



## **REMOTE SCORING QUICK GUIDE**

### **1-Organize your Answer Sheets**

- For best results, create and label small batches of answer sheets before scanning



- **A small batch is 15 Answer sheets or less**
- Sort batches into some defined order (Course/Section, Last Name, etc.)
- Give batches meaningful names so they can be tracked easily
- **Do not** duplicate batch names

### **2-Scan your Answer Sheets**

- On district Scanning equipment, select Regents scan option
  - Use scanner features to assign batch names as described above in Organizing Answer Sheets
- Traps that can cause bad scans
  - Dirty scanner
  - One sided scan (Select 2 sided image for **all** answer sheets)
  - Non TIFF images (Make sure the file format has been set to Multi-page TIFF)



\*NOTE: CNYRIC reserves the right to delete scanned batches of more than 15.



NOTE:CITRIX ADDRESS HAS CHANGED.

### **3-Access the Citrix Client**

-Direct Internet browser to the Citrix Server:

<https://ocmapps.cnyric.org> (Remote Scoring Programs are accessed through the Citrix Server)

-Login to the Citrix Server using your assigned user id and password:

Citrix User Id (case sensitive): \_\_\_\_\_

Citrix Password (case sensitive): \_\_\_\_\_

## **4-Verify your Answer Sheets**

-Launch the Teleform Verifier Program by clicking on its icon ONCE, it may take several seconds to load

-Login to the Verifier Program using your assigned user id and password:

Verifier User Id (case sensitive): \_\_\_\_\_

Verifier Password (case sensitive): \_\_\_\_\_

-Make sure you are on the Batch Management Dialog Screen:

- Beneath the Menu Bar, highlight the folders with Magnifying Glass icon.
- Highlight a batch in the white area of the screen in order to see its name in the gray area, located at the bottom of the screen.

-Double click on a batch to process it or highlight the batch and press the Process button located on the right.

- Batches ready for processing with show 'Ready for Correction' as their status

-To verify/correct responses, make sure appropriate response is selected and then press Tab to move forward.

-Once a batch is completely verified, the program will automatically redisplay the Batch Management Dialog Screen. At this point, the status of the batch will change to "Ready to be Committed' and then change to 'Batch is Complete.'

-Once 'Batch is Complete' is visible, the scored data can be viewed in Pace FastScore.

-Exit Teleform Verifier.

## **5-Score your Answer Sheets**

-If you have been timed out of the Citrix application, log back in to the Citrix Server to score the exams.

-Login to the FastScore Program using your assigned user id and password:

FastScore User Id (forced capitals): \_\_\_\_\_

FastScore Password (forced capitals): \_\_\_\_\_

-Select your Exam from the Pull down menu and Click 'Score Answer Sheets'

## **6-Reports**

-Access District Reports

- Viewable right after scoring is complete

-Access Regional Reports

- This data is best to be viewed 2 weeks after Regents have concluded for best comparisons.

## **7-CNYRIC Uploads (if applicable)**

-Once scores have been reviewed and are final, an authorized district administrator **must** send written communication to the CNYRIC giving permission to upload scores to the Student Management System.