



# **Full Service Scoring Test Coordinator Informational Meeting 2019**

## **NYS Grades 3-8 Assessments**

**\*\*Important Intake Dates  
at the Instructional Support Center  
(ISC) @ Sequoya\*\***

- ▶ April 10, 2019 – ELA Intake Grades 3 – 8
- ▶ May 9, 2019 – Math Intake Grades 3 – 8
- ▶ June 10, 2019 – Science Intake Grades 4 & 8

# Delivery of ELA, Math, & Science

All testing booklets with *any part of extended response completed* within the *administration period* for scoring submission will be hand delivered to the:

Instructional Support Center @ Sequoya

750 Waverly Avenue

Holtsville, NY 11742

**\*\*Answer sheets will also be submitted to Student Data Services during the same intake appointment.**

THE DELIVERY AGENT MUST BE ABLE TO STAY UNTIL ALL EXAMS ARE CHECKED IN AND SHOULD BE ABLE TO CHANGE ANYTHING THAT WAS NOT CORRECTLY PACKAGED.  
A DISTRICT ADMINISTRATOR OR DESIGNEE MUST BE PRESENT.

# Intake Scheduling

- ▶ Appointments will be provided to districts for ELA, Math and Science, but we have asked for feedback regarding time requests at registration and will do our best to accommodate all requests.
- ▶ Each district will be requested to submit **ALL** scheduled grade levels for their assigned appointment for both ELA and Math intake.
- ▶ Each district representative must plan on staying for the duration of check-in and must be someone directly involved with the tests who can answer questions and settle discrepancies on the spot. You must arrive on time for your scheduled appointment or there may be a significant delay in processing your district's exams. There will be no special considerations due to tight timelines and processing deadlines.
- ▶ Keep us informed by calling 631-244-4010 if there are any issues on the day of your appointment.

# Packaging Instructions and Labels

Duplicate the handouts provided at this workshop for any staff involved in the packaging of your exams.

Every box/envelope needs a label printed using the box registration process *secured to the SIDE of the box and NOT on the cover.*

Handouts will also be posted in the “Documents” section of our scoring website at [regionalscoring.esbooces.org](https://regionalscoring.esbooces.org) under each subject.

Coming Soon to our Website: The 2019 OSC Packaging Video

# Full Service Scoring Quality Control

## Involve and Inform Your Proctors of the Importance of Process!!

- ▶ Commission a lead team in each building to start the mission.
- ▶ Inform all staff involved in the administration of the assessments of the importance of internal quality control before the assessments go to scoring.
- ▶ Be sure each **student's full name is on the front** of every booklet submitted.
- ▶ Submit an **accurate count** of the total number of assessments. Accurate counts are **essential and discrepancies will need to be resolved on the spot during the intake process.**
- ▶ ELA and Math booklets must have a scanning center barcode label placed *in the pre-designated area* on the back of each booklet. Science Performance booklets must have a barcode label placed on the front top center of each booklet. Science Written booklets must have a barcode label placed on the front top right corner of each booklet. Labels for booklets that don't have pre-printed labels will be provided at intake.
- ▶ **All boxes must be pre-registered in advance. Please refer to the Box Registration Instructions handout also posted on our scoring website in the "Documents" section under each subject.**

# Audits

If there is an audit of paper-based booklets for this year, this year's audit form will be posted to our scoring website at [regionalscoring.esboces.org](http://regionalscoring.esboces.org) to be completed and submitted via e-mail or fax to:

Ann Marie Cristiano - [scoring@esboces.org](mailto:scoring@esboces.org)

Fax: 631-244-4039

*No Phone Calls Please*

\*Please note that all audited booklets will be sent electronically on your behalf to the auditing vendor this year.

# Assessment Returns

\*Test booklet pickup dates are contingent upon collaboration with Student Data Services. Once districts have resolved all verification and reporting issues with Student Data Services, the booklets can be released.

## Anticipated Booklet Return Dates for 2019:

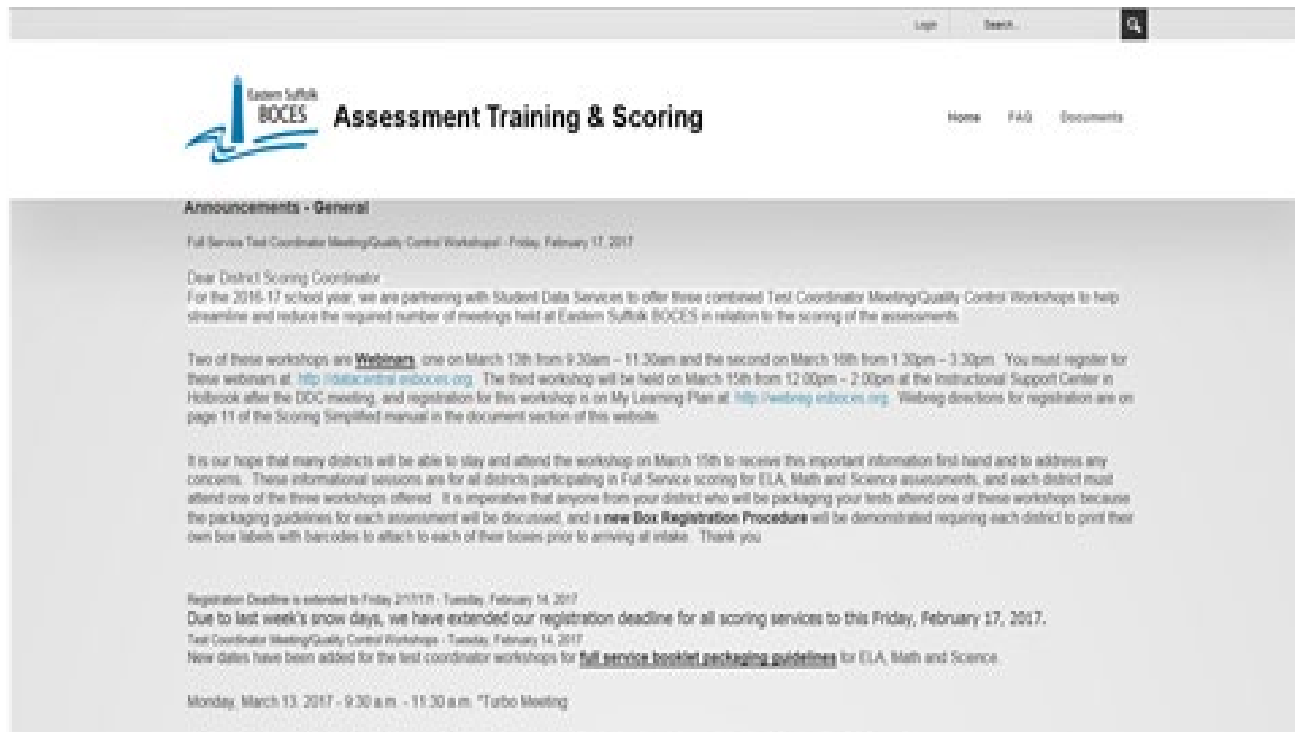
- ▶ **June 4, 2019** – 12:00 pm – 4:00 pm ONLY  
- ELA and Math – all grade levels
- ▶ **June 25, 2019** – 12:00 pm – 4:00 pm ONLY  
- Science – all grade levels

*\*Please schedule your district drivers for these pickups as soon as possible due to limited storage at our facility.*




# The Information Overload Does Not End Here...

Bookmark our scoring website:  
[regionalscoring.esboces.org](http://regionalscoring.esboces.org)



The screenshot shows the homepage of the regional scoring website. At the top right, there are links for "Login" and "Search" with a magnifying glass icon. The main header features the Eastern Suffolk BOCES logo on the left, the text "Assessment Training & Scoring" in the center, and navigation links for "Home", "FAQ", and "Documents" on the right. Below the header, there is a section titled "Announcements - General" with a sub-heading "Full Service Test Coordinator Meeting/Quality Control Workshop - Friday, February 17, 2017". The main body of text is a letter to District Scoring Coordinators, detailing the 2016-17 school year's assessment process, including three workshops (two webinars on March 13th and 14th, and one in-person on March 15th), registration information, and a new box registration procedure. A registration deadline extension is noted at the bottom, along with a link to a full service booklet packaging guidelines.

Log In Search

 **Assessment Training & Scoring** Home FAQ Documents

**Announcements - General**

Full Service Test Coordinator Meeting/Quality Control Workshop - Friday, February 17, 2017

Dear District Scoring Coordinator

For the 2016-17 school year, we are partnering with Student Data Services to offer three combined Test Coordinator Meeting/Quality Control Workshops to help streamline and reduce the required number of meetings held at Eastern Suffolk BOCES in relation to the scoring of the assessments.

Two of these workshops are **Webinars**, one on March 13th from 9:30am – 11:30am and the second on March 14th from 1:30pm – 3:30pm. You must register for these webinars at: <http://distcentral.esboces.org>. The third workshop will be held on March 15th from 12:00pm – 2:00pm at the Instructional Support Center in Holbrook after the DOC meeting, and registration for this workshop is on My Learning Plan at: <http://learning.esboces.org>. Webinar directions for registration are on page 11 of the Scoring Simplified manual in the document section of this website.

It is our hope that many districts will be able to stay and attend the workshop on March 15th to receive this important information first hand and to address any concerns. These informational sessions are for all districts participating in Full Service scoring for ELA, Math and Science assessments, and each district must attend one of the three workshops offered. It is imperative that anyone from your district who will be packaging your tests attend one of these workshops because the packaging guidelines for each assessment will be discussed, and a **new Box Registration Procedure** will be demonstrated requiring each district to print their own box labels with barcodes to attach to each of their tests prior to arriving at intake. Thank you.

Registration Deadline is extended to Friday 2/17/17 - Tuesday, February 14, 2017  
Due to last week's snow days, we have extended our registration deadline for all scoring services to this Friday, February 17, 2017.  
Test Coordinator Meeting/Quality Control Workshops - Tuesday, February 14, 2017  
New dates have been added for the test coordinator workshops for [full service booklet packaging guidelines](#) for ELA, Math and Science.

Monday, March 13, 2017 - 9:30 a.m. - 11:30 a.m. \*Turbo Meeting

# Questions?

Danielle M. Hudek, Administrative Coordinator

631-244-4010 – Scoring Hotline

[dhudek@esboces.org](mailto:dhudek@esboces.org)

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Test Scoring, Scanning and Reporting:

Student Data Services

631-218-4195



### **District Superintendent**

David Wicks

### **Chief Operating Officer**

Julie Davis Lutz, Ph.D.

### **Associate Superintendent**

Ryan J. Ruf - Management Services

### **Associate Superintendent**

Peggie Staib, Ed.D. - Educational Services

### **Assistant Superintendent**

R. Terri McSweeney, Ed.D. - Human Resources

### **Directors**

Keith Anderson - Building Services

Leah Arnold - Career, Technical and Adult Education

Kate Davern - Education and Information Support Services

Colleen Lipponer - Business Services

Susan Maddi - Administrative Services

Grant Nelsen - Technology Integration

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Darlene Roces - Regional Information Center

[www.esboces.org](http://www.esboces.org)

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