



Regional and Full Service Scoring Test Coordinators Informational Meeting/ Webinar 2019

NYSESLAT K-12 Assessments

****Important NYSESLAT Dates at the Instructional Support Center @ SEQUOYA****

- ▶ May 17, 2019 – NYSESLAT “Soft” Intake
- ▶ May 20, 2019 – NYSESLAT K-12 Intake
- ▶ May 21, 2019 – NYSESLAT 7-8 Scoring
- ▶ May 22, 2019 – NYSESLAT 5-6 Scoring
- ▶ May 23, 2019 – NYSESLAT 9-12 Scoring
- ▶ May 28, 2019 – NYSESLAT 3-4 Scoring
- ▶ May 29, 2019 – NYSESLAT 1-2 Scoring
- ▶ May 30, 2019 – NYSESLAT K Scoring

Please note this is a location change from what was published in our scoring manual

Delivery of NYSESLAT

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

**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****

DELIVERY AGENT MUST BE ABLE TO STAY UNTIL ALL EXAMS
ARE CHECKED IN AND CORRECT ANYTHING
THAT WAS NOT CORRECTLY PACKAGED.

A DISTRICT ADMINISTRATOR OR DESIGNEE MUST BE PRESENT.

Intake Scheduling

- ▶ Appointments will be provided to districts for NYSESLAT regional and full service scoring based on feedback regarding time requests at registration.
- ▶ 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 at 631-244-4010 if there are any issues on the day of your appointment.

NYSESLAT Intake Quality Control

Involve and Inform Your Teachers of the Importance of Process!!

- ▶ Be sure each **student's full name is on the front** of every booklet submitted (and that it matches the barcode label on the back).
- ▶ Each booklet needs an ESBOCES scanning center barcode label on the back - in the pre-designated area that indicates that it is for the scanning center (not the MetriTech label area).
- ▶ **Blank booklets** are **ONLY** to be submitted for incomplete NYSESLAT tests if a student has one or more corresponding booklets with responses. **IF ONE OR MORE SECTIONS WERE COMPLETED, ALL THREE BOOKLETS MUST BE BARCODE LABELED AND SUBMITTED AT INTAKE (EXCEPT FOR LEVEL 1/K).**
- ▶ **Be sure to update student rosters to indicate assessment status for each student.**

NYSESLAT Intake Quality Control Continued...

- ▶ 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. **Inaccurate counts may cause delays in processing times for your district.**
- ▶ Each box/envelope will need a registration label (see “Box Registration Instructions”).
- ▶ Inform all staff involved in the administration of the assessments of the importance of internal quality control before the assessments are submitted for scoring.
- ▶ Commission a lead team in each building to complete the mission.

Tracking Your Intake Boxes



Optimum Solutions Corp.
All The Right Answers

Log In

User Name *

Password *

password is case sensitive.

3 NYSESLAT Booklets = 1 Test

Test ID	Test Name	# Tests Received	Student ID Log
31112	2012 January Regents LIVING ENVIRONMENT	18	18 Students
62112	2012 January Regents ALGEBRA 2/TRIGONOMETRY	17	17 Students
31112	2012 January Regents LIVING ENVIRONMENT	24	24 Students
60112	2012 January Regents INTEGRATED ALGEBRA	28	28 Students
10112	2012 January Regents COMPREHENSIVE ENGLISH	22	22 Students
60112	2012 January Regents INTEGRATED ALGEBRA	20	20 Students
60112	2012 January Regents INTEGRATED ALGEBRA	6	6 Students
31112	2012 January Regents LIVING ENVIRONMENT	1	1 Student

<http://status.oscworld.com/EaseCheckin/Login.aspx>

*Every book submitted to us will be accounted for on this website.
It is the district's responsibility to check for accuracy and counts.*

NYSESLAT

Assessment Returns

- ▶ New this year, all returns will be made to MetriTech on your behalf by our scoring vendor, Optimum Solutions Corporation (OSC).
- ▶ A MetriTech shipping label for each box submitted needs to be handed in at intake. Package them in a separate envelope with the ESBOCES provided cover sheet including your district name on the outside.
- ▶ OSC will coordinate with MetriTech for returning the scored NYSESLAT assessment boxes.
- ▶ Contact MetriTech directly for additional labels needed for used and unused materials left in district that were not submitted at intake.

Packaging Instructions and Booklet Box Labels

PLEASE NOTE THAT PACKAGING INSTRUCTIONS
ARE *DIFFERENT* FOR REGIONAL SCORING
AND FULL SERVICE SCORING

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

Every district will use the online box registration process to
print a label for every box/envelope and it must be
secured to the SIDE of the box and NOT on the cover.

Documents will also be posted to regionalscoring.esboces.org
in the “Documents” section of the site.

Regional Scoring Professional Development Opportunities

- ▶ Districts participating in full service scoring may send teachers who are interested in participating in regional scoring for the professional development opportunity.
- ▶ Due to snow day closings during the scoring period, we have a shortage of scorers for May 23rd (Grades 9 – 12) and May 28th (Grades 3 – 4) for any districts that are in session and would like to send teachers.
- ▶ If interested, please contact Ann Marie Cristiano at scoring@esboces.org to arrange assignments.

Regional Scoring Teacher Assignments

- ▶ All teacher assignments *were* due on Friday, March 1, 2019.
- ▶ Replacement scorers will sign in under the district's original assigned scorer.
- ▶ Notify staff of their assignments and the location change of scoring (now being held at Sequoia – NOT Sherwood) prior to the start of scoring.
- ▶ **Assignments are **not confirmed** in My Learning Plan.**
- ▶ Notify registered staff of “Scoring Day Protocols” and “Code of Conduct” from our scoring manual.
- ▶ Remind staff that scoring times are 8:30 a.m. – 3:00 p.m. Please do not send teachers that have commitments that may cause them to leave scoring early.

Important Regional Scoring Reminders


- ▶ **Materials** – teachers will need to bring with them the Writing Training Set *for the specific Grade Band that is being scored that day*. In addition, teachers need to bring the Writing Scoring Guides for use as a reference during training. The district will be responsible for returning these materials directly to MetriTech.
- ▶ **PLEASE NOTE** – all scoring training materials will be numbered and bar-coded, so it is very important that your building principal keep track of the numbers below the bar codes for the Writing Training Sets that are being used for Regional Scoring, as they must be accounted for when the materials are returned to MetriTech by your district.

The Information Overload Does Not End Here...

Bookmark our scoring services website:

regionalscoring.esboces.org

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 16th from 1:30pm – 3:30pm. You must register for these webinars at <http://dsd@central.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 DGC meeting, and registration for this workshop is on My Learning Plan at <http://webreg.esboces.org>. Webreg 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 boxes 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

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

Gina Reilly - Special Education

Darlene Roces - Regional Information Center

www.esboces.org

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