



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

OFFICE OF ACCOUNTABILITY - Scan Center
 44-36 Vernon Blvd., 2nd Floor - Long Island City, NY 11101

ASSESSMENT MEMORANDUM #7, 2007-2008

DATE: February 11, 2008

TO: PRINCIPALS OF ALL SCHOOLS

FROM: Jennifer Bell-Ellwanger, Executive Director
 Content and Assessment Support & Summative Assessments
 Office of Accountability (OA)

SUBJECT: NEW YORK STATE MATHEMATICS TEST GRADES 3-8

OVERVIEW

The New York State Board of Regents has set higher learning standards for all students in our state. In order to measure student progress toward these standards, the State Education Department (SED) and CTB/McGraw-Hill have developed an assessment in Mathematics. This assessment, and the standards which it measures, are in full alignment with NYC standards and assessments in Mathematics. In response to the No Child Left Behind (NCLB) Act, states are required to test all students in Grades 3-8 in Mathematics.

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE PUBLISHER OR THE SED.

TESTS TO BE GIVEN

New York State Mathematics Test - Grades 3-8

DATE	TEST	TESTING TIME	PREPARATION TIME	BOOKLET	GRADES
March 4	Session 1	45 minutes	10 minutes	1 Multiple Choice	3 & 5
		50 minutes	10 minutes	Choice	4
March 5	Session 2	40 minutes	10 minutes	2 Short & Extended Responses	3
		50 minutes		Responses	4 & 5
March 6	Session 3	50 minutes	10 minutes	3 Extended Responses	4
March 10	Session 1	45 minutes	10 minutes	1 Multiple Choice	6
		60 minutes			7
		50 minutes		Choice	8
	Session 2	40 minutes	10 minutes	2 Short & Extended Responses	8
March 11	Session 2	60 minutes	10 minutes	2 Short & Extended Responses	6
		55 minutes			7
	Session 3	70 minutes	10 minutes	3 Extended Responses	8

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE EXAM IS ADMINISTERED. AFTER THE TEST HAS BEEN SCORED, ALL UNUSED BOOKLETS MAY BE USED FOR INSTRUCTION AND PROFESSIONAL DEVELOPMENT.

PLEASE NOTE: USING A CALCULATOR ON A TEST THAT MEASURES PROFICIENCIES INVOLVING BASIC CALCULATIONS IS NOT PERMITTED UNLESS OTHERWISE SPECIFIED IN THE TEACHER DIRECTIONS.

RULERS & PROTRACTORS: FOR 2008, NEW YORK CITY SCHOOLS ADMINISTERING THIS TEST SHOULD USE THE PLASTIC RULERS THAT WILL BE PROVIDED BY THE SED. AFTER THE 2008 TEST WINDOW, THESE RULERS SHOULD BE STORED WITH TEST MATERIALS IN A SECURE FACILITY SO THAT THEY WILL BE AVAILABLE FOR FUTURE STATE MATHEMATICS TEST ADMINISTRATIONS.

CALENDAR

Grades 3-5

Feb. 27
through
Feb. 29

SED (UPS) **DELIVERS** all non-secure and secure materials and Teacher's Directions to schools for Grades 3-5.

Teacher's Directions may be photocopied if necessary (non-secure materials). Teacher's Directions are also available on the New York State Assessment website: www.emsc.nysed.gov/3-8/home.html.

Schools must open cartons immediately to verify quantities of test booklets they contain. Notify the Assessment Implementation Director (AID) of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Cartons must be resealed and placed in a secure, locked facility by a school supervisor.

By March 3

OA **DELIVERS** (Perfect Courier) Mathematics Grades 3-5 pre-slugged answer documents to schools. 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. They may be used for students who do not have a pre-slugged answer document. The remaining answer documents will be picked up with used and unused materials.

Mon. Mar. 3
AFTER
3:00 PM

After students have been dismissed, **Grades 3, 4, & 5 NYS Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 1** may be placed in envelopes to begin to make 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 March 4, 2008.

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

Tues. Mar. 4

ADMINISTER Grades 3, 4, & 5 NYS Mathematics **Test Booklet 1 ONLY**, beginning no later than 9:15 a.m. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility by a school supervisor.

Student labels must be printed and placed on the back of each Test Booklet 2 for Grades 3 & 5 and Test Booklets 2 & 3 for Grade 4. These labels must contain last name, first name, student ID, birthdate, school, and class.

By 3:00 PM

All schools **RETURN** completed Mathematics multiple choice answer documents and the Test Material Security Form to the AID at your ISC by 3:00 PM.

Discharged student documents bubbled “Not enrolled at time of test” should be returned with make-up documents.

By 3:00 PM

District 75 schools **RETURN** these items to their assigned borough depositories by 3:00 PM.

Discharged student documents bubbled “Not enrolled at time of test” should be returned with make-up documents.

Tues. Mar. 4

AFTER
3:00 PM

After students have been dismissed, **Grades 3, 4, & 5 NYS Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** may be placed in envelopes to begin to make 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 March 5, 2008.

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

Wed. Mar. 5

ADMINISTER Grades 3, 4, & 5 NYS Mathematics **Test Booklet 2 ONLY**, beginning no later than 9:15 a.m. Adhere to time limit unless a time extension accommodation is indicated on a student’s IEP or 504 Plan, or the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility by a school supervisor.

Wed. Mar. 5

AFTER
3:00 PM

After students have been dismissed, **Grade 4 NYS Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 3** may be placed in envelopes to begin to make 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 March 6, 2008.

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

Thurs. Mar. 6

ADMINISTER Grade 4 NYS Mathematics **Test Booklet 3**, beginning no later than 9:15 a.m. Adhere to time limit unless a time extension accommodation is indicated on a student’s IEP or 504 Plan, or the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility by a school supervisor.

Grades 6-8

Mar. 3
through
Mar. 5

SED (UPS) **DELIVERS** all non-secure and secure materials and Teacher's Directions to schools for Grades 6-8.

Teacher's Directions may be photocopied if necessary (non-secure materials). Teacher's Directions are also available on the New York State Assessment website: www.emsc.nysed.gov/3-8/home.html.

Schools must open cartons immediately to verify the quantities of test booklets they contain. Notify the AID of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Resealed cartons must be placed in a secure, locked facility by a school supervisor.

Fri. Mar. 7
AFTER
3:00 PM

After students have been dismissed, **Grades 6, 7, & 8 NYS Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 1** may be placed in envelopes to begin to make class sets. **UNOPENED** shrink-wrapped packages of **Test Booklet 2 (for Grade 8)** may also be placed in envelopes. **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 March 10, 2008.

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

Mon. Mar. 10

ADMINISTER Grades 6, 7, & 8 NYS Mathematics **Test Booklet 1** beginning no later than 9:15 a.m. Grade 8 students will also be administered **Test Booklet 2**. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility by a school supervisor.

Student labels must be printed and placed on the back of each **Test Booklet 2** for Grades 6 & 7 and **Test Booklets 2 & 3** for Grade 8. These labels must contain last name, first name, student ID, birthdate, school, and class.

By 3:00 PM

All schools **RETURN** completed Mathematics multiple choice answer documents and the Test Material Security Form to the AID at your ISC by 3:00 PM.

Discharged student documents bubbled "Not enrolled at time of test" should be returned with make-up documents.

By 3:00 PM

District 75 schools **RETURN** these items to their assigned borough depositories by 3:00 PM.

Discharged student documents bubbled "Not enrolled at time of test" should be returned with make-up documents.

Mon. Mar. 10
AFTER
3:00 PM.

After students have been dismissed, **Grades 6, 7, & 8 NYS Mathematics Test** cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** for Grades 6 & 7 may be placed in envelopes to begin to make class sets. Packages of

Test Booklet 3 for Grade 8 may also be placed in envelopes. **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 March 11, 2008.

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

Tues. Mar. 11

ADMINISTER Grades 6 & 7 NYS Mathematics **Test Booklet 2**, and Grade 8 **Test Booklet 3**, beginning no later than 9:15 a.m. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility.

MAKE-UP TESTING SCHEDULE

Make-up tests for Grades 3, 4, & 5 Mathematics will be administered March 10 - 14, and for Grades 6, 7, & 8 the dates for administration will be March 13 - 19. At the conclusion of the make-up test administration, answer documents must be delivered by 12:00 noon to the AIDs at your ISC. **Discharged student documents bubbled "Not enrolled at time of test" should be returned with make-up documents.** The make-up testing schedule is:

GRADES	TEST	MAKE-UP DATES
3, 4, & 5	Mathematics	March 10 - 14
6, 7, & 8	Mathematics	March 13 - 19

The make-up period, which immediately follows the administration dates, is to be used for administering make-up tests to students who were absent during the primary administration dates. Make-up testing may begin during the primary administration week on any days that remain following the school's completion of initial testing and must be completed no later than the last day of the make-up week.

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 may 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 school is the responsibility of the building 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 Test Material Security Form signed by the principal, along with 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 ISC.
- Tests and testing materials will be delivered according to the calendar on pages 2, 3, 4, and 5.
- 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 location. **DO NOT OPEN SHRINK-WRAPPED PACKAGES.** Materials have been packaged according to orders submitted by the Scan Center. After inspection, cartons must be resealed and securely stored. Unannounced inspections before, during, and after testing will be conducted by staff from the ISC and staff from the City and State Education Departments. 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 BY FAX TO (518) 402-5596.**

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. Invalidated tests may not be scored.

EXTENT OF THE TESTING PROGRAM

STUDENTS TO BE TESTED

EVERY STUDENT ON REGISTER (WHETHER TESTED, ABSENT, OR EXEMPT) MUST BE ACCOUNTED FOR WITH AN ANSWER DOCUMENT.

- All students on register, including all part-time and full-time students in Special Education (all students with an IEP) must be tested in accordance with their official grade designation. There is no off-level testing. See OA Memorandum #1, dated 8/27/07 for

test modifications for Special Education students, Resource Room students, students who have been decertified and non-disabled students.

- Students who have been evaluated for Special Education and are awaiting placement are to be tested with appropriate test modifications as indicated on their IEPs. Students who are "awaiting placement" are students whose parents, or persons in parental relationship, have consented to the student's placement, or those students for whom there is an uncontested hearing officer's decision ordering such placement. The answer documents for these students are to be bubbled "Special Education" and submitted with Special Education answer documents.
- All ELLs regardless of how long they have been enrolled in a school in the United States (not including Puerto Rico) must take subject area exams (mathematics, science, and social studies). When exams are not available in a student's native language, the exam may be translated orally. This policy is the same for State and Citywide exams regarding test accommodations for ELLs.
- Test Booklet's 1, 2, and 3 for Homebound and Hospital Students must have all pertinent information written on the back of each booklet.
- As of the May 2005 test, schools are no longer permitted to administer the Grade 8 Mathematics Test to Grade 7 students. This change in NYS Education Department policy is necessary so that the State's assessment program will be in conformity with the NCLB Act.

STUDENTS NOT TO BE TESTED (EXEMPT) AND ABSENTEES

- Students who are eligible for the New York State Alternate Assessment (NYSAA) will not be administered the Mathematics test.
- Absentees are those students who were either not present or late for the beginning of the test on the testing day. Absentees should be tested during the make-up period.
- Students who are absent during part of the regular testing schedule should take the testing session that is scheduled for the day they return. The missed session(s) should be administered during make-up testing.
- Students who are absent throughout the regularly scheduled testing period should complete all testing sessions during make-up testing. These sessions must be administered in the same order as indicated in the Teacher's Directions for the regular testing schedule on Day 1, Day 2, and then Day 3, (if applicable).
- Students who are absent during regular testing and part of make-up testing should also attempt to complete all testing sessions in the same order of administration.

INSTRUCTIONS FOR THE RETURN OF TEST BOOKLET 1 ANSWER DOCUMENTS

Teachers should ensure that students darken bubbles and completely erase stray marks.

Teachers must make certain that an answer document is collected from each student who took the test, and that for each absent or exempt student there is a document with the "absent" or "exempt" bubble filled in. **DO NOT INSERT ANSWER DOCUMENTS INTO THE TEST BOOKLETS.**

INSTRUCTIONS FOR OPEN-ENDED TEST BOOKLETS AND DOCUMENTS

Your AID will instruct your schools on the packaging and delivery of **Test Booklets 2 & 3** to the scoring sites in separate memoranda.

Test Booklets 2 & 3 will be **RETURNED** from scoring site(s) to schools after scoring is completed. These test booklets must be kept in the school until **March 31, 2009**.

Open-ended documents will be **RETURNED** to the AID from the scoring site on **April 4, 2008 by 12:00 noon**.

Questions regarding this test memorandum may be addressed to:

- Assessment Implementation Directors (AIDs)
- District 75 Schools: Steven Weinrich, Division of Special Education (212) 802-1521

Your continuing cooperation is greatly appreciated.

This memorandum is available at:

http://schools.nyc.gov/daa/testmemos_0708/default.asp.

JB: am
Attachments

c: Marcia Lyles
James Liebman
Bonnie Brown
Joan Flig
Assessment Implementation Directors