ASSESSMENT SCORING AND ANALYSIS PROGRAM (ASAP)

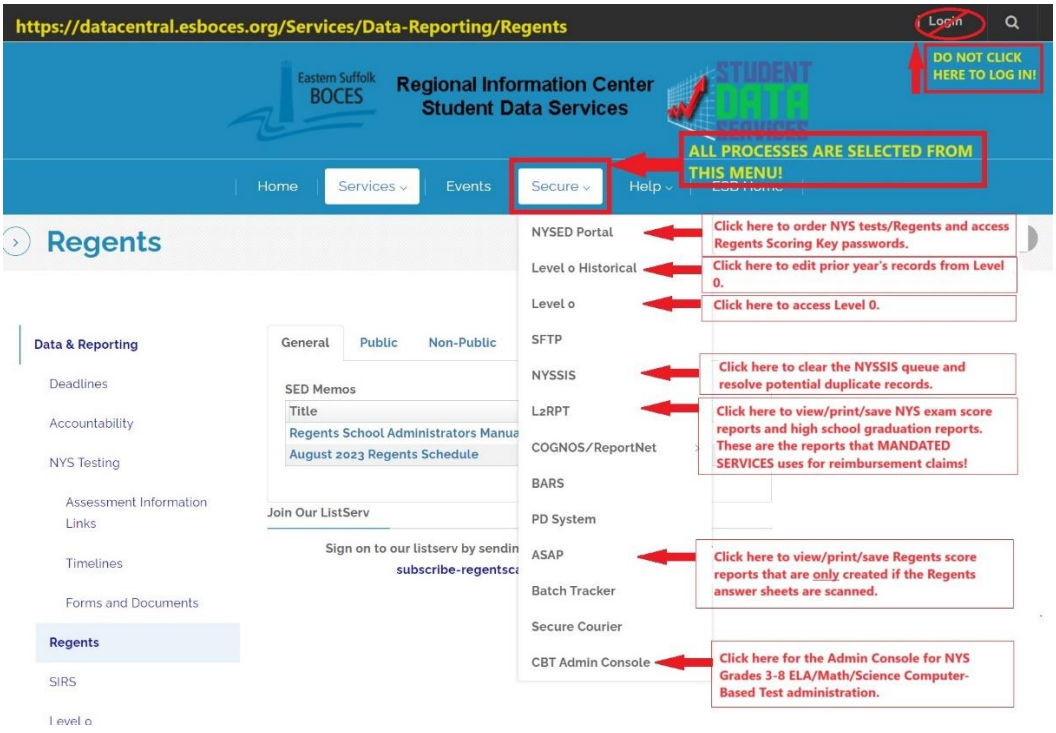
Last Updated – November 20, 2023

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.

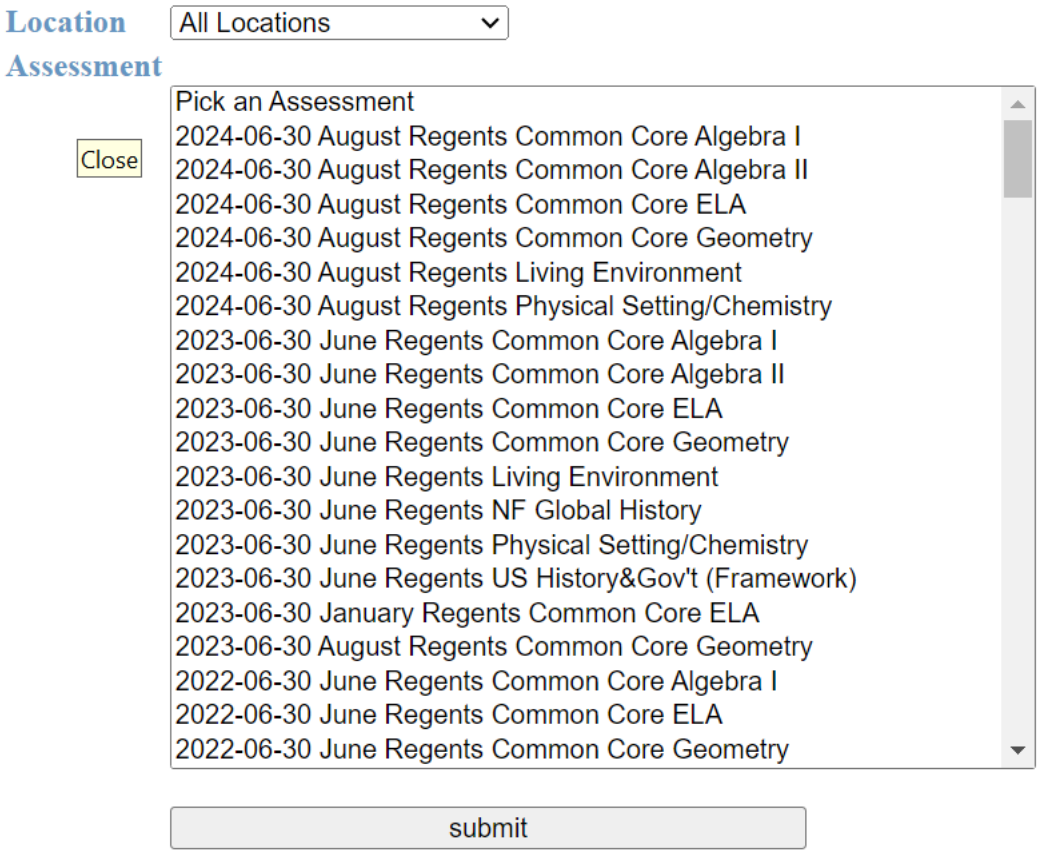
TO ACCESS ASAP AND VIEW / DOWNLOAD / SAVE REGENTS SCORE REPORTS

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



- 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 **Shelley Hill** 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 **Shelley Hill** 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:



- 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:

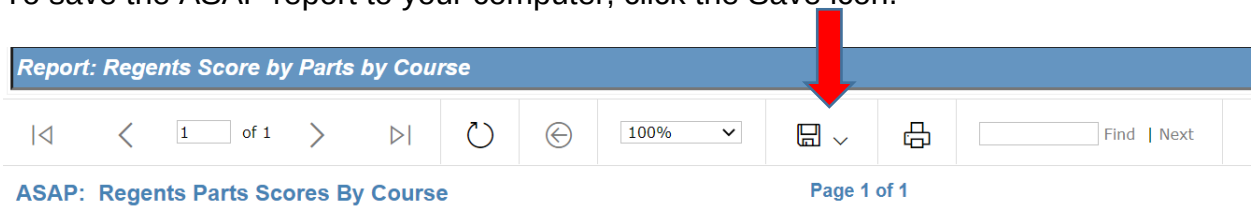
	Student	
1	123456789	N/A
2	987654321	Shelley Hill

1. You will need to:
   - find out which student had that ID number (check your pre-print file or e-mail **Shelley Hill** to look for the answer sheet)
   - 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 **Shelley Hill** 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 different student.
  1. find out which student had that ID number (check your pre-print file or e-mail **Shelley Hill** to look for the answer sheet)
  2. access Level 0 and find that student's Demographic Record
  3. E-mail **Shelley Hill** with the information (student name, incorrect ID, and correct ID) to request the sheet be corrected and re-scanned.

- To save the ASAP report to your computer, click the Save icon.



- From the **Format** drop-down list, select **PDF** (3rd 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 re-scan June answer sheets ends on July 31st) 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.
- After Level 0 closes for the year – 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).

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