



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DIVISION OF ACCOUNTABILITY AND ACHIEVEMENT RESOURCES - Scan Center  
44 -36 Vernon Blvd., 2nd Floor - Long Island City, NY 11101

**MEMORANDUM**

October 19, 2009

TO: HOSPITAL SCHOOL TEACHERS

FROM: Grace Pepe, Director of Assessment Operations <sup>GP</sup>  
Division of Accountability and Achievement Resources (DAAR)

Dr. Mary Maher  
Principal of Hospital Schools

SUBJECT: PROCEDURES FOR GRADES 3-8 STATE TESTING PROGRAM  
2009-2010

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Hospital teachers must **CALL THE SCHOOL WHERE THEY WILL PICK UP STUDENT TESTS BEFORE THE TEST DATE.** They should provide their name, the student's name and grade, and which test(s) will be picked up. For security purposes, teachers will be required to show proper identification and sign the Test Material Security Form when picking up and returning tests. The teacher may pick up the test from the student's affiliated school, the school where the teacher works, the closest public school, or any Integrated Service Center (ISC). Tests may only be picked up **after** the test administration has begun at schools (Attachment #1).

**TESTS MUST BE RETURNED THE SAME DAY OF PICK-UP UNLESS AN IEP INDICATES A DEVIATION FROM NORMAL TESTING PROCEDURES.**

The following procedures for completion of answer documents must be followed:

Only #2 pencils may be used to complete answer documents.  
**Do not fold, staple, or send completed answer documents through the mail.** They must be hand delivered to the appropriate school or to the ISC.

**HOSPITAL SCHOOL TEACHERS ARE RESPONSIBLE FOR BUBBLING IN ALL BIOGRAPHICAL INFORMATION.**

When filling out the answer document and the Group/Class Header, refer to Attachments #2 and #3.

**NOTE: NO TEST MAY BE KEPT OVER A WEEKEND.**

**SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE ASSESSMENT IMPLEMENTATION DIRECTOR (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 STATE EDUCATION DEPARTMENT (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. In addition, the principal must report the incident to the SED by fax to (518) 402-5596. Invalidated tests may not be scored.

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

- Keri Kaufmann, Hospital Schools (718) 794-7266 or [KKaufmann@schools.nyc.gov](mailto:KKaufmann@schools.nyc.gov)

This memorandum is available at:

<http://schools.nyc.gov/Accountability/YearlyTesting/TestAdministration/Test+Memoranda 09-10>

Your continuing cooperation is greatly appreciated.

GP/MM: vs  
Attachments

c: Santiago Taveras  
Shael Suransky  
Jessica Eadie  
Laura Rodriguez  
Bonnie Brown  
Assessment Implementation Directors

**2009-10 APPOINTED TEACHERS OF HOSPITAL STUDENTS**  
**PICK-UP AND RETURN SCHEDULE FOR STATE TESTS**  
**GRADES 3-8**

<b><u>SUGGESTED</u></b> <b>PICK-UP DATE</b>	<b>TEST</b>	<b>GRADE(S)</b>	<b>RETURN TO</b> <b>SCHOOL, ISC,</b> <b>OR SCORING</b> <b>SITE</b>
November 16 Booklet 1	Social Studies	5	Nov. 16, 2009
November 17 Booklet 2	Social Studies	5	Nov. 17, 2009
<b>TBA</b> Session 1	ELA	3, 4, 5	April 2010
<b>TBA</b> Session 2	ELA	3, 4, 5	April 2010
<b>TBA</b> Session 3	ELA	4	April 2010
<b>TBA</b> Session 1	ELA	6, 7, 8	April 2010
<b>TBA</b> Session 2	ELA	6, 7, 8	April 2010
<b>TBA</b> Session 3	ELA	6, 8	April 2010
<b>TBA</b> Session 1	Mathematics	3,4,5	May 2010
<b>TBA</b> Session 2	Mathematics	3,4,5	May 2010
<b>TBA</b> Session 3	Mathematics	4	May 2010
<b>TBA</b> Session 1	Mathematics	6,7,8	May 2010
<b>TBA</b> Session 2	Mathematics	6,7, 8	May 2010
<b>TBA</b> Session 3	Mathematics	8	May 2010
<b>TBA</b> Booklet 1	Social Studies	8	2010
<b>TBA</b> Booklet 2	Social Studies	8	2010

**ALL TESTS MUST BE RETURNED THE SAME DAY OF PICK-UP UNLESS AN IEP INDICATES A DEVIATION FROM NORMAL TESTING PROCEDURES.**

**TESTS MAY NOT BE KEPT OVER A WEEKEND.**

**TESTS MAY BE ADMINISTERED ANY DAY WITHIN THE MAKE-UP TEST WINDOW (ATTACHMENT #1A).**

**MAKE-UP SCHEDULE**

<b>MAKE-UP DATES</b>	<b>TEST</b>	<b>GRADES</b>
November 17 – 19	Social Studies	5
TBA	ELA	3, 4, 5
TBA	ELA	4
TBA	ELA	6, 7, 8
TBA	ELA	6, 8
TBA	Mathematics	3, 4, 5
TBA	Mathematics	4
TBA	Mathematics	6, 7, 8
TBA	Social Studies	8

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. LEP Accommodations:  
Fill in as many as apply for LEPs.
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. IEP or 504 PLAN ACCOMMODATIONS -  
For full-time or part-time Special Education students and 504 Plan students.

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

