

Testing Cheat Sheet

There are many things to remember when testing time comes. The CIO needs to communicate with the Testing coordinator to make sure that every student is accounted for. The following are the responsibilities of the CIO at testing time.

CIO RESPONSIBILITIES:

For Each Monthly Submission, make sure that Level 0 is clean. Make sure every student has an enrollment record, and students that have left the district have closing enrollment records and have been marked INACTIVE in demographics so they don't get answer sheets printed or show up not tested.

Make sure that any NEW STUDENTS have been entered into Level 0 as soon as possible.

Once the test has been given, seek out the testing coordinator and ask for a copy of the N-24 form. This form shows any students who did not have a pre-printed answer sheet. These students might be new students, walk-ins that are homeschooled or other situations. Make sure that these students get put into Level 0 with the CORRECT ID's. Sometimes, the ID that is written on the form is not the correct ID. Double check with the registrar before you enter them. You might want to let the Testing coordinator know as well, so they can correct it on the answer sheet and original N-24. The N24 can also be used to fix any incorrect demographic data such as name spelling or birth date.

You will also receive a copy of the student roster report that contains such information as why they might not have taken the test. The reasons are:

- Absent for entire test
- Absent for a portion of the test
- Not enrolled at time of test (this one is especially important so that the CIO can update the student's enrollment record. This bubble is also used when a student moves between buildings, the sheet would be bubbled not enrolled at time of test and then an extra sheet would be used for the correct building.)
- Admin Error
- Medically Excused
- Taking NYSAA
- Taking NYSESLAT
- Refused to take entire test
- Other reasons that would be written on the roster report are: the student is taking the science regents not science 8 or if the student took science 8 in 7th grade.



OVER

Tested/Not Tested reports

There are several reasons that students can show up Not Tested on these reports. These are some scenarios:

- ❑ They do not have an enrollment record in Level 0.
- ❑ They were not enrolled during the testing period - (either due to error or mobility), or they are still enrolled when their record should have been closed.
- ❑ They were enrolled in your district for a portion of the testing period - see the policy manual
- ❑ There is an error of some sort in their enrollment record.
- ❑ They took the test with the wrong ID.
- ❑ They took the wrong grade level test.
- ❑ They took the NYSAA.
- ❑ The answer sheet never made it to us.
- ❑ There is an error in the input of data into Level 0 (for assessments that don't get scanned with us)
- ❑ Sometimes, it takes research on our part.

After you research these scenarios, give us a call and we will help you out. Please look into these before you call, however, as it will help us determine the proper course of action.