

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.
  - Exception: Math test booklets for grades 5 – 8 MUST have the reference sheet removed. Please do not include these sheets randomly within the test booklets or in your envelope or boxes. They should be kept in-district and returned to Questar as per the instructions in the Grades 3-8 English Language Arts and Mathematics Test School Administrator’s manual.
- 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.
- Envelopes may be used for grades/districts with low enrollment.
- Please use sturdy boxes no larger than 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 [Barcode Check-In Audit](#) 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.

# Tracking of Test Booklets

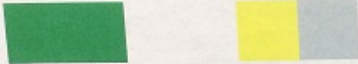
- Test booklets that cannot be scanned (**Large Print and Braille**) must be packaged in a separate envelope to facilitate hand scoring.
- Test booklets are then prepared for scanning:
  - Each test booklet is cut.
  - Groups of test booklets are jogged to remove erasures or other foreign materials.
  - 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.

# Examples of box labels



Barcode: SHB-S-Raquel  
 District: BD\_SACRED HEART  
 Building: SACRED HEART BAYSIDE  
 Ordinary: 84  
 Outlier: 0  
 Breakdown: Standard Grade 4 : 40, Grade 8 : 44  
 Description: 4th and 8th Science tests  
 Contact Details: Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Please affix this label to the box.**



17  
 SHB001S

SACRED HEART BAYSIDE

Box 1 of \_\_\_\_\_ District Count: 84  
 Hand Count: \_\_\_\_\_ Wand Count: 84  
 Un-Nested: \_\_\_\_\_ Q.C. Count: \_\_\_\_\_  
 Parent : \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 (SHB-S-Raquel) 4th and 8th Science tests

SHB001S

CheckIn Count: 84      Scan Count: \_\_\_\_\_  
 Moved To:      From:      Org Count : 84

4- 40      8- 44

Cutting LM       Jogging GP

S **Scanned** ✓ L.R.      QC **QC** ✓

Stapled

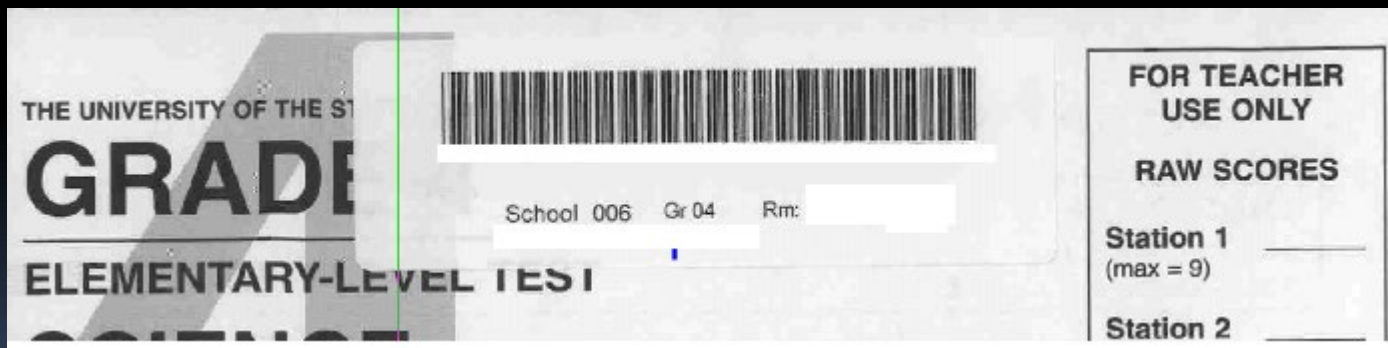
# Math & Science Translations

- If a student uses an English booklet along with a foreign language booklet to test (ie. reads the foreign language booklet but writes answers in the English booklet), only submit the booklet with the translated answers. Be sure to affix the barcode label to the booklet being submitted.
- Responses written in Spanish do not require translation.
- Please translate all responses in other foreign language test booklets to English.
  - Be aware that at times students have written foreign language responses in the English version. These responses must also be translated.



# Science 4 & 8 Writing & Performance

- Science tests must be packaged with the Written booklet nested into the Performance booklet.
- **Science Performance** booklets must have a barcode label placed on the front top center of each booklet.
- **Science Written** booklets must have a barcode label placed on the front top right corner of each booklet.



THE UNIVERSITY OF THE STATE OF NEW YORK  
**GRADE 4**  
ELEMENTARY-LEVEL TEST  
SCIENCE

School 006 Gr 04 Rm: \_\_\_\_\_

**FOR TEACHER USE ONLY**

**RAW SCORES**

Station 1 \_\_\_\_\_  
(max = 9)

Station 2 \_\_\_\_\_

# Science 4 & 8 Performance Scoring

- Copies of the completed State provided Test Administrator's Record Sheets must be included for both Grade 4 and Grade 8 so we have a reference.
- The Grade 4 record sheet can be found in the Grade 4 Science Test Manual for Administrators and Teachers, Appendix III.
- The Grade 8 record sheet can be found in the Grade 8 Science Test Manual for Administrators and Teachers, Appendix III.

# Grade 4 Record Sheet:

## 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 ten 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)	$\pm 0.5$ 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 $\frac{3}{8}$ inches is 2 $\frac{1}{8}$ –2 $\frac{5}{8}$ inches; the acceptable range for a measurement of 2 $\frac{1}{2}$ inches is 2 $\frac{1}{4}$ –2 $\frac{3}{4}$ 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. <b>Note:</b> Do <i>not</i> use $\pm 5$ 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	$\pm 3$ g	____ to ____ g
4b	Mass of Jar 3 with cover (empty jar)	____ G	$\pm 3$ g	____ to ____ g

# Page 1 of the Grade 8 Record Sheet:

## Appendix III

### Test Administrator's Record Sheet

#### 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 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 ( $\pm 0.5$ mm)	Length of <i>Drosophila</i> (to nearest 0.5 mm)	Acceptable Range for Length ( $\pm 0.5$ mm)	Number of Legs That Are Clearly Visible	Acceptable Range for Number of Legs ( $\pm 1$ )
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

# Science 4 & 8 Performance Scoring

- Test Administrator's Record sheet information must now be entered when you register your science boxes.
- Grade 4 information can be found in the 3rd column on the record sheet.
- Grade 8 information can be found in the following columns:
  - Group (page 1 column 1)
  - Field of View Diameter (page 1 column 3)
  - Length of Drosophiia (page 1 column 5)
  - Number of legs that are clearly visible (page 1 column 7)
  - Mass (page 2 column 2)
  - Length of One Side (page 2 column 4)
  - Volume (page 2 column 6)
- Be sure the information entered matches the scale and units of the measurement that is required. The web page will automatically round your entries if they don't match the required scale.

# Science 4 & 8 Performance Scoring

**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)	<span>Add (+)</span>
<input type="text"/>	<input type="text"/> <span>0/8</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4 to 6	2 to 4	65 to 65	50 to 80	25 to 35	
<span>Edit</span> 4	3.25	65	50	25	<span>Delete</span>

**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 <sup>3</sup> )	<span>Add (+)</span>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	3 to 5	1.5 to 5	4 to 6	16 to 21	2.5 to 2.5	15.8 to 15.6	
<span>Edit</span> 1	4	2	6	17	2.5	15.6	<span>Clone</span> <span>Delete</span>
<span>Edit</span> 2	3.5	2.5	5	16.9	2.5	15.6	<span>Clone</span> <span>Delete</span>

# Science 8 Performance Scoring

## SCIENCE PERFORMANCE TEST FORM A

(max = 17)

**Station 3** \_\_\_\_\_  
(max = 18)

**TOTAL** \_\_\_\_\_  
(max = 50)

Name XXXXXXXXXXXX Group # 5

- The group # filled-in on each Performance Test booklet MUST match one of the group numbers entered at pre-registration.

**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 <sup>3</sup> )	
	<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	
Edit	1	4	2	6	17	2.5	15.6	Clone <span style="float: right; color: red;">Delete</span>
Edit	2	3.5	2.5	5	16.9	2.5	15.6	Clone <span style="float: right; color: red;">Delete</span>

# Thank You!