

**PACKAGING OF THE ANSWER DOCUMENTS** [check each item as you complete the task]

Exam Name [circle one]

ELA	3	4	5	6	7	8	Science	4	8
MATH	3	4	5	6	7	8	NYSESLAT	NYSAA	

- Complete the **DISTRICT RETURN TEST COUNT SHEET** [make a copy for your records]

Immediately following the last day of the make-up period make two (2) copies of the following. Send a copy to your district CIO, make a copy for your records, and send the originals with your answer sheets.

- Preprinted Answer Sheet Roster Report
- Completed N24-2 forms
- Completed Extra Answer sheet Roster Report

If scoring regionally: ①Regional scoring or ⑥ Scored by a private contractor (not a BOCES)

Ship the following to the regional scoring site:

- Test Booklets with both answer sheets inside of test booklets
- Answer sheets with Reason Not Tested bubbled
- ALL unused answer sheets and unused labels. [This is a new procedure]
- Roster Report
- N24-2 Form
- District Return Test Count Sheet

If scoring in-district or with other districts: ②Schools from two districts, ③Three or more schools within a district, ④Two schools within a district, ⑤One school

After tests have been scored, and, before you begin packing the sheets – check the following

- Be sure all Constructed Response question/items are bubbled.
- Be sure the Scoring Model Code is bubbled.
- Be sure the Book Form section is bubbled.
- Be sure all demographic data written on extra sheets and on N24-2 form is complete, legible, and accurate.

LEAs and Regional Scoring Sites must mail or hand-deliver answer sheets to: NERIC, Attention Jason Stern, 900 Watervliet-Shaker Rd-Suite 102., Albany, NY 12205, by the deadline set by NYSED.

- ◆ **NOTE – All answer sheets; preprinted with student names and Extra Answer Sheets must be returned to NERIC. See the District Return Test Count Sheet.**
- ◆ **Package each LEA and grade level separately. The answer sheets DO NOT have to be in alphabetical order. The answer sheets do not have to be separated by building.**

➤ Pack answer sheets as follows:

- 1<sup>st</sup>:** Completed preprinted answer sheets.
- Then:** Completed answer sheets for your out-of-district placed students.
- Then:** Completed extra answer sheets.
- Then:** Answer sheets with a Reason Not Tested bubbled, or where a student missed part of the test.
- Then:** Answer sheets with a Reason Not Tested bubbled.
- Then:** ALL unused answer sheets and unused labels. [This is a new procedure]
- Then:** N24-2 Form
- Then:** Roster Report
- Then:** District Return Test Count Sheet

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