Quality Control Workshop-April 2021
NYS English As A Second Language Achievement Test
NYSESLAT
How to Prepare, Process and Submit Answer Materials
Who Should Handle QC??

District Data Coordinator
Testing Coordinator
Support Staff
Building Principals
Teachers/Proctors
Important Dates

Test Administration Dates:

- Speaking - April 19th - June 9th
- Listening, Reading, Writing - May 17th – June 9th
- Make-up dates - Must be given during testing window
- Final Date to Submit Answer Sheets to Scanning Center: June 24th

Districts using Full Service Scoring - Must deliver sheets on Intake Days
Districts scoring on their own - Must schedule a delivery day and time
Test Breakdown

Grade K is divided by the four modalities: Listening, Speaking, Reading, and Writing. The term “Session” is not used for Grade K.

Grades 1-12 are divided into four sessions:

• **Session 1**: Listening MC questions, Reading MC questions, and Writing CR question
• **Session 2**: Listening MC questions, Reading MC questions, and Writing CR question
• **Session 3**: Listening MC questions, Reading MC questions, and Writing CR question
• **Session 4**: Speaking CR questions. Speaking is considered one “Session.”
Test Breakdown

Number of Answer Sheets

<table>
<thead>
<tr>
<th>Level 1 and Level 2</th>
<th>1 Answer Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels 3-6</td>
<td>3 Answer Sheets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten - K</td>
<td>Level 1</td>
</tr>
<tr>
<td>Grades 1-2</td>
<td>Level 2</td>
</tr>
<tr>
<td>Grades 3-4</td>
<td>Level 3</td>
</tr>
<tr>
<td>Grades 5-6</td>
<td>Level 4</td>
</tr>
<tr>
<td>Grades 7-8</td>
<td>Level 5</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>Level 6</td>
</tr>
</tbody>
</table>
Materials Review

- **Class Rosters** - Indicate Tested (T) or the reason Not Tested for each session-make notations of any adjustments

- **Answer Sheets** - Check all completed answer sheets against class roster

- **Bar-Code Labels** - Labels are to be placed on front of any booklet containing student’s handwritten answers. Be sure handwritten name and bar-code label match!

- **Booklets** - Supplied by SED - must be scored in district or by a scoring vendor
Sample Class Roster

- Tested/Not Tested
- Extra Answer Sheets
- Write: Student Name, Actual ID, DOB, Answer Sheet #s and Book Form #s

T = Tested  
A = Absent  
R = Refused  
AE = Admin Error  
ME = Med Excused  
NE = Not Enrolled  
RL = Remote Learner

![Class Roster Image]

<table>
<thead>
<tr>
<th>Pre-Printed</th>
<th>Student ID</th>
<th>**</th>
<th>**</th>
<th>**</th>
<th>**</th>
<th>**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)

1) Name: ___ Actual ID: ___ Sheet 1 __ Sheet 2 __ Sheet 3 __ DOB __ DOB __ DOB
2) Name: ___ Actual ID: ___ Sheet 1 __ Sheet 2 __ Sheet 3 __ DOB __ DOB __ DOB
3) Name: ___ Actual ID: ___ Sheet 1 __ Sheet 2 __ Sheet 3 __ DOB __ DOB __ DOB
4) Name: ___ Actual ID: ___ Sheet 1 __ Sheet 2 __ Sheet 3 __ DOB __ DOB __ DOB
5) Name: ___ Actual ID: ___ Sheet 1 __ Sheet 2 __ Sheet 3 __ DOB __ DOB __ DOB

Total Number Of Students Listed: 9
Reason Not Tested

Only 1 *Reason Not Tested* bubble should be filled in.
Accommodations

*Only bubble the accommodations that the student actually used*

<table>
<thead>
<tr>
<th>Accommodations</th>
<th>Reason Not Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexibility in scheduling (Timing N/A)</td>
<td>Absent for entire test</td>
</tr>
<tr>
<td>Flexibility in setting</td>
<td>Refused to take entire test</td>
</tr>
<tr>
<td>Method of presentation (excluding Braille/Large type/Test read)</td>
<td>Administrative error, no score</td>
</tr>
<tr>
<td>Method of response</td>
<td>Not enrolled at time of test</td>
</tr>
<tr>
<td>Other</td>
<td>Medically excused</td>
</tr>
<tr>
<td>Braille</td>
<td>Receiving Entirely Remote Instruction</td>
</tr>
<tr>
<td>Large type</td>
<td></td>
</tr>
<tr>
<td>Test read</td>
<td></td>
</tr>
</tbody>
</table>
Explaination of Reason Not Tested Codes

Reviewed of Tested/Not Tested Reason Codes
As Noted on Class Rosters

Tested/Not Tested Reasons as they appear on the Class Roster:

T = Tested: The student completed all of the assessment.

A = Absent: The student was Absent for one or more sessions. If the student becomes ill during the session and cannot complete all questions, the student may still be marked Absent. Absent will override any answers completed and the student will not receive a score.

R = Refused: The student Refused one or more sessions. If the student refuses after answering more than 1 question, the student will receive a score based on the questions completed.

AE = Administrative Error: Use for students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student, prompts were given to the student, materials that would assist students in taking the test were in view of the student during the administration, etc.) Please contact the district Test Scoring Coordinator in the event of an Administrative Error.

ME = Medically Excused: The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.

NE = Not Enrolled: The student left the district prior to the test administration.

RL = Remote Learner: The student is receiving entirely remote instruction and does not attend a school building during the test administration and make-up periods.

Questions: Contact Student Data Services at rtesthelp@esboes.org or by phone at 603-218-4155
NYSAA Students TAKE NYSESLAT

Ungraded Students

- K-6 = grade 13
- 7-12 = grade 14
- Ungraded students must be tested on the grade level determined by the Date of Birth Chart (SIRS Manual page 76)
This shaded box is preprinted with district and student information unless using an extra answer sheet.

If using an extra answer sheet, write student’s first and last name, date of birth and grade.

Do not write on timing marks.

Unable to Respond only applies to Level 1 Kindergarten.

Do not write in this area; information is pre-printed.

Print Transcriber’s Name Only for Grades K, 1 and 2 Listening and Reading.
Back of Page 1

Be sure each item for Speaking and Writing has a score bubble.

Skipping Rule (SIRS)

No Response bubble is not available for speaking.

Print Scorers’ Code Letters

Print Scorers’ Names in box

Each session has its own Absent bubble
Skipping Rule

Page 90 of SIRS Manual

Skipping Rule

- Applies to Speaking questions 3, 4, 7, 8, 11, and 12.
- Applies to all grades (K-12) (same questions for each grade).
- Skipped questions will have an “S” darkened-in. When the contractor is scoring, the contractor will treat the “S” as a zero when calculating a Speaking Modality score.
- For any items that are skipped, pursuant to the Skipping Rules, the letter ‘S’ should be written on the Speaking Score Sheet in the column titled “Write Student Score.”
Absent Bubbles and Valid Tests

Students who are present for all four modalities or sessions, not marked absent for any of the four modalities or session and who received a score for at least one item in each modality or session, will receive a valid score including Overall Scale Score, Overall Proficiency Level.

Absent for one session=Absent for the entire test
Bar-code Label

- Place Bar-code label on **FRONT** cover
- Match the label to the handwritten name

If a student does not have a bar-code label, include student’s name, ID and DOB on booklet cover. A label will be supplied by the scoring vendor.

**4/15/2008**

**District Name**

New York State English As A Second Language Achievement Test

**NYSESLAT**

Listening/Reading/Writing

Session 1

Secure Materials May Not Be Duplicated
Label Placement on NYSESLAT Test Booklet

MetriTech Label
Return Count Sheets with each Grade and Subject

Please fill out entire form and provide us with the name and phone number of the Testing Coordinator

Sheet counts must be accurate

Count the sheets not the students on the Rosters
Drop-Off Procedures

Beginning with the top of the stack

- Cover Sheet with counts
- Class Roster with notations
- Extra Answer Sheets
- Answer Sheets with Reason Codes
- All Other Sheets

*Be sure all timing marks are on left
  All sheets should be in same direction-use cut corners as a guide

*Be sure counts are correct-include answer sheets with Reason Not Tested in the count

*Provide us with contact person’s name and phone number
How to Stack the Sheets

Stacking Order:
3 on top of 4
2 on top of 3
1 on top of 2

Rosters

Extra sheets with hand entered ID #s

Sheets with Reason Codes: Opt Out, Absent, Etc...

Tested Students
Neatness Counts

THIS

NOT THIS!
Second Pull

Our goal is to use as few extras as possible!!

We will deliver preprinted class rosters, labels and answer sheets for those students that were entered into Level 0 after our original pull. The rosters, labels and answer sheets will be delivered just prior to the administration date of each assessment.

Please distribute these materials on arrival.
Quality Control Quick Review

- # 2 Pencil only
- No post-its, paper clips, etc.
- No damaged sheets
- No stray marks of any kind
- Clean erasures only
- Check that all constructed response scores have only one bubble filled in
For additional or special booklets:

- Serina Ross-Eastern Suffolk BOCES-Westhampton Beach
  (631) 844-5757

- Dawn Zanoni-Hines Admin Center-Patchogue
  (631) 687-3165

- Tyisha Hunter-Western Suffolk BOCES-Wheatley Heights
  (631) 595-6810
Resources


https://regionalscoring.esboces.org
Student Data Services

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

Questions about Full Service Scoring

Phone:
• 631-244-4250
Email:
• scoring@esboces.org
Website:
• https://regionalscoring.esboces.org
Contact information for MetriTech:
800-747-4868
or
e-mail nyseslat@metritech.com