ACCESSING LEVEL 2 REGENTS SCORE REPORTS
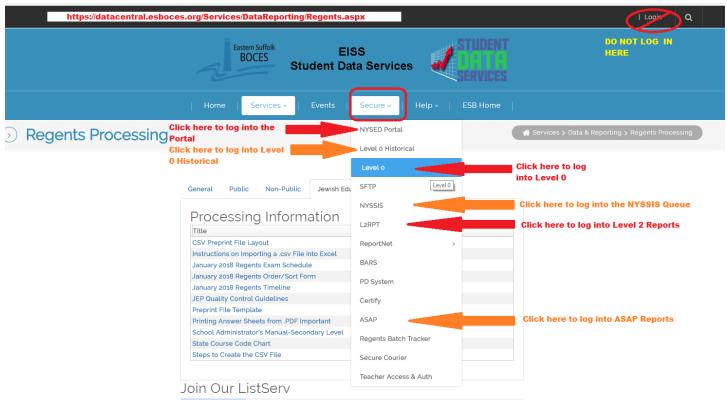
Last Updated – September 3, 2019

Go to the BOCES website -
https://datacentral.esboces.org/Services/DataReporting/Regents.aspx

From the **Secure** menu, select **L2RPT**.

You should now see the following login screen for Level 2:
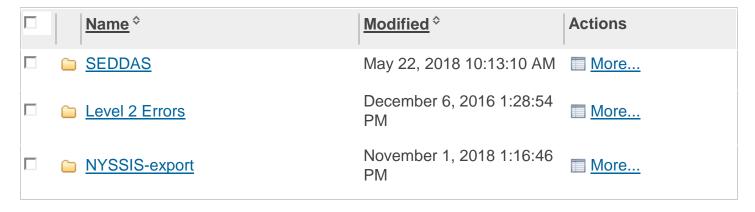
Log on
Please type your credentials for authentication.
Namespace:
State Reporting

User ID: [   ]

Password: [   ]

[OK]

Log in using the same User Name and Password you use for the NYSED Portal. It is not your Level 0 login data! If you cannot log in to Level 2, you must contact the **SEDDAS Help Desk** for guidance - **518-473-8832** or **seddas_help@mail.nysed.gov**
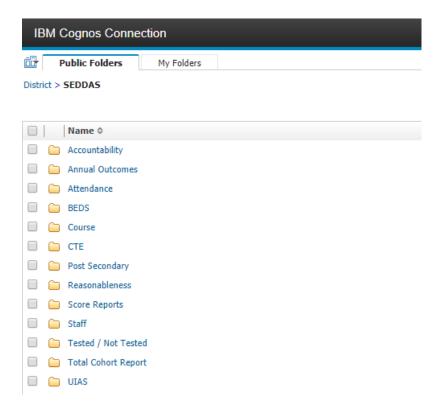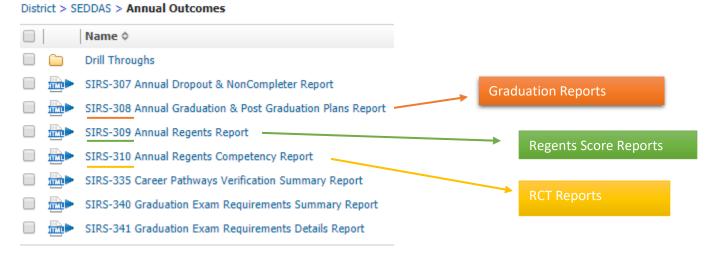
Once in Level 2, you should now see the following:

	Public Folders	My Folders

Current Path**District**

Entries: 1 - 3

Select or Deselect all

☐	Name ⇕	Modified ⇕	Actions
☐	📁 SEDDAS	May 22, 2018 10:13:10 AM	▤ More...
☐	📁 Level 2 Errors	December 6, 2016 1:28:54 PM	▤ More...
☐	📁 NYSSIS-export	November 1, 2018 1:16:46 PM	▤ More...

Click the **SEDDAS** folder. You should see the following listing of folders:

IBM Cognos Connection

Public Folders   My Folders

District > SEDDAS

☐	Name ◇
☐	📁 Accountability
☐	📁 Annual Outcomes
☐	📁 Attendance
☐	📁 BEDS
☐	📁 Course
☐	📁 CTE
☐	📁 Post Secondary
☐	📁 Reasonableness
☐	📁 Score Reports
☐	📁 Staff
☐	📁 Tested / Not Tested
☐	📁 Total Cohort Report
☐	📁 UIAS

Click the **Annual Outcomes** folder. You should see the following listing of reports:

Click the **SIRS-309 Annual Regents Report**.
- Select the **School Year** you want. Please keep in mind that August is considered part of the next school year – ex. the report for August 2019 will be included in the 2019-20 report and not the 2018-19 report.
- Wait a few seconds for it to process and then select your **School Name** from the **School or District** field.
- Wait a few seconds for it to process and then select the **Exam** you want from the **Assessment** field.
- After a few seconds, you will then see an overall summary for that Exam. For example:

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Number Tested	Number of Students Scoring					Percentage of Tested Students Scoring				
		Perfomance Level 1	Perfomance Level 2	Perfomance Level 3	Perfomance Level 4	Perfomance Level 5 (common core assessments only)	Perfomance Level 1	Perfomance Level 2	Perfomance Level 3	Perfomance Level 4	Perfomance Level 5 (common core assessments only)
a	b	c	d	e	f	g	h	i	j	k	l
* All Students *	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Female	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
* White *	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
General Education Students	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not English Language Learner	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not Economically Disadvantaged	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not Migrant	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%

Please keep in mind that **the total Number Tested includes all administrations** of the exam – August, January, and June.

Click the hyperlink for the **Number Tested** for **All Students**.

A new tab will open listing the report for that one exam which will list all the students sorted by last name. The different administration dates will, therefore, be mixed together in the list.

Checking for Accuracy:
- **Missing Student**
  - Check the ASAP report to see if the student was listed in ASAP.
    - If yes, it likely means the data wasn't processed due to a problem in Level 0. Access Level 0 and check that the student is entered in Level 0; run all error reports, resolving errors; lock records; and click the buttons to create the files for Level 1. All steps can be found in the Helpful Hints for Level 0 document available for download from our **website**.

- If no, it likely means the answer sheet wasn't scanned. If there is still time to scan answer sheets, e-mail the request to **Shelley Hill**. If there is no longer time to scan answer sheets, an Assessment Record will have to be created in Level 0 for that student.
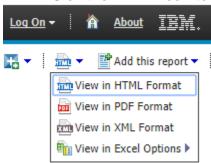- **Incorrect Student Name Listed**
  - Check the answer sheets for the ID number listed in the report to see who used the ID.
  - Check Level 0 for that student's record to see what the ID number should be for the student.
  - E-mail a detailed explanation of the problem to **Shelley Hill**. For example, on the January ELA report, Student A (ID 999999999) is listed but A did not take the exam. The report should have listed Student B who had that ID on the answer sheet. But B's Level 0 ID is really 111111111.
- **Discrepancy in Score**
  - Scanning the answer sheets calculates student scores based on the completed student bubbles and teacher score bubbles. When there is a discrepancy it is most likely due to the teacher incorrectly calculating the student's short answers; incorrectly completing a score bubble; incorrectly adding score bubbles; and/or incorrectly converting the final score.
    - If it is necessary to change the score bubbles and re-scan the sheet, email the request to **Shelley Hill** and be specific as to which exam, which question, which bubble, etc.
  - The principal may assign the higher of the two scores to the student. But, if the discrepancy means the difference between passing and failing, the principal should contact NYSED's Office of Assessment for guidance – 518-474-5902.

To Save the Report
- Cick the HTML icon to see the listing of options for viewing the report

- Select your preferred method (PDF is generally most efficient).
- Save the report that opens by changing the name and saving it to your computer.

Shelley Hill
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