Monroe-Orleans Accountability, Assessment & Reporting Services
Test Coordinators ➜ Answer Sheet Directions
ELA and MATH 3-8

Preprinted Answer Sheets:

IMPORTANT NOTE: DO NOT use NYSED answer sheet directions when administering this exam.

❑ 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 placement student answer sheets will be sent to the service provider school by M.A.A.R.S. for any district that requested this service.)

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.

Preprinted Student Labels:
❑ Corresponding student labels are used for the Written Test Booklet(s) (short/extended response).
Place label on back cover. (**for ELA & Math** – Booklet for Session 2 only)

❑ **Schools using Premier** as the vendor to score student's written part of tests. Please carefully review a separate set of directions as your schools will be using bar-coded student labels created by premier and will be packed with your printed answer sheets.

❑ **DO NOT place labels on answer sheets**.

During Test Administration (*this includes Make-Up Test Administration*):
❑ Carefully review the "**Proctors/Teachers ➜ Test Administration Directions (incl. Make Ups)**" document included in your answer sheet package from M.A.A.R.S.

❑ When a student completes the exam during the make-up period, make sure any applicable bubbled-in absent bubbles are crossed out. (Session absent & refusal bubbles or "Reason Not Tested" bubbles)

Test Scoring:
❑ Follow NYSED Protocol

❑ Districts and out-of-district student's service provider(s) should work out a schedule for collecting student answer sheets to be scored and then delivered to us, by the District, for processing.

❑ **Scoring Model Code (on answer sheets)**: Disregard the "Required – Scoring Model Code" box on the answer sheets. You *do not* have to bubble this box on the answer sheets. We (M.A.A.R.S.) will automatically apply the code to each student's scanned record as we process them based on the information we received earlier from your district.

Important student data needed in the data warehouse (DW) before processing can begin:
❑ Students moved: Enrollment record with exit date and reason, must be loaded to the DW to show the student is no longer enrolled in your district

❑ Student is in another building within your district: Enrollment record must be updated to the DW to reflect the building change.

❑ Student taking NYSAA: A 0220 NYSAA eligible record must be loaded to the DW.

❑ Student taking NYSESLAT: A 0231 LEP eligible record must be loaded to the DW.

These updates to the DW (data warehouse) will need to be submitted before you return answer sheets for processing. (This will ensure your reports on the DW are accurate and to ensure student assessment load to the DW without error.)

Returning Answer Sheets for Processing:
➜ Please follow the "**Checklist when Preparing Answer Sheets to be Sent to M.A.A.R.S. for Processing**" included with your Answer Sheet package from M.A.A.R.S.