



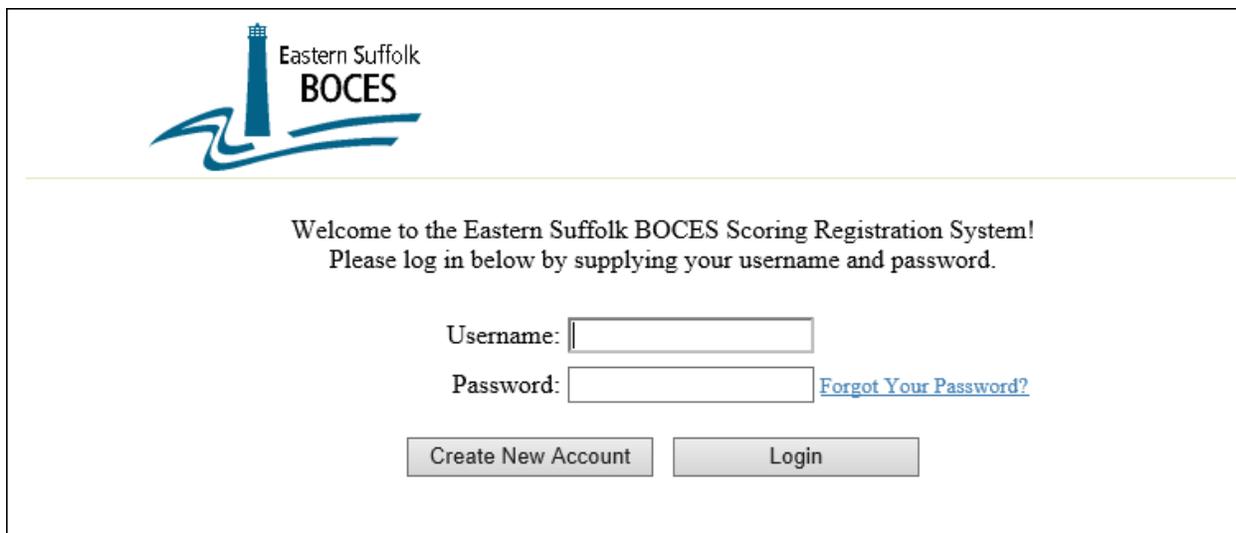
REGIONAL SCORING REGISTRATION USER GUIDE

EASTERN SUFFOLK BOCES

UPDATED 12/12/2019

Welcome to the Eastern Suffolk BOCES Scoring Registration System located at scoring.esboces.org

The first screen you will see is the log-on screen.



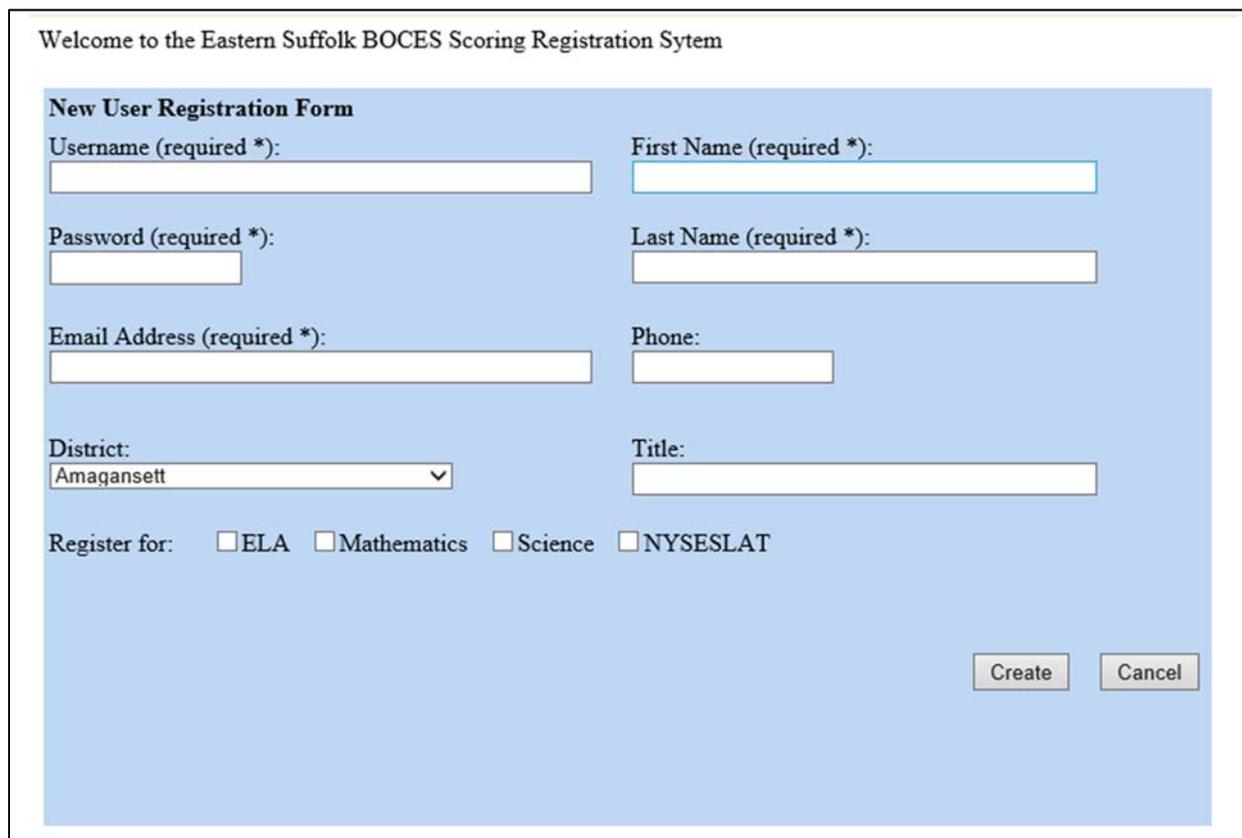
The screenshot shows the login interface for the Eastern Suffolk BOCES Scoring Registration System. At the top left is the BOCES logo, which consists of a stylized blue wave and a lighthouse tower. To the right of the logo, the text "Eastern Suffolk BOCES" is displayed. Below the logo and text, a yellow horizontal line separates the header from the main content. The main content area contains the following elements:

- A welcome message: "Welcome to the Eastern Suffolk BOCES Scoring Registration System! Please log in below by supplying your username and password."
- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field and a blue link labeled "Forgot Your Password?".
- Two buttons: "Create New Account" and "Login".

If you're already registered, you can enter your username and password. If you've forgotten your password, just click on the **Forgot Your Password** link, enter your username and a new password will be emailed to the email address on file.

If you don't have a username, click on the **Create New Account** button and it will take you to the following screen to create a new account:

Enter a user name (of your choosing), your first name, last name, a password, your email address and phone number. Then select your district from the drop-down and enter your title. Then select one (or more) subjects that you will be registering for. Then click on the Create button and, if successful, you will be returned to the log-on screen. You can then enter the user name and password you just created.



The screenshot shows the "New User Registration Form" for the Eastern Suffolk BOCES Scoring Registration System. The form is titled "New User Registration Form" and is set against a light blue background. It contains the following fields and options:

- Username (required *):** A text input field.
- First Name (required *):** A text input field.
- Password (required *):** A text input field.
- Last Name (required *):** A text input field.
- Email Address (required *):** A text input field.
- Phone:** A text input field.
- District:** A dropdown menu with "Amagansett" selected.
- Title:** A text input field.
- Register for:** A group of four checkboxes: ELA, Mathematics, Science, and NYSESLAT.
- At the bottom right, there are two buttons: "Create" and "Cancel".

After successfully logging in, you will be brought to the following home screen:

The screenshot shows the home screen of the Eastern Suffolk BOCES Scoring Registration System. At the top left is the Eastern Suffolk BOCES logo. To its right are 'Home' and 'Back' buttons. In the top right corner, it says 'Welcome, John Smith' and has a 'Log Out' link. The main heading is 'Welcome to the Eastern Suffolk BOCES Scoring Registration System!'. Below this, the 'School Year' is set to '2019-2020'. There are two dropdown menus: 'District' set to 'Amityville' and 'Subject' set to 'ELA'. Under 'Registration Progress', there is a blue box labeled 'In Progress' and a grey button labeled 'Scoring Registration'. Under 'Intake Preferences Progress', there is a blue box labeled 'Not Started' and a grey button labeled 'Intake Preferences'. A blue link for 'Required Test Coordinator Meeting' is centered below the buttons. At the bottom, there is a 'Change Password' link. The footer contains copyright information and links for 'Home', 'FAQ', 'Support', 'Eastern Suffolk BOCES', and 'Regional Scoring Website'.

The School Year and your district will be displayed and cannot be changed. There is also a link to Data Central to register for the required Test Coordinator meeting and a link to change your password.

To register for scoring, select a Subject, then click the **Scoring Registration** button. You will be taken to the following registration screen where you will enter the number of Paper-Based Tests (PBT) and Computer-Based Tests (CBT) tests and your main and additional scoring contacts.

You will also see the district's Registration and Intake Preferences progress for the selected subject. It will show 'Not Started' if nothing has been entered, 'In Progress' if some information has been entered, and 'Completed' if the corresponding forms have been printed.

The CBT and PBT prices will be displayed:



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Welcome,
John Smith
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ELA Full Service Vendor Scoring 2020

District

Test Name	# Of CBT Tests	CBT Price	# Of PBT Tests	PBT Price	Total # Of Tests	Total Cost
ELA Grade 3		13.79		14.83		0.00
ELA Grade 4		13.79		14.83		0.00
ELA Grade 5		13.79		14.83		0.00
ELA Grade 6		13.79		14.83		0.00
ELA Grade 7		13.79		14.83		0.00
ELA Grade 8		13.79		14.83		0.00
Totals:	0		0		0	0.00

Scoring Contact**	Address, City & Zip	Telephone #	Email Address

Additional Contacts:

	Name	School Phone	Email Address	Position	Cell Phone
Delete					
Delete					
Delete					
Delete					

You can enter the number of CBT (ELA and Math) and PBT tests by clicking on one of the cells in the grid:

Test Name	# Of CBT Tests	CBT Price	# Of PBT Tests	PBT Price	Total # Of Tests	Total Cost
ELA Grade 3	100	13.79	50	14.83		0.00 Cancel
ELA Grade 4		13.79		14.83		0.00
ELA Grade 5		13.79		14.83		0.00
ELA Grade 6		13.79		14.83		0.00
ELA Grade 7		13.79		14.83		0.00
ELA Grade 8		13.79		14.83		0.00
Totals:	0		0		0	0.00

When you click another row, the total number of tests and the total cost will be calculated:

Test Name	# Of CBT Tests	CBT Price	# Of PBT Tests	PBT Price	Total # Of Tests	Total Cost
ELA Grade 3	100	13.79	50	14.83	150	2120.50
ELA Grade 4		13.79		14.83		0.00 Cancel
ELA Grade 5		13.79		14.83		0.00
ELA Grade 6		13.79		14.83		0.00
ELA Grade 7		13.79		14.83		0.00
ELA Grade 8		13.79		14.83		0.00
Totals:	100		50		150	2120.50

For Science, you can enter the number of PBT tests for Written Only or Written & Performance, but not both:

Test Name	# Of PBT Tests	PBT Price	Total Cost
Science 4 Written Only	50	13.43	671.50
Science 8 Written Only	25	13.43	335.75
Science 4 Written & Performance		18.30	0.00
Science 8 Written & Performance		18.30	0.00
Totals:	75		1007.25

or

Test Name	# Of PBT Tests	PBT Price	Total Cost
Science 4 Written Only		13.43	0.00
Science 8 Written Only		13.43	0.00
Science 4 Written & Performance	50	18.30	915.00
Science 8 Written & Performance	25	18.30	457.50
Totals:	75		1372.50

Enter Name, Address, Telephone Number and Email Address of the main scoring contact (required):

Scoring Contact**	Address, City & Zip	Telephone #	Email Address	
Mary Jones	0 Main Street, Anywhere	631-234-5678	mjones@any.k12.org	Cancel

Enter the Name, School Phone, Email, Position and Cell Phone of any additional scoring contacts:

Additional Contacts:					
	Name	School Phone	Email Address	Position	Cell Phone
Delete	Kevin Thomas	456-123-7890	kthompson@any.k12.us	ELA Scoring Leader	987-123-4560
Delete	Diane Rogers	789-456-1230	drogers@any.k12.us	ELA Chair	321-654-9870
Delete					
Delete					

For Math and Science, you will have the option to check the grades for each language for which you will need translation services. (Click the page numbers below the grid (2, 3) for additional languages):

Translation services required?

Yes (to be billed at actual cost) No

Code	Language	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ALB	Albanian	<input type="checkbox"/>					
AMH	Amharic	<input type="checkbox"/>					
ARA	Arabic	<input type="checkbox"/>					
BUR	Burmese	<input type="checkbox"/>					
CHI	Chinese	<input type="checkbox"/>					
FAS	Farsi	<input type="checkbox"/>					
FRE	French	<input checked="" type="checkbox"/>					
GER	German	<input type="checkbox"/>					
GRE	Greek	<input type="checkbox"/>					
HAT	Haitian Creole	<input type="checkbox"/>					

[1](#) [2](#) [3](#)

There will be an additional option for the NYSESLAT exams. You will have a choice of Full Service or Regional scoring:



Welcome,
John Smith
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Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2019-2020

District:

Subject:

Full Service Regional

[Required Test Coordinator Meeting](#)

For NYSESLAT Full Service you will enter the number of tests and the Total Cost will be calculated.



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NYSESLAT Full Service Grades K-12 Scoring 2020

District

Test Name	# Of PBT Tests	PBT Price	Total Cost
NYSESLAT Gr. K	50	14.83	741.50
NYSESLAT Gr. 1-2	<input type="text" value="0"/>	14.83	0.00 Cancel
NYSESLAT Gr. 3-4		14.83	0.00
NYSESLAT Gr. 5-6		14.83	0.00
NYSESLAT Gr. 7-8		14.83	0.00
NYSESLAT Gr. 9-12		14.83	0.00
Totals:	50		741.50



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Welcome to the Eastern Suffolk BOCES Scoring Registration System!

School Year: 2019-2020

District:

Subject:

Full Service Regional

Scoring Registration

Intake Preferences

[Required Test Coordinator Meeting](#)

For Regional Scoring, the Total Cost and Number of Teachers Required will also be calculated:

Test Name	# Of PBT Tests	PBT Price	Total Cost	# Of Teachers Needed	# Of Teachers Required
NYSESLAT Gr. K	50	9.96	498.00	2.0 /100 per day	1
NYSESLAT Gr. 1-2	50	9.96	498.00	2.0 /100 per day	1
NYSESLAT Gr. 3-4	40	9.96	398.40	2.5 /100 per day	1
NYSESLAT Gr. 5-6	40	9.96	398.40	2.5 /100 per day	1
NYSESLAT Gr. 7-8	25	9.96	249.00	4.0 /100 per day	1
NYSESLAT Gr. 9-12	25	9.96	249.00	4.0 /100 per day	1
Totals:	230		2290.80		6

After the number of tests have been entered, click the **Add Teachers** button and a grid with the number of rows equal to the number of teachers required will be displayed:

Teachers:

	ID	Name	Building	Email	K	1-2	3-4	5-6	7-8	9-12
Delete	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	2				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	3				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete	6				<input type="checkbox"/>	<input checked="" type="checkbox"/>				

A different teacher can be entered for each grade level:

Teachers:										
	ID	Name	Building	Email	K	1-2	3-4	5-6	7-8	9-12
Delete	1	John Smith	Primary School	jsmith@any.k12.us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	2	Mary Jones	Primary School	mjones@any.k12.us	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	3	Robert Jackson	Elementary School	rjackson@any.k12.us	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	4	Karen Thomas	Middle School	kthomas@any.k12.us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	5	Michael Johnson	Junior High	mjohnson@any.k12.us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete	6	Linda Green	High School	lgreen@any.k12.us	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Or the same teacher can score multiple levels:

Teachers:										
	ID	Name	Building	Email	K	1-2	3-4	5-6	7-8	9-12
Delete	1	John Smith	Primary School	jsmith@any.k12.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	2	Robert Jackson	Elementary School	rjackson@any.k12.us	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	3	Michael Johnson	Junior and Senior HS	mjohnson@any.k12.us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	4				<input type="checkbox"/>					
Delete	5				<input type="checkbox"/>					
Delete	6				<input type="checkbox"/>					

For all subjects, when you have completed your entries, click the Save and Print button on the bottom of the screen to print the form to be signed by your superintendent. Nassau and Western Suffolk Districts must also send a copy of the cross contract, which will be populated and printed, along with your registration. If you're not finished with your registration, click the Save and Exit button and your entries will be saved so you can finish at a later time. DO NOT click the back button or close the browser as your entries will NOT be saved.

Save and Exit

Save and Print

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After clicking Save and Print, you will be brought to the following screen:

Subject Registration

Thank you for completing this form.
Please note: Your registration is not complete.
Superintendent signed forms, and cross contracts if applicable,
must be received by February 28th and sent to scoring@esboces.org.

If the number of tests total 100 or less, you will see the following message regarding the Assessment Courier Service (if eligible):

Based on your number of tests (100 or less), you're eligible for our Assessment Courier Service.

Would you like to use this service? Yes No

If you wish to use the service, click 'Yes' and do not fill in a time for this subject on the Intake Preference Form. If not, click 'No'.

Based on your number of tests (100 or less), you're eligible for our Assessment Courier Service.

Would you like to use this service? Yes No

**Thank you! Do not enter a time for this subject on the Intake Preference Form
and someone from the Assessment Office will contact you.**

After the Registrations have been completed, click on the **Intake Preferences** button on the home screen to enter your Intake Date preferences for each subject.

Enter a time between 8:30am and 3:00pm. Check the Day Before option if you would like to drop off your assessments the afternoon of the day before, if available.

Intake Preference Form

District

Preferred Intake Drop-off Times per Subject Area

Fill in time preference below

Please note that time preference is not guaranteed.

A separate schedule confirming your district's intake times will be distributed after the registration period closes.

Intake Subject	Time Preference (8:30am - 3:00 pm ONLY)	Day Before (if available)
ELA - April 3, 2020	1:00	<input checked="" type="checkbox"/>
Math - April 30, 2020	1:30	<input checked="" type="checkbox"/>
NYSESLAT - May 18, 2020	2:00	<input checked="" type="checkbox"/>
Science - June 4, 2020	2:30	<input type="checkbox"/>

*New this year: Enter the name, phone number and email address of the person who will be delivering the boxes. Also indicate which subject(s) they will be delivering.

There can be a different delivery agent for each subject:

New this year: We are asking for the actual person delivering the boxes (Delivery Agent). This can be modified as needed.

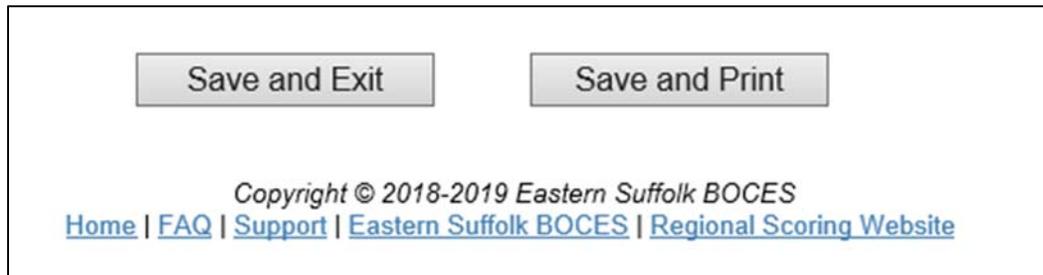
Delivery Agent	Phone Number	Email Address	ELA	Math	Science	NYSESLAT
Peter Parker	(631) 123-4567	pparker@district.k12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Smith	(631) 234-5678	jsmith@district.k12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Jones	(631) 345-6789	jjones@district.k12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joe Carter	631-123-4567	jcarter@district.k12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Or multiple subjects for the same delivery agent:

New this year: We are asking for the actual person delivering the boxes (Delivery Agent). This can be modified as needed.

Delivery Agent	Phone Number	Email Address	ELA	Math	Science	NYSESLAT
Jane Smith	(631) 234-5678	jsmith@district.k12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joe Carter	631-123-4567	jcarter@district.k12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you have completed your entries, click the Save and Print button on the bottom of the screen to print the Intake Preferences Form for your records and to share with delivery agent and staff involved in packaging the tests. If you're not finished with your entries, click the Save and Exit button and your entries will be saved so you can finish at a later time. DO NOT click the back button or close the browser as your entries will NOT be saved.



The image shows a screenshot of a web interface. At the top, there are two buttons: "Save and Exit" on the left and "Save and Print" on the right. Below the buttons, the text reads "Copyright © 2018-2019 Eastern Suffolk BOCES". At the bottom, there are four navigation links: "Home", "FAQ", "Support", and "Regional Scoring Website", all in blue text.

If you have any technical questions, please contact Kathy Twomey at ktwomey@esboces.org.

If you have any questions related to Regional Scoring, please contact Danielle Hudek at (631) 244-4010 or email scoring@esboces.org.