



MEMORANDUM

October 19, 2009

TO: SUPERVISORS AND **PER SESSION** TEACHERS OF
HOMEBOUND STUDENTS

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

Moira Magro
Home Instruction Office

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

Per session teachers of homebound students 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 tests 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 administration has begun at schools (Attachment #1).

TESTS MUST BE RETURNED WITHIN 48 HOURS OF PICK-UP UNLESS AN IEP INDICATES A DEVIATION FROM NORMAL TESTING PROCEDURES, IF THE ADMINISTRATION OF A NYS TEST HAS 3 SESSIONS, OR FOR THE ADMINISTRATION OF THE GRADE 8 NYS SOCIAL STUDIES TEST.

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 the ISC.

PER SESSION TEACHERS OF HOMEBOUND STUDENTS 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:

- Moira Magro, Home Instruction Office (718) 794-7200 ext. 2 or MMagro@schools.nyc.gov

This memorandum is available at:

[http://schools.nyc.gov/Accountability/YearlyTesting/TestAdministration/Test+Memoranda 09-10](http://schools.nyc.gov/Accountability/YearlyTesting/TestAdministration/Test+Memoranda%2009-10)

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 PER SESSION TEACHERS OF HOMEBOUND STUDENTS
PICK-UP AND RETURN SCHEDULE FOR STATE TESTS
GRADES 3-8

SUGGESTED PICK-UP DATE	TEST	GRADE(S)	RETURN TO SCHOOL, ISC, OR SCORING SITE
November 16 Booklet 1	Social Studies	5	Nov. 17, 2009
* November 17 Booklet 2	Social Studies	5	Nov. 18, 2009
TBA Session 1	ELA	3, 4, 5	April 2010
TBA Session 2	ELA	3, 4, 5	April 2010
TBA Session 3	ELA	4	April 2010
TBA Session 1	ELA	6, 7, 8	April 2010
TBA Session 2	ELA	6, 7, 8	April 2010
TBA Session 3	ELA	6, 8	April 2010
TBA Session 1	Mathematics	3,4,5	May 2010
TBA Session 2	Mathematics	3,4,5	May 2010
TBA Session 3	Mathematics	4	May 2010
TBA Session 1	Mathematics	6,7,8	May 2010
TBA Session 2	Mathematics	6,7, 8	May 2010
TBA Session 3	Mathematics	8	May 2010
* TBA Booklet 1	Social Studies	8	2010
TBA 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

MAKE-UP DATES	TEST	GRADES
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.

SPECIFIC INSTRUCTIONS FOR COMPLETING GROUP/CLASS HEADER

1 TEACHER'S NAME

2 BORO DISTRICT SCHOOL NUMBER

3 GRADE

4 CLASS

5 NO. OF ANSWER DOCUMENTS SUBMITTED

6 GROUP CODES

7 TEST NAME

8 TEST DATE

9 SPECIAL EDUCATION

10 MAKE-UP

11 TRANSLATION

12 LEAVE BLANK

NEW YORK CITY
GROUP/CLASS HEADER
SEE INSTRUCTIONS ON REVERSE SIDE

1. **TEACHER'S NAME** - Left justify. Enter and fill in Homebound.
2. **BOROUGH, DISTRICT, SCHOOL NO.** - Enter and fill in Borough, District, and School.
 M-75-501
 X-75-502
 K-75-503
 Q-75-504
 R-75-505
3. **GRADE** - Fill in.
4. **CLASS** - Enter and fill in the 3 digit class code 999.
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 documents.
10. **MAKE-UP** - Leave Blank.
11. **TRANSLATION** - Leave Blank.
12. **LEAVE BLANK.**