



**Strategic Measurement
and Evaluation, INC.**

In Partnership With



NEW YORK CITY
CHARTER SCHOOL
CENTER

2019 NYC Charter School Electronic Scoring Collaborative

ELA

Packaging and Shipping Instructions

Overview

Strategic Measurement and Evaluation (SME) works cooperatively with the New York City Charter School Center to assist schools in standardizing the packing, handling, and shipping of secure test materials for the New York State ELA test, grades 3 through 8 assessments.

Use these instructions along with the packing diagram, the SME packing webinar slides, and the packing videos when organizing and packing ELA test booklets.

Only return the following materials to SME for electronic scoring:

ELA: Test Book 2 – (includes constructed response questions)

Only return test booklets that are completed or partially completed

*****DO NOT RETURN BLANK TEST BOOKLETS*****

ANSWER DOCUMENT HANDLING

*****DO NOT PACK ANSWER DOCUMENTS WITH TEST BOOKLETS*****

Answer Documents (bubble sheets) are printed and scanned at schools.

Please follow NYC-DOE instructions for the scanning of Answer Documents.

Barcode Labels on Test Booklets

SME provides student barcode labels for each test booklet administered. A student barcode label must be placed on the back cover of each test booklet. Student barcode labels are developed from information provided by the NYC-DOE. ***Due to space limitations, names are often truncated and appear to be spelled incorrectly.*** This is not a concern, as the Student ID number is linked to a data file with the complete student name and information. Be sure to use the labels provided by SME regardless of student name spelling.

In cases where a student barcode label is missing or unavailable, the following information must be hand-written on the back cover of the test booklet:

- School name
- School DBN (District, Boro, School Number)
- Student last name, first name
- Student ID
- Student date of birth

Test booklets without a student barcode are packed on top of the stack.

Packing Resources

Packing resources and contact information are located on the NYC Charter Center website (<http://www.nyccharterschools.org/content/test-scoring-consortium>). Resources include packing and shipping instructions, packing diagram, SME packing webinar slides, and packing videos which provide a step-by-step demonstration on how to prepare materials for shipping. For best results, the packing and shipping instructions should be used along with the packing diagram, SME packing webinar slides, and the packing videos.

Materials for Returning Test Booklets

Provided by Strategic Measurement & Evaluation	Provided by NYC-DOE
Student Barcode Labels (1 for each ELA test booklet)	Large polybags for packaging test booklets
Blue ELA Return Header Sheets (may be photocopied)	Boxes for packing polybags
Shipping Box Labels – 1 sheet (ELA)	

Organizing Test Booklets (Refer to the packing diagram, the SME packing webinar slides, and the packing videos.)

Test Booklets

Combine classes for each grade and organize test booklets into grade stacks. ***(Example: A school has 75 grade 6 students in three classes. Too many booklets for one polybag. Combine the classes and split evenly to pack in two polybags. Combine the class rosters and place on only one of the stacks. Place a completed header sheet on top of each stack.)*** Remember, booklets without student barcode labels and/or scribe notes are placed on top of the stack for each grade.

Class Rosters

Place class rosters directly on top of each stack of test booklets. Class rosters are needed for each grade of test booklets. If using a complete class rosters, put a line through the names of students whose test booklets are not submitted for scoring.

Header Sheets

Header Sheets may be photocopied if additional copies are required. Complete the header sheet as follows:

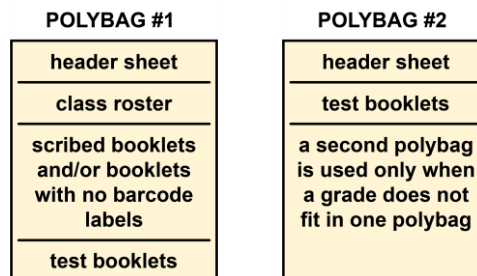
- Section 1: Ensure district, school name, and school code are correct. If not correct, contact SME.
- Section 2: Bubble “Book 2” as the test booklet type.
- Section 3: Count the total number of test booklets in each stack and record.
- Section 4: Bubble the corresponding grade level.

Place the completed header sheet on top of each stack of test booklets.

CONTINUING IN 2019!

Packaging Test Booklets

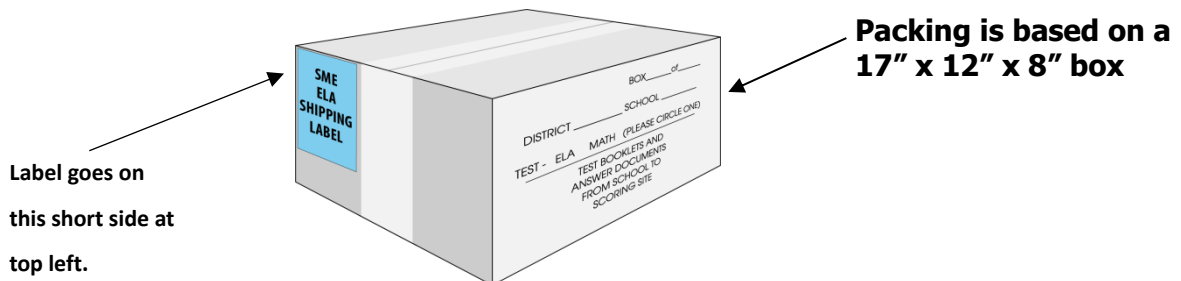
Ensure each grade of materials is correctly organized with test booklets placed first on the bottom of the stack. (Booklets without barcode labels and/or scribe notes are placed on top of this stack). Next, class roster(s) are placed on top of the stack of test booklets. Finally, the header sheet is placed on top of the class roster. Put each grade of test booklets in large polybags (typically, polybags hold up to 50 test booklets). Let out as much air as possible and seal the polybag.



Boxing Materials

Place the Test Material Security Form face up on the inside bottom of the box. Place properly packaged polybags in an NYC-DOE provided box and seal the box. Place the SME provided label on the end of the box in the upper left corner.

Pack all polybags in one box for each school. (Some large schools may require two boxes.)



Ensure the box is securely taped so materials are not lost during transport.

Special Considerations

Large-Print and Braille Editions

These formats **are not accepted** for scanning. Teachers must transcribe the student's responses into a regular size test booklet exactly as dictated or recorded following the NYSED instructions provided in the "School Administrator's Manual." Return **only** the regular size test booklets for electronic scoring.

Students Requiring Scribes

Responses from students using a scribe (or students using a word processor) must be transcribed into a test booklet exactly as dictated or recorded following instructions provided by the NYC-DOE. **Staple** (do not paperclip) the scribed work **to the back** of the student test booklet. These pages will be gathered and organized during the receiving of booklets. Inserted pages are not accepted. **Test booklets with attached scribed notes are packed on top of other test booklets.**

Additional Pages or Materials

Test booklets may not include any additional pages or materials loosely inserted, glued, pasted or stapled inside of the test booklet. **Additional pages or materials added inside the test booklets will result in delaying the scanning and scoring of your school's test materials. (As described previously, scribed pages stapled to the back of the test booklet are acceptable.)**

Shipping Information: Continuing in 2019!

A new step implemented last year is the pick up of test booklets directly from each school by an SME designated courier, Millennium Dispatch. Test booklets must be available for pick-up **beginning at 8:00 a.m. (ET) each scheduled day**. Pick-up times will vary for each school location. The overall pick up schedule is below. The Charter Center will message schools directly with their specific pick up day.

- **Brooklyn, Bronx, and Manhattan schools on 4/10/19 and 4/11/19 (over two days)**
- **Queens and Staten Island schools on 4/10/19 (single day)**

****Testing contacts are responsible for meeting the courier at the main entrance****

Drivers have been directed to meet the testing contact at the main entrance only

****Schools that do not have materials ready for pick-up when then courier arrives are responsible for shipping materials to the SME collection site via UPS Next Day Air****

****The testing contact will receive a receipt from the courier confirming pick-up****

If your school's test booklets **have not** been picked up **by 5:00 p.m. on the scheduled day(s)** contact SME using the number listed at the bottom of this page.

Questions?

Please contact Mona Stivers (monas@smeasurement.com) or call 217.355.5833.