

## 2026 NYS 3-8 Assessment Booklet Packaging Checklist

Scan QR code or [click here](#) to access our web page and additional resources, including those listed at the right. →



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

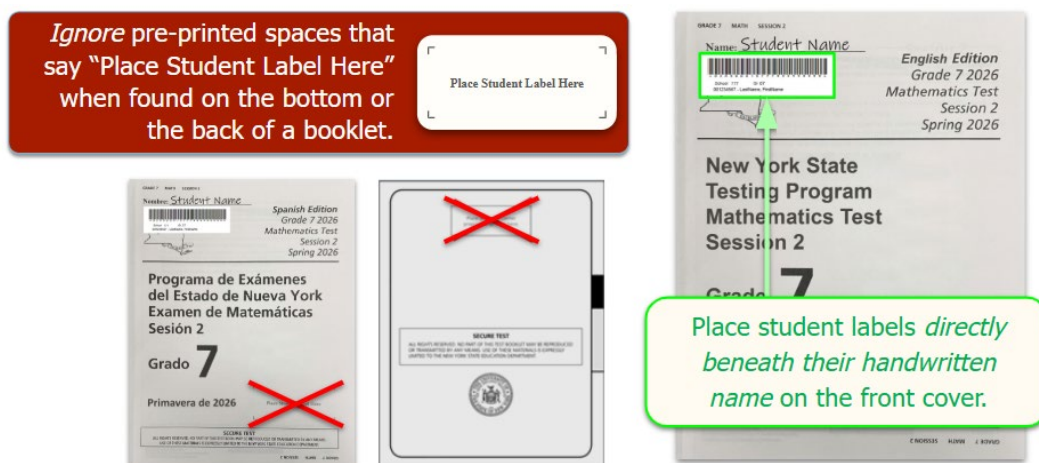
This is a general checklist. Refer to additional resources on our web page linked above for more specific details.

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

## NYS 3-8 Assessment Intake Prep Quick-Reference Guide 2026

### Preparing your Constructed Response Booklets after Test Administration Ends:

1. Separate *Constructed-Response Test Booklets* from the Multiple-Choice Test Booklets and Answer Sheets. The following booklets need to be prepped, packaged, and brought to Intake for scoring:
  - a. **ELA:** Session 1 booklet and Session 2 booklet
    - i. Nest Session 2 *inside* Session 1 for each student.
    - ii. If a student is missing a booklet due to a definite absence or refusal and cannot make it up, do not return either booklet for scoring (absent/refused overrides all scores).
  - b. **Math:** Session 2 booklet
  - c. **Science:** Test booklet (there's only one session)
2. Include booklets for students who *attempted all parts* of the test (i.e. not refused or absent), even if tests are incomplete.
3. Verify that all booklets of the same subject, grade-level, and format have the same number of pages as when delivered to the district.\*
  - a. **Do not remove blank pages** at the back of the test booklets.
  - b. \*For Math Grades 5-8, **you must remove the Math Reference Sheets** from each booklet.
4. Remove paper clips, staples, post-it notes, and extraneous papers from standard booklets.
5. Place pre-printed student barcode labels on the front covers of the booklets containing students' written responses, directly beneath the student's handwritten name.
  - a. See *Missing Student Barcode Label* on page 3.

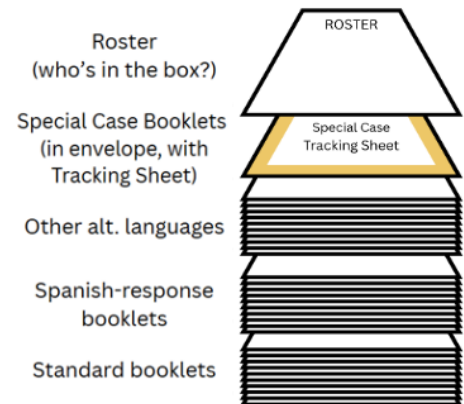


## Packaging Your Booklets:

1. Organize your booklets. They must be bundled as follows:
  - a. First, separate booklets by **Subject**. There can be **only one subject per package!**
  - b. Second, separate booklets by **school building/location** and by **grade-level**.
  - c. Third, sort by **type of booklet**:
    - i. Standard booklets
    - ii. Spanish-language booklets (math/science only)
    - iii. Translated booklets in languages other than English and Spanish.
    - iv. Special Case accommodated booklets (large print, word-processed, scribed, Braille)
      1. See *Special Case Booklets* on page 4.
2. Within each organized grouping, make bundles of 25 students' booklets and gather them with a rubber band, clip, paper folder, or through some other means.
  - a. If a set has less than 25 students, place a post-it on top indicating the exact count of students.
  - b. Note: ELA has two scorable booklets per student; you'll have 50 booklets in a 25-student bundle.

3. Pack sturdy boxes/packages/envelopes with those separated sets of 25 students.

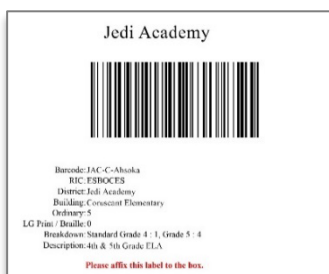
- a. If small enough, multiple buildings and grades can be placed into one box or envelope.
- b. Ensure the package suits the quantity of tests.
- c. If combining different types of tests in one box, place them in as follows:
  - i. Standard booklets at the bottom;
  - ii. Spanish-response booklets on top of those;
  - iii. Other alternate languages next;
  - iv. Special Case booklets in their envelope;
  - v. Roster of students in that box, on top



4. Register packages on **OSC's Ease Check-in Site** <http://status.oscworld.com/intake> →
5. Print each "Package Label" from the OSC website and **affix 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.



**OSC Ease  
Check-in**



## Missing Student Barcode Label:

Pre-Printed Student Barcode Labels are created by the Student Data Services (SDS) and sent to schools along with printed answer sheets. SDS is also known as the Regional Information Center (RIC).

1. If a student has **no Barcode Label** at all, have an adult\* neatly write student's **full name, ID number, and Date of Birth**, on the *front cover* of the booklet.
  - a. If the student *has* a barcode label but it's been misplaced, **write the entire 21-digit barcode number** onto the front cover of the booklet, under the student's name.
  - b. The student's scores will be aligned with the correct student by Student Data Services.



*\*An adult with neat handwriting should write these student identifiers... it's important that everyone can read them, and students' own handwriting is sometimes difficult to decipher.*

## Assessments in Languages Other Than English (for Math and Science only):

1. Tests with responses written in Spanish will be both translated and scored by OSC's team.
2. Tests with responses written in any languages *other* than English and Spanish must first be translated in-district, prior to packaging booklets for intake.
  - a. Translators and Interpreters must be directed to scribe the English translations inside the booklet, beneath the student's home language responses.
3. When using an official Alternate Language Edition of a test, a student is provided with the English copy and the Alternate Language copy. Only submit the booklet that contains the student's responses.
  - a. *The student's barcode label should be placed on the booklet containing the responses!*
4. Alternate language booklets should be bundled together, and placed near the top of a box.
  - a. Group tests by building, grade, and *language*:
    - i. All Spanish versions must be grouped together.
    - ii. All other booklets containing both the student's home language responses and the English-translations should be organized in order, then grouped together.
  - b. Include a post-it note on top of each group, indicating the count of students.

