

Monroe-Orleans Accountability, Assessment & Reporting Services

Checklist when Preparing Answer Sheets to be Sent to M.A.A.R.S. for Processing

PLEASE DO NOT RETURN UNUSED PREPRINTED BLANK ANSWER SHEETS OR ANSWER SHEETS FOR STUDENTS NOT ENROLLED -- DESTROY THEM!

Folks using Premier Vendor Scoring: answer sheet packing still need to follow these directions. All student answer sheets must be put in a separate envelope/box separate from the test booklets and brought into MAARS on the date(s) you deliver your test booklets for Premier.

All answer sheets for students who were enrolled at time of test administration must be returned to us for processing. This includes absent entire test, absent for part of test, refused entire test, refused part of test, administrative error, medically excused and Receiving Entirely Remote Instruction. All must be processed and reported to Level 1 and NYSED (Level 2) data warehouse.

- Check answer sheets against rosters** to ensure all answer sheets have been returned and are not left in test booklets.
- Do not send rosters in with answer sheets to be processed (they are no longer needed for processing).
- Check all **Constructed / Short Answer Response (Session 2)** score bubbles to ensure that none are blank.
 - If student is absent for a session: bubble-in the absent bubble for that session (*unless they are absent entire test-refer to the "Reason Not Tested Box" information below*)
 - If student refuses that session: bubble-in the refusal bubble for that section. The "no response" bubble should also be bubbled-in for all questions in that section. (*unless they refused entire test-refer to the "Reason Not Tested Box" below*)
 - If student did not answer some or all items in that session of the exam for any other reason: a zero score or "no response" should be bubbled in for each item that does not have a response.

(NOTE: absent entire test, refused entire test, Med. Excused, Admin. Error entire test does NOT apply – refer to the "Reason Not Tested Box" information below) (*Missing bubbles will result in the student's answer sheet being rejected during processing.*)

- Check **Reason Not Tested Box (applies to the entire exam)**: If students were bubbled-in as absent and they took the exam during a makeup period, please make sure to X-out the absent bubble. Please do the same for students who are bubbled refused entire test if they end up completing the test during makeup period.

IMPORTANT: Please follow the packing instructions on the back of this document when preparing the answer sheets to be sent to M.A.A.R.S. for processing.

District testing coordinator should hand deliver answer sheets from all buildings including answer sheets from out of district service provider schools, at the same time to:

M.A.A.R.S.
Monroe/Orleans Accountability, Assessment and Reporting Services
Attn: Mari-Ellen Maloney, Test Processing Dept.
3625 Buffalo Road, Rochester, NY 14624

[Answer Sheet Packing Directions on back → →](#)

Monroe-Orleans Accountability, Assessment & Reporting Services

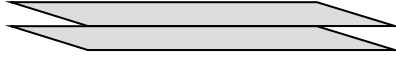
Checklist when Preparing Answer Sheets to be Sent to M.A.A.R.S. for Processing

For each district/school please prepare your answer sheet bundles as illustrated below:

Each student's Exam answer sheets must be bundled as page 1 & 2 and page 3 & 4 for Math, in page # order with page 1 and page 3 face up. ELA answer sheets must be bundled with page 1 face up.

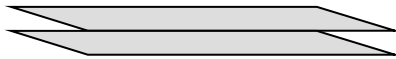
→ Questionable, Out-of-District, Used Preprinted Blank Answer Sheets***:

Questionable or problem answer sheets



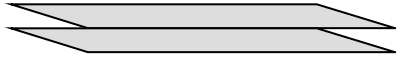
*** these may be answer sheets with sticky notes, on them, damaged in some way or questionable in any way.*

Out-of-District student answer sheets



*** including Home Schooled student answer sheets.*

Used preprinted blank answer sheets



***** For Districts, Charter and Non-Public Schools:**

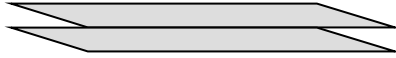
Please place all questionable, problem, or preprinted blank answer sheets used by your students together on top of the stack of other student answer sheets to be sent in for processing.

→ All Other Student Answer Sheets:

ALL answer sheet pages for each student's exam MUST be stacked together within their building
(building = the school building the student was enrolled in at time of test.)

Note to Non-Public and Charter Schools: follow stacking instructions as one building (school)

building A (school)
stack of student
answer sheets



One Student set -
answer sheets

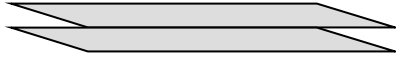


One Student set -
answer sheets

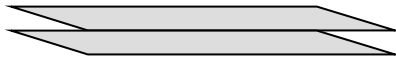


One Student set -
answer sheets

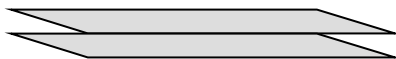
building B (school)
stack of student
answer sheets



One Student set -
answer sheets



One Student set -
answer sheets



One Student set -
answer sheets