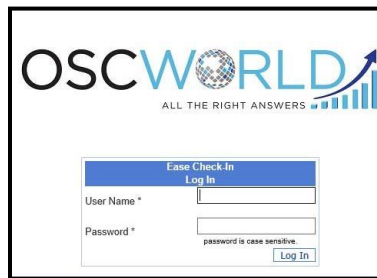


## NYS 8<sup>th</sup> Grade Science Written & Performance OSC Box Registration 2022-2023

### 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.

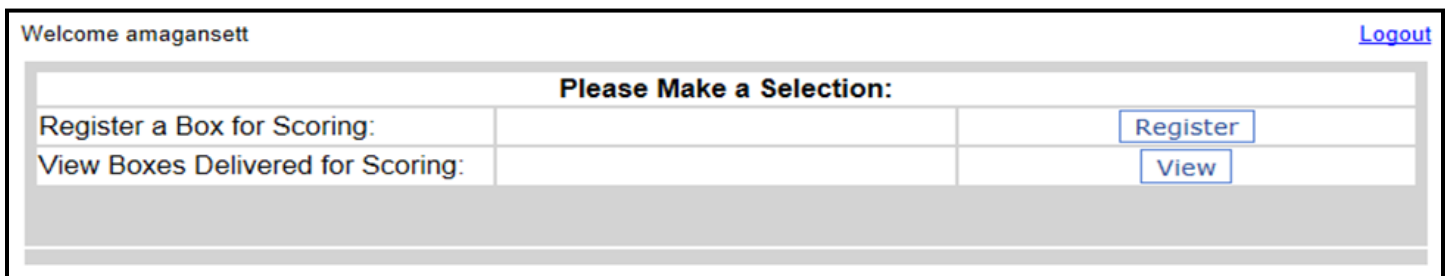
2. Go to <https://status.oscworld.com/intake>



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

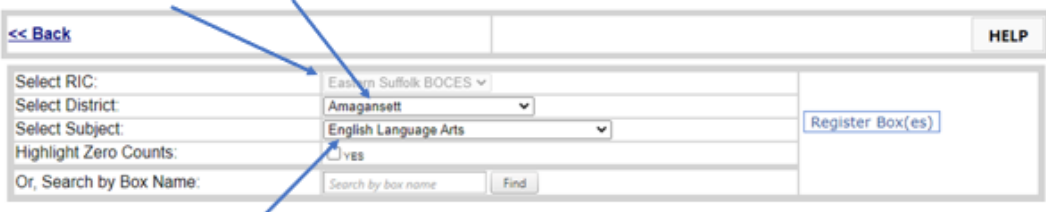
5. After logging in you are prompted with the following screen:



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

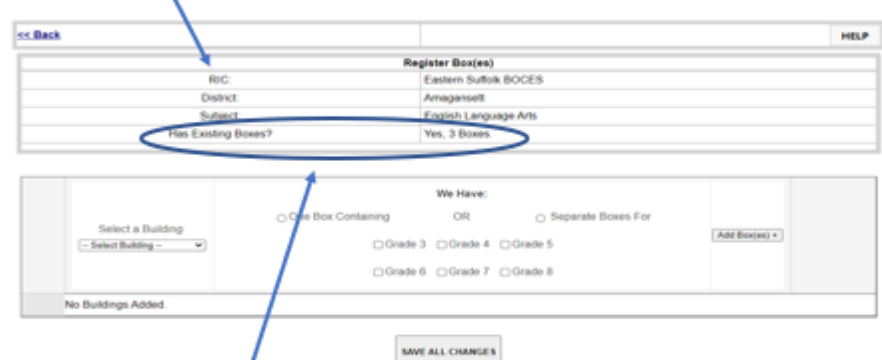


The Subject will default to the test currently being administered

Change the subject if you want to review boxes for completed subjects

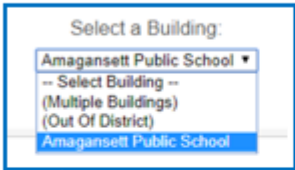
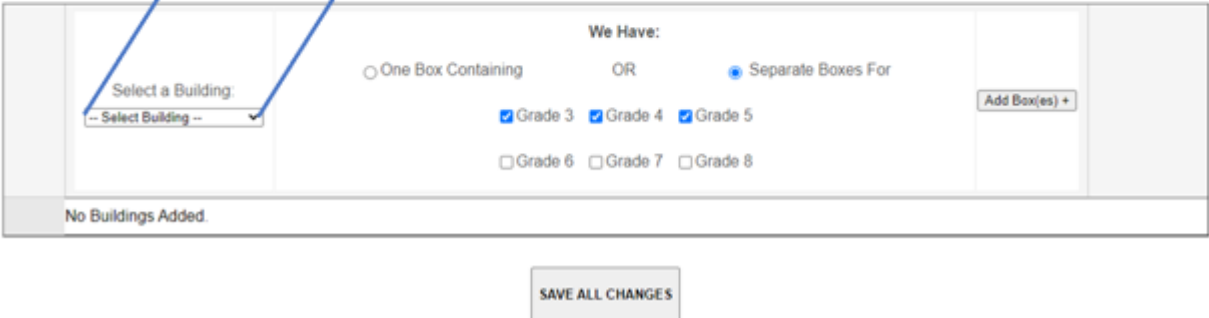
8. Selecting 'Register Box(es)' will result in the display of the following:

Top portion is informational



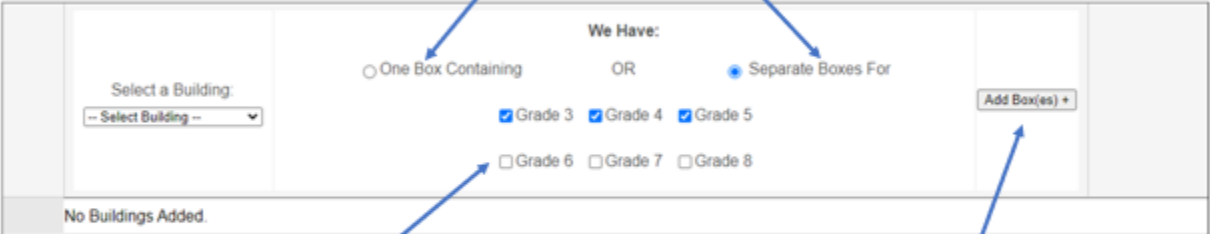
The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

Select the building from the drop down menu:

SAVE ALL CHANGES

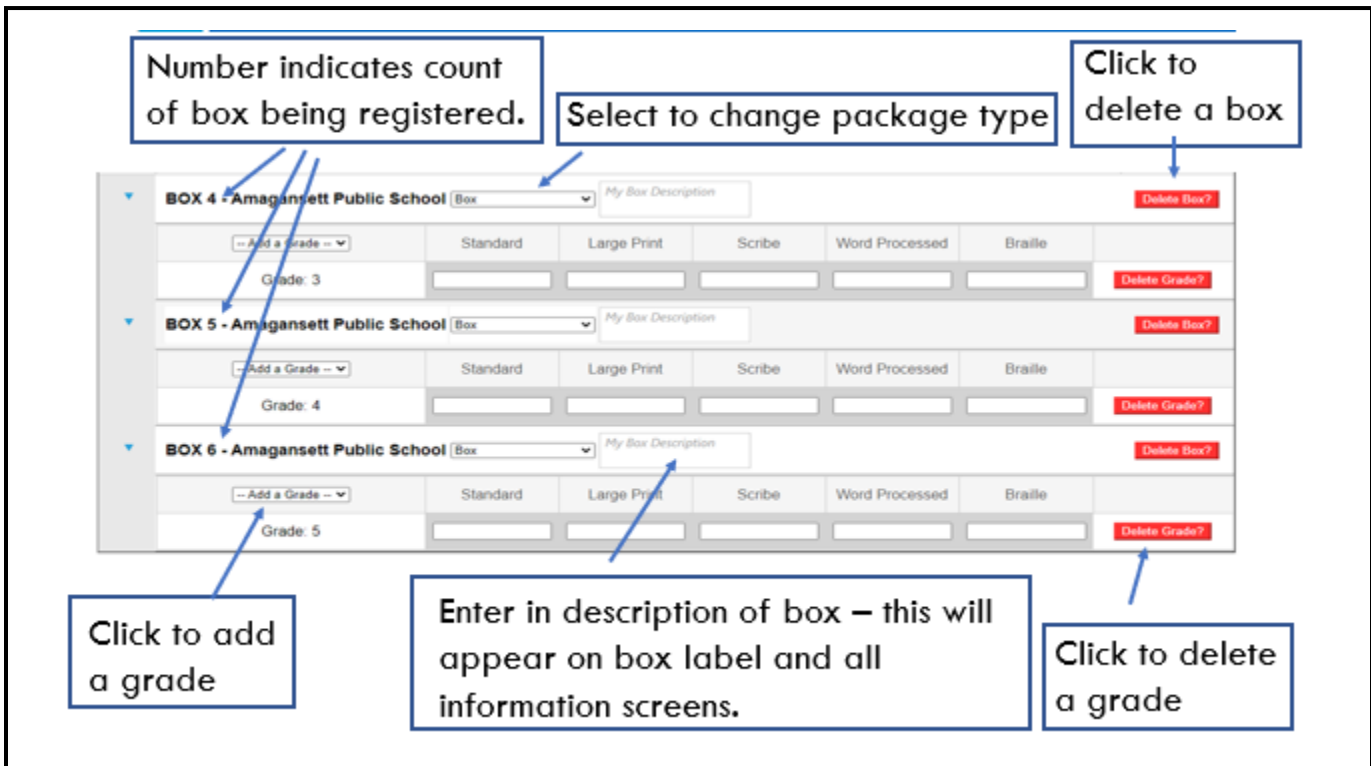
Indicate if all grades will be together in a single box  
OR  
if each grade will be placed into separate box.



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

Add boxes brings up the screen on the next page...

SAVE ALL CHANGES



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

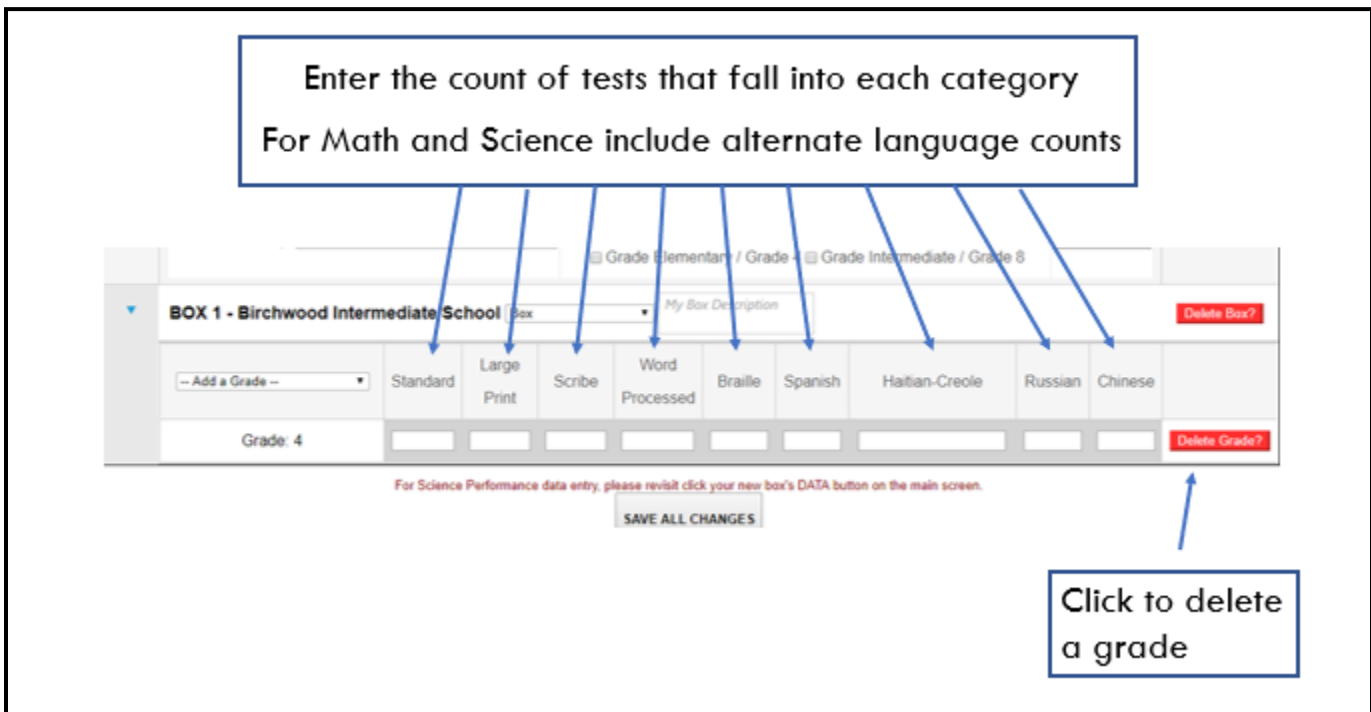
**Select to change package type**

**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**

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

**SAVE ALL CHANGES**

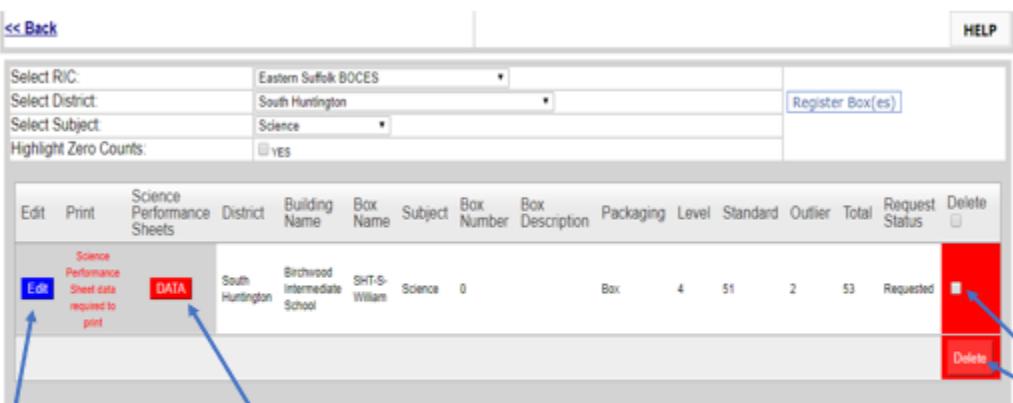


**Vanessa Biagioli-Dittrich**  
Program Administrator, School Data Bank Services

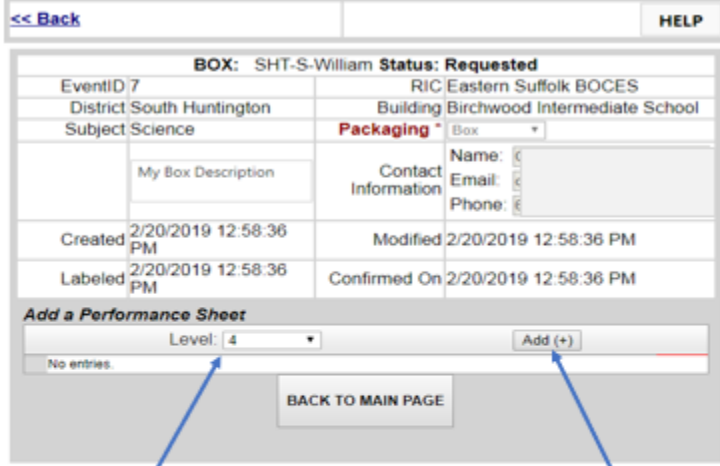
**Sharon Hayes, Ed.D.**  
Assistant Administrative Coordinator, School Data Bank Services

Assessment Services  
Phone: 631-244-4243  
[scoring@esboces.org](mailto:scoring@esboces.org)

9. 'Print button is unavailable until the Performance Sheet data is entered from Appendix III – Test Administrator’s Record Sheet

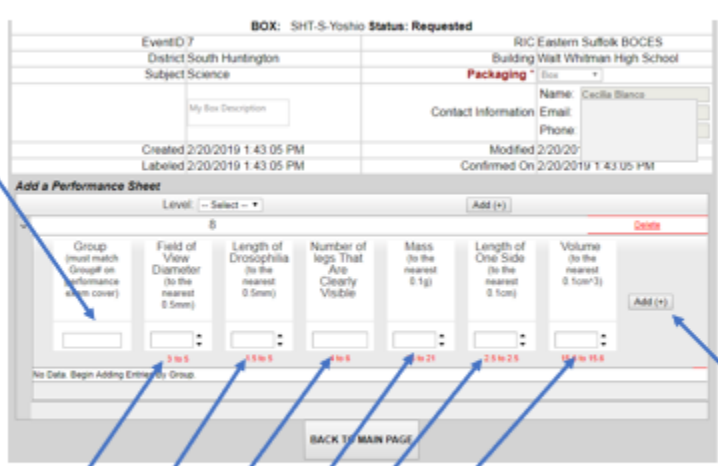


The screenshot shows a table with columns: Edit, Print, Science Performance Sheets, District, Building Name, Box Name, Subject, Box Number, Box Description, Packaging, Level, Standard, Outlier, Total, Request Status, and Delete. A row is highlighted for 'South Huntington' with 'Box Number' 0 and 'Request Status' 'Requested'. Callouts point to the 'Edit' button (with a note: 'Click 'Edit' to change the content description'), the 'DATA' button (with a note: 'Click 'Data' to enter the Science Performance Data from Appendix III'), and the 'Delete' button (with a note: 'Select the box then click 'Delete' to remove the box entirely'). A red box highlights the 'Delete' button and the 'Request Status' column.



The screenshot shows the 'Add a Performance Sheet' form. It includes fields for EventID, District, Subject, Building, Packaging, My Box Description, Contact Information, Name, Email, Phone, Created, Modified, Labeled, and Confirmed On. The 'Level' dropdown is set to '4'. Callouts point to the 'Level' dropdown (with a note: 'Verify 8<sup>th</sup> grade is selected') and the 'Add (+)' button (with a note: '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.

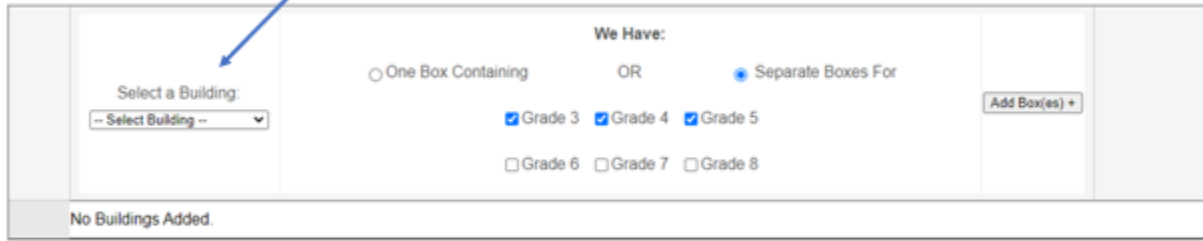


Enter in the values listed in Appendix III for the corresponding group number

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.



SAVE ALL CHANGES

When done entering all boxes for all buildings click 'Save All Changes'.

<< Back HELP

Select RIC: Eastern Suffolk BOCES  
 Select District: Amagansett  
 Select Subject: English Language Arts Register Box(es)  
 Highlight Zero Counts:  Yes  
 Or, Search by Box Name:  Search by box name

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Briley	English Language Arts		Box	5	10	0	10	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Orvis	English Language Arts		Box	4	11	0	11	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Verde	English Language Arts		Box	3	10	0	10	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Janet	English Language Arts	Outlier	Box	5	0	1	1	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Vidal	English Language Arts	Outlier only	Box	3,4	0	2	2	<a href="#">Delete</a>
<a href="#">Edit</a>	<a href="#">Print</a>		Amagansett	Amagansett Public School	AGT-E-Jovan	English Language Arts	Grades 3-6 test booklets and answer sheets	Box	3,4,5,6	37	0	37	<a href="#">Delete</a>

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> -> choose "Box Registration for Full Service Scoring"
19. Register boxes on OSC website <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

