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

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School Data Bank Services
Assessment Services
Welcome!

1. Please enter your name and district into the chat.
2. Ask questions, when you have them, by entering the question into the chat.
3. Eileen Jaeger will monitor the chat
4. Jeff Schneider from Optimum Solutions Corporation (OSC) will answer any questions regarding scoring
Packaging and Delivery Workshop

Welcome!

School Data Bank Services has taken over Full Service Scoring Assessment Services from Danielle Hudek.

Our team:  Sharon Hayes  
Vanessa Biagioli-Dittrich  
Eileen Jaeger  
Lisa Schiede
Box Registration on OSC World Website

Math Assessment Related Documents
NYS 3-8 Math Administration Dates

Math Administration Window
Tuesday, May 2 - Thursday, May 4

Make-up Dates
Friday, May 5 - Thursday, May 11
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

Math Intake Grades 3-8*
Thursday May 11, 2023

Make-up Math Intake Grades 3-8
Monday May 15, 2023

* Appointment times will be provided

All intakes will take place at the Instructional Support Center (ISC) at Sequoya
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 NYS Grade 3 Mathematics Test

#### Session 2

**Constructed Response**

<table>
<thead>
<tr>
<th>Question</th>
<th>Score Points</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
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<td>22</td>
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<td>28</td>
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</tbody>
</table>

### Scoring Model Code

- Regional scoring
- Scored at two districts
- Three or more scores within a district
- Two scores within a district (not only)
- Scored by a state contractor (not a BOCES)
- One school (not only)

Leave Scoring Model blank if using a scoring entity.
2023 Grades 3-8 Math Scantron

New Book Form layout and location

Moved to the bottom of the page
- Accommodation
- Reason Not Tested
- Alternate Language
- Absent/Refused
2023 Grades 3-8 Math Scantron

Absent/Refused needs to be bubbled on both Answer Sheets
Math Average Completion Time

➢ The 2023 Grades 3–8 Math 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 Math 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 hand written student name on the FRONT of the booklet
Packaging Materials

➢ Booklet Box contents
➢ NYS Test Booklets –
  ✓ Math Booklet 2 Only
➢ 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 Materials Math

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

➢ Only return test booklet 2 for each student.

➢ Place booklets in:
  ➢ Rubber bands in packs of 25 students (25 booklets) each. (If you have a bunch that is less than 25 place a post-it note on top with the actual count so it can be counted / checked in appropriately)

➢ For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.

➢ If a student completed any part of booklet 2, submit the booklet.

➢ If a student did NOT take any part of the test, keep the booklet. 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>
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<td></td>
<td>Large Print</td>
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</tbody>
</table>

Special Case
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 “outlier” booklets and place them at the top of the box in manila folders by grade
   - Tape a special case tracking sheet to each folder

4. Alt. language books should be rubber banded separately
   - All Spanish versions should be banded together
   - All other language versions should be banded together

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

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

https://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 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:

The ‘Has Existing Boxes?’ is used to tell you the number of boxes already registered for the selected subject.
Box Registration-OSC

Choose to Register One or Multiple Boxes

Welcome Ihric

<table>
<thead>
<tr>
<th>Select RIC:</th>
<th>LHRIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select District:</td>
<td>Croton Harmon</td>
</tr>
<tr>
<td>Select Subject:</td>
<td>English Language Arts</td>
</tr>
</tbody>
</table>

Register One Box  
Register Multiple Boxes

No boxes registered.
Box Registration-OSC

Select the building from the drop down menu:

Select a Building:

- Amagansett Public School
- -- Select Building -- (Multiple Buildings)
- (Out Of District)
- Amagansett Public School

We Have:

- One Box Containing
- OR
- Separate Boxes For

- Grade 3
- Grade 4
- Grade 5

- Grade 6
- Grade 7
- Grade 8

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

Indicate if all grades will be together in a single box or if each grade will be placed into separate box.

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

**Number indicates count of box being registered.**

**Select to change package type**

**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**

### Box Registration Table

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOX 4</td>
<td>Amagansett Public School</td>
<td>3</td>
</tr>
<tr>
<td>BOX 5</td>
<td>Amagansett Public School</td>
<td>4</td>
</tr>
<tr>
<td>BOX 6</td>
<td>Amagansett Public School</td>
<td>5</td>
</tr>
</tbody>
</table>

**Fields:**
- **Box:** Select to change package type.
- **Add a Grade:** Click to add a grade.
- **Delete Grade:** Click to delete a grade.

**Options:**
- Standard
- Large Print
- Scribe
- Word Processed
- Braille

**Delete Box:** Click to delete a box.
Box Registration-OSC

Enter the count of tests that fall into each category
For Math include alternate language counts

<table>
<thead>
<tr>
<th>Box</th>
<th>Standard</th>
<th>Large Print</th>
<th>Scribe</th>
<th>Word Processed</th>
<th>Braille</th>
<th>Spanish</th>
<th>Haitian-Creole</th>
<th>Russian</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

For Science Performance data entry, please revisit click your new box's DATA button on the main screen.

Click to delete a grade
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

Click ‘Print’ to print the box label
Click ‘Edit’ to change the content description
Select the box then click ‘Delete’ to remove the box entirely
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

   https://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: AGT-S-Dolce
District: Amagansett
Building: Amagansett Public School
Ordinary: 40
Outlier: 0
Breakdown: Standard Grade 4:20, Grade 8:20
Description: test
Contact Details: Name: Sunil Nair
Email: sn1022@yahoo.com
Phone: 5162815089

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
Online Material Available

School Data Bank Services - Assessment Services Website

www.esboces.org/assessment-services

Link to barcode box label creation tool

https://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)
Questions/Survey

Questions?

We would appreciate if you could complete a brief survey at https://survey.k12insight.com/r/1diECF

Scan to access the survey

Thank you for participating!
Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.