

### 3-8 ELA and Math – Answer Sheet Handling and Accountability Impact Scenarios

South Central Regional Information Center

2017-18 School Year



Scenarios that create special handling, for answer sheet processing, should be noted on the roster included with your returned answer sheets

Scenario	Answer Sheet Handling	Accountability Impact
Absent for entire test (all sections and make-up window)	Bubble "Absent Entire Test" on answer sheet	Student is considered Not Tested and will count against the district/school for participation
Absent for one or more parts of the test but not the entire test	Bubble "Absent Section X" for the appropriate section(s) student was not present for	Student is considered Not Tested and will count against the district/school for participation
Refused entire test, no questions answered	Bubble "Refused to Take Entire Test"	Student is considered Not Tested and will count against the district/school for participation NEW for 2016-17, Refused to take the entire test IS reported to the state. Students have always shown at the state level as Not Tested
Refused to take the test after having completed one or more questions	For each constructed response item the student did not answer in a book they did not refuse, bubble "No Response" on the item. For each entire book refused, bubble "Refused Book" for each. <b>Do not</b> bubble "Refused to Take Entire Test"	Student will receive a valid score, based on questions answered, even if it is only 1 field test question. Student will be included in the district/school participation and performance
Student is unable to start or complete test due to illness (doctor note on file stating student was too incapacitated to take/complete the exam)	Bubble "Medically Excused"	No impact to accountability
Test was invalidly administered (student and/or proctor did not adhere to testing requirements)	Bubble "Administrative Error" and notify the SCRIC and NYSED per administrative manual instructions	Student is considered Not Tested, which counts against the district/school for participation
Student is new to the district and does not have a preprinted answer sheet	Student will use an extra answer sheet	Student will receive a score and will be included in the district/school participation
Answer sheet is preprinted for a student no longer enrolled in the district	Bubble "Not Enrolled at Time of Test" on the preprinted answer sheet	No impact to accountability
Student received preprinted answer sheet for wrong grade level	Bubble "Not Enrolled at Time of Test" on the preprinted sheet. Student should use an extra answer sheet for the appropriate grade level test	Student will receive a score and will be included in the district/school participation and performance
Student used a preprinted answer sheet that was not their own	The answer sheet is delivered to the SCRIC in the special handling folder with details noted on the roster	Student will receive a score and will be included in the district/school participation and performance
An answer sheet is received for a student who should not have received one as they are NYSAA eligible	Bubble "Taking NYSAA"	No impact to accountability
A first year ELL student received a preprinted ELA answer sheet and should not have	Bubble "First-Year ELL Student"	No impact to accountability
Homeschooled student receives a preprinted answer sheet but does not come in for testing	Bubble "Not Enrolled at Time of Test" on the preprinted answer sheet	No impact to accountability

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Scenario	Answer Sheet Handling	Accountability Impact
Homeschooled student does not receive a preprinted answer sheet but does come in for testing	Student will use an extra answer sheet	No impact to accountability
CSE Responsibility Only student comes in to take the test	Use a preprinted or extra answer sheet from student's home district	No impact to accountability
CSE Responsibility Only student receives a preprinted answer sheet and does not come in to take the test	Bubble "Not Enrolled at Time of Test" on the preprinted answer sheet	No impact to accountability
Instructional Responsibility Only student receives a preprinted answer sheet and does not come in to take the test	Bubble "Not Enrolled at Time of Test" on the preprinted answer sheet	No impact to accountability
Instructional Responsibility Only student comes in to take the test	Use a preprinted or extra answer sheet from student's home district	No impact to accountability
Student starts the test in District A and then transfers to District B and completes the test	District A contacts District B to confirm test completion and best way to receive the answer sheet from District B prior to District A returning answer sheets to the SCRIC	Student will receive a score and will be included in the district/school participation and performance for District A
Student starts the test in District A and then transfers to District B and does not complete the test	The answer sheet is delivered to the SCRIC in the special handling folder with details noted on the roster	Student will receive no score and there will be no impact to accountability
Student starts test in Building A, but then transfers to Building B and completes the test	Building A should forward the preprinted sheet to Building B for test completion. If student completes the test using an extra answer sheet, both sheets should be placed in the special handling folder with details noted on the roster	Student will receive a score and will be included in the district/school participation and performance
Answer sheet is preprinted for a student in Building A but they transfer to Building B prior to the start of the test	Bubble the preprinted sheet "Not enrolled at time of test." Student will use an extra answer sheet at Building B	Student will receive a score and will be included in the district/school participation and performance
Answer sheet is contaminated such that it cannot be scanned (torn, wrinkled, blood, vomit, etc.)	Contact the SCRIC to discuss	Student will receive a score and will be included in the district/school participation and performance
Student is repeating a grade (not a course), what ELA and Math tests do they take	Students must take the assessment at the grade level they are currently enrolled in	Student will be included in the district/school participation and performance in the grade level they are enrolled in
What to do with answer sheets for students who are taking test on CBT (3-8)	Return the UNTOUCHED sheets to the RIC. No bubbles need to be filled in	Lack of an answer sheet has no effect on accountability for students using CBT



