THE NEW YORK CITY DEPARTMENT OF EDUCATION
Carmen Fariña, *Chancellor*
DIVISION OF TEACHING AND LEARNING - Scan Center
44 -36 Vernon Blvd., 2nd Floor - Long Island City, NY 11101

ASSESSMENT MEMORANDUM #6 2013-2014

DATE: March 14, 2014
TO: PRINCIPALS OF ALL SCHOOLS
FROM: Grace Pepe, Director of Assessment and Operations
Division of Teaching and Learning
SUBJECT: NEW YORK STATE ENGLISH AS A SECOND LANGUAGE ACHIEVEMENT TEST (NYSESLAT) Grades K-12

Please note: the procedures in this memorandum supersede guidance received from the NYSESLAT publisher or the New York State Education Department (NYSED).

OVERVIEW

The New York State Education Department (NYSED) has developed the New York State English as a Second Language Achievement Test (NYSESLAT)[1] to meet the federal requirements of No Child Left Behind and state requirements of Commissioner's Regulation Part 154.[2] The NYSESLAT is to be administered to all English Language Learners (ELLs) in grades K-12. The results are used to evaluate ELLs' English language proficiency, and to determine whether there is a need to continue and/or make changes to students' Bilingual/English as a Second Language (ESL) services. In addition, schools must administer all four subtests of the NYSESLAT to all eligible ELLs in order for students' scores to be valid. NYSESLAT scores are used for instructional decision-making, as well as for accountability, funding, and compliance purposes.

Schools are advised to communicate proactively with students and families about the NYSESLAT, to support their understanding that the NYSESLAT determines English proficiency and whether students will receive ESL and/or bilingual services the following school year.

TESTING ELIGIBILITY

All ELLs in grades K-12, including ELLs with disabilities, identified in alignment with the ELL Identification and Placement Policy Brief, must be administered the NYSESLAT. All ELLs, regardless of disability status or whether they are exempt from taking the NYS English Language Arts (ELA) test, are required to take the NYSESLAT.

- Spanish-speaking ELLs in bilingual programs, in grades 3-12 only, must also take the Spanish Reading Test (El Exámen de Lectura en Español–ELE). Optional: native English-speaking students in Dual Language programs may also take this assessment.
- All students in Chinese bilingual programs, in grades 3-12 only, must also take The Chinese Reading Test. Optional: native English-speaking students in Dual Language programs may also take this assessment.

Students who are not present or late for the beginning of the test administration must be tested during the make-up period (see NYSESLAT Administration Dates).

As per the 2013-2014 New York State Student Information Repository System (SIRS) Manual**,** GED students in Alternative Schools are exempt from NYSESLAT exams. For further information, see the SIRS Manual at http://www.p12.nysed.gov/irs/sirs/.

NYSESLAT FORMS

The NYSESLAT forms are organized into six grade bands, administered accordingly (see Attachment 4):

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
K	1-2	3-4	5-6	7-8	9-12

Each level includes all four language subtests: Speaking, Listening, Reading, and Writing. NYSED provides Test Booklets, Teacher Guides, Listening Scripts, and CDs. Schools are responsible for providing CD players. Answer documents will be provided by the Scan Center.

Please note: ELLs with disabilities who participate in the New York State Alternate Assessment (NYSAA) and ELLs who attend transfer schools are not assigned grade levels. Therefore, schools use the birth date/age chart (see Attachment 5) to determine which NYSESLAT test form to administer to these students. For information on the use of testing accommodations for ELLs and ELLs with disabilities, please refer to Assessment Memorandum #1 and this Frequently Asked Questions guide.

---

[1] See http://www.p12.nysed.gov/assessment/nyseslat/
[2] See http://www.p12.nysed.gov/biling/bilinged/CRPart154.html

NYSESLAT ADMINISTRATION & SCORING PROCEDURES
Typically, teachers who are familiar with scoring assessments using rubrics administer the NYSESLAT. Ideally, teachers have expertise in administering assessments to ELLs and in particular, are familiar with the NYSESLAT format.

Scoring the Reading and Listening Subtests
The Reading and Listening subtests of the NYSESLAT are presented in a multiple choice format. Students bubble in responses on their answer documents, which are machine scored.

Scoring the Speaking and Writing Subtests
NYSED scoring rules require that the Speaking subtest be scored by a teacher who is not the student's teacher of English as a Second Language (ESL) or English language Arts (ELA). Schools have three options for administering and scoring the Speaking subtest:

1. Assign a teacher other than the student's teacher to administer and simultaneously score the Speaking subtest, or;
2. Have the student's teacher administer the Speaking subtest while another teacher in the room listens to and simultaneously scores the student's responses, or;
3. Have the student's teacher administer the Speaking subtest and record the student's responses. The recording is subsequently scored by another teacher.

For the Writing subtest, all student responses to the constructed response questions must be scored by committees of teachers. Individual teachers are not permitted to score more than one-half of the constructed response questions in a student's Writing subtest booklet. Teachers of ESL or ELA are not permitted to score any of the constructed response questions in any of their own students' Writing subtest booklet.

Speaking/Writing subtest answer documents will be delivered on April 28 - 29. Please use the Speaking score sheet in the NYSESLAT Administrator's Manual or a class roster to record student scores. Then, transcribe the scores onto the Speaking portion of the answer documents after the writing session has been completed**.**

Please note: NYSESLAT proficiency scores cannot be generated if any required portion of the answer documents are left blank. Schools must ensure all answer document fields that need to be bubbled in are completed.

RETURN OF ANSWER DOCUMENTS
In order to ensure the return of accurate test results, check the following information on each answer document:

- Student Name
- Student ID Number
- District, Borough, School Number (DBN)
- Primary Language
- Gender
- Date of Birth

Biographical information may not be changed on pre-slugged answer documents (see Attachment 1). Answer documents that have errors or are incomplete will not be scanned.

Preparing Answer Documents for Packing
Schools receive all test administration materials April (Speaking) and May (Listening, Reading, Writing) including "polybags," group/class header sheets, and envelopes. Please follow the procedures outlined below for returning answer documents:

Complete one Group/Class Header sheet for each grade (see Attachment 2). Do not separate general education answer documents and answer documents for students with disabilities.

Fill in and bubble:

- District, Borough, School Number (DBN)
- Grade
- Number of answer documents submitted for the grade
- Special Education - Bubble if appropriate
- Grade Number for Teacher's Name

Leave Blank:

- Class

All answer documents are to be grouped by subtest and by grade, with one grade per polybag and one subtest per return envelope.

- Sort answer documents first by subtest, then by grade.
- Package each grade in a polybag with the completed header sheet clearly visible on top of that grade's answer documents. Be sure to enter the grade number in "teacher name" and leave the "class" field blank.
- Package the grade sets of polybags in separate envelopes by subtest, and marked "Reading," "Listening," "Writing," or "Speaking," as appropriate.
- Be sure to complete all information on the outside of the document return envelope and ensure the district, borough, and school number are clearly marked.

Test Coordinators complete and retain the Test Materials Security Form (see Attachment 3).

All unused answer documents, including blanks and answer documents for students discharged prior to the test administration, will be kept at the school. These answer documents are not to be returned to the Scan Center, BAO, or the scoring site.

Packing Test Materials
Pack all materials received by NYSED in the carton(s) that were shipped to the school and return to Questar (see Attachment 6). Note: answer documents are not to be returned to Questar. Schools return answer documents to their Borough Assessment Office (D75 returns answer documents to Manuel de las Cuevas).

NYSESLAT ADMINISTRATION DATES

Date*	Test Section	Grades	Administration Format
April 9 - May 16	Speaking	K-12	Individual Performance- Based (oral)
May 5 - May 16	Listening	K-12	Group Admin. Multiple-choice
May 5 - May 16	Reading	K-12	Group Admin. Multiple-choice
May 5 - May 16	Writing	K-12	Group Admin. Multiple-choice & Open-ended items
(Make–Up Only) May 5 - May 16	Reading Listening Writing	K-12	Group Admin. Multiple-choice & Open-ended items

*Schools may select the dates and grades to be tested anytime within the test administration window. NYSED suggests that schools administer the subtests in the following sequence: Session 1 (Speaking), Session 2 (Listening), Session 3 (Reading), and Session 4 (Writing).

CALENDAR
NYSED delivers all NYSESLAT test materials via UPS, at two intervals between April and May. Upon receipt of test materials, schools must open the cartons, review the enclosed packing slip, and immediately verify contents and quantities. Schools contact Questar Customer Service Center at 1-866-644-6648 or NYSESLATSupport@QuestarAI.com if there are any discrepancies between the quantities of secure test materials received and the quantities on the packing slip. Schools also contact Questar if any of the packages of secure test materials are not properly sealed when received. Schools may contact their BAO if additional test materials are needed.

Schools are not permitted to open shrink-wrapped test packages. A school supervisor must reseal cartons and place in a secure, locked facility. All test booklets must be placed in a secure, locked facility before the test is administered. All test materials will be returned to Questar immediately after the test is administered.

Date	Action	Description
April 7 – April 8	Delivery of Speaking section materials	NYSED (via UPS) delivers materials for the Speaking section. Schools must open cartons (which contain a packing slip) immediately to verify quantities.
April 9 – May 16	Speaking section administration	Answer documents are not needed during the Speaking session. Scores may be recorded on the Speaking Score Sheet or a class

		roster and transcribed onto the answer documents during the scoring session. • All scoring of the Speaking session of this test must be completed by May 16, 2014.
April 28 – April 29	Delivery of answer documents	NYCDOE (via Deluxe Courier) delivers answer documents to schools.
April 30 – May 2	Delivery of Listening, Reading, and Writing section materials	NYSED (via UPS) delivers materials for the Listening, Reading, and Writing sessions of the NYSESLAT to schools. Schools must open cartons (which contain a packing slip) immediately to verify quantities.
May 5 – May 16	Listening, Reading, and Writing section administration	Schools administer the Listening, Reading, and Writing sections for students in grades K-12, in alignment with the NYSESLAT Manual for Administrators and Teachers. NYSED recommends that schools administer these subtests in the following sequence: Listening, followed by Reading, and Writing last.
May 16 by 12:00pm	Return completed Reading and Listening answer documents	Schools hand-deliver completed answer documents in sealed packages to their Borough Assessment Implementation Director (BAID) by 12:00pm. District 75 schools hand-deliver answer documents in sealed packages to Manuel de las Cuevas (400 First Avenue, Room 662C, NY, NY 10010) by 12:00pm.
May 19 – May 29	Score the Writing section and record the Speaking section scores	Schools score the Writing section of the NYSESLAT and record students' Speaking section scores on the appropriate answer documents.
May 29 by 12:00pm	Return completed Writing and Speaking answer documents	Schools hand-deliver completed answer documents in sealed packages to their Borough Assessment Implementation Director (BAID) by 12:00pm. District 75 schools hand-deliver answer documents in sealed packages to Manuel de las Cuevas (400 First Avenue, Room 662C, NY, NY 10010) by 12:00pm.

TEST SECURITY

All test materials must be stored in a secure, locked facility at all times whether in the BAO or in the school. The security of test materials in the school is the responsibility of the principal. This responsibility begins with the receipt of test materials. Under no circumstances should test materials be removed from the school or used for classroom instruction.

All test materials, including answer documents, must be collected and secured by the principal or designee at the end of each day's testing.

Any individual who observes or suspects adult misconduct related to the administration and/or scoring of the NYSESLAT should notify the principal immediately*, and also must immediately notify:

1) NYCDOE Borough Assessment Implementation Director (BAID): contact information can be found at http://schools.nyc.gov/offices/cfn/operationsservices/testadministration/default; and

2) NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email intake@nycsci.org; and

3) NYSED's Test Security Unit, by submitting an Incident Report Form, available at http://www.highered.nysed.gov/tsei/fraud.html.

***The principal can provide support in following the reporting procedure outlined above.**

For additional guidance, please see this test security guidance document:
http://intranet.nycboe.net/NR/rdonlyres/FA0D4737-AF08-4F4F-8594-0B373A11E180/0/TestSecurityOnePager10914.pdf

QUESTIONS
Your continuing cooperation is greatly appreciated. If you have any questions regarding the NYSESLAT, please contact your ELL Content Specialist or your Borough Assessment Implementation Director (BAID).

This memorandum is available at:
http://intranet.nycboe.net/Accountability/Assessment/YearlyTesting/MemorandaProcedures

Cc: Phil Weinberg
Niket Mull
Corrine Rello-Anselmi
Claudia Aguirre
Gary Hecht
Borough Assessment Implementation Directors
Assessment Liaisons

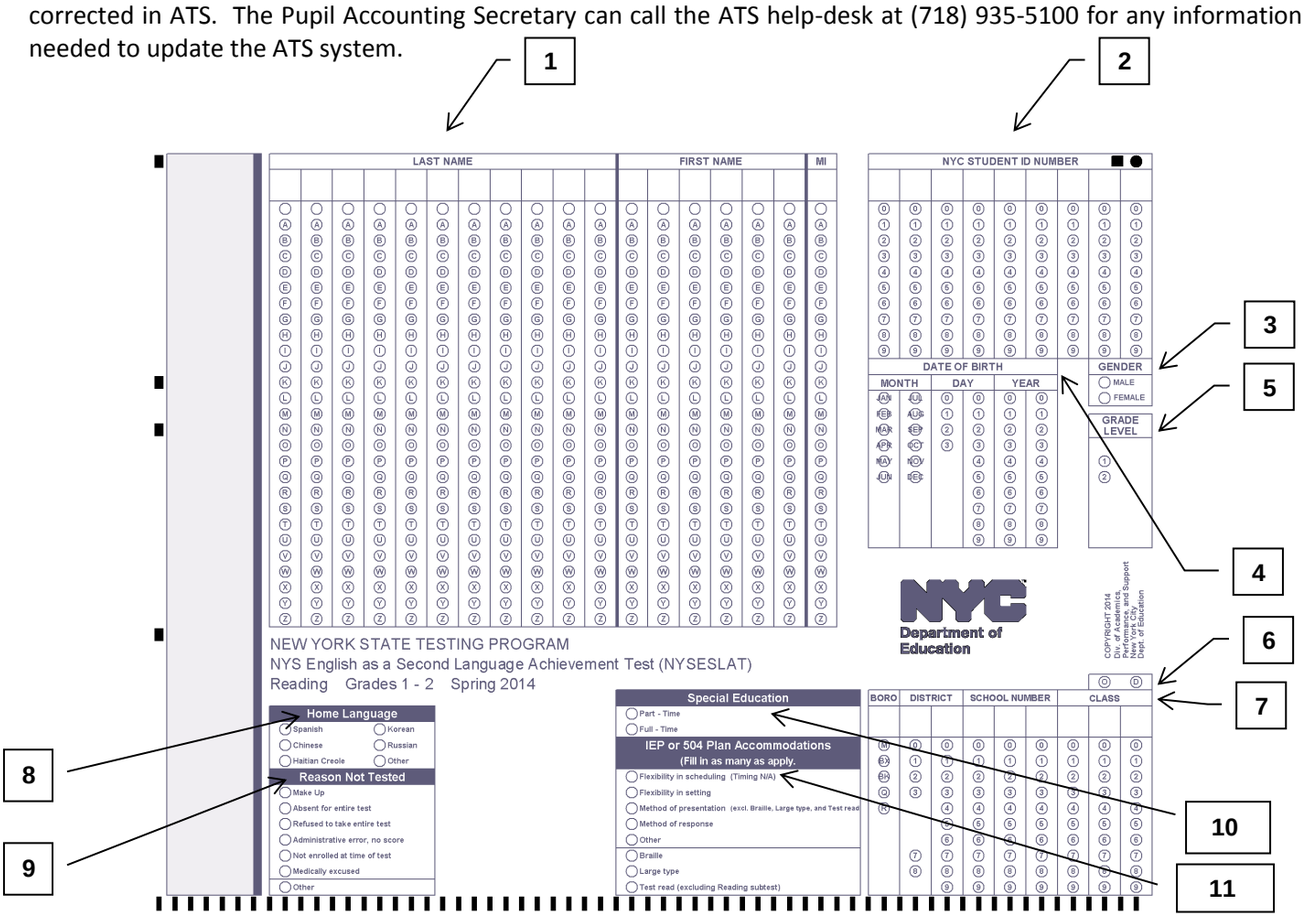
ATTACHMENT 1 – ANSWER DOCUMENTS

Pre-printed and pre-slugged answer documents are based on student biographical information in ATS. If a student 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 pre-slugged answer sheets, only bubble the items checked below.

- If you have a pre-slugged answer sheet for a student who has changed classes, the pre-slugged answer sheet may be given to and used in the new class, even if the former class number is pre-printed on the answer document.

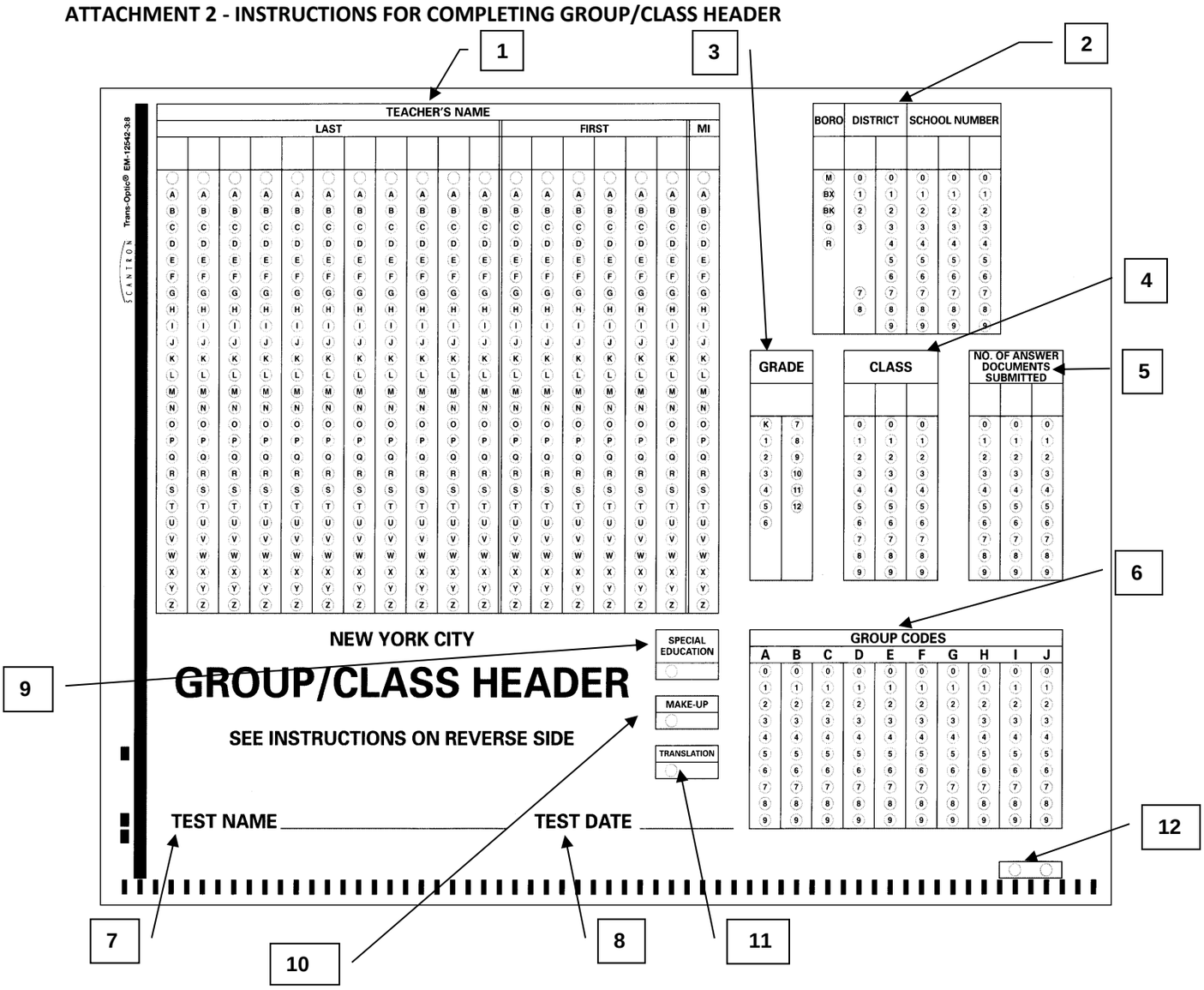
- If you have a pre-slugged answer sheet that has a student's name misspelled or has an incorrect digit in the ID, the pre-slugged answer sheet may not be used. You must create a new document with correct information.*

*Any inconsistencies in student biographical information must be brought to the Pupil Accounting Secretary to be corrected in ATS. 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**: begin entering the student's last name, first name, and middle initial starting from the left most box of each section. Do not leave any spaces, or use hyphens, or apostrophes, etc.
2. **NYC ID Number**: enter the student's 9-digit ID number
3. **Gender**: bubble in "male" or "female"
4. **Date of birth**: fill in the month, day, and year
5. **Grade**: fill in the student's current grade
6. Leave #6 blank for pre-slugged answer documents. Fill in "O" for hand-bubbled answer documents.
7. **School code**: enter the borough, district, and school number. Enter a 3-digit school number only.
8. **Home language**: fill in the student's home language
9. **Reason not tested**: fill in "absent" for entire test if a student was not in attendance for the entire test window Fill in a reason for all students who are not enrolled at the time of testing, if a document is to be submitted blank, or if an administrative error was made during the test.
10. **Special Education:** fill in "part-time" for students with IEPs who receive special education services for 59% (or less) of their day. Fill in "full-time" for students with IEPs who receive special education services for 60% (or more) of their day.
11. **IEP or 504 Plan Accommodations:** enter the accommodations actually received on the NYSESLAT.
    - Note: testing accommodations on the NYSESLAT are only permitted for ELLs with IEPs or 504 Plans.

ATTACHMENT 2 - INSTRUCTIONS FOR COMPLETING GROUP/CLASS HEADER



1. **TEACHER'S NAME** - Fill in the grade level (e.g. Grade 1), starting from the left most part of the "last name" and "first name" areas.
2. **BOROUGH, DISTRICT, SCHOOL NUMBER-** Enter and fill in Borough, District, School Number
3. **GRADE** - Fill in the student's current grade
4. **CLASS** – Leave blank
5. **NUMBER OF ANSWER DOCUMENTS SUBMITTED** - Enter and fill in the number of answer documents submitted in the package, including absentees. Be sure to bubble in #9 on the answer document. Note: blank answer documents and answer documents for discharged students remain at the school.
6. **GROUP CODES** - Leave blank
7. **TEST NAME** - Enter test name (NYSESLAT)
8. **TEST DATE** - Enter test date.
9. **SPECIAL EDUCATION** – Leave blank
10. **MAKE-UP** - Leave blank
11. **TRANSLATION** - Leave blank
12. **LEAVE BLANK**

ATTACHMENT 3 – TEST MATERIAL SECURITY FORM
To be completed and retained by the school Test Coordinator

Department of Education

THE NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF ASSESSMENT
DOCUMENT SCAN CENTER
44-36 VERNON BLVD. ROOM 202
LONG ISLAND CITY, N.Y. 11101

TEST MATERIAL SECURITY FORM

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ADMINISTRATION OF ALL TESTS. PLEASE BE SURE THAT THE TEST COORDINATOR, ALL TEACHERS ADMINISTERING TESTS AND THE PRINCIPAL SIGN AND INITIAL THIS FORM. KEEP THIS FORM IN THE SCHOOL FILE FOR ONE YEAR.

TEST NAME _____ **BORO** _____ **DISTRICT** _____ **SCHOOL** _____

PICK-UP OF TESTS FROM TEST COORDINATOR

CLASS/ GRADE	# OF TESTS	TEACHER SIGNATURE	TEACHER INITIAL	TEST COORDINATOR SIGNATURE	TEST COORD. INITIAL

RETURN OF TESTS FROM TEST COORDINATOR

CLASS/ GRADE	# OF TESTS	TEACHER SIGNATURE	TEACHER INITIAL	TEST COORDINATOR SIGNATURE	TEST COORD. INITIAL

SIGNING THIS TEST MATERIAL SECURITY FORM ALSO ATTESTS TO THE FACT THAT ALL PROPER TESTING AND SECURITY PROCEDURES WERE FOLLOWED (I.E., NO COPYING OF TESTS, NO IMPROPER PROCTORING, ETC.).

PRINCIPAL SIGNATURE _____ **PRINCIPAL INITIAL** _____ **DATE** _____

ATTACHMENT 4 - NYSESLAT OVERVIEW

Appendix B
Test Overview

Grade Band	Test Modality (Subtest)	Number of Questions	Estimated Testing Time in Minutes
K	Speaking Listening Reading Writing	15 24 25 10	15* 30 30 20
1–2	Speaking Listening Reading Writing	16 24 25 12	15* 35 45 35
3–4	Speaking Listening Reading Writing	16 24 25 14	15* 35 55 55
5–6	Speaking Listening Reading Writing	16 25 27 16	15* 35 55 60
7–8	Speaking Listening Reading Writing	16 25 27 16	15* 35 55 60
9–12	Speaking Listening Reading Writing	16 25 27 16	15* 35 55 60

*time per student

ATTACHMENT 5 - TEST FORMS BY BIRTH DATE/AGE

Appendix H
Assessments by Birth Date/Age for Ungraded Students in the 2013–14 School Year

English language learners who are graded must take the State examination for the grade level in which they are enrolled. The chart below is to be used solely to ascertain the appropriate NYSESLAT grade band test to administer to those English language learners with disabilities who are ungraded.

Age Ranges for Testing on NYSAA, NYSESLAT and General Assessments for Ungraded Students with Disabilities in the 2013–14 School Year

Assessments	Birth Dates	Reaches This Age Between September 1, 2013 and August 31, 2014
Grade K: NYSESLAT	Any date after August 31, 2007	6
Grade 1: NYSESLAT	September 1, 2006–August 31, 2007	7
Grade 2: NYSESLAT	September 1, 2005–August 31, 2006	8
Grade 3: NYSESLAT	September 1, 2004–August 31, 2005	9
Grade 4: NYSESLAT	September 1, 2003–August 31, 2004	10
Grade 5: NYSESLAT	September 1, 2002–August 31, 2003	11
Grade 6: NYSESLAT	September 1, 2001–August 31, 2002	12
Grade 7: NYSESLAT	September 1, 2000–August 31, 2001	13
Grade 8: NYSESLAT	September 1, 1999–August 31, 2000	14
Grade 9: NYSESLAT	September 1, 1998–August 31, 1999	15
Grade 10: NYSESLAT	September 1, 1997–August 31, 1998	16
Grade 11: NYSESLAT	September 1, 1996–August 31, 1997	17
Grade 12: NYSESLAT	Born on or before August 31, 1996	18

Sending Test Materials to Questar

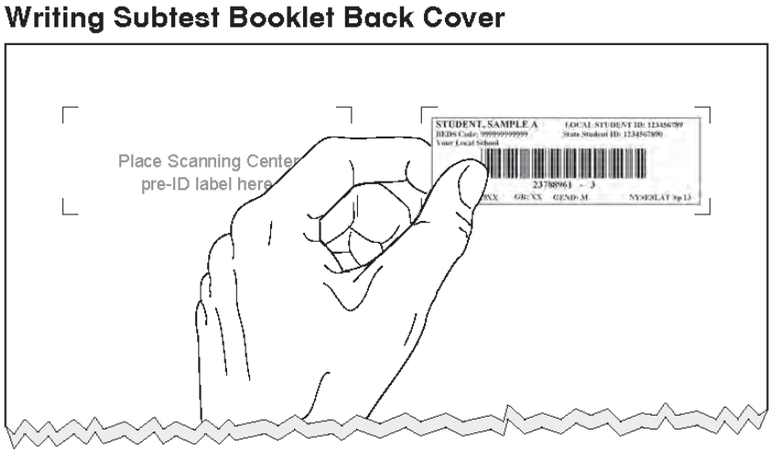
All schools participating in the NYSESLAT are held accountable for the secure test materials received from Questar. Each item schools received for testing is coded with a security barcode. Upon receipt, Questar scans the material returned by a school and provides notification to the Department if any materials are missing. The Department uses that report to hold every school accountable for all testing materials and for preserving the integrity of the NYSESLAT.

After each school has administered all subtests of the NYSESLAT and raters have recorded all Speaking and Writing subtest open-response scores on students' answer sheets, the school must return **ALL** of the following test materials to Questar, including:

- Used test booklets (Speaking, Listening, Reading, and Writing), including large type and braille editions
- Unused test booklets (Speaking, Listening, Reading, and Writing), including large type and braille editions
- All electronic recordings of student Speaking responses (unless securely destroyed by school)
- Directions for Administration (DFAs)
- Listening CDs for Grades 3–12
- Listening Scripts for Grades 3–12 (if received by school)
- Scoring Guides for Speaking
- Speaking Exemplar CDs
- Scoring Guides for Writing
- Training Sets for Writing

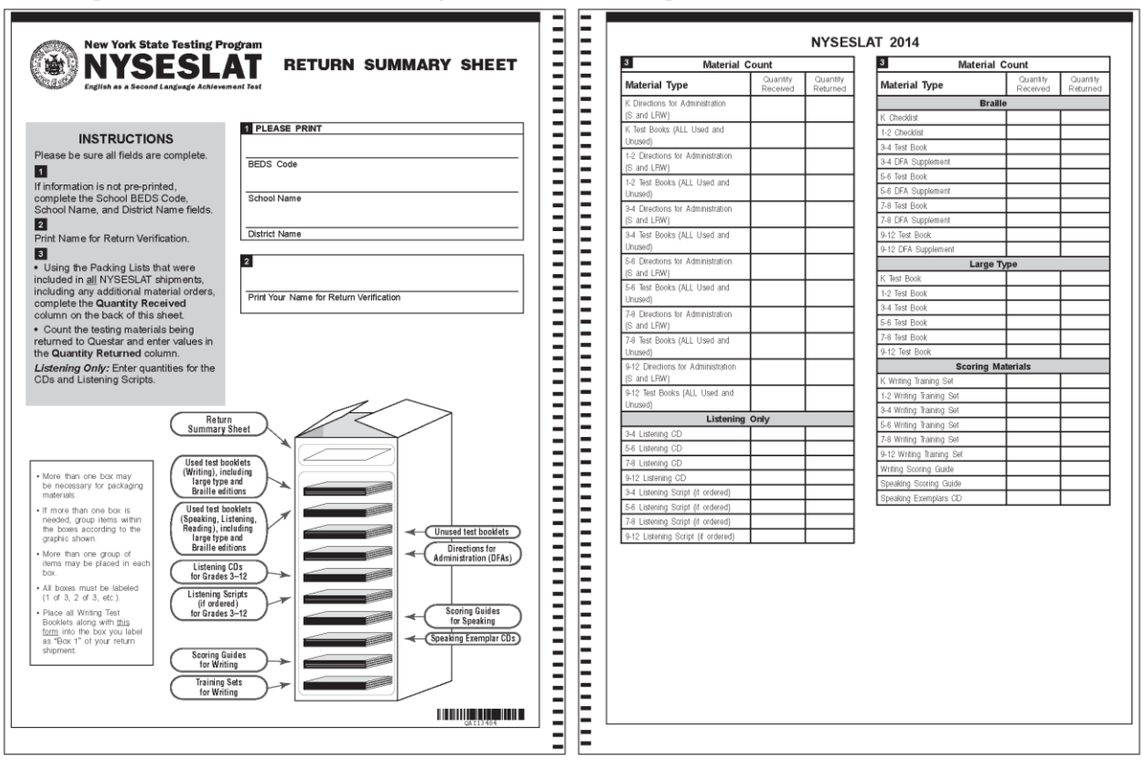
Prior to packaging the Writing subtest booklets for return to Questar, please affix the appropriate student pre-ID label (found in the Return Kit provided by Questar with the school's shipment of testing materials) on the back cover of each used test booklet in the upper right corner as indicated below.

Writing Subtest Booklet Back Cover



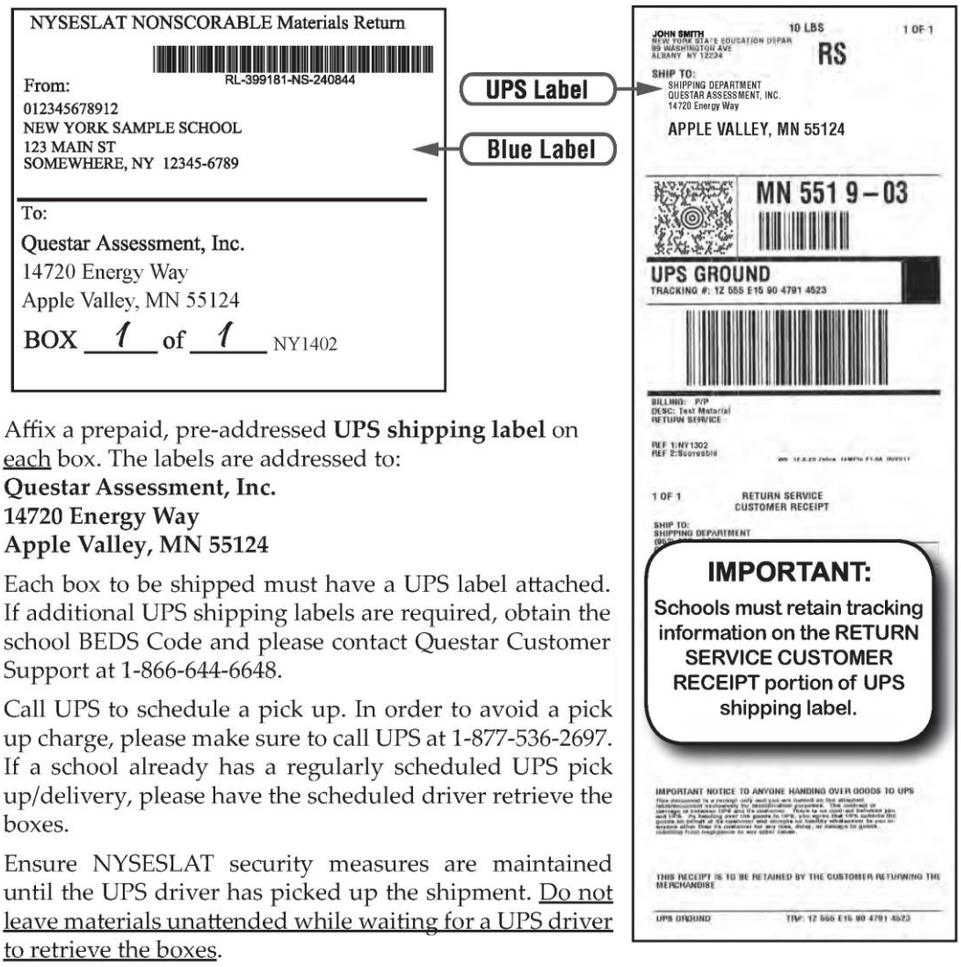
PACKING GUIDELINES

1. **DO NOT SEND MACHINE-SCANNABLE ANSWER SHEETS TO QUESTAR.** Any materials that are mistakenly packaged with the secure materials and sent to Questar will NOT be available for return to schools.
2. Separate Scoring materials into stacks by modality: Speaking and Writing.
3. Place all braille and large type materials onto separate stacks.
4. Separate the remaining test administration materials into two stacks, DFAs and Test Booklets, and then each of those stacks by modality: Speaking, Listening, Reading, and Writing.
5. Within each modality, organize the materials in the stacks by grade band: K, 1–2, 3–4, 5–6, 7–8, and 9–12.
6. Complete the Return Summary Sheet by verifying that the quantities in the return shipment are in agreement with those originally shipped on the Packing List(s). Please follow the directions provided on the Return Summary Sheet. See the example below for reference.



7. Pack all materials in the boxes in which they were shipped to the school. If more than one box is used to package materials, label all boxes in the return shipment, Box 1 of X, Box 2 of X, etc. **WHEN SEQUENTIALLY NUMBERING THE BOXES, PLEASE PACK ALL WRITING TEST MATERIALS IN BOX 1 OF THE RETURN SHIPMENT.**
8. Also pack the completed **Return Summary Sheet** in **Box 1**, on the top of the Writing materials.
9. Fill all empty spaces in box(es) with crumpled paper or other available filler to keep materials from damage during shipping.

10. Seal each box with reinforced tape.
11. Affix one **BLUE** label, from the Test Coordinator's Kit, on each box.



12. Affix a prepaid, pre-addressed **UPS shipping label** on each box. The labels are addressed to:
    Questar Assessment, Inc.
    14720 Energy Way
    Apple Valley, MN 55124
13. Each box to be shipped must have a UPS label attached. If additional UPS shipping labels are required, obtain the school BEDS Code and please contact Questar Customer Support at 1-866-644-6648.
14. Call UPS to schedule a pick up. In order to avoid a pick up charge, please make sure to call UPS at 1-877-536-2697. If a school already has a regularly scheduled UPS pick up/delivery, please have the scheduled driver retrieve the boxes.
15. Ensure NYSESLAT security measures are maintained until the UPS driver has picked up the shipment. Do not leave materials unattended while waiting for a UPS driver to retrieve the boxes.

Packaging Tips:

- Organize materials in accordance with the sequence shown in the return summary sheet when placing into box(es).
- Group all Scoring materials together when placing into box(es).
- Ensure that used Writing test booklets are packed in the box you have labeled as Box 1.
- If you are returning only one box, place Writing Test materials on top of the remaining modalities.