

School Data Bank Services

Educational Support Services • Working Together for Excellence

Packaging & Delivery of Assessment Booklets

for the scoring of student responses in the Writing sections/modality
on the New York State English as a Second Language Achievement Test
(NYSESLAT)

School Data Bank Services: Assessment Services

Full-Service Scoring with OSC World

Lauren Lewonka, Administrative Coordinator



Welcome to our Packaging & Delivery Workshop for NYSESLAT 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 posted on our website and all attendees will be emails links to materials.



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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 NYSESLAT.
- 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 *Scoring Vendor* for NYSESLAT,
and are therefore utilizing Full-Service Scoring
through ESBOCES School Data Bank Services—
Assessment Services.



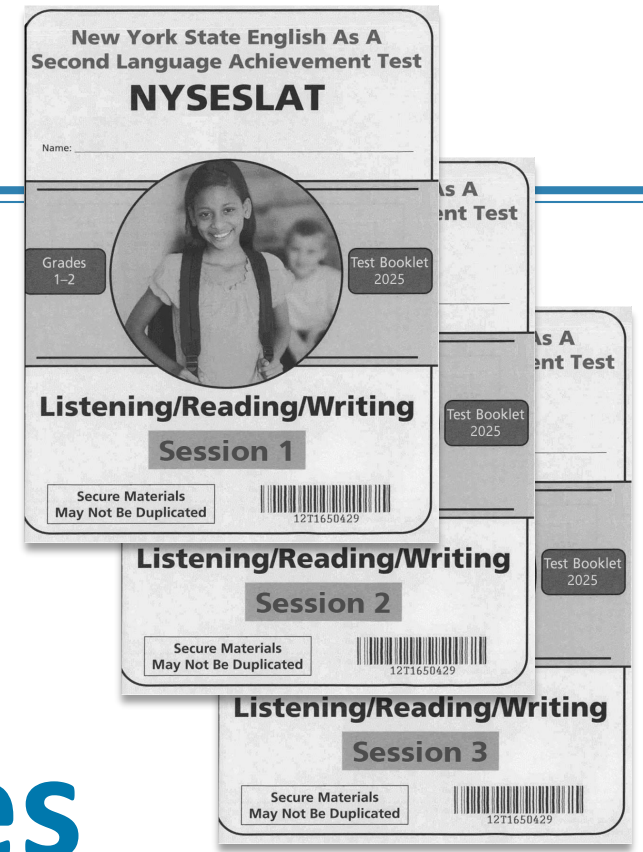
Agenda

- Review Test Formats/Designs, Admin Schedule, Intake Date
- Accessing our Assessment Services webpage and Scoring website
- Answer Sheet Overview
- Preparing Booklets for Scoring:
 - ✓ General booklet prep
 - ✓ Student ID Labels
 - ✓ Special Case booklet procedures
- Packing Booklets for Scoring
- Registering Packages of Booklets on OSC's Ease Check-in site
- Delivery/Intake Day Procedures
- Quiz: Checking for Understanding
- After Intake: Returning Other Test Materials
- Available Resources and Contacts



Test Design and Schedules

Format, Estimated Completion Time,
Administration Schedule, Intake & Scoring Schedule



Test Formats

Resource:

[The School Administrator's Manual \(SAM\) is now available](#)

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

Grade K (level 1) is divided by the four *modalities* (the term “Session” is **not** used for Grade K):

- **Listening**
- **Reading**
- **Speaking**
- **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.”



Average Completion Time

See [2025 School Administrator's Manual \(SAM\)](#) (page 39).

Session	Grade Band	Number of Questions/Tasks	Total Number of Questions/Tasks	Estimated Testing Time (minutes)
Speaking	K–12	12 Constructed-response	12	15
Listening	K	19 Multiple-choice	19	35–40
Reading	K	18 Multiple-choice	18	35–40
Writing	K	8 Short Constructed Response (SCR)	8	35–40
Listening/Reading/ Writing Session 1	1–12	Listening: 8 Multiple-choice Reading: 8 Multiple-choice Writing: 1 Short Constructed Response (SCR)	17	35–55
Listening/Reading/ Writing Session 2	1–12	Listening: 8 Multiple-choice Reading: 8 Multiple-choice Writing: 1 Short Constructed Response (SCR)	17	35–55
Listening/Reading/ Writing Session 3	1–12	Listening: 8 Multiple-choice Reading: 11 Multiple-choice Writing: 1 Extended Constructed Response (ECR)	20	35–55



NYSESLAT Administration Schedule

Operational Test	Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to RIC Scanning Center
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

Speaking session material delivered to participating schools	Monday, April 7–Thursday, April 10, 2025	ARRIVED LAST MONTH
Speaking session administration period	Monday, April 14–Friday, May 23, 2025	
Listening/Reading/Writing session materials delivered to participating schools	Monday, May 5–Friday, May 9, 2025	ARRIVES THIS WEEK
Listening/Reading/Writing session administration period	Monday, May 12–Friday, May 23, 2025	
Writing scoring materials delivered to participating schools	Monday, May 19–Friday, May 23, 2025	
Scoring of Writing responses	Tuesday, May 27–Friday, June 6, 2025	OSC RECEIVES AT INTAKE
Deadline to submit answer sheets to the RIC or large-city scanning centers	Friday, June 6, 2025	
Deadline to return secure materials to MetriTech	Friday, June 20, 2025	
NOTE: All schools must complete the NYSESLAT administration by Friday, May 23, 2025. All secure materials must be returned to MetriTech no later than Friday, June 20, 2025.		RETURN SECURE MATERIALS TO METRITECH BY 6/20.



Intake Date for Paper-Based Test Booklets

Thursday, May 29th

By appointment only. Appointment times will be emailed, and are available on the Scoring Site.

PLAN TO ARRIVE 15-MINUTES PRIOR TO YOUR APPOINTMENT TIME.

There is NO make-up date for intake.

Intake will take place at the

Instructional Support Center (ISC) at Sequoya, in Holtsville.



Returning Scored Booklets

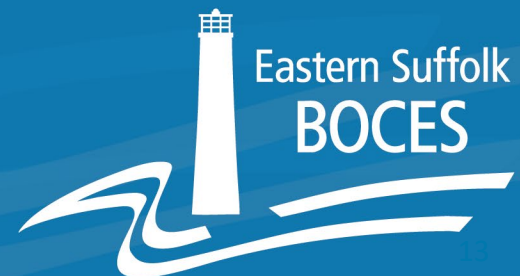
**Scored Booklets will be returned
to MetriTech directly.**

Districts will not pick up NYSESLAT booklets from BOCES after scoring.



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 bar, there are links for 'Directory', 'Calendar', 'Locations', 'Careers', 'For Staff', and a search icon. On the right side of the page, there are several service tiles: 'ADULT EDUCATION', 'SPECIAL EDUCATION', 'CTE - ACADEMY LI', 'SPECIAL CAREER EDUCATION', and 'EDUCATIONAL SUPPORT SERVICES'. The background of the website features a construction site with wooden framing.

Visit [esboces.org](https://www.esboces.org) and go to "Programs & Services"...

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

Eastern Suffolk BOCES
Educational Services That Transform Lives

Directory Calendar Locations Careers For Staff Q

About Us Programs & Services Courses For Parents District Resources Schools

Administrative and Business Services
Adult Education
Arts-In-Education
Assessment Services - Scoring & Training
Auction Services
Career & Technical Education - Academy LI
Communications & Research
Cooperative Bidding
District Contracts
Diversity, Equity, and Inclusivity
Duplication & Printing
Educational Support Services
Employee Assistance
Model Schools
Negotiations Information Service (NIS)
Nonpublic School Textbooks
Professional Development
Regional Certification
Regional Information Center
Regional Summer School
School Data Bank Services
School Library System
Special Career Education
Special Education
Student Assistance Services
Student Data Services
Substitute Services

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

English >

Assessment Services website

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 time.

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

View Intake Appointments / Modify Scoring Registration

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: [Packaging & Delivery Workshops](#)

PAST WORKSHOPS:

Slides for past [Quality Control Workshops](#) and [Packaging & Delivery Workshops](#) can be found below, under "NYS 3-8 ELA/Math/Science" and "NYSESLAT" tabs.

GENERAL INTAKE INFORMATION & RESOURCES:

Update 4/10/25: While NYSED revised the CBT administration window, our intake dates for PBT remain the same. For any PBT make-ups completed after our intake dates, please contact us.

- [2025 Revised Test Schedule & Intake Schedule](#)
- [REVISED Testing Schedule NYSED Memo](#)
- [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](#)



Logging in to the Scoring site

Grades 3-8 and NYSESLAT Scoring

— Scoring Registration & Booklet Intake

View Intake Appointments / Modify Scoring Registration

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

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 the NYSESLAT 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>				
Registration	Completed	Completed	Completed	Completed
Intake Preferences	Completed	Completed	Completed	Completed
Intake Date	April 29, 2025	May 7, 2025	May 14, 2025	May 29, 2025
Intake Time	10:00 AM	12:00 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

Assessment Services - Scoring & Training

Grades 3-8 and NYSESLAT Scoring

— [Scoring Registration & Booklet Intake](#)

View Intake Appointments / Modify Scoring Registration

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 Full-Service Scoring intake:

- [Packaging and Delivery Workshops](#)

SCROLL
DOWN

PAST WORKSHOPS:

- [Quality Control Workshops](#): Slides can be found [here](#), under "NYS 3-8 ELA/Math/Science" and "NYSESLAT" tabs.

GENERAL INTAKE INFORMATION & RESOURCES:

Professional
Development -
Workshops & Data
Shares

New York State
Assessment Data &
Instructional Reporting
Platforms

Annual Professional
Performance Review
Resource

Contact Us

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)

GENERAL INTAKE INFORMATION & RESOURCES:

Update 4/10/25: While NYSED revised the NYS 3-8 CBT administration window, our intake dates for PBT remain the same. For any PBT make-ups completed *after* our intake dates, please contact us.

- [2025 Revised Test Schedule & Intake Schedule](#)
- [REVISED Testing Schedule NYSED Memo](#)
- [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](#)
- [How to Check your Test Booklet Intake Appointment Time](#)

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

Select assessment/subject to see related documents:

NYS 3-8 ELA/Math/Science

NYSESLAT

NYSAA

Scoring Intake Information:

- [2025 Quality Control Workshop slides - NYSESLAT](#)
- [2025 NYSESLAT Packaging & Delivery Workshop Slides](#)
 - COMING SOON: 2025 Recording of NYSESLAT Packaging & Delivery for Scoring
- **Printable Resources to support you in Preparing and Packaging Booklets for Scoring Intake:**
 - [CHECKLIST: Prep and Package NYSESLAT booklets](#)
 - [2025 Quick Reference Guide for Packaging NYSESLAT Assessments for Intake](#)
 - [Special Case Tracking Sheet](#)
 - [2025 OSC Package Registration and Labeling Instructions](#)

**Select the tab for
"NYSESLAT"
to see related documents.**

NYSED Resources:

- [2025 NYSESLAT School Administrator's Manual \(SAM\)](#)
- [NYSESLAT General Information \(includes Ungraded Age Range Chart\)](#)

An Overview of Answer Sheets

Ensuring the data flows properly...

Answer Sheets by Test Level

Number of Answer Sheets

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

This is the answer sheet for the 2023 NYSESLAT Grade K. It features a header with fields for Student ID, CD, School, and Level. Below this is a large orange box with the instruction "DO NOT WRITE IN THIS AREA". The main section contains "MARKING INSTRUCTIONS" and a table for recording answers. The table has columns for "Listening" and "Reading", each with a "Session Code" and a "Response" column. The "Response" column contains a grid of circles for marking answers. A large orange letter "K" is printed at the bottom right.

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

These are three answer sheets for the 2024 NYSESLAT Grades 3-4. Each sheet has a header with fields for Student ID, CD, School, and Level. Below this is a large blue box with the instruction "DO NOT WRITE IN THIS AREA". The main section contains "MARKING INSTRUCTIONS" and a table for recording answers. The table has columns for "Listening" and "Reading", each with a "Session Code" and a "Response" column. The "Response" column contains a grid of circles for marking answers. The sheets are labeled "3-4" at the bottom right.



Three-Sheet Levels

3 Answer Sheets for Levels 4-7

TS8245 District Student ID CD School Level Page 1 Form

DO NOT WRITE IN THIS AREA

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

USE A No. 2 PENCIL → CORRECT: ● INCORRECT: ✗

SP or Not Plan Recommendations (If B is selected as best):

- ☐ Feasibility to not writing (Timing test)
- ☐ Feasibility to writing
- ☐ Method of presentation (including bubble size and spacing)
- ☐ Method of response
- ☐ Other
- ☐ Bubble
- ☐ Large type
- ☐ Test text

Reason Not Used:

- ☐ Absent for entire test
- ☐ Refused to take entire test
- ☐ Administrative error, no score
- ☐ Not marked at time of test
- ☐ Invalidly marked

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 1
Session Code

Listening Reading

A SAMPLE B SAMPLE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3-4

TS8245 2024 NYSESLAT Grades 3 - 4 Page 2

DO NOT WRITE ON THIS SIDE

3-4

TS8246 District Student ID CD School Level Page 3 Form

DO NOT WRITE IN THIS AREA

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

USE A No. 2 PENCIL → CORRECT: ● INCORRECT: ✗

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 2
Session Code

Listening Reading

A SAMPLE B SAMPLE

18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3-4

TS8246 2024 NYSESLAT Grades 3 - 4 Page 4

DO NOT WRITE ON THIS SIDE

3-4

TS8247 District Student ID CD School Level Page 5 Form

DO NOT WRITE IN THIS AREA

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

USE A No. 2 PENCIL → CORRECT: ● INCORRECT: ✗

NYS English as a Second Language Achievement Test
2024 NYSESLAT Grades 3 - 4

Session 3
Session Code

Listening Reading

A SAMPLE B SAMPLE

35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3-4

TS8247 2024 NYSESLAT Grades 3 - 4 Page 6

FOR TEACHER USE ONLY

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

USE A No. 2 PENCIL → CORRECT: ● INCORRECT: ✗

Speaking Writing

Score Points Score Points No Response

1 2 3 4 5 6 7 8 9 10 11 12

Session 1 Session 2 Session 3

17 34 54

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Method Code

☐ Response scoring

☐ Scores from two districts

☐ Three or more districts within a district

☐ Test scores written a district

☐ One school

☐ Scored by a group contractor (not a DOCS)

Code Letters

Print teacher's Name

A B C D E

3-4

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



Front of NYSESLAT Answer Sheet (page 1)

1 Answer Sheet
for Levels 1-3

Student information is preprinted at the top; Extra answer sheets also have preprinted information.
Do not write in this top row/area!
Even on extra answer sheets...
do not change the preprinted info!

Do **not** write on timing marks.

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

TS8228

District	Student ID	CD	School	Level	Form
0060	890000003	3	003	05	00

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT: X

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
	<input type="radio"/> Absent Listening <input type="radio"/> Unable to respond		<input type="radio"/> Absent Reading <input type="radio"/> Unable to respond
1 A B C	11 A B C	1 A B C	11 A B C
2 A B C	12 A B C	2 A B C	12 A B C
3 A B C	13 A B C	3 A B C	13 A B C
4 A B C	14 A B C	4 A B C	14 A B C
5 A B C	15 A B C	5 A B C	15 A B C
6 A B C	16 A B C	6 A B C	16 A B C
7 A B C	17 A B C	7 A B C	17 A B C
8 A B C	18 A B C	8 A B C	18 A B C
9 A B C	19 A B C	9 A B C	
10 A B C		10 A B C	

For Scanning Center Use Only

K

Each session/modality has its own *Absent* bubble.

Front of NYSESLAT Answer Sheet (page 1)

1 Answer Sheet
for Levels 1-3

“Unable to Respond” only
applies to Level 1
Kindergarten *Listening* Modality.

TS8228

District	Student ID	CD	School	Level	Form
0060	890000003	3	003	05	00

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.
USE A No. 2 PENCIL CORRECT: INCORRECT:

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
2025 NYSESLAT Grade K

Listening		Reading	
PRINT Transcriber's Name	Session Codes	PRINT Transcriber's Name	Session Codes
	<input type="radio"/> Absent Listening <input type="radio"/> Unable to respond		<input type="radio"/> Absent Reading <input type="radio"/> Unable to respond
1 A B C	11 A B C	1 A B C	11 A B C
2 A B C	12 A B C	2 A B C	12 A B C
3 A B C	13 A B C	3 A B C	13 A B C
4 A B C	14 A B C	4 A B C	14 A B C
5 A B C	15 A B C	5 A B C	15 A B C
6 A B C	16 A B C	6 A B C	16 A B C
7 A B C	17 A B C	7 A B C	17 A B C
8 A B C	18 A B C	8 A B C	18 A B C
9 A B C	19 A B C	9 A B C	
10 A B C		10 A B C	

For Scanning Center Use Only

K

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
delivering or returning booklets!**



Back of NYSESLAT Answer Sheet (page 2)

1 Answer Sheet
for Levels 1-3

Each session/modality 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.

TS8228 ■ ■ Page 2

2025 NYSESLAT Grade K

FOR TEACHER USE ONLY

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

USE A PENCIL CORRECT: INCORRECT: ✓ ✗

Speaking				Writing			
Scorer's Code Letter	Session Codes			Session Codes			Scorer's Code Letters
	Absent Speaking			Absent Writing			
Question	Score Points	Skipped		Question	Score Points	No Response	
1	0 1 2			1	0 1 2	0	
2	0 1 2			2	0 1 2	0	
3	0 1 2	S		3	0 1 2	0	
4	0 1 2	S		4	0 1 2	0	
5	0 1 2			5	0 1 2	0	
6	0 1 2			6	0 1 2	0	
7	0 1 2	S		7	0 1 2	0	
8	0 1 2	S		8	0 1 2	0	
9	0 1 2						
10	0 1 2						
11	0 1 2	S					
12	0 1 2	S					

Fill in the method used to score your school's test papers. (Select only one.)

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
- 5 One school
- 6 Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

K

**Skipping Rule applies
to SPEAKING only:**

Applies to questions 3, 4, 7, 8, 11,
and 12 for all grades (K-12). Refer to
the DFAs for information.

An "S" is treated as a zero
when calculating the Speaking score
(see page 92 of the SIRS Manual).

Back of NYSESLAT Answer Sheet (page 2)

1 Answer Sheet
for Levels 1-3

Speaking Scorer's
Code Letter ("A")

TS8228 ■ ■ Page 2

2025 NYSESLAT Grade K

FOR TEACHER USE ONLY

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

USE A No. 2 PENCIL CORRECT: INCORRECT: ✗

Speaking				Writing			
Scorer's Code Letter		Session Codes		Session Codes		Scorer's Code Letters	
		Absent Speaking		Absent Writing			
Question	Score Points	Skipped	Question	Score Points	No Response		
1	0 1 2		1	0 1 2	0		
2	0 1 2		2	0 1 2	0		
3	0 1 2	0	3	0 1 2	0		
4	0 1 2	0	4	0 1 2	0		
5	0 1 2		5	0 1 2	0		
6	0 1 2		6	0 1 2	0		
7	0 1 2	0	7	0 1 2	0		
8	0 1 2	0	8	0 1 2 3 4	0		
9	0 1 2						
10	0 1 2						
11	0 1 2	0					
12	0 1 2	0					

Fill in the method used to score your school's test papers. (Select only one.)

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
- 5 One school
- 6 Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

K

Print **one** name in "A" for the
Speaking scorer only.



Back of NYSESLAT Answer Sheet (page 2)

1 Answer Sheet
for Levels 1-3

OSC will complete the Scoring Elements for *Writing*:
LEAVE WRITING SCORING ELEMENTS BLANK.

Writing Score Points:
LEAVE BLANK

Scoring Model Code:
LEAVE BLANK

Speaking				Writing			
Scorer's Code Letter		Session Codes		Session Codes		Scorer's Code Letter	
		Absent Speaking				Absent Writing	
Question	Score Points	Skipped	Question	Score Points	No Response	Scorer's Code Letters	
1	0 1 2		1	0 1 2	0		
2	0 1 2		2	0 1 2	0		
3	0 1 2	0	3	0 1 2	0		
4	0 1 2	0	4	0 1 2	0		
5	0 1 2		5	0 1 2	0		
6	0 1 2		6	0 1 2	0		
7	0 1 2	0	7	0 1 2	0		
8	0 1 2	0	8	0 1 2 3 4	0		
9	0 1						
10	0 1 2						
11	0 1 2	0					
12	0 1 2	0					

Fill in the method used to score your school's test papers. (Select only one.)

Scoring Model Code

0 Regional scoring
1 Schools from two districts
2 Three or more schools within a district
3 Two schools within a district
4 One school
5 Scored by a private contractor (not a BOCES)

Code Letters	Print Scorer's Names
A	
B	
C	
D	
E	

Writing Scorer's Code Letters:
LEAVE BLANK

Scorer's Names for *Writing* (B, C, D, E):
LEAVE BLANK



Reason Not Tested

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

Reason Not Tested	
<input type="radio"/>	Absent for entire test
<input type="radio"/>	Refused to take entire test
<input type="radio"/>	Administrative error, no score
<input type="radio"/>	Not enrolled at time of test
<input type="radio"/>	Medically excused



Accommodations

IEP or 504 Plan Accommodations (Fill in as many as apply.)	
<input type="radio"/>	Flexibility in scheduling (Timing N/A)
<input type="radio"/>	Flexibility in setting
<input type="radio"/>	Method of presentation (excluding Braille/Large type/Test read)
<input type="radio"/>	Method of response
<input type="radio"/>	Other
<input type="radio"/>	Braille
<input type="radio"/>	Large type
<input type="radio"/>	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.



Absent Bubbles & Valid Tests

To receive a valid test score, including
Overall Scale Score and **Overall Proficiency Level**:

- Students must be *present* for all four modalities or sessions...
- Students *must not be marked absent* for any of the four modalities or sessions, and...
- Students must have *received a score for at least one item* in each modality or session.

Absent for one session = Absent for the entire test



Reason Not Tested & Session Codes: Absent

Reason Not Tested: Absent for the entire test
vs. **Session Codes:** Absent for a session

Reason Not Tested	
<input type="radio"/>	Absent for entire test
<input type="radio"/>	Refused to take entire test
<input type="radio"/>	Administrative error, no score
<input type="radio"/>	Not enrolled at time of test
<input type="radio"/>	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

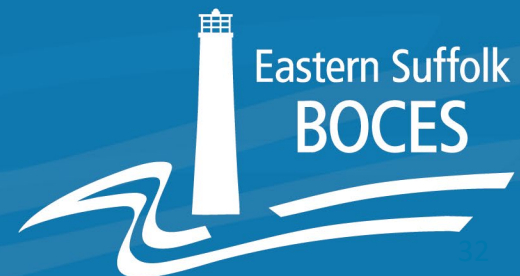
Absent any part = No Overall Scale Score or Proficiency Level

SUGGESTION: Bubble “Reason Not Tested” codes or “Session Codes” *after* the close of the testing window, in order to avoid any errors if students make-up missed sessions near the close of the window. If any of these are bubbled in early, and then the student makes up the missed session, ensure that an adult erases the bubble completely.



Preparing Booklets for Scoring

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



Prepping Booklets for Scoring



- OSC will score the WRITING. You will bring the booklets containing Writing responses to intake.
- Number of Booklets per student:
 - **Grades 1-12: THREE (3)** Booklets (L/R/W Sessions)
 - **Grade K: ONE (1)** Booklet only (Writing Modality)



Prepping Booklets for Scoring

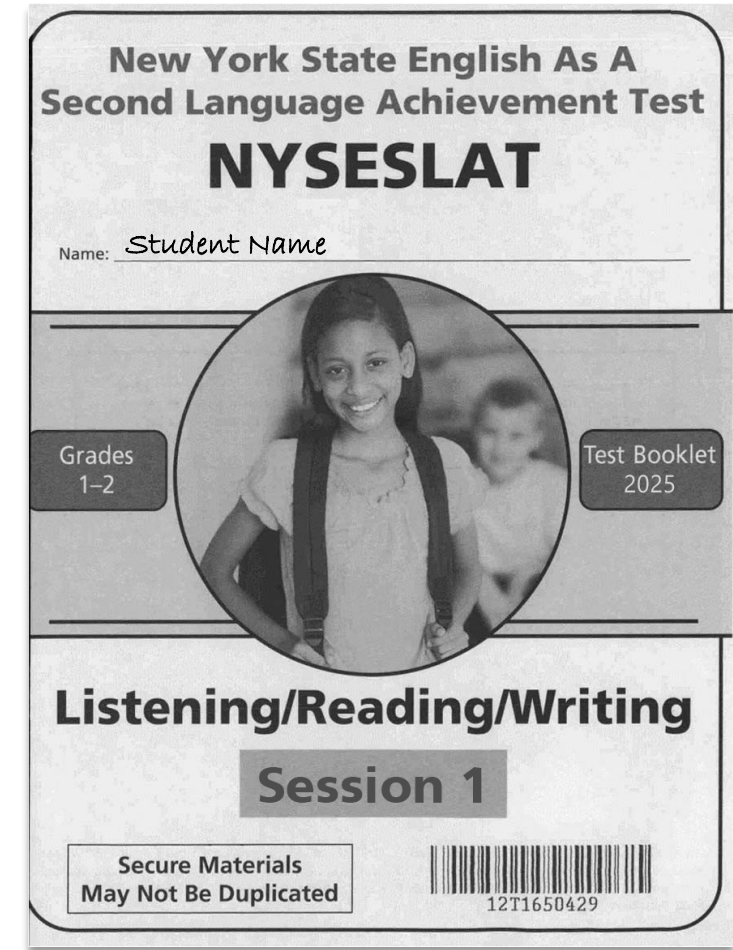
- If a student *attempted all parts* of the test, **submit all booklets** (even if one or more parts is incomplete).
- If a student *refused* all or part of the test, or was *absent for the entire test*, **do not submit the booklets for scoring.**
 - Return them to MetriTech with the other secure materials.
 - Submit all answer sheets with the appropriate *Reason Not Tested* code.
- **If a student was *absent for part* of the test, the booklets *may* be scored (there are several variables, but if a full modality was completed the student may still possibly get a raw score). **Submit all booklets** just in case.**
 - Reminder: A student with an incomplete test will not receive an Overall Scale Score or Proficiency Level.
- If a student *did not take any part* of the test (all their booklets are unused), **do not submit the blank booklets for scoring.**
 - Return them to MetriTech with the other unused, non-scorable materials.
 - Submit all answer sheets with the appropriate *Reason Not Tested* code.



Prepping Booklets for Scoring

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

- **Separate the Answer Sheets from the Booklets!**
- Remove extraneous sheets of paper, staples, paper clips, post-it notes, etc. from within the test booklets.
 - Exception: *Special Case Accommodated booklets*
- Every delivered test booklet must have the same number of pages as when you received it.
 - Do NOT remove blank pages from the back of test booklets.



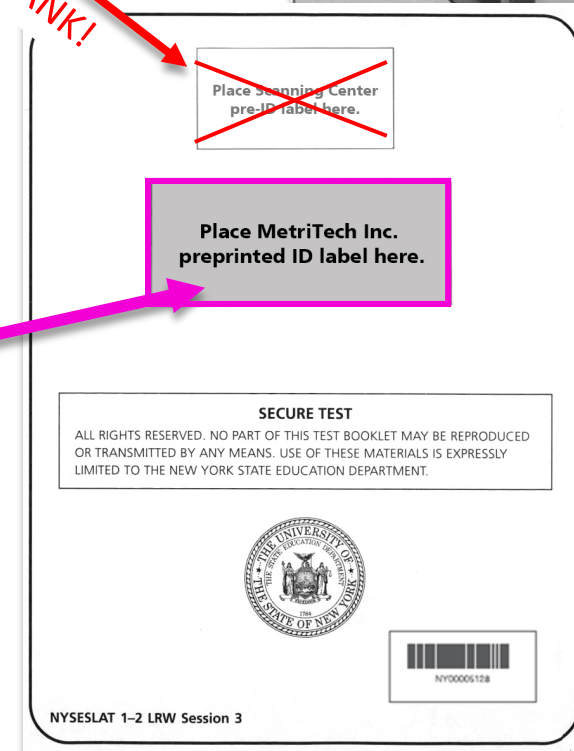
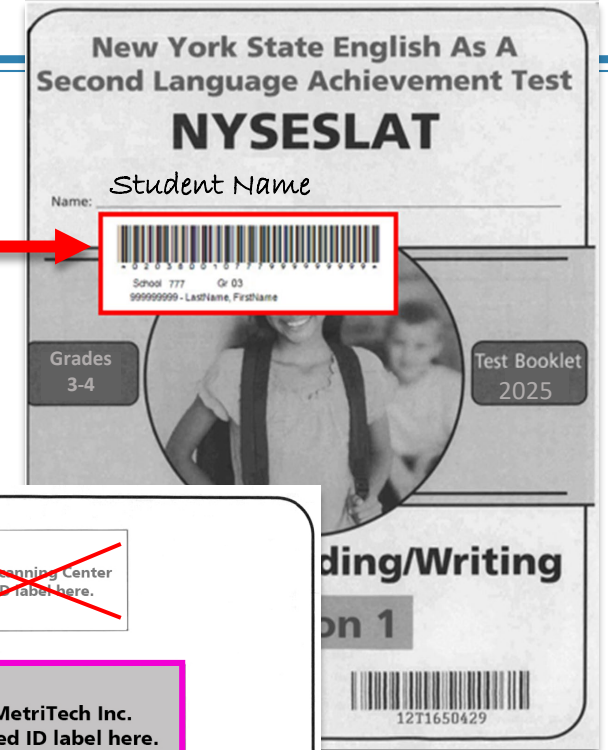
TWO Barcode Labels for Booklets

Make sure the correct **student barcode label** provided by BOCES RIC/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).

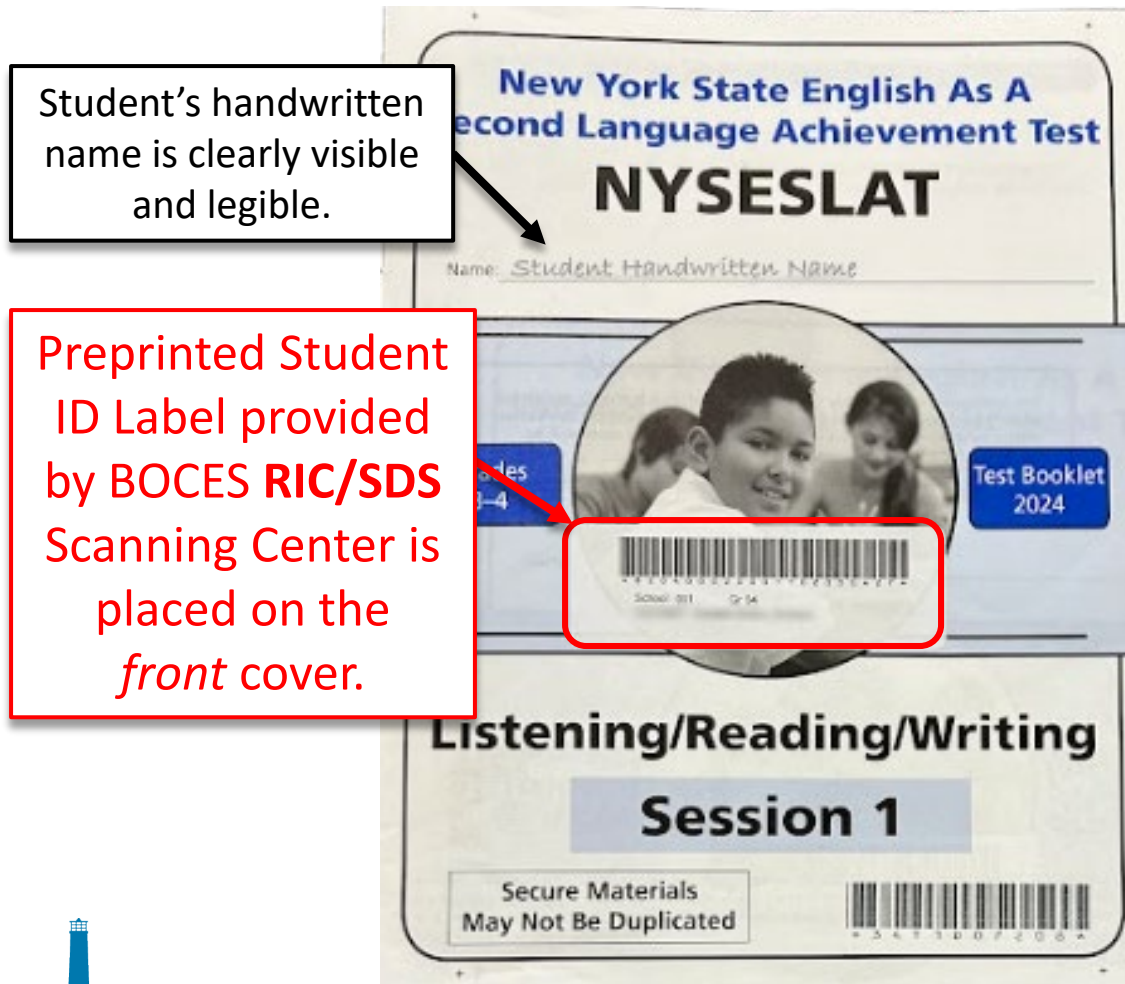
MetriTech's student ID labels will go on the **BACK** of the booklet(s).

SDS/RIC barcode goes HERE.

NOT HERE!
Leave space BLANK!



Labels for Answer Booklets: Correct Placement



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.



The image shows the front cover of the NYSESLAT Test Booklet 2025. It includes a student photo, a signature, and fields for Name, ID, and DOB. Red arrows point to the signature and the ID/DOB fields, with callouts explaining the need for adult input if the student's handwriting is illegible.

New York State English As A Second Language Achievement Test
NYSESLAT

Name: *Jorge Rodriguez* (Signature)
Jorge Rodriguez
ID 000012345
DOB 06/22/2018

Grades 1-2 Test Booklet 2025

Listening/Reading Session 1

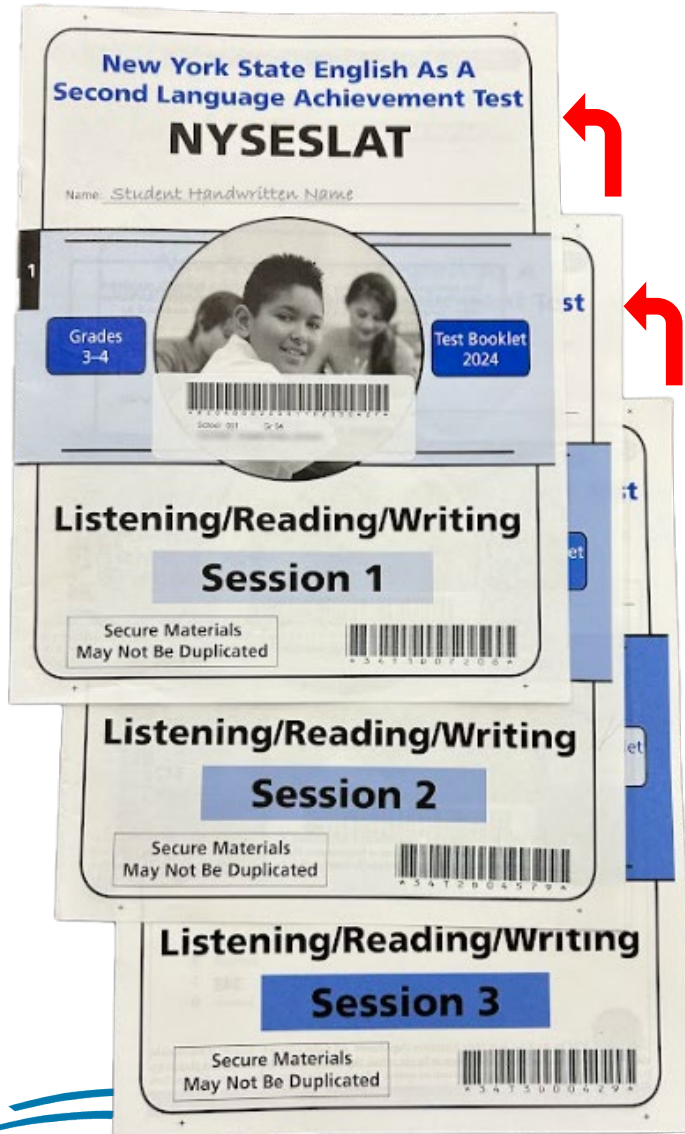
Secure Materials May Not Be Duplicated

12T1650429

We often can't read students' handwriting!

An adult should neatly print the student's:
Name
Local ID #
DOB

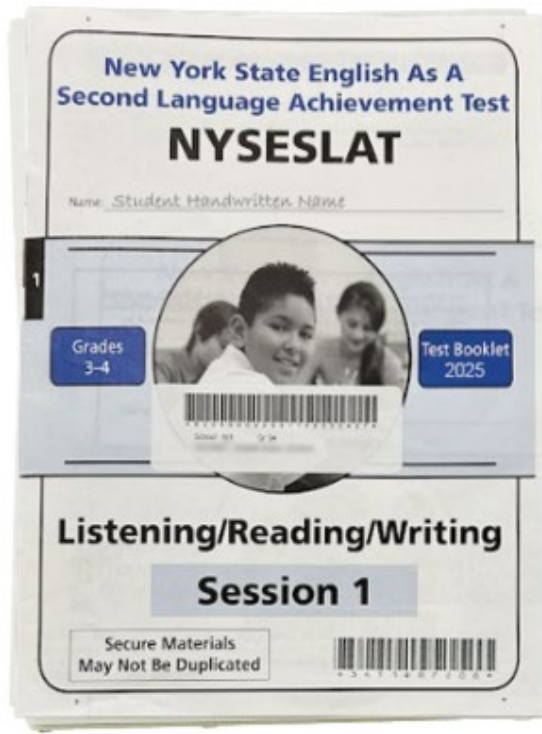
Prepping Booklets for Scoring



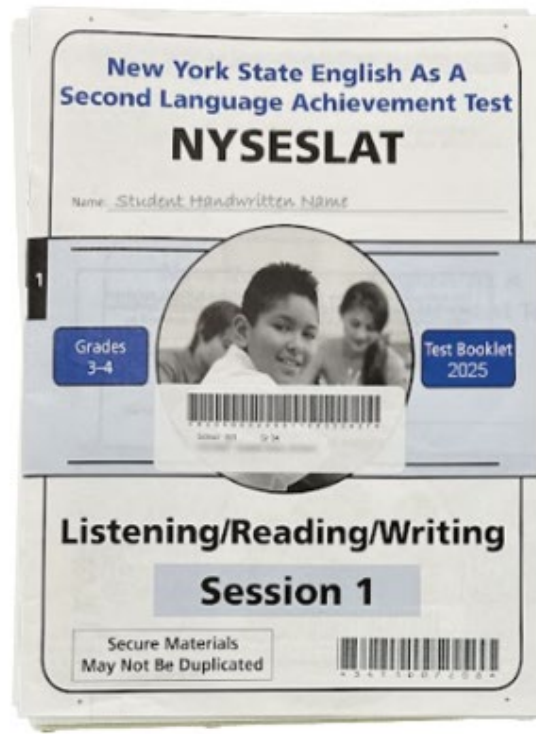
- For levels 2+ (grades 1+), **nest the booklets:**
 - Place the Session 3 booklet *inside* Session 2 booklet, and both inside the Session 1 booklet.
 - *For each student, the Session 1 booklet will be on the outside.*

Prepping Booklets for Scoring

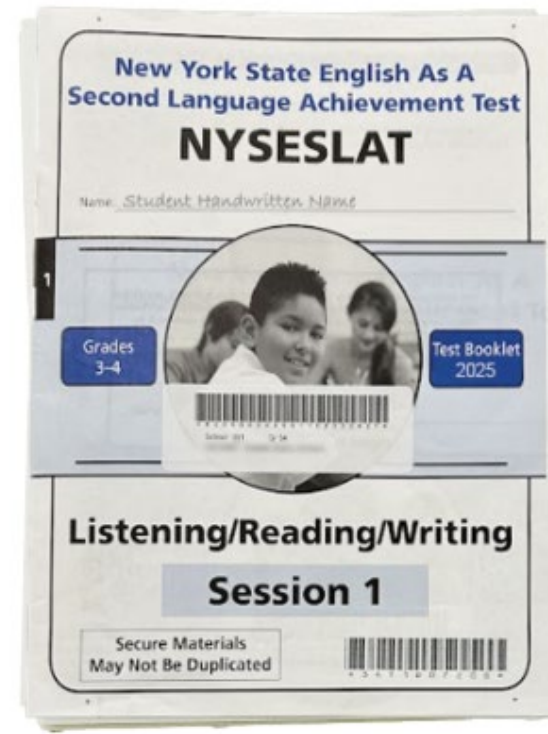
- Keep tests **separated** by *school building*.
- **There can be only one building in a box!**



Preparing Package 1:
Building “A” Only



Preparing Package 2:
Building “B” Only

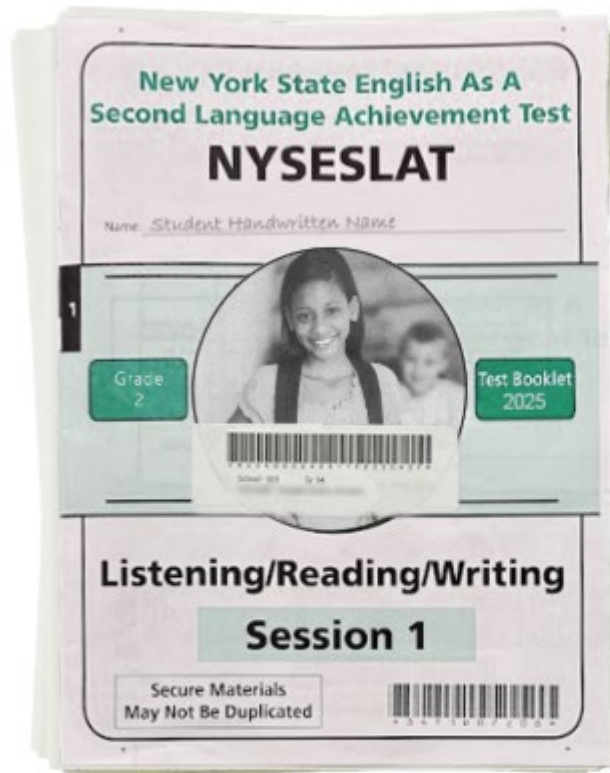


Preparing Package 3:
Building “C” Only

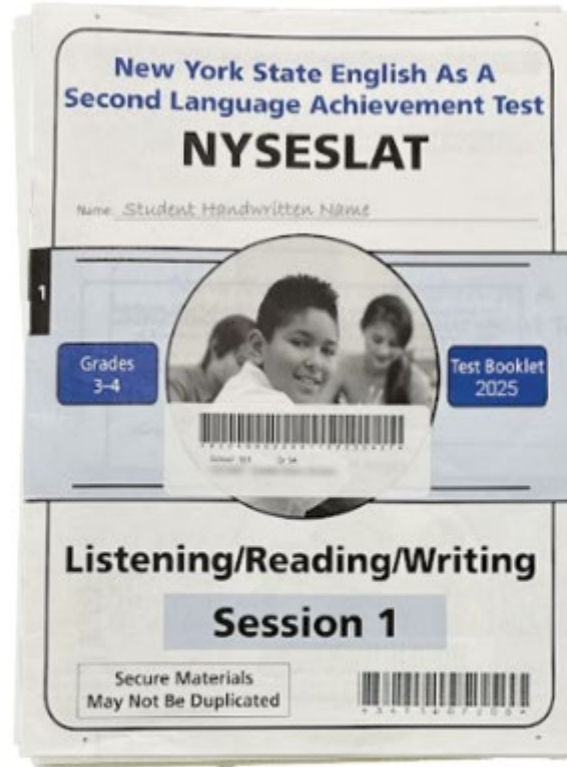


Prepping Booklets for Scoring

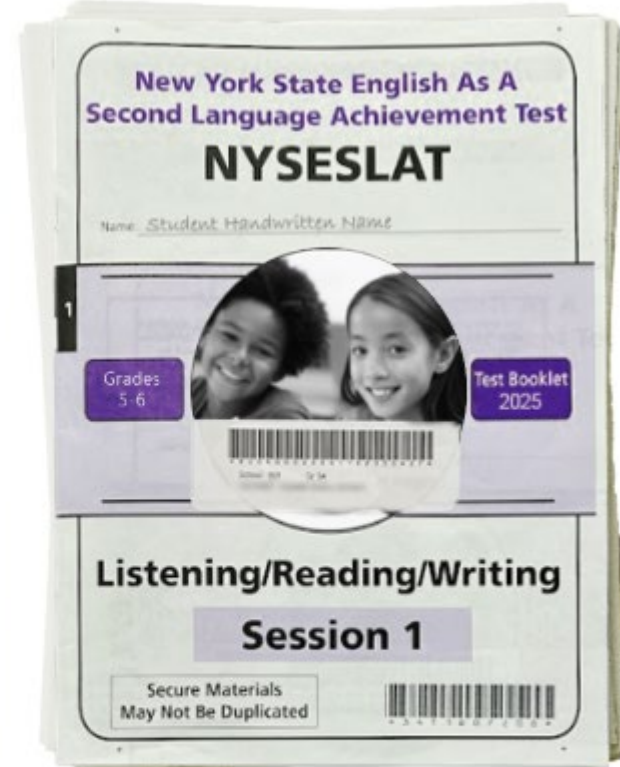
- Next, **organize** booklets by *level*.
 - e.g., Level 3 (grade 2); Level 4 (grade 3 and/or 4); Level 5 (grade 5 and/or 6), etc.



Building "A":
Level 3



Building "A":
Level 4

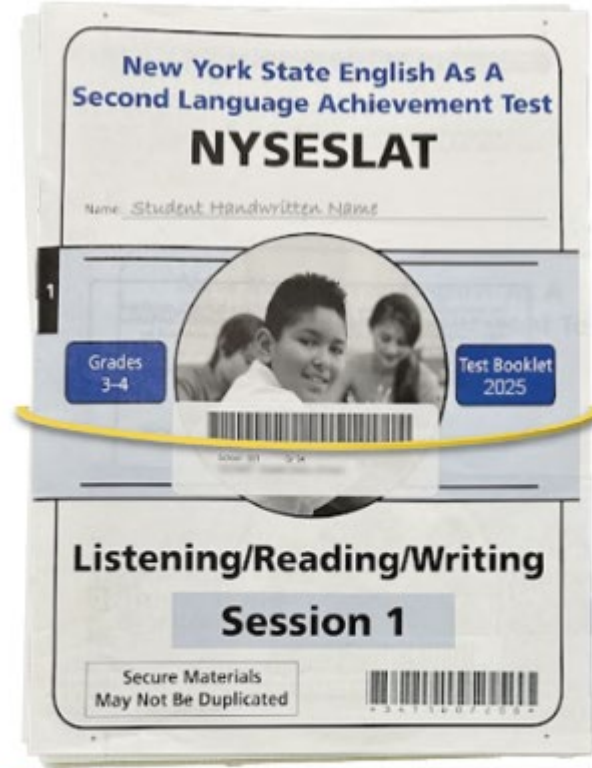


Building "A":
Level 5

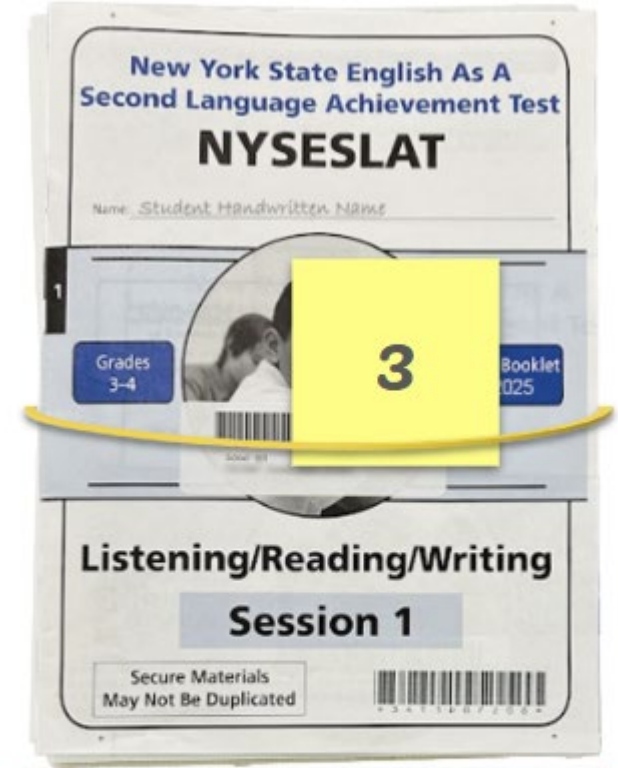


Prepping Booklets for Scoring

- **Bundle in groups of **10** students**, secured with a 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.



This bundle contains 10 students' booklets
(for Levels 2-7, that means 30 total booklets... 3 per student).



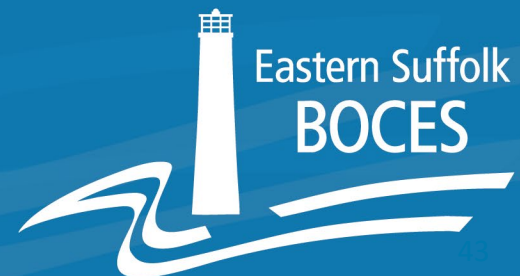
This bundle contains 3 students' booklets
(for Levels 2-7, that means 9 total booklets... 3 per student).



Reminders about prepping Special Case Booklets

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

Large Print, Word-Processed, Braille, and Scribed tests



“Special Case” Accommodated Booklets

- *Special Case* booklets are those requiring special handling for *scoring*.
- 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: NYSESLAT Grade-Level: 3 Special Case

Number of Special Case Students in Envelope: 5

District: Sandy Shells School District

Building: Bikini Bottom Elementary



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
Star	Patrick	002345678	08/17/84			X
Tentacles	Squidward	003456789	10/09/77			X
Krabs	Pearl	004567890	05/12/06	X		

- *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](#) Page 10.

- 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**.
- Scribes **must show the student the written response** and ask them to indicate if there are any changes to be made (further changes are scribed on the skipped lines).
- The scribe must then **transfer the student's completed response into the test booklet** exactly as dictated or recorded, ensuring responses are under the correct question number.
- The scribe writes the student's Name, ID, and DOB on each sheet used, and **the sheets are then stapled to the back cover of the booklet** (single staple).



Special Case: Word-Processed

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

- When using a word-processor or speech-to-text software on the NYSESLAT, the school **must print the student's responses**.
- 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.



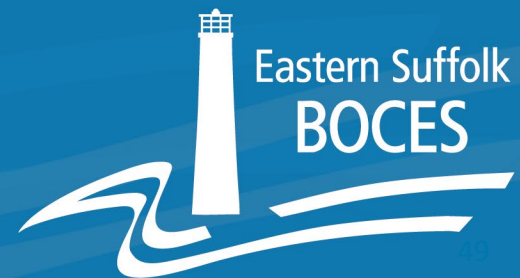
Special Case: Braille

- Schools **must translate and transcribe** a student's writing responses *into standard test booklets* exactly as recorded (transcribe multiple-choice 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*.**



Packing Boxes for Scoring Intake

Keep it organized!



Prepping Boxes for Scoring

- Utilize appropriately-sized, sturdy boxes that can handle the weight of booklets you're bringing in for scoring.
 - MetriTech's boxes are built for this. Reuse them when you can.
 - Remember that MetriTech boxes already have a **School Label** on them! You are required to have those on return boxes! →
 - Save enough MetriTech boxes to return the other test materials to them.

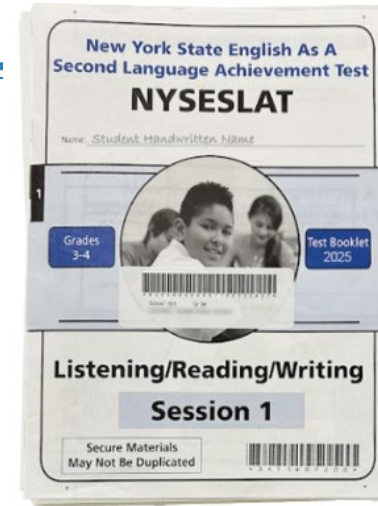
DO NOT REMOVE OR COVER
NYSESLAT SECURE TESTING MATERIALS
— OPEN IMMEDIATELY —
SCHOOL BARCODE IN THIS AREA
BEDS Code - 580 0011
BIKINI BOTTOM ELEMENTARY SCHOOL
DO NOT COVER BARCODE
USE THIS SPACE FOR RETURN SHIPPING
RETURN BOX 1 OF 4
SAVE THIS BOX FOR RETURN SHIPMENT

THE
GOLDILOCKS
RULE:
Just Right!

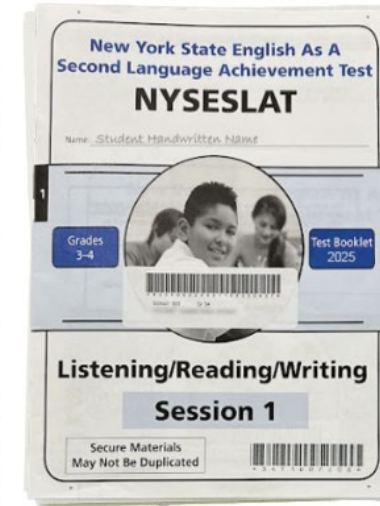


Reminders when Packing Boxes

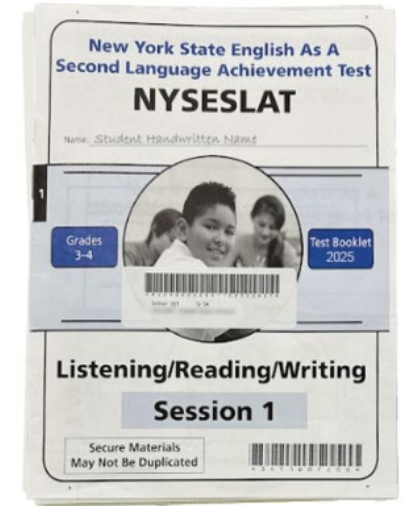
- Only pack **one (1) building** per box.
- You may include one or more grades/levels per box, per building. **Group levels together.**



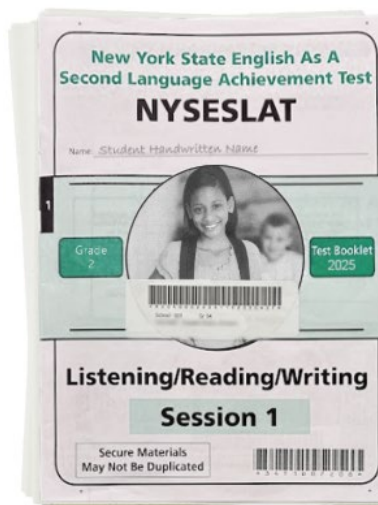
Preparing Package 1:
Building "A" Only



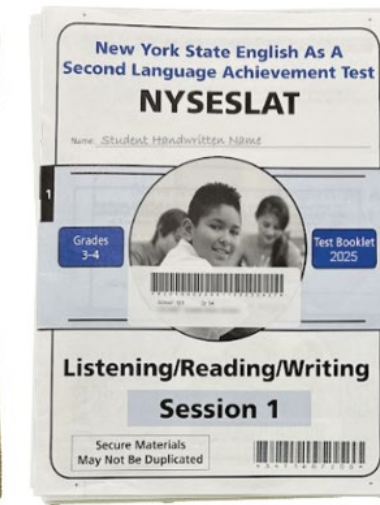
Preparing Package 2:
Building "B" Only



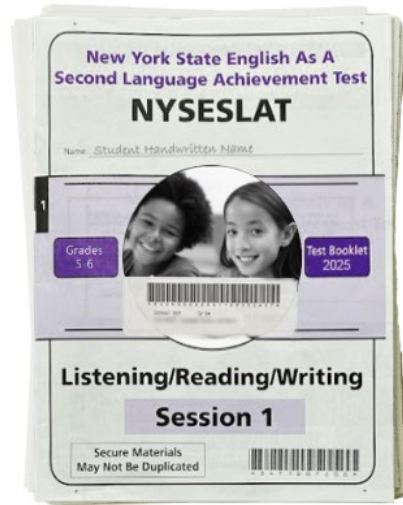
Preparing Package 3:
Building "C" Only



Building "A":
Level 3



Building "A":
Level 4



Building "A":
Level 5

Reminders when Packing Boxes

- You should have bundles of **10 students**.

Levels 2 – 7 (grades 1-12):

10 Students (30 booklets)

10 Students (30 booklets)

10 Students (30 booklets)



Level 1 (grade K):

10 Students (10 booklets)

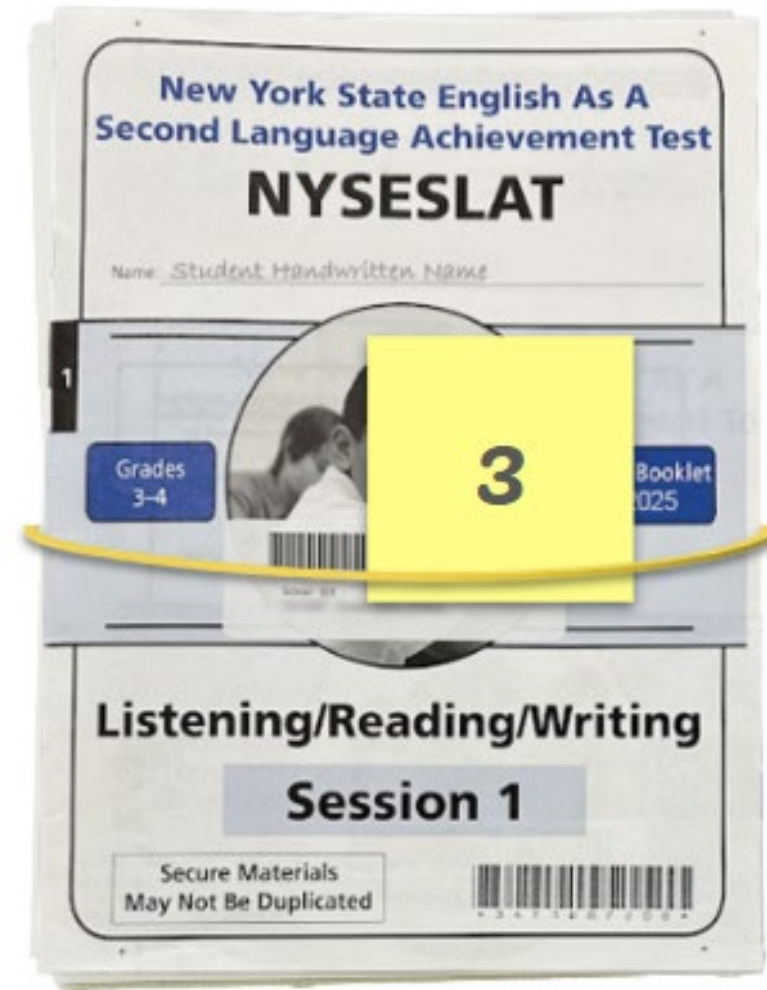
10 Students (10 booklets)

10 Students (10 booklets)



Reminders when Packing Boxes

- If a bundle contains *less than 10* students, **it should have a post-it note on top** with the actual count.



Reminders when Packing Boxes

- Booklets requiring special handling (scribed, word processed, large print, Braille):
 - Should be separated and placed in manila envelope(s) by grade level.
 - A *Special Case Tracking Sheet* should be taped to each envelope.
 - These will be placed inside that building's box, at the top.

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: NYSESLAT Grade-Level: 3

Special Case

Number of Special Case Students in Envelope: 5

District: Sandy Shells School District

Building: Bikini Bottom Elementary



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
Star	Patrick	002345678	08/17/84			X
Tentacles	Squidward	003456789	10/09/77			X
Krabs	Pearl	004567890	05/12/06	X		
Plankton	Sheldon	005678901	11/30/42		X	
Cheeks	Sandy	006789012	11/17/86			X
			/ /			
			/ /			
			/ /			
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			/ /			
			/ /			

Special Case Tracking Sheet - Updated 2025-04-02



Reminders when Packing Boxes

- Prepare a copy of a completed **roster** for the box.
- The light blue MetriTech School Header Sheets ARE NOT NEEDED inside your intake boxes, but...
 - You will need them when shipping other materials back to MetriTech.

Academic Year 2024 - NYSESLAT

School Header Sheet

Use this form to return Listening/Reading/Writing session booklets (for grades 1-12), or Listening, Reading, or Writing test booklets (for Kindergarten).

BEIS Code:

School Name:

For Kindergarten, mark one validity only for each header sheet.

Model: ☐ K ☐ Listening ☐ Reading ☐ Writing

Mark one grade band only. For grades 1-12, mark one session only for each header sheet.

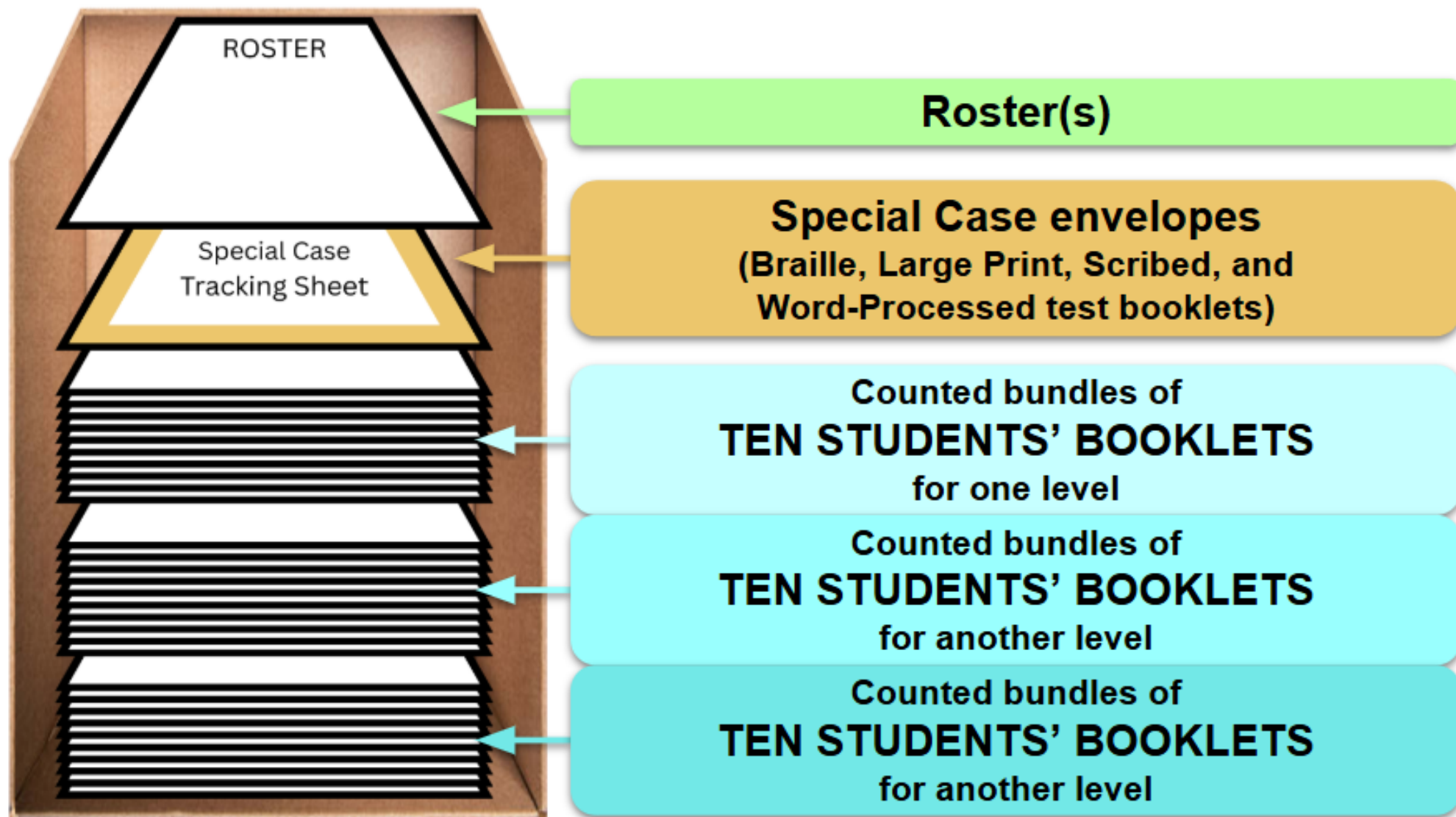
Listening/Reading/Writing Sessions: ☐ 1 ☐ 2 ☐ 3

Office Use Only

Make Copies As Needed

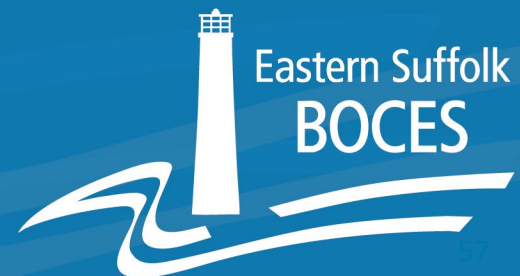
Packing a Box

REMEMBER:
Only **ONE BUILDING** per box permitted.




Just before Intake: Register Packages of Booklets

Once packed, it's time to register packages with OSC before coming to intake!



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 your district used us for scoring ELA/Math/Science, the password has likely been changed.
 - **If you need your district's username, or you need the password reset, contact us at scoring@esboces.org or 631-244-4243.**



OPTIMUM
SOLUTIONS

Ease Checkin Sign In


User Name is required.

Password is required.



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: NYSESLAT ▾
Highlight Zero Counts: -- Choose Subject --
Or, Search by Box Name: English LanguageArts
↻ Mathematics
NYSESLAT
Science

Register Package(s)

Confirmed?	Edit	Print	District	Building Name	Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
No packages registered.											

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.

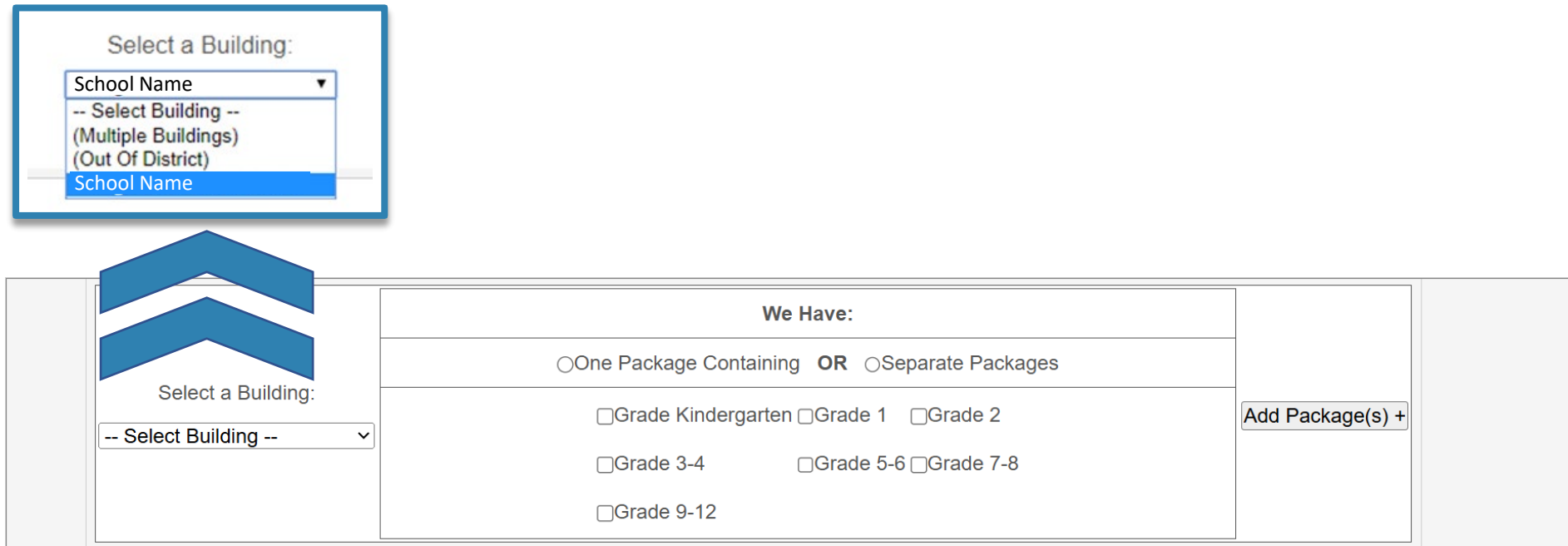
The 'Has Existing Packages?' is used to tell you if packages have already been registered for the selected subject.

The screenshot shows the 'Register Package(s)' form. At the top, it displays 'RIC: Eastern Suffolk BOCES', 'District: District', and 'Subject: NYSESLAT'. Below these, a red box highlights the 'Has Existing Packages?' field, which contains the text 'No.'. A blue arrow points from the top-left text box to the 'Has Existing Packages?' field. Another blue arrow points from the top-right text box to the 'Has Existing Packages?' field. Below the form, a blue banner contains an information icon and the text: 'For multiple book assessments, please register the number of exams/students and not the number of booklets.' A blue arrow points from this banner to the 'We Have:' section of the form. The 'We Have:' section includes a dropdown for 'Select a Building:' with the text '-- Select Building --', a section for selecting packages with radio buttons for 'One Package Containing' and 'Separate Packages', and checkboxes for various grade levels: 'Grade Kindergarten', 'Grade 1', 'Grade 2', 'Grade 3-4', 'Grade 5-6', 'Grade 7-8', and 'Grade 9-12'. To the right of these options is a button labeled 'Add Package(s) +'.

“For multiple book assessments, please register the number of exams/students and not the number of booklets.”



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 Kindergarten ☐ Grade 1 ☐ Grade 2

☐ Grade 3-4 ☐ Grade 5-6 ☐ Grade 7-8

☐ Grade 9-12

Add Package(s) +

Reminder: Only ONE building may be in a package, so do **not** select “multiple buildings”.



Registering Packages of Booklets with OSC

Only ONE building
per package for
NYSESLAT!

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

Select a Building:

District Elementary School ▾

We Have:

☐ One Package Containing **OR** ☒ Separate Packages

☒ Grade Kindergarten ☒ Grade 1 ☒ Grade 2
☒ Grade 3-4 ☒ Grade 5-6 ☐ Grade 7-8
☐ Grade 9-12

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.

PACKAGE 1 - District Elementary School	Small Box	My Package Description					Delete Package?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
Kindergarten						Delete?	
PACKAGE 2 - District Elementary School	Box	My Package Description					Delete Package?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
Grade 1						Delete?	
PACKAGE 3 - District Elementary School	Envelope	My Package Description					Delete Package?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille		
Grade 2						Delete?	

Click to add a grade to this package.

SAVE ALL CHANGES

Click 'Save All Changes' when finished.

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



Registering Packages of Booklets with OSC

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

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

Or, Search by Package Name:

↻

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	District Elementary School	DIS-N-Doretha	NYSESLAT		Box	5-6	10	0	10	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Roosevelt	NYSESLAT		Box	3-4	6	0	6	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Richelle	NYSESLAT		Envelope	2	3	0	3	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Romaine	NYSESLAT		Box	1	4	0	4	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Itati	NYSESLAT		Small Box	Kindergarten	7	0	7	<input type="checkbox"/>
													Delete



Registering Packages of Booklets with OSC

Select RIC: Eastern Suffolk BOCES ▾

Select District: District ▾

Select Subject: NYSESLAT ▾

Highlight Zero Counts: ☐ YES

Or, Search by Package Name:

[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	District Elementary School	DIS-N-Doretha	NYSESLAT		Box	5-6	10	0	10	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Roosevelt	NYSESLAT		Box	3-4	6	0	6	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Richelle	NYSESLAT		Envelope	2	3	0	3	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Romaine	NYSESLAT		Box	1	4	0	4	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Itati	NYSESLAT		Small Box	Kindergarten	7	0	7	<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:
Select District:
Select Subject:
Highlight Zero Counts:
Or, Search by Package Name:

Eastern Suffolk BOCES

District

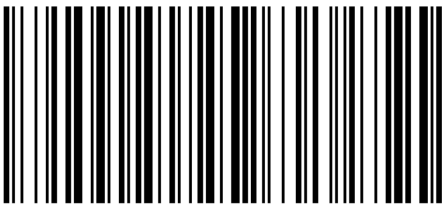
NYSESLAT

☐ YES

[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	District Elementary School	DIS-N-Doretha	NYSESLAT		Box	5-6	10	0	10	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Roosevelt	NYSESLAT		Box	3-4	6	0	6	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Richelle	NYSESLAT		Envelope	2	3	0	3	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Romaine	NYSESLAT		Box	1	4	0	4	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Itati	NYSESLAT		Small Box	Kindergarten	7	0	7	<input type="checkbox"/>
													Delete

Sandy Shells School District



Barcode: SSS-N-Krusty
RIC: ESBOCES
District: Sandy Shells School District
Building: Bikini Bottom Elementary
Ordinary: 5
LG Print / Braille: 0
Breakdown: Standard Level 2 : 1, Level 3 : 2, Level 4 : 2
Description: Grades 1-4 NYSESLATs

Please affix this label to the box.

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



Prepping for Intake/Delivery



- Each package must have the correct **OSC label** attached.
- Each package must have the correct **MetriTech School Label**.
 - These are *building-specific*.
 - Ensure the MetriTech label *matches the building represented inside the package!*
- Complete the Return Box section (i.e., *1 of 2* and *2 of 2*)



Prepping for Intake/Delivery



- **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 any labels 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.
- Deliver scorable writing 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 [SDBS], and a second from SDS).

	NYSESLAT
Progress	
Registration	Completed
Intake	
Preferences	Completed
Intake Date	May 29, 2025
Intake Time	10:35 AM



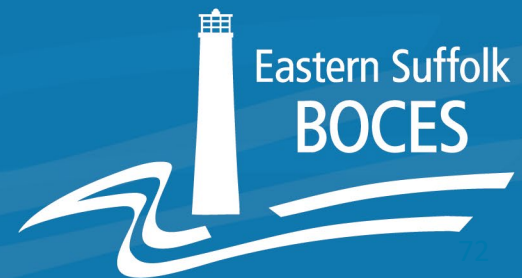
Intake: Delivery Packages to ISC-Sequoia

- **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.



Quiz Time!

Time to see how much you were paying attention. 😊



Quality Control Reminders

All NYSESLAT booklets that contain Writing responses must have these two student labels:

1. RIC-provided Student Barcode Label

AND

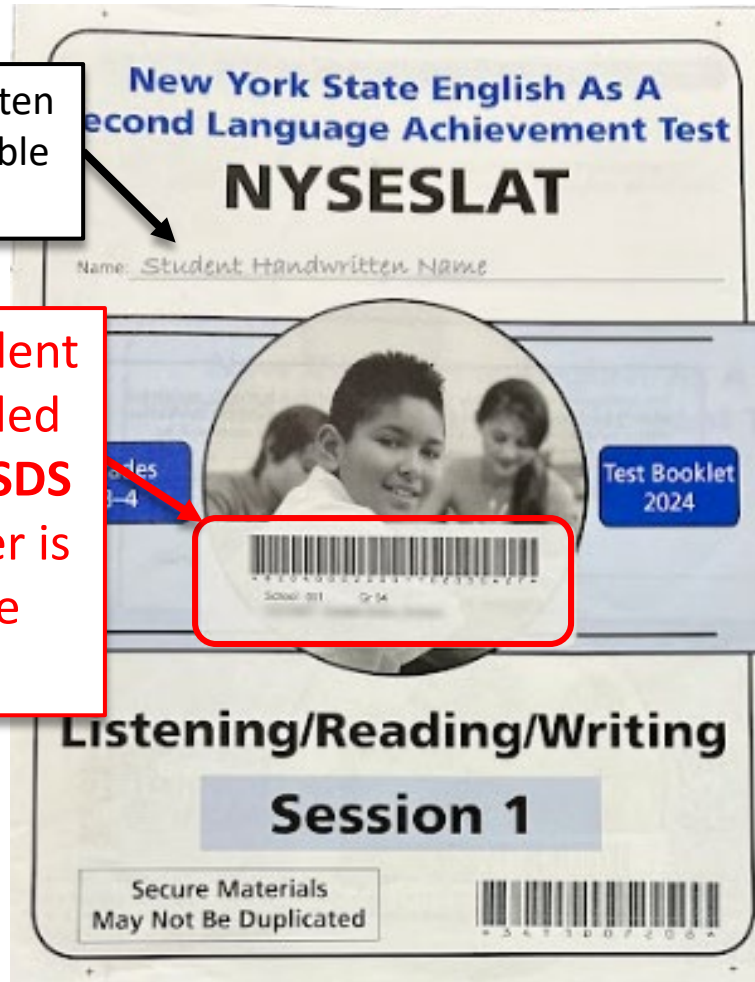
2. MetriTech Student Barcode Label.



Quality Control Reminders

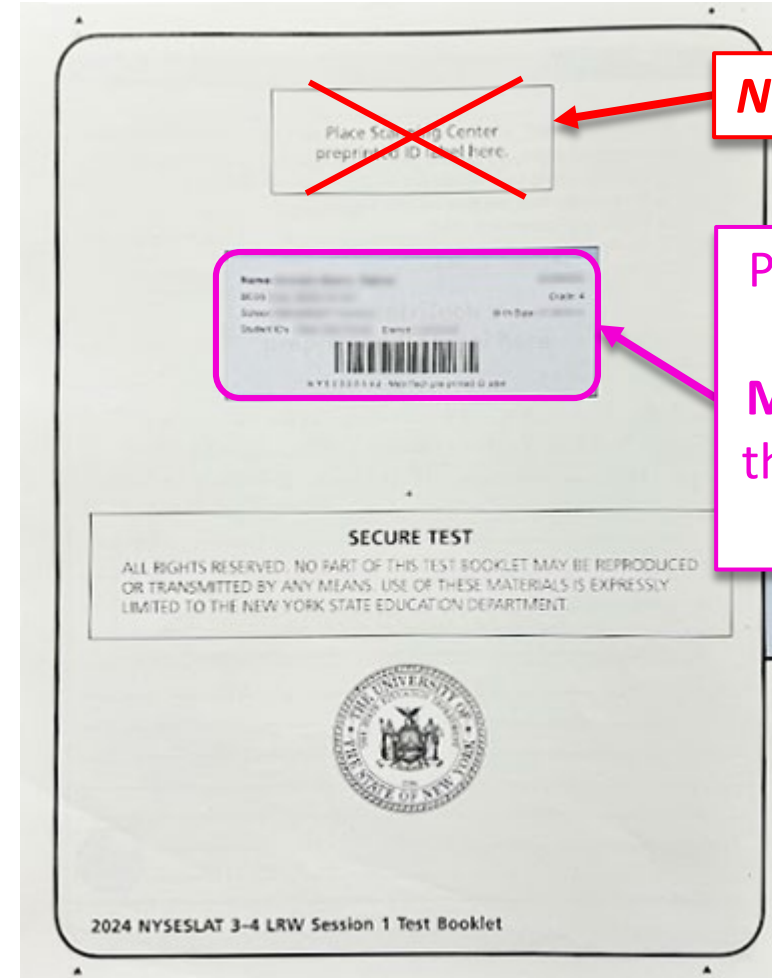
Student's handwritten name is clearly visible and legible.

Preprinted Student ID Label provided by BOCES RIC/SDS Scanning Center is placed on the front cover.



No label is placed here

Preprinted Student ID Label provided by **MetriTech** is placed in the shaded box on the back cover.



Quality Control Reminders

If student labels are missing, you need to neatly print this student information on the front cover of all the student's booklets:

- **Student's Full Name**
- **Student's Local ID Number**
- **Student's DOB**



Quality Control Reminders

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

- **The student's 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**

New York State English As A
Second Language Achievement Test
NYSESLAT

Name: Jorge Rodriguez ID 000012345 DOB 06/22/2018

Grades 1-2 Test Booklet 2025

Listening/Reading Session 1

Secure Materials
May Not Be Duplicated

12T1650429

We often can't read students' handwriting!

An adult should neatly print the student's:
Name
Local ID #
DOB

Quality Control Reminders

If you have one or two of a student's labels, but one is missing or damaged, then you can:

- **Write the full 21-digit barcode number from the Student Barcode Label on the front cover of the booklet.**

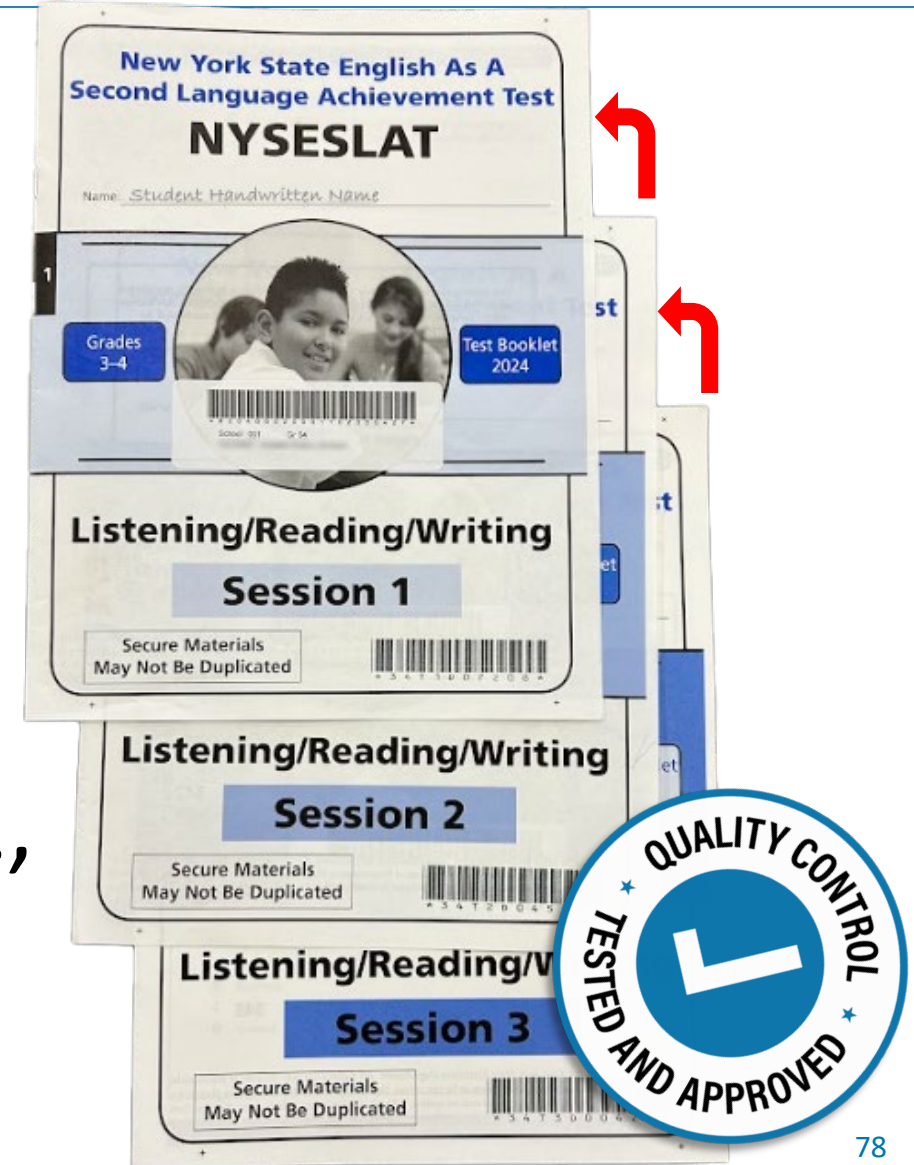


Quality Control Reminders

Three-booklet tests must be _____ before bundling and packaging.

- **Nested**

- Place Session 3 inside Session 2, and then both inside Session 1.



Quality Control Reminders

How many buildings can be packaged together?

- **ONE**



Quality Control Reminders

How many students/tests should be bundled together?

- **Ten (10)**

Levels 2 – 7 (grades 1-12):

10 Students (30 booklets)

10 Students (30 booklets)

10 Students (30 booklets)



Level 1 (grade K):

10 Students (10 booklets)

10 Students (10 booklets)

10 Students (10 booklets)



Quality Control Reminders

What labels must be affixed to the outside of each package, and where do you get them?

- **OSC Ease Check-in Label**

- Printed from the OSC Ease Check-in Site after I register my packages.

- **MetriTech School Label**

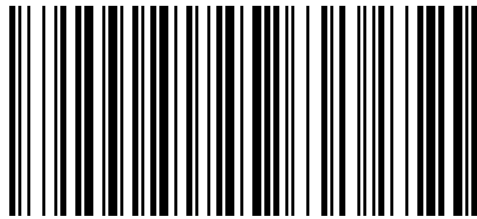
- Already on MetriTech's boxes, and sent with MetriTech's materials.



Quality Control Reminders

OSC labels you'll print

Sandy Shells School District



Barcode: SSS-N-Krusty
RIC: ESBOCES
District: Sandy Shells School District
Building: Bikini Bottom Elementary
Ordinary: 5
LG Print / Braille: 0
Breakdown: Standard Level 2 : 1, Level 3 : 2, Level 4 : 2
Description: Grades 1-4 NYSESLATs

Please affix this label to the box.

MetriTech labels that come with materials

DO NOT REMOVE OR COVER
NYSESLAT SECURE TESTING MATERIALS
— OPEN IMMEDIATELY —

SCHOOL BARCODE IN THIS AREA

BEDS Code - 580 0011
BIKINI BOTTOM ELEMENTARY SCHOOL



DO NOT COVER BARCODE

USE THIS SPACE FOR RETURN SHIPPING

RETURN BOX **1** OF **4**

SAVE THIS BOX FOR RETURN SHIPMENT



After Intake...

What do we do with all this other stuff?

Post-Intake: What to do with Test Materials

OSC will return to MetriTech:	Schools must return to MetriTech:
Scored Test Booklets containing written responses (Writing for Kindergarten; Listening/Reading/Writing sessions for Grades 1-12)	All Other Test Booklets (<i>used</i> Listening and Reading for Kindergarten; <i>all unused</i> test booklets)
	Directions for Administration (DFAs)
	Listening Scripts (if supplied)
	Booklets and Scoring Guides for Speaking
	Scoring Guides and Training Sets for Writing
	Braille materials

Return materials by June 20, 2025.



Packing Materials for Return Shipping

REMINDERS

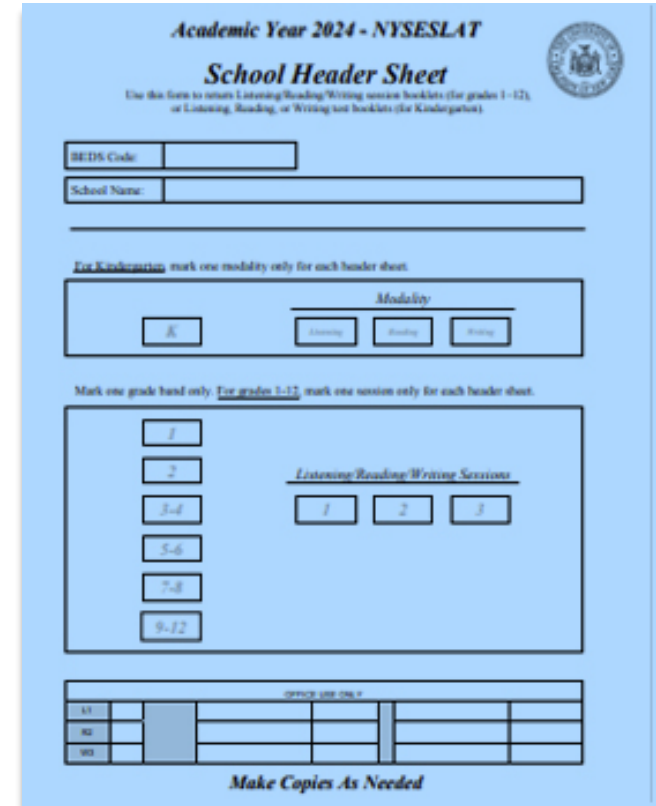
- DO NOT SEND machine-scannable answer sheets to MetriTech.
 - Schools will not have access to materials returned to MetriTech.
 - Any materials mistakenly packed with secure materials and sent to MetriTech will NOT be available to return to schools.
 - Make sure answers in booklets have been transcribed onto answer sheets where necessary (grades K-2).
- Pack materials you need to return into **original MetriTech box(es), by school building.** *Do NOT combine buildings.*



Packing Materials for Return Shipping

STEP 1

- Use the **light blue School Header Sheet form** when returning **used Kindergarten Listening and Reading test booklets**.
 - Make copies as needed.
 - Complete one header sheet for each modality (e.g., you'll have two sheets: one for Kindergarten Listening; one for Kindergarten Reading).
- Place each header sheet (with corresponding test booklets) in the provided return bags.
 - Keep header sheet and corresponding test booklets together. More than one set can be placed in each return bag.



The form is titled "Academic Year 2024 - NYSESLAT School Header Sheet" and includes the NYSESLAT logo. It instructs users to use the form to return Listening/Reading/Writing session booklets for grades 1-12, or Listening, Reading, or Writing test booklets for Kindergarten. The form contains fields for "BEDS Code" and "School Name". Below these, it asks for the "Modality" (Listening, Reading, or Writing) for Kindergarten. It also includes a section for "Listening/Reading/Writing Sessions" with checkboxes for grades 1, 2, 3-4, 5-6, 7-8, and 9-12. At the bottom, there is a table for "OFFICE USE ONLY" with columns for "A1", "A2", and "A3". The instruction "Make Copies As Needed" is at the bottom right.

OFFICE USE ONLY			
A1			
A2			
A3			



Packing Materials for Return Shipping

STEP 2

- Place bags of used test booklets (from the last slide) in the box first. This should be numbered as the last box of the shipment.
- Continue to fill boxes with ALL other testing materials (unused and non-scorable).
- Use the bright blue “Return Materials Packing Instructions” (on the reverse side of the “Shipping Form”) as a checklist to verify all secure material is gathered and packed into the box(es).
 - Combine materials from all shipments received *at that building*, and return as few boxes as possible.

RETURN MATERIALS PACKING INSTRUCTIONS

STEP ONE - Prepare materials for shipping

1. Under the *School Header Sheet* (light blue) form, place only:
 - Used Listening/Reading/Writing Session booklets by grade band and session (for grades 1-12).
 - Used Listening, Reading, or Writing test booklets (for Kindergarten).
2. For each header, mark one grade band and one session (or one modality for Kindergarten). Make copies as needed.
3. Place header sheets with test booklets in the return bags (provided).
4. Gather ALL other testing materials received:
 - Directions for Administration
 - Speaking Scoring Guides
 - Writing Scoring Guides and Training Sets
 - Listening Scripts
 - All Speaking session booklets (including large type)
 - Unused Listening/Reading/Writing session booklets (including large type)
 - Unused Listening, Reading, or Writing test booklets (for Kindergarten)
 - Braille materials

STEP TWO - Pack testing materials in boxes

5. Use the box/boxes in which you received test materials to return all test materials.
 - DO NOT USE copier paper boxes or similar lightweight boxes.
 - DO NOT USE overly large boxes.
6. Combine materials from all shipments received, and return as few boxes as possible.
7. Place bags of used test booklets (steps 1-3) in the box first. Number as the last box(es) of the shipment.
8. Continue to fill boxes with ALL other testing materials (unused and non-scorable).
9. Fill all empty space with packing material to prevent damage during transit.

STEP THREE - Complete the Shipping Form

10. Record the total number of boxes being returned to MetriTech, the date boxes were packed, name and signature of the responsible party, and telephone number.
11. Place the completed Shipping Form inside Box #1 on top of materials.
12. Use packing tape to securely seal both top and bottom of each box. Tape should be strong enough to avoid a box opening in transit.
13. Complete the Return Box section of each (orange) school label. If the original shipping boxes are not available, write the quantity of boxes being returned on the outside of each box (i.e. 1 of 2, 2 of 2).

STEP FOUR - Use the Return Service (RS) labels

14. Call MetriTech Customer Service at 1-800-747-4868 if you need additional RS labels (provided with the Test Coordinator paperwork).
15. Follow the instructions on the Returning Materials to MetriTech (bright green) sheet.
16. If the location does not have regular UPS service, call 1-800-823-7459 and arrange a UPS Return Service pickup.

Fill out the Shipping Form on other side.



Packing Materials for Return Shipping

STEP 3

- Place the **bright blue “Shipping Form”** (on the reverse side of the “Return Materials Packing Instructions”) **inside of Box #1**, on top of materials contained within.
 - Record the number of boxes being returned, date packed, name and signature of responsible party, and phone number.
- Fill any empty space with packing material to prevent damage during transit.
- Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping.

Academic Year 2024 - NYSESLAT

Shipping Form

1. Prepare materials for shipping. Follow the instructions on the back of this form.
2. Pack testing materials in boxes. Follow the instructions on the back of this form.
3. Complete the Shipping Form information below. Place inside Box #1 on top of materials.
4. Use the RS labels and follow the instructions on the Returning Materials to HereTech sheet.

School Name: _____
BEDS Code: _____
Contact Name: _____

Place this completed form inside the top of Box 1.


Number of boxes being returned 2024
NYSESLAT
Operational

Date Packed: ____ / ____ / ____

Signature of responsible party: _____

Print name here: _____

Telephone (____) ____-____



Make a copy of this form for your records.



Packing Materials for Return Shipping

STEP 4

- There should already be a **bright orange MetriTech box label** on the box. If it's not viable, apply a new one.
 - You may make copies if needed.
 - Complete the Return Box section on each school label (i.e., *1 of 2* and *2 of 2*)
- Affix the **Return Service (RS) Shipping Labels** to each box of return materials (one per box).
 - Cover the original shipping label, if one exists.
 - Call 1-800-823-7459 to arrange a UPS return service pickup, if needed.
 - Call MetriTech at 1-800-747-4868 for additional RS labels.

The image shows two shipping labels. The top label is bright orange with black text. It says "DO NOT REMOVE OR COVER" at the top, followed by "NYSESLAT SECURE TESTING MATERIALS" and "— OPEN IMMEDIATELY —". Below that is "SCHOOL BARCODE IN THIS AREA" and a section for "BEDS Code - 580 0011" and "BIKINI BOTTOM ELEMENTARY SCHOOL". There is a barcode and "DO NOT COVER BARCODE" below that. The bottom label is white with black text. It says "USE THIS SPACE FOR RETURN SHIPPING" at the top, followed by "RETURN BOX 1 OF 4" and "SAVE THIS BOX FOR RETURN SHIPMENT". Below that is "TEST COORDINATOR D. SAMPLE SCHOOL DISTRICT 4005 FIELDSTONE ROAD CHAMPAIGN IL 61822" and "SHIP TO: DICK DUNN (217) 396-4868 METRITECH, INC. 4106 FIELDSTONE ROAD CHAMPAIGN IL 61822". There is a QR code and "IL 618 2-22" with a barcode. Below that is "UPS OVERNIGHT EXPRESS" and "TRACKING #: 1Z 600 543 90 5690 8636". At the bottom is a large barcode and "BILLING: PIP DESC: TEST MATERIALS RETURN SERVICE".

Resources and References

Woohoo! You made it to the end!

Require Additional NYSESLAT Booklets?

If your district requires additional NYSESLAT booklets, or special accommodated editions, please contact:

MetriTech Customer Service


1-800-747-4868

NYSESLAT@metritech.com



Handouts as Reference

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



Eastern Suffolk
BOCES
Educational Services That Transform Lives


Vanessa Biagioli-Dittrich
Program Administrator, School Data Bank Services

Lauren Lewonka
Administrative Coordinator, School Data Bank Services

Assessment Services
Phone: 631-244-4243
scoring@esbores.org

2025 NYSESLAT 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"/>	Keep buildings/schools separated throughout this process. Each building must be packaged separately.
<input type="checkbox"/>	Separate Booklets containing Writing from Answer Sheets and other testing materials. <ul style="list-style-type: none">Booklets containing Writing come to School Data Bank Services-Assessment Services for Intake:<ul style="list-style-type: none">Grades 1-12: <u>Three</u> L/R/W bookletsGrade K: <u>One</u> Writing bookletAnswer Sheets go to Student Data Services (the Regional Information Center/Scanning Center).Other booklets and materials must be returned to MetriTech by June 20, 2025.
<input type="checkbox"/>	The <u>SDS-provided preprinted student barcode labels</u> must be placed on the <u>FRONT COVERS</u> of L/R/W and Writing booklets. The <u>MetriTech-provided student labels</u> must be placed on the <u>BACK COVERS</u> . <ul style="list-style-type: none">Do <u>not</u> cover the student's handwritten name.Do <u>not</u> place SDS labels on the back cover of the booklet (ignore that label box!)If <u>missing a barcode label</u>, an adult must neatly print the student's full name, DOB, and ID number on the front cover of the Booklet. Refer to the Quick Reference Guide for more details.
<input type="checkbox"/>	Ensure L/R/W and Writing Booklets are clean and prepped: <ul style="list-style-type: none">Remove any paper clips, staples, post-it notes, extraneous papers from within booklets.Do NOT remove blank pages from the booklets.For L/R/W Booklets, nest <i>Session 3</i> inside <i>Session 2</i>, and both get nested inside <i>Session 1</i>.
<input type="checkbox"/>	Organize Booklets in preparation for packaging: <ul style="list-style-type: none">Remember to keep them separated by <u>building/school</u>!Next, organize booklets by <u>level</u>.Place <i>Special Case</i> booklets (scribed, braille, word-processed, large-print) in a <u>separate envelope/bag</u> with the Special Case Tracking Sheet on the front.Once separated/organized, make bundled sets of <u>10 students' booklets</u> where possible.<ul style="list-style-type: none">If a bundle has <u>less than 10 students</u>, add a <u>post-it</u> indicating the <u>exact count</u> of students.
<input type="checkbox"/>	Before you start packing boxes, ensure each box/package has an <u>orange MetriTech School Label</u> attached.
<input type="checkbox"/>	Within that school's box, package your organized booklets in order as follows: <ul style="list-style-type: none">First/Bottom: Counted bundles of 10 students' booklets (layered by level).Second: Special Case envelopes.Third/Top: Add a roster to the package.
<input type="checkbox"/>	Register packages on OSC's Ease Check-In site: http://status.oscworld.com/intake <ul style="list-style-type: none">See OSC Package Registration and Labeling Instructions linked at the top of this page for instructions.
<input type="checkbox"/>	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. <ul style="list-style-type: none">Each package being delivered for intake must have an <u>OSC package label</u> AND a <u>MetriTech School Label</u>!



Folk
School
Services

Vanessa Biagioli-Dittrich
Program Administrator, School Data Bank Services

Lauren Lewonka
Administrative Coordinator, School Data Bank Services

Assessment Services
Phone: 631-244-4243
scoring@esbores.org





Eastern Suffolk
BOCES

Vanessa Biagioli-Dittrich
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OPTIMUM
SOLUTIONS

Ease Checkin Sign In

User Name

User Name is required.

Password

Password is required.

Log In

Register

View Packages Delivered for Scoring, Find an ID.

View



2025 NYSESLAT K-12 Assessment Intake Quick-Reference Guide: 1 of 4

OSC Booklet Package Registration page 1 of 5

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 answer sheets, student barcode labels, Level 0 data, etc. contact

Student Data Services–Test Scanning & Data Reporting:

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

Email: dwtshelp@esboces.org

Phone: 631-218-4195





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Jachan Watkis - Diversity, Equity, and Inclusion

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