



Quality Control Checks for Testing Coordinators

BEFORE

- It is important for districts to know that the answer sheets are created from the information that exists in the Data Warehouse from the latest refresh before printing begins. Please make sure all students Demographic and Enrollment data in the Data Warehouse Level 1 is clean so that your district will receive accurate information on answer sheet documents.
- Testing Coordinators should carefully read all the documentation that accompanies the answer sheets and then organize the sheets according to instructions provided.
- Check all answer sheets received against the rosters to make sure each student has received an answer sheet. If a preprinted answer sheet was not received for a student, the student will need to use an extra answer sheet. The N24-2 Form and Extra Answer Sheet Roster Report MUST be completed for the student.
- The Testing Coordinator must forward any answer sheets to out-of-district locations. These answer sheets should be sent to the out-of-district-locations as soon as possible; remember the sheets are not secure. The out-of-district-locations will order test booklets for their student population. You need to collect these student's answer sheets after the assessment is given and a quality control check has been done.
- You will need to bubble a Reason Not Tested on the answer sheet AND make notes on the Roster Report for any student with the following situations known before test administration:
 - A student has moved out of the district. Please ensure Level 1 enrollment record is up-to-date.
 - If student is taking NYSAA
 - First-yr LEP student, taking NYSESLAT (applies to ELA only)
 - If student is Medically Excused (applies to ELA, Math, Science, NYSAA, NYSESLAT) -
**Under the NCLB Act, a student may be medically excused from testing if documentation from a medical practitioner is obtained and kept on file at the school indicating that the student is too incapacitated to test at the school, at home, or in a medical setting.* NOTE - if a student takes a part of the test then becomes too incapacitated to finish the test, that student must be bubbled absent for the parts of the test the student could not take; in this case the student is not Medically Excused.

AFTER

- ❑ After the administration of the test, you must check sheets against the rosters again to ensure that all sheets have been returned and are not left in booklets.
- ❑ Verify all students with ‘Reason Not Tested.’
- ❑ You will need to make notes for any student on the roster with any of the following situations after the test:

- The student was “*Absent for entire test*”
- If student “*Refused to take entire test*”
- If there is an “*Administrative Error*”

These Situations Result in a Reason not Tested.

- ❑ If a student is absent for a part of the test, but not the entire test, fill in the bubble for the part or parts of the test the student was absent. Write on the Roster Report, “Absent Part”

● Absent Part II

- ❑ If a student refuses a part of the test, but not the entire test; for the constructed response portion of the test bubble in zero points (applies to Social Studies, NYSESLAT, and Science tests) or ‘No Response’ (applies to ELA and Math tests) for refused items. Write on the Roster Report, “Refused part” or “Refused questions” If the student refuses to take the multiple choice portion of the test, just write on the Roster Reports, “Refused multiple choice part of test.”
- ❑ You must complete an N24-2 Form for all extra answer sheets used. All information must be accurate and entered on sheet: Extra Answer Sheet Number, Actual Student’s ID Number, Student’s Last Name, Student’s First Name, Sex, Homeroom, Grade, and Date of Birth. **Each building/location must be on separate N24-2 Form.**
- ❑ The Scoring Model Code **MUST** be filled in for **every** sheet; scored or not. If left blank sheet cannot be processed.

REQUIRED	
Scoring Model Code	
①	Regional scoring
②	Schools from two districts
③	Three or more schools within a district
④	Two schools within a district
⑤	Only one school

- ❑ Test Scoring Coordinators must check all Constructed Response bubbles to ensure no Constructed Response question/item was left blank. **NOTE** – with the time constraints, if Constructed Response items are left blank, NERIC may not be able to contact your district to find out what the student should receive for a question or part. The result is **MISSING BUBBLES WILL RESULT IN NO SCORE FOR THOSE CONSTRUCTED RESPONSE ITEMS LEFT BLANK.**
- ❑ You will need to make two (2) copies of each roster report after notes have been made. Also, you will need to make two (2) copies of each N24-2 form. One copy will stay with the Testing Coordinator; immediately following the last day of the test make-up period send one copy to you district CIO and mail the originals to NERIC. **IMPORTANT: It is imperative that these items are sent to NERIC and your district CIO for the purpose of updating the NERIC testing database and the Data Warehouse Level 0.**

PACKING

Use the Return Packing Slip included in your shipment of answer sheets

- Immediately following the last day of the make-up period send a copy of the following to your district CIO, make a copy for your records. ALSO, send the originals to NERIC, Jason Stern, 900 Watervliet-Shaker Road – Suite 102, Albany, NY 12205***
 - ✓ Preprinted Answer Sheet Roster Report
 - ✓ Completed N24-2 forms
 - ✓ Completed Extra Answer sheet Roster Report
 - ✓ ‘Reason Not Tested’ answer sheets. If a student did not take the test for any reason, other than wrong grade, you must bubble a Reason Not Tested:
 - Absent for entire test
 - Refused to take entire test
 - Not enrolled at time of test
 - Taking NYSAA
 - First-yr ELL student (ELA only)
 - Medically excused (ELA, Math, Science, NYSESLAT, and NYSAA)

- After tests have been scored, return the completed answer sheets to NERIC at the address listed above. Before you begin packing the sheets -***
 - ***Be sure all Constructed Response question/items are bubbled.***
 - ***Be sure the Scoring Model Code is bubbled.***
 - ***Be sure all demographic data written on extra sheets is complete, legible, and accurate.***
- Pack answer sheets as follows:***
 - 1st:** Completed preprinted answer sheets. Package each grade separately. The answer sheets DO NOT have to be in alphabetical order. The answer sheets do not have to be separated by building.
 - Then:** Completed answer sheets for your out-of-district placed students.
 - Then:** Completed extra answer sheets.
 - Then:** Answer sheets where a student missed part of the test.
 - Then:** Special Handling answer sheets: this includes any sheets that need to be seen by the Operation Staff immediately upon opening the package; this includes sheets that are bubbled Administrative Error, absent for part of the test; sheets that are damaged and need special attention, any out-of-the-ordinary answer sheets, sheets where a student refused a part of the test, etc.
 - NOTE:** ALL answer sheets [both sheets] preprinted with a student’s name MUST be returned to NERIC; whether used or unused. If unused a Reason not test must be bubbled. DO NOT keep any sheets preprinted with a student’s name.

- Place the completed Return Packing Slip on top of the stack of answer sheets.

- DO NOT return UNUSED extra answer sheets to NERIC.

- DO NOT send test booklets to NERIC.

- Testing Coordinators must send all answer sheets back to NERIC by the deadline date specified. This date is set by NYSED (NYS Education Department) not NERIC.