

HOW TO REGISTER BOXES FOR SCIENCE

Box registration and the viewing of the contents of registered boxes after delivery can be found at <http://status.oscworld.com/intake>

ESBOCES will supply you with your username and default password. Upon entering the password for the first time you will be given the opportunity to set a unique password. Your district only has one login which can be shared and used concurrently.

After logging in you are prompted with the following screen:

Welcome amagansett [Logout](#)

Please Make a Selection:

Register a Box for Scoring:		Register
View Boxes Delivered for Scoring:		View

Choose 'Register' to register a new box or review boxes already registered for delivery. A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope with hand scoring; any package delivered to the intake site is considered a 'box'.

When you click the 'Register' button you are presented with the following screen:

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Select RIC:	Eastern Suffolk BOCES		
Select District:	South Huntington		Register Box(es)
Select Subject:	Science		
Highlight Zero Counts:	<input type="checkbox"/> YES		

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Number	Box Description	Packaging	Level	Standard	Outlier	Total	Request Status	Delete <input type="checkbox"/>
No boxes registered.															

Your RIC and District will be automatically filled in. The Subject will default to the test currently being administered though you can change this setting if you want to review boxes for completed subjects.

Selecting 'Register Box(es)' will result in the display of the following:

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Register Multiple Boxes

RIC:	Eastern Suffolk BOCES
District:	Amagansett
Subject:	Science
Has Existing Boxes?	Yes, 5 Boxes.

For Science Performance data entry, please click your new box's DATA button on the main screen.

[SAVE ALL CHANGES](#)

Select a Building: -- Select Building --	I have a separate box for: <input type="checkbox"/> Grade Elementary / <input type="checkbox"/> Grade Intermediate / Add Box(es) + Grade 4 Grade 8	
No Buildings Added.		

For Science Performance data entry, please click your new box's DATA button on the main screen.

The top portion is informational. The 'Has Existing Boxes?' is used to tell you the number of boxes already registered for the selected subject.

First select the building from the drop down menu:

Select a Building:

-- Select Building --
-- Select Building --
(Multiple Buildings)
(Out Of District)
Birchwood Intermediate School
Countrywood Primary Center
Henry L. Stimson Middle School
Maplewood Intermediate School
Oakwood Primary Center
Silas Wood Middle School (6TH GRADE)
Walt Whitman High School

data

Next select the grade(s) associated with each box you have for the selected school. As an example, if you are registering boxes for an elementary school you will choose grade 4.

Select a Building: Birchwood Intermediate School

I have a separate box for:

Grade Elementary / Grade Intermediate / Grade 8

Grade 4

Add Box(es) +

No Buildings Added.

Pressing the 'Add Boxes' button results in the following being added to the screen:

For Science Performance data entry, please revisit click your new box's DATA button on the main screen.

SAVE ALL CHANGES

Select a Building: Birchwood Intermediate School

I have a separate box for:

Grade Elementary / Grade 4 Grade Intermediate / Grade 8

Add Box(es) +

BOX 1 - Birchwood Intermediate School Box Delete Box?

-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille	Spanish	Haitian-Creole	Russian	Chinese	
Grade: 4										Delete Grade?

For Science Performance data entry, please revisit click your new box's DATA button on the main screen.

SAVE ALL CHANGES

First notice the BOX numbers. Here we have **BOX 1** for Birchwood Intermediate School. This is a notification that this is the first box being registered. **The box number only reflects a total count, they are not in any way associated with the box number that OSC will assign after taking possession of the box.**

Each newly defined 'package' defaults to 'Box'. You can select the drop down to change the packaging type.

Replace the 'My Box Description' with your description of the box being delivered. This is used to identify the box when affixing the label. The description appears on the box label and on all information screens that list details of the box.

Next fill in the counts for each type of assessment within each box. Additional grades can be added to the box by selecting the 'Add a Grade' drop down. Grade contents can be deleted with the 'Delete Grade' button.

The entire box can be deleted with the 'Delete Box' button.

When you have completed the content entry of each box you can either select another building and continue adding boxes and content or you can 'SAVE ALL CHANGES'. The image below is an example of how boxes will be displayed.

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Number	Box Description	Packaging	Level	Standard	Outlier	Total	Request Status	Delete
Edit		Science Performance Sheet data required to print	South Huntington	Birchwood Intermediate School	SHT-S-William	Science	0		Box	4	51	2	53	Requested	Delete

Controls give you the ability to 'Edit' the contents and 'Delete' the box if an error was made during registration. The 'Print' button is unavailable until the Performance Sheet data is entered. Click on 'Data' to enter the Science Performance Sheet data:

BOX: SHT-S-William Status: Requested

EventID	7	RIC	Eastern Suffolk BOCES
District	South Huntington	Building	Birchwood Intermediate School
Subject	Science	Packaging *	Box
	My Box Description	Contact Information	Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]
Created	2/20/2019 12:58:36 PM	Modified	2/20/2019 12:58:36 PM
Labeled	2/20/2019 12:58:36 PM	Confirmed On	2/20/2019 12:58:36 PM

Add a Performance Sheet

Level: 4 [Add \(+\)](#)

No entries.

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In the 'Add a Performance Sheet' section verify which grade you are adding (4th) and click 'Add (+)'. The Level will be prepopulated if there is only one grade level of tests in the box.

Appendix III

Test Administrator's Record Sheet Grade 4 Elementary-Level Science Performance Test, Form A

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. This record sheet is very important because it will be used to determine the range of correct answers by the teachers rating the test. It should be kept with the test booklets.

Test Administrator(s) _____ Date _____

School _____ School District _____

Station 1 — Measuring Objects and Liquids

Complete the measurements and calculate acceptable ranges in the table below according to the directions for each item to be measured. There will be up to ten Station 1 setups in the testing room. It is important that the directions for preparation (pages 25–26) be followed carefully so that the acceptable ranges will apply to all test setups.

Location in Student Booklet	Item to Be Measured	Actual Measurement by Administrator during Set-up	Directions for Calculating Acceptable Range	Acceptable Range for Student Responses
1a	Jar 1 inside width	____ cm (to the nearest 0.1 cm)	± 0.5 cm For example, the acceptable range for a measurement of 5.2 cm is 4.7–5.7 cm.	____ to ____ cm
1b	Jar 1 inside height	____ in (to the nearest 1/8 inch)	$\pm \frac{1}{4}$ in For example, the acceptable range for a measurement of 2 $\frac{1}{4}$ inches is 2 $\frac{1}{8}$ –2 $\frac{3}{8}$ inches; the acceptable range for a measurement of 2 $\frac{3}{4}$ inches is 2 $\frac{1}{2}$ –2 $\frac{7}{8}$ in.	____ to ____ in
2	Volume of water to line on Jar 1 (must be 65 mL)	____ mL	The acceptable range is the 10-mL interval on the beaker in which the actual measurement falls. For example, the acceptable range for a measurement of 63 mL is 60–70 mL. Note: Do not use ± 5 mL as the acceptable range. The gradations on the beaker do not allow this much precision.	____ to ____ mL
4a	Mass of Jar 2 with cover and water	____ G	± 3 g	____ to ____ g
4b	Mass of Jar 3 with cover (empty jar)	____ G	± 3 g	____ to ____ g

BOX: SHT-S-William Status: Requested			
EventID	7	RIC	Eastern Suffolk BOCES
District	South Huntington	Building	Birchwood Intermediate School
Subject	Science	Packaging *	Box
My Box Description		Contact Information	Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]
Created	2/20/2019 12:58:36 PM	Modified	2/20/2019 12:58:36 PM
Labeled	2/20/2019 12:58:36 PM	Confirmed On	2/20/2019 12:58:36 PM

Add a Performance Sheet

Level: -- Select -- Add (+)

4 Delete

Jar 1 inside width (to the nearest 0.1cm)	Jar 1 inside height (to the nearest 1/8 inch)	Volume of water to line on Jar 1 (must be 65ml)	Mass of Jar 2 with cover and water	Mass of Jar 3 with cover (empty jar)	
<input type="text"/>	<input type="text"/> 0/8	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add (+)
4 to 6	2 to 4	65 to 65	50 to 60	25 to 35	

No Data. Begin Adding Entries By Group.

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Enter the data From the Test Administrator’s Record Sheet (see the column highlighted above). OSC will calculate the acceptable ranges for student response scoring from the information you enter.

When adding 8th grade performance data notice the ‘Group’ field. This corresponds to the group line item on the record sheet.

BOX: SHT-S-Yoshio Status: Requested			
EventID	7	RIC	Eastern Suffolk BOCES
District	South Huntington	Building	Walt Whitman High School
Subject	Science	Packaging *	Box
My Box Description [REDACTED]		Contact Information	Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]
Created	2/20/2019 1:43:05 PM	Modified	2/20/2019 1:43:05 PM
Labeled	2/20/2019 1:43:05 PM	Confirmed On	2/20/2019 1:43:05 PM

Add a Performance Sheet

Level: -- Select -- Add (+)

8 Delete

Group (must match Group# on performance exam cover)	Field of View Diameter (to the nearest 0.5mm)	Length of Drosophila (to the nearest 0.5mm)	Number of legs That Are Clearly Visible	Mass (to the nearest 0.1g)	Length of One Side (to the nearest 0.1cm)	Volume (to the nearest 0.1cm ³)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add (+)
	3 to 5	1.5 to 5	4 to 6	16 to 21	2.5 to 2.5	15.6 to 15.6	

No Data. Begin Adding Entries By Group.

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**Grade 8 Intermediate-Level Science
Performance Test, Form A**

This record sheet should be completed by the person(s) administering the Performance Test. At the conclusion of the test administration, return this completed record sheet with the student test booklets to the person in charge of the testing program for the school. The information on this record sheet will be needed to accurately score the tests. Be certain to fill in both sides of this sheet completely.

Test _____ Administrator(s): _____
Date: _____

School _____ School _____
Name: _____
District: _____

Station 1: Sorting Creatures

Microscope Power and Data for *Drosophila* on Slide X

Group	Lowest Power Available on Microscope	Field of View Diameter (to nearest 0.5 mm)	Acceptable Range for Field of View (± 0.5 mm)	Length of <i>Drosophila</i> (to nearest 0.5 mm)	Acceptable Range for Length (± 0.5 mm)	Number of Legs That Are Clearly Visible	Acceptable Range for Number of Legs (± 1)
1							
2							
3							

**Grade 8 Intermediate-Level Science
Performance Test, Form A (page 2)**

Station 3: Woods and Water

Mass, Length, and Volume for Block B

Group	Mass (to nearest 0.1 g)	Acceptable Range (± 1.0 g)	Length of One Side (to nearest 0.1 cm)	Acceptable Range (± 0.1 cm)	Volume (to nearest 0.1 cm ³)	Acceptable Range (± 3.0 cm ³)	Density (to the nearest 0.1 g/cm ³)	Does Block B sink when placed in water?
1								
2								
3								

It also corresponds to the Group # on each Performance Test Booklet Cover.

PERFORMANCE TEST	TOTAL _____ (max = 50)
	Group # <u>1</u>
School _____	

Typically, there are multiple testing groups for 8th grade so it is imperative that the test booklets are labeled clearly with the group numbers entered on the Test Administrator's Record Sheet and into the OSC website. OSC will calculate the grade 8 acceptable ranges for scoring from the information you enter. The website will also prohibit you from entering fields that are out of range and will warn you if data is not "standard".

The day before scheduled Intake at ESBOCES, **OSC will take ownership of the registered boxes and they can no longer be deleted.**

The final step after registering one or more boxes is to print the box label(s). You MUST print a box label for each and every box delivered at Intake to ESBOCES. You can do this after registering one box, boxes for a single school or after registering all boxes for your district. It's up to you, but you need to be sure that you **properly affix the label to the correct box.** Please note that you can only print one label at a time.

When you select the 'Print' button a window with the representation of the box label will be displayed. Follow the directions to generate an 8.5"x11" label for the selected box (label shown on next page).

Select RIC:	Eastern Suffolk BOCES	
Select District:	South Huntington	Register Box(es)
Select Subject:	Science	
Highlight Zero Counts:	<input type="checkbox"/> YES	

Edit	Print	Science Performance Sheets	District	Building Name	Box Name	Subject	Box Number	Box Description	Packaging	Level	Standard	Outlier	Total	Request Status	Delete
 Edit	Print	DATA	South Huntington	Walt Whitman High School	SHT-S-Yoshio	Science	0		Box	8	51	1	52	Requested	<input type="checkbox"/>
															Delete



Barcode: AGT-S-Dulce
 District: Amagansett
 Building: Amagansett Public School
 Ordinary: 40
 Outlier: 0
 Breakdown: Standard Grade 4 : 20, Grade 8 : 20
 Description: test
 Contact Details: Name: Sunil Nair
 Email: sn1022@yahoo.com
 Phone: 5162815089

Please affix this label to the box.

Level:

4

Jar 1 inside width	Jar 1 inside height	Volume of water to line on Jar 1	Mass of Jar 2 with cover and water	Mass of Jar 3 with cover
6	2	65	50	26

8

Group	Field of View Diameter	Length of Drosophila	Number of legs That Are Clearly Visible	Mass	Length of One Side	Volume
A	3.5	1.5	4	17	2.5	15.6
B	3	1.5	6	17	2.5	20
C	3.5	1.5	4	17	2.5	15.6
D	3.5	1.5	4	17	2.5	15.6
E	3.5	1.5	4	17	2.5	15.6
F	3.5	1.5	4	17	2.5	15.6
G	3.5	1.5	4	17	2.5	15.6
H	3.5	1.5	4	17	2.5	15.6
I	3.5	1.5	4	17	2.5	15.6
J	3.5	1.5	4	17	2.5	15.6
K	3.5	1.5	4	17	2.5	15.6
L	3.5	1.5	4	17	2.5	15.6
M	3.5	1.5	4	17	2.5	15.6
N	3.5	1.5	4	17	2.5	15.6
O	3.5	1.5	4	17	2.5	15.6
P	3.5	1.5	4	17	2.5	15.6
Q	3.5	1.5	4	17	2.5	15.6
R	3.5	1.5	4	17	2.5	15.6
S	3.5	1.5	4	17	2.5	15.6
T	3.5	1.5	4	17	2.5	15.6

View boxes received by OSC:

Choose 'View' to view the contents of the boxes after they've been delivered at Intake to ESBOCES.

Welcome amagansett

[Logout](#)

Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>