, schools must set the **Status Code** to **Not Testing** in Nextera Admin, and select “Testing on Paper” as the reason.

- The “Testing on Paper” Status Code is exclusive to CBT and can only be set in Nextera Admin.
- This must be done for *every* student testing on paper in a CBT grade-level.
- See the [CBT Support](#) page for more information.
- Contact Student Data Services (dwtshelp@esboces.org) with any questions about Nextera.
 - [CBT Student Transfer Request Form](#)



Our Assessment Services Site

Navigation and Access to the Scoring Registration/Scheduling Site



Access the Assessment Services – Scoring & Training site

The screenshot shows the Eastern Suffolk BOCES website. The header includes social media icons (Facebook, YouTube, Instagram, LinkedIn) and a 'HOME' link. The main navigation bar contains links for 'About Us', 'Programs & Services', 'Courses', 'For Parents', 'District Resources', and 'Schools'. The 'Programs & Services' dropdown menu is open, displaying a list of services. The 'Assessment Services - Scoring & Training' option is highlighted with a yellow box. To the right of the main navigation, there are links for 'Directory', 'Calendar', 'Locations', 'Careers', 'For Staff', and a search icon. The background of the website features a construction site with wooden framing. On the right side, there are buttons 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

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

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

- This is where you completed your district's registration for full-service scoring.
- You can return here to find your intake appointment times.

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

School Data Bank Services

Levels of Service

Assessment Services - Scoring & Training

CoSers 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 closed on March 10, 2025.

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

WORKSHOPS: Prepare for the accurate submission of answer materials

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

PAST WORKSHOPS:

- [Quality Control Workshops](#)
 - [2025 Quality Control Workshop slides - ELA, Math, and Science](#)
 - [2025 Quality Control Workshop slides - NYSESLAT](#)

COMING SOON/REGISTER NOW:

- [Packaging and Delivery Workshops](#)

Resources for Booklet Scoring Intake

- [2025 Test & Intake Schedule](#)
- [2025 Quality Control Workshop slides - ELA, Math, and Science](#)
- [2025 Quality Control Workshop slides - NYSESLAT](#)
- [OSC World - Package Registration Website](#) (for registering packages of booklets you're bringing/sending for scoring)



Logging in to the Scoring site

Grades 3-8 and NYSESLAT Scoring

Scoring Registration & Booklet Intake

Registration for full-service scoring closed on March 10, 2025.

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

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

Enter your Username
and Password to begin.

Username:

Password: [Forgot Your Password?](#)

Login

Click "Forgot Your
Password?" to
reset if needed.

[Assessment Training and Scoring Documents](#)

Questions? Contact our Assessment Services Support Team:
631-244-4243
scoring@esboces.org



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 under each corresponding subject column.

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	Completed
Registration				
Intake	Completed	Completed	Completed	Completed
Preferences				
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	1:10 PM

OSC Login Info

Arrive 15 minutes prior to your appointment time.

Any Questions? Contact us at scoring@esboces.org

School Data Bank
Services

Levels of Service

[Assessment
Services - Scoring
& Training](#)

CoSers 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

Assessment Services - Scoring & Training

Grades 3-8 and NYSESLAT Scoring

Scoring Registration & Booklet Intake

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

WORKSHOPS: Prepare for the accurate submission of answer materials

Join us for our upcoming workshops as well as our Service Scoring intake:

PAST WORKSHOPS:

- [Quality Control Workshops](#)
 - [2025 Quality Control Workshop for Social Studies and Science](#)
 - [2025 Quality Control Workshop for Social Studies and Science](#)

COMING SOON/REGISTER NOW:

SCROLL
DOWN



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

WORKSHOPS: Prepare for the accurate submission of answer materials

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

PAST WORKSHOPS:

- [Quality Control Workshops](#)
 - [2025 Quality Control Workshop slides - ELA, Math, and Science](#)
 - [2025 Quality Control Workshop slides - NYSESLAT](#)

COMING SOON/REGISTER NOW:

- [Packaging and Delivery Workshops](#)

OSC World Ease Check-in Website:
Register packages of booklets and print package labels prior to intake.

Also posted on our site:

- Intake Schedule
- Workshop flyers and slides
- Packaging & Delivery workshop Videos (once complete)
- Special Case Tracking Sheet
- Instructions for registering packages of booklets on OSC's "Ease Check-in" site (for creating package labels)

Resources for Booklet Scoring Intake

- [2025 Test & Intake Schedule](#)
- [2025 Quality Control Workshop slides - ELA, Math, and Science](#)
- [2025 Quality Control Workshop slides - NYSESLAT](#)
- [OSC World Ease Check-in Site - Prior to intake, register your packages of booklets for scoring and print OSC package labels.](#)
 - [Video: How to Register Packages & Print Package Labels for Intake](#)
- [Special Case Tracking Sheet](#)
- [2025 Booklet Return - District Pick-Up Date Flyer](#)
- [2024-25 Pricing for the Scoring of Grade 3-8 ELA, Math, and Science Tests & NYSESLAT](#)
 - [How to Register for 2025 Full-Service](#)

+

Computer-Based Testing Re

+

Ordering Tests

SCROLL
DOWN

Select the tab for
“NYS 3-8 ELA/Math/Science”
to see related documents.

+ | Ordering Tests

Select assessment/subject to see related documents:

NYS 3-8 ELA/Math/Science

NYSESLAT

NYSAA

Scoring Intake Information:

- COMING SOON: 2025 Packaging & Delivery Workshop PowerPoint
- COMING SOON: 2025 Recording of Packaging & Delivery for Scoring
- COMING SOON: 2025 Quick Reference Guide for Packaging Assessments for Intake
- [Special Case Tracking Sheet](#)
- COMING SOON: 2025 OSC Package Registration Instructions

NYSED Resources:

- [2025 NYS 3-8 School Administrator's Manual \(SAM\)](#)
- [All Grades 3-8 ELA, Math, and Science Test Manuals, Educator Guides, and Teacher Directions](#)
- [NYSED Website of Resources for Grades 3-8 ELA and Math Tests](#)
- [NYSED Website of Resources for Grades 5 & 8 Science Tests](#)
- [Frequently Asked Questions Related to Investigations for the Elementary- and Intermediate-level Science Tests](#)

Questions?

Contact scoring@esboces.org or 631-244-4243

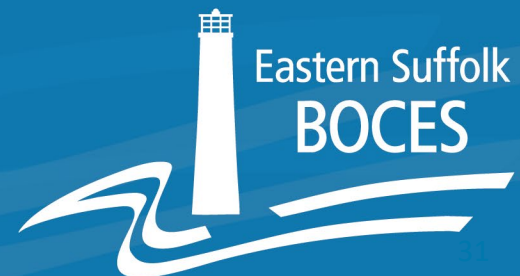
Vanessa Biagioli-Dittrich
Program Administrator

Lauren Lewonka
Administrative Coordinator

Eileen Jaeger
Senior Office Assistant

An Overview of Answer Sheets

Ensuring the data flows properly...



Sample Answer Sheets

SESSION 1

SESSION 2

ELA

2025 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

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

Session 1

2025

ELA 3

2025 NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

Session Codes

Session Not Tested

Scoring Committee #

MATH

2025 Grade 3 Mathematics Test

DO NOT WRITE ON THIS SIDE

2025

Math 3

2025 NYS Grade 3 Mathematics Test

FOR ADMINISTRATOR USE ONLY

Session Codes

Session Not Tested

Scoring Committee #

SCIENCE

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.

Session 1

2025

Science 5

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

FOR ADMINISTRATOR USE ONLY

Session Codes

Session Not Tested

Scoring Committee #

Students and adults must use
**ONLY #2 Pencils on
Answer Sheets!**



Accommodations

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	

IEP, 504 Plan, and ELL Accommodations: *“Fill in as many as apply.”*

Only select/bubble the accommodations *provided* to the student for this assessment.

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



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 final score.
 - Impacts the school's participation rate and accountability.
 - Suggestion: Wait until the end of the testing/make-up window to fill in any absent/refused bubbles.

The screenshot displays the 'FOR ADMINISTRATOR USE ONLY' section of the 2025 NYS Grade 3 Math test interface. It features two main panels. The top panel, titled 'Session Codes', contains two radio button options: 'Absent Session 1' and 'Refused Session 1'. The bottom panel, titled 'Reason Not Tested', contains four radio button options: 'Administrative error, no score', 'Not enrolled at time of test', 'Medically excused', and 'Taking NYSAA'. To the right of these panels is a vertical column of radio buttons labeled 'Alter'.

2025 NYS Grade 3 Mathem

2025

Session Codes

Absent Session 2
Refused Session 2



Reason Not Tested: Variations by Subject/Grade

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 NYSA

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 NYSA

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 NYSA
<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 NYSA
<input type="radio"/>	Taking Regents

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 NYSA
<input type="radio"/>	Took Science 8 in grade 7
<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.

Reason Not Tested:

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

Only ONE “Reason Not Tested” should be filled in or entered into Nextera (as the “Status Code”).

Best Practice: Enter the *Not Tested* Code into the Nextera Status Code, and shred the answer sheet.

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

**Complete
Status Codes
by May 30th!**

Updated 4/10/2025



Scoring elements

TS0614

Page 4

2025 NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

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

USE A No. 2 PENCIL

CORRECT: ●

INCORRECT: ✗ ⊗ ⊙

Session 2

Constructed Response

Question	Score Points	No Response
31	0 1	A
32	0 1	A
33	0 1	A
34	0 1 2	A
35	0 1 2	A
36	0 1 2	A
37	0 1 2	A
38	0 1 2 3	A

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 #

You are using *Full-Service Scoring* through BOCES with OSC as your scoring entity...

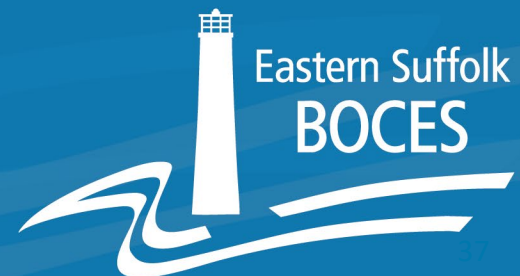
Leave all of these **BLANK** even if they say “required.” They will be completed by OSC:

- Constructed Response Score Points
- Scoring Model Code
- Scoring Committee #



Preparing Booklets for Scoring

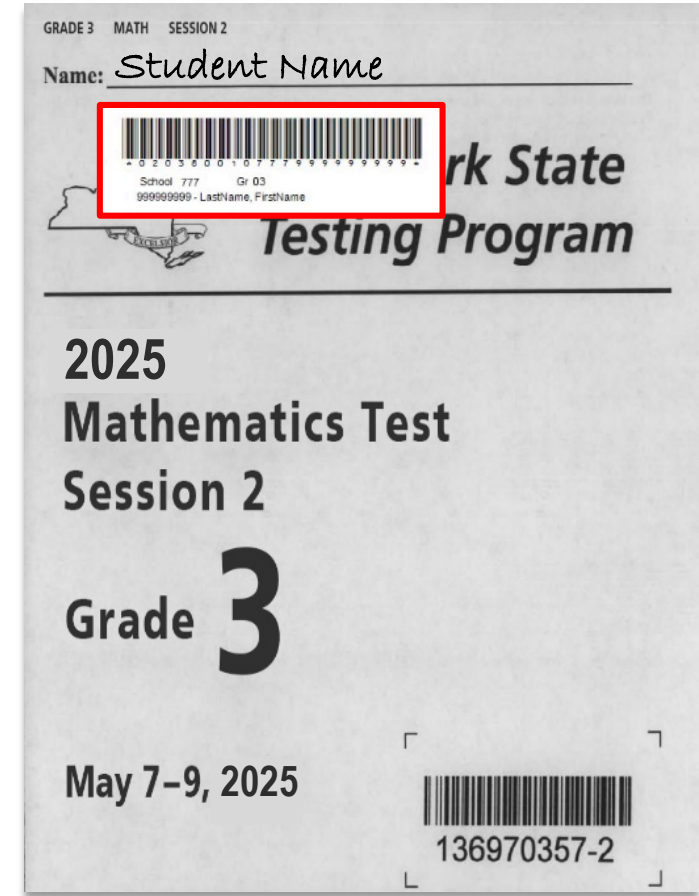
Remember: Quality Control takes place *before* Intake day!



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:

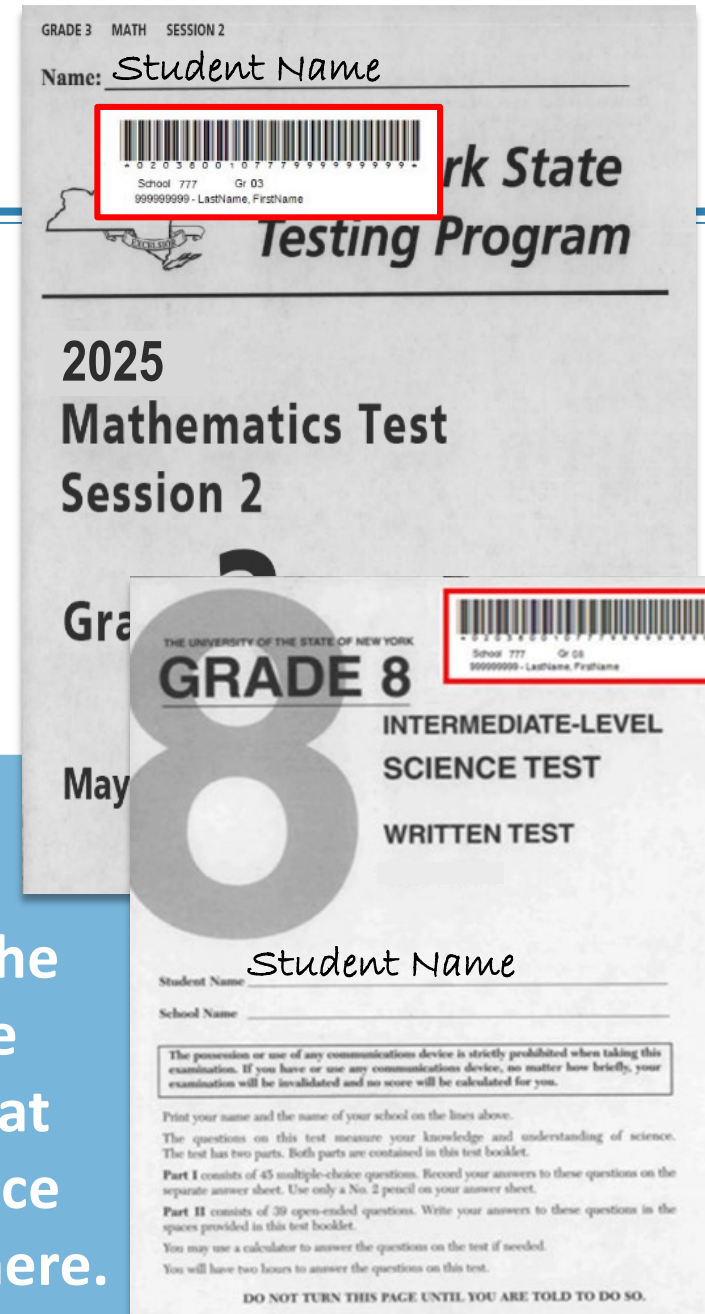
- Remove extraneous sheets of paper, staples, paper clips, post-it notes, etc. from within the test booklets.
 - Exception: *Special Case Accommodated booklets*
- For Math, remove the Reference Sheets from the front of the grades 5, 6, 7, & 8 booklets.
- Do NOT remove blank pages at the back of test booklets.
- Every delivered test booklet must have the same number of pages!



Labels for Answer Booklets

An adult should place the preprinted **student barcode labels** provided by SDS 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.



GRADE 3 MATH SESSION 2

Name: Student Name

School: 777 Gr: 03
999999999 - Last Name, First Name

2025
Mathematics Test
Session 2

Grade 8

THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE TEST
WRITTEN TEST

Student Name: Student Name

School Name: _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.

The questions on this test measure your knowledge and understanding of science. The test has two parts. Both parts are contained in this test booklet.

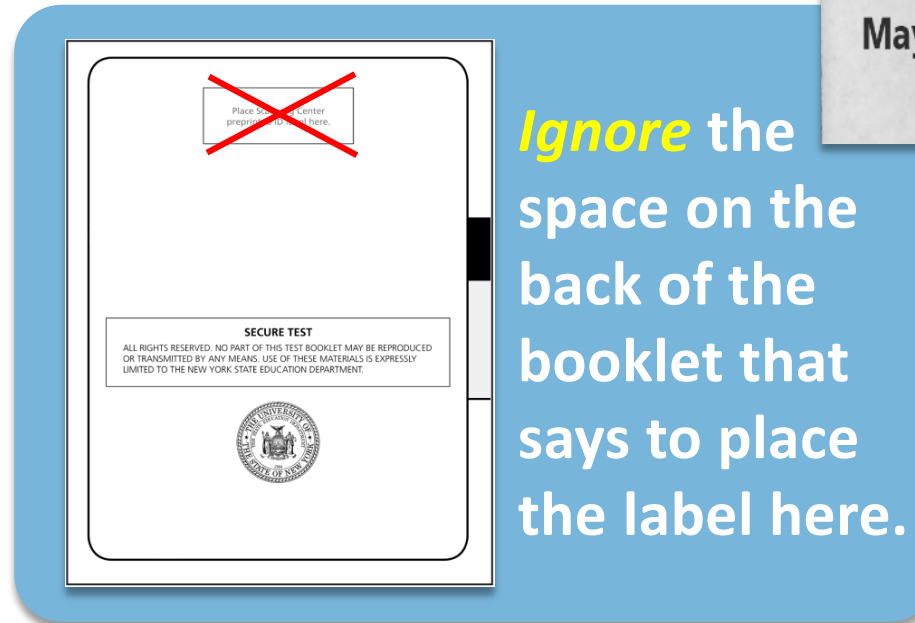
Part I consists of 45 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.

Part II consists of 39 open-ended questions. Write your answers to these questions in the spaces provided in this test booklet.

You may use a calculator to answer the questions on the test if needed.

You will have two hours to answer the questions on this test.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

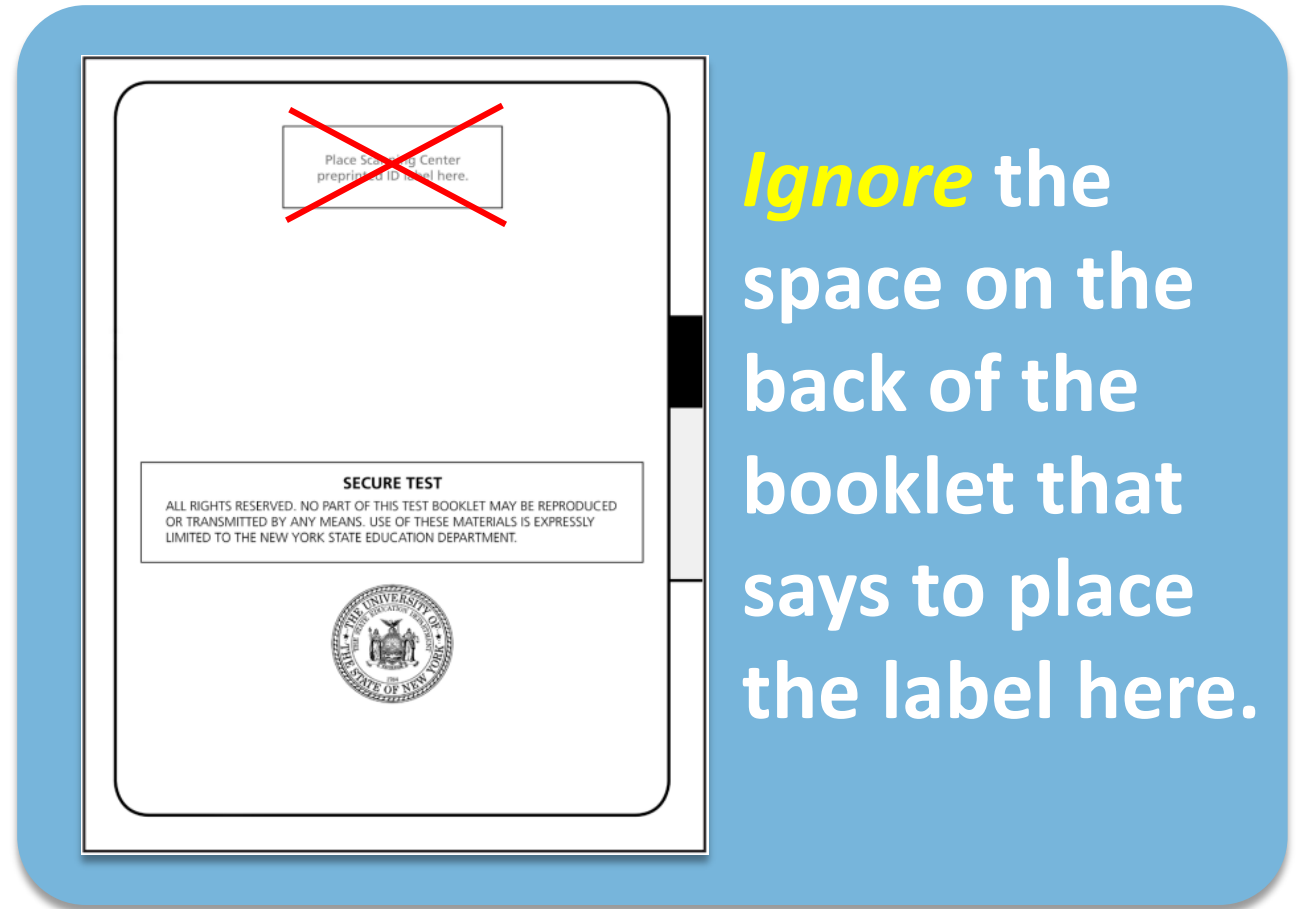
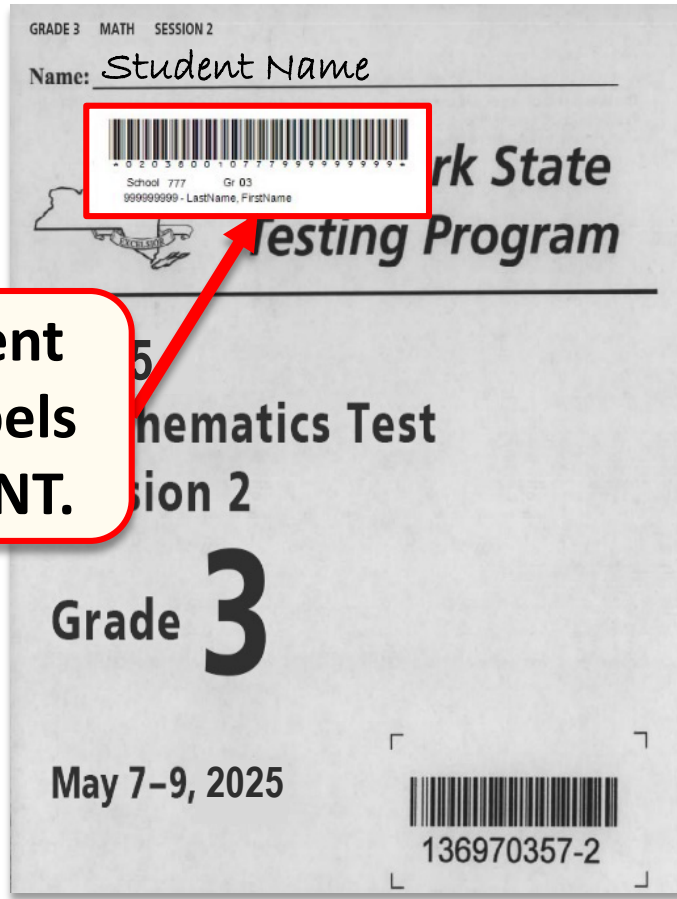


Place label in center of back of booklet here.

SECURE TEST
ALL RIGHTS RESERVED. NO PART OF THIS TEST BOOKLET MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE UNIVERSITY OF THE STATE OF NEW YORK.

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

Labels for Answer Booklets



Missing a student barcode label?

If you are missing a student's preprinted SDS barcode label entirely, **HAVE AN ADULT print** the following on the front cover of the booklet:

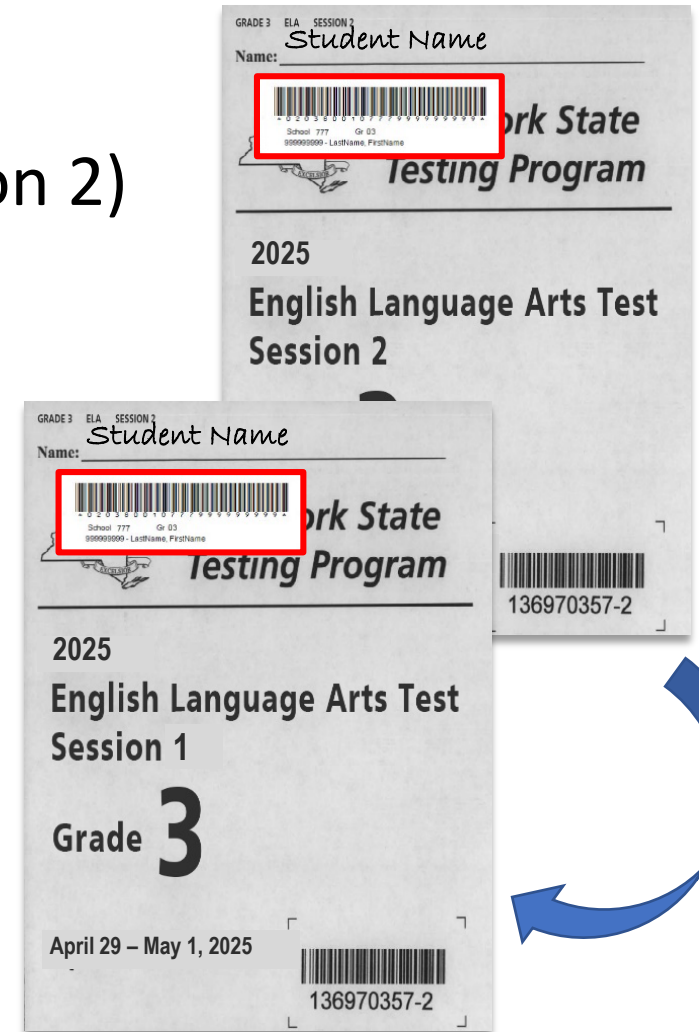
- Full name
 - *HAVE AN ADULT **rewrite** the student's full name so it's legible!*
- The student's local ID number
- The student's date of birth

If a label exists but was placed on an incorrect booklet, write the entire **21-digit barcode** on the front cover.

A booklet cover for the New York State Program Mathematics Test Session 2, Grade 3, May 7-9, 2025. The cover has a 'Name:' field with a handwritten signature, a '2025 Mathematics Test Session 2' title, and a 'Grade 3' label. To the right, it lists 'Joseph Rodriguez', 'ID 000012345', and 'DOB 06/22/2018'. Two red callout boxes provide instructions: one points to the signature saying 'We often can't read kids' handwriting!', and the other points to the student information saying 'An adult should neatly print the student's: Name Local ID # DOB'.

Prepping for Packaging

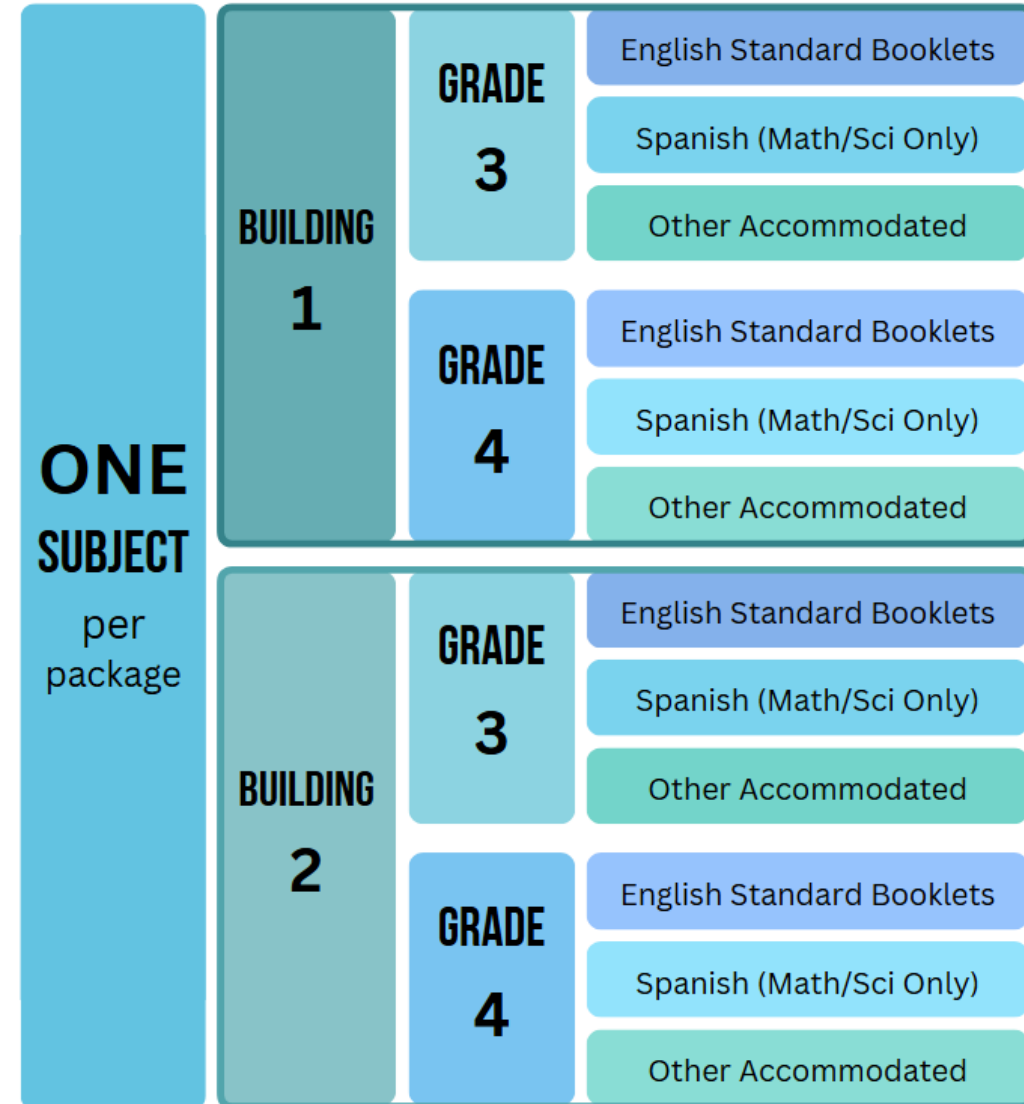
- Number of Booklets (a reminder):
 - **ELA:** 2 booklets (booklets from Session 1 and Session 2)
 - Nest **Session 2** booklet *inside* **Session 1** booklet.
 - **Math:** 1 booklet (Session 2 booklet only)
 - **Science:** 1 booklet (Only 1 session/booklet)
- If a student took all sessions of a test,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



Prepping for Packaging

1. Separate booklets by **subject** (ELA/Math/Sci).
 - **One Subject PER PACKAGE!**
 2. Then, separate by **school building**.
 3. Next, separate by **grade-level**.
 4. Finally, separate by **type of booklet**:
 1. English-language booklets
 2. Spanish-language booklets (math/science)
 3. Translated (math/science) & Special Case 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.

• For **ELA**, this means **50 booklets** (2 booklets x 25 students).



Prepping for Packaging

- Use appropriately-sized, sturdy boxes with lids and/or large envelopes.
- Do not allow booklets to bend or fold whenever possible.



THIS BOX IS TOO BIG



THIS BOX IS TOO SMALL



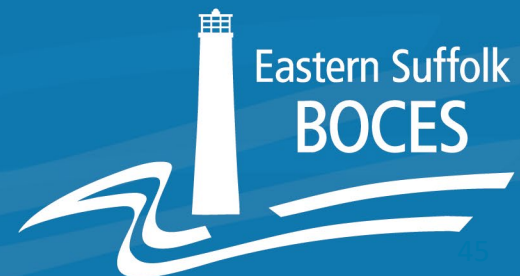
THIS BOX IS JUST RIGHT!

THE
GOLDILOCKS
RULE:
Just Right!



Special Case Booklets

Handling special accommodated editions per a student's IEP/504 Plan



“Special Case” Accommodated Booklets

- *Special Case* booklets are those requiring special handling.
- These booklets get **packaged separately**... an envelope **may be placed inside a box of standard booklets** or it may be its own package with its own OSC label.

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	Student DOB (MM/DD/YY)	Type of Special Exam (mark with an "X")		
				Large Print	Braille	Scribed or Word Processed
			/ /			
			/ /			
			/ /			

- *Braille, Scribed, Word-processed, Large Print*
- One envelope/tracking sheet per subject/grade.
- Use a separate large envelope or bag, and tape the [Special Case Tracking Sheet](#) to the front of the envelope/bag.

Special Case: Large-Print Booklets

- Students' responses in Large-Print Booklets ***do not*** need to be transcribed into standard booklets for OSC to scan and score them.
 - This *differs* from the directions in the School Administrator's Manual!
- Place the Large-Print Booklet into a large envelope or resealable bag, and tape the Special Case Tracking Sheet (and an OSC package label, if necessary) to the outside of the package.



Special Case: Scribed Tests

Refer to the [SAM](#) Appendix H:
Specific Testing
Accommodations.

- Scribe **procedures vary by test subject**. Read **Appendix H** of the SAM!
- A scribe must record what the student dictates **on a separate sheet of paper**.
- Scribes must either use lined paper, or type and print the student's dictation.
- Scribes should write/type a student's dictation on **every other line**.
 - For mathematical computations, scribes ask the student to indicate exactly where numbers need to be placed and lined up.
- Scribes **must show the student the written response** and ask them to indicate if there are any changes to be made.



Special Case: Scribed Tests

Refer to the [SAM Appendix H:](#)
Specific Testing
Accommodations.

- For PBT, the scribe must **then transfer the student's completed response into the printed test booklet exactly as dictated or recorded**, and should *attach the paper with the student's dictation to the back of the printed test booklet, preferably by stapling* with a single staple, to ensure against the student's response being lost.
- For CBT, the student's paper-transcribed response would then need to be entered by the scribe into the corresponding answer boxes in the Nextera Test Delivery System, and reviewed with the student again prior to submission.
 - Schools must securely store the paper dictation for one year with other student testing materials. [Read more about "use of a scribe" on computer-based tests.](#)



Special Case: Scribed Tests

Students who utilize a **scribe** to complete the assessment:

- Transcribe student responses carefully, ensuring they're placed in the response area for **the correct question numbers**.
- Write the student's name, ID number, and DOB **on each sheet** used for dictation.
- **Staple the sheets of paper to the back cover of the booklet** with a single staple.



Special Case: Use of a Word-Processor

Use of a **word-processor**:

See [Testing Accommodations Guide](#) for more information.

- Speech-to-text capability is only available for the constructed-response questions on the ELA CBT as an online accommodation that must be set in the test administration system prior to printing login tickets/testing.
- When word processing using word-prediction or when dictating using speech-to-text software on a State assessment, the school **must print the student's responses** and attach them to the test booklet.
 - For CBT, the student must use a separate school issued device from the device the student is testing on to run the word prediction program because the test delivery system won't allow another application to run at the same time. The student's exact responses must then be entered into the computer-based testing platform by a test proctor or appropriate school staff.



Special Case: Use of a Word-Processor

Students who use a **word-processor**:

- Make two copies of the word-processed responses.
 1. Using the **first copy**, cut and tape the typed responses into the booklet response areas for the **correct question numbers**.
 - Students sometimes indicate the wrong question numbers in their word-processed responses. Double-check!
 2. Staple **the second copy** to the **back cover of the booklet** with a single staple.
 - Ensure the student's name, ID, and DOB are on each page.



Special Case: Braille

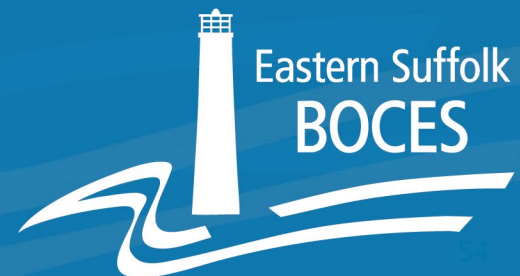
Students who use a **Braille** test:

- Schools **must translate and transcribe** a student's CR responses *into standard test booklets* exactly as recorded (transcribe MC responses onto a standard answer sheet).
- As with other scribed tests:
 - Write the student's name, ID, and DOB on any separate sheets of paper used for scribing.
 - Staple the sheets to the back of the standard booklet containing the transcribed responses.
- Bring both the Braille version *and* the standard version containing the transcribed responses for scoring intake.
- **Place the student's barcode label *on the standard booklet*.**



Packaging Alternate Language & Translated Booklets

Math and Science only



Alternate Languages (Math & Science)

Reminders:

- Students *responding* in an alternate language must utilize a **paper-based test**.
 - ELLs requiring an oral translation for a lower-incidence language must also test solely on paper.
 - Students taking the CBT should only be responding in English.
- **OSC will translate Spanish responses only; Schools need to provide their own translations for other languages** prior to dropping booklets off for scoring.
 - Responses must be translated into English and written beneath the student's responses for each question inside the booklet.
 - If you need information on identifying translators, visit this L.I. RBERN webpage: <https://www.longislandrbern.org/about-us-redirect/translation-services>.

Updated 4/10/2025



Alternate Languages (Math & Science)

- When using an Alternate Language Edition of a test, students must **respond in just one booklet** (*either the English booklet or the Alternate Language booklet*).
 - Only submit the booklet that contains the student's handwritten responses for scoring.
 - **Important**: The student's **barcode label** should be placed only on the booklet containing the student's responses.
- Whether using an Alternate Language Edition or an oral translation of a low-incidence language:
 - Students will write their responses in their home language.
 - Translators will scribe the English translation beneath the student's home language response in the booklet prior to packaging the booklets.



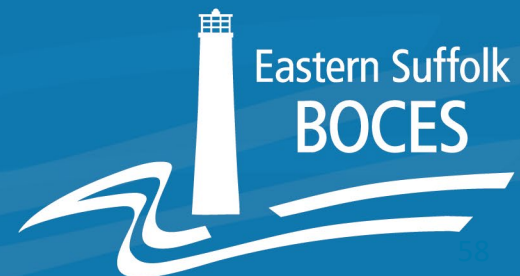
Packaging Booklets Containing Languages Other Than English

- Alternate Language Editions of booklets and booklets containing translations for Low-Incidence Languages should be rubber banded separately.
- After grouping tests by subject, building, and grade, then group them by *language*.
 - All Spanish versions should be banded together in groups to be routed to bilingual scorers.
 - All other language versions, with scribed translations inside, may be grouped/banded together (sorted by language).
 - Include a post-it note on top of each group, indicating the counts of students.



Box-Packing Order

Keep it organized!



Packing a Box

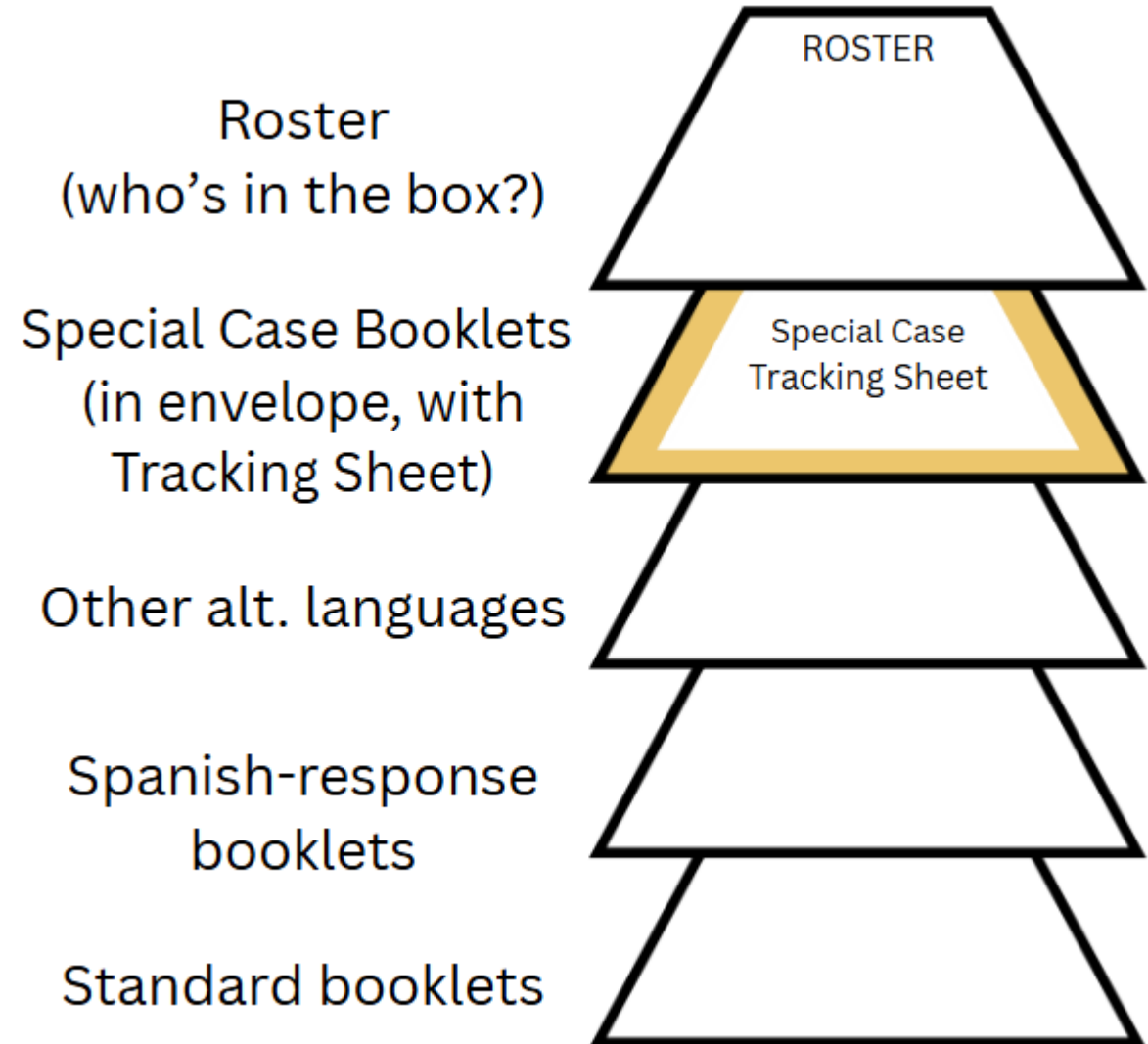
Once booklets are grouped as directed, place them in the box(es):

1. **First/Bottom:** Groups of standard booklets
2. **Next (on top of standard booklets):** Groups of Alternate Language and Translated booklets
 - Spanish-response booklets
 - All other languages, containing completed English translations
3. **Last/On Top:** Special Case Accommodated editions of booklets
(*Scribed, Large-Print, Word-Processed, Braille*):
 - Place in separate envelopes as directed, with Special Case Tracking Sheets attached.
 - If a Special Case envelope doesn't fit into a box, it will need its own OSC Package Label.
4. **On top of it all:** Add a roster of students contained in the box/package (may be a photocopy of the SDS sheets roster).



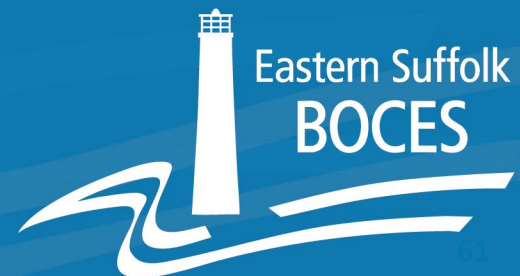
Packing a Box

- Each layer of booklets represents a *type* of booklet, with all those booklets *bundled in groups* containing a maximum of **25 students** per bundle.
- If a group is less than 25 students, place a note on top with the exact count.
- If you don't have enough booklets to fill a box this way, try using separate envelopes or smaller boxes.



Just before Intake: Register Packages of Booklets

You ordered tests in the fall... you registered for scoring this winter... you'll have tested students and prepared all your packages... then, it's time to register packages with OSC!



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.
 - ESBOCES will provide your district contacts with the username.
 - The default password is **RSS**. This password will need to be changed and kept secure by all those accessing the OSC Ease Check-in Site.
 - If you need the password reset, contact us at scoring@esboces.org or 631-244-4243.



Ease Checkin Sign In

User Name is required.


Password is required.

Log In



Registering Packages of Booklets with OSC

- After logging in, you are prompted with the following screen.
- Click “Register” to begin registering packages and preparing your package labels prior to Intake, or to review packages already registered.
- Every package being brought to Intake must be registered and have an OSC Package Label affixed to the outside.

 OPTIMUM SOLUTIONS	Ease Checkin	Home Page	Register	View	Audit	[district] Logout
Please Make a Selection:						
Register a Package for Scoring:					Register	
View Packages Delivered for Scoring, Find an ID:					View	



Registering Packages of Booklets with OSC

- After clicking 'Register' you are presented with this screen:

Your RIC and District will be automatically filled in.

Select RIC: Eastern Suffolk BOCES ▾
Select District: District ▾
Select Subject: English LanguageArts ▾
Highlight Zero Counts: -- Choose Subject --
English LanguageArts
Mathematics
NYSESLAT
Science

Or, Search by Box Name: Find

Confirmed? Edit Print District Building Name Box Name Subject Box Description Packaging Level Standard LG Print / Braille Total Delete

No packages registered.

Register Package(s)

Verify/Change the Subject selection*

Register a Package of booklets

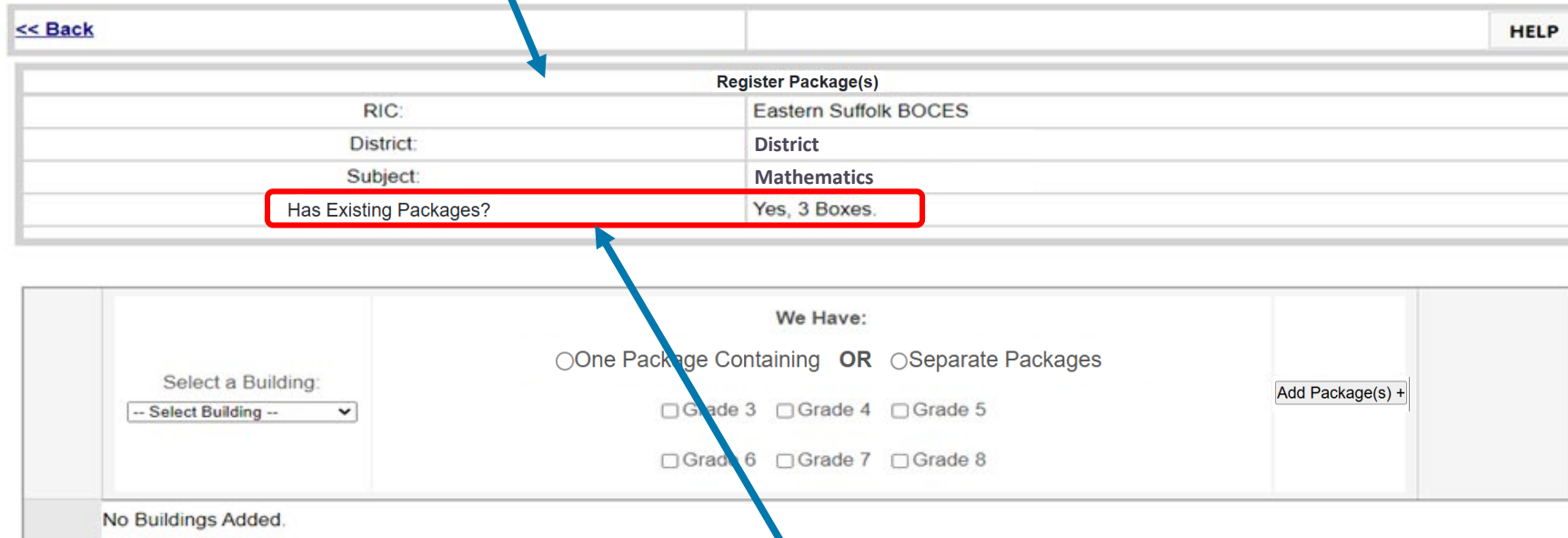
*Change the subject if you want to review packages for completed subjects.



Registering Packages of Booklets with OSC

- Selecting 'Register Package(s)' from the prior slide results in the display of the following:

Top portion is informational.



The screenshot shows a web form for registering packages. At the top left is a '<< Back' link and at the top right is a 'HELP' button. The main section is titled 'Register Package(s)' and contains a table with the following data:

RIC:	Eastern Suffolk BOCES
District:	District
Subject:	Mathematics
Has Existing Packages?	Yes, 3 Boxes.

A red rectangular box highlights the 'Has Existing Packages?' row. A blue arrow points from the text box above to the top of the form. Another blue arrow points from the text box below to the 'Has Existing Packages?' row. Below the table, there is a section titled 'We Have:' with two radio button options: 'One Package Containing' and 'Separate Packages', separated by the word 'OR'. Under 'One Package Containing', there are checkboxes for 'Grade 3', 'Grade 4', 'Grade 5', 'Grade 6', 'Grade 7', and 'Grade 8'. To the left of this section is a 'Select a Building:' dropdown menu with '-- Select Building --' as the selected option. To the right is an 'Add Package(s) +' button. At the bottom left, it says 'No Buildings Added.'

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



Registering Packages of Booklets with OSC

Select a Building:
School Name
-- Select Building --
(Multiple Buildings)
(Out Of District)
School Name

Select a Building:
-- Select Building --

We Have:

☐ One Package Containing

OR

☐ Separate Packages

☐ Grade 3

☐ Grade 4

☐ Grade 5

☐ Grade 6

☐ Grade 7

☐ Grade 8

Add Package(s) +

No Buildings Added.

SAVE ALL CHANGES



Registering Packages of Booklets with OSC

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

Select a Building:
(Multiple Buildings) ▾

No Buildings Added.

We Have:
☒ One Package Containing **OR** ☐ Separate Packages

☒ Grade 3 ☒ Grade 4 ☒ Grade 5
☐ Grade 6 ☐ Grade 7 ☐ Grade 8

Add Package(s) +

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

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



Registering Packages of Booklets with OSC

Number indicates count/name of package being registered.

Enter the count of tests that fall into each category.

Click to delete a package.

Click to delete a grade from a package.

Select to change package type.

Click to add a grade to this package.

Click 'Save All Changes' when finished.

Enter description of package contents – this will appear on the label and all information screens.

The screenshot displays the OSC registration interface for three packages. Each package has a header row with a package type dropdown, a description field, and a 'Delete Package' button. Below the header is a table with columns for different test categories: Standard, Large Print, Scribe, Word Processed, Braille, Spanish, Haitian-Creole, Korean, Russian, Chinese, Arabic, and Bengali. Each category has a corresponding input field for the count. To the left of the table is a 'Grade' dropdown and a 'Grade' label. To the right of the table is a 'Delete?' button. The packages are labeled 'PACKAGE 1 - (Multiple Buildings)', 'PACKAGE 2 - (Multiple Buildings)', and 'PACKAGE 3 - (Multiple Buildings)'. The package types are 'Package', 'Small Package', and 'Envelope' respectively. The grades are 3, 4, and 5. The 'Save All Changes' button is at the bottom center.

Package	My Package Description	Standard	Large Print	Scribe	Word Processed	Braille	Spanish	Haitian-Creole	Korean	Russian	Chinese	Arabic	Bengali	Delete?
PACKAGE 1 - (Multiple Buildings)	Package													Delete Package
Grade: 3														Delete?
PACKAGE 2 - (Multiple Buildings)	Small Package													Delete Package
Grade: 4														Delete?
PACKAGE 3 - (Multiple Buildings)	Envelope													Delete Package
Grade: 5														Delete?

SAVE ALL CHANGES

Registering Packages of Booklets with OSC

After saving the package(s),
you can register more.

Select RIC:

Eastern Suffolk BOCES

Select District:

District Name

Select Subject:

Mathematics

Highlight Zero Counts:

☐ YES

Or, Search by Package Name:

Search by package name

Find

Register Package(s)

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	<input type="checkbox"/>



Registering Packages of Booklets with OSC

Select RIC: Eastern Suffolk BOCES ▾

Select District: District Name ▾

Select Subject: Mathematics ▾

Highlight Zero Counts: ☐ YES

Register Package(s)

Or, Search by Package Name:

Search by package name

Find

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Dandre	Mathematics		Envelope	5	5	0	5	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Azul	Mathematics	Contains Word-Processed tests in Special Case envelope.	Small Package	4	91	0	91	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Gladys	Mathematics		Package	3	76	2	78	<input type="checkbox"/>
													Delete

Click 'Print' to print the package label.

Click 'Edit' to change the package content/description.

Click the checkbox, then click 'Delete' to remove the package entirely.

Printing OSC Booklet Package Labels

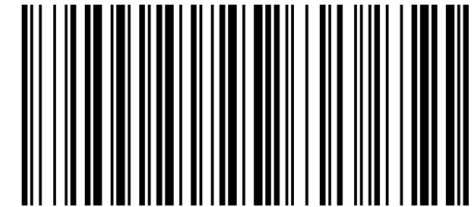
Select RIC: Eastern Suffolk BOCES ▾
Select District: District Name ▾
Select Subject: Mathematics ▾
Highlight Zero Counts: ☐ YES

Or, Search by Package Name: Search by package name Find

Register Package(s)

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Dandre	Mathematics		Envelope	5	5	0	5	
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Azul	Mathematics	Contains Word-Processed tests in Special Case envelope.	Small Package	4	91	0	91	
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Gladys	Mathematics		Package	3	76	2	78	
													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.

Having these labels affixed properly to each package of booklets helps make your intake delivery more efficient.



Video: Register Packages & Print Labels

[This video, linked on our webpage](#), walks you through registering your packages on OSC's Ease Check-in site and printing package labels.



Note: *This video is from 2024... website language may have changed slightly, but the process is generally the same.*



Prepping for Intake/Delivery



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

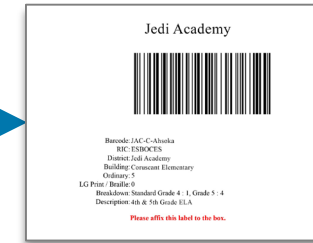
Please do not place the label where a package needs to open!



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.
- Quality Control! 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:
 - Remember to keep answer sheets **separate** from booklets.
 - Answer sheets do not get packaged for OSC at all. You'll give them to SDS.
 - 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 (one from us, and a second from SDS).

ELA	Completed
Progress Registration	Completed
Intake Preferences	Completed
Intake Date	April 23, 2025
Intake Time	10:35 AM



Intake: Delivery Packages to ISC-Sequoia

- **Intake Location:** 750 Waverly Ave., Holtsville, NY 11742
 - Sign-in at the front entrance at your scheduled appointment arrival time.
 - You will be notified at the registration table where to bring your boxes.
 - Assistance with moving your boxes is available as needed.



After the Tests...

What do we do with all this stuff?

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.



Handling Test Materials Post-Test

- Immediately collect and securely store **all used and unused secure booklets and test materials**, as well as used answer sheets.
- Used answer sheets may not be reviewed, scanned, or scored by anyone before the official scoring process has been completed.
- **All used and unused test booklets** (regular, alternate language, large-type, and braille), **and used answer sheets** must be kept *secure*.
- All used graph paper and reference sheets for math PBT administrations and all used scratch paper, reference sheets, student login tickets, session access codes, and Proctor PINs for CBT administrations must be **securely destroyed**.



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

Schools are responsible for ensuring that their materials being returned to NWEA **do not** include student Answer Sheets, used Test Booklets, or any student’s personally identifiable information (PII).

Refer to page 62 in the SAM for more details.



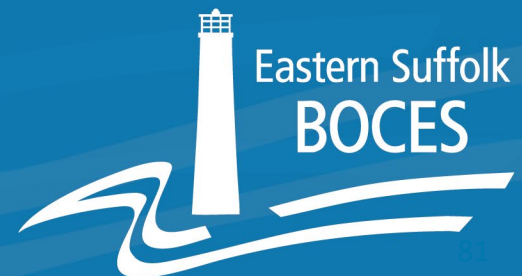
Can we use the booklets for staff development?

- The Department *will be releasing* all of the test questions in the following test sessions shortly after the scoring window has ended.
 - **English Language Arts Test Session 2**
 - **Mathematics Test Session 2**
 - **Both Science Tests**
- Paper-based versions of these test sessions *may be used* for instructional or staff development purposes **after the scoring window has closed.**



Resources and References

Woohoo! You made it to the end!



Handouts as Reference

- These documents are available and will be shared on our site and via email:

Checking your Test Booklet Intake Appointment Time

- Visit www.esboces.org.
- Click "Programs & Services" in the top horizontal menu bar.
- Select "Assessment Services – Scoring & Training".
- Click the link that says: "ESBOCES Scoring Registration Website"

Alternatively, you can skip steps 1 through 4 and go directly to: scoring.esboces.org.

- Once you arrive at the Eastern Suffolk BOCES Scoring Registration System website, enter your username and password, and click "Login".
- You'll see your intake date(s) and intake time(s) listed below the corresponding subject(s).

If you have questions, contact scoring@esboces.org.

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

Vanessa Biagioli-Dittrich
Program Administrator, School Data Bank Services
Lauren Lewonka
Administrative Coordinator, School Data Bank Services
Assessment Services
Phone: 631-244-4243
scoring@esboces.org

Scan QR code or [click here](#) for additional resources →

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.

Registering Packages of Booklets with Optimum Solutions Corporation (OSC) for the 2025 NYS Grades 3-8 ELA & Math, and Grades 5 & 8 Science

Optimum Solutions *Ease Check-in* Package Registration

- Once you've packed all your booklets in preparation for scoring, you must register each of your packages with the scoring vendor on their "Ease Check-in" site, and print a label for each package:
 - Packages must be registered **at least one day before your intake date**.
 - Go to <https://status.oscworld.com/intake> to register packages and print labels:
- ESBOCES Assessment Services will provide your district with its username. The default password is "RSS".
 - Each district has only **one login** that will be shared and can be used concurrently by different members of the team.
 - As a district team, reset the password after logging in. The password should be kept secure by all those accessing the OSC Ease Check-in Site throughout assessment season.
 - Contact ESBOCES Assessment Services if you need your password reset.
- After logging in, you are prompted to make a selection on the following screen.
 - Click "Register" to begin registering packages, or review packages already registered for intake.

Every package being brought to Intake must be registered and have an OSC label.

Important Contact Information

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

For questions related to PBT answer sheets, student barcode 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



Future Workshops

Packaging & Delivery Workshop: ELA/Math/Sci	April 3, 2025	10:00 a.m. – 11:00 a.m.
Packaging & Delivery Workshop: ELA/Math/Sci	April 10, 2025	10:00 a.m. – 11:00 a.m.
Packaging & Delivery Workshop: NYSESLAT	May 8, 2025	10:00 a.m. – 11:00 a.m.

To register, go to our School Data Bank Services—Assessment Services website:
www.esboces.org/assessment-services





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www.esboces.org

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Evaluation Survey

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

<https://survey.k12insight.com/r/gzTqvQ>

