

## RIC ANSWER SHEET HANDLING INSTRUCTIONS 2018

### New York State Testing Program (NYSTP) - ELA – MATH – SCIENCE

#### RECEIVING AND DISTRIBUTING PRE-PRINTED ANSWER SHEETS

##### VERIFY you have received:

- ACCURATE pre-printed answer sheets and Extra Answer Sheets for each grade
- Manila folder with Instructions, Rosters and Labels for booklets

##### IF ANY OF THESE MATERIALS ARE MISSING

- FOR RIC ANSWER SHEET and MATERIALS – CONTACT **DW Help Desk at 607-763-3592**
- FOR SED BOOKLETS and other Testing/Scoring Materials – CONTACT **Royce Harford at 607-763-3469**

##### DISTRIBUTE appropriate materials to all applicable buildings.

- Make sure they have appropriate Answer Sheets, EXTRA Answer Sheets, Labels and Rosters
- **Make sure all TEACHERS have a copy of the page 2 of this form (Answer Sheet Handling Instructions)**  
\*\*\*MAKE COPIES AS NEEDED\*\*\*
- **BOCES placed and Children’s Home placed student Pre-Printed answer sheets are being sent directly to BOCES and CHOW**

#### COLLECTION and RETURN OF ANSWER SHEETS AFTER TESTING AND SCORING

##### COLLECT ALL ANSWER SHEETS and ROSTERS, used and unused, pre-printed AND Extra from ALL LOCATIONS, INCLUDING THE BOCES and CHOW if applicable!

##### VERIFY before returning:

- All Rosters are completed with ALL information required for EXTRA Answer Sheet Users, Partial Test Takers and NON tested students.
- All demographic information for ALL students using “890-xx-xxxx” EXTRA Answer Sheets is completed on the roster, next to the extra ID number sheet they used and in the shaded area at the top of the answer sheet.
- **Any INCORRECT PRE-PRINTED information has been corrected in your Student Management System and reloaded to the Warehouse. (Confirm with DDC)**
- **No paper clips, staples, rubber bands or sticky notes** have been used on the answer sheets
- **ALL constructed response answers have been bubbled** on ALL answer sheets
- **ALL answer sheets have been pulled from EVERY exam Booklet**

#### RETURN to the RIC

- BE SURE TO GATHER ALL Answer Sheets DISTRICT WIDE before returning to the RIC
- Place Rosters and blank extra answer sheets back in same **LABELED Manila Folder** and **return** with Answer Sheets
- For 2 sheet exams: Pages (1 and 3) do not need to be separated or sorted in any particular order. You can send a stack of page 1’s and a stack of page 3’s, or you can send them merged in one stack (1, 3, 1, 3)
- **All Extra Answer sheets that were used for testing placed near the top of the answer sheet pile**
- **All Answer sheets with special circumstances are placed near the top of the pile**
- **All Answer sheets marked with “reason not tested” are placed near the top of the pile**
- Districts –bring your answer sheets and rosters (BT in GREEN BAG) to **drop off at: UE Administration Building, 3<sup>rd</sup> floor, 1100 East Main St, Endicott, NY 13760**
- “Mail in method districts” there is a Self -addressed WHITE TYVEK envelope for your use to return sheets and rosters: **RETURN materials to the RIC by US Mail to: Broome-Tioga BOCES – MAIL DROP #31, Data & Application Services - Test Scoring Team, 435 Glenwood Road, Binghamton, NY 13905**

## IMPORTANT TO READ THIS ENTIRE PAGE!

### Things to Remember and General Answer Sheet Do's and Don'ts

#### THESE ANSWER SHEETS NEED TO BE SCANNED – FOLLOW DIRECTIONS CAREFULLY!

- Verify all answer sheets have been completed in #2 pencil only (NO STRAY MARKS)
- The **Scoring Model Code is REQUIRED!**
- **Group** does NOT need to be bubbled in at all. (This is a code that is not used at our RIC)
- The **IEP/ELL Accommodations** boxes must be completed accurately as applicable.
- Bubble the **Reason Not Tested** box on the answer sheet and make the **same note on the roster**
  - The **Reason Not Tested** box should only be used if NONE of the Exam was administered.
  - **\*\*\*Do not bubble a reason not tested if the student answered ANY questions at all!\*\*\***
  - **IF this box is used, NOTHING else should be bubbled on EITHER ANSWER SHEET!**
  - **Absent Entire Test –DO NOT USE** for Partial Absence!
  - **Refused to Take Entire Test – DO NOT USE** for Partial Refusal! (see below...)
  - **Administrative Error, no score** – Refer to the exam Administrators Manual to determine this.
  - **\*\*\*DO NOT Bubble Admin Error if the Answer Sheet was printed for a student at GRADE Level they are NOT required to test at\*\*\*** If this happens, bubble the INCORRECT pre-printed sheet as “Not enrolled” and use an Extra Answer Sheet of the Appropriate Grade Level. – **FIX SMS & WAREHOUSE --- Confirm with DDC!**
  - **Not Enrolled at Time of Test** – Only if student is not enrolled during the testing period in that location
  - **Medically Excused** – MEDICAL NOTE from PHYSICIAN IS REQUIRED PER SAM (School Administrators Manual)
  - **Taking NYSAA** – YOU SHOULD NOT GET A Pre-Print for a NYSAA Student. If you do, the SMS and WAREHOUSE data needs to be corrected to reflect the student as Ungraded and NYSAA Eligible
  - **First Year ELL Student** – Only for “eligible” English Language Learner Proficient students. (See School Administrator’s Manual and SIRS Manual for guidance)
- **BOOK Form** is a Letter and a Number. Make sure both are bubbled correctly as indicated on the test booklet.
- **Revised for 2018:** If a student is **ABSENT for only a part** of the exam then bubble ‘Absent Session x’ on the bottom of that sheet for only that portion and NOTHING else should be bubbled for that section. (**Note: leaving a session early before completing does not make a student absent for that session/book.**)
- **Revised for 2018:** If a student **REFUSES only a part** of the exam then bubble ‘Refused Session x’ on the bottom of that sheet for only that portion and NOTHING else should be bubbled for that section. Do NOT mark the Refused Book x bubble(s) if the entire test was refused; use the “Refused Entire Test” Reason Not Tested bubble on the first sheet. Note: **If a student completed any questions in a given section, that test and section was not “Refused”.**

#### Item’s NEEDED when an Extra Answer Sheet is used

- **FOR TWO ANSWER SHEET EXAMS – BE VERY SURE to use the SAME “890-xx-xxxx” number for both Sheet 1 (page 1/2) and Sheet 2 (page 3/4)**
- The information below should be completed on the **ROSTER (of the appropriate Form Level) next to the ‘999-xx-xxxx’ Extra ID # of the sheet that was used AND in the shaded area ON THE ANSWER SHEET**
  - **\*\*\*Write in the shaded area only! DO NOT write above the shaded box! \*\*\***
- Actual **Student ID** **\*\*\*VERY IMPORTANT this is CORRECT and same District Reported ID in the Warehouse \*\*\***
- Student Name – print clearly
- School Name (Building where the student is enrolled and took the test)
- Student DOB