

July 12, 2022



# Nassau BOCES Regional Summer School

Test Scoring



# Important Dates

- July 21, 2022 – Student files and ASOFT orders due to Nassau BOCES.
- Week of Aug 8th– Notification will be sent regarding answer sheet pickup.
- August 16<sup>th</sup> & 17<sup>th</sup> - Regents exams administered.
- Scoring & Scanning immediately following exams.
- ASAP reports will be available within 24 hours of scanning.

# As in the past . . .

- **Testing Students Enrolled in Other Schools**
  - Students enrolled in a high school other than the school in which an exam is to be administered
    - **Must** provide the test site administrator with **written permission** from their **home school principal** before being admitted to a State exam.
    - The test site administrator **must retain** the written permission from the home school administrator for a minimum of one year from the date of testing.
    - The school administering the exam **must require** that students from other schools provide **adequate prior notice** and present satisfactory **personal identification**.
    - The school **may establish** its own policy with regard to charging nonresident students a reasonable fee to cover administrative and rating costs.

# Testing Students Enrolled in Other Schools

- **The Home School **Must**** contract with Nassau BOCES and enter student data in Level 0/1. Otherwise the school will not receive student scores. Schools that DO NOT contract with us are Kellenberg & Chaminade. St. Anthony's and any Yeshiva schools contract with Eastern Suffolk BOCES.
- The summer school **testing location** is responsible for creating the file needed to create the answer sheets. This file should contain the student's HOME SCHOOL BEDs code and ID. Please do not use "summer school ID's".
- We cannot print sheets for schools that don't contract with us.

# For Every Student Enrolled In Summer School, and For Every “Walk-in” You Will Need:



- Student’s Last Name
- Student’s First Name
- Student’s “**Local ID**” – must be 9 digits
- Student’s Home School Location code (building)
- Student’s Home District BEDS Code or Private School Institution Code (ie. 800#####)
- Grade Level of the student as of 2022-23
- The Regent’s exam State Course Code the student will be taking

# Student/Course File

## Some Basic Rules

- Do not assign “PRETEND ID’s” the student ID must be the student’s **home school** ID!!!
- Create a separate file for each type of Regents exam.
- If a student is taking more than one Regents exam, The student will be listed on separate files for each exam.
- DistrictCode: NY280#### (Pubs) or 800##### (Non-Pubs)
- If a student’s or teacher’s name contains a **comma** (Doe, Jr.), the name has to be in **quotes**. Example: “Doe, Jr.”.

# Student/Course File

## Some Basic Rules

- GradeLevel must be 2 digits
- Do not change the headings. They should be EXACTLY as in the sample
- If you have co-teachers, both names can be listed in the teacher field (Smith/Jones). Do not exceed 30 characters.  
**Do not use a comma to separate names.**
- The StateCourseCode identifies the test to be printed within the printing program. It must have the leading 0 or it will not print. The CC or NF in a course code must be upper case.

# Working in Excel – Final Save is .csv

- Follow the Sample File.
- Format cells as text before starting. This will keep the leading zeros.
- Or you can custom format after you are done.  
Directions to follow.
- Enter all the student information.
- Remove extra rows.
- Save as a .CSV





## How to insert leading 0's, fix the date and Concatenate cells:

1. Highlight the column
2. Right click
3. Format Cell
4. Custom (bottom of the list)
5. Take out "general" in the "Type" box
6. Type in 9 0's – 000000000 for student ID, 4 or 6 0's for the location code, 5 0's for state course code.
7. For the calendar type in yyyy-mm-dd
8. **=CONCATENATE(B2," ",A2)** Or **=B1&" " &A1**
9. Copy and paste cell into new column and delete other cells using the "Values Paste Option (123)"



# The Regents File Non-Public

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
80011111	011111	2023-06-30	Aug	123456789	Doe	John	00		Mrs. Smith	03001		
<b>****PLEASE READ THE DIRECTION BELOW CAREFULLY****</b>												
Please create a separate file for each Regents exam												
Row 2 is just a sample - Delete it before you add your own records												
Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros												
All fields must be labeled <u>exactly</u> as above. Please do not add or delete (even if empty) any fields												
DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.												
Save file and Rename ( your school name_Aug 2022-23_test name) Password protect the file												
Email file to your COORDINATOR												
This is the Student's Home School Institution ID	Just copy Last 6 digits of Institution ID into each record for each student	Copy and Paste this date into each record for each student	Copy and Paste Aug into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 22-23 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Can enter the name of the school hosting the Summer school
	Last 6 digits of Institution ID (leading 0)	<b>DO NOT</b> change to exact date.	For Aug change to Jun	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's		

# Student/Course File

Data Item	Maximum Size of Field Non-Public Schools	Sample Data Non-Public Schools
DistrictCode	8	80012345
LocationCode	6 (use leading zeros if needed)	012345
Version	10	2023-06-30
AdminMonth	3	Aug
StudentID	9 (use leading zeros if needed)	000123456
LastName	20	Doe
FirstName	20	Jane
GradeLevel	2 (use leading zeros if needed)	09
CourseSection	20	MA301-2
TeacherName	30 (Used <b>only</b> for sorting and IDW reports )	Jane Smith or Mrs. Smith-H (for honors), Smith/Jones
StateCourseCode	5 (See slide)	03001
DistrictName	30 (use to override school code)	<b>Leave Blank</b>
School	30 (use to override Location code)	<b>Leave Blank</b>

# State Course Code

Course Code	Sample Course Names	Regents Exam
01003CC	Eng/Lang Arts III Common Core	English Language Arts Common Core
02056CC	Algebra II Common Core	Algebra II Common Core
02052CC	Algebra I Common Core	Algebra I Common Core
02072CC	Geometry Common Core	Geometry Common Core
03051	Biology	Living Environment
03101	Chemistry	Physical Setting/Chemistry
03001	Earth Science	Physical Setting/Earth Science
03151	Physics <b>(Not given in August)</b>	Physical Setting/Physics
04101F	U.S. History <b>(Cancelled)</b>	U.S. History & Government (Framework)
04052NF	World History	Global History & Geography II

# What if's



- The program pulls from the previous year's "demographics" in Level 1. If a student is not there, we will not be able link the score to the appropriate student.
- Students going to different school in September? Should use the NEW school BEDS code and ID.
- Last minute walk-ins? We will provide you with blank Regent's answer sheets.
- A school never contracted with BOCES.  
**The student will not get a score.**