

**Please Distribute to ALL staff associated with  
3-8 ELA & Math ADMINISTRATION & SCORING**

**This Box Contains:**

- Return packaging instructions
- Class lists
- *EXTRA Student Answer Documents*
- Preprinted Student Answer Documents – Confirm Student Information.
- For Online Scoring Districts ONLY- barcode labels and directions
- For NON-PUBLIC schools only – a preprinted shipping label is enclosed

**Alert Testing Coordinator If Error(s)**

**Use the *class list* to communicate updates**

- Add the names of all students using the *EXTRA Student Answer Documents* on the appropriate class list, **verify the accuracy of the Student ID numbers.**
- Indicate “*reason not tested*” if applicable (e.g. absent, refused, admin error, not enrolled, medically excused, taking NYSAA, NYSESLAT)

**Answer Document Do’s & Don’ts**

- **BOOK FORM ID MUST BE FILLED IN**
- **All Constructed Response Scores are required and must** be bubbled on each student answer document in order to calculate a final score.
- Scoring Model Code (ELA/Math) must be bubbled on all student answer documents except if you participate in Vendor Scoring.
- If applicable, bubble student “*testing accommodations*,” “*reason not tested*” & “*alternate language*” on student answer documents.
- Use an *EXTRA Student Answer Document* **ONLY** if a pre-printed document is not available or useable. Write Student ID in area provided on all **used** *EXTRA Student Answer Documents*.

## Returning the Materials

- Complete the Nassau BOCES **Count Sheet** and indicate the total number of **used** student answer documents. **DO NOT return Examination Booklets.**
- **Please use only pre-labeled Nassau BOCES Test Scoring boxes** to return examination materials.
- **Do not allow** individual school buildings to package or return answer documents separately.
- **Please do not return unused EXTRA Student Documents to Nassau BOCES**
- **Multi Sheet Student Answer Documents:**
  - Create a **separate stack** for SHEET 1 and for SHEET 2.
  - Provide a **total count for each sheet** on the Nassau BOCES Count Sheet for Student Answer Documents, **the counts must match.**
  - Place a **blank** sheet of paper in between stack of SHEET 1 and stack of SHEET 2 before placing items in the box.

- **Public Schools**

All boxes **MUST BE HAND DELIVERED** to:

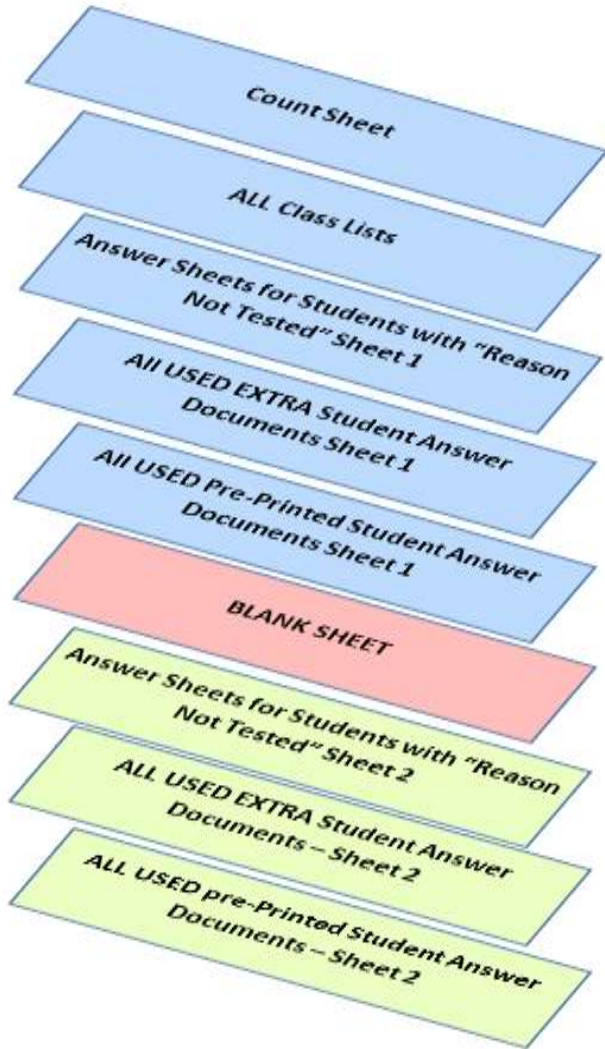
Nassau BOCES  
Robert E. Lupinski Center  
Test Scoring Department  
ONE Merrick Avenue  
Westbury, New York 11590

- ***Non-public schools ONLY -use the pre-paid UPS shipping label included with your student answer sheets.***

### When Nassau BOCES receives the Student Answer Documents

- They will be machine-counted and that total will be compared to your district's count.
- If there is a discrepancy that cannot be rectified immediately, the Student Answer Documents **will not be** accepted by Nassau BOCES.

**Preparation of boxes for packaging *Student Answer Documents* to be scanned at Nassau BOCES**



Please stack each Grade Level together.  
 (Non Public)

**Summary**

**Place all Student Answer Documents in the SAME Direction.** These do not have to be in alpha/class order.

- Separate Sheets 1 & 2 (if applicable) creating a stack for each sheet. Place the student answer sheets in the box(es) following the diagram to the left.
- Add the class lists (rosters) and completed Count Sheet to the top of the stack as shown.
- Return the sheets to Nassau BOCES on or before the due date indicated.
- Update the Student Information System and level 0 with all additional students and corrections, and make sure data is pushed to level 1.

**\*\*\*For Non-Public Schools:\*\*\***

*Each grade must be scanned separately. To expedite the scanning process, please attend to the following in addition to the directions above:*

- *Stack all grade levels separately - do not put all sheet 1's together or all sheet 2's together from multiple grade levels.*
- *Place a sheet of paper in between grades.*



## COUNT SHEET

### 3-8 NYSTP ANSWER DOCUMENTS

|                           |                  |
|---------------------------|------------------|
| District _____            | Date _____       |
| Testing Coordinator _____ |                  |
| Phone Number _____        | Fax Number _____ |

**Please Complete this Count Sheet and Sign Checklist on Reverse**

Please enter a **count** for each sheet. This will allow us to accurately track answer sheets.

1. School Count indicates the number of sheets counted by the school.
2. BOCES Count must match the school count. If there is a discrepancy that cannot be rectified immediately, BOCES will not accept the test.

| GRADE   | School Count |                      | BOCES Count |                      |
|---------|--------------|----------------------|-------------|----------------------|
|         | Sheet 1      | Sheet 2<br>Math Only | Sheet 1     | Sheet 2<br>Math Only |
| Grade 3 |              |                      |             |                      |
| Grade 4 |              |                      |             |                      |
| Grade 5 |              |                      |             |                      |
| Grade 6 |              |                      |             |                      |
| Grade 7 |              |                      |             |                      |
| Grade 8 |              |                      |             |                      |

**Complete this Check List and Please Sign**

|  |  |
|--|--|
|  | No notes, post its, staples, rubber bands or paper clips on the student answer sheets  |
|  | No Xerox copies in this package  |
|  | Reviewed Class List with Corrections and included in the box.  |
|  | Verified all constructed response items have been bubbled.   |
|  | Verified that the Scoring Model Code (ELA/Math) is bubbled on all Student Answer Documents - <i>where applicable</i> .   |
|  | Verified that students using <i>EXTRA Student Answer Documents</i> and any necessary corrections have been entered into the Student Management System and in Level 0 and pushed to Level 1.                            |
|  | Verify that all “ <i>reasons not tested</i> ” have been bubbled.   |
|  | Packaged all <b>USED</b> <i>EXTRA Student Answer Documents</i> and <b>Reason Not Tested</b> sheets on top of the pre-printed <b>used</b> student answer documents.<br><b>Sheet 1’s together and Sheet 2’s together</b> |
|  | <b><u>DO NOT pack UNUSED</u></b> <i>Extra Student Answer Documents</i> or Test Booklets  |
|  | Pack in original box(es) sent by BOCES   |
|  | All Correspondence with your BOCES Testing Coordinator is packed on the top.   |
|  |  |

Packed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_