

Secure Examination Documents for the



Oneida • Herkimer • Madison

BOCES

World Languages Checkpoint Examinations

Which documents are considered secure documents?

The following documents are materials that must be kept secure until the time indicated:

Secure Documents for our Exams	
Conversation/Roleplay Cards	In perpetuity
Completed Conversation / Roleplay Section Score Report	Must be kept <u>secure from the examination's scorers</u> during a period starting five (5) days before the administration of Parts 2-4 until Parts 2-4 have been scored.
Teacher Examination Booklet	After the scoring period ends
Student Examination Booklet	After the scoring period ends
Answer Keys	In perpetuity
Scored Student Answer Sheets/Booklets	One (1) year
Completed Final Score Report	One (1) year

The answer keys for our examinations are ONLY available via the Buzz Learning Management System (LMS). Answer keys will be released at 12:00 pm on the date of administration for examinations given in the morning and at 4:00 pm for examinations administered in the afternoon. Additionally, teachers have the *option* of accessing Buzz to receive digital iterations of our Roleplay Task Cards, Administration and Scoring Manuals, and our library of released examinations.

The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services in response to the emerging educational needs of our school districts.

How can I access the secure documents?

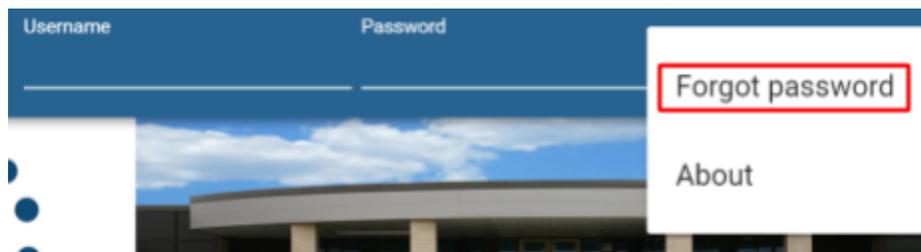
Before you begin, you will need 1) the district-specific URL for Buzz and 2) the username created for you by Oneida-Herkimer-Madison BOCES. This information is sent via email to each teacher of record listed on the online order form submitted by your district. The person who submitted the order will also receive this information. If your district has submitted an order form for upcoming examinations and you have *not* received an email with this information, please contact our [OHM Support Desk](#) to submit a ticket requesting assistance.

Once you have your district-specific Buzz URL and your username, follow the steps found below to login to the Buzz LMS. *Note: Information and resources found on Buzz will continue to be updated over time. Stop back regularly to see the updates!*

1. Access Buzz via the link provided in the email sent to you by our OHM Support Desk
2. Create a password for your account by clicking on the three dots next to the password box.



3. Click “Forgot Password”. Do not attempt to create a new account if that option is available for you to select. If your school has submitted an order and included your name on the order form, an account has already been created for you.



4. **Your username is your email address.** Type in your email address as your username and then click “OK”.

Reset Password

Enter your username to reset your password

Username

abc@oneida-boces.org

CANCEL OK

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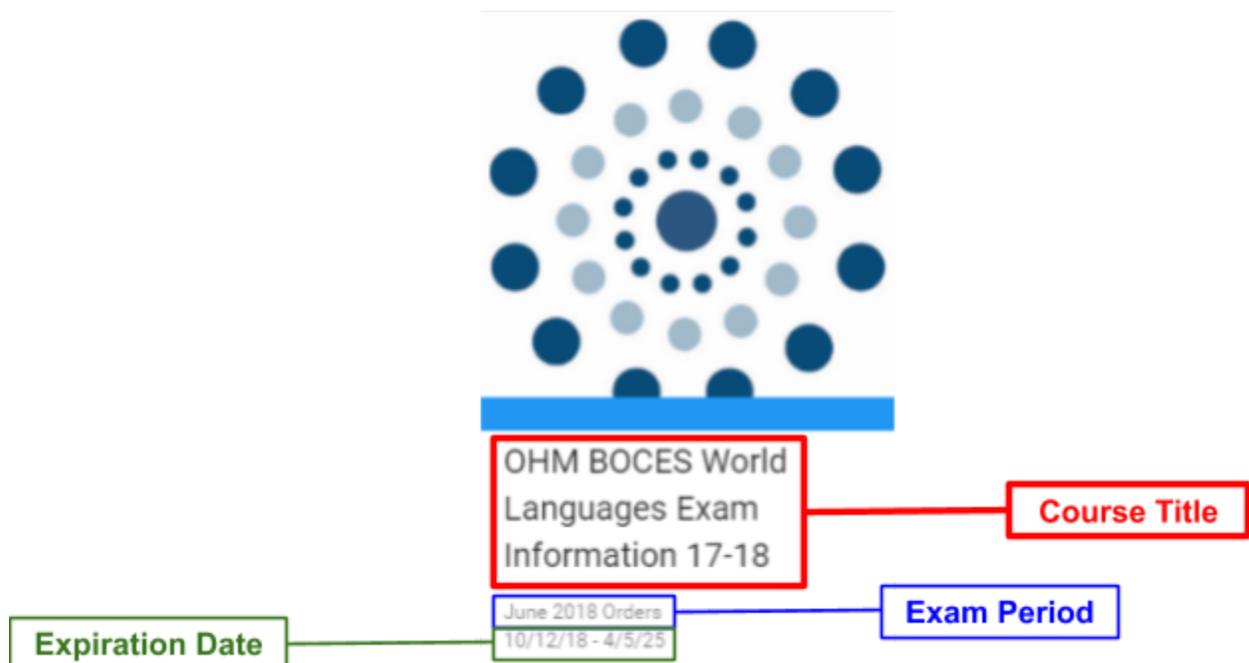
5. Check your email to find instructions that will explain how you can create a password for your account. Follow the the instructions to create a password for your account. *Note: The email will come from “Agilix” because Agilix is the company that created Buzz. If you do not receive this email, please communicate with your IT Department to retrieve the email from your school’s email filtering system. If a solution cannot be determined locally, please contact our [OHM Support Desk](#) to submit a ticket requesting assistance.*
6. Return to the district-specific Buzz URL sent to you via email. Type your email address as your username and then enter your newly created password in its associated field. Click “Login” to continue.

Navigating Buzz

Once you have successfully logged into Buzz, you *may* be prompted to select a role. In this case, please choose the *Student Role* and continue with the steps listed below. If you are not prompted to choose a role, you will be defaulted to the student role and can move on with the steps listed below as well.

Congratulations! You are now on the Home Screen of Buzz.

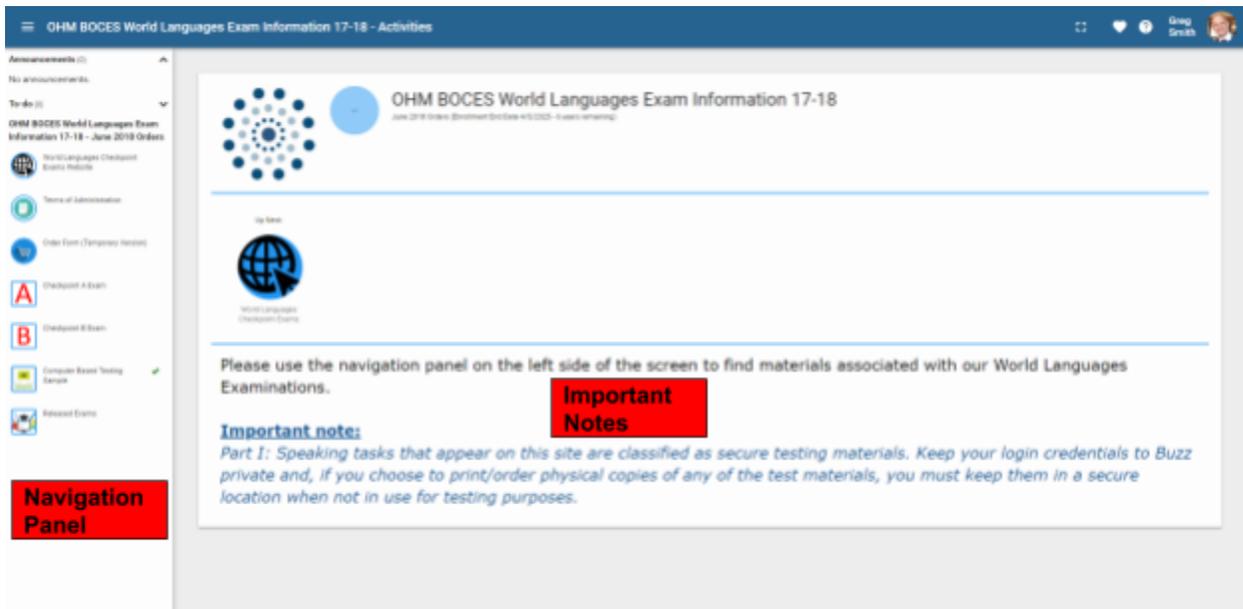
Notice OHM BOCES World Languages Examination Information course tile on your screen. Please click the tile to access the course.



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You have successfully accessed the World Languages Exam Information course!

You can now access all of our examination and examination support materials, including secure documents (Part 1: Conversation/Roleplay tasks, Scoring Keys), released exams, manuals for administration and scoring, rubrics, etc... Use the navigation panel on the left side of the screen to navigate your way through the course. Please explore the available resources and become familiar with our examination materials. New resources will continue to be added over time.



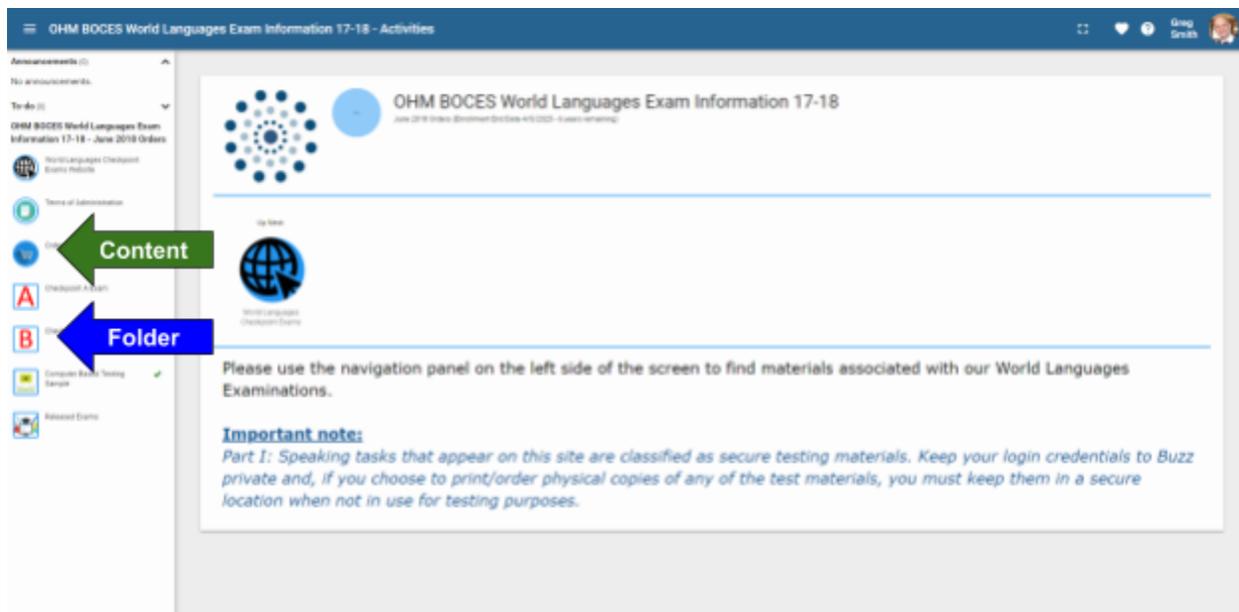
During the 2018-2019 school year, teachers can expect to find the last three years of World Languages examinations posted in CBT format for review. Moving forward, all examinations will be released in this format. Should teachers like to administer these examinations to their students, please contact Greg Smith at gsmith@oneida-boces.org to set up a teacher subscription to Buzz.

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Navigating the World Languages Information Course

Everything listed in the Navigation Panel on the left side of the course is either 1) content indicated by a circular icon or 2) a folder indicated by a square icon.

- If you click a circular icon, the document, website, or assessment will open on your screen.
- If you click on a square icon, the folder will open BOTH in the Navigation Panel and on your screen to unveil the contents of the folder.



Documents distributed in this course are available as PDFs and *may* be printed locally. Printed documents *must be kept secure* just as the rest of your access to the Buzz LMS and examination materials needs to be kept secure. Released examinations *cannot* be printed from Buzz without access to a teacher subscription for Buzz. Please please contact Greg Smith at gsmith@oneida-boces.org to set up a teacher subscription to Buzz.

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