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

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School Data Bank Services
Assessment Services
Box Registration on OSC World Website

Science Assessment Related Documents
Check Your District’s Intake Time Through this Link
The date and time of your district’s intake appointment is listed under the corresponding subject.

Any Questions?
Contact us at scoring@esboces.org
NYS 8th Gr Science Administration Dates

Science Performance
Tuesday, May 23 – Friday, June 2
(Make-ups must be given within the testing window)

Science Written
Monday, June 5

Make-up Dates
Tuesday, June 6 – Friday, June 9
Science Intake Grade 8*
Friday June 9, 2023

* Appointment times will be provided

All intakes will take place at ESBOCES Instructional Support Center (ISC) at Sequoya
Preparing Science 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.
Packaging Materials

- Booklet Box contents
  - NYS Test Booklets —
    - ✓ Science Written (1 Booklet) only
    - or
    - ✓ Written & Performance (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 for each box
Preparing Science Written Booklets

Place student barcode labels on the front cover of each test in the upper right corner of the booklet’s front cover.
Preparing Science Test Booklets
Written Only Districts

➢ If you are returning the Written Booklets only.
➢ Place booklets in rubber bands in packs of 25 students 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 took any part of the test, please return the Written booklet. Make sure the answer sheet session or reason not tested bubble(s) are filled out.
➢ Since you are scoring the Performance Booklets yourself you must bubble that section of the answer sheets before returning them to our center.
Preparing Science Test Booklets
Written & Performance Districts

➢ If you are returning the both the Written & Performance Booklets this year:

➢ Place each student’s Performance booklet inside the Written booklet then place a rubber bands around a pack of 25 students (50 Books) 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 took one of the two test booklets you must submit both booklets as described above.

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

➢ The next slide shows the performance book process.
Preparing Science Test Booklets
Written & Performance Districts

➢ On Performance Booklets there must be a group code written on each booklet and the Appendix III Record Sheet group numbers must correspond to all booklets inside that box.

➢ Try to keep booklets with the same group number in the same rubber band.
Preparing Science Test Booklets
Written & Performance Districts

➢ If you have more than one Appendix III record sheet for one box you can NOT have any group codes duplicated between the sheets unless all items are identical.

➢ To handle this you can create separate boxes or modify one of the two group codes on each booklet affected.

➢ Keep the Appendix III Record sheets as they will need to be entered into the box registration website shown later in the presentation.

➢ Make a copy to put in the box.
Appendix III

Test Administrator's Record Sheet

Grade 8 Intermediate-Level Science
Performance Test, Form A

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. The information on this record sheet will be needed to accurately score the tests. Be certain to fill in both sides of this sheet completely.

Test Administrator(s):_________________________ Date:__________

School Name:______________________________
School District:____________________________

Station 1: Sorting Creatures

Microscope Power and Data for Drosophila on Slide X

<table>
<thead>
<tr>
<th>Group</th>
<th>Lowest Power Available on Microscope</th>
<th>Field of View Diameter (to nearest 0.5 mm)</th>
<th>Acceptable Range for Field of View (≥0.5 mm)</th>
<th>Length of Drosophila (to nearest 0.5 mm)</th>
<th>Acceptable Range for Length (≥0.5 mm)</th>
<th>Number of Legs That Are Clearly Visible</th>
<th>Acceptable Range for Number of Legs (≥1)</th>
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Station 3 Note: All Block B specimens must have a density of greater than 1.0 and must sink when placed in water.

Note: If any materials used during the test administration were different from those specified in Appendix I, or if the administration directions were not followed exactly as written, note these differences below. Be specific. These variations can be important when scoring the students' test booklets.
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 2\textsuperscript{nd} copy of the sheets of paper to the back cover of the booklet with a single staple- Make sure the student’s name and ID are on each sheet

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>
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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) 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’
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.
Box Registration-OSC

Choose to Register One or Multiple Boxes
Box Registration-OSC

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

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

Click to delete a grade
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’.
Science Box Registration-OSC

Science Performance Box Registration only
➢ ‘Print’ button is unavailable until the Performance Sheet data is entered

Click ‘Edit’ to change the content description
Click ‘Data’ to enter the Science Performance Data from Appendix III
Select the box then click ‘Delete’ to remove the box entirely
Verify 8th grade is selected

Click Add (+) to add a Performance Sheet
Science Box Registration-OSC

Make sure the correct ‘Group’ number is entered that corresponds with the group line on the Appendix III and the students’ exam.

Enter in the values listed in Appendix III for the corresponding group number

Click ‘Add (+)’ to add more groups and corresponding values
Science Box Registration - OSC

➢ There are multiple testing groups for 8th grade
➢ *Important - clearly label the Performance booklet with group number that matches the Test Administrator’s Record Sheet (Appendix III) and what is entered into the OSC website.
➢ OSC will calculate the acceptable ranges for scoring from the information entered.
➢ The website will prohibit entering fields that are out of range and will provide a warning if data is not “standard”.

![Add a Performance Sheet](image-url)
Box Registration-OSC

Select RIC: Eastern Suffolk BOCES
Select District: Amagansett
Select Subject: English Language Arts
Highlight Zero Counts: no
Or, Search by Box Name.

<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>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></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>
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<td></td>
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<td></td>
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<td></td>
<td>Amagansett Public School</td>
<td>AGT-E-Orvis</td>
<td>English Language Arts</td>
<td>Box</td>
<td>4</td>
<td>11</td>
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<td>Amagansett Public School</td>
<td>AGT-E-Vida</td>
<td>English Language Arts</td>
<td>Box</td>
<td>3</td>
<td>10</td>
<td>0</td>
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<td>Amagansett Public School</td>
<td>AGT-E-Janet</td>
<td>English Language Arts</td>
<td>Outlier</td>
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<td>0</td>
<td>1</td>
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<td></td>
<td>Amagansett Public School</td>
<td>AGT-E-Vidal</td>
<td>English Language Arts</td>
<td>Outlier only</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Amagansett Public School</td>
<td>AGT-E-Jovan</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>
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</tbody>
</table>

Click ‘Edit’ to change the content description
Click ‘Print’ to print the box label
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

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
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
Recent Workshops

Virtual workshops were presented previously:

- **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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