

**PLEASE NOTE:** Test booklets are scanned and converted to electronic images for computer scoring so be sure that each booklet submitted has a pre-printed student bar code label (*see presentation notes for placement of labels and quality control guidelines*).

- Please remove extraneous sheets of paper, staples, clips or post-it notes from within the test booklets.
- Blank pages at the back of tests booklets **MUST NOT** be removed from the test booklets. Every delivered test booklet must have the same number of pages!
- Under no circumstances should students be instructed to remove any pages from the NYSESLAT test booklets.

### **BOX PACKAGING**

- The Kindergarten assessment only requires submittal of the Writing Modality Book
- For all other levels, student answer booklets must be nested inside each other - Session 3 Booklet inserted/nested into the Session 2 Booklet, those two booklets then inserted into the Session 1 Booklet (leaving the Session 1 Booklet on the outside of the sets).
- If a student completes any portion of any of the three writing sessions of the test, submit all three answer booklets, even if one or two of the booklets are completely blank.
- For word-processed assessments, please make a copy of the word-processed responses, then cut and tape them into the correct response areas in the test booklet. Staple the original typed responses to the back cover of the booklet with a single staple.
- For students who utilized a scribe to complete the assessment, please transcribe student responses into the correct response areas in the test booklet. Staple the sheets of paper used for dictation to the back cover with a single staple. **Both scribed and word-processed tests should be placed at the top of the box so they can be assessed to confirm that answers have been transcribed into the booklets. These books WILL be scanned and are not considered hand scoring.**

Booklet types requiring hand scoring include:

- **Large print** versions of the assessment
- **Braille** versions of the assessment

Place these “**hand scoring booklets**” in **envelopes at the top of the box, separated by grade.** Attach the Full Service hand scoring form to the envelope.

- ✓ Please pre-register your boxes at <http://status.oscworld.com>. The registration labels must be attached to the box or envelope in an area where it will not be damaged when opened. See “Box Registration Instructions” for further details.
- ✓ Multiple grade bands may be packaged in the same box as long as the grade bands are bundled separately.
- ✓ Envelopes may be used for grade bands/districts with low enrollment.
- ✓ Use sturdy boxes no larger than standard paper boxes. Smaller boxes may be used to prevent small number of tests or answer sheets from shifting within the box.

### **ANSWER SHEET PACKAGING – ANSWER SHEETS MUST BE PACKAGED SEPARATELY FROM BOOKLETS**

- ✓ Answer sheets **MUST NOT** be packaged along with the test booklets.
- ✓ You must include all **completed** rosters in the **ANSWER SHEET** box.
- ✓ Follow protocol and procedures provided by Student Data Services.

\*\*\*\*New this year: Metrittech shipping labels need to be handed in at intake.  
Put them in a separate envelope with the district name on outside.  
Vendor will return all booklets submitted for scoring on your behalf.\*\*\*\*