Full Service Scoring 2022-2023
N.Y.S. 3-8 ELA Test Booklet
Packaging and Delivery Instructions

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School Data Bank Services
Assessment Services
Full Service Scoring
Box Registration on OSC World Website

ELA Assessment Related Documents
NYS 3-8 ELA Administration Dates

ELA Administration Window
Wednesday, April 19 - Friday, April 21

Make-up Dates
Monday, April 24 - Friday, April 28

In Spring 2023, some schools may be closed on Friday, April 21 in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21 may use Monday, April 24 as an administration date for these exams.
All assessments for students in the same grade and building must be given during the same 2 consecutive days within the primary testing window.

This includes CBT and PBT.
Assessment Intake Dates 2023

ELA Intake Grades 3-8*
Friday April 28, 2023

Make-up ELA Intake Grades 3-8
Monday May 1, 2023

* Appointment times will be provided

All intakes will take place at the Instructional Support Center (ISC) at Sequoyta
Return Booklets to District

Districts Pick up Booklets

Friday June 16, 2023

8:30 pm – 3:30 pm

* No appointment needed

All pick ups will take place at the Instructional Support Center (ISC) at Sequoya
2023 Grades 3-8 ELA Scantron

### 2023 NYS Grade 3 English Language Arts Test

**FOR SCORER USE ONLY**

**MARKING INSTRUCTIONS:** Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL

**CORRECT:** ⬜

**INCORRECT:** ✗

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### Session 1

**Constructed Response**

<table>
<thead>
<tr>
<th>Question</th>
<th>Score Points</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>☐ ☐ ☐</td>
<td>☐</td>
</tr>
<tr>
<td>25</td>
<td>☐ ☐ ☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*Leave blank if using a scoring entity*
New in 2023
ELA Assessment is now 2 sheets
2023 Grades 3-8 ELA Scantron

2023 NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY
MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

<table>
<thead>
<tr>
<th>Question</th>
<th>Score Points</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>0 0 1</td>
<td>1</td>
</tr>
<tr>
<td>33</td>
<td>0 0 1</td>
<td>1</td>
</tr>
<tr>
<td>34</td>
<td>0 0 1</td>
<td>1</td>
</tr>
</tbody>
</table>

LEAVE SCORING MODEL BLANK IF USING A SCORING ENTITY (I.E. ESBOCSES/OSC)
The 2023 Grades 3–8 ELA Tests will be untimed.

Students should be given as much time as they need to complete the test within the confines of the regular school day.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average Time to Complete Session 1</th>
<th>Average Time to Complete Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>55–65 Minutes</td>
<td>60–70 Minutes</td>
</tr>
<tr>
<td>Grade 4</td>
<td>65–75 Minutes</td>
<td>65–75 Minutes</td>
</tr>
<tr>
<td>Grade 5</td>
<td>80–90 Minutes</td>
<td>70–80 Minutes</td>
</tr>
<tr>
<td>Grade 6</td>
<td>80–90 Minutes</td>
<td>75–85 Minutes</td>
</tr>
<tr>
<td>Grade 7</td>
<td>80–90 Minutes</td>
<td>75–85 Minutes</td>
</tr>
<tr>
<td>Grade 8</td>
<td>80–90 Minutes</td>
<td>75–85 Minutes</td>
</tr>
</tbody>
</table>
Preparing ELA Booklets

➢ Remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.

➢ Every delivered test booklet must have the same number of pages!

➢ Blank pages at the back of test booklets MUST NOT be removed from the test booklets.

➢ Test booklets are scanned and converted to electronic images for computer scoring

➢ Each booklet submitted must have a pre-printed student barcode label placed under the handwritten student name on the FRONT of the booklet.
Preparing Packaging Materials

Booklet Box contents

- NYS Test Booklets —
  - **ELA** Session 1 *Answer Booklet* & Session 2 *Booklet* (2 Booklets)
- One grade per box per building unless small enough to fit multiple grades in 1 box
- Special case booklets in manila envelopes
- Header Sheet/Roster for each box
- Utilize sturdy cartons that can handle the weight
Preparing ELA Test Booklets

Place **student barcode labels** on the **front cover** of each test booklet directly under the student’s written name to help eliminate student booklet mismatches.
Preparing ELA Test Booklets

*New in 2023*

*Return Both ELA Session 1 Answer Booklet & Session 2 Booklet for each student*

- Place each student’s Session 1 Answer Booklet inside the Session 2 Booklet, then place a rubber band around a group of 25 students (50 Booklets) each.
  - If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted/checked in appropriately.

- If a student completed any part of the test, submit both booklets, even if one is blank.

- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.
Students who utilized a scribe to complete the assessment

- A word processor may be used by a scribe to type a student’s dictation, and scribes should write/type a student’s dictation on every other line.

- Write the student’s name & ID number on each sheet used for dictation.

- When the student’s dictation is complete, the scribe shows the student the written response and asks them to indicate where capitalization of proper nouns, additional punctuation, and paragraphing should be used.

- The student reads the completed dictation/transcription and indicates if there are any further changes to be scribed on the skipped lines.

- The scribe must then transfer the student’s completed response into the printed test booklet exactly as dictated or recorded, and should attach the lined paper with the student’s dictation to the back of the printed test booklet, preferably by stapling, to ensure against the student’s response being lost.
Special Case Booklets

Word Processing & Scribed Tests

Students who used a word processor to complete the assessment:

✓ Make a copy of the word processed responses
✓ Cut and tape the typed responses into the response area for the correct question numbers
  ➢ Students may have written wrong numbers in their word document.
✓ Staple a 2nd copy of the sheets of paper to the back cover of the booklet with a single staple

Students who utilized a scribe to complete the assessment

➢ Transcribe student responses into the response area for the correct question numbers
➢ Write the student’s name & ID number on each sheet used for dictation, then staple the sheets of paper to the back cover with a single staple

Place word processing and scribed tests into an envelope and adhere a Special Case Tracking Sheet to the outside
**Special Case Tracking Sheet**

NOTE: Please adhere this to the outside of the Special Case envelope.

*Subject:__________  *Grade:______

*# of Special Case Students in envelope:_______

*District:__________________________________________

Building:_________________________________________

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Student ID</th>
<th>Type of Special Case Exam (X)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Large Print</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PACKAGING Test Booklets

1. Package tests by building in individual box(es) unless small enough to fit in one box.

2. Place the rubber banded or bagged test booklets groups in the box.

3. Booklets requiring special handling (scribes, word processed, large print, Braille)
   - Separate these “special case” booklets and place them at the top of the box in a manila envelope by grade
   - Tape a special case tracking sheet to each envelope

4. Include a copy of a completed roster in the box.

5. Utilize sturdy boxes/cartons that can handle the weight
Box Registration – OSC

http://status.oscworld.com/intake

➢ ESBOCES will provide your district with a username and default password (RSS).

➢ Reset the password once you have logged in.

➢ Each district has only one login that can be shared and used concurrently.

➢ Passwords will be reset for each assessment

➢ For OSC Technical Support: Call 516-247-5300
Box Registration - OSC

After logging in you are prompted with the following screen:

- Choose ‘Register’ to register a new box or review boxes already registered for delivery

- A ‘box’ can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope

- Any package delivered to the intake site is considered a ‘box’
Box Registration - OSC

When you click the ‘Register’ button you are presented with the following screen:

Your RIC and District will be automatically filled in

The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects
Box Registration-OSC

Selecting ‘Register Box(es)’ will result in the display of the following:

Top portion is informational

The ‘Has Existing Boxes?’ is used to tell you the number of boxes already registered for the selected subject.
Select the building from the drop down menu:
Indicate if all grades will be together in a single box or if each grade will be placed into separate box.

Select the grade(s) associated with each box you have for the selected school.

Add boxes brings up the screen on the next page…
## Box Registration-OSC

<table>
<thead>
<tr>
<th>BOX 4 - Amagansett Public School</th>
<th>My Box Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: 3</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Large Print</td>
<td></td>
</tr>
<tr>
<td>Scribe</td>
<td></td>
</tr>
<tr>
<td>Word Processed</td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOX 5 - Amagansett Public School</th>
<th>My Box Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: 4</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Large Print</td>
<td></td>
</tr>
<tr>
<td>Scribe</td>
<td></td>
</tr>
<tr>
<td>Word Processed</td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOX 6 - Amagansett Public School</th>
<th>My Box Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: 5</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Large Print</td>
<td></td>
</tr>
<tr>
<td>Scribe</td>
<td></td>
</tr>
<tr>
<td>Word Processed</td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td></td>
</tr>
</tbody>
</table>

- **Number indicates count of box being registered**
- **Enter the count of tests that fall into each category**
- **Click to delete a box**
- **Click to add a grade**
- **Enter in description of box – this will appear on box label and all information screens**
- **Click to delete a grade**
- **Select to change package type**
Box Registration-OSC

When done with one building’s boxes, select next building to enter in that building’s boxes.

When done entering all boxes for all buildings click ‘Save All Changes’.
## Box Registration-OSC

### Instructions:
- **Edit** to change the content description.
- **Print** to print the box label.
- **Delete** to remove the box entirely.

### Table:

<table>
<thead>
<tr>
<th>Edit</th>
<th>Print</th>
<th>Science Performance Sheets</th>
<th>District</th>
<th>Building Name</th>
<th>Box Name</th>
<th>Subject</th>
<th>Box Description</th>
<th>Packaging</th>
<th>Level</th>
<th>Standard</th>
<th>LG Print/Braille</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Enley</td>
<td>English Language Arts</td>
<td>Box</td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Ovris</td>
<td>English Language Arts</td>
<td>Box</td>
<td>4</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Verda</td>
<td>English Language Arts</td>
<td>Box</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Janet</td>
<td>English Language Arts</td>
<td>Outlier only</td>
<td>Box</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Vidal</td>
<td>English Language Arts</td>
<td>Outlier only</td>
<td>Box</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><img src="image1" alt="Edit" /></td>
<td><img src="image2" alt="Print" /></td>
<td><img src="image3" alt="Science Performance Sheets" /></td>
<td>Amagansett Public School</td>
<td>AGT-E-Jovan</td>
<td>English Language Arts</td>
<td>Grades 3-6 test booklets and answer sheets</td>
<td>Box</td>
<td>3,4,5,6</td>
<td>37</td>
<td>0</td>
<td>37</td>
<td></td>
</tr>
</tbody>
</table>
Box Registration-Final Steps

➢ The day before intake OSC will take ownership of the registered boxes.
   Note: At this point boxes can no longer be deleted.

➢ Print each box’s label.

➢ Each box must have the correct label attached to the end of the box.

➢ Link to barcode box label creation tool
  http://status.oscworld.com -> choose
  “Box Registration for Full Service Scoring”
Box Registration-Final Steps

Example of Box Label – to be attached to the end of the box

Barcode: JAC-J-Asoka
District: BD_JEDI ACADEMY
Building: JEDI ACADEMY CORUSCANT
Ordinary: 84
Outlier: 0
Breakdown: Standard Grade 4: 40, Grade 8: 44
Description: 4th and 8th Science tests
Contact Details: Name: Anakin Skywalker
Email: askywalker@jediacademy.com
Phone: 873-843-3672 ext. 3

Please affix this label to the box.
Delivery & Pickup at Sequoya- ISC

Intake Location: 750 Waverly Ave., Holtsville NY 11742

- Sign-in at the front entrance at your scheduled appointment arrival time
- You will be notified at the registration table where to bring your boxes
- Assistance with moving your boxes is available as needed
Delivery & Pickup at Sequoya- ISC

Logistics

➢ Three weeks before the test administration you are notified via email of your scheduled appointment arrival time.
➢ Boxes will be delivered to ESBOCES ISC Sequoya at your scheduled appointment arrival time:
   ➢ If you do not have an appointment two weeks prior to test administration please call our office at 631-244-4243

Important

➢ A district representative must remain on site while the box(es) and their contents are verified and checked-in
➢ Keep answer sheet box(es) separate from booklet boxes
➢ A receipt will be given to the district upon completion of check-in
Delivered & Pickup at Sequoya - ISC

Scored Booklet Return

ELA, Math, & NYSESLAT

June 16, 2023

8:30am - 3:00pm

No appointment necessary

District Pick-up Location

Instructional Support Center @ Sequoya

750 Waverly Avenue, Holtsville, NY

Full Service Scoring - Assessment Services

(631) 244-4243

scoring@esboces.org
Online Material Available

School Data Bank Services - Assessment Services Website

www.esboces.org/assessment-services

Link to barcode box label creation tool

http://status.oscworld.com -> choose

“Box Registration for Full Service Scoring”
Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya
Educational Support Services
School Data Bank Services – Assessment Services

Email: scoring@esboces.org
Phone: 631-244-4243
Future Workshops

Virtual workshops will be presented close to test administration:

- ELA Workshop - April 4, 2023 or April 12, 2023
- Math Workshop - April 25, 2023
- NYSESLAT Workshop - May 9, 2023 or May 16, 2023
- Science Workshop - May 17, 2023

For details go to School Data Bank Services - Assessment Services Website [www.esboces.org/assessment-services](http://www.esboces.org/assessment-services)
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