

Nassau BOCES Regional Summer School

June 2, 2023

Test Scoring



Schoo

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Important Dates

July 21, 2023 – Student files and ASOFT orders due to Nassau BOCES.

Week of Aug 7th– Notification will be sent regarding answer sheet pickup.

August 16th & 17th - Regents exams administered. OSC Scoring & Scanning immediately following exams.

ASAP reports will be available within 24 hours of scanning.

As in the past . . .

Testing Students Enrolled in Other Schools

Students enrolled in a high school other than the school in which an exam is to be administered

Must

Testing Students Enrolled in Other Schools

The Home School Must contract with Nassau BOCES and enter student data in Level 0/1. Otherwise the school will not receive student scores. Schools that DO NOT contract with us are Kellenberg & Chaminade. St. Anthony's and any Yeshiva schools contract with Eastern Suffolk BOCES.

The summer school testing location is responsible for creating the file needed to create the answer sheets. This file should contain the student's HOME SCHOOL BEDs code and ID. Please do not use "summer school ID's".

We cannot print sheets for schools that don't contract with us.

For Every Student Enrolled In Summer School, and For Every "Walk-in" You Will Need:

Student's Last Name Student's First Name



- Student's "Local ID" must be 9 digits
- Student's Home School Location code (building)
- Student's Home District BEDS Code or Private School Institution Code (ie. 800#####)
- Grade Level of the student as of 2023-24
- The Regent's exam State Course Code the student will be taking

Student/Course File

Do not assign "PRETEND ID's" the student ID must be the student's home school ID!!!

Create a separate file for each type of Regents exam.

If a student is taking more than one Regents exam, The student will be listed on separate files for each exam.

DistrictCode

Student/Course File

GradeLevel must be 2 digits

Do not change the headings. They should be EXACTLY as in the sample

If you have co-teachers, both names can be listed in the teacher field (Smith/Jones). Do not exceed 30 characters.

Working in Excel – Final Save is .csv

- Follow the Sample File.
- Format cells as text before starting. This will keep the leading zeros.
- Or you can custom format after you are done. Directions to follow.
- Enter all the student information.
- Remove extra rows.
- Save as a .CSV



How to insert leading O's, fix the date and Concatenate cells:

- 1. Highlight the column
- 2. Right click
- 3. Format Cell
- 4. Custom (bottom of the list)
- 5. Take out "general" in the "Type" box
- 6. Type in 90's 00000000 for student ID, 4 or 60's for the location code, 50's for state course code.
- 7. For the calendar type in yyyy-mm-dd
- 8. = CONCATENATE(B2," ",A2) Or = B1&" " &A1
- 9. Copy and paste cell into new column and delete other cells using the "Values Paste Option (123)"

The Regents File Non-Public

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
80011111	011111	2024-06-30	Aug	123456789	Doe	John	00		Mrs. Smith	03001		
*****PLEASE READ THE DIRECTION BELOW CAREFULLY*****												
Please create a separate file for each Regents exam												
Row 2 is just a sample - Delete it before you add your own records												
Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros												
All fields must be labeled as above. Please do not add or delete (even if empty) any fields												
DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.												
Save file and Rename (your school name_Aug 2023-24_test name) Password protect the file												
Email file to your COORDINATOR												
This is the Student's Home School Institution ID	Just copy Last 6 digits of Institution ID into each record for each student	Copy and Paste this date into each record for each student	Copy and Paste Aug into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 22-23 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Can enter the name of the school hosting the Summer school
	Last 6 digits of Institution ID (leading 0)	<u>DO NOT</u> change to exact date.	For Aug change to Jun	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's		



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What if's

The program pulls from the previous year's "demographics" in Level 1. If a student is not there, we will not be able link the score to the appropriate student.

Students going to different school in September? Should use the NEW school BEDS code and ID.

Last minute walk-ins? We will provide you with blank Regent's answer sheets.

A school never contracted with BOCES. The student will not get a score.