

2025 NYS 3-8 Assessment Booklet Packaging Checklist

Scan QR code or [click here](#) for additional resources, including those listed at the right. →



- Slides from workshops ([Quality Control](#) and [Packaging & Delivery](#))
- [Quick Reference Guide for Packaging](#)
- [Special Case Tracking Sheet](#)
- [OSC Package Registration and Labeling Instructions](#)

This is a general Checklist. Refer to additional resources on our website linked above for more specific details.

<input type="checkbox"/>	<p>Separate Constructed-Response (CR) Booklets from Answer Sheets and Multiple-Choice booklets.</p> <ul style="list-style-type: none"> • <i>CR Booklets</i> come to School Data Bank Services–Assessment Services • <i>Answer Sheets</i> go to Student Data Services (the Regional Information Center/Scanning Center)
<input type="checkbox"/>	<p>The pre-printed student barcode label must be placed on the FRONT COVER of each CR Booklet containing students’ written responses.</p> <ul style="list-style-type: none"> • Do <u>not</u> cover the student’s handwritten name. • Do <u>not</u> place labels on the back cover of the booklet (ignore the label box!) • If <i>missing a barcode label</i>, an adult must neatly print the student’s full name, DOB, and ID number on the front cover of the CR Booklet. Refer to the <i>Quick Reference Guide</i> for details.
<input type="checkbox"/>	<p>Ensure CR Booklets are clean and prepped:</p> <ul style="list-style-type: none"> • Remove any paper clips, staples, post-it notes, extraneous papers. • Remove the Math Reference Sheet from Math Grades 5-8 CR Booklet (Session 2). • Do NOT remove blank pages at the back of the booklet. • For ELA booklets, nest <i>Session 2 inside Session 1</i>.
<input type="checkbox"/>	<p>Organize CR Booklets in preparation for packaging:</p> <ul style="list-style-type: none"> • Separate by <u>Subject</u>. • Separate/group booklets by <u>building/location</u>, then by <u>grade-level</u>. • Separate/group booklets by <u>type</u>: Standard, Spanish, Translated/Alt. Language, Special Case. • Place <i>Special Case booklets</i> (scribed, braille, word-processed, large-print) in a <u>separate envelope/bag</u>, with the <i>Special Case Tracking Sheet</i> on the front (tracking sheet linked above). • Once separated/grouped, make bundled sets of 25 students’ booklets where possible. <ul style="list-style-type: none"> ○ If a bundle has less than 25 students, add a post-it indicating the exact count of students.
<input type="checkbox"/>	<p>Package your organized booklets:</p> <ul style="list-style-type: none"> • One subject per package (do not mix ELA/Math/Science in one package!) • Multiple buildings/grades can be placed in one package, as long as they’re separated per above. • Place booklets in package in order: Standard, Spanish, Translated/Alt. Language, Special Case. • Add a roster to the package.
<input type="checkbox"/>	<p>Register packages on OSC’s Ease Check-In site: http://status.oscworld.com/intake</p> <ul style="list-style-type: none"> • See <i>OSC Package Registration and Labeling Instructions</i> linked at the top of this page.
<input type="checkbox"/>	<p>Print each “Package Label” from the OSC Check-In site and affix the label 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.</p> <ul style="list-style-type: none"> • Each package being delivered for intake must have an OSC package label!