

Elementary and Middle School Test Coordinator Meeting

Division of Teaching and Learning

Office of Assessment

March 2016

Agenda

Elementary and Middle School Test Coordinator's Meeting

March 2016

- I. Welcome and Introductions***
- II. Calendar***
- III. New Information for 2016***
- IV. Key Information for 2016***
- V. Advance Preparation***
- VI. Test Administration***
- VII. Test Security***
- VIII. Testing Special Populations***
- IX. Science***
- X. NYSESLAT***
- XI. Testing Resources***
- XII. Testing Accelerated Middle School Students***
- XIII. Q & A***

Exam Calendar – Spring 2016

Test Administration	Dates	make-up Dates
NYSESLAT: Speaking	April 12 – May 13*	Within the testing window
Grades 3–8 English Language Arts	April 5 – April 7	April 8 –April 12
Grades 3–8 Mathematics	April 13 – April 15	April 18 – April 20
NYSESLAT: Listening, Reading, Writing	May 2 –May 13*	Within the testing window
Grades 4 and 8 Science <i>Performance</i> Test	May 25 – June 3*	Within the testing window
Chinese Reading Test	May 16	See administration memo
Spanish Reading Test (ELE)	May 17	See administration memo
Grade 4 and 8 Science <i>Written</i> Test	June 6	June 7 – June 8
Regents	June 1**, June 14– June 22 (NYC Second Language Proficiency (SLP) is June 20)	

*Schools select dates within the window in which to administer the test.

**Common Core Algebra II and Integrated Algebra Regents.

Schools must check the testing calendar before scheduling graduations, trips, etc. to ensure there are no conflicts.

June 2016 Revised Regents Schedule

Students must verify with their schools the exact times that they are to report for their State examinations.

June 1 WEDNESDAY	June 14 TUESDAY	June 15 WEDNESDAY	June 16 THURSDAY	June 17 FRIDAY	June 20 ^o MONDAY	June 21 TUESDAY	June 22 WEDNESDAY	June 23 THURSDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY
Algebra II (Common Core) ♦	RE in Global History & Geography	Living Environment	Algebra I (Common Core)	Physical Setting/ Earth Science Algebra 2/ Trigonometry	RCT in Mathematics* <small>* Suggested date for administering locally developed tests aligned to the Checkpoint A and Checkpoint B learning standards for languages other than English (LOTE).</small>	Physical Setting/ Chemistry RCT in Global Studies*	RCT in Writing	
1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	<u>Uniform Admission Deadlines</u> Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.
SPECIAL ADMINISTRATION: Integrated Algebra	RE in English Language Arts (Common Core)	RE in U.S. History & Government	Comprehensive English	Geometry (Common Core)	RCT in U.S. History & Government*	Physical Setting/ Physics RCT in Reading*	RCT in Science*	

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

♦ Conversion Charts for this exam will be available no later than June 23, 2016.

- **Monday, June 20 at 9:15 AM** is the scheduled date and time for NYC Public and Charter schools to administer the SLP to 8th grade students for high school LOTE credit, or the LOTE exam to high school students.
- Schools should not schedule trips, graduations, etc. for students expected to take Regents, the SLP or LOTE as there are no make up dates for those exams.

New Information for 2016 3-8 ELA and Math

- ❑ The 3-8 ELA and math exams are **untimed**.
 - ❑ Students will have as much time as they need to complete the exams as long as they are *working productively*.
 - ❑ SED is working on guidelines for untimed administration.

- ❑ The test has been shortened.
 - ❑ Fewer reading passages and questions.

Comparison of the 2015 & 2016 ELA Tests

	# of Passages		# of Multiple-Choice Questions		# of 2-pt. Constructed-Response Questions		# of 4-pt. Constructed-Response Questions	
	2015	2016	2015	2016	2015	2016	2015	2016
Grades 3–4								
Book 1	5	4	30	24	0	0	0	0
Book 2	3	3	7	7	3	2	1	1
Book 3	3	3	0	0	5	5	1	1
Grades 5–8								
Book 1	6	5	42	35	0	0	0	0
Book 2	3	3	7	7	3	2	1	1
Book 3	3	3	0	0	5	5	1	1

Comparison of the 2015 & 2016 Mathematics Tests

	# of Multiple-Choice Questions		# of 2-pt. Constructed-Response Questions	# of 3-pt. Constructed-Response Questions
	2015	2016	2015 & 2016	2015 & 2016
Grade 3				
Book 1	24	22	0	0
Book 2	24	22	0	0
Book 3	0	0	5	3
Grades 4–5				
Book 1	24	22	0	0
Book 2	25	23	0	0
Book 3	0	0	6	4
Grades 6–8				
Book 1	28	26	0	0
Book 2	27	25	0	0
Book 3	0	0	6	4

Revisions to Answer Documents

- ❑ Answer documents are being revised:
 - ❑ ELL, and 504/Special Education Accommodations will be bubbled on Page 1 only.
 - ❑ The Part-Time/Full-time Special Education bubbles have been removed.
 - ❑ The 'Other' bubble for 'Reason Not Tested' has been eliminated.

Page No.:
Printed at:
Enrolled at:
Name:

NYC Student ID:
Gender:
Date of Birth:
Official Class:
Room:
Teacher Name:

2016 NY State English Language Arts Test
BOOK 1

Grade 3

MARKING INSTRUCTIONS
Use No. 2 Pencil Only
Incorrect Marks: (X), (), (), (), ()
Correct Mark: ()
Make no stray marks
Photocopies will not scan to ATS

BOOK 1 Form

A M C D E F G H I J O

1.	() () () ()	11.	() () () ()	21.	() () () ()
2.	() () () ()	12.	() () () ()	22.	() () () ()
3.	() () () ()	13.	() () () ()	23.	() () () ()
4.	() () () ()	14.	() () () ()	24.	() () () ()
5.	() () () ()	15.	() () () ()		
6.	() () () ()	16.	() () () ()		
7.	() () () ()	17.	() () () ()		
8.	() () () ()	18.	() () () ()		
9.	() () () ()	19.	() () () ()		
10.	() () () ()	20.	() () () ()		

For Teacher Use Only

Reason Not Tested

<input type="radio"/> Absent BOOK 1	<input type="radio"/> Medically excused
<input type="radio"/> Refused to take entire test	<input type="radio"/> Taking NYSAA
<input type="radio"/> Administrative error, no score	<input type="radio"/> First-year ELL student
<input type="radio"/> Not enrolled at time of BOOK 1	
<input type="radio"/> Make-up BOOK 1	

IEP or 504 Plan Accommodations (Fill in as many as apply.)

() () () () () () ()

ELL Accommodations (Fill in as many as apply.)

() () ()

1. Flexibility in scheduling/timing 2. Flexibility in setting
3. Method of presentation (excluding Braille/Large type) 4. Method of response
5. Other 6. Braille 7. Large type

1. Time extension 2. Separate location
3. Bilingual dictionaries and glossaries

Bubbled only on Page 1

Key Information in 2015-2016

ELA/Math/Science In-School Scanning

- Answer documents for the New York State English Language Arts (ELA) and Mathematics **3-8** exams, and grades 4 and 8 Science exams **will be printed by schools in ATS.**
- The multiple choice (MC) documents for ELA and Math will be scanned in schools.
- All documents for Science will be scanned in schools.

	In-School Scanning Process
Printing Answer Documents	<p>ELA-MATH: Schools print 3 answer documents on 24 lb. paper provided by Office of Assessment.</p> <p>SCIENCE: Schools print 2 answer documents using your own paper.</p> <p>All students must use bar-coded answer documents printed via ATS; there are no hand-bubbled documents for these exams.</p>
Scanning Multiple Choice	<p>ELA-MATH: Scan MC answer documents immediately following days 1 and 2 regular or make-up administrations.</p> <p>SCIENCE: Scan MC answer document immediately following exam administration.</p> <p>For both exams, review ATS reports following scanning to check data capture.</p>
Scanning Constructed Response	<p>ELA-MATH: For all students not tested, populate 'Reason Not Tested' bubble and scan page 3 document at your school. For all tested students, package CR exam booklet(s) and page 3 answer documents for courier collection and delivery to scoring sites.</p> <p>SCIENCE: Schools score and scan CR items.</p>
Post Administration	<p>ELA-MATH: Schools package MC documents for collection and processing following exam administration. Directions to follow.</p>

ADVANCE PREPARATION

Expected Test Takers Report: RETT

- ❑ Expected Test Takers Report (RETT) reflects *current school enrollment*
 - ❑ The RETT report is available in ATS as download only.
 - ❑ Information in RETT refreshes so it should be checked weekly.
- ❑ Schools should:
 - ❑ Use this report to help determine which assessment is appropriate for each student on their register in Grades 3-8 for the NYSESLAT, ELA, and math test administration period.
 - ❑ Check the NYSAA and ELA Exempt fields to see which students are exempt from ELA and/or math. Schools should not test those students but must print and scan answer documents with the appropriate 'Reason Not Tested' bubbled filled.
 - ❑ Review the RETT and ensure that there are answer documents for all students.
 - ❑ **For NYSESLAT only:** Schools should hand-bubble documents for students on the RETT without pre-slugged documents.
- ❑ For more information see the ATS Wiki at <http://bit.ly/RETTReport>.

Order Supplies

- ❑ School supplied testing materials:
 - ❑ **Rulers** – All students in grades 3-8 (entire test).
 - ❑ **Protractors** – All students in grades 4-8 (entire test).
 - ❑ **Calculators** – All students in grades 6-8 (books 2 and 3 only).
 - ❑ Grade 6: four-function calculator with a square root key or a scientific calculator.
 - ❑ Grades 7 and 8: scientific calculator.
 - ❑ Graphing calculators are not permitted for any grade.
 - ❑ Students in Grades 3-5 may not use calculators.
 - ❑ **Pencils** – Number two pencils required.
 - ❑ **Bilingual Glossaries** – English Language Learners (ELL) and former ELL students may use bilingual glossaries for all exams except NYSESLAT, Second Language Proficiency (SLP) and Language Other Than English (LOTE) tests.

Finalize Planning

- ❑ Download and read:
 - ❑ Teaching and Learning Memo – Grades 3-8 ELA and math testing.
 - ❑ NYSED’s Grades 3-8 Common Core English Language Arts and Mathematics Tests School Administrator’s Manual, 2016 Edition.
 - ❑ Scanning Handbook for 3-8 ELA and math.
- ❑ Ensure the ATS printer is clean and working properly, and there is enough toner to print out excellent quality answer documents.
 - ❑ Light printing, streaks, smudges or dirt can compromise the integrity of the printing and scanning of answer documents.
 - ❑ School’s should use the manufacturer’s toner and not generic brands.
- ❑ **Remind staff of proper testing procedures.**
 - ❑ Active proctoring – proctors must circulate around the room to ensure appropriate student behavior.
 - ❑ Proctors must not use electronics, read books, etc.
 - ❑ School administrators should check rooms to observe proctors.
 - ❑ Have proctors review testing accommodations and how to administer them.
 - ❑ Proctors direct students to bubble the correct form for books 1 and 2.
- ❑ Finalize testing plans for students (504, special education and ELLs) with accommodations.
- ❑ Finalize testing rooms, including separate locations for small groups or those with other accommodations as appropriate.

Flexible Scheduling for Test Administration

- ❑ Schools that anticipate significant hardship in scheduling all testing to begin by 9:15 AM must submit an online request for a Modified Test Schedule.
 - ❑ Different groups of students may test at different times of the day. However, **all grades must be tested on the same day and care must be taken to ensure that students tested later are kept apart from students who have already taken the exam.**
 - ❑ Days 1 and 2 testing must be completed in time to **scan** multiple-choice (MC) documents by 5 PM.
- ❑ All requests will be reviewed by a BAID; principals will be notified of outcomes on a rolling basis.
 - ❑ Only requests to stagger start times over the course of the day will be approved; requests to administer exams on alternate dates will not.
- ❑ Additional information will be provided in the *Principals' Weekly (PW)* and *Test Coordinator (TC) News*.

Advance Preparation by Schools

- ❑ Download and distribute teacher directions.

<http://www.p12.nysed.gov/assessment/ei/eigen.html>

- ❑ They are NOT secure; teachers must review them in advance of the test.
- ❑ Each booklet contains a script that teacher MUST read to students before each day's administration.

- ❑ Review math reference sheets with students.

<http://www.p12.nysed.gov/assessment/math/ei/2014/mathreferencesheets13-14.pdf>

DOE Delivery of Test Materials

- ❑ Non-secure testing materials will come from the Scan Center.
 - ❑ **During the week of March 7 schools will receive:**
 - ❑ 24 lb. paper for printing ELA and math answer documents.
 - ❑ Polybags for packing test booklets and answer documents.
 - ❑ Cardboard boxes to pack ELA and math constructed response booklets and documents for scoring, and MC documents for shipment to the Scan Center.
 - ❑ Purple header sheets and document return envelopes (for NYSESLAT, Chinese Reading and ELE answer documents only).
 - ❑ Schools must purchase packing tape to seal boxes.

A white label with black text and a border. The text includes: 'BOX # of _____', 'DISTRICT _____ SCHOOL _____', 'TEST _ ELA _ MATH _ (PLEASE CIRCLE ONE)', 'TEST BOOKLETS AND ANSWER DOCUMENTS FROM SCHOOL TO SCORING SITE'.A purple header sheet with a grid pattern and text for document tracking.A purple document return envelope with a grid pattern and text for document tracking.

Plan for Receiving Secure Test Materials

- ❑ ELA, math, science and NYSELAT test booklets.
 - ❑ Shipped by the New York State Education Department via UPS and arrive 1-3 days prior to the first day of the testing window.
 - ❑ Alert building front door staff that test deliveries are expected and they must notify the principal and/or test coordinator as soon as they arrive.
 - ❑ Ensure testing materials are stored securely.

What's in a Bubble?

Answer Documents should be bubbled appropriately and scanned:

- **Absent BOOK X**
 - Student is absent from your school building and does not test on the book by the of the make-up period. This includes long-term absences (LTAs). Students that test at a different location (e.g. Home/Hospital Instruction, Long-Term Suspension Centers, etc) should be marked ABS.
- **Refused to take entire test**
 - Use only if student does not respond to ALL questions in all three books.
- **Administrative error, no score**
 - To invalidate an exam i.e. cheating, accommodations not given, etc.
- **Not enrolled at time of Book X**
 - For students discharged from the school before the book could be administered. Do not use for LTAs.
- **Medically Excused**
 - For students with a documented medical absence for the entire testing period including the make-up period.
- **Taking NYSAA**
 - For students not testing because they are taking Alternate Assessment.
- **First-year ELL student**
 - ELL students who meet the criteria for exemption from the ELA.
- **Taking Regents**
 - Accelerated seventh or eighth grade students who will be taking a math Regents.
- **Alternate Language**
 - For students who are using a translated version of the math test.
- **IEP or 504 and ELL Accommodations**
 - Bubble only those accommodations actually administered

Print Class Attendance Rosters

- ❑ The Class Attendance Roster (CAR) **replaces** the ROCL report for testing.
 - ❑ Use ATS job EMAM for CAR.
 - ❑ Run the CAR as close to the test date as possible to ensure accuracy.
 - ❑ Print a CAR from ATS for every class in Grades 3-8.
 - ❑ Every student on the CAR must have an answer document including those who are Alternate Assessment, exempt ELLs, medically excused or absent.
 - ❑ Include the CAR with the constructed response books of each class sent to scoring.
 - ❑ Annotate students who have issues e.g. scribed, became ill, etc.

DBN: **33K000** Exam: **ELA** Grade: **04** Class: **400**
 Book#: 1 2 3 (Circle One)

Directions: Complete the attendance column for each student and other columns as appropriate. Submit with exams after each day's testing.

Student Name	Student ID #	Attendance A = Absent P = Present	Reason Not Tested*	Alternative Language** (Specify)	Comments (i.e., scribed)
ABDURIZOV AMIRJON F	995859459				
ABRAR MOHAMMED TAHMI	925664552				
ALAHWAS DAWLAN ABDO	996384675				
ALVAREZ ANTHONY	965567965				
AMPARO TOLENTIN NICO	967956459				
ARCE JOSELYN MICHELL	964558765				
AYALA JACKELIN	964599979				
BONILLA GERLYN ALTAG	993467465				
CAMPOS KIMBERLY	964979472				
CHAN HOU CHI	999467925				
CHEN AIKIA	995549695				
CHEN CHRISTINE	968627598				
CIPRIANO EMELY JASMI	967348487				
CISNEROS MEZA ANA LI	965779559				
COHEN SALOMON	968665565				
DIAZ OSCAR ANEUDY	965979675				
DOMINGUEZ CRUZ IRMA	965395686				
EUGENIO ZAMBRAN BREN	964996888				
GALLARDO JOCELYN	996656592				
GURCHICHULA NAILA MA	963658895				
HERRERA TAPIA RAUL A	95996489				
JOYA FAHMIDA ALAM	965968565				
LETOURNEL LEON THEO	926988458				
LIN ZIQI	957583246				
MALDONADO JATZIRI DA	966687524				
RAHMAN AHFRIN	995666467				
SANCHEZ REBECCA CASH	966252645				
SANDOVAL DAISY	964668958				
MALDONADO JATZIRI DA	966687524				
RAHMAN AHFRIN	995666467				
SANCHEZ REBECCA CATH	966252645				
SANDOVAL DAISY	964668958				

Total # of students in the class: 34
 Total # of students tested: _____
 Total # of students not tested (do not include absentees): _____
 Total # of students absent: _____
 Signature _____ Date _____

* If a student was not tested for any reason other than absence enter the reason i.e. 1st Year ELL (ELA only), taking NYSAA, Invalidated, refusal, etc.
 ** Math only. Complete if a student wrote answers in a language other than English – NOT permitted for the ELA.

Print the Proctor Checklist

- Print the Proctor Checklist from ATS using EMAM.
 - Distribute to proctors each day of the exam.
 - Helps to eliminate errors in the testing room.
 - Schools may substitute their own checklists if procedures are different.

PROCTOR CHECKLIST

Exam (circle one): ELA Math

Print Proctor Name: _____ Grade _____ Class # _____

Book # (circle one): 1 2 3

Directions to proctors: Use this checklist to prepare test materials for scanning and scoring. Check off each step as completed. Refer to NYS Education Department and NYCDOE regulations and school policies for administration of ELA and math exams.

1. Ensure that you have the following materials before beginning the exam:
a. Test booklets.
b. Pre-printed answer documents. Note: students will not receive answer documents for Book 3.
c. Pre-printed labels (if books are not pre-labeled) for each student.
d. Class Attendance Roster (CAR).
e. Other materials necessary for the exam administration.

2. Students must receive a pre-printed answer document with their own name and student ID number.
a. Notify administrator immediately if a student doesn't have a pre-printed answer document.
b. Students MUST NOT to use the answer document of another student.

3. Ensure pre-printed student labels are on the back of each TEST BOOK.
a. Labels are never placed on answer documents.
b. Ask students to check the labels to ensure they have a test book with their own name.
c. DO NOT allow a student to use a test book labeled for another student.

4. Take attendance on the CAR.
a. Indicate if student is present (P) or absent (A).
b. Complete other information on the CAR as appropriate.

End of exam procedures (unless instructed differently by your testing team):

1. Students return the exam books and answer documents.
a. Ensure that the answer document is placed inside the front cover of the exam book. (N.A. Book 3)
b. Check that every student has returned all materials.
c. Once an exam has been collected, no one, including the student, may make any changes.

2. Alphabetize test books.
a. Recheck to ensure there is an exam book and answer document for every student marked present. (Note: No answer document for Book 3.)
b. Report discrepancies immediately to school administrators.
c. Answer documents of absentees should be on the top of the stack.

3. Place the CAR and this document on top of the stack and insert the stack into the plastic polybag or envelope provided by the testing team.

4. Return all exams and testing materials to the test coordinator immediately after packing.

I have followed the directions above (signature) _____

Schools must keep this document on file for one year.

Print Student Information Labels

- ❑ Print identification labels from ATS and affix them to the back of all ELA and math student books including multiple choice:
- ❑ Use ATS job RLBI to produce the labels.
- ❑ Release the labels from the ATS <http://ats.nycboe.net/atsprint>.
- ❑ Use Avery Labels #5162 or equivalent (14 labels per page).
- ❑ Affix to the backs **all** books **on the morning of each exam** after shrink-wraps can be broken.

```
XXXXXX KATHERINE T 000000474 F 01/24/93  
000 91 STREET BROOKLYN NY 11200  
718-000-000  
MOTHER ABCDEFG SUSAN RES W/ = Y  
FATHER HIJKLMN DAVID RES W/ = Y  
  
BORO=K DT=13 SCH=000 GRC=180 CL=F04 GR=08 RM= 000
```

Test Administration

Pick Up Additional Tests

- Additional exams are picked up at Borough Assessment Offices the same morning as testing.
- Test requests are written on school stationery.
 - Test Request Template is preferred (see right).
- Include in your request:
 - District/Borough/Number (DBN)
 - Grade(s)
 - Quantity
 - Language (math only)*
 - Principal's signature

Copy School Letterhead here.

April ____, 2016

_____ requests the 2016 English Language Arts books listed below:

District/Borough/Number _____

Complete all that apply (ELA tests are not translated!):

Grade	Quantity Grade 3	Quantity Grade 4	Quantity Grade 5	Quantity Grade 6	Quantity Grade 7	Quantity Grade 8	Large Print Quantity/Grade(s)
Book 1							
Book 2							
Book 3							

Please release the tests to: _____.

Principal's Signature: _____

I understand that the test books are secure materials and must be brought directly to the school after pick-up.

Signature of representative (signed at pick up): _____

NYSED regulations state that each day's books cannot be picked up until the morning of the test. Tests can be picked up at the Borough Assessment Office

Grades 3-8

- Book 1 ELA – April 5 at 7:00 am
- Book 2 ELA – April 6 at 7:00 am
- Book 3 ELA – April 7 at 7:00 am

**Written translations are only available in Spanish, Chinese, Korean, Russian and Haitian Creole. Translations of the ELA, written or oral, are NOT permitted.*

Classroom Testing Materials – ELA

For the teacher

- Teacher Directions
- Test Books
- Class Attendance Roster
- Proctor Checklist
- Answer documents (Books 1 and 2 only)
- Student identification labels for test books (if not already on the back of the books)
- Do Not Disturb sign
- Extra No. 2 pencils with erasers

For each student

- ATS generated answer sheet (Books 1 and 2 only)
- Test book for the day
- No. 2 pencil with eraser

NOTE: Scrap paper is not permitted except as an IEP or 504 accommodation.

Classroom Testing Materials – Math

For the teacher

- Teacher's Directions
- Test books
- Class Attendance Roster
- Proctor Checklist
- Answer documents for books 1 and 2 only
- Student identification labels for test books (if not already on the back of the books)
- Do Not Disturb sign
- Extra No. 2 pencils, rulers, protractors, and in grades 6-8 only, calculators (for books 2 and 3 only).

For each student

- ATS generated answer document (Books 1 and 2 only)
- Test book for the day
- No. 2 pencil with eraser
- Ruler (All grades)
- Protractor (grades 4-8)
- Scientific calculator **for Grades 6*, 7 and 8, for use in books 2 and 3 ONLY.**

*Grade 6 students may use a four function calculator. Graphing calculators are **not permitted for any grade.**

NOTE: Scrap paper is not permitted except as an IEP or 504 accommodation.

TC Schedule for testing - Each Day

- Days 1 and 2 – Multiple Choice

- Administer the exam.
- Collect test books and answer documents.
- Remove the answer documents of absentees and hold for the make-up period. If student refuses to be tested, bubble Refused to take entire test and scan with the rest of the class.
- Scan the answer documents of all tested and exempt students.
- Review EMDS report in ATS for scanning errors.
- Pack documents by grade for shipment to the Scan Center.

- Day 3 – Constructed Response

- Administer the exam.
- Collect test books.
- For ELA – Insert book 2 into book 3*.
- Insert day 3 answer document into book 3.
- Pack student constructed response booklets for shipment to the scoring sites according to directions found in this presentation and the test administration memo.

*Do not send ELA books 2 and 3 separately.

Absentees

- Answer documents of students absent during the regular testing period should be removed from class sets before scanning and used when students return to school.
- If a student does not return to school by the end of the make-up period the answer document should be bubbled absent and scanned.
- Students marked absent for the CR portion of the exam should be noted on the Class Attendance Roster.
- Page 3 documents marked 'Absent Book 3' should not be sent to scoring sites.
- Long Term Absences (LTAs) should be bubbled absent on each answer document and scanned.

Refusals

- ❑ Parents may refuse to have their child tested.
 - ❑ What should a principal do if parents express an interest in opting their children out of the State exams?
 - ❑ The principal should offer to meet with the parents to discuss their concerns. The principal may want to explain that a student's test scores will be only one of a number of factors that evaluate his or her progress and describe the impacts of opting out of the State exams (as detailed in this School Guide and in the corresponding Parent Guide). If, after consulting with the principal, the parents still want to opt their child out of the exams, the principal should respect the parents' decision and let them know that the school will work to the best of their ability to provide the child with an alternate educational activity (e.g., reading) during testing times. The parent and the principal should maintain a written record of this conversation.
<https://portal.nycenet.edu/NR/rdonlyres/089D4C69-5078-4759-9D4E-6866F42C42BD/0/2014ELAMathStudentParticipationSchoolGuide033114.pdf>
 - ❑ If a student sat for any part of the test and refused other parts, the test **will be scored**.
 - ❑ SED validity rule: Students who indicate refusal to take the test but answer at least one question on the test will receive a scale score and performance level based on the questions answered.
 - ❑ For example, if a student answered any questions on book 1 and then refused books 2 and/or 3 a score will be calculated for the student.
 - ❑ Answer documents of students who refuse ALL parts of the tested should be bubbled refused on each answer document and scanned.

SCANNING ANSWER DOCUMENTS

Scanning Handbook and Checklists

- The Scanning Handbook offers step by step directions for printing and scanning answer documents.
- Prior to each exam Testing Coordinators will receive a packaging checklist.



ELA Pages 1 and 2 Checklist- 2016

Instructions: Please read the instructions below and check off as you **complete** each step.

Day 1 and Day 2 Multiple Choice Answer Documents are scanned in school.

- I have read the Division Teaching and Learning ELA Memo #7.
- ELL students exempt from taking the ELA were identified and the answer documents of **exempt ELL students** were bubbled **First Year ELL student**.
- Applicable test accommodations were bubbled for all other ELL and former ELLs
- New York State Alternate Assessment (NYSAA) Special Education (SE)** students *were not tested* with the NYS ELA. **Taking NYSAA** was bubbled on the answer documents.
- 504 and IEP** accommodations were bubbled as appropriate on answer documents.
- Answer documents of students who **refused** the test were bubbled **Refused to take entire test**.
- Answer documents of students who **medically excused** were bubble appropriately.
- Answer documents of students **discharged** before the exam period were bubbled **Not enrolled at time of BOOK**
- Administrative error, no score** was bubbled on answer documents of students found cheating or had irregularities.
- Before scanning**, the **answer documents of absentees** were removed from the class sets. They will not be scanned until used by the student during the makeup exam or, if student does not return, the end of makeup period.
- All answer documents, *including exempt ELLs, NYSAA, refusals, medically excused, discharges and administrative error*, were scanned *with their class* each day.
- Following scanning, the EMDS report in ATS was run to check for scanning errors.

http://intranet.nycboe.net/Accountability/Assessments/Annual/ELA_Math_Sci_3-8/SchoolResources/

ATS Functions for School Scanning

- ❑ Printing and Scanning require ATS jobs.
 - ❑ **EMPR** – Print answer documents.
 - ❑ **EMRR** – Reprint answer documents (in case documents are lost, damaged or generate scanning errors).
 - ❑ **EMAM** – Print additional exam materials: Class Attendance Rosters (replaces the ROCL), Proctor Checklist and Box Packing List (replaces the group header).
 - ❑ **EMDS** – Answer Document Status (check for errors).
 - ❑ **EMOU** – Online update to correct data capture errors.
- ❑ Cases of suspected cheating flagged by scoring sites will be communicated to principals via an ATS reporting tool.

Scan Day 1 and Day 2 Answer Documents

- ❑ Page 1 and 2 multiple choice answer documents should be scanned on the day they are administered by 5 pm.
 - ❑ **NEW!** Scan answer documents of refusals on the same day as the book is administered.
 - ❑ Answer documents of absentees should not be scanned until administered during the make-up period, or if the student does not return, the end of the make-up period.
 - ❑ All other answer documents, including exempt ELLs (ELA only), NYSAA, refusals, medically excused, taking Regents (math only), discharges and administrative error, are scanned with their class on the day they were administered.
 - ❑ **Review the scanning reports printed automatically after each batch of answer documents are scanned.**
 - ❑ **Correct any issues immediately.**
 - ❑ **Following each day's scanning, run EMDS in ATS to ensure that all data has been captured correctly.**

Scan Every Answer Document

- ❑ By the end of the make-up period schools must scan the Page 1 and Page 2 answer documents for all students, tested or not, **and Page 3 answer documents of non-testeded students.**
 - ❑ No answer document should be scanned blank, a reason must be bubbled for every non-tested student.
- ❑ After scanning it is mandatory that schools run EMDS to ensure that all data has been captured by the scanner.
- ❑ If you have problems contact your BAID.
- ❑ Follow guidance (to be issued at later time) for packing MC documents for delivery to the NYCDOE Scan Center.

SENDING MATERIALS TO SCORING SITES

Constructed Response Documents to Scoring Sites

Exam	Pick-up date by courier
ELA Constructed Response Books 2 and 3	April 8 between 8 AM and 4 PM
ELA Constructed Response <u><i>make-up</i></u>	April 13 between 8 AM and 4 PM
Math Constructed Response Book 3 - <u><i>regular administration and make-up will be picked up together.</i></u>	April 21 between 8 AM and 4 PM

- Constructed Response boxes will be picked up from schools by Deluxe Courier.
 - Alert your front entrance staff that couriers are coming and where they should be directed for box pickup.
- If a student has not completed **ELA** books 2 **AND** 3, wait until the end of the make-up period to submit both – DO NOT send books 2 and 3 separately.
- Package all math constructive response materials together for the collection on April 21; do not box the make-up exams separately.
- Ensure that all boxes are appropriately marked and ready for pickup when the driver arrives.
 - The courier will not come back to schools that are not ready to provide boxes.
 - Schools not ready will have to transport the test books to scoring sites themselves.**
- Get a receipt from the driver. Be sure to note the number of boxes on the receipt.
- Do not give the driver any multiple choice documents.

Gather Packing Materials

- Items needed to pack testing materials for scoring:
 - Constructed Response booklets.
 - Books 2 and 3 for ELA or Book 3 for math, with page three answer documents inserted into each exam.
 - DO NOT SEND ELA books 2 AND 3 SEPARATELY.
 - All CR make-up books and answer documents are held until the end of the make-up period.
 - Class Attendance Sheets.
 - Box packing list.
 - Brown boxes with Black writing.
 - Polybags.
 - Colored grade and subject label.
 - Packing tape.

New! Do Not Send to Scoring Sites

- Do not send the following items to scoring sites:
 - Page 1 or page 2 MC answer documents.
 - Page 3 answer documents for students
 - Refusing the entire test.
 - Taking NYSAA.
 - ELL exempt (ELA only).
 - Not enrolled at time of test.
 - Medically excused.
 - Taking Regents (math only).
 - Blank books.

Packing Constructed Response Polybags

2015 NY State English Language Arts Test Grade 3
FOR SCORER USE ONLY
BOOK 2
BOOK 3

The student answer document is placed inside of the same student's performance book



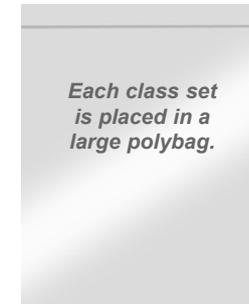
New York State Testing Program
English Language Arts Test
Book 2
Grade 3
Name _____

Alphabetize each class.
ELA: Book 3 must be inside Book 2.
Math: Send only Book 3



ELA Math Class
Grade 3
Classroom Teacher
Date

The class CAR is placed on top of the class pack. Annotate with notes about NYSAA, absentees, translations, etc.



Purple Header Sheets are no longer used for ELA and math.

If a student has not completed both ELA books 2 and 3, wait until the end of the make-up period to submit both – DO NOT send books 2 and 3 separately.

Box Packing List

- Print the Box Packing List from ATS using EMAM.
 - Complete the packing list.
 - Pack the list in the boxes sent to the scoring site.

2015 Box Packing List – ELA Grade 3

Testing School: 01M123
Exam: ELA
Grade: 3

Test Coordinator: Please provide your contact info below and complete the number of students TESTED, EXEMPT, and ABSENT for each class packaged in this box. If your school packages multiple boxes for ELA grade 3, make a copy of this sheet for all boxes. Insert the completed Box Packing List atop all exams when packaging exam materials.

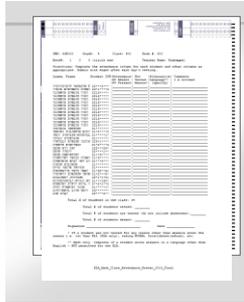
Contact Name: _____

Mobile Number: _____

	Official Class	# Students on Register	# TESTED	# EXEMPT	# ABSENT	IN THIS BOX?
1	Class 301	32				Y / N
2	Class 302	27				Y / N
3	Class 303	28				Y / N
4	Class 304	33				Y / N
5	Class 305	26				Y / N
6	Class 306	15				Y / N
7	Class 307	29				Y / N
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Important: Every student on register, including those exempt from testing, must be accounted for on the ELA Box Packing List. The total number of TESTED + EXEMPT + ABSENT students must equal the number of students on register in each class.

Pack Constructed Response Boxes for Scoring



- Pack ALL polybags of a grade into one or more boxes (do not overload boxes).
- DO NOT mix multiple grades in the same box!

Follow the box packing checklist on top.

Include the Box Packing List in every box.

EXAM MATERIALS TO SCORING SITES		PACKING CHECKLIST		N/A	
✓	WITH COMPLETE	Need Do not include the test booklets or answer keys who were absent or did not complete ALL parts of the test.	For ELA only (OH) the completed books 2 and 3 are included in the first box. 2 constructed response answer documents are inserted into Books 2 & 3 (for LSA) and placed in the "The One Alternative" envelope.	Answers were completed on the test form (each polybag).	A grade specific Black or Red label is on the top of the box and a subject specific colored label is on the side of the box was completed.

EXAM & GRADE SPECIFIC LABEL HERE

BOX ____ of ____

DBN _____

TEST - ELA MATH (PLEASE CIRCLE ONE)

TEST BOOKLETS AND ANSWER DOCUMENTS FROM SCHOOL TO SCORING SITE



Complete ALL information on both sides of the box.

Affix proper grade label on two sides of the box.



Use boxes with **black** writing for ELA regular administration and all math exams.
Use boxes with **red** writing for ELA make-up exams.

Multiple Choice Make-Ups

- Scan make-up MC as soon as the student completes the book.
- Darken the make-up bubble before scanning.
- Administer and scan ELA MC make-ups by 5 PM on April 12.
- Administer and scan math MC make-ups by 5 PM on April 20.
- Follow guidance (to be issued at later time) for packing MC documents for delivery to the NYCDOE Scan Center.

Page No.: 1111111032-2
 Printed at: DOB/NP
 Enrolled at: DOB/NP
 Name: Student Name 03
 NYC Student ID: 111111103
 Gender: G
 Date of Birth: DD/OO/BB
 Official Class: OFF
 Room: Room
 Teacher Name: Teachers name

2015 NY State Mathematics Test
Grade 3
BOOK 2
 BOOK 2 Form
 A B C D

MARKING INSTRUCTIONS
 Incorrect Marks: [X] [] [] [] []
 Correct Mark: [●] [●] [●] [●] [●]
 Note: Make-up bubbles will not scan to A/B

25. [●] [●] [●] [●] [●] 35. [●] [●] [●] [●] [●] 45. [●] [●] [●] [●] [●]
 26. [●] [●] [●] [●] [●] 36. [●] [●] [●] [●] [●] 46. [●] [●] [●] [●] [●]
 27. [●] [●] [●] [●] [●] 37. [●] [●] [●] [●] [●] 47. [●] [●] [●] [●] [●]
 28. [●] [●] [●] [●] [●] 38. [●] [●] [●] [●] [●] 48. [●] [●] [●] [●] [●]
 29. [●] [●] [●] [●] [●] 39. [●] [●] [●] [●] [●]
 30. [●] [●] [●] [●] [●] 40. [●] [●] [●] [●] [●]
 31. [●] [●] [●] [●] [●] 41. [●] [●] [●] [●] [●]
 32. [●] [●] [●] [●] [●] 42. [●] [●] [●] [●] [●]
 33. [●] [●] [●] [●] [●] 43. [●] [●] [●] [●] [●]
 34. [●] [●] [●] [●] [●] 44. [●] [●] [●] [●] [●]

For Teacher Use Only		
Reason Not Tested		Special Education
<input type="radio"/> Absent BOOK 2	<input type="radio"/> Medically excused	<input type="radio"/> Part-time
<input type="radio"/> Refused to take entire test	<input type="radio"/> Taking NYSAA	<input type="radio"/> Full-time
<input type="radio"/> Administrative error, no score	<input type="radio"/> Other	
<input type="radio"/> Not enrolled at time of BOOK 2		
Alternate Language		
<input type="radio"/> Make-up BOOK 2	<input type="radio"/> Chinese	<input type="radio"/> Haitian Creole
	<input type="radio"/> Korean	<input type="radio"/> Russian
	<input type="radio"/> Spanish	
IEP or 504 Plan Accommodations (Fill in as many as apply.)		
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9
ELL Accommodations (Fill in as many as apply.)		
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
1. Flexibility in scheduling/timing 2. Flexibility in setting 3. Method of presentation (excluding Braille/Large type/Test read) 4. Method of response 5. Other 6. Braille 7. Large type 8. Test read 9. Use of spell-check/grammar-check 1. Time extension 2. Separate location 3. Bilingual dictionaries and glossaries 4. Translated edition 5. Oral translation 6. Responses written in native language		

Darken make-up bubble before scanning.

Constructed Response Make-Ups

- ❑ For ELA:
 - ❑ Separate make-up ELA CR books, with answer documents inserted inside, by **grade**.
 - ❑ Package one grade per polybag.
 - ❑ Put each grade of make-up exams in a separate box with **red writing** (marked 'MAKEUP ONLY'). (E.g. ELA make-ups for grades 6 and 7 are separated and packed in 2 boxes.)
 - ❑ Complete information on side of box(es), indicate grade level for each box, and seal.
 - ❑ ELA make-up exams will be collected from your school on April 13 starting at 9am.
 - ❑ Schools not ready for pick-up of the make-up exams must bring boxes to the scoring site.
- ❑ For Math:
 - ❑ Math CR make-up exams must be packaged with exams from the main administration and placed in boxes with **black** writing. Do not use red boxes for any math exams.
 - ❑ All math exams (regular and make-up) will be picked up April 21 starting at 8 AM.

BLACK BOXES

EXAM & GRADE SPECIFIC LABEL HERE	BOX ___ of ___ DBN _____ TEST - <u>ELA MATH</u> (PLEASE CIRCLE ONE) TEST BOOKLETS AND ANSWER DOCUMENTS FROM SCHOOL TO SCORING SITE
--	---

ELA regular exams.

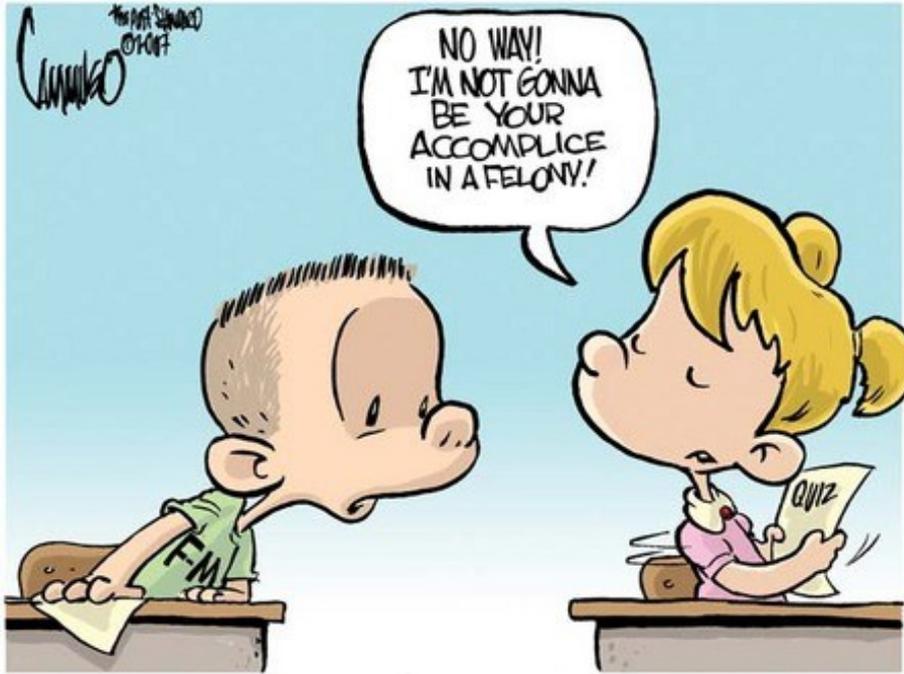
*All math exams (regular
and make-up).*

RED BOXES

MAKEUP ONLY	
BOX ___ of ___	
DISTRICT _____ SCHOOL _____	
TEST - <u>ELA MATH</u> (PLEASE CIRCLE ONE)	
TEST BOOKLETS AND ANSWER DOCUMENTS FROM SCHOOL TO SCORING SITE	

ELA make-up exams.

Do not use for math exams.



TEST SECURITY

Test Security

- ❑ Secure materials are locked in an SED approved vault at all times.
- ❑ Any cases of suspected **adult misconduct** must be reported immediately to the principal; the principal must then notify:
 - ❑ NYCDOE Borough Assessment Implementation Director (BAID);
 - ❑ NYC Office of the Special Commissioner of Investigation (SCI): (212) 510-1500; and
 - ❑ For NYS assessments only, NYSED's Test Security Unit, by submitting an Incident Report Form <http://www.highered.nysed.gov/tsei/fraud.html>.
- ❑ Any cases of suspected student misconduct e.g. cheating, use of electronic devices, etc., allow the student to finish the exam, but report the incident immediately to the principal; the principal must then notify:
 - ❑ NYCDOE Borough Assessment Implementation Director (BAID);
 - ❑ For NYS assessments only, Office of State Assessment (OSA) by fax to 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov.
- ❑ Cases of suspected adult or student cheating must also be entered into the Online Occurrence Reporting System (OORS).

The Electronics Policy Has Not Changed

- ❑ All students are prohibited from bringing cell phones and certain other electronic devices ... into a classroom or other location where a NY State exam is being administered.
- ❑ Please note that items such as Apple watches are also prohibited.
- ❑ The *Test Security One Page Documentation* for reporting improprieties can be found at <http://intranet.nycboe.net/Accountability/Assessments/Annual/AdminResources/TestMemandPRoc/>.

Testing Improprieties

- Cases of suspected cheating identified by scoring sites will be flagged in ATS and reported to testing school principals.
 - If a student is suspected of cheating, the student's principal will receive an email with the following information:
 - A description of the issue i.e. two students' essays are exactly the same.
 - A copy of the exam(s) as a PDF attachment.
 - Directions for next steps by the school.
 - If a student is suspected of cheating a temporary flag will be placed on their exam record in ATS. (SUSPECTED CHEATING = 'SC')
 - If the principal's investigation does not substantiate cheating, the principal will refute the allegation using the EMOU function in ATS.
 - The student's exam will be valid.
 - Principal enters 'R' ('refuted') for SUSPECTED CHEATING in EMOU.
 - If the principal's investigation substantiates cheating, the principal will confirm the allegation using the EMOU function in ATS; the exam will be flagged as invalid.
 - No score will be recorded for the student.
 - Principal enters 'C' ('confirmed') for SUSPECTED CHEATING in EMOU.

TESTING SPECIAL POPULATIONS

Special Education Accommodations

Emergency 504

- ❑ Principals may modify testing procedures for general education students who incur an injury (e.g. a broken arm) or experience the onset of a short- or long-term disability (e.g. epilepsy) sustained or diagnosed within 30 days prior to the administration of a test via an emergency 504 plan.

Permissible accommodations are:

- Extending the time limit for a test.
- Administering the test in a special location.
- Recording the student's answers in any manner.
- Reading the test to the student (only for students whose vision is impaired and if allowed).

Students with Disabilities

- ❑ Students with disabilities **must be provided** with the testing accommodations specified in their IEPs or 504 Plans when taking tests.

Types of Accommodations for Students with Disabilities

Accommodations may include some or all of the following:

- Flexibility in scheduling/timing.
- Flexibility in setting.
- Method of presentation.
- Use of assistive technology, scribes or large-type or Braille editions.
- Other accommodations prescribed by the IEP.

Giving students testing accommodations to which they are not entitled is an example of misconduct on the part of teachers and administrators, and must be reported.

Former ELLs

- Former ELLs are entitled to ELL test accommodations for two years after attaining proficiency.
- Use the ATS RLAT report to help identify former ELLs.
- In 2015-16, ELL accommodations are for students who:
 - Tested proficient on the spring 2014 or 2015 NYSESLAT
 - OR**
 - Tested advanced on the NYSESLAT in 2014 or 2015 and tested at level 3 or 4 on the ELA in the same year.
- Students testing out in 2013 or earlier do not get ELL accommodations.**
- Students testing out on the NYSITELL or LAB-R are not former ELLs and do not receive ELL accommodations.**

ELL Accommodations

- *Time Extension.*
 - *Separate Location.*
 - *Bilingual Dictionaries and Glossaries.*
- ❖ **The ELL Accommodations below are NOT permitted for the ELA, NYSESLAT or English (common core or comprehensive) Regents:**
- *Translated Editions.*
 - *Oral Translations for Lower Incidence Languages.*
 - *Writing Responses in the Native Language.*

Glossaries

Bilingual glossaries are available and are free to download:

- <http://bit.ly/BilingualGlossaries>

For information about hiring oral translators:

- <http://bit.ly/HireTranslator>

Oral Translations

Schools may use:

- Classroom teachers
- Out-of-classroom pedagogues (e.g. assistant principals, School Based Support Team member, staff developers, etc.)
- Instructional paraprofessionals
- Professional translators (e.g. The Big Word)
- Other classroom personnel

Parents or students are not permitted to give oral translations. In addition, all pedagogues or other school personnel who provide oral translations must be fully apprised of all testing procedures and adhere to all time limits appropriate to the exam. In addition, the translations must be word-for-word translations only with no interpretation of the directions or the exam.

In the event that a content-area exam is not available in the translated language and/or the school is not able to provide an oral translation, the student must take the content-area exam in English.

ELL exemptions from the Grades 3-8 ELA

- ❑ Schools are permitted to exempt ELL students who, on **April 1, 2016**, are attending school in the US for the first time for less than one year.
- ❑ ELL students may be eligible for one, and only one, exemption from the administration of the Grades 3–8 Common Core ELA tests.
- ❑ ELL students are NOT exempt from 3-8 content area exams e.g. math or Regents.
- ❑ The one-year exemption window does not have to be 12 consecutive months.
 - ❑ Check the ATS function **UYRE** to see how long a student has been enrolled.
 - ❑ Students enrolled anytime during a month, including July and August, are considered enrolled for that month.
 - ❑ Eligible students may be exempt from taking the NYSTP in ELA for the first year in which they are enrolled during the NYSTP ELA test administration period.
 - ❑ Such students may not be exempt in subsequent years, even if they have been enrolled in a US school for fewer than 12 months.

NYSAA Students

- ❑ Students classified as New York State Alternate Assessment (NYSAA) do not take standard NYSTP exams. They are assessed with the grade appropriate exams through datafolios and online testing.
 - ❑ ELA and math answer documents of NYSAA students are bubbled ***Taking NYSAA*** and scanned at the school.
 - ❑ Page 3 answer documents are not sent to the scoring site.
 - ❑ Science documents are bubbled ***Taking NYSAA*** and scanned at the school.

Science

New Science Information

- ❑ Answer documents for the grades 4 and 8 NYS Science exams will be printed and scanned via ATS at your school.
 - ❑ Page 1- Distributed to students to record answers to Part 1 of the written test.
 - ❑ Page 2 - Used by teachers to record performance scores *and* the scores to the open-ended questions on Part II of the written test.

Administration of Grades 4 and 8 Science

Exam	Administration Dates	Make up	Scoring
Science Performance	May 25 - June 3*	Make-ups are administered within the testing window.	Scoring at school may start immediately after administration. Scores are entered onto page 2 on the answer document and scanned <i>after</i> the scores to the written part 2 open-ended questions are entered.
Written	June 6	June 7-8	Page 1 multiple choice questions are scanned. Open-ended short response questions are scored at school, entered on page 2 and scanned at the school.

****Schools select dates within the window.***

Students to be Tested and Accommodations

- Grade 4 and Grade 8 students
 - ELLs must take this test but may use any and all ELL accommodations.
 - IEP Accommodations for Special Education students must be provided.
 - Students taking Alternate Assessment are exempt from this test.

Science Scoring

- Page 1 multiple choice answer documents are scanned after administration.
- Schools are provided with scoring keys and rubrics by SED for the performance and the short response Part II questions.
- Teachers may not score their own students' exams.
- The Performance test and the responses to Part II of the written exam are scored at the school and **recorded on the page 2 answer document** by teachers.

Guide to Important Links

- ❑ SED ELA and math Information for grades 3-8:
<http://www.p12.nysed.gov/assessment>
- ❑ NYCDOE Science information: <http://nycdoeassessment.com>.

NYSESLAT

NYSESLAT

- ❑ Fully aligned to Common Core Standards.
- ❑ Performance levels: Entering, Emerging, Transitioning, Expanding and Commanding
- ❑ **Three written test sessions, one booklet per session, each containing Listening/Reading/Writing.**
 - ❑ **Students will write a constructed response during all three written test sessions.**
 - ❑ **One CD for use with all three Listening/Reading/Writing test sessions (requires CD player for the administration of all three sessions)**
 - ❑ **Each test session will have its own DFA.**

[For additional information: http://www.p12.nysed.gov/assessment/nyseslat/](http://www.p12.nysed.gov/assessment/nyseslat/)

Scoring and Delivery of Answer Documents

- ❑ **Grades K, 1 and 2 will have two answer documents.**
 - ❑ **Students mark their answers in the test booklet and teachers must transcribe the students' responses onto the answer sheets.**
- ❑ **Grades 3-12 will have four answer documents.**
- ❑ **Teachers will score writing in each book *after* the administration period ends.**
- ❑ **Speaking and writing scores will be recorded on page 4 for grades 3-12.**
- ❑ **There is a new code on each document.**
 - ❑ **No Response (scored as a zero)**

TESTING RESOURCES

NYC Testing Information

The NYCDOE Testing Information page has a new look and address.

<http://NYCDOEAssessment.com>

DOE Intranet Home > Performance & Accountability > Assessments

Performance & Accountability

- School Performance
- Assessments
 - Annual
 - Periodic Assessments
 - Technology
- Academic Quality
- Educational Technology and Achievement Data
- Office of Achievement Resources
- Research and Analytic Resources
- Academic Policy Resources

Assessments



View the 2014-2015 Testing Calendar.
The 2014-2015 testing calendar is now available and includes all city and state tests.

[Read More](#)

1 2 3

Annual

- Advanced Placement (AP)
- Gifted and Talented (G&T)
- ELA/Math/Science (Grades 3-8)
- LOTE
- NYSAA
- NYSESLAT
- NYSITELL
- PSAT/NMSQT
- Regents

Periodic Assessments

- Calendar
- Memoranda and Procedures
- Ordering information

Technology

- Assessment Technology

Check this section regularly for updates

The site is accessible from any computer to users with a DOE Outlook ID and password.

New York State Education Department Information

<http://www.p12.nysed.gov/assessment/>

Check this section for all 3-8 manuals and directions.

OSA
Office of State Assessment

Past Examinations | About Us | Contact | Examination Schedules | Scoring Info | Test Manuals | Testing Program

NYSED / P-12 / OCAET / OSA /

Welcome to the Office of State Assessment

The Office of State Assessment (OSA) is responsible for the coordination, development, and implementation of the New York State Testing Program (NYSTP):

- [Grades 3-8 ELA/Mathematics](#)
- [Grades 4 and 8 Science](#)
- [Regents and RCTs](#)
- [NYSESLAT](#), [NYSITELL](#) and [LAB-R](#)
- [NYSAA](#)

These examinations are administered to students in Kindergarten through Grade 12 enrolled in public, nonpublic, and charter schools throughout the State. For any questions, please email us at emscassessinfo@mail.nysed.gov.

[EngageNY](#) is the go-to site for teaching and learning resources for New York's teachers, principals, administrators, and Network Teams.

Additional Quick Links

- [Teacher Evaluation Forms](#)
- [Testing Materials for Duplication by Schools](#)
- [Information from the Test Security Unit](#)

What's New

- Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2015 Administration of the New York State English as a Second Language Achievement Test (NYSESLAT) - DET 1900 (139 Kb)
- Worksheet for Developing Online Requests for NYSESLAT - DET 1901 (61 Kb)
- Instructions for Submitting NYSESLAT Request Online, Spring 2015 - DET 1902 (175 Kb)
- Procedures for Requesting and Storing the January 2015 Regents Examinations and Regents Competency Tests—DET 500 (73 Kb)
- School Record of Examinations Requested—January 2015—DET 501 (195 Kb)
- 2014 NYSESLAT Score Reports
- 2014 Common Core Grades 3-8 English Language Arts and Mathematics Score Reports and Understanding Reports
- Worksheet for Developing Online Requests for Elementary- and

Accommodations for Testing

Alternate Assessments (NYSAA)

Elementary/Intermediate General Information

ELA

Mathematics

Science

Common Core Sample Questions

Elementary/Intermediate Important Notices

English as a Second Language Tests

NYSESLAT

NYSITELL

LAB-R

Field Tests

High School General Information

ELA

Foreign Languages

Mathematics

Science

Social Studies

Testing Materials for Duplication by Schools

High School Important Notices

Learning Standards and Core Curriculum

NAEP

School Accountability and School Report Cards

Teacher Evaluation Forms

Test Development

Borough Assessment Implementation Directors

Borough	BAID	Contact	Address
Manhattan- Districts 1, 2, 3, 4, 5, & 6	Louise Smith LSmith2@schools.nyc.gov	212 356-3784 212 356-7523 fax	333 Seventh Avenue Seventh Floor New York, NY
Bronx- Districts 7, 8, 9, 10, 11, & 12	Sharon Cahr SCahr@schools.nyc.gov	718 741-5559 718 741-7971 fax	1 Fordham Plaza Seventh Floor Bronx, NY
Brooklyn-Districts 13, 14, 15, 16, 19, 23, & 32	David Rapheal DRaphea@schools.nyc.gov	718 935-5965 718 935-3395 fax	131 Livingston Street Room 506 Brooklyn, NY
Queens-Districts 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak BMarcis@schools.nyc.gov	718 391-8352 718 391-6088 fax	28-11Queens Plaza N Room 304 Long Island City, NY
Staten Island/Brooklyn - Districts 17, 18, 20, 21, 22, & 31	Jose Garcia JGarcia17@schools.nyc.gov	718 390-1579 718 420-5665 fax	715 Ocean Terrace Building A Staten Island, NY

State Education Information Line – 518-474-8220
State Education Fax Line – 518-474-2021

TESTING ACCELERATED MIDDLE SCHOOL STUDENTS

Common Core Regents – Algebra I

- ❑ Accelerated eighth grade students who began Algebra I this year (or last year in grade seven) **MUST** take the Common Core Algebra I Regents.
 - ❑ They may NOT take the Integrated Algebra Regents (2005 standards).
 - ❑ Refer to STARS for middle school coding for the course and exam.
 - ❑ Students in grades 7 and 8 who take math Regents are not permitted to take the grade 7 or 8 NYS math assessment *unless the school requested a waiver and it was approved by the DOE.*
 - The deadline to request a waiver to test students on the 7th or 8th grade math test if students are scheduled for the Regents was February 15.
 - Approval or denial of requests will be made by March 15.
 - ❑ The Algebra 1 CC Regents will be scored via per session scoring in June; schools will not be required to assign teachers during the school day to score this exam.

NYCDOE Common Core Regents FAQ: <http://bit.ly/CCRegentsFAQ>

Accelerated Science Students

- ❑ As has been the case in previous years 8th grade students taking a science Regents i.e. Living Environment, can be exempt from the Intermediate Level NYS Science Test.
 - ❑ School principals have the discretion to either require or waive the Grade 8 Intermediate-Level Science Test for those accelerated Grade 8 students who did not take this test during the last school year but who will be taking a Regents Exam in science at the end of this school year. For those accelerated students for whom the principal waives the Grade 8 Intermediate-Level Science Test, the student's achievement in science will be measured by the student's performance on the Regents Exam in science.

Regents Distributed Scoring

- ❑ Middle schools, K-8 schools and 6-12 schools administering **June Regents** exams will participate in the city-wide distributed scoring process.
 - ❑ Exams will be collected from schools and graded at designated scoring locations.
 - ❑ Schools may be required to provide teachers to score the exams (depending on the number of exams administered and the method of scoring).
 - ❑ More information about administration and scoring will be provided in the spring.

NYC Second Language Proficiency Exam

- ❑ The NYC Second Language Proficiency (NYC SLP) examinations in **French, Italian, Latin, and Spanish** are offered to students who are enrolled in **NYC Public and Charter schools** that offer these courses and have met the course requirements in accordance with Checkpoint A learning standards for Second Language Proficiency.
- ❑ **Private school students are not permitted to sit for the exam.**
- ❑ Credits can be earned by:
 - ❑ Successfully completing 2 units (216 hours) of LOTE instruction in grades K-8 and passing the NYC SLP examination or,
 - ❑ Successfully completing 1 unit (108 hours) Grade 8 accelerated course work and passing the NYC SLP examination
 - ❑ The oral portion of the exam may begin April 1, 2016 and ends five calendar days (June 15) prior to the date of the written exam.
 - ❑ **Schedule students in STARS to take the written portion of the NYC SLP administered on Monday, June 20, 2016 at 9:15 AM.**
 - ❑ Please note the date and time to avoid scheduling trips, graduations, etc. that might conflict with the exam.
 - ❑ More information at <http://intranet.nycboe.net/Accountability/Assessments/Annual/SLP/>
- ❑ Exams are ordered through the DOE. Watch for ordering information in the *PW* and *TC News*.

Checkpoint A guidelines: <http://www.p12.nysed.gov/ciai/loteloterg.html>

QUESTIONS?