



Last Updated – November 20, 2023

The ASAP reports are solely based on the images of completed bubbles on both sides of the scanned answer sheets and is the first step for you to check the accuracy of student names and scores.

It is important to make sure the ASAP reports are accurate because errors in the ASAP reports will mean errors in the Level 2 reports. **Even if your ASAP reports are accurate,** you must still check your Level 2 reports for accuracy.

## TO ACCESS ASAP AND VIEW / DOWNLOAD / SAVE REGENTS SCORE REPORTS

- Go to the BOCES website (<u>https://datacentral.esboces.org/Services/DataReporting/Regents.aspx</u>).
- From the Secure Menu, select ASAP.

https://datacentral.esboces	.org/Servic	es/Data-Reporting/Re	gents	Login Q				
	Eastern BOO	Suffolk Regional Infor CES Student Da	mation Center Ita Services	DO NOT CLICK HERE TO LOG IN!				
	Home	Services 🗸 🔋 Events	Secure - Help -	THIS MENU!				
Regents			NYSED Portal	Click here to order NYS tests/Regents and access Regents Scoring Key passwords.				
Data & Reporting	General	Public Non-Public	Level o	Click here to access Level 0.				
Deadlines	SED Men	nos	NYSSIS	Click here to clear the NYSSIS queue and resolve potential duplicate records.				
Accountability	Title Regents August :	: School Administrators Manua 2023 Regents Schedule	L2RPT	Click here to view/print/save NYS exam score reports and high school graduation reports. These are the reports that MANDATED				
Assessment Information Links	Join Our Lis	tServ	BARS PD System	SERVICES uses for reimpursement claims:				
Timelines	Si	gn on to our listserv by sendin subscribe-regentsca	ASAP Click here to view/print/save Regents score reports that are <u>only</u> created if the Regents					
Forms and Documents			Batch Tracker Secure Courier	answer sheets are scanned.				
Regents			CBT Admin Console 🔫	Click here for the Admin Console for NYS Grades 3-8 ELA/Math/Science Computer-				
Level o				Based Test administration.				

- Use your Level 0 ID and Password to log in.
  - If your Level 0 login data doesn't work, please try logging into Level 0 to see if you can log in (select Level 0 from the Secure menu).
    - If you can log into Level 0, email <u>Shelley Hill</u> to say that you can log into Level 0 but not into ASAP and she will notify BOCES.
    - If you cannot log into Level 0 either, click the Forgot Password link (on the Level 0 login page). Follow the time-sensitive directions to set a new password. Then:
      - 1. Log into Level 0 to make sure the new password works.
      - 2. Select **ASAP** from the **Secure** menu and log in using the new password.
        - If the new password works for Level 0 but not ASAP, email <u>Shelley</u>
          <u>Hill</u> to say that you can log into Level 0 but not ASAP and she will notify BOCES.

- Click the **Reports** button.
- Select Regents Score by Parts by Course.
- Select your school name from **Pick a District**.
- Leave the default of **All Locations**.
- In the Assessments drop-down list, you should now see a listing of all available reports for your school. For example:

Location	All Locations	
Assessment	t i i i i i i i i i i i i i i i i i i i	
	Pick an Assessment	
	2024-06-30 August Regents Common Core Algebra I	
Close	2024-06-30 August Regents Common Core Algebra II	
	2024-06-30 August Regents Common Core ELA	
	2024-06-30 August Regents Common Core Geometry	
	2024-06-30 August Regents Living Environment	
	2024-06-30 August Regents Physical Setting/Chemistry	
	2023-06-30 June Regents Common Core Algebra I	
	2023-06-30 June Regents Common Core Algebra II	
	2023-06-30 June Regents Common Core ELA	
	2023-06-30 June Regents Common Core Geometry	
	2023-06-30 June Regents Living Environment	
	2023-06-30 June Regents NF Global History	
	2023-06-30 June Regents Physical Setting/Chemistry	
	2023-06-30 June Regents US History&Gov't (Framework)	
	2023-06-30 January Regents Common Core ELA	
	2023-06-30 August Regents Common Core Geometry	
	2022-06-30 June Regents Common Core Algebra I	
	2022-06-30 June Regents Common Core ELA	
	2022-06-30 June Regents Common Core Geometry	•

submit

- Select the exam you want and click the **Submit** button.
  - The report will show the exam title, date of administration, school name, student's ID number, name, and score (for each section as well as the overall score).
    - If N/A is listed instead of the student's name, it means that ID number on the answer sheet was not found in Level 0. For example:

Γ	Student		
1	123456789	N/A	
2	987654321	Shelley Hill	

- 1. You will need to:
  - find out which student had that ID number (check your pre-print file or e-mail <u>Shelley Hill</u> to look for the answer sheet)
  - o access Level 0 and find that student's Demographic Record
    - If the ID number matches the ASAP ID, make sure Level 0 was properly locked and uploaded by checking the Dashboard Report (if not, run the error reports; correct errors; lock Demo and Enrollment Records; and click the buttons to create the files for Level 1)

- If the ID number does not match the ASAP ID, e-mail <u>Shelley Hill</u> with the information (student name, incorrect ID, and correct ID) to request the answer sheet ID be corrected and re-scanned.
- If a student's name is listed but that student did not take the exam, it means that the student's Level 0 ID number was used on the answer sheet by a <u>different</u> student.
  - find out which student had that ID number (check your pre-print file or email <u>Shelley Hill</u> to look for the answer sheet)
  - 2. access Level 0 and find that student's Demographic Record
  - 3. E-mail <u>Shelley Hill</u> with the information (student name, incorrect ID, <u>and</u> correct ID) to request the sheet be corrected and re-scanned.
- To save the ASAP report to your computer, click the Save\_icon.

Report: Regents Score by Parts by Course											
$ \triangleleft$	<	1 of 1	>	$\triangleright$	Ċ	$\bigotimes$	100%	~		Ē	Find   Next
ASAP: Regents Parts Scores By Course								Page 1	of 1		

- From the **Format** drop-down list, select **PDF** (3<sup>rd</sup> option in the list).
- Open the downloaded file and then save it to your computer.
- To go back to the previous listing, click the "back page" arrow/button of your web browser and select the next exam by following the above steps.

## Students that Appear in an ASAP Report but not in the Level 2 Report for that Exam

If students appear in ASAP but not in the Level 2 reports, it means there was either a glitch in the processing of that batch of answer sheets or, more likely, those students weren't properly locked/processed in Level 0 at the time of scanning.

- Prior to Level 0 closing for the year in August it is still possible to troubleshoot such issues and update the Level 2 reports even without re-scanning answer sheets (the window to rescan June answer sheets ends on July 31<sup>st</sup>) by entering Assessment Records in Level 0. This is why it is so important to stay on top of the reports by checking for ASAP and Level 2 for accuracy and **immediately** reporting problems.
- <u>After Level 0 closes for the year</u> it is no longer possible to make changes to Level 0 therefore it is no longer possible to update the Level 2 reports. For Mandated Services, ASAP reports can be used to back-up claims of exam administration for Level 2 reports missing students. **However**, the scores of those missing students must be entered as Assessment Records in:
  - Level 0 for the new school year, if the students are still in the school
  - Level 0 Historical (in February), if the students left the school

and screenshots should be taken of each record (to submit to Mandated Services).