NYS 8th Grade Science Written & Performance
OSC Box Registration 2022-2023

OSC World Box Registration

1. Registration information for scoring vendor, Optimum Solutions Corporation (OSC). Boxes must be registered at least one day before intake date of Friday June 9, 2023.

2. Go to https://status.oscworld.com/intake

3. ESBOCES will provide your district with a username and default password (RSS).
   a. Reset the password once you have logged in.
   b. Each district has only one login that can be shared and used concurrently.
   c. Passwords will be reset for each assessment

4. For OSC Technical Support: Call 516-247-5300

5. After logging in you are prompted with the following screen:

6. Choose ‘Register’ to register a new box or review boxes already registered for delivery
   a. A ‘box’ can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope.
   b. Any package delivered to the intake site is considered a ‘box’.
7. 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

8. 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...
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 Math and Science include alternate language counts

Click to delete a grade
9. ‘Print button is unavailable until the Performance Sheet data is entered from Appendix III – Test Administrator’s Record Sheet

Click ‘Data’ to enter the Science Performance Data from Appendix III

Click ‘Edit’ to change the content description

Select the box then click ‘Delete’ to remove the box entirely

Verify 8th grade is selected

Click Add (+) to add a Performance Sheet
Make sure the correct ‘Group’ number is entered that corresponds with the group line on the Appendix III and the students’ test.

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

Click ‘Add (+)’ to add more groups and corresponding values

10. There are multiple testing groups for 8th grade
11. Important - clearly label the Performance booklet with a group number that matches the Test Administrator’s Record Sheet -Appendix III, and what is entered into the OSC website.
12. OSC will calculate the acceptable ranges for scoring from the information entered.
13. The website will prohibit entering fields that are out of range and will provide a warning if data is not “standard”.
14. Once done entering the information for the groups click “Back to Main Page”.
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’.

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
**OSC Box Registration – Final Steps**

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

16. Print each box’s label.
17. Each box must have the correct label attached to the end of the box.
18. Link to barcode box label creation tool [http://status.oscworld.com](http://status.oscworld.com) -> choose “Box Registration for Full Service Scoring”
19. Register boxes on OSC website [http://status.oscworld.com/intake](http://status.oscworld.com/intake)

20. Print out label from OSC website and affix to the end of the box so as not to interfere with the opening of the box.
21. Example of Box Label – to be attached to the end of the box

![Example of Box Label](image-url)