WHAT'S YOUR TEACHER'S TIME WORTH?

EASE of Full Service Scoring

OSCWORLD
ALL THE RIGHT ANSWERS

Packaging of Test Booklets

- Test booklets are scanned and converted to electronic images for scoring.

- Please remove any extraneous sheets of paper, staples, post-its, etc. from within and *on the cover* of test booklets.

- Please do not remove any extra pages from test booklets. All booklets must have the same number of pages.

- Answer sheets must ALWAYS be submitted to Student Data Services. If a student opts-out of the ***entire*** test, do not submit the booklet to ESBOCES. If a district submits a booklet for a student that opted-out, the district will be charged.

Packaging of Test Booklets

- Booklets requiring hand scoring (**Large Print and Braille) must** be placed in an envelope at the top of the box, separated by grade. ESBOCES will provide an "ESBOCES Hand Scoring Sheet" that must be affixed to each of these envelopes.

  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:

  - **Word-Processed** - Make a copy of the word-processed responses, then cut and tape each response in the correct area of the answer booklet. Staple the original copy of the word-processed sheets to the back cover of the booklet with a single staple.
  - **Scribed** – Transcribe each student response in the correct area of the answer booklet and staple the sheets of paper used for dictation to the back cover with a single staple.

Packaging of Test Booklets

- Multiple grades may be packaged in the same box as long as they are bundled separately.

- Booklets must be nested as per the packaging instructions.

- Envelopes may be used for grades/districts with low enrollment.

- Please use sturdy boxes no larger that standard "copy paper" boxes. Smaller boxes may also be used.

- Please only submit constructed response test booklets. Answer sheets are submitted directly to Student Data Services.

- Include completed roster copies in each box.

- Please pre-register your boxes at http://status.oscworld.com/intake

- Please place box labels on the side of each box, not across the top where it will be sliced open.

Tracking of Test Booklets

- At check-in, OSC affixes a pre-printed box label that corresponds to the box label printed by districts in the box pre-registration.

- Test booklets are verified for packaging completeness: barcodes are affixed to all tests, Large Print and Braille tests are packaged in a separate envelope within the Parent box.

- Each test booklet's barcode label is wanded into a database and made available for review on the <u>Barcode Check-In Audit</u> website.

- Boxes are sealed and readied for delivery to the scanning site.

- Upon delivery to the scanning site, each box is flagged as being received.

- Once processed and scored, we will return the booklets to Metritech on your behalf (see packaging instructions regarding label submission). **Be sure to note the tracking numbers from your shipping labels before you submit them to us.**

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Tracking of Test Booklets

- Test booklets that cannot be scanned (**Large Print and Braille**) must be packaged in a separate envelope to facilitate hand scoring.

- Test booklets are then prepared for scanning:
  - Each test booklet is cut.
  - Groups of test booklets are jogged to remove erasures or other foreign materials.
  - At all times, booklets from a single box remain together in that box.

- Student IDs recorded in the tracking database are compared to the IDs captured during scanning. All IDs are reconciled and accounted for before scoring commences.

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Examples of box labels

Thank You!