nassau BOCES
Board of Cooperative Educational Services

NYSESLAT Packing/Delivery Instructions

Please Distribute to ALL staff associated with NYSESLAT 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)
- 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*.

nassau BOCES
Board of Cooperative Educational Services
STUDENT SUPPORT SERVICES
1 Merrick Avenue, Westbury, NY 11590
Phone: (516) 608-6688 • Fax: (516) 608-6601 • **www.nassauboces.org**

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Returning the 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**
- **Multi Sheet Student Answer Documents:**
  - Create a **separate stack** for SHEET 1 ,SHEET 2 and SHEET 3
  - Provide a **total count for each sheet** on the Nassau BOCES Count Sheet for Student Answer Documents**, the counts must match**.
  - Place a **blank** sheet of paper in between stack of SHEET 1, stack of SHEET 2 and stack of SHEET 3 before placing items in the box. **Do not place divider sheets within the stacks.**

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

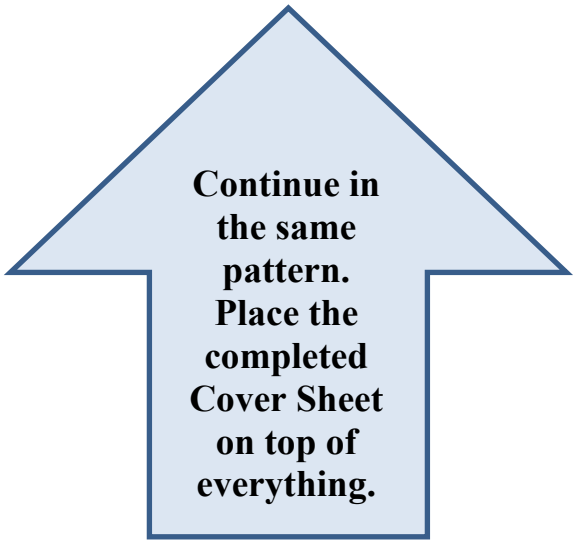
- They will be machine-counted and that total will be compared to your district's count.
- If there is a discrepancy that cannot be rectified immediately, the Student Answer Documents will not be accepted by Nassau BOCES.

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Please note that only Sheet 1 has a place to bubble "Reason Not Tested." However, it is important to have both answer sheets scanned for all students. Kindly submit both answer sheets for all students – *see diagram*.

Follow Grade 3-4 instructions for Grades 5-6, 7-8 & 9-12
Grades 3-4 – Class Rosters with corrections
Grades 3-4 – Keep student answer sheets together…Sheet 1, Sheet 2, Sheet 3, etc. followed by next student, etc. Answer sheets should be grouped by student, **NOT** by session.
Follow Grade K instructions for Grades 1 & 2
Kindergarten – Class Roster with corrections
Kindergarten – **Sheet 1 Student Ans. Sheets w/ "Reason Not Tested"**
Kindergarten – Sheet 1 All Used Extra Student Answer Sheets
Kindergarten – Sheet 1 All Used Answer Documents



- **Package by District, not by school.**
- **Place the completed count sheet on top of everything.**
- **For Bands 4-7 keep student answer sheets together…Sheet 1, Sheet 2, Sheet 3, etc. followed by the next student, etc.**
- **Place all answer documents in the same direction.**
- **Answer documents do not have to be in alpha or class order.**

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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 sheet. This will allow us to accurately track answer sheets.

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

GRADE	School Count		
	Sheet 1	Sheet 2	Sheet 3
Band 1 (Kindergarten)			
Band 2 (Gr. 1)			
Band 3 (Gr. 2)			
Band 4 (Gr. 3 & 4)			
Band 5 (Gr. 5 & 6)			
Band 6 (Gr. 7 & 8)			
Band 7 (Gr. 9 - 12)			

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Check List
NYSESLAT ANSWER DOCUMENTS

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 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 used pre-printed **used** student answer documents. For Bands 4-7 group answer sheets by student and **DO NOT** separate by session.
	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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