

## INTRODUCTION

In an effort to standardize test administration procedures in all New York City classrooms, the New York City Department of Education Office of Accountability (OA) developed this “Test Administration Handbook.”

This complete document may be found on the New York City website at: [www.schools.nyc.gov/daa](http://www.schools.nyc.gov/daa).

This Test Administration Handbook should be distributed and discussed at general faculty conferences, grade conferences, and on staff development days. In addition, a sign-off sheet must be submitted to the Assessment Implementation Director (AID) verifying that all personnel involved in the testing program have reviewed this document prior to administration of standardized exams. (Attachment #1)

If you have any questions regarding the information in this document, please contact Joan Flig, Manager, Test Administration and Scanning at [jflig@schools.nyc.gov](mailto:jflig@schools.nyc.gov).

The Test Administration Handbook for Elementary and Middle Schools was updated by the New York City Department of Education Test Administration Unit. Joan Flig coordinated the preparation of the handbook. The following staff contributed to the handbook: Rita Magier, Louise Smith, Luz Solomita, Lisa Gigoux, Marie Busiello, and Margaret Reardon.

Jennifer Bell-Ellwanger, Executive Director  
Content and Assessment Support

August 2007

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## **PROCEDURES FOR ADMINISTERING ALL STATE AND CITYWIDE TESTS**

These procedures apply to all school staff involved in the administration of State and City tests, including principals, assistant principals, test coordinators, support staff, and proctors. This document should be photocopied and reviewed by all staff members involved in the administration of State and City tests prior to each test administration. It is the responsibility of the principal to designate a pedagogue or school administrator to be the school test coordinator for all examinations regardless of content area.

### **SECURITY ISSUES AND PROCEDURES**

- Please refer to the appropriate Assessment Memoranda describing test administration procedures for specific State and City tests.
- In order to maintain the integrity of each test administration, all security procedures, instructions, and schedules must be strictly adhered to without deviation.
- No form of any test may be used for practice or for test preparation unless specifically indicated in the School Administrator's Manual.
- Due to copyright laws and for reasons of test security, you may not make copies or enlargements of any tests.
- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- Test results will also be reviewed to ascertain possible security violations. In the event it is determined that a serious security violation has occurred, it may be necessary to declare results invalid.
- Unannounced monitoring inspections will be conducted before, during, and after testing by staff from NYCDOE Central Office and the SED.
- **Suspected security violations must be reported immediately to the principal, the Office of the Special Commissioner of Investigation (SCI), (212) 510-1500, your AID at the Integrated Service Center (ISC), listed on page 11, and to the NYS Education Department (SED) (518) 474-8220 for State assessments.**

## HANDLING TEST MATERIALS

Test materials must be secured in a locked facility when they are first received as well as after the completion of the day's testing. The security of test materials in the school is the responsibility of the principal.

### Test Booklets

- On dates specified in the test calendar (contained in specific Assessment Memoranda on test administration), principals or designees may open cartons and inspect the contents to verify that appropriate test levels and quantities have been received. **Do not open shrink-wrapped packages.** Materials have been packaged according to orders submitted by schools. After inspection, cartons must be resealed and securely stored.
- Boxes of materials received at schools that are labeled "DO NOT OPEN UNTIL . . ." must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date.
- Only cartons marked "Non-Secure Materials" may be opened immediately.
- Tests may not be distributed to proctors for administration until the morning of the test.
- Each teacher and test coordinator will be required to sign a "*Test Material Security Form*" indicating the number of test booklets signed for and the number of test booklets returned. This form, signed by the principal, must be included in the package of answer documents which must be returned to the AID by the time and date indicated in the specific test memorandum. A copy of the security form is to be kept on file at the school.

### Test Answer Documents

- Student answer documents will be pre-slugged with students' biographical information. A supply of non pre-slugged answer documents will also be delivered to schools for students who do not have a pre-slugged form.
- All non pre-slugged answer documents delivered to schools will have the school number and a serial number preprinted in the student information field. **These answer documents must be accounted for and returned at the end of the test administration window.**
- Cartons of student answer documents are "Non-Secure Materials" and may be opened immediately.

## TEST ADMINISTRATION REMINDERS

### Prior to Test Administration

Please ensure that:

- Parents have been notified regarding the test date and time.
- Children have been reminded to bring #2 pencils to class.
- All students who need glasses, hearing aids, etc., have them before the start of the test.
- Schools have assigned teachers to all classes being tested and assigned an adequate number of hall proctors.
- Rooms have been set aside for latecomers and students who are not being tested.
- Accommodations have been scheduled for ELLs and for students with modifications due to an IEP or 504 Plan.
- Teachers have read appropriate test administration procedures (i.e., timing, test modifications, etc.).

### Room Organization For Test Administration

Please make sure to:

- Keep the door closed.
- Post a sign on the door indicating “TESTING DO NOT ENTER.” (Attachment #2) **Do not cover the door window.**
- Open doors with no windows **only** if there will be no distractions from the hallway.
- Administer tests only in rooms where there are no distractions.
- Keep ventilation and lighting in the classroom at a comfortable level.
- Keep students’ desks cleared of books, papers, and other non-testing material.
- Seat students so that they cannot look at each other’s work.
- Schools are encouraged to provide optimal testing environments and facilities for all students.
- Cover or remove all bulletin boards, displays, and/or charts that may contain material pertinent to each test. These include, but are not limited to, word walls, spelling/punctuation rules, writing checklists, graphic organizers, multiplication tables, graphs, charts, definitions of terms, key words, calendars, counting numbers, number lines, fractions, weights and measures, and any other item that might pertain to the subject matter being tested.

## GUIDELINES FOR ADMINISTRATORS

It is the principal's responsibility to make sure that all secure testing procedures are followed as described in appropriate testing memoranda. Prior to test administration, early start times must be requested in writing to your AID at the ISC.

Principals should distribute this Test Administration Handbook to all staff involved in test administration and make sure of the following:

- All students with test accommodations are scheduled appropriately.
- All bulletin boards/materials that pertain to the test have been covered or removed.
- Students do not use any communication devices while taking an examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit).
- All tests have been counted out properly.
- All pre-slugged answer documents are given to the correct teacher.
- At the completion of the test administration, all test answer documents and test booklets are collected from staff members and accounted for.
- Any irregularities concerning test administration are reported immediately to your AID and, when appropriate, the Office of the Special Commissioner of Investigation (SCI) at (212) 510-1500, and the SED at (518) 474-8220 for State assessments. Call irregularities in to the appropriate offices and follow up with a letter, signed by the principal, or send an email.
- Refrain from using the PA system during testing.
- After the completion of the test administration, every test booklet has been accounted for, placed in a carton, and put in a secure, locked facility.
- Teachers and principals have signed the "*Test Material Security Form*" that can be found on their respective Assessment Memoranda located on [www.schools.nyc.gov/daa](http://www.schools.nyc.gov/daa).
- The "*Test Material Security Form*" and the packing slip have been included with the answer documents that are to be delivered to your designated site. A duplicate of this form must be given to the AID and a copy kept on file at the school for one year.

## **GUIDELINES FOR PROCTORS**

Active proctoring must take place at all times.

### **Before the Test**

- Be prepared to implement test modifications as indicated on a student's IEP or 504 Plan.
- All students who need glasses, hearing aids, etc., must have them before starting the test.
- Ensure that each student receives his/her correct pre-slugged answer document.
- All announcements are made before the beginning of the test.
- Remind students that they may not use any communication devices while taking an examination. Such devices include, but are not limited to, cellular telephones, pagers, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices and associated headphones, headsets, microphones, or earplugs.

### **During the Test**

- Read all directions verbatim. Do not paraphrase directions unless indicated on a student's IEP or 504 Plan.
- The entire test, including directions, may be orally translated into another language if the student is an English Language Learner (ELL) and there is no translated version of the test available.
- Answer only student questions that pertain to the directions. Read only the portion of the directions that is addressed by the student's question. Do not interpret the directions for your students.
- Do not give help on specific questions. Do not give clues that indicate an answer. Do not help to eliminate answer choices. Do not tell a student to review an answer.
- Adhere to all time limits. Make sure beginning, remaining, and ending times are displayed in a location where all students can see them.
- Read listening passages at a moderate, steady pace, and the specified number of times.
- Students may use highlighters only if they are used for instruction during the regular school year.
- Any irregularity during test administration must be immediately reported to the hall proctor.
- **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. 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 or received information during the test, the principal must follow the school's disciplinary procedure for student cheating. In addition, the principal must report the incident to their AID at the ISC and to the SED. Invalidated tests may not be scored.

### **After the Test**

- Collect all answer documents and test materials.
- Make sure you sign the "*Test Material Security Form*" when you return the test booklets. If the number of booklets returned is not equal to the number signed for when received, notify the principal immediately.
- Report all perceived test administration irregularities to the principal.
- All used and unused test materials (unless specified in a testing memorandum) will be collected at the end of the school year.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. WHAT TYPES OF PRACTICE MATERIALS MAY I USE?**

- A.** Many staff members have asked for a description of the kinds of test preparation materials that may be used with students. While we feel that good instruction is sufficient to prepare students for their assessment, we realize that schools/staff use practice materials and need guidance in selecting the types of materials that are appropriate. Any materials that are used should be aligned with the New York State and New York City standards.

Please note:

- Standardized State and Citywide exams may not be used as practice material; neither the entire exam nor selections from the exam may be used unless specified by an Assessment Memorandum or SED.
- Selections of authentic literature that are taught in class may appear on a standardized test; however, exam questions relating to the passage will most likely differ from what is covered in class.

### **Q. MAY A SUBSTITUTE TEACHER OR PARAPROFESSIONAL BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?**

- A.** Substitute teachers and paraprofessionals may not be assigned as the main classroom proctor. However, both may assist in the classroom or be assigned as hall proctors.

### **Q. IS IT NECESSARY TO ASSIGN HALL PROCTORS?**

- A.** Yes. Staff must be assigned as hall proctors in case of emergencies.

### **Q. MAY I REMOVE DISRUPTIVE STUDENTS FROM MY CLASS BEFORE THE EXAM BEGINS?**

- A.** A student may not be removed from the class before testing begins unless the student has an IEP or 504 Plan, which indicates such an accommodation. However, if you are concerned that a student may be disruptive during the exam, the following steps should be taken:

> If the student misbehaves, have the hall proctor take the student and his/her paper to an appropriate setting and have the student finish the exam, making note of the remaining time for test administration. The hall proctor must notify the principal.

>Speak to an administrator if any further action is needed.

>Notify the parent.

**Q. WHAT HAPPENS WHEN A STUDENT IS NOT BEING DISRUPTIVE BUT REFUSES TO TAKE AN EXAM?**

- A. The principal must be notified. The principal will then decide if removal from the classroom is necessary. If the student is removed, he or she may be given the remaining time to complete the exam at a later date during the test administration window.

**Q. WHAT HAPPENS WHEN A STUDENT IS DISRUPTIVE AND IS REMOVED FROM THE CLASSROOM?**

- A. Have the student complete his/her exam in another location, making note of the remaining time for test administration.

**Q. WHAT HAPPENS WHEN A STUDENT HAS STARTED THE EXAM AND REFUSES TO COMPLETE THE EXAM, OR BECOMES ILL AND CANNOT COMPLETE THE EXAM?**

- A. Notify the principal. The proctor must take note of the time remaining. The student may be given the remaining time to complete the exam at a later date during the test administration window.

**Q. WHAT DO I DO WHEN A STUDENT HAS TO GO TO THE BATHROOM AFTER THE TEST STARTS?**

- A. For an emergency such as this, a hall proctor is required. The classroom teacher should:
1. Record the amount of time the student spent out of the room if it is a timed test.
  2. Have the hall proctor accompany the student to bathroom.
  3. Allow the student to complete the exam after he/she returns, taking into account the amount of time the student was out of the room. It is the teacher's responsibility to make sure all other students keep test booklets closed and that the class is silent while the student is finishing the exam.
  4. Have the class wait for the student to complete the test, then collect all test booklets and answer documents. (An alternative to this is to have the student escorted to another location to complete the exam with a proctor.)

**Q. WHAT DO I DO IF A STUDENT RAISES HIS/HER HAND DURING THE EXAM AND SAYS, "I DON'T UNDERSTAND THIS"?**

- A. First, the teacher must determine if the question pertains to the directions or to a specific test question. **At no time does a proctor assist a student with a specific test question.** In the rare circumstance that a student does

not understand the directions, the teacher should ask, "What don't you understand about the directions?" The teacher should read only the specific directions to the student. The teacher should not paraphrase or interpret the directions for the student.

**Q. WHAT IS ACTIVE PROCTORING?**

- A.** Active proctoring is defined as a teacher circulating around the room, making sure students are working independently.

**Q. MAY TEACHERS CIRCULATE AROUND THE ROOM WITH A PEN/PENCIL AND/OR A TEST BOOKLET IN THEIR HANDS?**

- A.** No. Pens and pencils are to be left on the teacher's desk. Proctors may hold a test booklet while reading the directions but should then place it on the teacher's desk. Teachers **should not** be reading the booklet during the test administration time.

**Q. WHAT IF A TEACHER SEES THAT A STUDENT SKIPPED AN ANSWER OR IS ANSWERING IN THE WRONG COLUMN?**

- A.** At no time does the teacher correct an individual student's work. If the teacher notices that a student has skipped an answer, he/she should make a note of the skipped question number and notify the principal after the test is completed. The teacher should make a class announcement telling all students to check their score documents to make sure that only one answer appears on each line and that no lines have been skipped.

**Q. SHOULD ANY ANNOUNCEMENTS BE MADE OVER THE PA SYSTEM?**

- A.** It is not recommended. Schools should refrain from using the PA system unless there is a school-wide emergency.

**Q. MAY TEACHERS USE ELECTRONIC EQUIPMENT SUCH AS CELL PHONES DURING AN EXAM?**

- A.** No. Cell phones or beepers must be turned off during an exam. Teachers may not play music for the students or talk in the hallway to other staff members or visitors.

**Q. MAY STUDENTS USE SCRAP PAPER WHILE TAKING EXAMS?**

- A.** Directions for use of scrap paper are indicated in Teacher Directions for specific tests.

**Q. IF STUDENTS COMPLETE AN EXAM EARLY, MAY THEY TAKE OUT A BOOK TO READ?**

**A.** No.

**Q. MAY STUDENTS WITH EXTENDED TIME MODIFICATIONS RETURN TO THEIR CLASSROOM IF THEY FINISH THE EXAM BEFORE THE TIME EXTENSION IS REACHED?**

**A.** No. If other children are taking the exam in a special location and are still at work on the test, it may be disruptive to allow a student to leave the room. A student may leave only for an emergency.

**Q. WHAT DO I DO IF I AM MISSING OR SHORT TEST MATERIALS?**

**A.** Call your AID at your ISC to advise you where additional testing materials may be obtained

## **ASSESSMENT WEBSITES**

NYS DEPARTMENT OF EDUCATION:  
OFFICE OF STATE ASSESSMENT  
<http://emsc33.nysed.gov/osa/>

nySTART: NYS TESTING AND ACCOUNTABILITY REPORTING TOOL:  
[www.nystart.gov](http://www.nystart.gov)

NYS DEPARTMENT OF EDUCATION:  
ASSESSMENT INFORMATION  
<http://www.emsc.nysed.gov/3-8/>

NYC OFFICE OF ACCOUNTABILITY,  
CONTENT AND ASSESSMENT SUPPORT:  
<http://schools.nyc.gov/daa/>

## **ASSESSMENT PHONE NUMBERS**

NYS DEPARTMENT OF EDUCATION:  
OFFICE OF STATE ASSESSMENT  
(518) 474-8220

NYC CONTENT AND ASSESSMENT SUPPORT:  
(212) 374-3990

NYC ASSESSMENT AND TEST ADMINISTRATION:  
(718) 349-5600

## **INTEGRATED SERVICE CENTER (ISC) ASSESSMENT IMPLEMENTATION DIRECTORS (AIDS):**

MANHATTAN -Districts: 1, 2, 3, 4, 5, & 6 (212) 356-3784  
BRONX -Districts: 7, 8, 9, 10, 11, & 12 (718) 741-5559  
BROOKLYN -Districts: 13, 14, 15, 16, 19, 23 & 32 (718) 935-5965  
QUEENS -Districts: 24, 25, 26, 27, 28, 29, & 30 (718) 391-8352  
STATEN ISLAND -Districts: 17, 18, 20, 21, 22, & 31 (718) 390-1579

SPECIAL EDUCATION -District 75 (212) 802-1521

ALTERNATIVE SCHOOLS AND PROGRAMS -District 79 (718) 557-2677

CHARTER SCHOOLS -District 84 (212) 374-5550

HOMEBOUND INSTRUCTION (718) 794-7241

HOSPITAL INSTRUCTION (718) 794-7266

**Attachment 1**

**Handbook Verification**



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, *Chancellor***

DIVISION OF ASSESSMENT AND ACCOUNTABILITY • 52 CHAMBERS STREET, ROOM 309 – NEW YORK, NY 10007

JENNIFER BELL-ELLWANGER  
SENIOR INSTRUCTIONAL MANAGER  
TELEPHONE: (212) 374-3990  
FAX: (212) 374-5908

Borough\_\_\_\_\_ District\_\_\_\_\_ School\_\_\_\_\_

I, \_\_\_\_\_, Principal of PS/MS \_\_\_\_\_,

verify that all personnel involved in the testing program have reviewed the Test Administration Handbook prior to the administration of standardized exams.

Attached, please find a signature roster of all personnel.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment 2**

**Testing Do Not Enter Sign**

**TESTING**

**DO NOT**

**ENTER**