Grades 3–8
English Language Arts and Mathematics Tests

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Training Set

Practice Set

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Scoring Materials

Adherence to Scoring Protocol

No one, *nder an. circ m ance* , including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020

PBT Scoring Site Organization

Scoring Site Coordinator

- Supervision and management of the site
- Support for scoring
- Logistics for operations
- Security
- Coordination of site personnel
- Collection of audit papers

Operations

Scoring Site Assistants

- Check-in printed test booklets
- Prepare printed test booklets for scoring (organize and randomize)
- Deliver and collect scored test booklets
- Quality check PBT answer sheets
- Return PBT answer sheets to scanning centers
- Return test booklets to schools
- Monitor and maintain security
- Maintain quality control
- Ship completed materials to schools

Scoring

Scoring Leader

- Acts as a scoring trainer
- Monitors scoring sessions
- Supports Table Facilitators and Scorers
- Administers CAS to Table Facilitators and Scorers

Table Facilitators

- Monitor scoring progress to ensure scoring of all papers by the end of scoring period
- Conduct read-behinds to ensure accurate and reliable scoring
- Are a resource for rubric and training material clarification

Scorers

- Score student constructed responses

All scoring personnel are responsible for maintaining the confidentiality of student responses.

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Scoring Site Assistants for PBT Scoring

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Scoring Leaders

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Scorers

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General Requirements for Scoring Committee Member

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(3 6) (
5 8),

2023 3 8 .

Guidelines for Including Special Education Teachers in Scoring Committees **Appendix C**

Note:

Scoring Site Layout and Resources

General Facility Requirements

Space Requirements

Ancillary Materials for the Scoring Site Coordinator

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PBT l e   e   :

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Preparation for Training

Training Materials

Scoring Leader Handbook

Scoring Leader Handbook

Training Set

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. To ensure accurate and consistent scoring, Scorers need to use only the standards defined in the training materials and rubric.

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Condition Code A: Condition Code A,

Condition Code A. Condition Code A

Crossed out responses: ( ), not .

Practice Set

not

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or

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Consistency Assurance Set

Recommended Assignment of Test Questions to Scorers for Mathematics Tests

Training for Scoring

Scoring Leader Training

Scorer Training

PBT Responses That Should Be Flagged

For CBT scoring, *ScorePoint Manual*

Sensitive Responses:

Scoring Model Codes

Scoring Model Code	The Scorers for the school's tests include the following:
1. Regional scoring	a) Scorers from three or more school districts, or b) Scorers from two or more charter, religious, or independent schools in an affiliation group (charter, religious, or independent schools may participate in regional scoring with public school districts, and each charter, religious, or independent school may be counted as one district)
2. Schools from two districts*	a) Scorers from two school districts, b) Scorers from two religious or independent schools, c) Scorers from two charter schools, or d) A combination of staff from two of the following: a school district, charter school, religious school, or independent school
3. Three or more schools within a district	Scorers from three or more schools in a district
4. Two schools within a district (PBT only)	Scorers from two schools in a district
5. One school (PBT only)	Three or more Scorers for each grade being scored, all from the same school
6. Private Contractor	Scored by a private contractor (not a BOCES)

*

Regardless of the scoring model being used, a minimum of three Scorers is necessary to score each student's test. However, to comply with a State requirement, none of the Scorers assigned to score a student's test responses may be that student's teacher (refer to "Randomizing and Building PBT Booklet Folders/Boxes" on pages 31–32 for further details).

Preparation for Scoring

Optional Pre-Scoring Meeting

Correspondence with Scorers

Assigning Scorer Numbers and Questions to PBT Scoring Committee Members

For CBT scoring, *ScorePoint Manual*

Assigning Scorers to Scoring Tables

Backup Scoring Plan

Scoring Site Setup

Opening Remarks

Scoring

[illegible]

Table Facilitators or Scoring Leaders [illegible]

[illegible]

Scoring Site Security

> **NOTE:** No one is permitted, <u>for any reason</u>, to remove any printed test booklets, PBT answer sheets, ScorePoint login credentials, or scoring materials from the scoring site without authorization from the Scoring Site Coordinator.

Room Security

Materials Room Security

Confidentiality

Scoring Leader Handbook

(A   A).

CBT Scoring Security Recommendations

Scoring Leader Handbook.

PBT Operations/Logistics

Overview

Checking In PBT Materials from Schools

Schoolwide Scoring (Scoring Model 5) and Districtwide Scoring (Scoring Models 2–4)

1.

2.

3.

4.

5.

Regional Scoring (Scoring Model 1) and Private Contractor Scoring (Scoring Model 6)

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No Double Scoring

Forwarding PBT Answer Sheets to Scanning Centers and Returning PBT Booklets to School Administrators

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9.   . Verify that the total number of answer sheets equals the number of test booklets.

10.   B   (A   ).

11.   . A

12.

Audit Scoring

Return of Scoring Ancillary Materials

Scoring Support

Questar

Scoring Helpline:
888-382-4246

2023 Scoring Window Dates:
A : , A 24 , 4
: , 5 , 17
Hours: 7:30 . . 4:30 . . ( ), ,

Appendices

Appendix A: Exam Scoring Confidentiality Agreement

The University of the State of New York
Office of State Assessment
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

EXAM SCORING CONFIDENTIALITY AGREEMENT

Appendix B: Scoring Operations Certificate

The University of the State of New York
Office of State Assessment
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

Appendix C: Guidelines for Including Special Education Teachers in Scoring Committees

Note: A

Special Education Teaching Titles Awarded
Prior to February 2, 2004

Special Education Teaching Titles Awarded
On or After February 2, 2004

Certificate Titles Awarded On or After February 2, 2004	May Score English Language Arts Tests and/or Mathematics Tests in these Grades	Additional Requirements
Students with Disabilities Grades 1–6	3–6	—
Students with Disabilities Grades 5–9—Generalist	5–8	—
Students with Disabilities Grades 5–9—Content Specialist	5–6 7–8	Grades 7–8 if English language arts and/or mathematics is the content specialization on certificate, or if highly qualified at middle/secondary level in English language arts and/or mathematics
Students with Disabilities Grades 7–12—Content Specialist	7–8	Only if English language arts and/or mathematics is the content specialization on certificate, or if highly qualified at middle/secondary level in English language arts and/or mathematics
Deaf and Hard of Hearing	3–6 7–8	Grades 7–8 if highly qualified at middle/secondary level in English language arts and/or mathematics
Blind and Visually Impaired	3–6	

Appendix D: PBT Scorer Assignment List

☒　　☒　:

New York State

English Language Arts　　　Mathematics

Scorer Assignment List for Grade ___

Scorer Name	Scoring Committee Number

Scorer Name	Scoring Committee Number

Appendix E: Sign-In Log Template

Scoring Sign-In Log

New York State Testing Program

☐ English Language Arts   ☐ Mathematics

Scoring Site   Grade

Appendix G: PBT Table Facilitators' Tally Sheet for Read-Behinds

Box Label

New York State
GRADE ____

CONTENT:

English Language Arts
Session 2 Booklet

Appendix I: PBT Return to Scorer Template
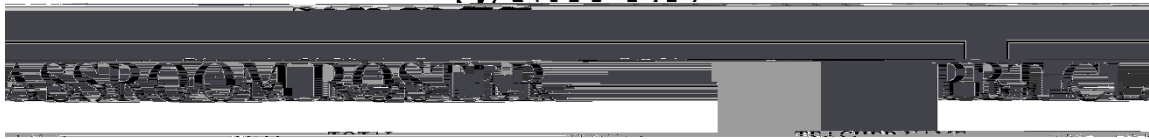
New York State

RETURN TO SCORER

GRADE: _____

BOX #: _____

CONTENT:

Appendix J: PBT Secure Materials Tracking Log

Grades 3-8 English Language Arts and Mathematics Tests
Secure Printed Materials Tracking Log

Proctor's Name: _____   Room Number: _____

Grade: _____   Subject/Sessions: _____

Materials Moved from Secure Storage Location to Room

Principal's or Designee's Signature	Proctor's Signature	Room #	# of Regular Edition Test Booklets	# of Answer Sheets	# of ELA Session 1 Answer Booklets	# and Type of Accommodated Test Booklets	Tracking #s for English Language Arts Session 1 booklets and Mathematics Session 1 booklets	Date	Time

Materials Moved from Room to Secure Storage Location

Materials Moved from Secure Storage Location to Scoring Site

Materials Moved from Scoring Site to Secure Storage Location

Appendix K: Sample PBT Classroom Roster

SAMPLE

School/Group List

2023

2023

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Appendix M: PBT Check-In Log Template

New York State Testing Program

Check-In Log

School Name	# of Boxes	Date Received	Check-in Date	Comment/Discrepancy

Appendix N: PBT Folder Label Template

Folder Label

Item	Scorer Number
1.	_____
2.	_____
3.	_____

Appendix O: Approximate Read Times for Scoring English Language Arts

Note: All indicated times are in minutes and/or parts of minutes.

Average Read Times: English Language Arts				
	2-Credit Questions		4-Credit Questions	
Grade	Electronic	Pencil/Paper	Electronic	Pencil/Paper
3	0.62	1.23		
4	0.46	0.92	1.32	2.12
5	0.65	1.3	1.47	2.27
6	0.64	1.27		

Approximate Read Tim							

Appendix P: Approximate Read Times for Scoring Mathematics

No e: All indica ed ime are in min e and/or par   of min e .

Average Read Times: Mathematics						
Grade	1-Credit Questions		2-Credit Questions		3-Credit Questions	
	Electronic	Pencil/ Paper	Electronic	Pencil/ Paper	Electronic	Pencil/ Paper
3	0.17	0.35	0.42	0.83	0.53	1.06
4	0.21	0.41	0.38	0.76	0.58	1.16
5	0.19	0.38	0.47	0.93	0.82	1.62
6	0.28	0.57	0.5	1	0.58	1.16
7	0.17	0.33	0.33	0.67	0.4	0.8
8	0.18	0.37	0.4	0.81	0.52	1.04

Approximate Read Times for Each Question: Mathematics Grade 7 and 8							

Appendix R: ScorePoint System Requirements

	Windows	Macintosh	Chromebooks
Operating System	Windows 10 Windows Server 2016 (latest service pack)	macOS 10.13.4 to 10.13.6, 10.14.x, 10.15.x	Chromebook OS v67+
Processor	Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU		1.4 Ghz + or equivalent
System Memory	Minimum 512MB Ram Recommended 2GB RAM with 1GB free RAM Minimum 1GB free storage space		
Supported Browsers	Google Chrome 67+		
Screen Size & Resolution	Recommend 11.6″ or larger screen size for desktops, 9.7″ or larger for Chromebooks Minimum 1024 X 768 screen resolution		
Local Area Network (LAN)	Minimum General Requirement: 802.11g Wireless 54 Mbps or greater 100 Mbps LAN for desktops Minimum available LAN bandwidth at each workstation: 1 Mbps Recommended General Settings: 802.11n Wireless 150 Mbps or higher 1 Gbps LAN for desktops Recommended available LAN bandwidth at each workstation: 2 Mbps		
Internet Speed	Minimum per device: 150 Kbps Recommended: 300 Kbps		

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2023 Edition