

NASSAU RIC REGENTS TEST SCORING MEETING

(NON-PUBLIC SCHOOLS)

11.10.2026

Presented by:

- **Stephanie Witt**, *Supervisor*
- **Alex Piqueira**, *Senior Manager*
- **David Erlanger**, Ed.D., *Program Specialist*
- **Barbara Dwyer**, *Program Specialist*
- **Stacey Clougher-Battaglino**, *Data Specialist*

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NON-PUBLIC TEST SCORING MEETING

TOPICS TO BE DISCUSSED

1. 
REGENTS EXAMINATION SCHEDULES & TIMELINES

2. 
ASOFT ORDERING

3. 
FILE PREPARATION

4. 
TRANSFERRING FILES

5. 

ORDERING TEST BOOKLETS

6. 

ANSWER SHEETS USE

7. 

ADMINISTERING/ SCORING THE EXAMS

8. 

ASAP REPORTS

ASK ME ABOUT FastScore!



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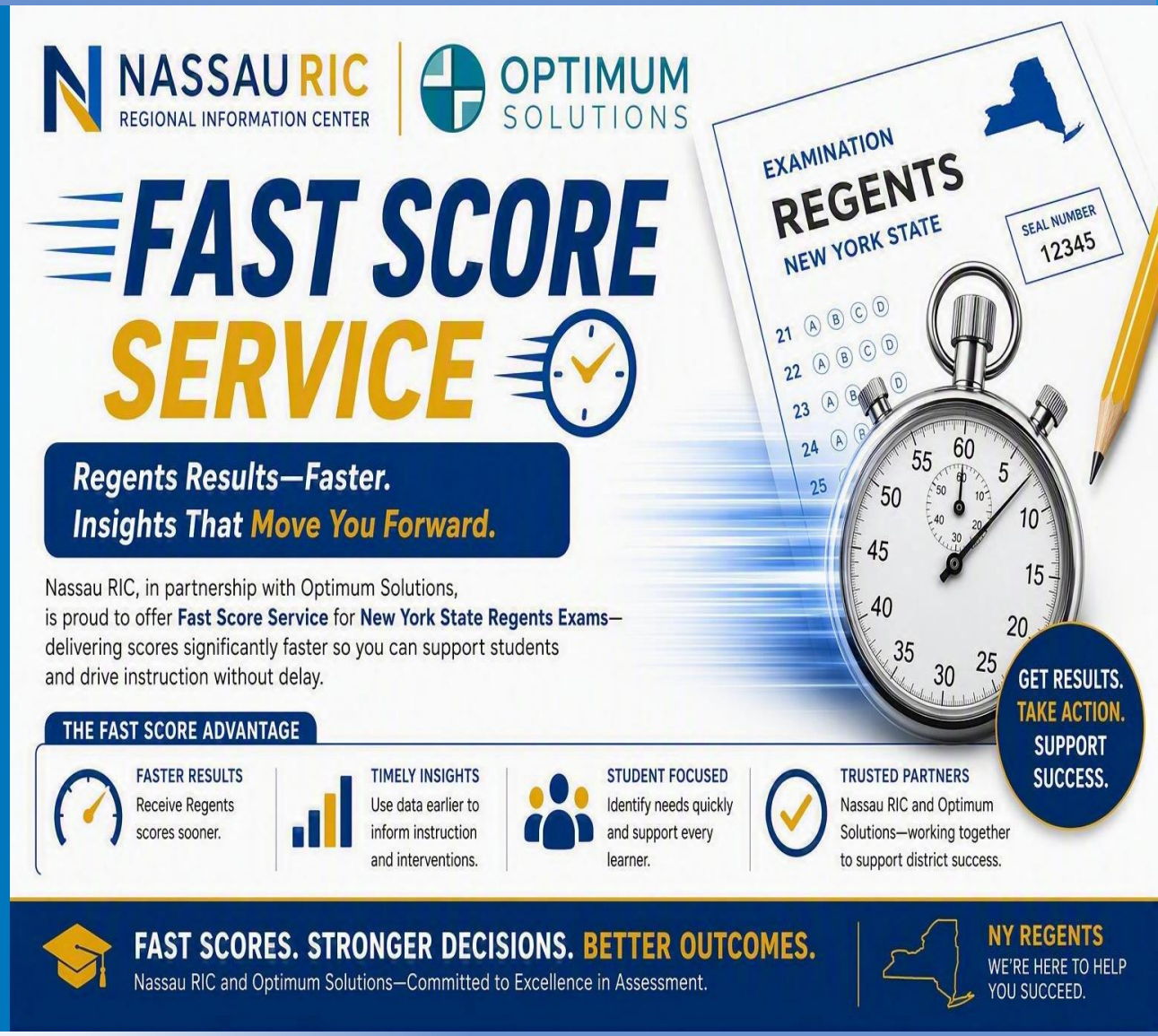
FAST SCORE SERVICES

Anybody who is interested in the
Fast Score Service
offered by the
Nassau RIC
in partnership with
OSC World
for Regent exam scoring can stay after for a brief presentation.



REGENTS SCHEDULES & TIMELINES

Regents Schedules and Timelines and other useful information…



JANUARY 2027 REGENTS EXAMINATION SCHEDULE

January 26 Tuesday	**January 27** Wednesday
9:15 a.m.	9:15 a.m.
➢ English Language Arts (ELA)	➢ U.S. History & Government
1:15 p.m.	1:15 p.m.
➢ Earth and Space Sciences ➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Algebra I ➢ Physical Science: Physics ➢ Physical Setting/Physics*

January 28 Thursday	**January 29** Friday
9:15 a.m.	9:15 a.m.
➢ Global History & Geography II	➢ Life Science: Biology ➢ Algebra II
1:15 p.m.	**Uniform Admission Deadlines** Morning Examinations: 10:00 am Afternoon Examinations: 2:00 pm
➢ Geometry	

*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.



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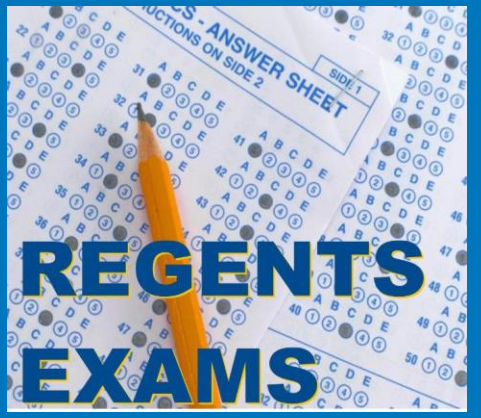
JANUARY 2027 REGENTS TIMELINES

The following items are due on **December 3, 2026**:

- *All student data loaded and pushed to Level 0/1.*
- *ASOFT online ordering of answer sheets must be completed.*
- *A student/course file sent to your Nassau RIC coordinator.*



The following items are due on **January 14, 2027**:

- *Updated student data loaded and pushed to Level 0/1.*

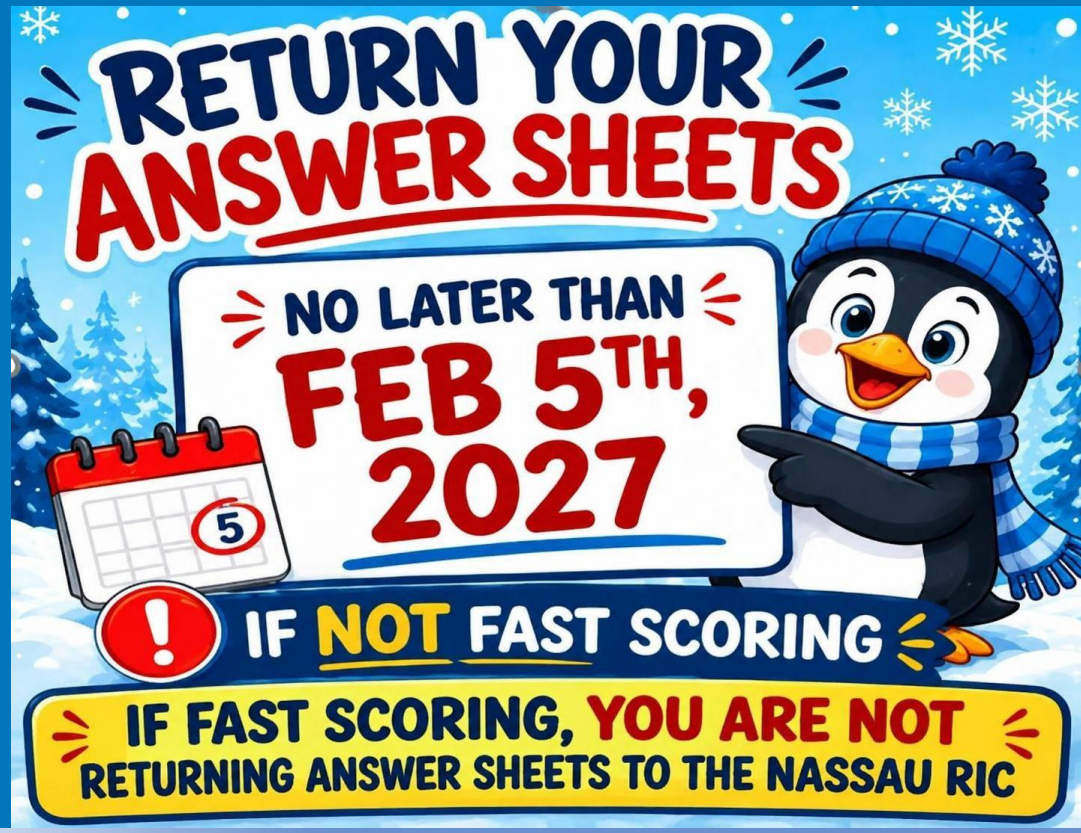
Important Information:

- *Review the NYSSIS hold queue and make corrections as needed. Without the NYSSIS ID number, data falls out at the state level. That means student scores can be lost.*
- *Corrections/additions must be made in your student information system and pushed to Level 0/1.*

JANUARY 2027 REGENTS TIMELINES (CONTINUED)

January Regents answer sheets must be returned to Nassau RIC by February 5, 2027, if your school is ***NOT*** Fast Scoring.

- ✓ If your school Fast Scores, you ***WILL NOT*** be returning any answer sheets to the Nassau RIC.



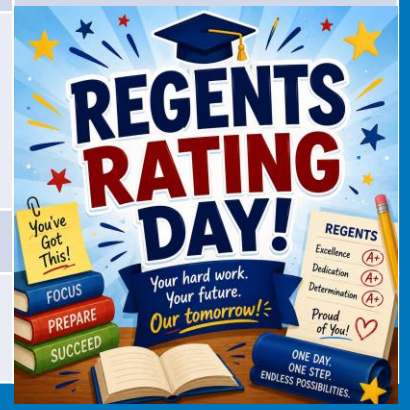
JUNE 2027 REGENTS EXAMINATION SCHEDULE

June 15 Tuesday	**June 16** Wednesday	**June 17** Thursday	**June 18** Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing***
➢ English Language Arts (ELA)	➢ Global History & Geography II	➢ Life Sciences: Biology	
1:15 p.m.	1:15 p.m.	1:15 p.m.	
➢ Earth and Space Sciences	➢ Algebra I	➢ Algebra II	

Uniform Admission Deadlines

Morning Examinations: 10:00 am

Afternoon Examinations: 2:00 pm

June 21 Monday	**June 22** Tuesday	**June 23** Wednesday	**June 24** Thursday	**June 25** Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing**
➢ Locally Developed Checkpoint A or B Exam**	➢ U.S. History & Government	➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Physical Science: Physics ➢ Physical Setting/Physics	
1:15 p.m.	1:15 p.m.			
➢ Locally Developed Checkpoint A or B Exam**	➢ Geometry			

*Rating Day for Schools that are open. **World language Assessment suggested date/time.

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JUNE 2027 REGENTS TIMELINES

The following items are due on **March 25, 2027**:

- *All student data loaded and pushed to Level 0/1.*
- *ASOFT online ordering of answer sheets must be completed.*
- *A student/course file sent to Nassau RIC .*



The following items are due on **June 3, 2027**:

- *Any corrected and updated student data should be loaded and pushed to Level 0/1.*

Important Information:

- *Review the NYSSIS hold queue and make corrections as needed. Without the NYSSIS ID number, data falls out at the state level. That means student scores can be lost.*

JUNE 2027 REGENTS TIMELINES (CONTINUED)

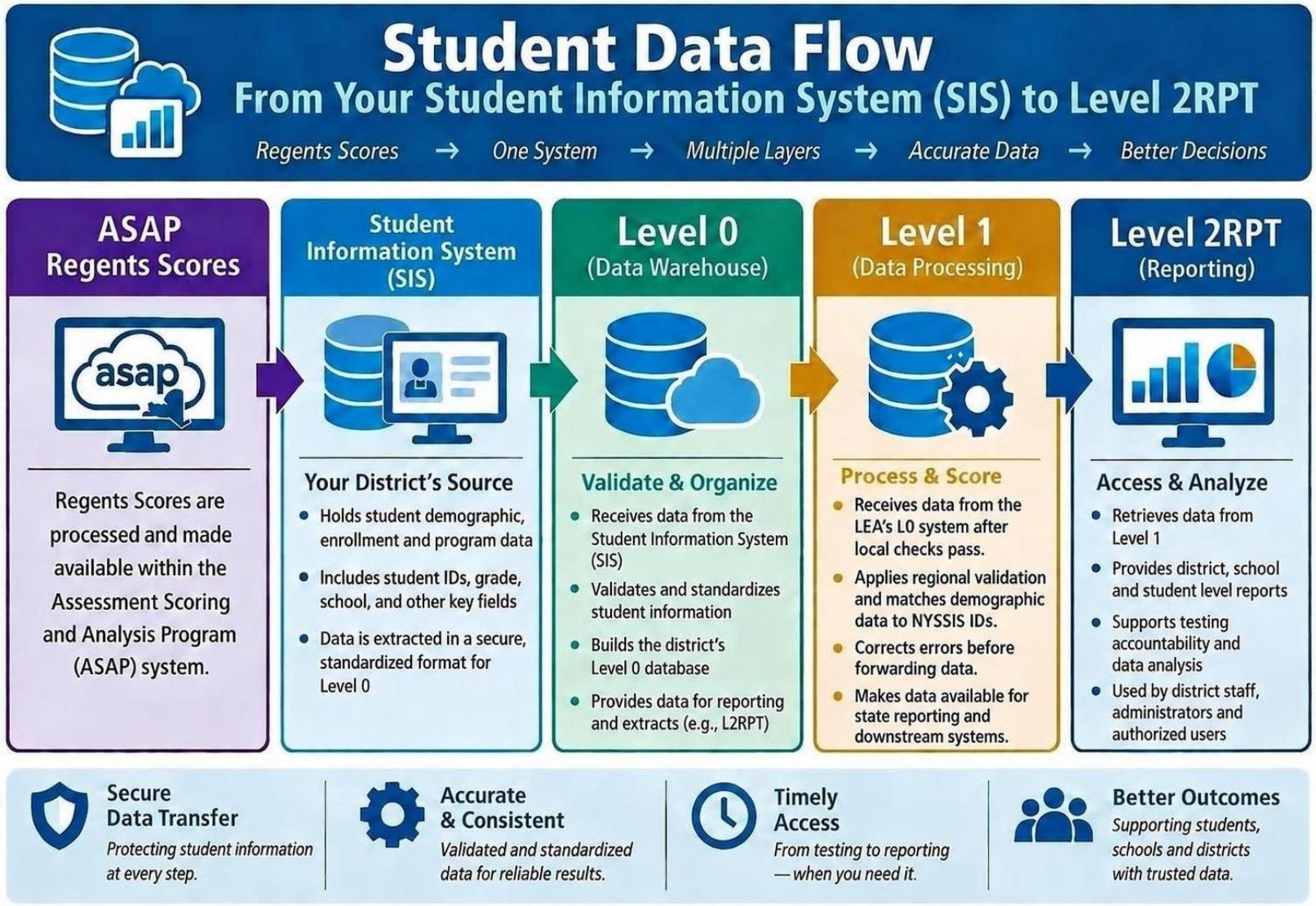
June Regents answer sheets must be returned to Nassau RIC by June 30, 2027, if your school is ***NOT*** Fast Scoring.

- ✓ If your school Fast Scores, you ***WILL NOT*** be returning any answer sheets.



GEEK OUT TIME - REGENTS FLOW OF INFORMATION

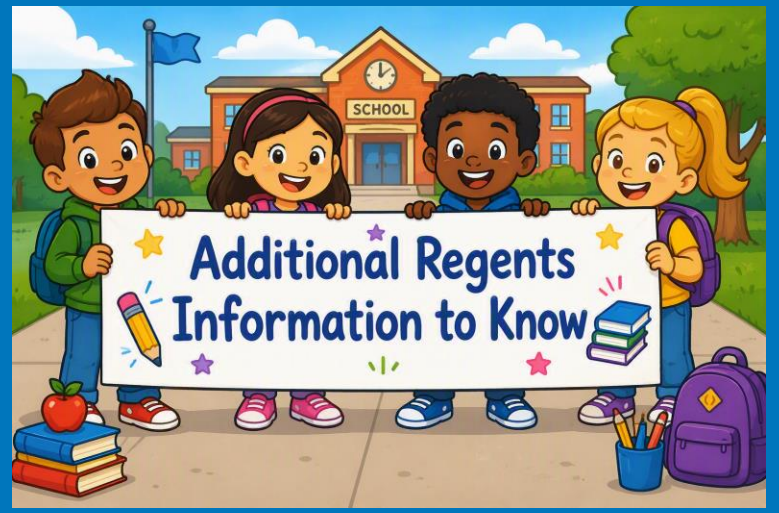
- The district score is still the "**official score.**"
- The **numeric score must** be entered into Level 0/1 via an Assessment record.
- The Nassau RIC exports the Assessment Fact/Response/Accom file to Level 1 from ASAP.



ADDITIONAL REGENTS INFORMATION

- **In January, Physical Setting/Physics** will be a secure, restricted exam only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to NYSED at the end of the examination period.
- Also, regarding January Physical Setting/Physics only, printed scoring materials will be provided by **OSA - Office of State Assessment**.

The answer sheet is provided in the booklet.



ONLINE ORDERING PORTAL

Ordering Answer Sheets via the Nassau RIC **ASOFT** Online Ordering Portal.



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ASOFT – ONLINE ORDERING PORTAL



- The Nassau RIC will notify you when the ASOFT portal is open for ordering Regent's answer sheets.
- All orders for answer sheets must be placed through the ***ASOFT* Online Ordering System**.
- Your district testing coordinator will receive an email invitation to complete the ASOFT order. The email invitation includes the link to the ASOFT system, ordering directions, and the required password.
- Please complete the Fast Score portion of the ASOFT order.
- This process will generate the LOI, which is approved by your Superintendent electronically.

FILE PREPARATION

"Careful preparation of every file today helps every student succeed on Regents day."

Today's Preparation...
Tomorrow's Success!



STUDENT/COURSE FILE
(HANDS-ON-FILE TRAINING)

- We will be having an in-depth “hands-on” file training via Teams on:
  - ✓ **Thursday, November 12, 2026.** (2:00 PM - 3:00 PM)
  - ✓ Please sign up through **My Learning Plan (MLP).**
- It is recommended that the **person creating the file** attend this training.
- All Questions will be answered!
  - ✓ *What this file is used for? What information is needed? How to create this file? What to do with this file? Real world examples, etc.!*



UNDERSTANDING THE STUDENT/COURSE FILE

- **What is It?**
  A Student/Course file is sent by you to Nassau RIC and will be used to generate and sort the answer sheets.
- A sample template file can be emailed to you by your Nassau RIC Testing Coordinator upon request.
- Please create a **separate file** for each type of Regents exam. Save and Name it accordingly…
  YourDistrictName_Jan_2026-2027_TestName.csv
  For Example: MyBestSchool_Jan_2026-2027_ELA.csv

  ✓ Please submit separate files; not one file with multiple TABS.



- Further details about the file creation process are given at the **Regents Hands-On File Training** scheduled for **November 12, 2026 at 2:00 pm**. Please join us.

STUDENT/COURSE FILE SAMPLE TEMPLATE (NON-PUBLIC DATA TEMPLATE)

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
80000001	000001	2027-06-30	Jan	123456789	Doe	John	00		Mrs. Smith	01003		

*******PLEASE READ THE DIRECTION BELOW CAREFULLY*******

Please create a separate file for each Regents exam

Row 2 is just a sample - Delete it before you add your own records

Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros

All fields must be labeled *exactly* as above. Please do not add or delete any fields (even if empty)

DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.

Save as a .csv and Rename (your district name_Jan 2026-27_test name)

Once saved as a .csv DO NOT OPEN in Excel. You will lose your formatting and will have to reformat

Post file to the Test Scoring FTP site AND notify your coordinator

This is the Student's Home District ID	4 digit location code or 6 digit code for OOD placements	Copy and Paste this date into each record for each student	Copy and Paste Jun into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 20-21 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Leave Blank
Must have 8 digits	6 digits. Use the last 6 digits of your District Code	**DO NOT** change to exact date.	Jan	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's, F & NF		

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STUDENT/COURSE FILE SAMPLE TEMPLATE IN DETAIL (NON-PUBLIC DATA TEMPLATE)

- Sample template columns in detail



Data Item	Maximum Size of Field Public Schools	Sample Data Non-Public Schools
DistrictCode	8	**800**#####
LocationCode	6 (Last 6 digits of institution ID)	**0**#####
Version	10	**2027-06-30**
AdminMonth	3	**Jan** or **Jun**
StudentID	9 (use leading zeros if needed)	**000**123456
LastName	20	Doe
FirstName	20	Jane
GradeLevel	2 (use leading zeros if needed)	**0**9
CourseSection	20	MA301-2 (Course-Section)
TeacherName	30 (Used only for sorting and IDW reports)	Jane Smith or Mrs. Smith-H (for honors), Smith/Jones
StateCourseCode	5 or 7 (See Course Code Section)	01003 or 02052CC
DistrictName	30 (use to override District code)	**Leave Blank**
School	30 (use to override Location code)	**Leave Blank or School Name**

JANUARY 2027 REGENTS COURSE CODES

Exam Date & Time	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 1/26/27 at 9:15 am	English Language Arts (ELA)	01320	01003	Regents Common Core ELA – Jan
Tuesday 1/26/27 at 1:15 pm	Earth and Space Sciences	01900	03008	Regents Earth and Space Sciences - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Science: Chemistry	01220	03120	Regents Phy Science: Chemistry - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Setting/Chemistry	01201	03101	Regents Phy Set/Chemistry - Jan
Wednesday 1/27/27 at 9:15 am	US History & Gov't	01072	04101	Regents US History & Gov't - Jan
Wednesday 1/27/27 at 1:15 am	Algebra I	01303	02050	Regents Algebra I - Jan
Wednesday 1/27/27 at 1:15 am	Physical Science: Physics	01230	03170	Regents Physical Science: Physics - Jan
Wednesday 1/27/27 at 1:15 am	Physical Setting/Physics*	01202	03151	Regents Phy Set/Physics - Jan
Thursday 1/28/27 at 9:15 am	Global History and Geography II	01208	04052	Regents Global History and Geography - Jan
Thursday 1/28/27 at 1:15 am	Geometry	01705	02072	Regents Geometry - Jan
Friday 1/29/27 at 9:15 am	Life Science: Biology	01159	03050	Regents Life Science: Biology - Jan
Friday 1/29/27 at 9:15 am	Algebra II	01310	02056	Regents Algebra II - Jan

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the State Education Department at the end of the examination period.

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

NASSAURIC REGIONAL INFORMATION CENTER

JUNE 2027 REGENTS COURSE CODES

Exam Date & Time	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 6/15/27 at 9:15 am	English Language Arts (ELA)	06320	01003	Regents English Language Arts - Jun
Tuesday 6/15/27 at 1:15 pm	Earth and Space Sciences	06900	03008	Regents Earth and Space Sciences - Jun
Wednesday 6/16/27 at 9:15 am	Global History and Geography II	06208	04052	Global History and Geography
Wednesday 6/16/27 at 1:15 am	Algebra I	06303	02050	Regents Algebra I - Jun
Thursday 6/17/27 at 9:15 am	Life Science: Biology	06159	03050	Regents Life Science: Biology - Jun
Thursday 6/17/27 at 1:15 am	Algebra II	06310	02056	Regents Algebra II - Jun
Friday 6/18/27	**Juneteenth Holiday Observed (Rating Day for Schools that are Open)**			
Monday 6/21/27 at 9:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)			
Monday 6/21/27 at 1:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)l			
Tuesday 6/22/27 at 9:15 am	US History & Gov't	06072	04101	Regents US History&Gov't - Jan
Tuesday 6/22/27 at 1:15 am	Geometry	06705	02072	Regents Geometry - Jun
Wednesday 6/23/27 at 9:15 am	Physical Science: Chemistry Physical Setting/Chemistry	06220	03101	Regents Phy Set/Chemistry - Jun
Thursday 6/24/27 at 9:15 am	Physical Science: Physics Physical Setting/Physics	06230	03151	Regents Phy Set/Physics - Jun
Friday 6/25/27	**Rating Day (No Testing)**			

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

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STUDENT/COURSE FILE – QUICK REVIEW

- Who should be in these files?
  - ✓ Students **currently enrolled** in a course ending in a Regents exam.
  - ✓ Students who need to **retake** a Regents exam for graduation or for a **higher score**.

- Question you should ask yourself?
  - ✓ *How does your district **identify** these students? Who is eligible to take a regents?*
  - ✓ Who provides the information for this file and who places the order for the student answer sheets?
  - ✓ Guidance Counselors? Chairpersons?
  - ✓ What processes are in place to confirm the child intends to sit and has the requirements to take the exam?

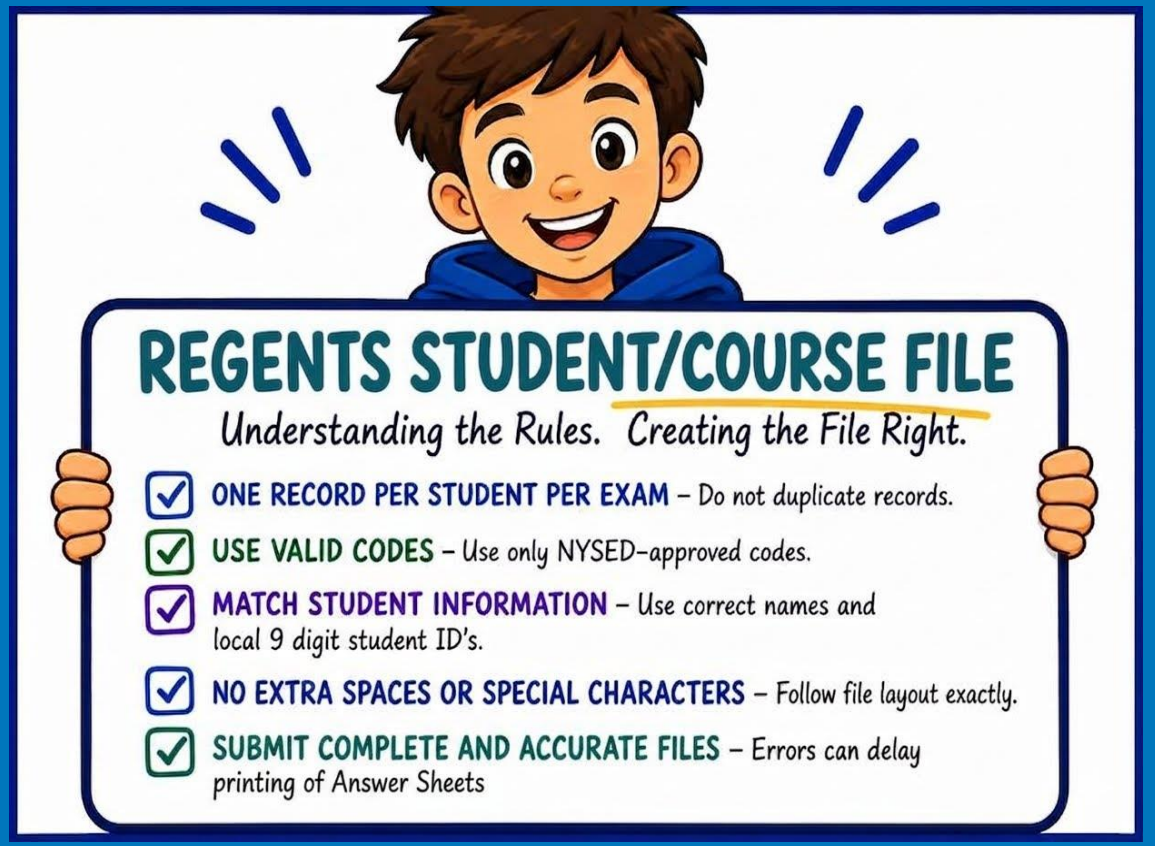


Do you know your answer sheet counts? Additional charges will be applied for excessive "extra" answer sheets.

UNDERSTANDING THE STUDENT/COURSE FILE

- If a student is taking more than one Regents exam, the student **should be listed in a separate file for each exam**.
- If a student's or teacher's name contains a comma (Doe, Jr.), the name must be in quotes. Example: "Doe, Jr."
- If you have co-teachers, both names can be listed in the teacher field (Smith/Jones). Do not exceed 30 characters.

Do not use a comma to separate names.





STUDENT/COURSE FILE – QUICK REVIEW

LITTLE ALEX'S REGENTS PET PEEVES!

DUPLICATE RECORDS
One record per student per exam. *No duplicates!*

INVALID CODES
Use only NYSED-approved codes.

STUDENT INFO MISMATCH
Use correct match and local 9 digit student ID's.
They must match NYSED records *exactly!*

INCORRECT COURSE CODES
Report the correct course code that aligns to the exam taken.

EXTRA SPACES & SPECIAL CHARACTERS
Follow the file layout exactly. *Keep it clean!*

INCOMPLETE OR INACCURATE FILES
Errors & delays in printing and receiving your answer sheets.
Take the extra minute now. *Save days later!*

FOLLOW DIRECTIONS & DEADLINES
Read all instructions carefully and submit files by the due date. *We accept files early!*

Separate any Suffolk and/or Yeshiva Schools Students into their own files.



WHAT TO DO WITH THE FILE?

Transferring Files to Nassau RIC

Secure. Simple. Reliable.



1. YOUR DEVICE

Select the files you want to transfer.

Password Protect the file if Emailing.

2. SECURE TRANSFER

Select The Secure Link under Your Coordinator's email signature to send files securely.

The Preferred Method

3. NASSAU RIC

Your files are delivered safely to Nassau RIC.

HOW TO TRANSFER

Select The Secure Link under Your Coordinator's email signature to send files securely.

NEED HELP?

Contact your Nassau RIC representative for assistance.

Thank you for helping us keep your information secure!

TRANSFERRING THE FILES

- Once completed, either password-protect the file and email it to your coordinator or send it via a secure link. Contact your test-scoring coordinator for more information when complete.
  - ✓ *Name the file accordingly and place it in the proper folder.*
    Example: **YourDistrictName_Jan_2026-2027_TestName.csv**
- If you email a password protected file to Nassau RIC,
  also send the password in a separate email to your coordinator.
- Updated coordinator lists have been posted on the Nassau RIC Test Scoring website. **Click here to access the Test Scoring Website**!

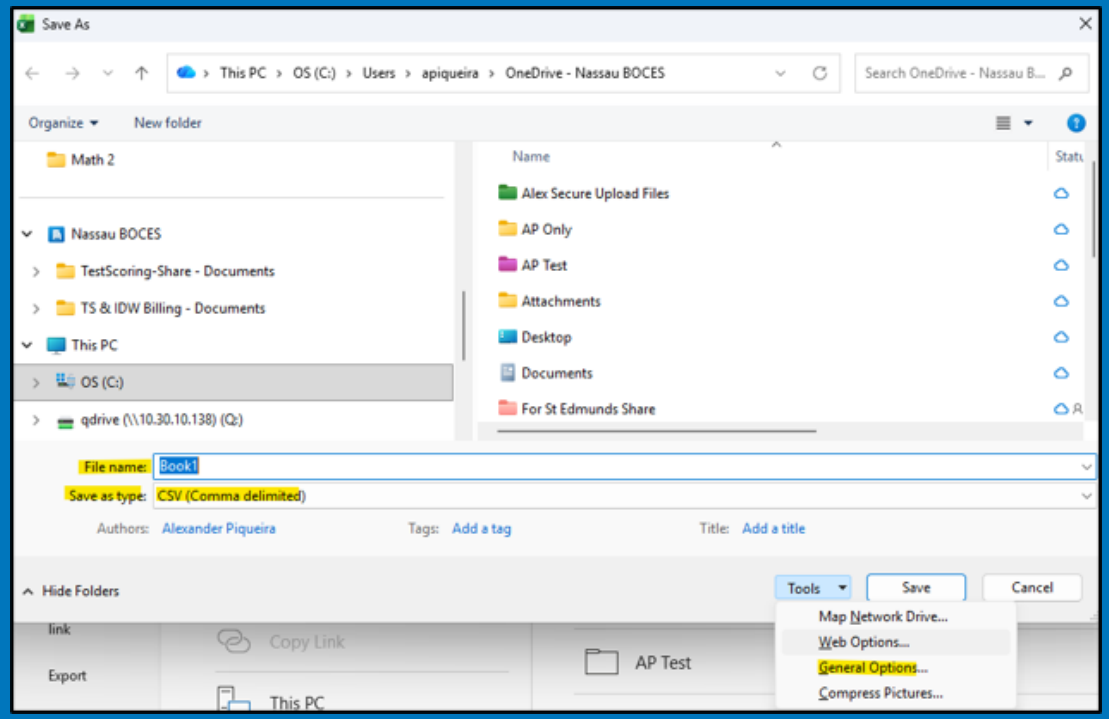


STUDENT/COURSE FILE TRANSFERRING THE FILES VIA EMAIL

Sending the Files via eMail – Password Protect



- **Don't send** the file via email unless password protected.
- To password protect your file, within Excel:
  - ✓ **File > Save As.**
  - ✓ Select **More or Browse** option based on your Excel version**.**
  - ✓ Save as Type: **.xlsx** file**.**
    - .CSV files can't be password protected.
  - ✓ Name your file accordingly.
  - ✓ **Tools > General Options.**



STUDENT/COURSE FILE
TRANSFERRING THE FILES VIA EMAIL

Sending the Files via eMail – Password Protect

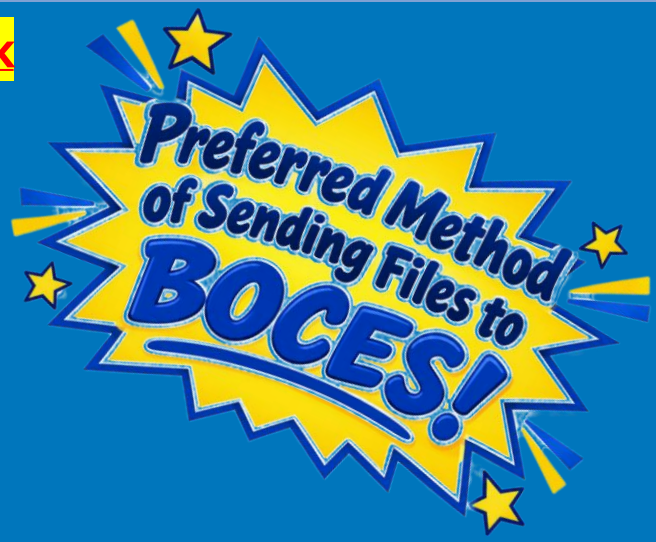
- Enter a password in the **Password to open** box. Password to modify option is not necessary.
- Press **OK** and **Re-enter password** to proceed.
- Press **OK** to continue to save as usual.
- Email your testing coordinator this password protected Excel file.
- In a separate email, email your testing coordinator the password. (2 separate emails)



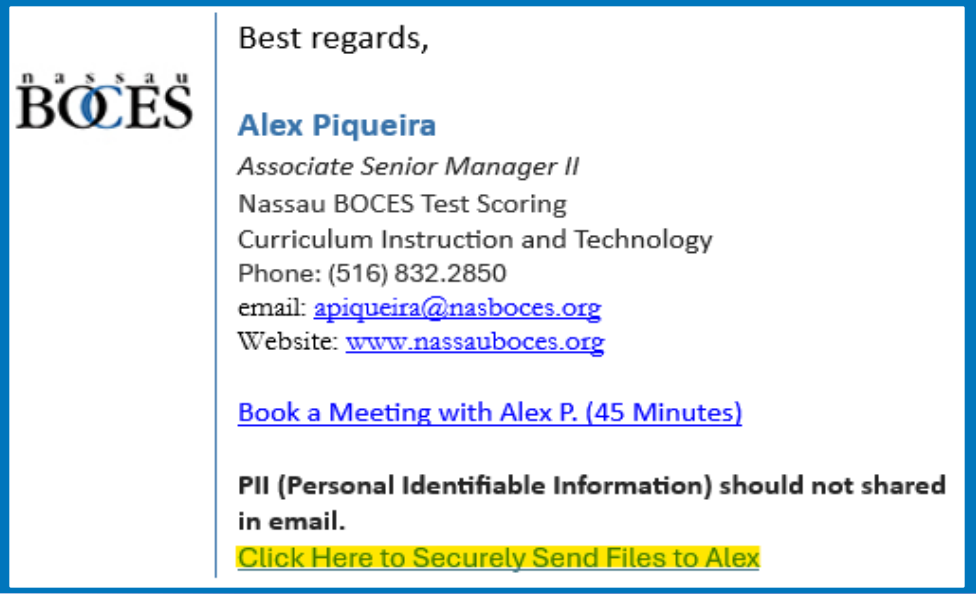


STUDENT/COURSE FILE
TRANSFERRING THE FILES VIA SECURE LINK

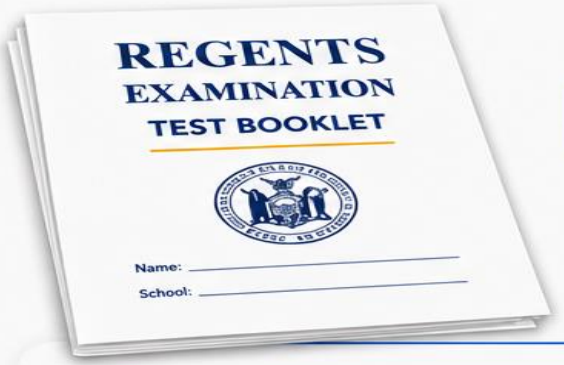
PREFERRED METHOD - Sending the Files via a secure link



- Alternatively....
  - ✓ Convert your files to a .CSV file
  - ✓ Each coordinator has a secure link within their email signature where you can send this file.
  - ✓ Email your coordinator to let them know you posted your file via their secure transfer link within their email signature.
  - ✓ Name the file accordingly.



REGENTS TESTING MATERIALS



ORDERING YOUR REGENTS TEST BOOKLETS

Order early. Plan ahead. Ensure success.

ORDER ON TIME. BE PREPARED.

HOW TO ORDER

1 SUBMIT ORDERS
Submit orders via https://portal.nysed.gov

2 SELECT
Choose "Regents Exam Materials" from the product list.

3 CHOOSE
Select the exam(s), quantity, and booklet type you need.

4 CHECK OUT
Review your order and complete checkout.

5 DELIVERY
Materials will be shipped to your school.

IMPORTANT REMINDERS

- Order well in advance of your exam dates.
- Check quantities carefully.
- Review the *Ordering & Packing Receipt* of Materials ordered carefully.

NEED HELP?

If you need help or additional test booklets, contact **OSA – Office of State Assessment** immediately via email at examrequest@nysed.gov and cc: Stephanie Witt at switt1@nasboces.org.

Thank you for helping us ensure your students are ready to succeed!

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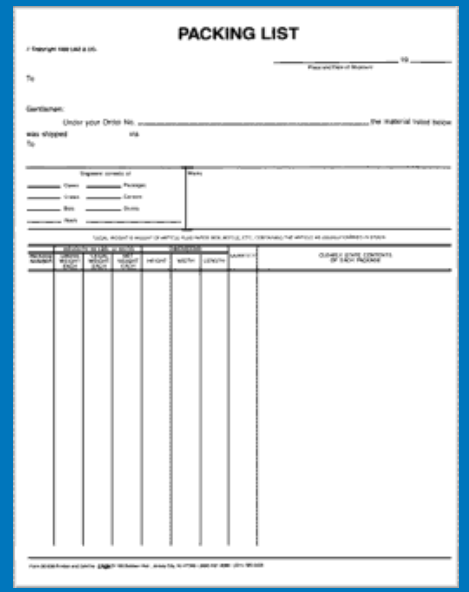
REGIONAL INFORMATION CENTER

REGENTS TEST BOOKLET ORDERS - DETAILS

- Make sure that all test booklet orders have been properly placed with **OSA** – The Office of State Assessment.
- **Online requests for January 2027 Regents Examinations materials will be accepted through Friday, November 13, 2026. All requests must be submitted by that date.**
  - ✓ *Submit orders via https://portal.nysed.gov/*
- Check the confirmation notice for accuracy.
- When tests are received, review the packing slip enclosed in each box.


PACKING LIST

REGENTS TEST BOOKLET ORDERS

I need additional copies of an examination. Can I make a copy?

NO!



AFTER THE NYS TEST ORDERING PORTAL CLOSES



- *If you need additional test booklets, contact **OSA** – Office of State Assessment immediately via email at **examrequest@nysed.gov** and cc: **Stephanie Witt at switt1@nasboces.org**.*

- Administrators determining the need for additional exam materials after the ordering window will likely have to obtain them from a nearby regional center **on the day of the exam**. Contact your Data Coordinators beforehand to arrange pickups.

  - ✓ Nassau RIC, aka, Nassau BOCES, is a Regional Distribution Center!

EMERGENCY EXAM MATERIALS ORDERING/PICKUP

- Email a letter on school letterhead to **examrequest@nysed.gov** and cc: **Stephanie Witt at switt1@nasboces.org.** This letter should include:

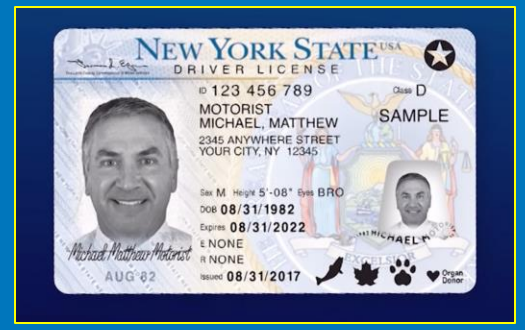
  - ✓ The exact materials and quantities needed.
  - ✓ Pick up will be at the Nassau BOCES Robert E. Lupinskie Center for Curriculum, Instruction and Technology.
  - ✓ Emergency Test Orders - Nassau RIC



- When the materials arrive, we will hold them for you. You will pick them up ***from Nassau BOCES on the day of the exam.***

EMERGENCY EXAM MATERIALS-PICK UP

- Pick up of additional materials is on the day of the exam at **7:30 am for morning exams and 11:00 am for afternoon exams**.
- Email a letter in advance on school letterhead which states the name of the person picking up materials.
  - ✓ The exact materials including quantity must be stated in the letter.
  - ✓ It must be signed by the principal.
- The person picking up the exam must:
  - ✓ Present a current Picture ID.
  - ✓ Bring the original letter to be counter-signed by them.
- The log and letters are retained by Nassau RIC and submitted to NYSED.



ANSWER SHEET USE



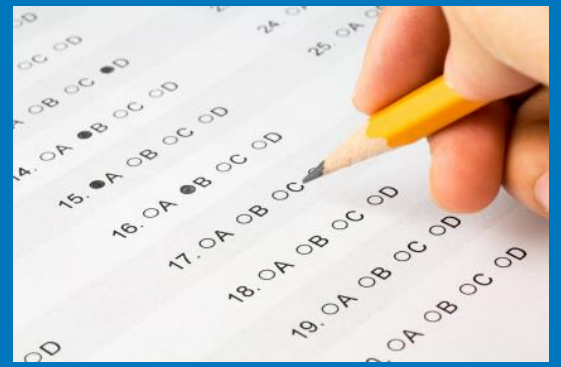
WHEN ARE YOU TO USE AN EXTRA ANSWER SHEET?

- **YES:** A pre-printed sheet is not available for the student.
- **YES:** The pre-printed sheet was damaged or destroyed prior to test administration.
- **YES:** The student's ID is incorrect.

NOTE: *If you extracted your Student/Course File from your Student Management System and the student was missing, go back to your student system and Level 0 and check that the student has been added and all information is correct.*

EXTRA ANSWER SHEETS

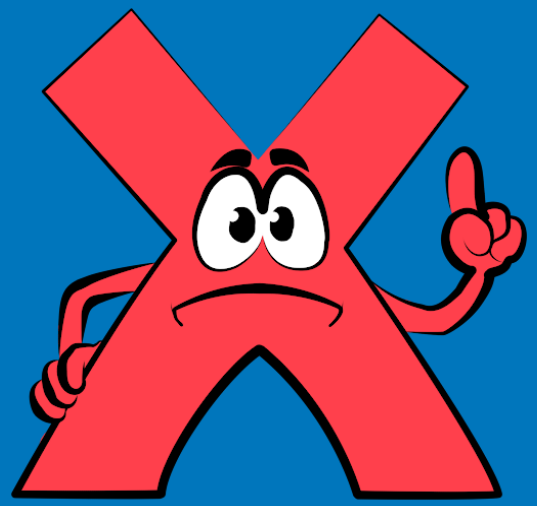
- When using an extra answer sheet, all information in the heading should be filled out.
  - ✓ *Use the **official 9-digit local student ID number** on the answer sheet, including leading zeros.*
  - ✓ *If the student is not from your district, make sure that his or her **home school's name, BEDS code, and local home district student ID# are** on the answer sheet.*
  - ✓ ***Do not assign a "pretend" ID.***
- **Only** use a blank answer sheet provided by Nassau BOCES.
- **Do not make copies**.



ANSWER SHEETS

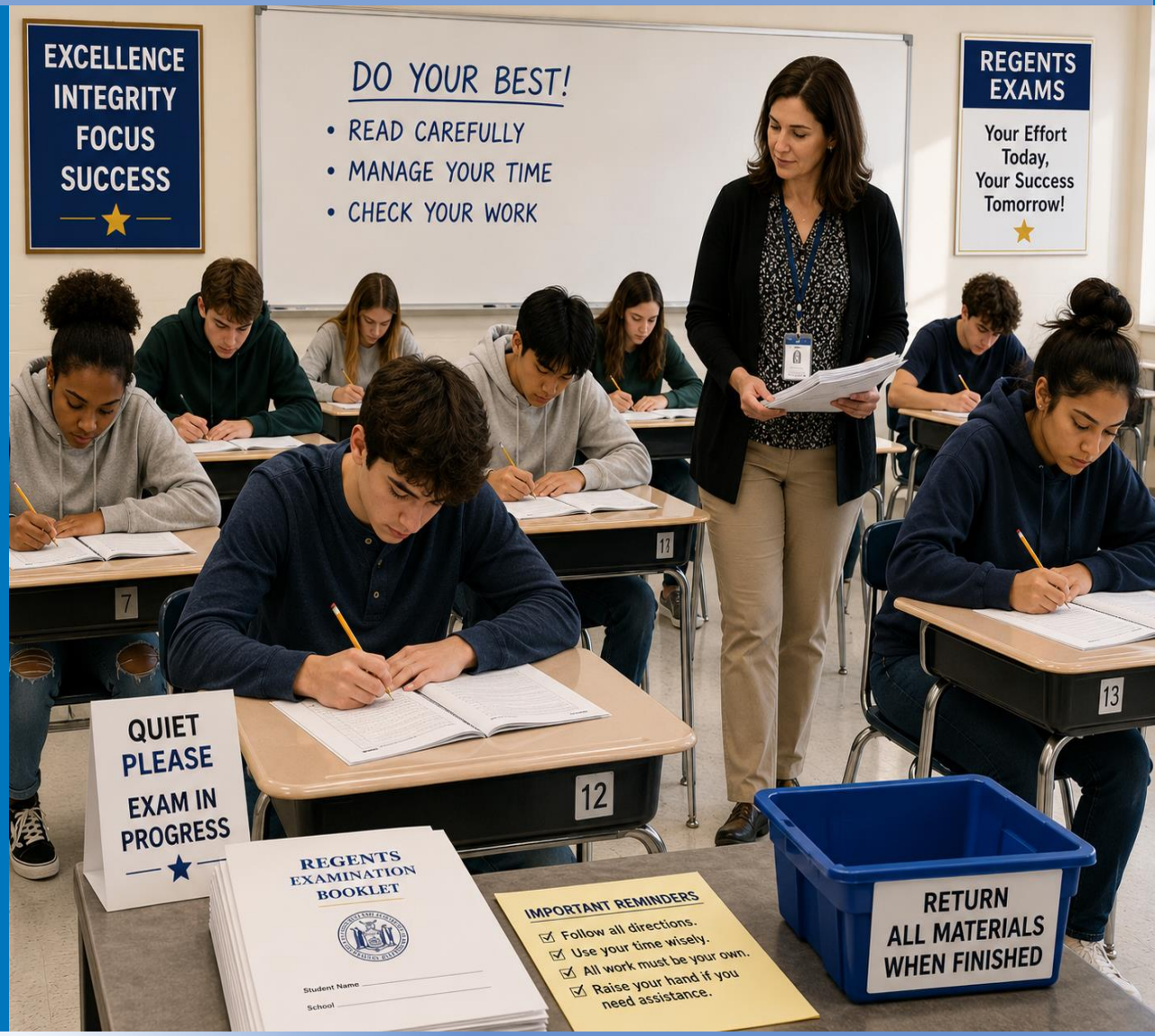
- **DO NOT USE ANOTHER STUDENT'S ANSWER SHEET!**
  - ✓ *The bar code is the ID of that student. You will create multiple or incorrect records for another student.*
  - ✓ *Issues processing and validating the student information and scores.*
  - ✓ *A child's record could be lost.*
  - ✓ *Delays in processing.*

Do not make copies of Blank Answer Sheets!



ADMINISTERING/SCORING THE EXAM

What to know and best practices of Regents Administration & Scoring.

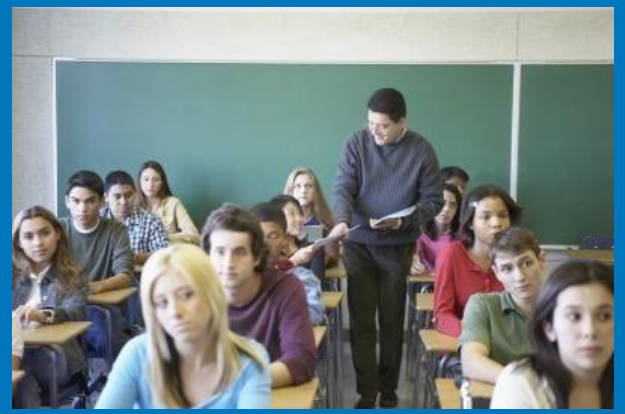


ADMINISTERING THE EXAM

- Follow test administration directions as they are printed in the **School Administrators Manual** (SAM) for each test as directions vary slightly.

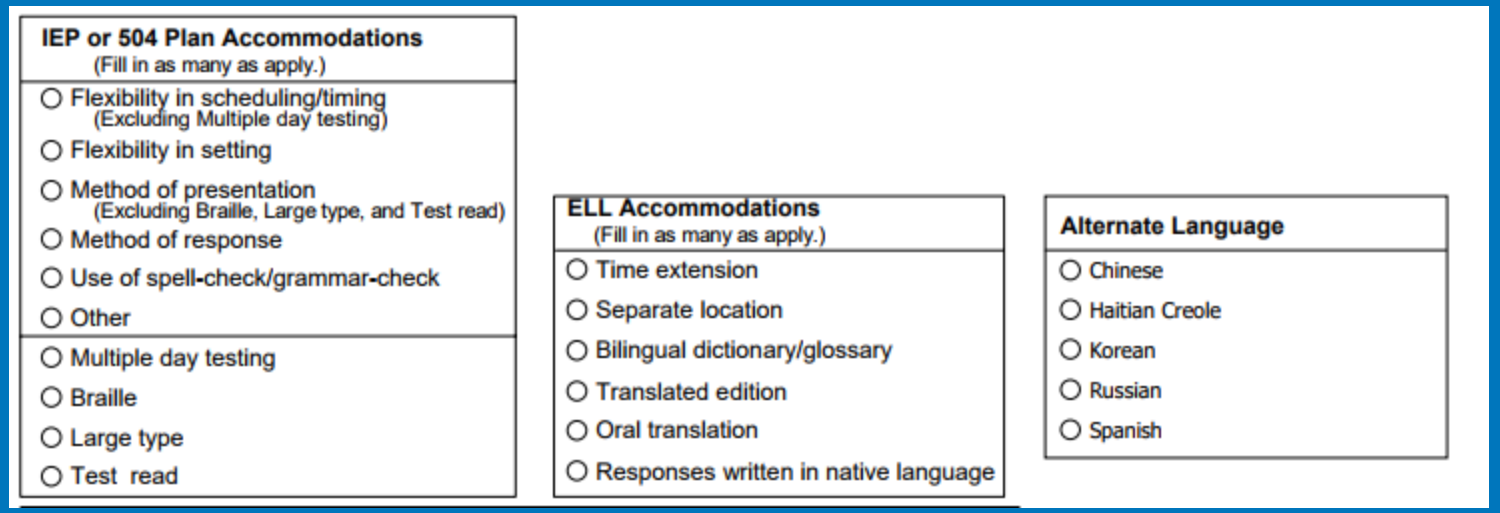
Click Here: Test Manuals | New York State Education Department
(https://www.nysed.gov/state-assessment/test-manuals)

- **Proctoring:** Teachers should be continually monitoring the students during the administration of the test.



ADMINISTERING THE EXAM

- If applicable, bubble the alternate language bubble on the answer sheet.
- Bubble any testing accommodations for IEP, 504, or ELL students at time of testing.



IEP or 504 Plan Accommodations
(Fill in as many as apply.)

- ○ Flexibility in scheduling/timing (Excluding Multiple day testing)
- ○ Flexibility in setting
- ○ Method of presentation (Excluding Braille, Large type, and Test read)
- ○ Method of response
- ○ Use of spell-check/grammar-check
- ○ Other
- ○ Multiple day testing
- ○ Braille
- ○ Large type
- ○ Test read

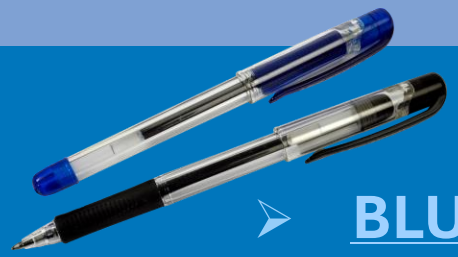
ELL Accommodations
(Fill in as many as apply.)

- ○ Time extension
- ○ Separate location
- ○ Bilingual dictionary/glossary
- ○ Translated edition
- ○ Oral translation
- ○ Responses written in native language

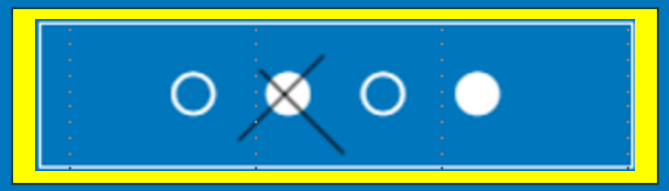
Alternate Language

- ○ Chinese
- ○ Haitian Creole
- ○ Korean
- ○ Russian
- ○ Spanish

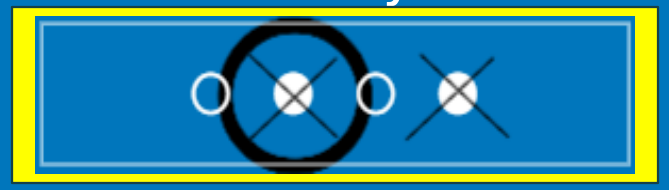
ADMINISTERING THE EXAM



- **BLUE** or **BLACK** ink must be used for bubbling – **no gels pens or markers!**
- **NO RED** ink or pencils may be used.
- To change an answer, "X" out the first choice and fill in the new choice.



If a student changes his/her mind, the student should circle the correct answer if the answer had already been "x'd" out.



TESTING IRREGULARITIES:

- **Report all Testing Irregularities to the Office of State Assessment (OSA)**
  - Cell phone violations
  - Attempts to commit fraud by students
  - Testing improprieties by adults
  - Power outages / Fire alarms
  - Lost examinations



The principal must report all testing misconduct and irregularities in writing on school letterhead to OSA via email to: emscassessinfo@mail.nysed.gov and cc: Stephanie Witt at switt1@nasboces.org.

SCORING

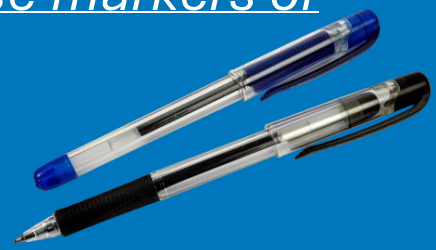
Where can you, the scorer, write on the student's answer sheet?

You Cannot!

- *This includes "X'ing""out the bubbles and marking the question numbers.*
- *"If the students' responses for the multiple-choice questions are being hand scored prior to being scanned, the scorer must be careful not to make any marks on the front of the answer sheet except to record the scores in the designated score boxes." Information Booklet for Scoring … January, June and August Regents.*

SCORING

- Again…What color ink can I use to score and fill in constructed response questions?
  - ✓ *To fill in constructed response scores use **BLUE** or **BLACK** ink. Do not use markers or stamps for teacher signatures. No gels pens or markers!*



- **Who can score these assessments?**
  - ✓ Teachers are not permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Exam or RCT may not score those students' answer papers for that exam. This prohibition includes special education and academic intervention services (AIS) teachers.

For scoring security and accuracy, only authorized Scoring Personnel should be in the room while Answer Sheets are being scored.

SCORING & QUALITY CONTROL

- **Quality Control** is needed to make sure that **ALL** constructed response bubbles have been filled in correctly.

  ✓**NOTE: If the score is "zero," this MUST also be bubbled in.**

- **Remove all answer sheets from booklets** after constructed responses have been scored.



AFTER TESTING

- Confirm that the number of answer sheets is the same as the number of booklets.

For Non-Fast Score Schools:

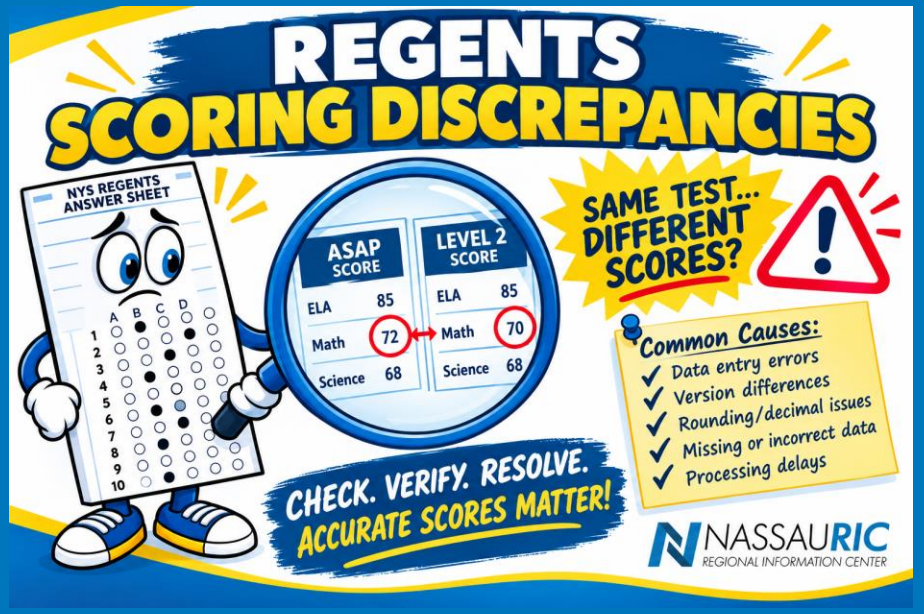
- **Record student scores for report cards.**
- Return answer sheets on or before the due date –
  February 5, 2027 for January Regents or June 30, 2027
  for June Regents. We must process tests within the time frame set for BOCES by NYSED.
- **DO NOT RETURN BLANK ANSWER SHEETS. DO NOT RETURN BOOKLETS TO Nassau RIC.**
- No post-it notes, paper clips, staples or stray marks should be left on the answer sheet.
- **Please use the box(es) and pre-paid shipping label(s) provided for you. If box is lost or damaged, please notify us.**

AFTER TESTING - CONTINUED

- Fill out the **check list cover sheet** that came with your answer sheets. Make sure you go down the list to avoid missing a step.
- The cover sheet also has an **answer sheet count**.
- The first count is under the heading "**School Count**" and is filled out by the school.
- The "**BOCES Count**" is completed by Nassau RIC during the scanning process. If there is a discrepancy, you will be contacted.
- **Place the cover sheet on top of the answer sheets in the Test Scoring box.**

SCORING DISCREPANCIES

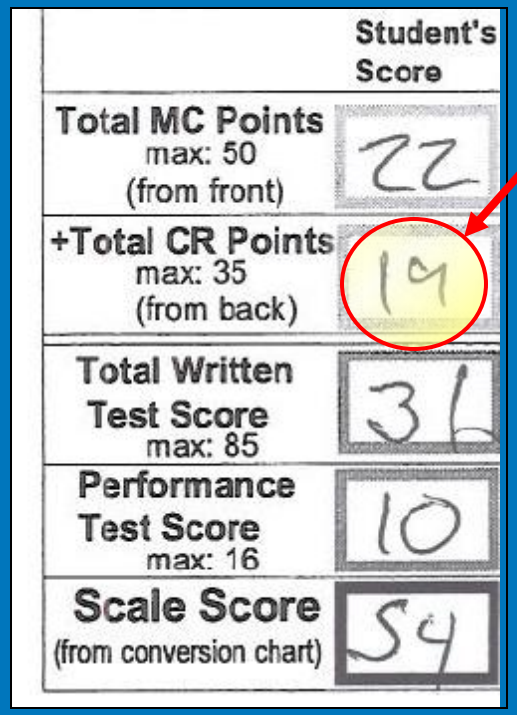
- Once answer sheets are scored and processed, scores are available in **ASAP**. *To be discussed later….*
- Compare results in ASAP to scores in your **S**tudent **I**nformation **S**ystem (SIS). **Do They Match?**
- Compare those Student Management System Scores to what is in Level 0/1. **Do They Match?**
- Discrepancies are introduced through **HUMAN ERROR**.



- ✓ Discrepancy reports for your district are sent out within 2 months after the exam. They can also be generated upon request. You should confirm their accuracy before pushing your Data to Level 1. **Please note that Nassau RIC Discrepancy Reports cannot be run until the school/district has entered their scores into Level 0. These reports compare what is in Level 0 to that which is in ASAP.**

COMMON ERRORS

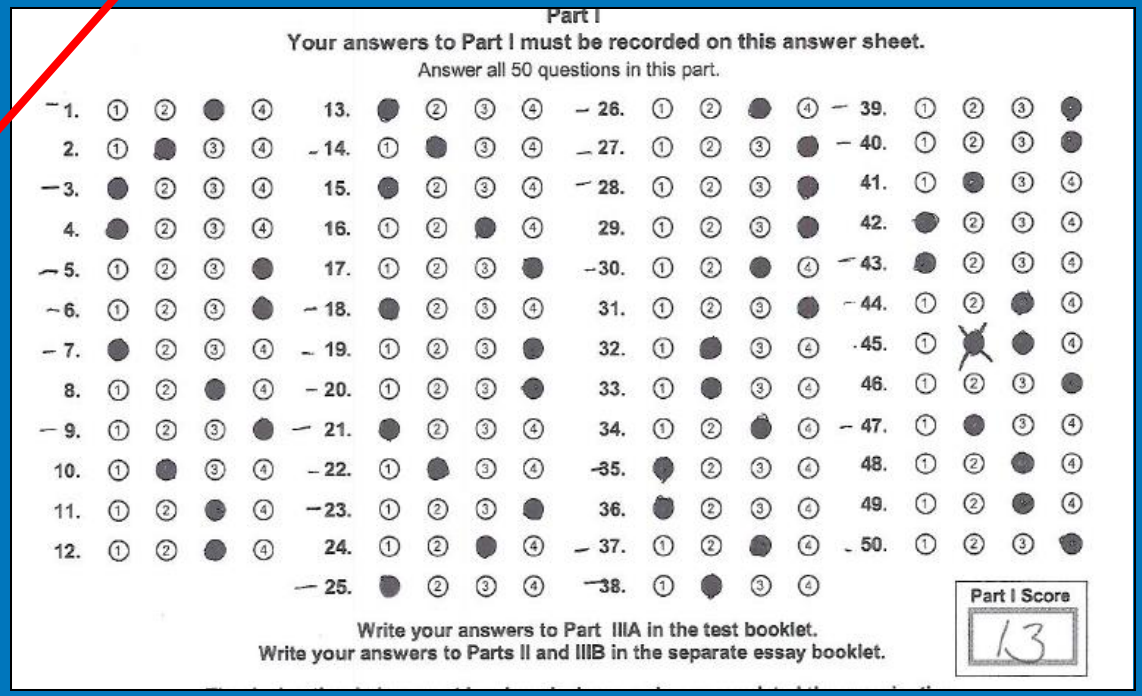
- Addition Errors.
- Counting Errors.



	Student's Score
Total MC Points max: 50 (from front)	22
+Total CR Points max: 35 (from back)	19
Total Written Test Score max: 85	41
Performance Test Score max: 16	10
Scale Score (from conversion chart)	54

65

Please write neaty and legibly when scoring!



Part I

Your answers to Part I must be recorded on this answer sheet.

Answer all 50 questions in this part.

1.	2	13.	2	26.	2	39.	4
2.	2	14.	1	27.	4	40.	4
3.	1	15.	1	28.	1	41.	2
4.	1	16.	3	29.	4	42.	1
5.	4	17.	4	30.	3	43.	1
6.	4	18.	1	31.	4	44.	3
7.	1	19.	4	32.	2	45.	3
8.	3	20.	4	33.	2	46.	4
9.	4	21.	1	34.	3	47.	2
10.	2	22.	2	35.	1	48.	3
11.	3	23.	4	36.	1	49.	3
12.	3	24.	3	37.	3	50.	4
		25.	1	38.	2		

Write your answers to Part IIIA in the test booklet.

Write your answers to Parts II and IIIB in the separate essay booklet.

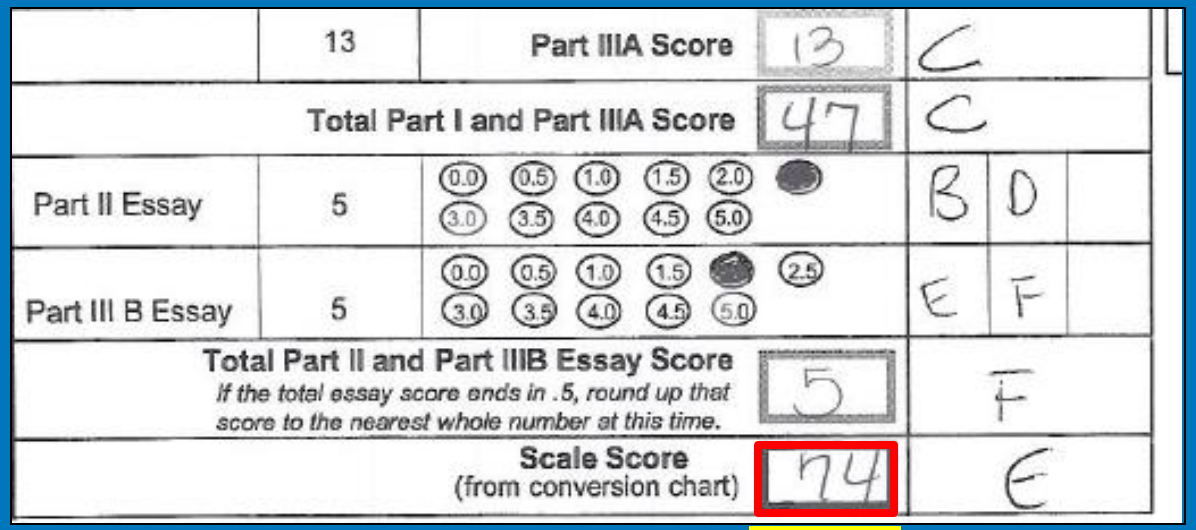
Part I Score: 13

41

23

COMMON ERRORS

(Data Entry Error)



	13	Part IIIA Score	13	C	
		Total Part I and Part IIIA Score	47	C	
Part II Essay	5	0.0 0.5 1.0 1.5 2.0 3.0 3.5 4.0 4.5 5.0		B	D
Part III B Essay	5	0.0 0.5 1.0 1.5 2.5 3.0 3.5 4.0 4.5 5.0		E	F
		Total Part II and Part IIIB Essay Score *If the total essay score ends in .5, round up that score to the nearest whole number at this time.*	5	F	
		Scale Score (from conversion chart)	74	E	

Perfect

Too bad it was hand entered into the district's Student Information System (SIS) and at Level 0/1 as a **47!**

ADMINISTRATION/SCORING - QUICK REVIEW

LITTLE ALEX'S REGENTS PET PEEVES!



- Take your time-it is not a race!
- Neatness is Important.
- Clear penmanship.
- Counting Errors.
- Fast Score Districts - Test your scanner.
- No Doodles on the page.
- Know the Local Home District Beds Code and Student Id's for OOD Students.
- Separate any Suffolk and/or Yeshiva Schools Students into their own files.

ASAP REPORTS

Accessing Scores and Reviewing Reports.

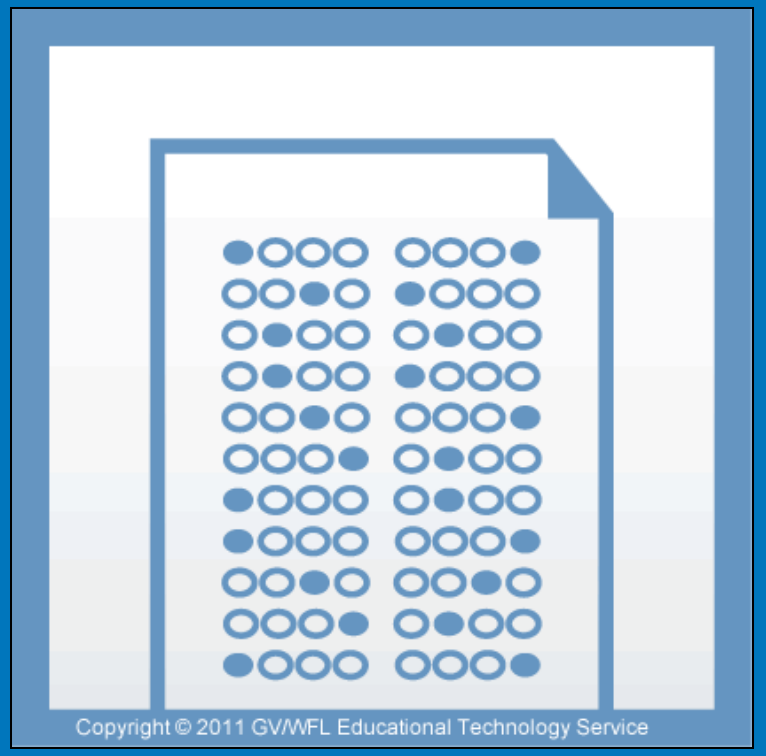


ACCESSING AND REVIEWING ASAP REPORTS

- **ASAP** is the **A**ssessment **S**coring and **A**nalysis **P**rogram.
- Go to http://asap.nasboces.org
- Sign in using your district's Level 0 User ID and Password.
  - ✓ The sign-in criteria are typically managed by your district's Technology Director (CIO) or District Data Coordinator—whomever is responsible for administering Level 0/1.
- ASAP Reports are available once answer sheets are scanned and processed.
  - ✓ Check routinely for student data and contact your test coordinator if students are missing or incorrect information is uncovered.

ASAP REPORTS PORTAL ACCESS

- ASAP login is the same UserID and Password as your Level 0 account.



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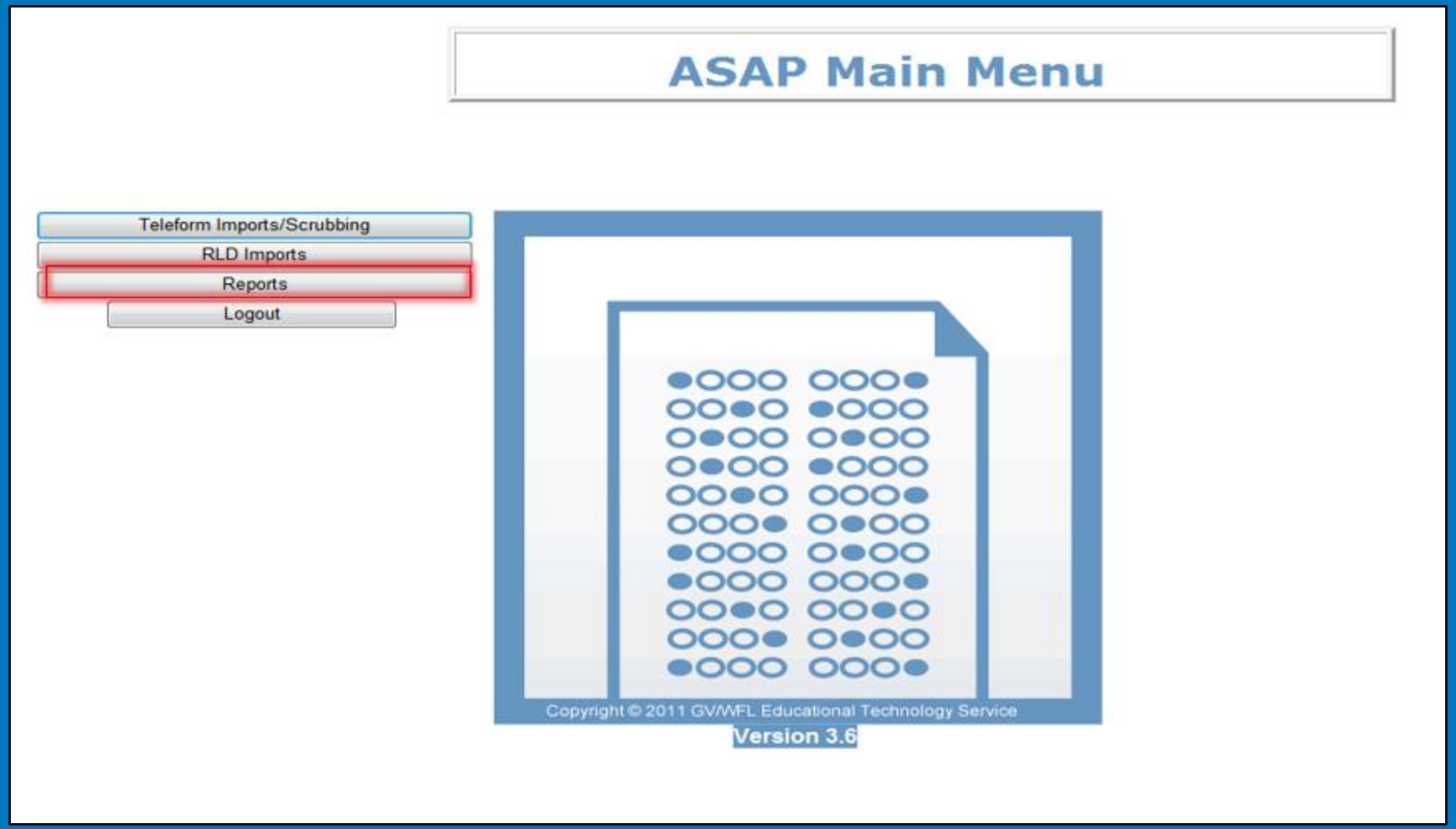
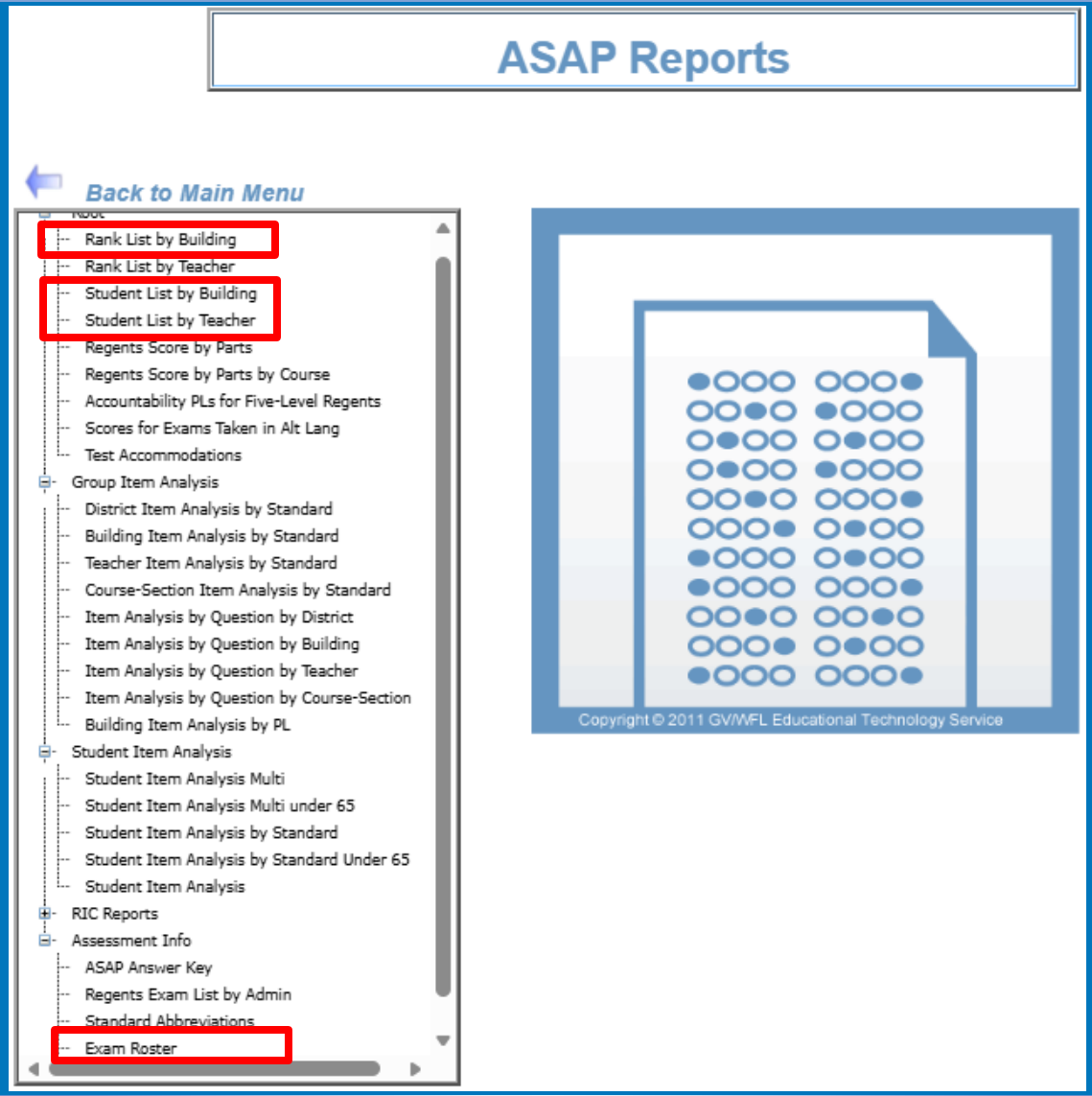
REGIONAL INFORMATION CENTER

ASAP REPORTS



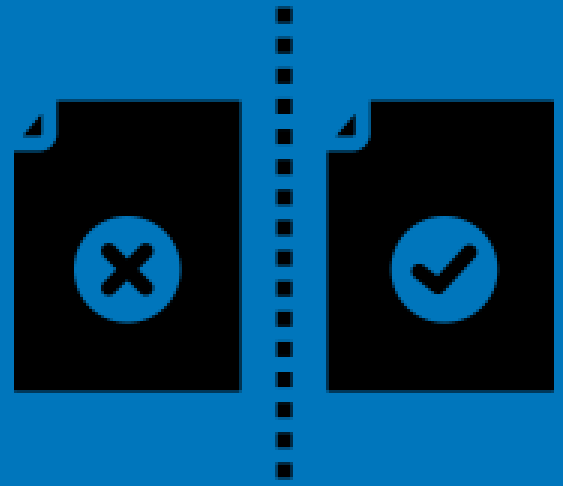
ASAP REPORTS

- Some popular reports offered within ASAP.



USING ASAP REPORTS – IT HELPS!

- Before you submit/load the "Assessment Fact" to Level 0/1, compare results in your Student Information System to ASAP.
- Duplicate ID's – The second scan overrides the first. Check for missing scores (such as two students with the same ID, etc.)
- Contact your Nassau RIC Testing Coordinator if you see any discrepancies.



WHY IS THIS IMPORTANT?

- Errors in scoring can determine whether the student passed or failed the exam.
- Students may be re-taking a course or the exam because they thought they failed.
- Students may have been told they passed, when they did not.
- Graduation requirements and diploma type may be affected.
- Student transcripts, permanent records, and state reporting & accountability is inaccurate.



Every Regents score matters - an accurate Regents score isn't just a number—it becomes part of a student's official academic record and can impact many areas. **That is why careful scoring, verification, and reporting are so important.**

FAST SCORE SCANNING SERVICE

NASSAURIC
REGIONAL INFORMATION CENTER

If you are a Fast Score Scanning District for Regents Answer Sheets





FAST SCORE SCANNING
REGENTS ANSWER SHEETS

- ...and are scanning the **Scored Regents** exams to **OSC World** for processing:
  - ***Teachers score the constructed responses. Teachers do not need to score multiple choice, add up the scores, or calculate the scale score.***
  - *It is recommended that you test your scanner prior to the testing period. Don't wait until the last minute to scan. Test your scanner!*
  - *You can check the status of your scanned exams to OSC at* ***status.oscworld.com/regents***.
  - Separate Suffolk District and/or Yeshiva Students into a separate file. Scan as separate batch's.



- If you experience any issues scanning Regents or have questions pertaining to the scanner, please reach out to **Suzanne Johnson** at **516-832-2754** or email Suzanne at **sjohnson@nasboces.org,** or you can contact **Alex Piqueira** at **apiqueira@nasboces.org**.

OPTIMUM SOLUTIONS

NASSAURIC REGIONAL INFORMATION CENTER

*** WATCH OUT ***

PLAN.
PREPARE.
DOUBLE CHECK.
EXPECT
THE UNEXPECTED!

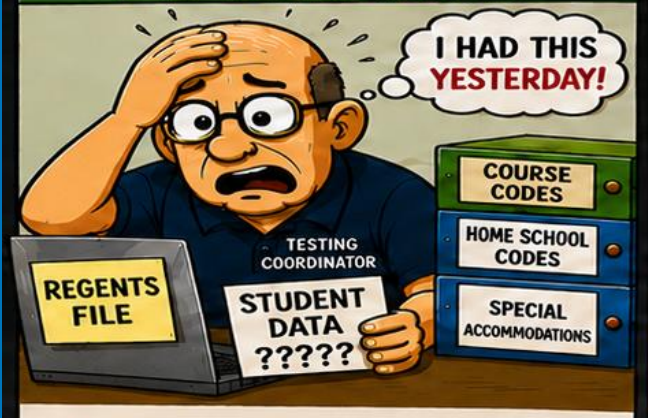
MURPHY'S LAW

IN REGENTS TESTING:
IF SOMETHING CAN GO WRONG, IT WILL.

POWERED BY COFFEE & DEADLINES

CHECK.
VERIFY.
SCAN.
REPEAT.
REPEAT.
REPEAT.

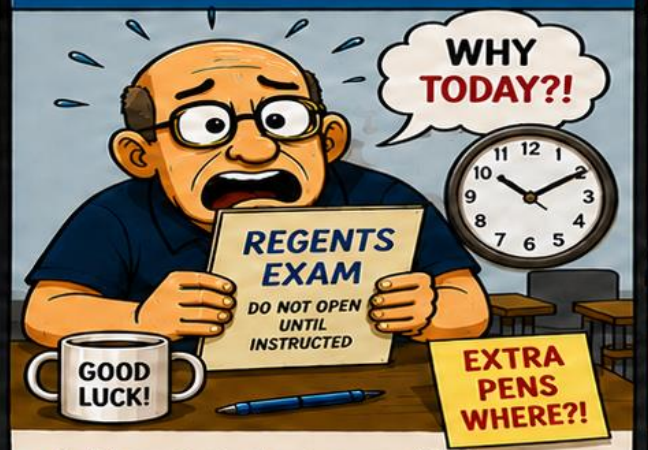
REGENTS FILE PREPARATION



- ✓ Missing or incorrect student data
- ✓ Wrong course or exam codes
- ✓ Home school code errors
- ✓ File rejected after final check
- ✓ Always something!

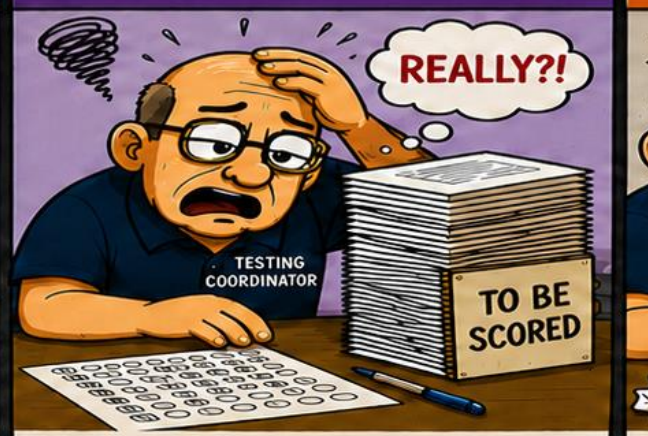
LOOKS PERFECT... UNTIL IT'S NOT.

ADMINISTERING



- ✓ Absent students you didn't expect
- ✓ Students with the wrong exam
- ✓ Calculator batteries die
- ✓ Accommodations not followed
- ✓ Disruptions when quiet is critical
- ✓ Something always interrupts!
- ✓ NO RED PENS PLEASE!

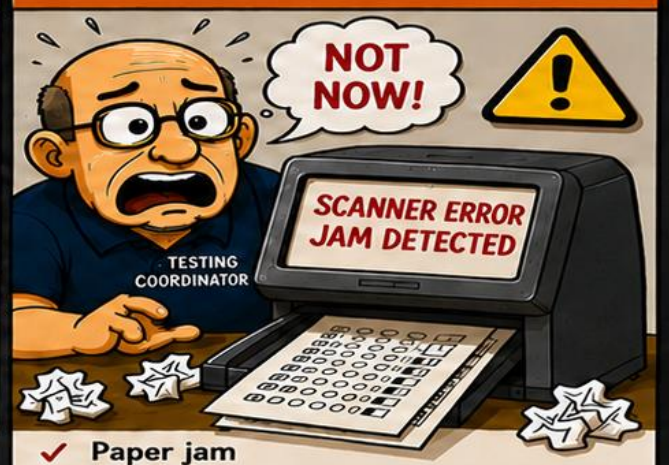
SCORING



- ✓ Illegible answers
- ✓ Multiple answers in a question
- ✓ Unclear or no answers
- ✓ PENMANSHIP DOES MATTER!

EVEN WITH AN ANSWER KEY, IT'S NEVER BLACK & WHITE.

SCANNING



- ✓ Paper jam
- ✓ Skipped pages
- ✓ Barcode won't read
- ✓ Image upload fails
- ✓ Wrong pages in the file
- ✓ Just when you thought you were done!

PLEASE NO DOODLES ON THE BAR CODES.

MURPHY'S LAW IS REAL... BUT PREPARATION, CHECKS, AND ATTENTION TO DETAIL CAN BEAT IT!

NASSAU RIC REGENTS EXPERTS

NASSAURIC
REGIONAL INFORMATION CENTER

YOUR SUPPORT TEAM!

Testing Coordinators	Email	Phone
Donna Blood	dblood@nasboces.org	(516) 832-2865
Giovanni "John" Pascuzzo	gpascuzzo@nasboces.org	(516) 832-2753
Tyra Andino	tandino@nasboces.org	(516) 396-2048
Testing Manager	**Email**	**Phone**
Alex Piqueira	apiqueira@nasboces.org	(516) 832-2850
Supervisor	**Email**	**Phone**
Stephanie Witt	switt1@nasboces.org	(516) 832-6623
Scanning Support	**Email**	**Phone**
Suzanne Johnson	sjohnson@nasboces.org	(516) 832-2754
OSC World Liaison	**Email**	**Phone**
David Erlanger, Ed.D.	derlanger@nasboces.org	(516) 832-2786
Level 0/1/2 Support	**Email**	**Phone**
Stacey Clougher Battaglino	sclougher-battaglino@nasboces.org	(516) 608-6629

*Updated Coordinator Lists has been posted on the Nassau BOCES Test Scoring website.

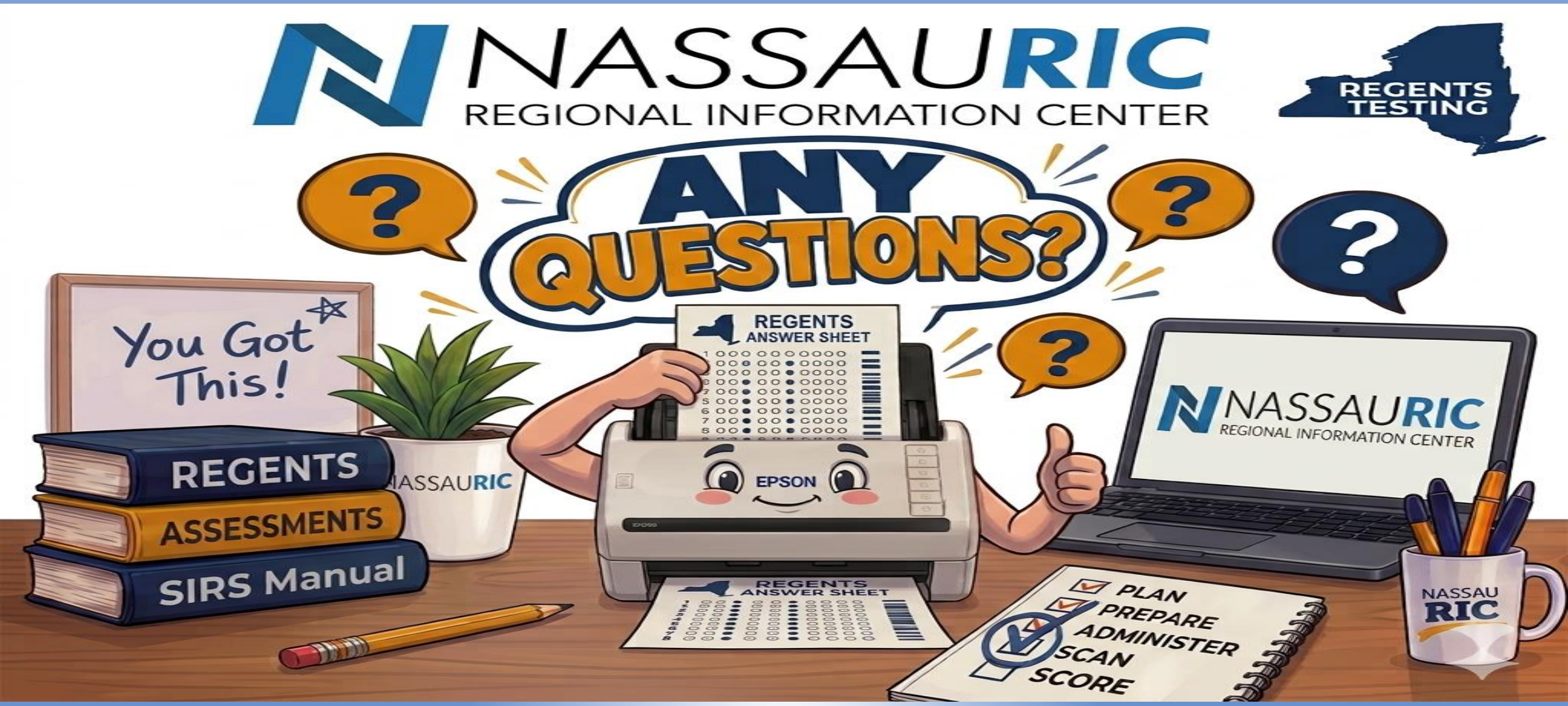


IMPORTANT WEBSITES

- Office of State Assessment (OSD)
  OSD Web Page
- NYSED SIRS Manual; Assessments Information; and much more….
  SIRS Manual and Data Elements
- NYSED Course Catalog
  Compreshensive Course Catalog
- NYSED Regents Examination Schedules
  Regents Examination Schedules
- *NYSED Business Portal*
  NYSED Business Application Portal
- *L2RPT Verification Reports*
  Level 2 Reports
- *NYSED Information and Reporting Service*
  IRS Collection and Reporting Services
- Nassau BOCES Test Scoring Web Page
  Nassau RIC Test Scoring



ANY TEAM QUESTIONS?





ROBERT E. LUPINSKIE CENTER FOR CURRICULUM, INSTRUCTION AND TECHNOLOGY DATA MANAGEMENT SERVICES
ONE MERRICK AVENUE, WESTBURY, NY 11590 • (516) 608-6623

NASSAURIC
REGIONAL INFORMATION CENTER

FAST SCORE SERVICE

NASSAU RIC
REGIONAL INFORMATION CENTER | OPTIMUM SOLUTIONS

FAST SCORE SERVICE

Regents Results—Faster.
Insights That Move You Forward.



Nassau RIC, in partnership with Optimum Solutions, is proud to offer **Fast Score Service** for **New York State Regents Exams**—delivering scores significantly faster so you can support students and drive instruction without delay.

THE FAST SCORE ADVANTAGE

FASTER RESULTS
Receive Regents scores sooner.

TIMELY INSIGHTS
Use data earlier to inform instruction and interventions.

STUDENT FOCUSED
Identify needs quickly and support every learner.

TRUSTED PARTNERS
Nassau RIC and Optimum Solutions—working together to support district success.

FAST SCORES. STRONGER DECISIONS. BETTER OUTCOMES.
Nassau RIC and Optimum Solutions—Committed to Excellence in Assessment.

NY REGENTS
WE'RE HERE TO HELP YOU SUCCEED.

NASSAURIC
REGIONAL INFORMATION CENTER

SCORING SERVICES

Two options are available!

Regents Fast Score with OSC World	Full-Service Regents Scoring with OSC World
➢ Nassau RIC pre-prints answer sheets. ➢ Teachers score constructed response. Teachers do not need to score multiple choice, add up the scores, or calculate the scale score. ➢ The school or district does "in-district" scanning of student answer sheets via the web-based interface that controls the scanner and transfers the answer sheets to OSC World for processing. ➢ The vendor sends a completed, processed file back to Nassau RIC. ➢ Nassau RIC Test Scoring Services loads the file into ASAP and a score is generated. ➢ The school or district logs onto ASAP for student scores.	➢ Nassau RIC pre-prints the answer sheets. ➢ Nassau RIC will provide an individual bar code label for each student examination. The label is to be placed on the students' answer booklet. ➢ No need for the district to score the exams, multiple choices or constructed responses. ➢ Completed answer sheets and booklets are packed by the district and delivered to the vendor at the OSC World facility. (170 Earle Ave. Lynbrook, NY 11563) ➢ OSC World scores the constructed responses using trained NYS Certified teachers. ➢ OSC World will scan the answer sheets and merge the constructed response data with the multiple-choice data and return it to Nassau RIC. ➢ Nassau RIC will then load the data into ASAP and make it available to the school or district. ➢ Full-service online scoring is an optional service provided by Nassau RIC in partnership with the scoring vendor OSC World.

FAST SCORE SERVICE

GOALS

- Quick turn-around time
- Ease of use for districts
- Cost effective
- Minimize handling of answer sheets
- Minimize score discrepancies



FAST SCORE SERVICE

WHAT'S INCLUDED?

- Pre-printed answer sheets
- In-district scanning via web-based interface, EASE, that controls the scanner
- Vendor verification of spurious marks
- Nassau RIC Test Scoring Service uploads the tests to ASAP where it is scored.
- Score Reports are then available in ASAP
- Follow-up detailed analysis reports produced by the IDW, **I**nstructional **D**ata **W**arehouse.

FAST SCORE SERVICE

QUICK TURNAROUND

- The district scans the answer sheets to OSC; OSC then sends the files from your scans to Nassau RIC to be uploaded into ASAP for scoring.

- Scores will be available in ASAP within **one (1) business day** of Nassau BOCES receiving the verified file from OSC.

- You can track the status of your scans at every juncture at status.oscworld.com/regents.

FAST SCORE SERVICE

EQUIPMENT/INSTALLATION/TRAINING

- Nassau RIC needs to know as soon as possible if your district is interested in Fast Score.
- Scanners must be ordered.
- Installation and training must be scheduled.



The **EPSON DS-530X** Color Document Scanner is Preferred Choice.

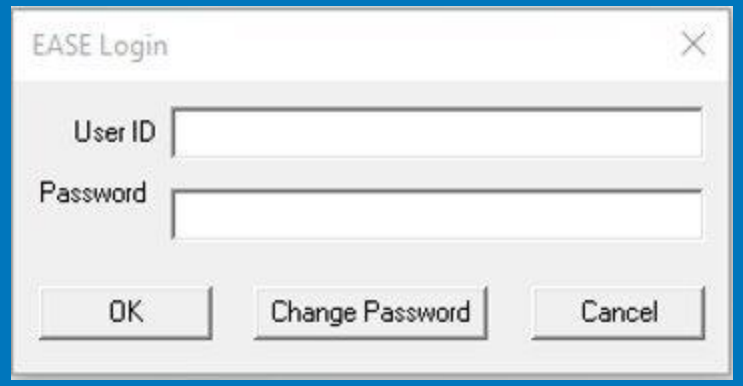
FAST SCORE SERVICE

WHAT'S PROVIDED

- District will purchase the **Epson DS-530** scanner and scanner service through Nassau RIC. The scanner becomes the property and responsibility of the district.
- Nassau RIC will provide:
  - ✓ ***EASE** , **E**ducational **A**ssessment Scoring Environment, web-based software from Optimum Solutions Corporation (OSC)*
  - ✓ *Onsite scanner setup is available (the district technician should be present in case - district settings need to be changed).*
  - ✓ *Software training*
  - ✓ *Student score reports (ASAP).*

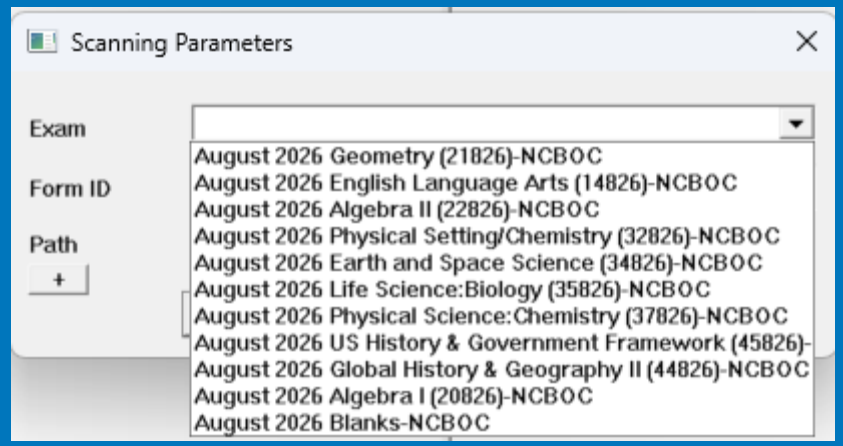
EASE - THE SCANNING PROCESS

- **EASE:** The OSC World Scanning Application for scanning and transmitting regents answer sheets to OSC world.
- 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.



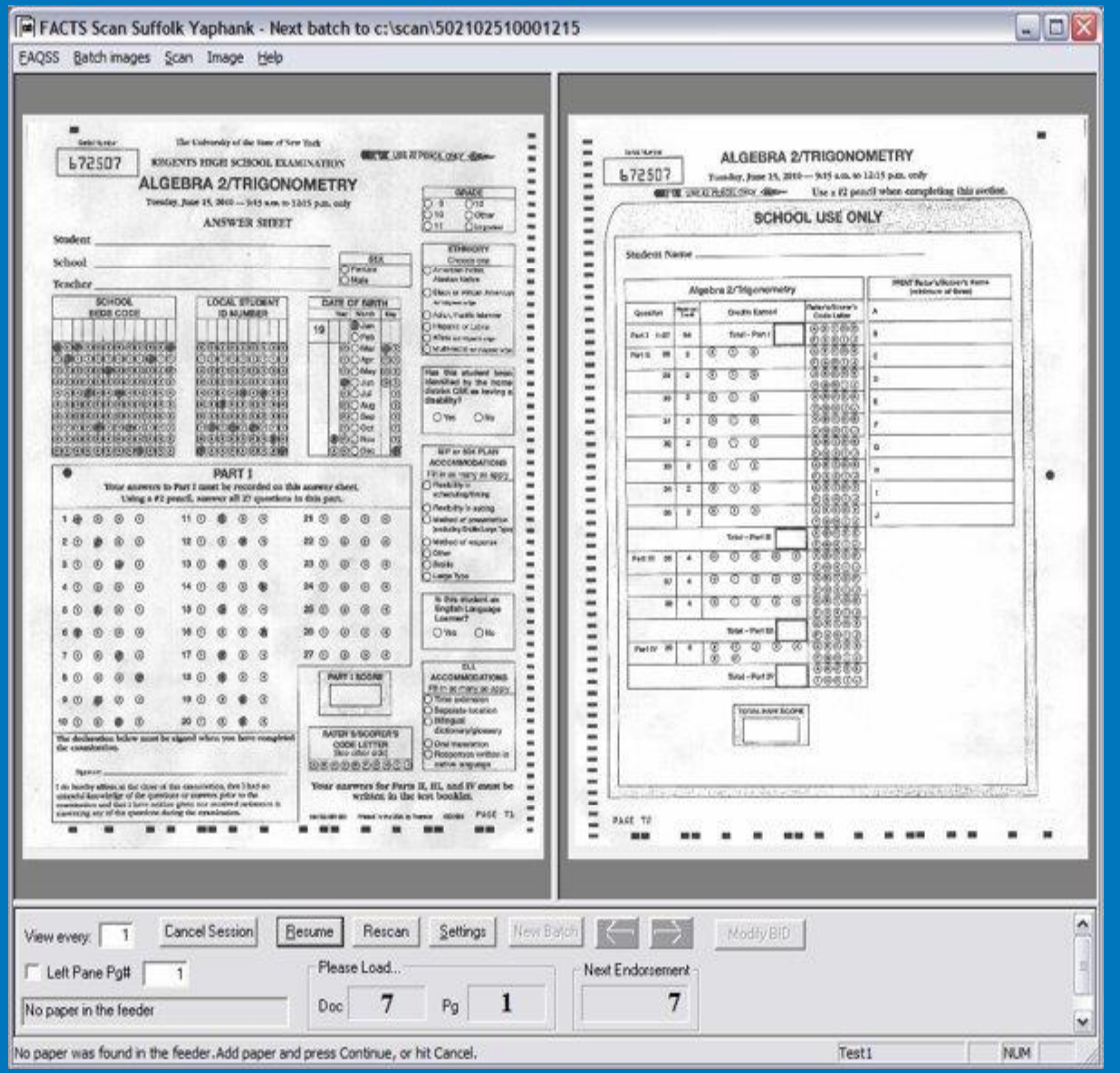
EASE - THE SCANNING PROCESS

- The scanner operator in the school will select the exam to be scanned from the drop-down list.
- Scanned images are saved on the district's local computer and then selected and transmitted to OSC World for processing.



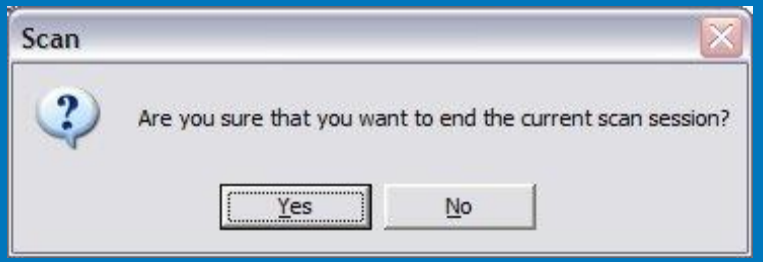
EASE - THE SCANNING PROCESS

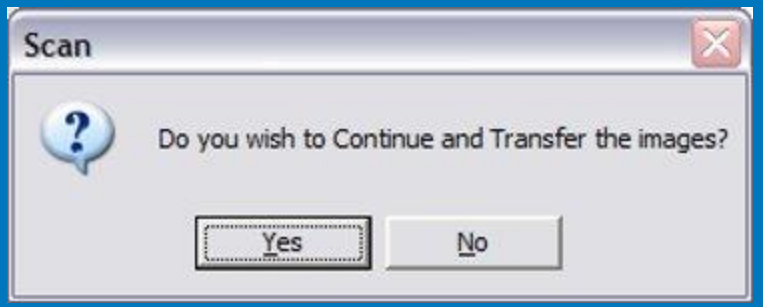
- The EASE Scanning Interface displays a test as it's scanned
- Scanned images are saved on the local computer and then transmitted to OSC World for processing.



EASE- THE SCANNING PROCESS

- Before you exit the scanning process, you must confirm session exit:
- Upon ending the scanning process, you are asked if you want to transfer the images to the central server.
- During file transfer, you are presented with a status window showing you the progress of the transfer.
- Upon completion of the transfer, an email is sent notifying everyone of the presence of a new batch.







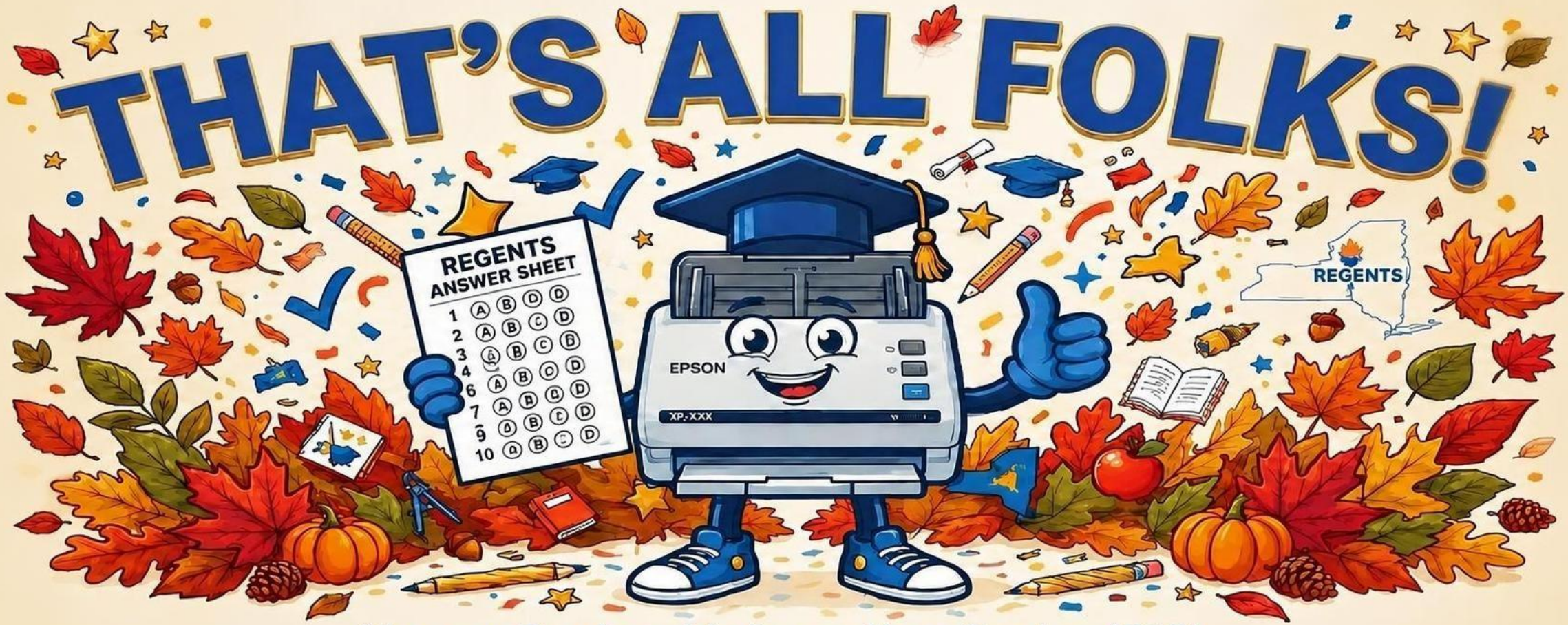
EASE - AFTER TRANSMITTING THE FILE

- OSC will send an email to designated district test scoring scan operators that the batch has been received. It will also include the number of scanned documents.
- Each batch will generate a separate email. Processing will begin within approximately 4 (four) hours of submission time, of depending on the time that the batch is submitted.
- If there are any missing constructed responses, missing IDs or bad images are detected, the district will be notified via email. The scanner operator will correct the errors and rescan the sheets.
- When there are no errors, the designated scan operator will receive an email that the batch has been completed.

EASE- POST VERIFICATION

- OSC will provide the following to Nassau BOCES
  - ✓ *An Assessment data file for Nassau RIC to upload in ASAP.*
  - ✓ *File of scanned images. (OSC will NOT retain images).*
  - ✓ *Audit log of selections made during verification process.*
  - ✓ *Identified item changes that needed verification.*

THANK YOU & HAVE A HAPPY FALL!



Nassau Regional Information Center (RIC)
Thank You and Happy Regents Testing! We'll see you soon!

NASSAURIC
REGIONAL INFORMATION CENTER