
nassau
BOCES
Board of Cooperative Educational Services
Regents
Fast Score
Scanning

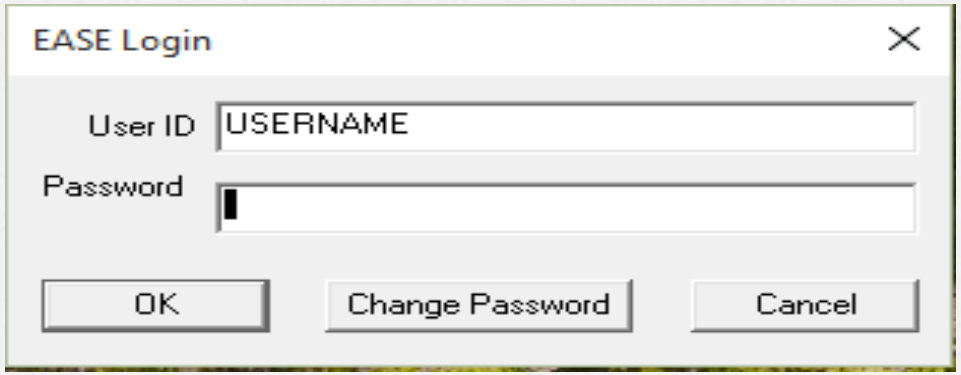
Epson WorkForce®
Document Image Scanner

Regents Fast Score Scanning begins with the right equipment!



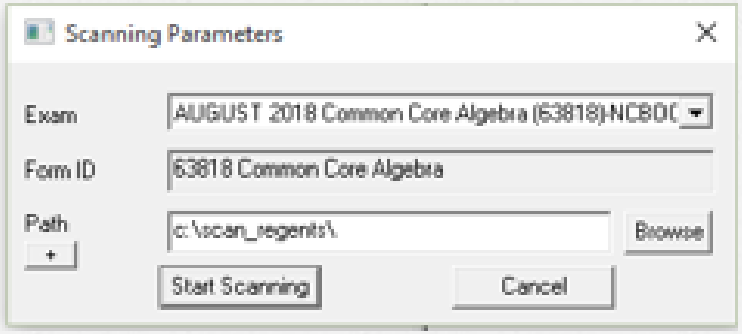
The Fast Score Process

1. Nassau BOCES pre-prints answer sheets.
2. Teachers score constructed response. **Teachers do not need to score multiple choice, add up the scores, or calculate the scale score.**
3. The school or district does "in-district" scanning of student answer sheets via the web-based interface that controls scanner.
4. The vendor verifies spurious marks.
5. Nassau BOCES Test Scoring Services scores tests.
6. The school or district logs onto ASAP for student scores.



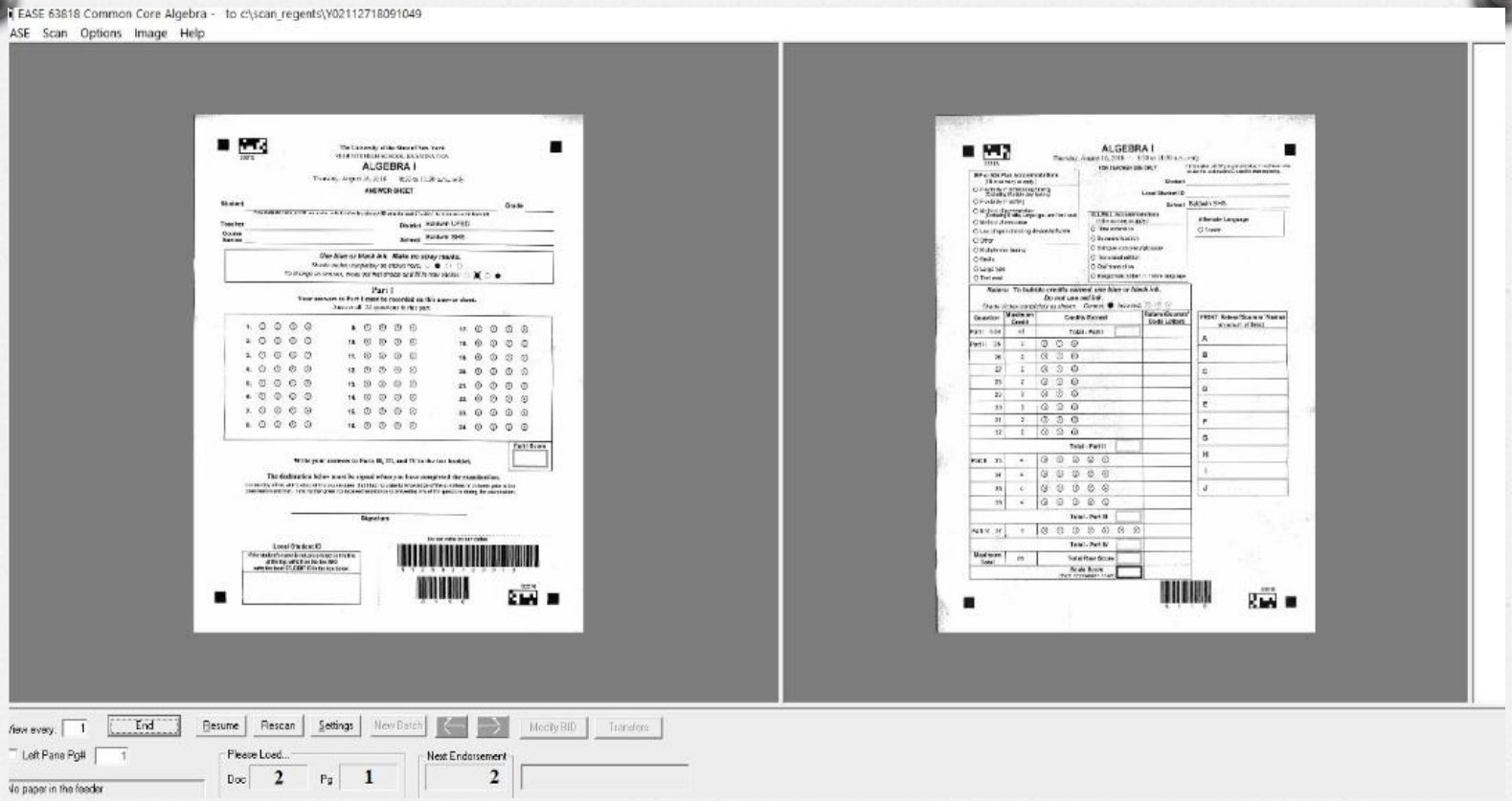
Login prompt

- Each school, where Regents scanning will take place, will be given its own unique login and password.
- Entering this information ensures that the scanned tests will be correctly tracked and saved in the proper locations.



- The scan operator in the school will select the exam to be scanned from the drop down list.
- Scanned images are saved on the local computer and then transmitted for processing.



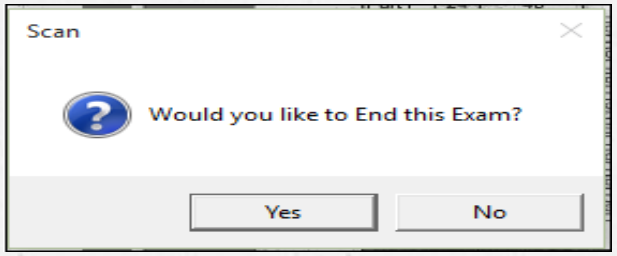


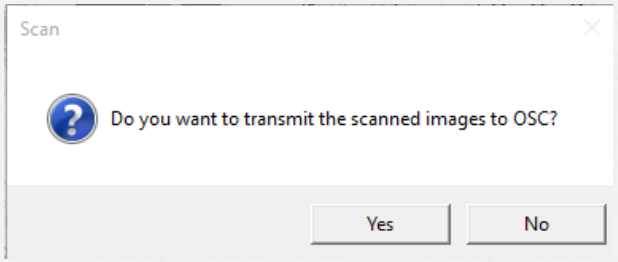
- The "Scanning Interface" displays a test as it's scanned.
- Monitor these images to make sure they are straight and both page 1 & 2 are displayed.

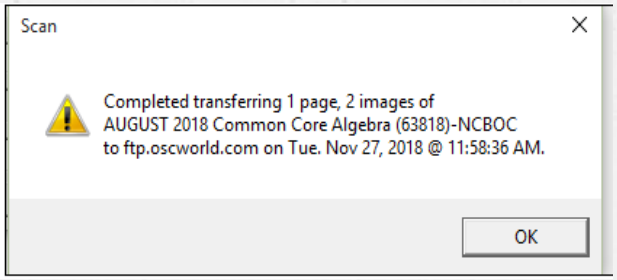
Scanning Batch Size

- Batches of answer sheets to be scanned should be as many as several classes of students up to 400 sheets.
- Batches cannot be any larger than 400 sheets.
- Small batches of only a few sheets should only be used for re-scans.
- Multiple small batches will delay processing.
- Please scan exams as soon as they are scored to prevent a bottleneck during the process.

- Before you exit the scanning process you must confirm that you are finished with the batch.
- Upon ending the scanning process you are asked if you want to transmit the images to the central OSC server.
- During file transfer you are presented with a status window showing you the progress of the transfer.







Upon completion of the transfer, the email recipient is notified of the new batch.

Vendor Verification Process

- The vendor will complete a verification process which will identify problems within the batch
  - For example: missing or illegible Student IDs or missing constructed responses. (**It is to your advantage to find and fix these types of errors before scanning.**)
- The district will be notified **via email** and will have the opportunity to **fix the error** and rescan the sheet.
- **ONLY the sheet with the error has to be rescanned**, not the entire batch. **REMEMBER** the vendor charges a per scan fee and rescans are counted.



Scoring Process

- Once a batch is completed without errors BOCES will receive a file from the vendor.
- We will score the exam and post the reports on ASAP. This will be done within 24 hours of BOCES receiving the file from the vendor.

Scanning Timelines

- If scans are transmitted between 12:01AM and 1PM the data files will be delivered to BOCES by 6PM on the day they were transmitted.

- If scans are transmitted between 1:01PM and midnight, the data files will be delivered to BOCES by 9AM the following business day.



Scanning Deadlines

- Vendor scanning deadlines must be met to guarantee the turnaround delivery times. Batches scanned after the cutoff will be processed as time and resources permit.
- Scan batches as soon as possible to avoid the deadline.
- Scan sheets must be brought to Nassau BOCES as of this date.
- See the Vendor Scanning Deadlines on the next slide.

Tracking Files

- Each district can track the status of their batches by going to: http://status.oscworld.com
- Click on Regents Website
- Log on with scanner user ID and password
- Once you see that the files have been sent to BOCES, (depending on file size and network traffic there may be some delay between the time the file is sent and the time we actually receive it) you can **start checking ASAP** for your reports.
- We do guarantee a 24 hour turnaround upon BOCES receipt of files, but in most cases you will see your reports much sooner.

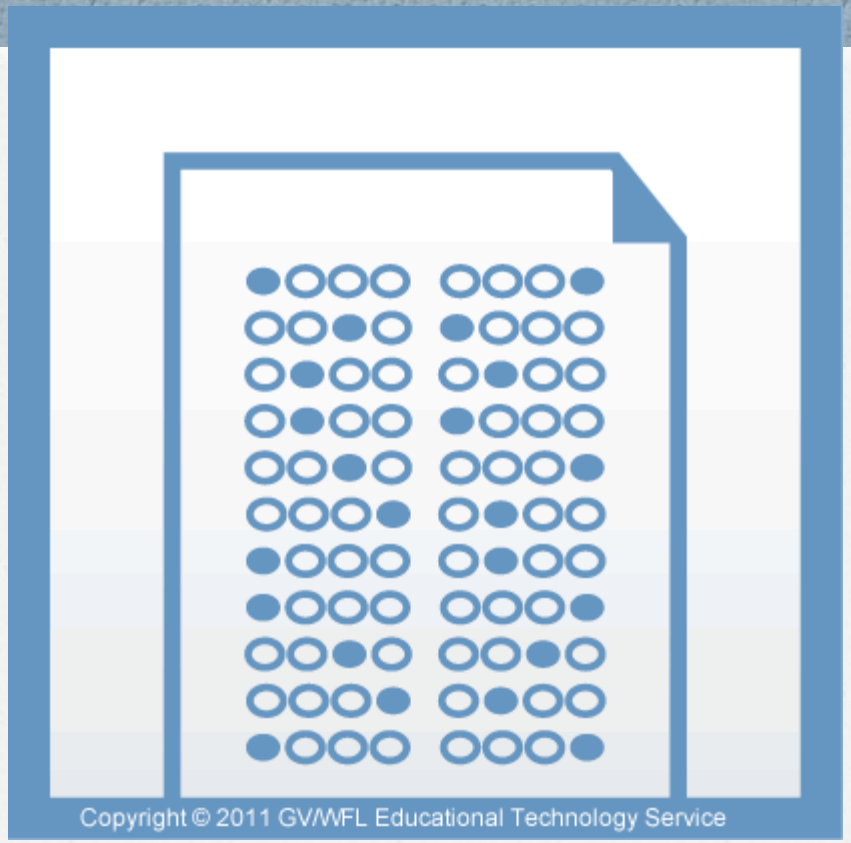
Post Verification

- Vendor will provide to Nassau BOCES Test Scoring
  - An Assessment Data File for Test Scoring to score
  - A file of scanned images. (The vendor will NOT retain images.)
  - An Audit Log of selections made during verification process.

ASAP Reports

Assessment Scoring and Analysis Program

- Go to http://asap.nasboces.org
- Sign in using your districts Level 0 User ID & Password

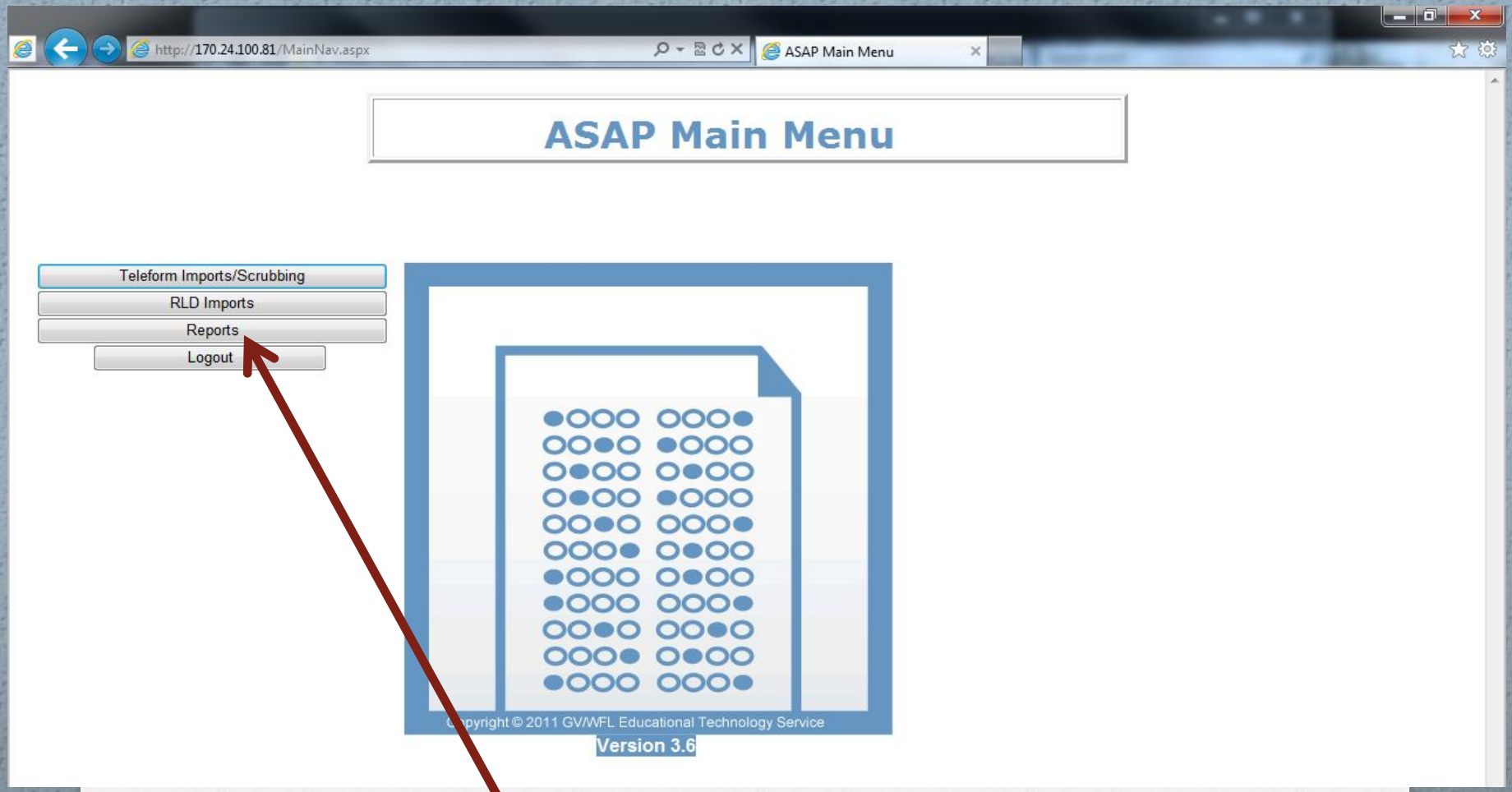


Assessment Scoring and Analysis Program

User ID:

Password

Login



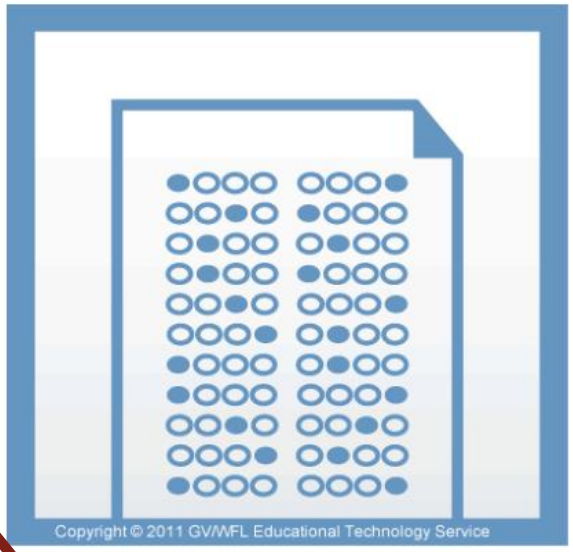
Select “Reports.”

http://170.24.100.81/reportsMenu.aspx ASAP Reports

ASAP Reports

Back to Main Menu

- Root
  - Rank List by Building
  - Rank List by Teacher
  - Student List by Teacher
  - Regents Score [illegible]arts
  - Regents Score by [illegible]rts by Course
  - Test Accommodations
- Group Item Analysis
  - District Item Analysis by Standard
  - Building Item Analysis by Standard
  - Teacher Item Analysis by Standard
  - Item Analysis by Question by District
  - Item Analysis by Question by Building
  - Item Analysis by Question by Teacher
  - Building Item Analysis by PL
- Student Item Analysis
  - Student Item Analysis Multi
  - Student Item Analysis Multi under 65
  - Student Item Analysis by Standard
  - Student Item Analysis by Standard Under 65
  - Student Item Analysis
- Assessment Info
  - ASAP Answer Key
  - Regents Exam List by Admin
  - Standard Abbreviations



The easiest report to find student scores for end of year purposes might be the "Student List by Teacher."

New FastScore Contact Information

Please send us any new contact information if you have had any changes in personnel related to Fast Score.

If you have any questions please let us know.

Call Beth D'Aguanno at 516 832-2754