New York State Testing Program (NYSP)
5 & 8 Science Packing/Delivery Instructions

5-8 SCIENCE ADMINISTRATION & SCORING

This Box Contains:

- Return packaging instructions
- Class lists
- EXTRA Student Answer Documents
- Preprinted Student Answer Documents – Confirm Sort Sequence & Student Information
- **Alert Testing Coordinator If Error(s)**
- For NON-PUBLIC schools only – a preprinted shipping label is enclosed

Use the class list to communicate updates:

- Add the names of all students using the EXTRA Student Answer Documents on the appropriate class list, verify the accuracy of the Student ID numbers.
- Indicate "reason not tested" if applicable (e.g. absent, refused, admin error, not enrolled, medically excused, taking NYSAA)

Answer Document Do's & Don'ts:

- All Constructed Response Scores **are required and must** be bubbled on each student answer document in order to calculate a final score.
- If applicable, bubble student "testing accommodations," "reason not tested" & "alternate language" on student answer documents.
- Use an EXTRA Student Answer Document **ONLY** if a pre-printed document is not available or useable. Write Student ID in area provided on all **used** EXTRA Student Answer Documents.

STUDENT SUPPORT SERVICES
1 Merrick Avenue, Westbury, NY 11590
Phone: (516) 608-6688 • Fax: (516) 608-6616 • www.nassauboces.org

nassau BOCES
Board of Cooperative Educational Services

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Returning Materials

- Complete the Nassau BOCES **Count Sheet** and indicate the total number of **used** student answer documents. **DO NOT return Examination Booklets.**
- **Please use only pre-labeled Nassau BOCES Test Scoring boxes** to return examination materials.
- **Do not allow** individual school buildings to package or return answer documents separately.
- Please **do not return unused** EXTRA Student Documents to Nassau BOCES
- All boxes MUST **BE HAND DELIVERED** to:

Nassau BOCES
Robert E. Lupinskie Center
Test Scoring Department
ONE Merrick Avenue
Westbury, New York 11590

- **Non-public schools ONLY** -use the pre-paid UPS shipping label included with your student answer sheets.

When Nassau BOCES receives the Student Answer Documents

- They will be machine-counted and that total will be compared to your district's count.
- If there is a discrepancy that cannot be rectified immediately, the Student Answer Documents will not be accepted by Nassau BOCES.

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District _____ Date _____

Testing Coordinator _____

Phone Number _____ Fax Number _____

Please Complete this Count Sheet and Sign Checklist on Reverse

Please enter a **count** for each grade. This will allow us to accurately track answer sheets.

1. District Count indicates the number of sheets counted by the district.
2. BOCES Count must match the school count. If there is a discrepancy that cannot be rectified immediately, BOCES will not accept the test.

	District Count	BOCES Count
Grade 5		
Grade 8		

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Complete this Check List and Please Sign

	No notes, post its, staples, rubber bands or paper clips on the student answer sheets
	No Xerox copies in this package
	Reviewed Class List with Corrections and included in the box.
	Verified all constructed response items have been bubbled.
	Verified that the Scoring Model Code (ELA/Math) is bubbled on all Student Answer Documents - *where applicable*.
	Verified that students using *EXTRA Student Answer Documents* and any necessary corrections have been entered into the Student Management System and in Level 0 and pushed to Level 1.
	Verify that all "*reasons not tested*" have been bubbled.
	Packaged all **USED** *EXTRA Student Answer Documents* and **Reason Not Tested** sheets on top of the pre-printed **used** student answer documents. **Sheet 1's together and Sheet 2's together**
	DO NOT pack UNUSED *Extra Student Answer Documents* or Test Booklets
	Pack in original box(es) sent by BOCES
	All Correspondence with your BOCES Testing Coordinator is packed on the top.

Packed by: _____

Date: _____

Signature: _____

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