

Grades 3-8 Testing Quick Guide: Printing Answer Documents

This guide provides directions for printing answer documents and other supporting materials to be used in the administration of the grades 3-8 ELA/math NYS assessments.

Checklist 1: Before Printing

- _____ Check that you have sufficient 24 lbs. paper.
- _____ Check that you have sufficient toner from manufacturer for your ATS printer (and a spare).
- _____ Generate and scan Test Page using EMTP.

Checklist 2: Required Documents to Print

- _____ Answer Documents for each student using EMPR.
- _____ Class Attendance Roster for each room/exam/day.
- _____ Proctor Checklists for each room/exam/day.

Your School's Printing Checklist

DOCUMENT	ELA						MATH					
	3	4	5	6	7	8	3	4	5	6	7	8
Answer Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Attendance Rosters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proctor Checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A – Grade Not at School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATS Printing Functions

EM38	ELA & Math Grades 3-8 Exams	Main menu listing all ELA-Math ATS functions.
EMTP	Exam Test Page Print	Generate Test Page to check printer settings.
EMPR	Print Answer Documents	Generate answer documents for the first time.
EMRR	Re-Print Answer Documents	Re-print answer documents which were destroyed or lost.
EMAM	Print Additional Exam Materials	Print class attendance rosters and proctor checklists.

Grades 3-8 Testing Quick Guide: Scanning Answer Documents

This guide provides directions for scanning the multiple choice answer documents for grades 3-8 ELA/math NYS assessments.

Scanning Checklist

- _____ Scan (by 6pm) and retain all multiple choice answer documents - pages 1 and 2.
- _____ Run the EMDS report to confirm the data has been captured.
- _____ Package and archive all answer documents in a secure location.

ATS Scanning/Data Capture Functions

EM38	ELA & Math Grades 3-8 Exams	Main menu listing all ELA-Math ATS functions.
EMDS	ELA & Math Document Status	Reports scanning status for each answer document page by student.
EMOU	ELA & Math Online Update	Allows Principal to update item responses to correct data capture error from scanning.

Scanning Multiple Choice Answer Documents

- Immediately after the days 1 and 2 main administration, your school should scan page 1 and 2 answer documents for all students who sat for the exam or were exempted.
- Answer documents for absent students should not be scanned, and should be set aside for the make-up administration. After students take the exam during the make-up administration, scan these documents.
- At the end of the make-up administration, mark the documents of any student absent for all testing days and scan these documents. By the end of the make-up administration, your school must scan the page 1 and 2 answer document for all students.
- Page 3 answer documents of absent or exempt students should also be scanned at your school and retained. Your school should not scan the page 3 answer documents of tested students; all page 3 documents for tested students should be packaged to be sent to the scoring site.

Running the EMDS Report

- Use the EMDS function to check the data capture status of pages 1 and 2 of each student's answer document following scanning. (Note: You will also want to run the EMDS function to check the data capture status of absent or exempt students page 3 answer documents which are now scanned at your school and retained.)
- The EMDS report will show whether a response was captured for each individual exam item. (Note that on the ATS screen, due to space constraints, only the page statuses are displayed; to show the item data, you must print or download the report.)

Correcting Scan Errors Using the EMOU Function

- Principals may use the EMOU function to update MC responses where an omitted or multiple response was recorded due to a scanning error.