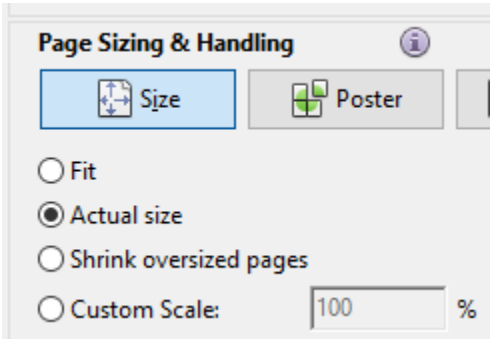




M.A.A.R.S. NYSITELL High-Level Process

1. a. District/School determines if NYSITELL is needed.
b. District/School determines level of exam.
c. District/School loads student enrollment into Level 0 as soon as possible.
 2. a. Administering using a blank answer sheet:
District/School prints a blank answer sheet, for the appropriate exam level, from the PDF file that is located on the FTP site in: 2017-2018/NYSITELL/STUDENT DEMOGRAPHIC. **Important Notes:** 1) be sure to print as many copies needed from the PDF file....do not make copies as it will degrade the print quality of the answer sheet. 2) When printing, be sure to select 'Actual size' as in this screen shot:

b. Administering using a preprinted answer sheet:
District/School provides M.A.A.R.S. with a csv file following the File Specifications for NYSITELL. CSV File must be loaded to the FTP site to NYSITELL/STUDENT DEMOGRAPHIC folder. Email bfagan@bocesmaars.org as notification that the file has been loaded to FTP site.
 3. NYSITELL test is administered.
 4. Completed answer sheet:
Districts: send/deliver to their in-district scan/score processor. **These processors need their Level 0 accounts set up for access to NYSITELL.** Answer sheets are scanned into Teleform then scored through ASAP. Score Reports are immediately available to either print or send as PDF.
BOCES/Charters/Non-Pubs: scan and load to the FTP site to NYSITELL/STUDENT DEMOGRAPHIC folder, then contact Brenda Fagan as notification so it can be processed right away.
 5. M.A.A.R.S. exports scores from ASAP and loads to Level 1 on the last Wednesday of each month for all schools with the exception of the Braille version exams. The Braille version needs to be entered manually by the school into Level 0 just as a restricted Regents exam would be. **Important Note: Need Level 0 enrollment to push scores to the Data Warehouse.**
 6. Reports for verifying NYSITELL data are:
L1: 2.0 Instructional Reports>2.1 Assessment Performance>1.0 NYSITELL&NYSESLAT Reports>NYSITELLStudent Scores List
L2: L2RPT Reports-SEDDAS>Tested/Not Tested>SIRS-104 NYSITELL Summary Report
- *M.A.A.R.S. contact for NYSITELL is Brenda Fagan and can be reached at bfagan@bocesmaars.org or 349-9022.**