



Full Service Scoring 2017-18

N.Y.S. 3-8 ELA, Math, Science & NYSESLAT

Public School Test Booklet

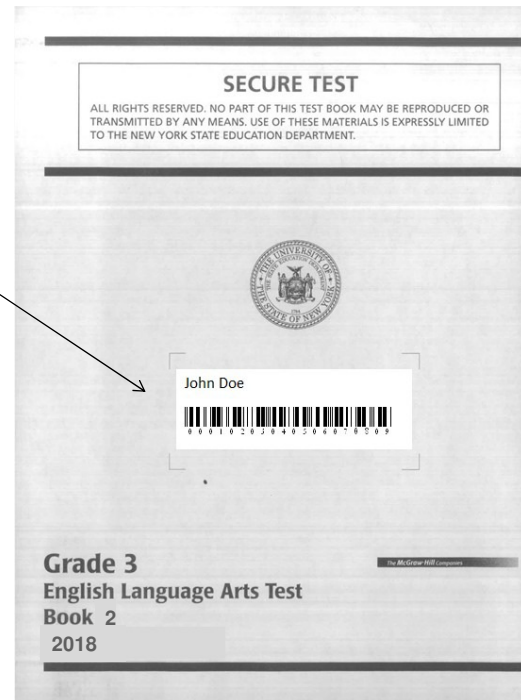
Packaging and Delivery Instructions

Packaging Materials

- Booklet Box contents
 - NYS Test Booklets - ELA & Math Book 2 Only
 - In one set of boxes by building by grade
 - Special case booklets in manila envelopes
 - Header Sheet for each box
- Answer Sheets
 - In a separate box with transmittals

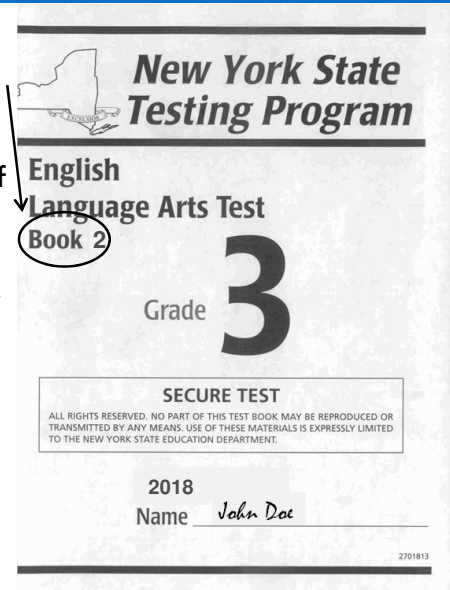
Preparing Materials ELA / Math

Make sure the correct student identification label/barcode is affixed in the proper location on the back cover of each test booklet



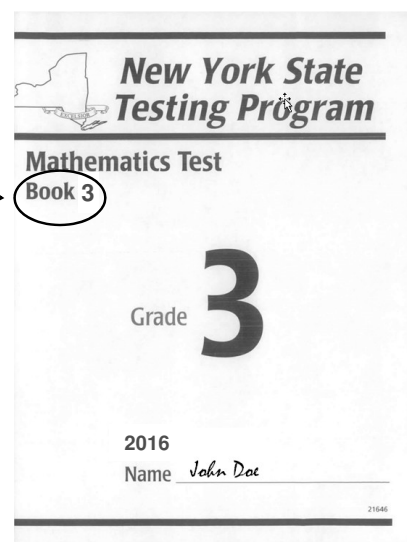
Preparing ELA Test Booklets

- Test Booklet 1 should **NOT** be packed in the boxes for delivery. They should remain with you.
- You are only returning the book 2 for each student.
- Place booklets in supplied rubber bands in packs of 25 students (25 booklets) each.
 - If you have a bunch that is less than 25 place a post-it note on top with the actual count so it can be counted / checked in appropriately.
- If a student did NOT take Book 2 and it is blank please do not submit it. Just make sure the answer sheet absent or reason not tested bubble(s) are filled out.



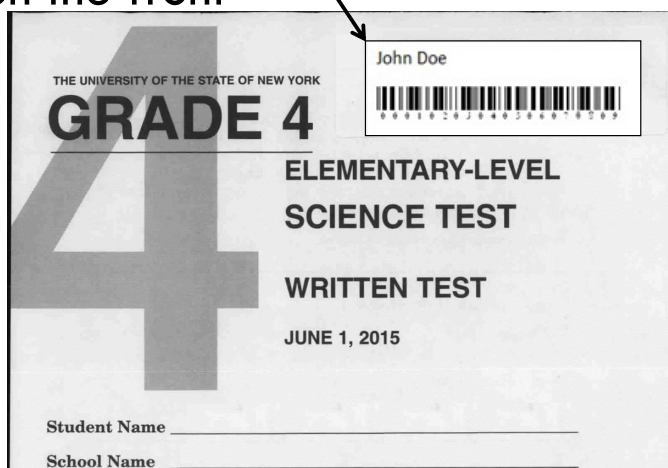
Preparing Math Test Booklets

- Test Booklet 1 should **NOT** be packed in the boxes for delivery. They should remain with you.
- You are only returning the book 2 for each student.
- Place booklets in supplied rubber bands in packs of 25 students (25 booklets) each.
 - If you have a bunch that is less than 25 place a post-it note on top with the actual count so it can be counted / checked in appropriately.
- For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
- If a student did not take book 2 please do not submit their book. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.



Preparing Materials Science

- Make sure the correct student identification label/barcode is affixed in the proper location on the top right corner on the front of the booklet



Preparing Science Test Booklets

- You are returning the Written Booklets only.
- Place booklets in rubber bands in packs of 25 students each.
 - If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted / checked in appropriately.
- If a student did NOT take the Written Book please do not submit it. Make sure the answer sheet absent or reason not tested bubble is filled out.
- Since you are scoring the Performance Booklets yourself this year you must bubble that section of the answer sheets before returning them to our center.

THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8

School 999 Gr 08
000009031 -

**INTERMEDIATE-LEVEL
SCIENCE TEST**

WRITTEN TEST

JUNE 1, 2015

Student Name _____
School Name _____

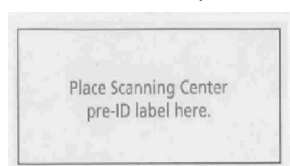
The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.
The questions on this test measure your knowledge and understanding of science. The test has two parts. Both parts are contained in this test booklet.
Part I consists of 45 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.
Part II consists of 39 open-ended questions. Write your answers to these questions in the spaces provided in this test booklet.
You may use a calculator to answer the questions on the test if needed.
You will have two hours to answer the questions on this test.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Preparing Materials NYSESLAT

Make sure the correct student identification label/barcode is affixed in the top label box on the back cover of each student's Session 1, 2 & 3 Booklets.




John Doe

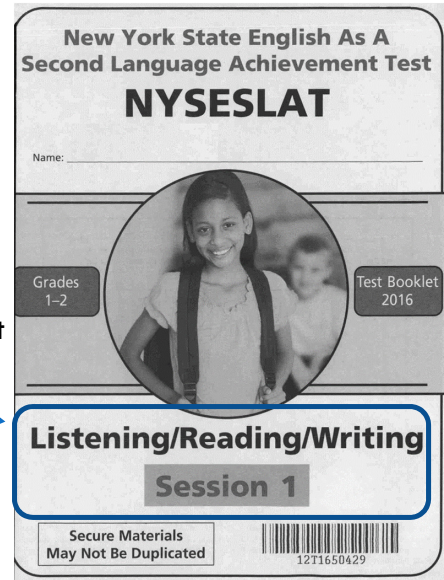
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THE UNIVERSITY OF THE STATE OF NEW YORK
STATE EDUCATION DEPARTMENT

NYSESLAT 1-2 LRW Session 3

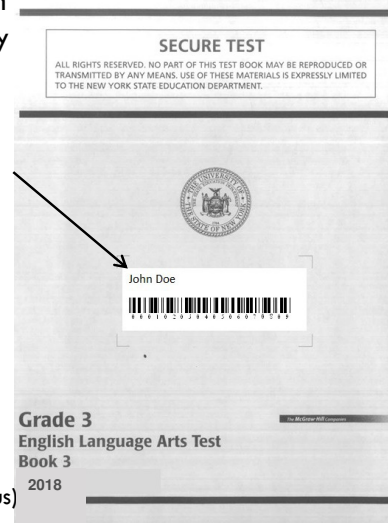
Preparing NYSESLAT Test Booklets

- Place “Listening/Reading/Writing” Session booklets 1, 2 & 3 one after another for each student.
 - Example John Smith book 1, 2, 3, Sara Samson book 1, 2, 3 etc.
- Place booklets in rubber bands in packs of 25 students (75 booklets) each.
 - If you have a group that is less than 25 place a post-it note on top with the actual count so it can be counted / checked in appropriately.
- If a student did NOT take all three Booklets please do not submit any of them. Make sure however that the answer sheet absent, refused or reason not tested bubble(s) are filled out.
 
- If a student took 1 or more of the booklets you must submit all 3.
- Special Note – Kindergarten: Only the Writing booklet 1 is submitted.




Missing Bar-Code Labels

- When we run our late printing of answer sheets we will also run Bar-Code labels so keep your data updated in L1 and you may get the labels you are looking for.
- Any booklets without Bar-Code Labels will require special handling as follows:
 - Make sure the students information is added to Level 0 / Level 1 (Demographics and Enrollment, Program Services)
 - Prior to booklet drop off email Todd Moore tmoores@lhric.org with a list containing:
 - Exam (ELA 3)
 - Student ID
 - How you would like them printed
 - PDF on your FTP site (Avery 5162 or reuse label sheets from us)
 - Printed on label paper and picked up or mailed
 - Flag these students booklets at the top of the booklet stack / Box so they can be address before they are checked in.



PACKAGING Test Booklets

- Package tests by building in individual box(es) unless small enough to fit in one box.
 - Place the rubber banded test booklets groups in the carton.
 - Any booklets requiring special handling (scribes, word processing, large print, Braille).
 - Separate these “outlier” booklets and place them at the top of the box in manila folders by grade
 - Tape a special case tracking sheet to each folder
 - Other language books should be rubber banded separately
 - All Spanish version banded together
 - All other language versions banded together
 - **Identify contents on each box using a Header Sheet either on top or inside each box.**
 - **Please utilize sturdy cartons that can handle the weight.**
- 



Special Case Tracking Sheet

NOTE: Please adhere this to the outside of the Special Case envelope.

*Subject: _____ *Grade: _____

*# of Special Case Students in envelope: _____

*District: _____

Building: _____

Special Case

[illegible]

Word Processing & Scribed Exams

- Students who used a word processor to complete the assessment:
 - Please make a copy of the word processed responses
 - Cut and tape them into the response area for the correct question numbers
 - Students may have written wrong numbers in their word document.
 - Please staple a 2nd copy of the sheets of paper to the back cover of the booklet with a single staple)
- Students who utilized a scribe to complete the assessment
 - Please transcribe student responses into the response area for the correct question numbers
 - Staple the sheets of paper used for dictation to the back cover with a single staple

PACKAGING Answer Sheets

- Package answer sheets as you always have
- Separate them by grade level with any special case bubbles and extra sheets on top.
- Make sure extra sheet students are in the DW
- They will be scanned while you are waiting.
- Since you are participating in Full Service scoring:
 - You do not need to fill out or verify any Constructed response bubbles.
 - You do not need to fill in the model code on the back of your answer sheets.



DELIVERY & Pickup

- Boxes will be delivered to LHRIC offices at:
 - 450 Mamaroneck Ave., Harrison, NY
 - Delivery will be at the loading dock of the building on the 1st floor.
 - A district representative must remain on site while the cartons and their contents are verified and checked in.
 - Keep answer sheet box(es) separate from booklet boxes.
 - A receipt will be given to the district

Box Registration

<http://status.oscworld.com> -> Choose "Box Registration for Full Service Scoring"



Ease Check-In Log In	
User Name *	<input type="text"/>
Password *	<input type="password"/>
<small>password is case sensitive.</small>	
<input type="button" value="Log In"/>	

Welcome lhric

[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"/>

Box Registration

Welcome Ihric [Logout](#)

[<< Back](#) [HELP](#)

Select RIC:

Select District:

Select Subject:

Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Standard	Outlier	Total	Delete
No boxes registered.											

Box Registration

Welcome Ihric [Logout](#)

[<< Back](#) [HELP](#)

Register Multiple Boxes

RIC:	LHRIC
District:	Edgemont UFSD
Subject:	English Language Arts
Has Existing Boxes?	No.

Select a Building:

I have a separate box for:

☐ Grade 3 ☒ Grade 6

☐ Grade 4 ☒ Grade 7

☐ Grade 5 ☒ Grade 8

No Buildings Added.

Box Registration

BOX 3 - GREENVILLE SCHOOL Box gr 8 Delete Box?						
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille	
Grade: 8	100	1	1			Delete Grade?
BOX 2 - GREENVILLE SCHOOL Box gr 7 Delete Box?						
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille	
Grade: 7	105					Delete Grade?
BOX 1 - GREENVILLE SCHOOL Box gr 6 Delete Box?						
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille	
Grade: 6	110					Delete Grade?

Box Registration

Welcome lhric [Logout](#)

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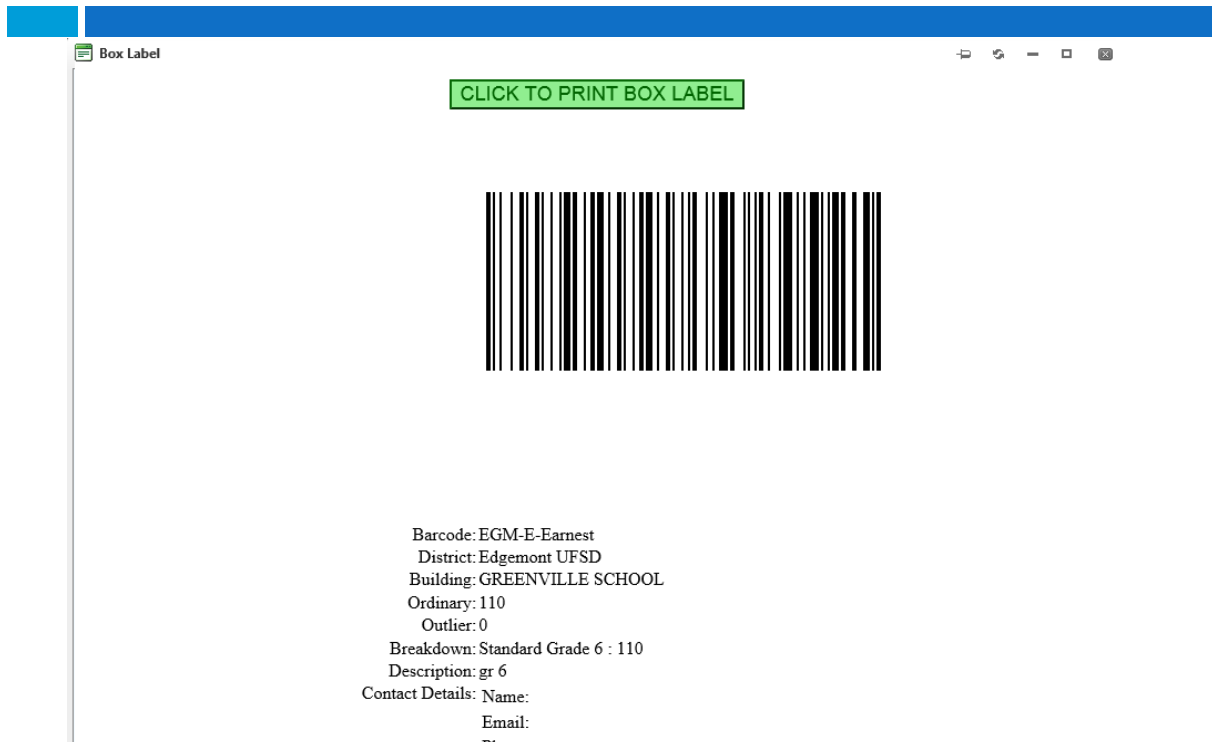
Select RIC: LHRIC Register One Box

Select District: Edgemont UFSD Register Multiple Boxes

Select Subject: English Language Arts

Edit	Print	District	Building Name	Box Name	Subject	Box Description	Packaging	Standard	Outlier	Total	Delete
Edit	Print	Edgemont UFSD	GREENVILLE SCHOOL	EGM-E-Earlest	English Language Arts	gr 6	Box	110	0	110	<input type="checkbox"/>
Edit	Print	Edgemont UFSD	GREENVILLE SCHOOL	EGM-E-Early	English Language Arts	gr 7	Box	105	0	105	<input type="checkbox"/>
Edit	Print	Edgemont UFSD	GREENVILLE SCHOOL	EGM-E-Earley	English Language Arts	gr 8	Box	101	1	102	<input type="checkbox"/>
											Delete

Box Registration



Online Material Available

- www.lhric.org/fullservicescoring
 - Link to barcode box label creation tool
 - www.status.oscworld.com -> choose "Box Registration for Full Service Scoring"
 - Packing instruction videos
 - This recorded webinar (will be uploaded early next week)
 - This PowerPoint handout

CONTACT INFORMATION

- Test Scoring Team – (914) 592-4203 x 3001

Manager

- Todd Moore

Team

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- Teniade Odama

