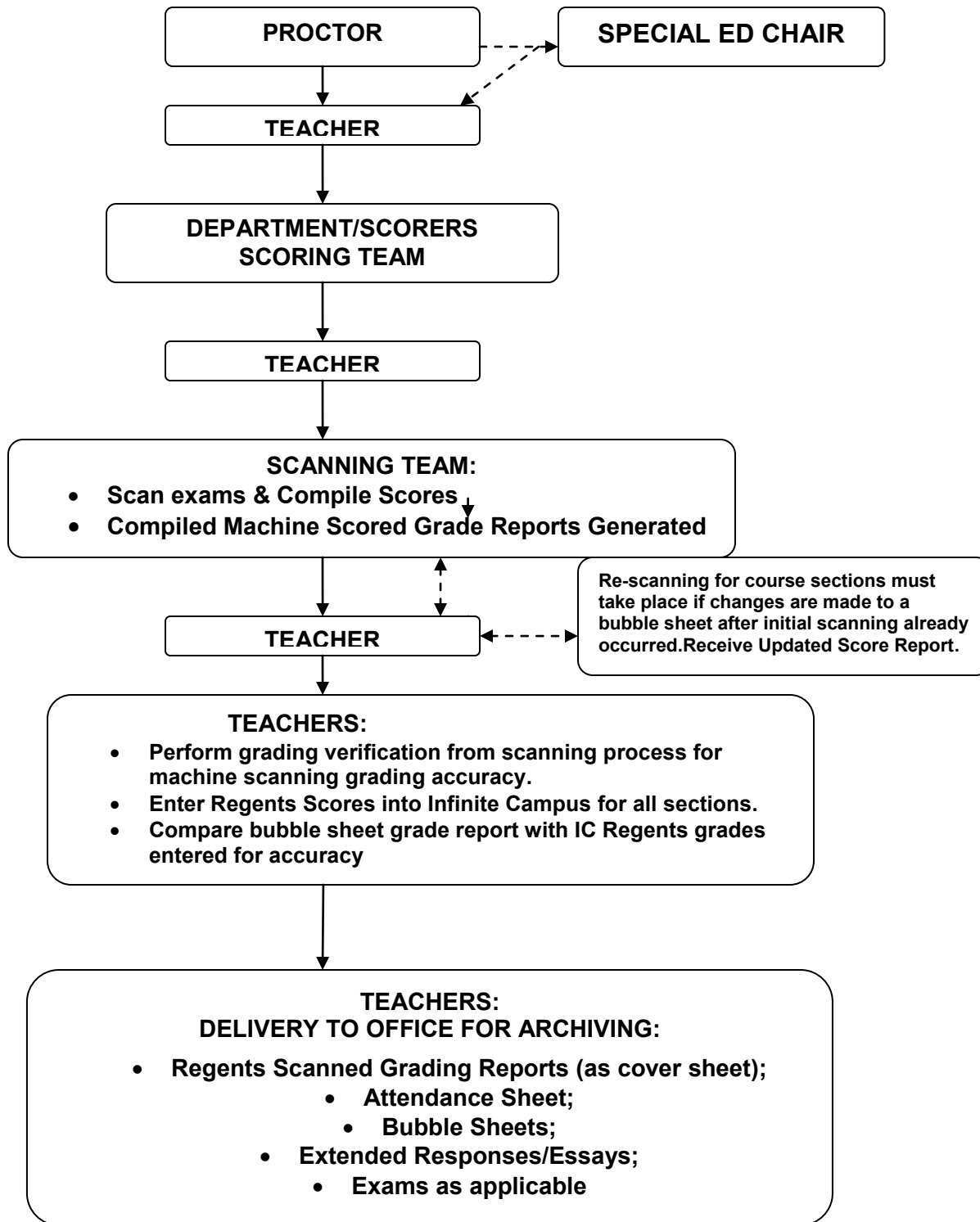


MHS REGENTS EXAMS BUBBLE SHEET PROCESSES & CHECKLIST BOOKLET

CONTENTS:

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MHS REGENTS EXAMS: BUBBLE SHEET WORKFLOW & PROCESSES



Notes:

- Teachers must bring all sections tested bubble sheets to the scanning team.
- For Walk-on sections/students: Department Chair is considered the Teacher of Record.

PROCTOR CHECKLIST & GUIDELINES

BUBBLE SHEET: REGENTS CHECKLIST/TRACKER:

<<<<PROCTOR>>>>

TOTAL # OF STUDENTS WHO SAT FOR THE EXAM:

PLEASE READ THESE INSTRUCTIONS CAREFULLY PRIOR TO REGENTS ADMINISTRATION

TAKE ATTENDANCE:

You have received 2 attendance sheets in your Bubble Sheet bundle: 1 white and 1 color.













- ☐ Take attendance on BOTH attendance sheets: **PRINT CLEARLY & NEATLY**
 - Circle the name of any students who are not present to take the exam and write ABS next to their name.
 - Add any additional student names that are present for the exam that are not already listed on the attendance sheet. **PRINT CLEARLY**
 - If you know a student is in an alternate location, please note "ALTERNATE" next to their name if needed.
- ☐ NOTE the **TOTAL NUMBER OF STUDENTS** taking the exam at the **BOTTOM of both attendance sheets**
- ☐ **SUBMIT** the **WHITE Attendance sheet** to the monitor/teacher of record or designee picking up attendance.
- ☐ **KEEP** the **COLOR Attendance sheet** with the Bubble Sheet packet.

DISTRIBUTION OF BUBBLE SHEETS: Bubble Sheet is the official answer sheet for multiple choice answers.

****The Bubble Sheets have been pre-printed with student and course information. Do not give these sheets to any other student but the one for whom it is printed.**

- ☐ Any student who **does not** have pre-printed Bubble Sheet should use a **blank Bubble Sheet**. On blank Bubble Sheets, students must hand write (neatly print) the following information in the spaces provided **IN PEN** if not already completed: Student name (front & back of answer sheet); Grade level; Teacher and course/section; Student ID Number-Bottom left of side 1

STUDENT USE OF ANSWER SHEETS: PLEASE READ TO STUDENTS:

- ☐ **STUDENTS MUST USE A PEN (BLUE/BLACK INK ONLY)** TO RECORD THEIR ANSWERS ON THE BUBBLE SHEET. STUDENTS MUST USE **PEN FOR ALL ESSAYS AND EXTENDED RESPONSE ANSWERS**.
- ☐ Record answers to the multiple choice items on side 1 of the Bubble Sheet by completely filling in **one** of the four bubbles available for each item. (*Double bubbles will be marked as incorrect.*)
- ☐ **Completely fill in one of the bubbles available for each item/question**    
- ☐ **To change an answer, clearly mark intended response by crossing out the first bubble and completely filling in the new bubble.**    
- ☐ **To change an answer back to a crossed-out bubble, circle the final answer and write the number next to the question.**    
- ☐ Students are to record their answers for the extended response parts of the exam in the NYS essay booklet and/or NYS extended response booklets as applicable.
- ☐ **STUDENTS MUST SIGN IN PEN THE DECLARATION** AT THE BOTTOM OF SIDE 1 OF THE BUBBLE SHEET WHEN THEY HAVE COMPLETED THE EXAMINATION.

COLLECTING ALL STUDENT ANSWER SHEETS:

- ☐ **Before collecting a student's papers, CHECK:**
 - All questions have been answered **IN PEN**;
 - NO BLANKS; NO Double Bubbles or Stray Marks ;
 - ALL STUDENT INFO completed including Student ID Number;
 - ALL STUDENTS SIGN DECLARATION **IN PEN**
- ☐ **COLLECT:** All student's answer materials: (both used & unused, including scrap): Bubble Sheets; Essay booklets &/or Extended Response Answer Sheets; exams, and check in by logging the materials into the list of examinees. **This should be done before the student is permitted to leave the testing room.**

PACKAGING:

- ☐ **VERIFY #** Bubble Sheets/Extended Response Answer Sheets are Identical to # / Names of students tested
- ☐ **ALPHABETIZE BUBBLE SHEETS & Extended Response Answer Sheets w/page 1 facing up**
- ☐ **Place Color Attendance sheet on top; & place all answer sheets in original envelope provided.**
- ☐ **HAND OFF TESTING ENVELOPE w/above TO TEACHER OF RECORD IN PERSON.**

****If the section is an entire "Walk-on" section, the Department Chairperson is the Teacher of Record**

****Special Ed Proctors: Give testing envelope to Special Ed Chairperson if exams are finished after school hours.**

TEACHER

(PRE-DEPARTMENT SCORING PRODUCTION)

CHECKLIST & GUIDELINES

BUBBLE SHEET: REGENTS CHECKLIST/TRACKER:

<<<<TEACHER OF RECORD>>>>: PRE-DEPARTMENT SCORING CHECK

TOTAL # OF STUDENTS WHO SAT FOR THE EXAM: _____

PLEASE READ THESE INSTRUCTIONS CAREFULLY PRIOR TO REGENTS ADMINISTRATION

RECEIPT OF ANSWER SHEETS FROM PROCTOR:

- ☐ Upon receipt of the testing envelope, **CHECK & CONFIRM:**
- Color Attendance sheet present
 - All student Bubble Sheets and extended response/essay answer sheets are present
 - On Bubble Sheets:
 - All questions have been answered **in pen.**
 - NO BLANKS;
 - NO Double Bubbles or Stray ;
 - ALL STUDENT INFO completed including Student ID Number. Check that all student ID numbers have been completed if a walk-on Bubble Sheet was used.
 - ALL STUDENTS SIGN DECLARATION **IN PEN**

PRODUCTION OF ANSWER SHEETS:

- ☐ ENSURE THAT YOU HAVE RECEIVED ALL YOUR STUDENTS ANSWER SHEETS FOR YOUR COURSES
- If you are missing answer sheets **verify first** if they are testing in an alternate location with extended time accommodations.
 - NOTE THE NAMES OF MISSING STUDENT ANSWER SHEETS **AFTER** YOU HAVE CONFIRMED THAT THEY ARE STILL TESTING IN A SPECIAL LOCATION WITH EXTENDED TIME.
 - CONFIRM WITH SPECIAL EDUCATION THE ABOVE.
- ☐ SEPARATE Bubble Sheets from Essay booklets & Extended response answer sheets: Creating 2 piles
- ☐ VERIFY # Bubble Sheets/extended response answer sheets are *Identical to # / Names of students tested
- ☐ REVIEW THAT ALL STUDENT ID # HAVE BEEN INSERTED ON BUBBLE SHEETS---Bottom left of side 1
- ☐ IF STUDENT ID # IS LEFT BLANK, ENTER IN THE STUDENT ID # (LOOK, UP IN IC if needed)
- ☐ PLACE ALL WALK-ON Bubble Sheets ON-TOP of Bubble Sheet pile
- ☐ PLACE Color Attendance sheet on top of entire pile;
- ☐ NOTE the **TOTAL NUMBER OF STUDENTS**

PACKAGING:

- ☐ HAND OFF THE TESTING ENVELOPE w/ ATTENDANCE; BUBBLE SHEETS; EXTENDED RESPONSE/ESSAY BOOKLETS; ALL CHECKLISTS FOR SUBMISSION TO DEPARTMENT'S SCORING TEAM **IN PERSON.**

****Your department will score extended response answers and essays. All multiple choice answers will be machine scored. You will receive machine scored reports for the students in your classes for the complete exam.**

****You will receive Special Education extended time student answer sheets from either the Special Education Proctor or the Special Education Chairperson. Please follow the steps above when you receive those students answer papers. Once you have fulfilled the checklist, deliver all answer sheets to your Department's scoring team in person.**

NOTES:

SCORER

CHECKLIST & GUIDELINES

BUBBLE SHEET: REGENTS CHECKLIST/TRACKER:

<<<<SCORER/RATER>>>>

TOTAL # OF STUDENTS WHO SAT FOR THE EXAM: _____

PLEASE READ THESE INSTRUCTIONS CAREFULLY PRIOR TO REGENTS ADMINISTRATION & SCORING

SCORE EXTENDED RESPONSES/ESSAYS:

FOLLOW THE DISTRICT GUIDELINES FOR SECONDARY TESTING/SCORING PROCEDURES AS OUTLINED BY YOUR DEPARTMENT CHAIR PER NYS REGULATIONS

☐ SCORING TEAM SCORES THE EXTENDED RESPONSE/ESSAY QUESTIONS.

RECORD EXTENDED RESPONSES/ESSAYS CREDIT EARNED:

- ☐ USE SIDE 2 OF THE BUBBLE SHEET
- ☐ USE BLUE OR BLACK INK ONLY TO FILL IN SCORES (NO RED INK USED)
- ☐ RATERS/SCORERS ARE TO INDICATE THE POINTS (CREDITS) EARNED BY COMPLETELY FILLING IN ONE OF THE BUBBLES AVAILABLE FOR EACH ITEM
- ☐ RATERS/SCORERS MUST DOCUMENT RATER'S/SCORER'S CODE LETTERS IN THE SPACE PROVIDED

PACKAGING OF BUBBLE SHEETS:

- ☐ PLACE BUBBLE SHEETS INTO COMPLETED TEACHER'S SECTIONS PILES
- ☐ INCLUDE Color attendance rosters on top of section piles
- ☐ HAND OFF THE TESTING ATTENDANCE; BUBBLE SHEETS; ALL CHECKLISTS TO TEACHER OF RECORD **IN PERSON.**

PACKAGING OF EXTENDED RESPONSE/ESSAY BOOKLETS:

- ☐ MAINTAIN ALL STUDENT EXTENDED RESPONSE/ESSAY BOOKLETS in a safe place.

NEXT STEPS: MACHINE SCORING: GRADING AND CHECKOUT:

- ☐ The TEACHER of record will BRING the Bubble Sheets for machine scanning & scoring of the entire exam in **person** to the scanning team.
- ☐ The scanning team will scan and score the exams while you wait.
- ☐ Machine Scored Grading Reports per teacher for the teacher's sections tested will be generated.
- ☐ ***Teacher must bring an entire section's Bubble Sheets back to the scanning team if any changes have been made to a student's Bubble Sheets after initial scanning has already occurred. Teacher will receive an updated Machine Scored Grading Report if re-scanning takes place. Discard old grading score report to avoid confusion
- ☐ Teacher of record: Perform grading verification from scanning process for machine scanning grading accuracy.
- ☐ All Teachers will enter course grades in Infinite Campus from the Machine Scored Grading Reports.
- ☐ Compare Bubble Sheet grade report with IC Regents grades entered for accuracy.
- ☐ For final checkout, teachers must submit their Machine Scored Grading Reports as the cover sheet; attendance roster; Bubble Sheets, extended response answer sheets and exams per section to the Main Office for archiving.
- ☐ The Chairperson will bring Walk-on Section Regents Exams for machine scanning and submission: This will include the Walk-on Machine Scored Grading Reports as the cover sheet; Bubble Sheets, attendance, exams, and extended response answer sheets for submission to the Main Office.

****The Main Office will input all Walk-on Regents/RCT student grades into Infinite Campus.

TEACHER

(PRE & POST MACHINE SCORING PRODUCTION)

CHECKLIST & GUIDELINES

BUBBLE SHEET: REGENTS CHECKLIST/TRACKER:

<<<<TEACHER OF RECORD>>>>: PRE-MACHINE SCORING & POST MACHINE SCORING CHECK

TOTAL # OF STUDENTS WHO SAT FOR THE EXAM: _____

PLEASE READ THESE INSTRUCTIONS CAREFULLY PRIOR TO REGENTS ADMINISTRATION & SCORING

**To ensure that you have all your students & sections tested answer papers, use the master testing schedule & your attendance rosters as your checklist.

I. TEACHER PRE-MACHINE SCANNING PRODUCTION:CHECK:

RECEIPT OF TESTING ENVELOPES FROM SCORERS:

ALL BUBBLE SHEETS SHOULD BE RETURNED TO YOU AFTER EXTENDED RESPONSES/ESSAY ARE SCORED

☐ VERIFY THE FOLLOWING:

- ☐ ALL SCORES BUBBLED IN ON SIDE 2 OF THE BUBBLE SHEET
- ☐ USAGE OF BLUE OR BLACK INK ONLY TO FILL IN SCORES (NO RED INK USED)
- ☐ RATERS/SCORERS INDICATED THE POINTS (CREDITS) EARNED BY COMPLETELY FILING IN ONE OF THE BUBBLES AVAILABLE FOR EACH ITEM
- ☐ ALL RATERS CODES DOCUMENTED ON SCORED BUBBLE SHEETS
- ☐ ALL BUBBLE SHEETS ALPHABETIZED PER SECTION
- ☐ ALL WALK-ON Bubble Sheets ON-TOP of Bubble Sheet pile
- ☐ COLOR ATTENDANCE sheet on top of entire pile
- ☐ SCORER CHECKLIST VERIFIED

PACKAGING & DELIVERY BUBBLE SHEETS FOR MACHINE SCANNING:

- ☐ PLACE ALL EXAMS BACK INTO TESTING ENVELOPES PROVIDED FOLLOWING THE PROCESSES ABOVE
- ☐ NOTE the **TOTAL NUMBER OF STUDENTS**
- ☐ INCLUDE Color attendance rosters on top on Bubble Sheet pile
- ☐ BRING YOUR SECTIONS' BUBBLE SHEETS TO **SCANNING TEAM IN PERSON**.
- ☐ REMAIN WITH THE SCANNING TEAM WHILE YOUR SECTIONS' BUBBLE SHEETS ARE SCANNED AND SCORED.
- ☐ RECEIVE MACHINE SCORED GRADING SCORE REPORTS FOR ALL STUDENTS IN ALL YOUR SECTIONS
- ☐ TAKE MACHINE SCORED GRADING REPORTS & YOUR STUDENTS' BUBBLE SHEETS WHEN THE SCANNING TEAM FINISHES.

2. TEACHER POST BUBBLE SHEET MACHINE SCANNING PRODUCTION:

- ☐ REVIEW YOUR SCORE REPORTS FOR ALL YOUR SECTIONS
- ☐ **If changes have been made on a student's Bubble Sheets after scanning has taken place, Bubble Sheets need to be re-scanned. Bring all Bubble Sheets for the course sections to the scanning team again. The scanning team will then produce updated score reports for your sections. Discard old grading score report to avoid confusion.
- ☐ Perform grading verification from machine scanning process for machine scanning grading accuracy.
- ☐ ENTER REGENTS GRADES INTO INFINITE CAMPUS. FOR ALL YOUR STUDENTS/SECTIONS TESTED.
- ☐ RECONCILE BUBBLE SHEET GRADE REPORT W/ REGENTS GRADES RECORDED IN IC FOR ACCURACY.
- ☐ THE MACHINE SCORED GRADING REPORT WILL BE YOUR OFFICIAL COVER SHEET.
- ☐ SUBMIT TO THE MAIN OFFICE THE FOLLOWING: Machine Scored Grading Reports as the cover sheet; attendance roster; Bubble Sheets; Extended Response Answer Sheets and exams.
- ☐ **WALK-ON SECTION REGENTS: The Department Chair is considered the Teacher of Record. The Department Chair will submit to the Main Office the following: Walk-on Section Regents Machine Scored Grading Reports as cover sheet; Bubble Sheets, attendance, exams, and Extended Response Answer Sheets. The Main office will input all Walk-on Regents exam scores into IC.**