



ASSESSMENT MEMORANDUM #8 2010-2011

DATE: April 5, 2011
 TO: PRINCIPALS OF ALL SCHOOLS WITH GRADES 3-8
 FROM: Grace Pepe, Director of Assessment and Operations *GP*
 Division of Academics, Performance, and Support (DAPS)
 SUBJECT: NEW YORK STATE MATHEMATICS TEST GRADES 3-8

OVERVIEW

The New York State Board of Regents has set higher learning standards for all students in our state. In order to measure student progress toward these standards, the State Education Department (SED) and CTB/McGraw-Hill have developed an assessment in mathematics. This assessment, and the standards which it measures, are in full alignment with NYC standards and assessments in Mathematics. In response to the No Child Left Behind (NCLB) Act, states are required to test all students in Grades 3-8 in mathematics.

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE PUBLISHER OR THE SED.

- | |
|---|
| New for 2011 |
| <ol style="list-style-type: none"> Suspension site students will be tested at their home schools. ALL UNUSED and DISCHARGED student answer documents will be kept at the home school. These answer documents are <u>Not</u> to be returned to the Scan Center, BAO, or the scoring site. |

New York State Mathematics Test - Grades 3-8

Grade	Date	Test Time	Prep Time	Booklet
3	5/11/2011	60 minutes	10 minutes	40 Multiple-Choice
	5/12/2011	40 minutes	10 minutes	4 Short-Response questions, 2 Extended Response questions
4	5/11/2011	70 minutes	10 minutes	45 Multiple-Choice
	5/12/2011	70 minutes	10 minutes	8 Short-Response questions, 4 Extended Response questions
5	5/11/2011	60 minutes	10 minutes	41 Multiple-Choice
	5/12/2011	50 minutes	10 minutes	4 Short-Response questions, 4 Extended Response questions
6	5/11/2011	60 minutes	10 minutes	40 Multiple-Choice
	5/12/2011	60 minutes	10 minutes	6 Short-Response questions, 4 Extended Response questions

Grade	Date	Test Time	Prep Time	Booklet
7	5/11/2011	70 minutes	10 minutes	45 Multiple-Choice
	5/12/2011	55 minutes	10 minutes	4 Short-Response questions, 4 Extended Response questions
8	5/11/2011	65 minutes	10 minutes	42 Multiple-Choice
	5/12/2011	70 minutes	10 minutes	8 Short-Response questions, 4 Extended Response questions

Mathematics Make-up May 12 – May 18, 2011*

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE EXAM IS ADMINISTERED. AFTER THE TEST HAS BEEN SCORED, ALL UNUSED BOOKLETS MAY NOT BE USED FOR INSTRUCTION AND PROFESSIONAL DEVELOPMENT.

PLEASE NOTE: USING A CALCULATOR ON A TEST THAT MEASURES PROFICIENCIES INVOLVING BASIC CALCULATIONS IS NOT PERMITTED UNLESS OTHERWISE SPECIFIED IN THE TEACHERS DIRECTIONS.

RULERS & PROTRACTORS: NYSED **will not** be supplying rulers and protractors this year. Here are the guidelines.

Rulers will be used with all of the Grades 3 – 8 tests. Protractors will be used only with the tests for Grades 5 and 7.

Grades 3 and 4 Mathematics Test-Specifications for Rulers

- Rulers may be constructed of plastic, wood, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to 1/8 inch subdivisions; they may include 1/16 inch subdivisions.
- Rulers must include centimeters.

Grades 5 - 8 Mathematics Test-Specifications for Rulers

- Rulers may be constructed of plastic, wood, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to 1/16 inch subdivisions.
- Rulers must include centimeters with millimeter subdivision.

Grades 5 and 7 Mathematics Test-Specifications for Protractors

Protractors must be of clear plastic and measure no shorter than 3 and 15/16 inches in diameter and no longer than 4 and 3/4 inches diameter

CALENDAR Grades 3 – 8

May 5-6 DAPS (Deluxe) **DELIVERS** Mathematics **Grades 3 - 8** pre-slugged answer documents to schools (Attachments #1).

May 9 through May 10 SED **DELIVERS** (UPS) all non-secure and secure materials, including Large Print and Braille, and Teacher's Directions to schools for Grades 3 - 8.

Teacher's Directions may be photocopied if necessary (non-secure materials). Teacher's Directions are also available on the New York State Assessment website: www.emsc.nysed.gov/3-8/home.html

Schools must open cartons immediately to verify quantities of test booklets. Notify the Borough Assessment Implementation Director (BAID) of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST.** The cartons must be resealed and placed in a secure, locked facility by a school supervisor. All test booklets will be shrink-wrapped in packages of 25.

Tues. May 10
AFTER
 3:00 PM

After students have been dismissed, **Grades 3 - 8 NYC Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 1** may be placed in envelopes to begin to make class sets. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Class sets must be returned to a secure, locked facility by a school supervisor. Class sets may also be prepared on the morning of May 11, 2011.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES IN ORDER TO COMPLETE CLASS SETS UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TESTING BEGINS.

Wed. May 11

ADMINISTER Grades 3 - 8 NYS Mathematics **Test Booklet 1 ONLY**, no later than 9:15 AM. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or the student has been approved for the time extension for English Language Learners (ELLs). Student test booklets (used and unused) must be returned to a secure, locked facility.

Student labels must be printed and placed on the back of each Test Booklet for Grades 3 – 8 (Attachment #3). These labels must contain last name, first name, student ID, birth date, school, and class.

By 3:00 PM

All schools **RETURN** the completed mathematics multiple choice answer documents and the Test material Security Form (Attachment #4) to the BAID at your BAO by 3:00 PM.

District 75 schools RETURN these items to their assigned borough depositories by 3:00 PM. See Attachment #5 regarding absentees and Attachments #6 and 7 for packaging.

Wed. May 11
AFTER
 3:00 PM

After students have been dismissed, Grades 3 - 8 Test Booklet 2 NYC Mathematics cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** may be placed in envelopes to make class sets. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Class sets must be returned to a secure, locked facility by a school supervisor. Class sets may also be prepared on the morning of May 12, 2011.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES IN ORDER TO COMPLETE CLASS SETS UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TESTING BEGINS.

Thurs. May 12

ADMINISTER Grades 3 - 8, **Test Booklet 2** no later than 9:15 AM. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or the student has been approved for the time extension for English Language Learners (ELLs). Student test booklets (used and unused) must be returned to a secure, locked facility.

MULTIPLE CHOICE ANSWER DOCUMENTS FROM SCHOOLS TO BAO

Wednesday, May 11	Hand Deliver to BAO by 3:00 pm.
Wednesday, May 18	Hand Deliver Make-up Multiple Choice to BAO by 3:00 pm.

PERFORMANCE BOOKLET SCHEDULE FROM SCHOOLS TO SCORING SITES

Monday, May 16 Tuesday, May 17	Deluxe Pick-up from K-5 and K-8 schools
Monday, May 16	Deluxe Pick-up from Middle schools Grades 6-8
Wednesday, May 18	Final Deluxe Pick-up from ALL schools – MAKE-UP EXAMS

***MAKE - UP TESTING SCHEDULE**

GRADES	TEST	MAKE-UP DATES
3 - 8	Mathematics	May 12 – May 18

The make-up period, which immediately follows the administration dates, is to be used for administering make-up tests to students who were absent during the primary administration dates. Make-up testing may begin during the primary administration week on any of the days that remain following the school’s completion of initial testing and must be completed no later than the last day of the make-up week.

Make-up of Multiple Choice answer documents is due at the BAO by 3:00 PM on May 18, 2011 for Grades 3-8.

For students taking make-up exams, please indicate their name on the Absentee Roster, attachment #10, when packing their complete test booklet(s) and answer documents in the box marked “Make-up Only”

**NYSED TEST SECURITY FOR 2011 GRADES 3 – 8 ELA AND MATHEMATICS TESTS
See attachment #11**

TEST SECURITY

- In order to maintain the integrity of this test administration, security procedures must be strictly observed.
- All instructions and schedules must be followed exactly.
- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- You may not make any copies of any tests; to do so is a violation of copyright laws and may invalidate test results.
- Test materials must be placed in a secure, locked facility when they are first received and after the completion of the day's testing. The security of test materials in the school is the responsibility of the building principal.
- Tests may not be distributed to teachers for administration until the morning of the test.
- Each teacher and test coordinator will be required to sign the Test Material Security Form (Attachment #4) indicating the number of test booklets picked up and the number of test booklets returned. The original Test Material Security Form signed by the principal, along with the original packing slip which verifies the number of test booklets received, must be included in the package of answer documents returned to the BAID. Submit a copy of the Test Material Security Form to the BAID to be kept on file at the BAO.
- Tests and testing materials will be delivered according to the calendar on pages 2-5.
- All non pre-slugged answer documents delivered to schools will have the school number and a serial number pre-printed in the student information field. These answer documents must be accounted for. They may be used for students who do not have pre-slugged answer documents. Unused and discharged students answer documents are to be kept in the home school.
- After verifying contents of cartons, return them to the secure location. **DO NOT OPEN SHRINK-WRAPPED PACKAGES.** Materials have been packaged according to orders submitted by the Scan Center. After inspection, cartons must be resealed and securely stored. Unannounced inspections before, during, and after testing will be conducted by the staff of the DOE and the SED. Test results will also be reviewed to determine possible security violations.
- **SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE BAID, TO THE OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (SCI) AT (212) 510-1500, AND TO THE SED AT (518) 474-8220.**

Student Cheating: Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' test. At the conclusion of the test, all suspected cheating must be reported to the principal. If, in the judgment of the principal, a student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's test. In addition, the principal must report the incident to the SED by fax to (518) 402-5596. Invalidated tests may not be scored.

EXTENT OF THE TESTING PROGRAM

STUDENTS TO BE TESTED

EVERY STUDENT ON REGISTER (WHETHER TESTED, ABSENT, OR EXEMPT) MUST BE ACCOUNTED FOR WITH AN ANSWER DOCUMENT.

- All students on register, including all part-and full-time students in Special Education (all students with an IEP) must be tested in accordance with their official grade designation. There is no off-level testing. See DAAR Memorandum #1, dated 8/24/09 for test modifications for Special Education students, Resource Room students, students who have been decertified, and non-disabled students.
- Students who have been evaluated for Special Education and are awaiting placement are to be tested with appropriate test modifications as indicated on their IEPs. Students who are "awaiting placement" are students whose parents, or persons in parental relationship, have consented to the student's placement, or those students for whom there is an uncontested hearing officer's decision ordering such placement. Their answer documents are to be bubbled "Special Education" and submitted with Special Education answer documents.
- **Test booklets 1 and 2** for Homebound and Hospital students must have all pertinent information written on the back of each booklet.

STUDENTS NOT TO BE TESTED (EXEMPT) AND ABSENTEES

- Students who are eligible for the New York State Alternate Assessment (NYSAA) will not be administered the ELA test.
- If student is NYSAA, the ELA answer document must be included with appropriate grade and class. (If a pre-slugged answer document does not have correct NYSAA grade, create a new answer document with correct NYSAA grade as determined by student's date of birth.) Incorrect pre-slugged answer document must be kept with unused answer documents in home school.
- Test exemption criteria for ELLs should be followed carefully using Attachment #8. ELLs who will be administered the ELA are entitled to test accommodations.
- Absentees are those students who were either not present or late for the beginning of the test. Absentees should be tested during the make-up period.
- Students who are absent for part of the regular testing schedule should take the testing session that is scheduled for the day they return. The missed session(s) should be administered during make-up testing.

- Students who are absent throughout the regularly scheduled testing period should complete all testing sessions during the make-up testing. These sessions must be administered in the same order as indicated in the Teacher's Directions for the regular testing schedule on Day 1 and Day 2.
- Students who are absent during regular testing and part of make-up testing should also attempt to complete all testing sessions in the same order of administration.

INSTRUCTIONS FOR THE RETURN OF TEST BOOKLET 1 ANSWER DOCUMENTS

Teachers should make certain that students darken bubbles and completely erase stray marks.

Teachers must make certain that an answer document is collected from each student who took the test.

DO NOT INSERT MULTIPLE CHOICE ANSWER DOCUMENTS INTO THE TEST BOOKLETS.

INSTRUCTIONS FOR THE RETURN OF TEST BOOKLET 1 and 2 PERFORMANCE TEST SCORE DOCUMENTS

Your BAID will instruct your school on the packaging and delivery of **Test Booklet 2** to the scoring sites in separate memoranda.

All **Test Booklets** will be **returned** from the scoring site(s) to schools after scoring is completed. These test booklets must be kept in the school until **June 30, 2012**.

Questions regarding this test memorandum may be addressed to the following:

- Borough Assessment Implementation Directors (BAIDs)
- District 75 Schools: Steven Weinrich, Division of Special Education (212) 802-1521
- Children First Network Assessment Liaisons

Your continuing cooperation is greatly appreciated.

This memorandum is available at:

<http://intranet.nycboe.net/Accountability/Assessment/YearlyTesting/MemorandaProcedures>

GP: vs

c: Shael Suransky
Jessica Eadie
Gary Hecht
Borough Assessment Implementation Directors
Children First Network Assessment Liaisons

Answer documents that are pre-printed and pre-slugged for each student are based on the biographical information in the school's ATS files.

If there is a student who does not have a pre-slugged answer sheet with his/her name on it, bubble in all the items below on a blank answer sheet.

For verified pre-slugged answer sheets, only bubble the items checked below.

If you have a pre-slugged answer sheet for a student who is not in your class, the answer sheet may be given to and used in the appropriate class, even if the class is pre-printed with the class number.*

If you have a pre-slugged answer sheet that has a student's name misspelled or has an incorrect digit in the ID, the pre-slugged answer sheet may not be used, make a new document with correct information .*

*All problems in bio information listed above must be brought to the Pupil Accounting Secretary to be corrected on the ATS system. The Pupil Accounting Secretary can call the ATS help-desk at (718) 935-5100 for any information needed to update the ATS system.

1. NAME (Last, First, MI) - Left-justify. Enter and fill in. Make certain that the first letter of the last name is entered in the first box. **DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.**

2. NYC ID NUMBER - Carefully enter the 9 digit number. **DO NOT OMIT.** This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise, **OR** refer to student's official record card ID label.

3. SEX - Fill in male or female.

4. DATE OF BIRTH - Fill in month, day and year. **DO NOT OMIT.**

✓ 5. GRADE - Fill in the grade.

6. Pre-Slugged answer document - LEAVE BLANK
Hand Bubbled answer document – FILL IN O

7. SCHOOL CODE - Enter borough and district number or for Special Education, district number (75). Enter school number, and class number. **ALL SCHOOLS MUST USE ONLY 3 DIGIT CLASS CODES.**

✓ 8.

✓ 9.

✓ 10.

✓ 11.

REASON NOT TESTED:

Fill in - Absent for entire test if student was not in attendance for the entire test window.

Fill in reason for all students who are not enrolled at time of test if a document is submitted blank, or if an administrative error occurred during the test.

LEP Accommodations:

Fill in as many as apply for LEPs.

SPECIAL EDUCATION:

Part-Time: Fill in for all students who are receiving related services outside of their regular classroom.

Full-Time: Fill in for all students in self contained special education classes.

IEP or 504 PLAN ACCOMMODATIONS -

For full-time or part-time Special Education students and 504 Plan students.

NOTE: Enter in class code column: 999 as the class code for homebound program. 888 as the class code for home schooling.

SPECIFIC INSTRUCTIONS FOR COMPLETING GROUP/CLASS HEADER

NEW YORK CITY GROUP/CLASS HEADER
SEE INSTRUCTIONS ON REVERSE SIDE

TEST NAME _____ TEST DATE _____

1. TEACHER'S NAME (LAST, FIRST, MI)
2. BOROUGH, DISTRICT, SCHOOL NO.
3. GRADE
4. CLASS
5. NUMBER OF ANSWER DOCUMENTS SUBMITTED
6. GROUP CODES
7. TEST NAME
8. TEST DATE
9. SPECIAL EDUCATION
10. MAKE-UP
11. TRANSLATION
12. LEAVE BLANK

1. **TEACHER'S NAME** - Left justify. Enter and fill in.
2. **BOROUGH, DISTRICT, SCHOOL NO.** - Enter and fill in Borough, District, and School.
3. **GRADE** - Fill in.
4. **CLASS** - Enter and fill in 3-digit class code.*
5. **NUMBER OF ANSWER DOCUMENTS SUBMITTED** - Enter and fill in NUMBER of documents. Include absentees.
6. **GROUP CODES** - Leave Blank.
7. **TEST NAME** - Enter test name.
8. **TEST DATE** - Enter test date.
9. **SPECIAL EDUCATION** - Fill in for Special Education students.
10. **MAKE-UP** - Leave Blank.
11. **TRANSLATION** - Leave Blank.
12. **LEAVE BLANK.**
 - * **HOME SCHOOL** students should be packaged in a separate envelope with the home district, school code 444, and class code 888.
 - * **HOMEBOUND** and **HOME INSTRUCTION** students should be packaged in separate envelopes according to appropriate memos.
 - * **NOTE: SELF-CONTAINED SPECIAL EDUCATION** class code is 000.

PRINTING STUDENT LABELS

ATS REPORTS

INFORMATION LABELS (RLBI) page 127 in the September 1998 ATS Book

You need Avery Labels # 5162

Once you have signed on ATS RBLI at the top of the page, this will bring you to the Information Labels screen. Select number 1 (RLBL). Now you select the criteria for your label. Follow screen directions and prompts.

Remember, once you have sent labels for printing, you must go into the Print Queue to release the labels.

DIRECTIONS FOR SUBMISSION OF DAY ONE ABSENTEE SCORE DOCUMENTS

- **KEEP THE ORIGINAL PRE-SLUGGED DOCUMENT AT SCHOOL**
- **ADMINISTER A MAKE-UP TEST TO THE STUDENT WHEN THEY RETURN TO SCHOOL**
- **SUBMIT THE ORIGINAL DOCUMENT WITH ALL OTHER MAKE-UP TESTS**
- **IF THE STUDENT DOES NOT RETURN TO SCHOOL, BUBBLE ABSENT ON THE ORIGINAL DOCUMENT AND SUBMIT WITH MAKE-UP DOCUMENTS**

MEMORANDUM

TO: **PRINCIPALS OF ELEMENTARY, INTERMEDIATE, JUNIOR
AND SELECTED HIGH SCHOOLS**

FROM: Grace Pepe, Director of Assessment and Operations
Division of Academics, Performance, and Support (DAPS)

SUBJECT: **RETURN OF ANSWER DOCUMENTS
NYS MATHEMATICS TEST GRADES 3 - 8**

MULTIPLE CHOICE

Schools were shipped:

1. Document Return envelopes
2. Poly bags
3. Group/Class headers (required for each class)

Please note that General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed class header inserted. Special Education students' answer documents, in both self-contained and **District 75** programs are to be grouped by grade, one grade per poly bag, with one completed grade header inserted. Bubble "**Special Education**" and **000** for class.

Completed class sets of score documents must be placed into individual poly bags and then in the Document Return envelopes with Borough, District, and School clearly marked.

Make-up score documents are to be grouped by grade, one grade per poly bag with a completed grade header sheet inserted. Bubble "**Make-up**" and/or "**Special Education**," and **000** for class. Insert all grade poly bags into one return envelope.

Your cooperation is greatly appreciated since the proper and orderly return of your school's answer documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the Borough Assessment Implementation Director (BAID) at the Borough Assessment Office (BAO).

GP: vs
Enclosures

MEMORANDUM

TO: **PRINCIPALS OF ELEMENTARY, INTERMEDIATE, JUNIOR
AND SELECTED HIGH SCHOOLS**

FROM: Grace Pepe, Director of Assessment and Operations
Division of Academics, Performance, and Support (DAPS)

SUBJECT: **RETURN OF ANSWER DOCUMENTS
NYS MATHEMATICS TEST GRADES 3 - 8**

SHORT & EXTENDED RESPONSES

Schools were shipped:

1. Return envelopes
2. Poly bags
3. Group/Class headers (required for each class)
4. Red/White boxes

Please note that General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed class header inserted. Special Education students' answer documents, in both self-contained and **District 75** programs are to be grouped by grade, one grade per poly bag, with one completed grade header inserted. Bubble "**Special Education**" and **000** for class.

Completed class sets of Test Booklets with inserted answer documents must be placed into individual poly bags and then into Red and White boxes with Boro, District, and School clearly marked.

Your cooperation is greatly appreciated since the proper and orderly return of your school's answer documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the Borough Assessment Implementation Director (BAID) at the Borough Assessment Office (BAO).

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Enclosures

**UPDATED POLICY AND GUIDELINES FOR ADMINISTERING CITY AND STATE ASSESSMENT TO
ENGLISH LANGUAGE LEARNERS (ELLs) IN GRADES 3-8**

No Child Left Behind (NCLB) requires that the English Proficiency of all English Language Learners (ELLs) be tested annually. In order to fulfill the mandates of NCLB, the following rules will apply to all ELLs in a New York City public school:

All ELLs regardless of grade must take the NYSESLAT, even if they take the Grades 3-8 English Language Arts (ELA) test, the Regents exam in comprehensive English, or for certain ELL Special Education students, the Regents competency examination in reading or writing.

Schools are permitted to exempt from the ELA tests only those ELLs who on April 1, 2010 will have attended school in the United States (excluding Puerto Rico) for less than one year. This change in department policy was necessary so that the State's assessment program would be in conformity with NCLB.

All ELLs, regardless of how they have been enrolled in a school in the United States (not including Puerto Rico), must take content area exams (mathematics, science, and social studies). When exams are not available in a student's native language, the exam may be translated orally. This policy is the same for State and Citywide exams.

Schools may continue to provide the following testing accommodations to ELLs as long as these accommodations are used consistently throughout the school year:

For ELA, Mathematics and Science:

Time Extension: time-and-a-half

Separate Location

Bilingual Dictionaries and Glossaries

Third Reading of Listening Selection for ELA

For Mathematics and Science:

Simultaneous use of English and Alternative Language Editions

Oral Translations for Lower-Incidence Languages

Writing Responses in a Native Language

TEST PACKAGING GUIDE FOR TESTING COORDINATORS

<u>What To Include In The Office of Accountability Brown Envelope</u>	<u>What To Submit To The Assessment Implementation Directors</u>	<u>What To Keep On File At The School</u>
<ul style="list-style-type: none"> • Answer documents sealed in DAPS brown envelopes packed by class sets in poly bags • Test must be separated according to the DAPS memorandum (i.e., Special Ed & General Ed. In separate envelopes, class headers sheets for <u>each</u> General Ed. Class and <u>1</u> header sheet for each Special Ed. <u>grade</u> tested) • Original copies of: <ul style="list-style-type: none"> - The signed packing slip - Test Material Security Form 	<ul style="list-style-type: none"> • One copy of the signed packing slip • One copy of the Test Material Security Form • Written notification of any security violations 	<ul style="list-style-type: none"> • One copy of the signed packing slip • One copy of the Test Material Security Form

All **Unused** and **Discharged** student answer documents should be kept in the home school.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ASSISTANT COMMISSIONER
Office of Assessment Policy, Development and Administration

March 2011

TO: District Superintendents
Superintendents of Public and Nonpublic Schools
Principals of Public, Nonpublic, and Charter Schools

FROM: David Abrams

SUBJECT: Update on Grades 3–8 Elementary and Intermediate Level Testing for the 2010–11 School Year

This memorandum is to inform you of changes in security, scoring procedures, and field testing for the Grades 3–8 Testing Program. We appreciate all the hard work you do to help implement this testing program.

TEST SECURITY FOR 2011 GRADES 3–8 ELA AND MATHEMATICS TESTS

The Grades 3–8 ELA and Math Tests **must** be kept secure following their administration in May 2011 and **cannot be released** or posted on any web site; no part of the test may be used for instructional or staff development purposes. Keeping these tests secure will help contain the costs of the testing program. The tests administered from 2006 through 2010 will continue to be available.

In order to ensure the security of the test booklets, schools will submit a portion of the test materials for secure destruction immediately after administration and scoring. The remaining test materials will be stored securely for a minimum of one year in the school, as outlined in the chart below:

Destruction of Secure Test Materials for Grades 3–8 ELA and Math Tests

For Secure Destruction: Return Immediately to the Department Contractor via UPS	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> • All used and unused Book 1s • All unused Book 2s and Book 3s • All scoring CDs including any copies • All scoring materials printed from the CDs 	<ul style="list-style-type: none"> • All used Book 2s and Book 3s • All used answer sheets after their return from the scanning center

Parents/guardians and instructional staff may review their own students' test books and answer sheets. Parent/guardian review must occur with appropriate school personnel. Photocopying test material is **not** permitted.