nassau BOCES
Board of Cooperative Educational Services

New York State Testing Program (NYSP)
January Regents Packing/Delivery Instructions

Please Distribute to ALL staff associated with Regents 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)**

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)
- If there is no OUT OF DISTRICT class list: use a blank page, add the student name and I.D. number.

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” 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

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FAST Score Districts &
Nassau BOCES Regional Summer Schools
DO NOT return sheets

For all others returning REGENTS Materials for Scoring

- 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 Student Answer Documents separately.
- Place all used EXTRA Student Answer Documents on top of the used pre-printed Student Answer Documents.
- **Please do not return unused** EXTRA Student Documents to Nassau BOCES
- **Place each examination in the same box that it was received in. Please pack exams separately.**

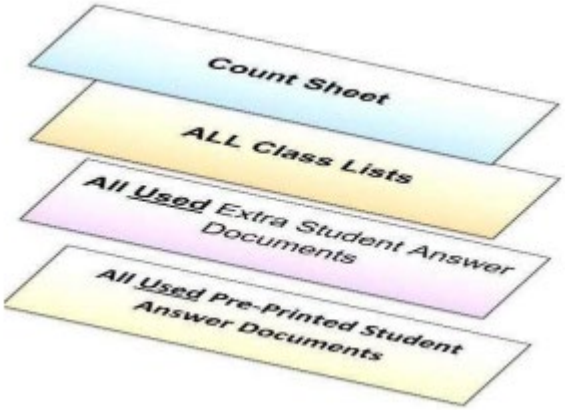
NON-PUBLIC SCHOOLS

Please use **PRE-PAID** mailing labels **Addressed** to:

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

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Preparation of boxes for packaging Student Answer Documents to be scanned at Nassau BOCES



PACK EACH Exam Subject Separately Do not mix exams please. Place ALL Student Answer Documents in the SAME Direction (they do not have to be in alpha/class order)

1. Place used Pre-Printed Student Answer Documents in the Box
2. Add all used EXTRA Student Answer Documents
3. Add all corrected class lists on top of the Student Answer Documents
4. Add completed Count Sheet

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Complete this Check List and Please Sign

	No notes, post its, staples, rubber bands or paper clips on the answer sheets
	No Xerox copies in this package
	Reviewed Class List with Corrections
	Pack in the same box/boxes that the exams came in. **Use the original box sent by BOCES to return all test documents**
	Packaged a copy of the class list below this cover sheet in the box See diagram on reverse.
	Verified all corrections have been made in Level 1 & Student Management System
	Verified all constructed response items have been bubbled
	Verified students using *EXTRA Student Answer Docu*ments have been entered into Level 1
	Packaged all used *EXTRA Student Answer Documents* on top of all used pre-printed Student Answer Documents. See diagram on reverse
	DO NOT Pack **unused** *EXTRA Student Answer Documents*
	All correspondence with BOCES Testing Coordinator is packed on top
	Completed Sheet Count on reverse side of this form for all exams is included on top of class lists. See diagram on reverse.

Packed By: _____

Date: _____

Signature: _____

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