ASSESSMENT SCORING AND ANALYSIS PROGRAM (ASAP)

While waiting for Level 2 Regents reports to be posted (or to double-check processed data), your school has access to another reporting system – **ASAP**.   The data listed in these reports should eventually be listed in your Level 2 reports.

But ASAP is only based on the scanning itself. It is not the same as Level 2 so <u>you must still check your Level 2 reports for accuracy.</u>

<u>TO ACCESS ASAP AND VIEW/DOWNLOAD/SAVE REGENTS REPORTS:</u>
- 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.
- click on 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 the entire listing of reports for your school.
- Select the exam you want and click on 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 and overall score).
    - **If N/A is listed instead of the student name,** it means that ID number was not found in Level 0. 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, lock Demo and Enrollment, and 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 sheet be corrected and re-scanned.
    - **If a student name is listed but that student did not take the exam,** it means that ID number was used on the answer sheet by a different student.

- 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
- 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 file to your computer, from the "**Select a format**" drop-down list, click on "**PDF**".
- Click on "**Export**".
- Open the downloaded file and then save it to your computer.
- To go back to the previous listing, click on the "back page" arrow/button of your web browser and select the next exam by following the above steps.

Missing students from Level 2 that appear in ASAP

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

- Prior to Level 0 closing for the year (in the last few years – August 24th) – it is still possible to troubleshoot such issues and change the Level 2 reports. But the window for making changes is very limited after scanning June answer sheets which is why it is so important to stay on top of the reports by checking for Level 2 for accuracy and immediately reporting problems.
- After Level 0 closes for the year (after August 24th) – it is no longer possible to make changes to Level 0 therefore it is no longer possible to change the Level 2 reports. ASAP reports can be used to back-up claims of exam administration but the scores of those missing students must be entered into Level 0 as Assessment Records after you have been notified that Level 0 is ready for new data for the new school year).

Shelley Hill
Project Manager, Day Schools and Yeshivot
shill@JewishEdProject.org
Last Updated – March 20, 2018