Regents-NYSITELL Scanning Quick Reference

Before you start: (See "Regents FTP Site Instructions for Retrieving Templates" for detailed instructions for these 3 steps

- Open Teleform Designer and delete the old answer sheet forms (password required).
- Download new forms from FTP site to your C:\Regents\Forms folder.
- In **Designer** module, import the new answer sheet forms (see the detailed instructions).

Before you scan:
- Turn on the scanner. Set the stack control lever (above the on/off light) to the lower position.
- Open Teleform **Scan Station**
- Open Teleform **Reader**
- Open Teleform **Verifier**
- Leaf through the stack of answer sheets
    If an extra answer sheet was used, make sure it has the student ID hand-written in the Student ID bar code box.

- Turn the stack over and leaf through the answer sheets. Be sure every question on the back has been bubbled.

Scanning Regents (see back for Scanning NYSITELL):
- In Teleform Scan Station: Go to the File Menu and Select New Batch
    Job = Regents, Fill in: Tracking ID, Operator, and # of pages (# of pages is optional – see note below)
    - o Check the **Process** tab: Be sure Settings are "Regents" and Feeder indicates "Front and Back"
    - o Click the **Start** button
- After all forms have been scanned, if you entered the # of pages, verify the page count.
- Click the **Accept** button
- Minimize Teleform Scan Station
- Maximize Teleform Reader (you may see the forms being evaluated flashing in the bottom bar)
- Maximize Teleform Verifier and click the **Refresh** button (you can click it more than once over the next few seconds)
- When the batch status is **Ready for Correction,** click the batch name to highlight it and then click the **Process** button. Or you can just double click the batch name to start the verification process. If there is an asterisk next to the batch, the # of pages entered in Scan Station and the number actually scanned did not match.

- Verification process will begin – select the correct bubble and TAB to next error. When a hand written Student ID appears, just start typing and it appears in the gray box. Be sure to type a 9-digit number.
    DO NOT accept blank bubbles on the back of the answer sheet (this is the Teacher scored part of the exam).
- When complete, the Batch status is "Ready to Commit" with zeros in both Needs Review and Needs Evaluating
- Highlight the batch, Right Click and select **Commit. The batch status will change to Batch is Complete**
- Minimize Teleform Verifier and open a browser to go to ASAP next. The ASAP URL is https://asap.edutech.org
- See the ASAP Quick Reference for the next steps.

Scanning NYSITELL (see front for Scanning Regents):

- In Teleform Scan Station: Go to the File Menu and Select New Batch

  Job = Regents (even though NYSITELL is being scanned, use Regents as the default)

  Fill in: Tracking ID, Operator, and # of pages (# of pages is optional – see note below)

  o Check the **Process** tab: Be sure Settings are "Regents" and Feeder indicates "Front and Back" (both sides of the answer sheets will be scanned but the blank images will automatically be discarded)

  o Load the answer sheets in the scanner hopper with the bubbled side up.

  o Click the **Start** button

- After all forms have been scanned, if you entered the # of pages, verify the page count.

- Click the **Accept** button

- Minimize Teleform Scan Station

- Maximize Teleform Reader (you may see the forms being evaluated flashing in the bottom bar)

- Maximize Teleform Verifier and click the **Refresh** button (you can click it more than once over the next few seconds)

- When the batch status is **Ready for Correction,** click the batch name to highlight it and then click the **Process** button. Or you can just double click the batch name to start the verification process. If there is an asterisk next to the batch, the # of pages entered in Scan Station and the number actually scanned did not match.

- Verification process will begin – select the correct bubble and TAB to next error. When the hand written Student ID is highlighted, start typing – it will appear in the gray box. Type a 9-digit number.

  If "Tested but unable to answer any questions" is bubbled for one of the modality subtests and the subtest is blank, no verification of those questions will occur. However, if one bubble in the modality subtest is filled, it overrides the "Tested but unable to answer any questions" bubble. Then blanks will need to be verified and accepted as valid.

  Blank bubbles in the Writing and Speaking sections need to be checked upon with the Scorer for the number of points awarded. If no points were awarded, the response needs to be 0 (ZERO).

  When complete, the Batch status is "Ready to Commit" with zeros in both Needs Review and Needs Evaluating

- Highlight the batch, Right Click and select **Commit. The batch status will change to Batch is Complete**

- Minimize Teleform Verifier and open a browser to go to ASAP next. The ASAP URL is https://asap.edutech.org

- See the ASAP Quick Reference for the next steps.