

NYSITELL Scanning and Reporting Service

Effective, February 1, 2018, the NYS Office of State Assessment requires public school districts to contract with a Regional Information Center (RIC) for the creation and processing of answer sheets for the NYSITELL Assessment: <http://www.p12.nysed.gov/assessment/nysitell/2018/1360-18.pdf>

Cost:

- NYSITELL Scanning and Reporting Service will be provided at a standard rate of \$2.85 per student with a \$50 annual minimum charge.
- Billing for this service will be included in the eLOI for each district – a signed LOI will not be required.
- The eLOI will be pre-populated with an estimated amount based upon the prior year's actual count of NYSITELL assessments administered in the district.
- The billing for this service will be based on the actual number of NYSITELL Assessments processed by Nassau BOCES during the school year, and districts will be billed after the school year closes on June 30.

Districts will:

- Complete the test ordering process for NYSITELL through the NYSED Business Portal
- Use answer sheets provided by Nassau BOCES
 - Option 1: District will provide an electronic file to Nassau BOCES and the answer sheets will be created with the student name and ID# on the answer sheet.
 - Option 2: Use a blank answer sheet created by Nassau BOCES and hand write the student's name and ID# on the answer sheet.
- Request answer sheets to be provided electronically as a pdf document for the district to print locally OR to be printed by Nassau BOCES and picked up by district personnel.
- Enter student enrollment and demographic records into Level 0/1
- Scan completed NYSITELL answer sheets
 - Option 1: District will scan completed answer sheets, and save as .tiff images which are to then be posted to the test scoring FTP site.
 - Option 2: District will return completed answer sheets to Nassau BOCES for scanning.

Nassau BOCES will:

- Create all NYSITELL answer sheets as either district specific blanks or prepopulated with student names and ID numbers.
- Provide NYSITELL answer documents as .pdf files to the district on the test scoring FTP site.
- Print all answer sheets upon district request.
- Scan and process NYSITELL answer sheets or retrieve and process images from the FTP site.
- Verify and process scanned files
- Post scores on ASAP – Assessment Scoring and Analysis Program
- Upload NYSITELL data to Level 1 Data Warehouse for State Reporting
- Due to the urgency of NYSITELL scoring for the purpose of student placement, Nassau BOCES will process NYSITELL answer sheets/images as they are received and scores will be posted on ASAP within 1 business day.