

2016 JUNE REGENTS

DAY SCORING

Requirements, Eligibility, & Assignment



Regents Scoring Assignment Tool

Presentation: <http://bit.ly/RegentsAssignDayStaff>

Version 1.0 – May 2016

Regents Scoring – School Responsibilities

Principals must designate personnel to serve on the Organizational Team, and to score the Algebra 2 / Trigonometry, Chemistry, Geometry (CC), Global History, Living Environment and Physics exams. Principals should:

- > Review **staff requirements** for each scoring position (including foreign language scorer requirements, if applicable) in the **Assign Staff for Scoring** online tool.
 - Schools which ordered exams in foreign languages may be required to assign bilingual scorers.
- > Designate the required number of qualified scorers and **submit your assignments** via the online application by **May 13**.
- > **Notify all relevant personnel** of their assignments; **communicate responsibilities, scoring dates, and site assignments**.
- > **Ensure attendance** by designated personnel for **all required days** during scoring periods.

Scoring Calendar – Day Scoring Exams

Day scoring will take place from June 16 - 24 between 8:30am – 3:20pm.

For “All Day Scoring” days, staff should report to the scoring site from 8:30am – 3:20pm

<i>Exam/Assignment</i>	Thur. 16-Jun	Fri. 17-Jun	Mon. 20-Jun	Tue. 21-Jun	Wed. 22-Jun	Thur. 23-Jun	Fri. 24-Jun
Global History	<-----All Day Scoring----->		<-----All Day Scoring----->				
Living Environment		All Day Scoring--	<-----All Day Scoring----->				
Algebra 2 / Trigonometry			<-----All Day Scoring----->				
Geometry (CC)				<-----All Day Scoring----->			
Chemistry					<-----All Day Scoring----->		
Physics					<-----All Day Scoring----->		
Org Team A (Thur - Wed)	<-----All Day Scoring----->		<-----All Day Scoring----->				
Org Team B (Fri - Tue)		All Day Scoring--	<-----All Day Scoring----->				
Org Team C (Mon - Thur)			<-----All Day Scoring----->				
Org Team D (Wed - Fri)					<-----All Day Scoring----->		

- > Scorers are required only for exams that your school is administering.
- > Assigned personnel must attend all days of scoring to provide continuity in operations at scoring sites.

Organizational Team Members – Responsibilities, Qualifications, and Eligibility

> Primary responsibilities:

- Help to check-in, distribute, and check-out test materials; verify counts of test booklets and answer documents.
- Ensure all answer documents are accounted for and bubbled before scanning.
- Scan answer documents and run ATS reports to check for data capture issues.
- Repackage test booklets and answer documents to return to schools.

> Qualifications:

- Strong organizational skills and attention to detail.
- ATS access (user account) and system knowledge preferred.
- Experience with Regents scanning.

> Eligibility:

- Appointed teachers and assistant principals.
- **NOT** rated 'Unsatisfactory' or 'Ineffective' in SY 2014/15 or SY 2013/14.

Scorers – Responsibilities, Qualifications, and Eligibility

> Primary responsibilities:

- Score Regents exams in accordance with all NYCDOE and NYSED policies.
- Undergo scorer orientation and training.
- Attend all days of scoring for assigned exam.

> Qualifications:

- Strong knowledge in and experience teaching in the content area.
- Previous experience scoring Regents; familiarity with the application of scoring rubrics and the format of the exam.
- Foreign language fluency (if required).

> Eligibility:

- Currently teaching the relevant Regents preparatory course as the primary teacher (based on STARS data).
 - or
- Be appointed to a license (determined via GALAXY) in the relevant subject and teaching courses at the high school level (based on STARS data).
- **NOT** rated 'Unsatisfactory' or 'Ineffective' in SY 2014/15 or SY 2013/14.

Scoring Staff Assignment – Timeline

Scoring staff assignment will begin May 3. Assignments must be made by the end of May 13.

MILESTONE	DATE
Online Assignment Tool Opens	May 3
Assignments Due	May 13 (End of Day)

- > Clarity on designated scoring personnel will help your school to make its Regents proctoring schedule.

Online Portal – Logging In

Internet Explorer should be used to access the Assign Staff For Scoring tool.

If working from a DOE location, the following URL should be used:

<http://www.nycboe.net/applications/oa/regents>

User name: central\DOE Email ID (e.g. central\jsmith)

Password: DOE Email ID Password (e.g. Welcome.123)

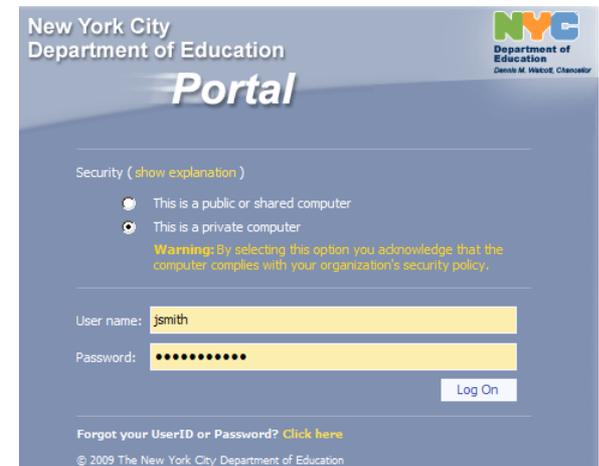


If working from a remote location (e.g. home), the following URL should be used:

<https://apps.nycenet.edu/Applications/OA/regents>

User name: DOE Email ID (e.g. jsmith)

Password: DOE Email ID Password (e.g. Welcome.123)



Online Portal – Logging In (cont.)

Once logged in, option for “Assign Staff For Scoring” module will be available, and your name and role (e.g., Principal) will be automatically populated in the upper-right corner:



Logged in as: John Doe | Role : Principal | [Logout](#)



Online Tool – Assignment Screen

Assignment screen displays scorer requirements and scoring session dates.

- > “Org. Team Member Requirement” represents staff requirement prior to school receiving 2 org. team member credit per ATS specialist and/or organizational team lead provided.
- > “Initial Scorer Requirement” represents staff requirement by exam prior to school receiving 2 scorer credit per content trainer provided for same exam.
- > “Adjusted Org. Team Member / Scorer Requirement” represents # of staff school needs to assign to fulfill their requirements.
- > Choose “Assign Org Team” and/or “Assign Scorers” to assign staff.

ORGANIZATIONAL TEAM MEMBERS			
Org. Team Member Requirement	Scoring Dates	Org. Team Member Credit Via Org. Team Lead(s)	Adjusted Org. Team Member Requirement
1	5/20,5/21	0	1 Staff Assigned: Assign Org Team

Scorers - EARTH SCIENCE - SPANISH			
Initial Scorer Requirement	Scoring Dates	Scorer Credit Via Content Trainer(s)	Adjusted Scorer Requirement
1	5/17,5/18,5/19,5/20,5/21	0	1 Staff Assigned: Assign Scorers

Scorers - EARTH SCIENCE			
Initial Scorer Requirement	Scoring Dates	Scorer Credit Via Content Trainer(s)	Adjusted Scorer Requirement
1	5/17,5/18,5/19,5/20,5/21	0	1 Staff Assigned: Assign Scorers

Submit

Online Tool – Assign Org. Team Members / Teachers

Choose the designated number of staff members.

- > Populate the Foreign Language field for any personnel with language abilities (Global History and Living Environment only).
 - Bilingual requirement will default to alternate language.
- > All staff will be shown in menu; only eligible staff may be assigned.
 - For your reference, all potential assignments are listed for each staff member under “Eligibility”.
- > Once complete, click “Assign Selected Teachers”.

Please assign from the list of staff available below to serve as a scorer for Earth Science .

For all staff assigned, please indicate if they are able to score exams with responses in a foreign language (able to fluently read, write, and speak the language).

Eligible staff are designated for scoring based on their appointed license and teaching schedule. If you believe an individual should be made eligible, please send their name, file number, exam/position, and a short message regarding their qualifications to regents@schools.nyc.gov.

Enter name to search for a teacher:

Earth Science	Last Name	First Name	Eligibility	Foreign Language (Optional)
<input checked="" type="checkbox"/>	THOMPSON	DAVID	Organizational Team Member Earth Science Living Environment	Select>> Chinese Haitian Creole Korean Russian Spanish
<input type="checkbox"/>	WERNER	JEAN	Organizational Team Member Earth Science Living Environment	Select>>
Ineligible	ADAMES	IRIS		Select>>
Ineligible	AIKEN	A		Select>>
Ineligible	AKKERMAN	BRITTANY	Organizational Team Member English	Select>>
Ineligible	ALPER	DAVID	Organizational Team Member English	Select>>

Online Tool – Review & Submit

- > Review assignments; ensure number assigned meets requirement.
- > “Submit” commits assignments and triggers confirmation emails for principal (with a copy to test coordinator) and assigned staff.
 - All scoring requirements need to be fulfilled for submission to be successful.

ORG TEAM B (MON – THUR)

Scoring Site: 01M539 - NEW EXPLORATIONS INTO SCIENCE, TECHNOLOGY AND MATH HIGH SCHOOL

Org. Team Member Requirement	Scoring Dates	Org. Team Member Credit Via ATS Specialist / Org. Team Lead(s)	Adjusted Org. Team Member Requirement			
3	6/23,6/24,6/25,6/26	4 <table border="1"> <thead> <tr> <th>Teacher Name</th> </tr> </thead> <tbody> <tr> <td>BEALE,ELENA</td> </tr> <tr> <td>PHAM,JESSICA</td> </tr> </tbody> </table>	Teacher Name	BEALE,ELENA	PHAM,JESSICA	0 Staff Assigned:
Teacher Name						
BEALE,ELENA						
PHAM,JESSICA						

Scorers - ALGEBRA 2/TRIGONOMETRY

Scoring Site: 02M520 - MURRY BERGTRAUM HIGH SCHOOL FOR BUSINESS CAREERS

Initial Scorer Requirement	Scoring Dates	Scorer Credit Via Content Trainer(s)	Adjusted Scorer Requirement		
2	6/19,6/20	2 <table border="1"> <thead> <tr> <th>Teacher Name</th> </tr> </thead> <tbody> <tr> <td>BOUBEV,KONSTANTIN</td> </tr> </tbody> </table>	Teacher Name	BOUBEV,KONSTANTIN	0 Staff Assigned:
Teacher Name					
BOUBEV,KONSTANTIN					

Scorers - CHEMISTRY

Scoring Site: 01M539 - NEW EXPLORATIONS INTO SCIENCE, TECHNOLOGY AND MATH HIGH SCHOOL

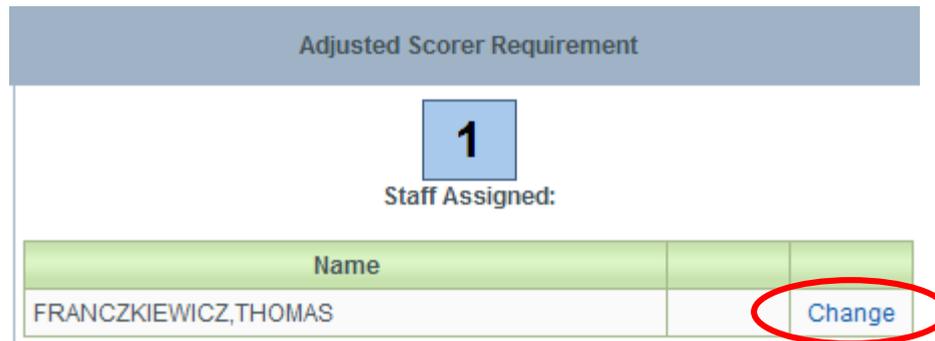
Initial Scorer Requirement	Scoring Dates	Scorer Credit Via Content Trainer(s)	Adjusted Scorer Requirement												
3	6/25,6/26	0	3 Staff Assigned: <table border="1"> <thead> <tr> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>MCGREGOR,CARLA</td> <td>Delete</td> <td></td> </tr> <tr> <td>NEUBAUER,DANIELLE</td> <td>Delete</td> <td></td> </tr> <tr> <td>SWENSON,ZACHARY</td> <td>Delete</td> <td></td> </tr> </tbody> </table>	Name			MCGREGOR,CARLA	Delete		NEUBAUER,DANIELLE	Delete		SWENSON,ZACHARY	Delete	
Name															
MCGREGOR,CARLA	Delete														
NEUBAUER,DANIELLE	Delete														
SWENSON,ZACHARY	Delete														

Submit

Online Tool – Changing Personnel

After personnel assignments have been submitted, principals may change individual organizational team members / scorers.

- > Log into the **Assign Staff for Scoring** online tool.
- > On the assignment screen, click the “Change” link next to the individual who will be replaced.



Adjusted Scorer Requirement

1
Staff Assigned:

Name		
FRANCZKIEWICZ, THOMAS		Change

- > Select an eligible replacement in the pop-up window.
- > Upon selecting a replacement, automated confirmation emails will be sent to the new scorer, the scorer who was replaced, and the school principal (with a copy to the test coordinator).
- > Changes should not be made after **June 10**.

Frequently Asked Questions

How was the number of personnel required determined?

- > The number of personnel required for each organizational team / exam (including foreign language) was determined based on the number of exams ordered, and the number of eligible scorers at the school.

Are APs and Test Coordinators eligible to be selected?

- > Yes. APs and Test Coordinators are eligible to be selected for organizational team and scoring roles. However, these staff members were excluded from calculations in determining the number of scorers required.

I want to assign a teacher in my school but s/he is not listed or listed as not eligible?

- > If a staff member is not listed in the tool, or listed as not eligible, and you believe s/he should be eligible for assignment, please email their name, DOE file number, exam/position (including foreign language competency), and a short message regarding their qualifications to regents@schools.nyc.gov.

Frequently Asked Questions (cont.)

How do I change a scorer after I've made submissions?

- > Scorers may be changed after the original submission is made up until **June 10**. Log in to the assignment tool and click the “Change” link next to the name of the individual you wish to replace. Upon selecting a replacement, automated confirmation emails will be sent to the new scorer, the scorer who was replaced, and the school principal (with a copy to the test coordinator).

Assign Staff For Scoring – Support

The following resources are available to support the Schools' during the day scorer assignment process.

- > General scorer responsibilities, qualifications, eligibility, or policy:
 - Please contact your BFSC Performance and Assessment Lead

- > All other concerns regarding the Assign Staff for Scoring online tool such as technical issues, process questions, etc...
 - Please email regents@schools.nyc.gov