

Testing Reminders



Lunch Bag Sessions
NERIC Data Warehouse
Capital Region BOCES

Introduction

- From now on, the whole testing time period will be very compressed. From 30 days to 4 days from scanning to submission to CTB for scoring.
- Certain procedures need to be followed accurately to guarantee a successful submission for your assessments.

To start:

- Work closely with your testing coordinator.
 - The both of you are Key players in making this process work smoothly.
- Get all your ducks in a row BEFORE the testing period starts.
 - Meet with your testing coordinator and discuss what you need to do.
 - Get yourself organized –Give yourself time to focus on this task
- Print out and review the Testing Cheat Sheet from our website

Procedures

- Before testing period, request from registrar list of all NEW students since last submission, make sure that they have been entered into the SMS, and enter them into Level 0 and Level 1.
 - This will cut down on not tested students as well as work you have to do later.
- During testing period, assist the testing coordinator with Out-of District student test sheets getting to the correct students.
 - Once again this will help keep the process clean of errors.

Procedures

- On the last day of the make-up period, the testing coordinator will be giving you a copy of 2 things.
 - N24 form: This lists students who took tests on extra answer sheets
 - Student Roster sheets: This lists all of the students who took the test.
- **Your responsibility is to:**
 - From N24 form:
 - Enter any students that are not already entered into Level 0 and Level 1.
 - Check ID's to make sure they match what is in Level 0!!!
 - If not correct, notify Testing coordinator to have them make changes on N24 form and test sheet.
 - From Student Roster Sheet:
 - Double check that Out-of-District students sheets have been returned and were filled out on the correct location's answer sheet.

IF THE TC DOES NOT GIVE YOU THESE COPIES, GO GET THEM!

Timing

- These things must be completed on the last day of the make-up period (or the day after at the latest).
 - This is not a negotiable deadline!
 - If these things are not completed, then there is no guarantee that students with errors will make it up to be scored.
 - We do have a limited time for a straggler file, however, depending on the volume of errors and the need for assistance in solving those errors, WE CANNOT GUARANTEE THAT THE STUDENTS WITH ERRORS WILL MAKE IT UP TO BE SCORED.

Conclusion

- It is the **DISTRICT'S RESPONSIBILITY** to make sure that their data is clean and accurate.
- The DW does not have the resources nor the time to completely assist as it once did with the same volume of errors.
- It is imperative that you follow these procedures in order for the processing of your tests to run as smoothly as possible.