OCM 2011-2012 3-8 Regional Scoring  
Debrief Meeting (Site Coordinators)

**General Suggestions:**

* Clarify roles and expectations for OCM BOCES site coordinators, District administrators and Clerical support
* Establish procedures and parameters in advance for greater consistency across region. For example determine and communicate if district participates in regional scoring, there are defined process and procedures for both BOCES and participating districts-each party has defined responsibilities
* Define expectations for quality control- to what degree, who does, when
* Establish ratio for scorers (need more for ELA and perhaps less for math) and clerical support based on number of papers a district has
* Administration representative on site or easily accessible for specific assistance (not necessarily whole day but may consider morning start to track MIA scorers, tracking missing or misfiled tests or answer sheets and at end of day to sign off on all tests in- last quality check)
* Use of color coding works well
* Streamlining so that scorers focus on one section or specific items for both ELA and math
* Improve communication with the RIC regarding calls for quality control issues such as re-bubble (currently school administrators were called),and schedules for test answer sheet pick-up
* Share between sites what issues were called into hotline and outcomes--- however, not all sites currently score the same test same days
* Don’t schedule adjacent grades on consecutive days
* Consistent communication not only to district administration but to person who actually packages and sends tests to be scored regarding what is to be sent and organize. Include administrators from BOCES programs in the communication.
* Have across district agreement on start and end times – and contingency plans for unplanned later day if needed
* Randomization and unrandomization will add time- this year one site had random papers along with random scorers
* May want to relook at where and how districts are grouped-are sites balanced, is space adequate, what might be too few or too many districts
* Use of cell phones/IPADs/Electronic devices
* Consider space- at what point does a site become multiple sites