



NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

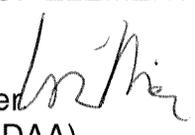
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DATE: October 31, 2005

TO: REGIONAL SUPERINTENDENTS, LOCAL INSTRUCTIONAL SUPERINTENDENTS, AND PRINCIPALS OF ELEMENTARY AND INTERMEDIATE SCHOOLS

FROM: Lori Mei, Ph.D., Senior Instructional Manager 
Division of Assessment and Accountability (DAA)

SUBJECT: Fall Administration of Interim Assessments for English Language Learners

OVERVIEW

The Fall administration of interim assessments for English Language Learners (ELLs) in Grades 3-8 will take place November 7 - 23, 2005. These assessments are designed to measure students' progress toward English proficiency for those whose first language is other than English, and Spanish Language proficiency for native Spanish-speaking students. These interim assessments are aligned with New York State English as a Second Language (ESL) standards, New York State English Language Arts standards and New York State Native Language standards. The interim assessments will provide teachers with detailed information about their students' strengths and weaknesses and will serve as a resource, in conjunction with their ongoing observation of student work, to plan individual and group instruction and support professional development activities. Each assessment consists of thirty multiple choice questions and will take approximately one class period to administer. Depending on the availability and capacity of computers in your school, students will take the assessments either online or through traditional paper & pencil format. Schools that are administering the ELL interim assessment online have already been identified.

The suggested timeline for administration is detailed below. This is the first of three interim assessments for ELLs that will be administered this school year.

TESTS TO BE GIVEN

Interim Assessment for English Language Learners (ELLs) - English
(all ELLs Grades 3-8)

Interim Assessment for English Language Learners (ELLs) - Spanish
(Native Language ELLs Grades 3-8)

DATE	TEST	SUGGESTED TESTING TIME	PREPARATION TIME	BOOKLET
November 7 through November 23	Elementary English Grades 3 - 5	Approximately 1 class period	5 minutes	Multiple choice 30 questions Reading Listening Writing
November 7 through November 23	Intermediate English Grades 6 - 8	Approximately 1 class period	5 minutes	Multiple choice 30 questions Reading Listening Writing
November 7 through November 23	Elementary Spanish Native Spanish Students Grades 3 - 5	Approximately 1 class period	5 minutes	Multiple choice 30 questions Reading
November 7 through November 23	Intermediate Spanish Native Spanish Students Grades 6 - 8	Approximately 1 class period	5 minutes	Multiple choice 30 questions Reading

Schools may select the date and grades to be tested anytime within the test administration window.

All test booklets must be placed in a secure, locked facility before the exam is administered. Once the interim assessments have been administered to all students, the booklets must be returned to Harcourt Assessment, Inc., (HARCOURT), following directions from the Test Coordinator's Manual.

The attached calendar (Attachment #1) details a schedule for the delivery and suggested administration dates (online and/or paper & pencil) of the Fall interim assessments.

Assessment results will be available online within one week after Harcourt receives the student answer documents from the school. Since it takes about a week for results to be processed, the sooner Harcourt receives a school's paper & pencil answer documents, the sooner the school will receive their detailed online reports. Online individual student reports will be available immediately for tests that are administered online. More detailed information can be found in the Test Coordinator's Manual that schools have received from Harcourt.

All materials will be delivered to schools by **Perfect Courier from November 1-3, 2005.** If your school has not received its shipment, please call your Regional Senior Assessment Coordinator.

All test materials must be returned to Harcourt Assessment, Inc. following the directions in the Harcourt Test Coordinator's Manual.

For schools administering paper & pencil assessments, please be advised that these assessments may be given to one grade at a time or to the entire school at the same time. The grade and subject test dates are only suggestions for when to administer the interim assessments for ELLs. To better accommodate your school's instructional schedule, you may choose alternate grade and subject administration dates from **November 7 - November 23, 2005.** Make-up assessments may also be administered during this time.

Please contact your Regional Senior Assessment Coordinator for further information. Thank you.

This memorandum is available on the DAA website:
www.nycenet.edu/daa/testmemos.

LM: arn
Attachment

c: Carmen Farina
Laura Kotch
Maria Santos
Susan Erber
Jennifer Bell-Ellwanger
Joan Flig
Regional Senior Assessment Coordinators

**KEY DATES FOR THE
NEW YORK CITY INTERIM ASSESSMENT FOR
ENGLISH LANGUAGE LEARNERS
FALL 2005**

Test booklets, answer documents, and Directions for Administration (DFAs) delivered to schools	November 1 - 3, 2005
Test Administration Window	November 7 - 23, 2005
Deadline for returning all test materials to Harcourt	December 2, 2005
On-line individual student reports available for tests administered on-line	Immediately after administration through January 18, 2006
Class, school, district and regional summary reports available for tests administered on line	The day after the group has completed testing
On-line individual student reports available for paper & pencil tests	Five working days after Harcourt receipt of completed answer documents until Jan.18, 2006
Class, school, district and regional summary reports available for paper & pencil tests	Six working days after Harcourt receipt of completed answer documents until Jan.18, 2006

All score reports will be posted on a secure website for both paper & pencil test administration and on-line test administration.

The URL address is:

<https://unison.harcourt.com/nycweb>

Please note: All used and unused test booklets, Directions for Administration (DFAs), and answer documents must be returned to Harcourt Assessment, Inc.