Full Service Scoring 2022-2023
N.Y.S. K-12 NYSESLAT
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

NYSESLAT Related Documents
Check Your District’s Intake Time Through this Link
Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2022 - 2023

District: [District Name]

Select subject to register for scoring:

- ELA: Completed
- Math: Completed
- Science: Completed
- NYSESLAT: Completed

Intake Preferences: Completed

Intake Date:
- April 28, 2023
- May 11, 2023

Intake Time:
- 10:35 AM

Any Questions?
Contact us at scoring@esboces.org

The date and time of your district’s intake appointment is listed under the corresponding subject.
Assessment Intake Dates 2023

All intakes and pick-ups will take place at the Instructional Support Center (ISC) at Sequoya

- May 31, 2023 - NYSESLAT Intake
- June 16, 2023 - ELA/Math/NYSESLAT Pick-up

*New in 2023*

- June 23, 2023 - Date NYSESLAT Must be Returned to Pearson

*Districts will have a choice of two options to return materials to Pearson. More on this later in the presentation*
Packaging Materials

➢ Booklet Box contents

➢ NYS Test Booklets —
  ✓ NYSESLAT (3 Booklets for Grades 1-12)
  ✓ NYSESLAT (1 Booklet for Kindergarten only)

➢ Boxes must be packaged by building

➢ Group levels together

➢ Keep boxes to one building only — all Pearson ‘box return labels’ are tracked by building

➢ Special case booklets in manila envelopes

➢ Header Sheet/Rosters for each box
Preparing NYSESLAT Booklets

- Separate the answer sheets from the 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 NYSESLAT Booklets

Make sure the correct student identification label/barcode is affixed under the student’s hand written name, on the front cover of each student’s Session 1, 2 & 3 Booklets.
Preparing NYSESLAT Booklets

Leave this space blank.

Student barcode label goes on the front cover under the student’s written name.

Place pre-printed Pearson ID label on the back cover where indicated.
Preventing NYSESLLAT Test Booklets

Return Booklet 1, Booklet 2 & Booklet 3 for each student

1. Nest Booklet 3 into Booklet 2 into Booklet 1
   ➢ Each student will have all booklets inside booklet 1.

2. Place booklets by level (i.e. K, 1-2, 3-4, etc.) in groups of 25 students (75 booklets) each, secured with a rubber band.
   ➢ (If you have a group that is less than 25 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 booklet 1, booklet 2, or booklet 3 submit all booklets, even if one is blank.

   ➢ If a student did NOT take any part of the test, keep all booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.

   ➢ Special Note – Kindergarten: Only the Writing booklet 1 is submitted.
Special Case Booklets

Word Processing & Scribed Tests

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>
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<tbody>
<tr>
<td></td>
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<td>Large Print</td>
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</tbody>
</table>
PACKAGING Test Booklets

1. Package tests by building in individual box(es), grouped by level.

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 the Pearson boxes to return the assessments.
Special Note Regarding Boxes

Districts have two options for returning the NYSESLAT booklets to Pearson.

**Option 1:** Have the scored booklets returned by the scoring vendor, OSC, directly to Pearson leaving districts to only return the secure testing material to Pearson by June 23rd.

Or

**Option 2:** Pickup the scored booklets from ESBOCES on June 16th and the district returns all materials to Pearson, including the scored booklets and secure testing material, by June 23rd.
Option 1: OSC returns scored NYSESLAT booklets to Pearson; district returns secure material to Pearson

1. Utilize Pearson boxes to transport assessments for Scoring Services
2. Only submit NYSESLAT booklets that need Scoring Services
3. NYSESLAT booklets must be packaged by building
4. From the coordinator’s kit, place the Pearson Return Service Label (UPS label) over the shipping label ensuring all parts of the original shipping label are covered.
5. From the coordinator’s kit, place the Pearson Purple School Return Label on the long side of the box.
Special Note Regarding Boxes – Cont.

Option 1: OSC Returns Scored NYSESLAT Booklets to Pearson

Option 1: OSC returns scored NYSESLAT booklets to Pearson; district returns secure material to Pearson

6. Package the remaining secure materials, by building, at the district including:
   ✓ Unused Listening, Reading, Writing, and Speaking session booklets (including large print and Braille).
   ✓ Directions for Administration
   ✓ Speaking Scoring Guides and Speaking Exemplar CDs.
   ✓ Writing Scoring Guides and Training Sets
   ✓ Listening CDs (including any Listening Scripts)

7. Return secure materials to Pearson, as indicated below.
Option 1: OSC returns scored NYSESLAT booklets to Pearson; district returns secure material to Pearson

**Bottom line** – if your district wants OSC to return the boxes of scored booklets to Pearson, each box must have the following from the building appropriate coordinator’s kit:

1. **Pearson Purple School Return Label** on the long side of the box.
2. **Pearson Return Service Label (UPS label)** over the shipping label ensuring all parts of the original shipping label are covered.
Option 2: Districts will return scored NYSESLAT booklets and all secure materials to Pearson

1. Utilize Pearson boxes to transport assessments for Scoring Services
2. Only submit NYSESLAT booklets that need Scoring Services
3. **Retain** all other secure materials **at the district** including:
   - Unused Listening, Reading, Writing, and Speaking session booklets (including large print and Braille).
   - Directions for Administration
   - Speaking Scoring Guides and Speaking Exemplar CDs.
   - Writing Scoring Guides and Training Sets
   - Listening CDs (including any Listening Scripts)
   - Pearson Return Service Labels (UPS labels)
   - Pearson Purple School Return Labels
Box Registration – OSC

http://status.oscworld.com/intake

➢ ESBOCES will provide districts 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
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.
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

Add Box(es) +

No Buildings Added.

SAVE ALL CHANGES
Box Registration-OSC

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

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

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: 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 Short-End of the box

Barcode: JAC-J-Ahsoka
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.
Districts Options for Return of Assessments to Pearson

Option 1: OSC returns scored NYSESLAT booklets to Pearson; district returns secure material to Pearson

Bottom line — if your district wants OSC to return the boxes of scored booklets to Pearson, each box must have the following from the building appropriate coordinator’s kit:

1. **Pearson Purple School Return Label** on the long side of the box.
2. **Pearson Return Service Label (UPS label)** over the shipping label ensuring all parts of the original shipping label are covered.

Option 2: If your district decides to return all material to Pearson on their own, this step can be completed after scoring.
Instructions for Option 1: OSC Returns Scored Booklets to Pearson

School Label (purple) – MUST BE ATTACHED

✓ Retrieve the school return labels from the coordinator kit. The labels will be purple

Complete the Return Box section of EACH school label

✓ If the original shipping boxes are not available, write the quantity of boxes shipped on the outside of the boxes (i.e., 1 of 2, 2 of 2).

✓ Attach the school label on the long side of the box before dropping off at Sequoya.
Instructions for Option 1: Continued

Use the Return Service (RS) labels
✓ Retrieve your RS labels from the coordinator kit received from Pearson
✓ Your location will have one UPS RS label for each box being returned
✓ Place the label over the original shipping label completely covering it
  • Take care to not cover the purple Pearson school label
✓ Place the Return Service label over the original shipping label, before dropping off at Sequoya.
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 at Sequoya- ISC

Logistics

➢ You should have been notified of your districts scheduled intake 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
Important Dates

ELA, Math and NYSESLAT booklets will be available to be picked up from Sequoya ISC on **Friday June 16, 2023**

Note:
1. If your district chooses Option 1, OSC will return scored booklets to Pearson and Districts will return secure materials to Pearson.
2. Alternatively, if your districts chooses Option 2 your district must pickup the scored booklets on June 16th and return to Pearson by June 23.

*NEW 2023*

Districts will have the choice to return their NYSESLAT assessments and secure materials to Pearson on their own by **Friday June 23, 2023**.

Prepare boxes to be returned to Pearson as follows...Next Slides
Districts Return Assessments to Pearson
NYSESLAT School Administrator Manual 2023 pgs. 32-35

Pearson's New York State Customer Support
1-888-705-9415 Monday - Friday 7:00 am - 7:30 pm (ET)

Office of State Assessment 518-474-5902
Email: EMSCASSESSINFO@nysed.gov
questions about NYSESLAT or student participation.

Return Materials Packing Instructions Sheet (bright blue)
✓ Use the original packing lists as a checklist for packing the secure (used and unused) materials in the box(es)
✓ Use the box(es) in which you received test materials to return test materials.
Return Materials Instructions

Step One – Prepare material for shipping
1. Gather all the secure material:
   • Used and unused Listening, Reading, Writing, and Speaking session booklets (including large print and Braille).
   • Directions for Administration
   • Speaking Scoring Guides and Speaking Exemplar CDs.
   • Writing Scoring Guides and Training Sets
   • Listening CDs (including any Listening Scripts)

Step Two – Pack testing materials in boxes
1. Use the box(es) originally received to return all test materials
2. Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box.
3. Please combine materials from all shipments received and return as few boxes as possible.
4. Fill any empty space with packing material to prevent damage during transit.
5. Use packing tape to securely seal both top and bottom of each box.

Step Three – Use the Return Service (RS) labels
1. Retrieve your RS labels from the coordinator kit received from Pearson.
2. Your location will have one UPS RS label for each box being returned.
3. Place the label over the original shipping label completely covering it. Take care to not cover the purple Pearson school label.
4. If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance. Be prepared to provide the following:
   • The phone number of the location where the shipment will be picked up.
   • The physical address of where the shipment will be picked up.
   • The RS tracking number(s).
5. Contact Pearson’s Customer Service at 888-705-9415 for any questions.
Step One – Prepare material for shipping

Place ALL testing materials (used and unused) in box(es)

Materials include:

✓ Directions for Administration
✓ Speaking Scoring Guides and Speaking Exemplar CDs
✓ Writing Scoring Guides and Training Sets
✓ Listening CDs (including any Listening Scripts)
✓ All Speaking session booklets (including large type)
✓ All L/R/W session booklets (including large type)
✓ All Listening, Reading, or Writing test booklets (for Kindergarten)
✓ Braille materials
Step Two – Pack testing materials in boxes

✓ Use the box(es) originally received to return all test materials

✓ Using the original Packing list as a checklist to verify all secure material is returned, place each testing material into the box

✓ Please combine materials from all shipments received and return as few boxes as possible

✓ Fill any empty space with packing material to prevent damage during transit

✓ Use packing tape to securely seal both top and bottom of each box and prevent it from opening during shipping
School Label (purple)

✓ Retrieve the school return labels from the coordinator kit. The labels will be purple

Complete the Return Box section of EACH school label

✓ If the original shipping boxes are not available, write the quantity of boxes shipped on the outside of the boxes (i.e., 1 of 2, 2 of 2).
Step Three – Use the Return Service (RS) labels

✓ Retrieve your RS labels from the coordinator kit received from Pearson
✓ Your location will have one UPS RS label for each box being returned
✓ Place the label over the original shipping label completely covering it
  • Take care to not cover the purple Pearson school label
✓ If your location does not have regular UPS service, call 800-823-7459 to arrange a UPS Return Service pickup, a day in advance

Be prepared to provide the following:
• The phone number of the location where the shipment will be picked up
• The physical address of where the shipment will be picked up
• The RS tracking number(s)
Returning Materials to Pearson

✓ Apply the return service (RS) shipping labels to the boxes of return materials.
✓ Call UPS at 800-823-7459 to arrange a UPS return service pickup, if needed.

Contact Pearson's Customer Support at 888-705-9415 or NYSESLATscm@grp.pearson.com if more return service labels are needed.
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

Refresher workshops will be presented virtually closer to test administration:

**Completed**

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

**Still to come**

- 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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www.esboces.org

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