

# Monroe-Orleans Accountability, Assessment & Reporting Services

Proctors/Teachers → Test Administration Directions (incl. Make Ups)



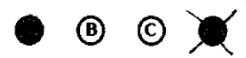



ELA and MATH 3-8

**IMPORTANT NOTE: DO NOT use NYSED answer sheet directions when administering this exam. Follow these directions concerning the bubbling of answers and scores!!**

- Each student should have an answer sheet with his/her correct identification information printed in the box at the top of the answer sheet. [Out-of-district (OODP) placement student answer sheets will be sent to the service provider school by M.A.A.R.S. for all districts (unless we do not have a contact for the OODP School. In which case the answer sheet would be sent back to the district test coordinator for sending to the OODP School.)]
- Use only a number 2 pencil when bubbling in answers and scores. Avoid all stray marks on the answer sheets.

### Handling Changes to Bubbles

- If a student wants to change an answer after they have already bubbled, the student should cross it out and bubble another choice.
- If all bubbled answers have been crossed out and the student decides to use one of them as a final answer, a circle can be used to indicate which answer will be taken
- All previously filled in bubbles on a question, must be crossed out in order to accept a circle as a “final” answer!! If it is unclear which bubble is to be used as a final answer, the student will receive no credit for the question.
- Below are some samples showing the correct and incorrect use of crossing out and circling filled in bubbles:

Sample 1		Correct – 2 <sup>nd</sup> bubble final answer
Sample 2		Incorrect – however the 4 <sup>th</sup> bubble will be taken as final answer
Sample 3		Correct – 1 <sup>st</sup> bubble final answer
Sample 4		Correct – 2 <sup>nd</sup> bubble final answer
Sample 5		Incorrect – no final bubble indicated – no response is accepted
Sample 6		Incorrect use of crossing-out & circling – no final bubble clearly indicated – no response is accepted

- Proctors should walk around the room monitoring students as they take the exam. This will help minimize the doodling on answer sheets. Please refer to the “Proctoring” sections in the administrator’s manual for further exam proctoring information.

### The SIX NEVERS to answer sheet handling

Teachers...	Students...
→ Never make a copy of a student’s answer sheet to be used for another student. (Crossing out a name does not negate the student’s answer sheet.)	→ Never draw, write or doodle over any bar codes.
→ Never make additional copies of preprinted blank answer sheets. (The student sequence numbers preprinted on the top right of each page are unique and can only be used by one student!!)	→ Never draw, write or doodle over the answer sheet Identification boxes (top left and bottom right of each sheet).
→ Exams with multiple answer sheets: Never split a set of preprinted answer sheets between two different students.	→ Never draw, write or doodle over the four black square boxes on the corners of the answer sheets.

### After Test Administration

- Check and make sure the student has completed the exam and all appropriate bubbles are filled in.
- Students who are “Medically Excused” or need to be reported as “Administrator Error” **must** have a “Reason Not Tested” bubbled in on the answer sheet.  
(The “Reason Not Tested” bubble is for the entire test – including ALL sessions on the answer sheets!)

*Refer back of sheet for Reference Guide for Exceptions → →*

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Proctors/Teachers → Reference Guide for Exceptions

ELA and MATH 3-8

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## **Students moved between buildings within a district:**

- Student should use their original preprinted answer sheet with the school name corrected in the box on the top front of the answer sheet.

## **Students without a preprinted answer sheet:**

- Student must use a blank answer sheet with the student's current district/school name preprinted on it.
- Carefully review the "The Six Nevers to Answer Sheet Handling" on the "Proctors/Teachers → Test Administration Directions (incl. Make Ups)" – front page of this document.

**Student Information should be written on the preprinted blank answer sheet in the following places...**

- Both front & back of ALL answer sheet pages: Write student's name and (birth date-front only) on the lines provided in a box located on the top of the answer sheet page.
- Student ID number MUST be written in the student ID box as indicated below on ALL front & back pages of the answer sheet(s). The ID number must be nine digits, zero filled on the left.**  
(Note: Contact your district test coordinator to obtain the student's ID if you do not have one.)

Student ID Box (sample):								
1	2	3	4	5				
Incorrect								
0	0	0	0	1	2	3	4	5
Correct (right justified with preceding zeros)								

- Write the same student information on the preprinted "blank" label(s).

## **During Test Administration (this includes Make-Up Test Administration):**

- Carefully review the "Proctors/Teachers → Test Administration Directions (incl. Make Ups)" – front page of this document.

## **Please make sure your test coordinator is aware of the following:**

Any student that...

→ had to use a preprinted blank answer sheet	→ is not enrolled at time of test
→ had changed buildings within your district	→ is taking NYSAA or NYSESLAT exam
→ was Medically Excused, Marked as Administrator Error or absent for any part of the test	