



DAAR MEMORANDUM #10, 2009-2010

DATE: April 16, 2010
 TO: PRINCIPALS OF ALL SCHOOLS
 FROM: Grace Pepe, Director of Assessment Operations *GP*
 Division of Accountability and Achievement Resources (DAAR)
 SUBJECT: CHINESE READING TEST FOR GRADES 3 - 12: FORM C

OVERVIEW

Bilingual programs provide native language instruction to students who are English Language Learners (ELLs). Research has shown that the development of proficiency in the native language facilitates English language acquisition and helps ELLs to benefit from content area instruction in the native language during the period they are mastering English. The Chinese Reading Test was constructed to assess students' development of Chinese literacy in response to native language instruction. This test will help schools meet the Part 154 evaluation requirements relating to progress in native language arts.

PLEASE NOTE:

ALL STUDENTS RECEIVING NATIVE LANGUAGE ARTS INSTRUCTION IN CHINESE, INCLUDING ENGLISH PROFICIENT (EP) STUDENTS IN ENGLISH/CHINESE DUAL LANGUAGE/TWO-WAY PROGRAMS, MUST TAKE THE CHINESE READING TEST. FOR REPORTING PURPOSES, SCORES OF ELLs AND ENGLISH PROFICIENT STUDENTS WILL BE DISAGGREGATED.

EACH PRINCIPAL MUST RETURN A SIGNED COPY OF THE PACKING SLIP THAT IS ENCLOSED WITH THE SHIPMENT. THIS SIGNED COPY VERIFIES THE NUMBER OF ITEMS DELIVERED.

TEST TO BE GIVEN

CHINESE READING TEST

DATE	TEST	GRADE - ELIGIBLE STUDENTS	TEST LEVEL	COLOR OF TEST BOOKLETS & ANSWER DOCUMENTS	UNTIMED
May 25	Chinese	3-12	I II III IV V	Green Orange Brown Pink Red	Approximately 1 hour Allow 2 class periods

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE EXAM IS ADMINISTERED. AFTER THE TEST ADMINISTRATION, ALL TEST MATERIALS MUST BE PACKED FOR RETURN PICK-UP BY THE SCAN CENTER.

CALENDAR

May 19 through May 21 DAAR **DELIVERS (DELUXE)** teacher directions, answer documents, return materials, and the secure Chinese Reading Test to schools. Open cartons to verify quantities. Notify your Integrated Service Center (ISC) Assessment Implementation Director (AID) of any problems or the need for additional materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Reseal carton(s) and place in a secure, locked facility.

Distribute teacher directions and answer documents to each classroom teacher for completion of the biographical information.

Mon. May 24 AFTER 3:00 PM After students have been dismissed, shrink-wrapped packages of the Chinese Reading Test may be packaged into 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 Tues. May 25.

BUILDING SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF THE CHINESE READING TEST UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE THE TEST BEGINS.

May 25 **ADMINISTER** the Chinese Reading Test no later than 9:15 AM.

by 3:00 PM Schools **DELIVER** completed answer documents in sealed packages to the AIDs by 3:00 PM.

by 3:00 PM District 75 schools **RETURN** completed answer documents to their assigned borough depositories by 3:00 PM.

May 26-June 1 **ADMINISTER** make-up tests to students who were absent.

June 1 by 12:00 noon Schools **DELIVER** make-up answer documents to the AIDs by 12:00 noon.

District 75 schools **DELIVER** make-up answer documents to their assigned borough depositories by 12:00 noon.

STUDENTS TO BE TESTED

Students in Grades 3 - 12 who are receiving instruction in Chinese native language arts will take the appropriate level of the Chinese Reading Test. This testing program includes English Language Learners (ELLs) in General and Special Education bilingual programs, as well as non-ELLs who have opted into bilingual programs and are receiving native language arts instruction in Chinese. It does not matter how many years the students have attended an English language school system; however, students taking Chinese as a foreign language should not be tested.

Even if students have taken the Chinese Foreign Language Regents Examination, they must take the Chinese Reading Test.

TEST INSTRUMENTS

The Chinese Reading Test consists of five (5) levels. The level a student takes can be determined in one of two ways:

If a student has taken the test before, the level is determined by the scaled score from the most recent test administration. For elementary and intermediate schools, this information is on the ATS system test report; for high schools, this information will be available electronically on a roster.

Students who have taken Level 1 should take Level 2 if their scaled scores were 440 or above.

Students who have taken Level 2 should take Level 3 if their scaled scores were 563 or above.

Students who have taken Level 3 should take Level 4 if their scaled scores were 651 or above.

Students who have taken Level 4 should take Level 5 if their scaled scores were 710 or above.

The levels of students who do not have scores from a previous test administration can be determined by the Chinese Screening Test. Schools should already have copies of this test. Additional copies may be ordered from **Stanley Winograd** at **(718) 349-5613**. Scoring instructions are provided in the Teacher's Manual.

TEST MATERIALS

Test materials consist of student booklets, answer documents, and teacher directions.

All schools will administer **Form C** of the Chinese Reading Test this year.

ADMINISTRATION PROCEDURES

Delivery of Test Materials

As soon as schools receive materials, the contents should be checked to verify that sufficient quantities of test booklets, teacher directions, and answer documents have been received. Any school not receiving its test materials by the designated time should contact the AID immediately. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES UNTIL THE MORNING OF THE TEST.**

Obtaining Additional Materials

An emergency supply of test booklets and test materials will be available from the Scan Center. These materials are intended for last minute emergencies, and quantities will be very limited. Contact the AIDs for additional materials.

Distribution of Teacher Directions and Answer Documents

Teacher directions and answer documents should be distributed to classroom teachers. The biographical information on the answer documents must be completed before the test is administered. (See Attachment #1 for detailed instructions on completing answer documents.) Teachers will need the directions to prepare for the test.

Test Sessions

The Chinese Reading Test takes approximately one hour. It must be administered in one continuous session of two class periods.

Grouping

No special grouping by level is necessary to administer the test. More than one level of the test may be administered to a group. Oral instructions for all five (5) levels are the same. Due to differences among Chinese languages and dialects, oral directions to students are kept to a minimum. However, it would be advantageous to separate Mandarin speakers and Cantonese speakers if at all feasible to save administration time.

Traditional Character and Simplified Character Versions

Each test booklet contains both traditional character and simplified character versions.

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 should take test materials out of schools except to transport them directly from one Department of Education building to another.
- You may not make 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 also after the completion of the day's testing. The security of test materials in the schools is the responsibility of the 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 indicating the number of test booklets picked up and the number of test booklets returned. The original packing slip which verifies the number of test booklets received must be included in the package of answer documents returned to the AID by **3:00 PM**. Submit a copy of the Test Material Security form to the AID, to be kept on file at the ISC office.
- Tests and testing materials will be delivered according to the calendar on page 2.
- 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 answer documents must be returned with make-up exams to the Integrated Service Center offices.

- 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 to the Scan Center. After inspection, cartons must be resealed and securely stored. Unannounced inspections before, during, and after testing will be conducted by Integrated Service Center office staff and staff from the NYCDOE. Test results will also be reviewed to determine possible security violations.
- **SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE AID FOR CITY AND STATE TESTS, AS WELL AS TO THE OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (SCI) AT (212) 510-1500. STATE TESTS REQUIRE NOTIFICATION TO THE AID, SCI, AND TO THE SED (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' tests. 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. Invalidated tests may not be scored.

RETURN OF ANSWER DOCUMENTS AND TEST MATERIALS

Complete an answer document for each student scheduled to take the Chinese Reading Test. Bubble: Name, ID Number, Sex, Date of Birth, Grade, Borough, District, School Number, Class, Test Form, and Test Modification. (Attachment #1)

Assemble answer documents by class.

Complete one group/class header sheet for each class. (Attachment #2)

Fill in and bubble the group/class header sheet according to the following instructions:

- General Education classes, fill in and bubble Teacher's Name.
- All classes, fill in and bubble Borough, District, School Number, Class (Special Education 000), Number of Answer Documents, Test Name (Chinese Reading), Test Date, and if appropriate, Special Education.
- Special Education classes fill in and bubble "Special Education" under Teacher's Name.

Package each class in a poly bag with the completed header sheet clearly visible on top of the answer documents.

Package the class sets of poly bags in one DAAR document return envelope. General Education and Special Education poly bags may be placed in the same envelope.

Reusable and unused test materials, student booklets, teacher directions, and unused answer documents should be packaged together, labeled "Chinese Reading Test Materials," and retained in a secure location at the completion of testing. These materials will be picked up by DAAR with all other secure test materials in Sept. 2010.

- Questions pertaining to the packaging of the Chinese Reading test answer documents should be directed to **Juliana Lupu**, Scan Center, at **(718) 349-5601**.

MAKE-UP TESTING SCHEDULE

GRADES	TEST	MAKE-UP DATES
3-12	Chinese Reading	May 26 – June 1

QUESTIONS

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

- Assessment Implementations Directors at the ISC office.
- District 75 schools, Steven Weinrich, (212) 802-1521
- Children First Network Assessment Directors

This memorandum is available at:

<http://schools.nyc.gov/Accountability/YearlyTesting/TestAdministration/Test+Memoranda/default.htm>.

GP: vs

Attachments

c: Santiago Taveras
 Shael Suransky
 Jessica Eadie
 Bonnie Brown
 Assessment Implementation Directors
 Children First Network Assessment Directors

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. TEST FORM – Fill in “C”

9. TESTING ACCOMMODATIONS – for full-time or part-time Special Education students, 504 Plan students tested with accommodation, fill in specific accommodation.

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

The diagram shows a form titled "NEW YORK CITY GROUP/CLASS HEADER" with the instruction "SEE INSTRUCTIONS ON REVERSE SIDE". The form is annotated with numbered callouts 1 through 12:

- 1:** Points to the "TEACHER'S NAME" grid, which is divided into "LAST", "FIRST", and "MI" columns and has rows for letters A through Z.
- 2:** Points to the "BORO", "DISTRICT", and "SCHOOL NUMBER" table.
- 3:** Points to the "GRADE" table.
- 4:** Points to the "CLASS" table.
- 5:** Points to the "NO. OF ANSWER DOCUMENTS SUBMITTED" table.
- 6:** Points to the "GROUP CODES" table.
- 7:** Points to the "TEST NAME" field.
- 8:** Points to the "TEST DATE" field.
- 9:** Points to the "SPECIAL EDUCATION" checkbox.
- 10:** Points to the "MAKE-UP" checkbox.
- 11:** Points to the "TRANSLATION" checkbox.
- 12:** Points to a blank space at the bottom right of the form.

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.

MEMORANDUM

TO: **PRINCIPALS OF ALL SCHOOLS**

FROM: Grace Pepe, Director of Assessment Operations
Division of Accountability and Achievement Resources (DAAR)

SUBJECT: **RETURN OF ANSWER DOCUMENTS – CHINESE READING TEST FOR GRADES 3 THROUGH 12**

Schools were shipped:

1. Packaging instructions
2. Return envelopes
3. Poly bags
4. 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. Bubble "Grade Number" (i.e. Grade One) for teacher's name and 000 for class.

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 grade sets of answer documents must be placed into individual poly bags and then into Document Return envelopes with Boro, District, and School clearly marked. affix test label to one 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 Assessment Implementation Director (AID) at the Integrated Service Center (ISC).

GP: vs
Enclosures