



SCIENCE PACKAGING for ESBOCES FULL SERVICE DELIVERY



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 Barcode Label as follows:

PERFORMANCE: Label goes on front top center. **WRITTEN BOOKS:** Label goes on front top right corner.

- Please remove extraneous sheets of paper, staples, clips or post-it notes from within the test booklets.
- Blank pages at the back of test 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 Science test booklets.

FOR DISTRICTS PARTICIPATING IN FULL-SERVICE PERFORMANCE SCORING:

Test Administrator's Record Sheets for Performance Booklets ARE NOW REQUIRED TO BE COMPLETED ONLINE DURING BOX REGISTRATION. See "How to Register Boxes for Science" for further details:

- **8th Grade**
 - Ensure that the Group # on the front of each booklet is filled in and matches one of your registered groups.
 - Please include a copy of the Test Administrator's Record Sheet with each box or envelope.
- **4th Grade**
 - Please include a copy of each Test Administrator's Record Sheet (with group number noted at the top) bundled with the appropriate group of tests.

BOX PACKAGING:

- 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 booklets WILL be scanned and are not considered hand scoring.**
- If your performance booklets are to be scored:
 - Please insert/nest the Written booklet into the Performance booklet.
 - **Grade 4 Performance packaging** – If all students are to be scored with the same performance data, then all booklets can be bundled/boxed together. If you have more than one set of grade 4 performance data registered online, then the grade 4 booklets must be bundled by these groups with the registration printout highlighting which group is contained within the bundle.
 - **Grade 8 Performance packaging** - All grade 8 tests can be placed in a single bundle/box. Be sure that the Group # on the front cover of all Performance booklets submitted is completed and matches at least one of the groups registered online.
 - If a student completed a portion of one booklet and the other booklet is blank, you **MUST** submit both booklets.
 - Do not submit booklets if both booklets are blank.

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 hand scoring form to the envelope.

- ✓ Envelopes may be used for grades/districts with low enrollment.
- ✓ Register your boxes at <http://status.oscworld.com>. A registration label must be attached to each box or envelope in an area where it will not be damaged when opened. See "How to Register Boxes for Science".
- ✓ Foreign language assessments should not be placed in envelopes. They should be placed underneath any hand scoring envelopes together on top of the English versions of the assessment.
- ✓ Use sturdy boxes no larger than standard "copy paper" boxes. Smaller boxes may be used to prevent small amounts of tests from shifting within the box.
- ✓ Include completed roster copies in the box.

ANSWER SHEET PACKAGING – ANSWER SHEETS MUST BE PACKAGED SEPARATE FROM BOOKLETS

- ✓ Follow protocol and procedures provided by Student Data Services.

March 26, 2019