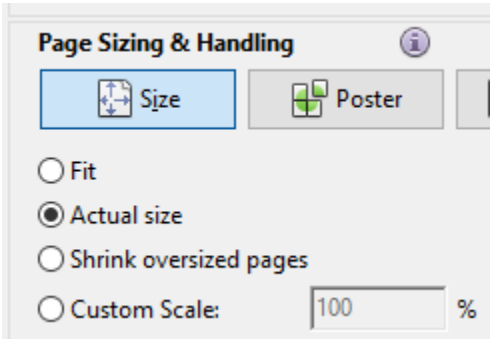# M.A.A.R.S. NYSITELL High-Level Process

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. <u>Administering using a blank answer sheet:</u>
   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 <u>not</u> 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. <u>Administering using a preprinted answer sheet:</u>
   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 pzeiner@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 Patty Zeiner 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 Patty Zeiner and can be reached at pzeiner@bocesmaars.org or 349-9053.