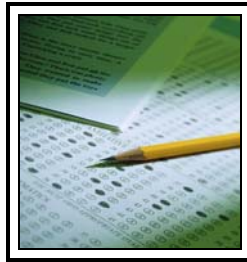




## **Educational Support Services Full Service Scoring Services Guide 2020-2021**



# **Online Registration Information** **(Previously Scoring Simplified)**

**Eastern Suffolk BOCES  
Educational Support Services  
Instructional Support Center  
750 Waverly Avenue, Holtsville, NY 11742  
[scoring@esboces.org](mailto:scoring@esboces.org)  
**(631) 218-4169 - Phone**  
**(631) 240-8952 - Fax****

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org); the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).



**Julie Davis Lutz, Ph.D.**  
Chief Operating Officer

**Kate Davern**  
Director, Educational Support Services

**Donna L. Guiffre**  
Divisional Administrator, Educational Support Services

**Danielle M. Hudek**  
Administrative Coordinator, Curriculum and Assessment Services

Dear District Scoring Coordinator:

We are pleased to present the 2020-21 Full Service Scoring Services guidance documents for Online Registration (*Previously Scoring Simplified*), which contains information to participate in Eastern Suffolk BOCES scoring and assessment services. Registration will once again be online using the registration system at [scoring.esboces.org](http://scoring.esboces.org) that will enable participating districts to input all scoring registration information through our secure website. Please refer to the "Regional Scoring Registration User Guide" for instructions on how to complete your registration. **The deadline for registering for 2020-21 scoring services will be March 17, 2021.** There is a \$100.00 late fee for late registrations after this date.

Our Full Service Scoring services will remain the same for 2020-21 in that we will continue to offer Full Service Scoring for ELA, mathematics, science and NYSESLAT. However, we are unable to offer regional scoring for the upcoming NYSESLAT exams due to space limitations and COVID-19 restrictions.

**The pricing for assessment scoring for 2020-21 will be as follows:**

| Assessment  | The Not to Exceed Price Per Test                                 |
|---|--|
| ELA and Math 3 - 8 (Paper-Based)                                      | \$15.13  |
| ELA and Math 3 - 8 (Computer-Based)                                   | \$14.06  |
| NYSESLAT K-12 (Full Service)  | \$15.13  |
| Science 4 and 8 (Written Only)  | \$13.70  |
| Science 4 and 8 (Written & Performance)                               | \$18.66  |
| In-District Scoring Leader Training (Grades 3 - 8 ELA, Math, Science) | \$143.36 (hourly)<br>\$860.16 (daily)<br>\$430.08 (3 hours prep) |
| Late Fee (registrations after 3/17/21)                                | \$100.00   |

We have set up a series of test coordinator meetings for full service scoring in partnership with Student Data Services via Zoom (see the enclosed letter and flyer for more details). Each participating district must be represented for at least one of the meetings pertaining to each of the subject areas being scored through us.

Staying informed throughout this process will be imperative to ensure a successful collaboration between your district and Eastern Suffolk BOCES. Be sure to visit our scoring services website ([regionalscoring.esboces.org](http://regionalscoring.esboces.org)) for continual updates. For questions, please feel free to contact my office by email at [scoring@esboces.org](mailto:scoring@esboces.org) or phone Ann Marie Cristiano at 631-218-4169.

Kind regards,

*Danielle M. Hudek*

Administrative Coordinator for Curriculum and Assessment



Middle States Accredited

Instructional Support Center • Curriculum and Assessment Services  
750 Waverly Avenue • Holtsville, NY 11742  
Phone: 631-244-4250 • Fax: 631-240-8952 • E-mail: [dhudek@esboces.org](mailto:dhudek@esboces.org)

# EASTERN SUFFOLK BOCES Assessment Services

## 2020-2021 Important Dates to Remember



**ALL REGISTRATIONS WILL BE ACCEPTED UNTIL March 17, 2021**

\*Registrations received after March 17, 2021 will incur a late fee for each subject area\*



| Date      | Administration Dates | Make - Up Dates | Tests       | Time                            | Site                                  |            |
|-----------|----------------------|-----------------|-------------|---------------------------------|---------------------------------------|------------|
|           | PB April 20-22       | CB April 17-26  | April 23-29 | ELA Grades 3-8                  | Due to SDS May 5                      |            |
| 4/28/2021 |                      |                 |             | <b>ELA 3-8 Intake</b>           | <b>Schedule to follow</b>             | <b>TBD</b> |
| 6/22/2021 |                      |                 |             | ELA Booklet Return              | TBD                                   |            |
|           | PB May 4-6           | CB May 3-10     | May 7 - 14  | MATH Grades 3-8                 | Due to SDS May 20                     |            |
| 5/12/2021 |                      |                 |             | <b>Math 3-8 Intake</b>          | <b>Schedule to follow</b>             | <b>TBD</b> |
| 6/22/2021 |                      |                 |             | Math Booklet Return             | TBD                                   |            |
|           | April 19 - May 28    | N/A             |             | NYSESLAT Grades K-12            | Due to SDS June 15                    |            |
| 6/4/2021  |                      |                 |             | <b>NYSESLAT K-12 Intake</b>     | <b>Schedule to follow</b>             | <b>TBD</b> |
|           |                      |                 |             | NYSESLAT Booklet Return         | <b>Vendor Returning to Metro Tech</b> |            |
|           | May 25 - June 7      |                 | June 8 - 9  | SCIENCE Grades 4 & 8            | Due to SDS June 17                    |            |
| 6/10/2021 |                      |                 |             | <b>Science 4 &amp; 8 Intake</b> | <b>Schedule to follow</b>             | <b>TBD</b> |
| 6/22/2021 |                      |                 |             | Science Booklet Return          | TBD                                   |            |

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## Full Service Scoring Information

ESBOCES will coordinate and supervise full service scoring for the **New York State Testing Program Grades 3-8 and NYSESLAT K-12 assessments** with our current scoring vendor. This scoring option has been created to assist districts that are faced with the staffing challenges that occur when teachers need to be pulled out of the classroom for assessment scoring. ESBOCES will coordinate with the scoring vendor to assist in providing the following services in accordance with NYSED testing regulations:

❖ **Secure Test Intake and Scoring Sites:**

- ✓ Provide packaging instructions for all teachers and administrators involved in the process in advance
- ✓ Provide required clerical help
- ✓ Coordinate the cutting and scanning process of the booklets for electronic scoring
- ✓ Coordinate with the vendor to maintain the security of the tests
- ✓ Guidelines for booklet and answer sheet delivery will be forthcoming

❖ **Certified Scoring Leaders:**

- ✓ Conduct training sessions utilizing practice logs/qualifiers for back-reads
- ✓ Facilitate quality control second reads of scored tests to ensure the accurate use of the NYSED scoring rubrics

❖ **Scoring Committee Members:**

- ✓ Oversee the hiring and training of scoring personnel with the scoring vendor
- ✓ All scoring committee members will be required to meet the guidelines as outlined by NYSED for scoring

❖ **Translations (Math and Science Only):**

- ✓ The vendor is requesting that foreign language booklets be translated prior to submission at intake. If needed however, Optimum Solutions Corporation (OSC) will secure translators for tests in Spanish, Chinese, Haitian Creole, and/or any other language, but your district will be billed an additional fee at actual cost. If you are submitting booklets requiring translations, **your district must inform ESBOCES at intake** for the particular assessment as per the packaging instructions
- ✓ Only **one set of books** per foreign language student should be submitted at intake (i.e., either the foreign language booklets or the English versions, **NOT BOTH**)

❖ **Districts participating in full service scoring will be eligible to receive aid. *Costs incurred by schools that score in-district are not eligible for aid.***





**Julie Davis Lutz, Ph.D.**  
Chief Operating Officer

**Kate Davern**  
Director, Educational Support Services

**Donna L. Guiffre**  
Divisional Administrator, Educational Support Services

**Danielle M. Hudek**  
Administrative Coordinator, Curriculum and Assessment Services

Dear Test Scoring Coordinators,

For the 2020-21 school year, we are hosting a series of test coordinator meetings for Full Service scoring in partnership with Student Data Services to prepare you for this year's intake process. Every district must be represented in at least one of these meetings, and it is *strongly encouraged* that anyone involved in your district's intake process and packaging of the assessments attend one of the sessions offered below.

All three of the workshops below will be held live via Zoom. Participants must register through MyLearningPlan. Under "select options", choose "ESBOCES Student Data Services" and click search, then change the first date field to the date below that you plan on attending, click search and scroll to find "Quality Control Workshop for 2021 NYS 3-8 Assessments".

February 8, 2021                      9:30am - 11:30am                      ELA/ Math/Science Full Service Scoring

**Or**

February 11, 2021                      1:30pm – 3:30pm                      ELA/Math/Science Full Service Scoring

March 2, 2021                              9:30am - 11:30am                      NYSESLAT only Full Service Scoring

Thank you for your time and continual support throughout this process.

Sincerely,

*Danielle M. Hudek*

Administrative Coordinator  
Curriculum and Assessment Services  
Education and Information Support Services



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# Student Data Services

## Quality Control Workshop For

## 2021 NYS 3-8 Assessments

**LOCATION:** Virtual

**DATES:** Feb. 8<sup>th</sup>- 9:30 am–11:30 am (ELA, MATH & SCI) OR  
Feb. 11<sup>th</sup>-1:30 pm–3:30 pm (ELA, MATH & SCI)  
March 2<sup>nd</sup>- 9:30 am–11:30am (NYSESLAT ONLY)

**AUDIENCE:** Staff members involved with the quality control of answer sheets and booklets for the NYS 3-8 Testing Program

**COST:**

- No Fee

**DESCRIPTION:**

- The goal of the workshop is to review procedures necessary to ensure the accurate and complete submission of answer materials used in the administration of the NYS 3-8 Testing Program.

**Agenda Topics:**

- Review of materials
- Review of quality control measures
- How to avoid mistakes
- Delivery procedures
- Review of procedures for Full Service Scoring

Please register at: <https://datacentral.esbooces.org/>

**Peter Desjardins, Program Administrator**

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