



DAAR MEMORANDUM #11, 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: ADMINISTRATION OF THE EL EXÁMEN DE LECTURA EN ESPAÑOL  
(SPANISH READING TEST - FORM 1) FOR GRADES 3 - 12

**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 time they are mastering English. To assess students' development of Spanish literacy, Office of Assessment has developed a Spanish Reading Test, El Exámen de Lectura en Español (ELE). This test will help schools meet the Part 154 requirements for the evaluation objective relating to student progress in native language arts.

**PLEASE NOTE:**

**ALL STUDENTS, INCLUDING ENGLISH PROFICIENT STUDENTS IN ENGLISH/SPANISH DUAL LANGUAGE/TWO-WAY PROGRAMS MUST TAKE THE ELE. 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.**

**TESTS TO BE GIVEN:**

THE EL EXÁMEN DE LECTURA EN ESPAÑOL (ELE)

DATE	TEST	GRADES	TEST LEVEL	UNTIMED (SUGGESTED PREPARATION & TESTING TIME)
May 26	ELE	3-4	B	50 + 10
May 26	ELE	5-6	C	60 + 10
May 26	ELE	7-8	D	60 + 10
May 26	ELE	9-12	E	60 + 10

**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** teacher directions, answer documents, return materials, and the secure ELE reading tests to schools. Open cartons to verify quantities. Notify your 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.

The ELE answer documents will be pre-slugged based on information in the BESIS file. If a student scheduled for testing does not have a pre-slugged answer document, bubble in a blank answer document. (Attachment #1)

Tues. May 25  
**AFTER**  
**3:00 PM**

After students have been dismissed, shrink-wrapped packages of the ELE 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 May 26, 2010.

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

Wed. May 26

**ADMINISTER** the ELE no later than 9:15 AM.

by 3:00 PM

Elementary and intermediate schools **DELIVER** completed answer documents in sealed packages to the AID by 3:00 PM.

by 3:00 PM

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

May 27–June 2

**ADMINISTER** make-up exams to absentees.

June 2  
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 AND TEST INSTRUMENTS**

### Grades 3 -12

All ELLs in Grades 3 -12 who are receiving instruction in Spanish native language arts will take the appropriate level of the Spanish Reading Test. It does not matter how many years ELLs have attended an English Language School System (ELSS).

ALL STUDENTS, INCLUDING ENGLISH PROFICIENT (EP) STUDENTS IN ENGLISH/SPANISH DUAL LANGUAGE/TWO-WAY PROGRAMS, MUST TAKE THE ELE.

ELLs who have already passed or are scheduled to take the Comprehensive Spanish Regents Examination in June 2010 are exempt from taking the ELE.

### Absentees

Students who are absent and who should have been tested, must be accounted for with an answer document. Fill out the biographical information on the appropriate answer document and fill in the bubble next to "**Ausente**" for the El Exámen de Lectura en Español. These documents should be returned with the documents for the regular test administration.

### Spanish Reading Test (ELE)

It is recommended that schools appropriately plan so that the times listed on page 1 are available to complete the ELE test administration. The ELE is an untimed test. The estimated time in minutes is sufficient for most students to complete the test. In cases where students are still productively working beyond the time indicated, provisions should be made to allow students to continue to work on the test. There must not be a break in the continuity of the administration.

## **REPORTING PROCEDURES**

All reports will be generated through the ATS and High School Scheduling & Training (HSST) systems.

## **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 Integrated Service Center (ISC).
- 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 ISC.

- After verifying contents of cartons, return them to the secure locations. **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 ISC 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**

**A grade must be bubbled in on all answer documents in order to complete the norming process. Answer documents returned without a grade bubbled in will not be scanned.**

- For students who do not have pre-slugged answer documents, be sure to bubble in the following: Name, (last, first, middle initial), ID Number, Date of Birth, Sex, Grade, Borough, District, School Number, Class, Test Status, Category (Full or Part-Time Special Education) and Test Accommodations. (Attachment #1).
- Leave blank: Other Codes.
- Assemble the answer documents by grade. Separate General Education from Special Education.
- Complete one group/class header sheet for EACH GRADE in General Education and one for EACH GRADE in Special Education.
- On the group/class header sheet, write in and bubble:

Borough, District, School Number, Grade, Class (Special Education 000), Number of Answer Documents Submitted for the grade

(including absentees), Special Education (if appropriate), Make-Up (if appropriate), Test Name, and Test Date (Spring 2010).

Leave blank: Teacher's Name, Class, Translation, Make-up, And Group Codes. (Attachment #2)

- Package each grade in a poly bag with the completed header sheet clearly visible on top of the grade's answer documents.
- Package all grade sets of poly bags in one DAAR document return envelope. General Education and Special Education poly bags may be placed in the same envelope.
- Questions pertaining to the packaging of ELE answer documents should be directed to **Juliana Lupu**, Scan Center, at **(718) 349-5601**.

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

### **MAKE-UP TESTING SCHEDULE**

<b>GRADES</b>	<b>TEST</b>	<b>MAKE-UP DATES</b>
3-12	El Exámen de Lectura en Español (ELE)	May 27-June 2

### **QUESTIONS**

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

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

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. **REASON NOT TESTED:**  
Fill in - Absent for entire test if student was not in attendance for the entire test window.  
  
Fill in reason for all students who are not enrolled at time of test if a document is submitted blank, or if an administrative error occurred during the test.
9. **IEP or 504 PLAN ACCOMMODATIONS** - For full-time or part-time Special Education students and 504 Plan students.
10. **SPECIAL EDUCATION:**  
Part-Time: Fill in for all students who are receiving related services outside of their regular classroom.  
  
Full-Time: Fill in for all students in self contained special education classes.
11. **FORM** – Fill in 1

**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 the 'GROUP/CLASS HEADER' form with the following sections and callouts:

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

The form includes a vertical 'SCANNER' bar on the left and a 'NEW YORK CITY' logo at the top. The 'GROUP CODES' table is as follows:

	A	B	C	D	E	F	G	H	I	J
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

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 – EL EXAMEN DE LECTURA EN  
ESPAÑOL (ELE) SPANISH READING TEST FOR GRADES 3 - 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