

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 be used as is.\*

\*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.
5. GRADE - Fill in the grade.
6. LEAVE BLANK.
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. ELL Accommodations: Fill in as many as apply for ELLs.
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** - Left justify. Enter and fill in.
2. **BOROUGH, DISTRICT, SCHOOL NO.**- Enter and fill in Borough, District, School.
3. **GRADE** - Fill in.
4. **CLASS** - Enter and fill in 3-digit class code.\*
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 students.
10. **MAKE-UP** - Leave Blank.
11. **TRANSLATION** - Leave Blank.
12. **LEAVE BLANK.**

\* **For alternative ATS schools:** your ATS school number is your official school number and your ATS class number (within your ATS school) is your official class number. Code column 888 as the class code for home school program.

\* **Note:** Enter in class code column: 999 as the class code for the homebound program, 888 as class code for home schooling, and 000 as the class code for Special Education.

PRINTING STUDENT LABELS

ATS REPORTS /REGION 2

INFORMATION LABELS (RLBI) page 127 in the September 1998 ATS Book

You need Avery Labels #5162

Once you have signed onto ATS/Region 2, type RLBI at the top of the page. This will bring you to the Information Labels screen.

Or:

1. Choose ATS Reports (#6). Push red enter.
2. Choose RLBI/Labels (#8). Push red enter.
3. Choose RLBI/Information Label (#1). Push red enter.

Now you select the criteria for your label. Follow screen directions and prompts.

Remember, once you have sent labels for printing, you must go into OMS to release the labels for printing. To get into OMS MS, you need an OMS ID and password. Once you are in OMS, you search for your report by scrolling through the screens. Once you find your report, you will notice that on the far right column of the screen under "status" it says "hold". Put cursor next to report (on left side) and type "R" for release. Now the report should print.



**DIRECTIONS FOR SUBMISSION OF DAY ONE ABSENTEE  
SCORE DOCUMENTS FOR NEW YORK CITY AND STATE TESTS**

- **MAKE A (Black & White ) COPY OF THE BIOGRAPHICAL SIDE OF THE PRE-SLUGGED ANSWER DOCUMENT**
- **BUBBLE ABSENT ON THE (Black and White) COPIED DOCUMENT**
- **SUBMIT THE (Black and White) COPY WITH THE TEST DOCUMENTS FROM DAY ONE**
- **KEEP THE ORIGINAL PRE-SLUGGED DOCUMENT AT SCHOOL**
- **ADMINISTER A MAKE-UP TEST TO THE STUDENT WHEN THEY RETURN TO SCHOOL**
- **BUBBLE IN “MAKE-UP” ON THE ORIGINAL PRE-SLUGGED DOCUMENT**
- **SUBMIT THE ORIGINAL DOCUMENT WITH ALL OTHER MAKE-UP TESTS**
- **IF THE STUDENT DOES NOT RETURN TO SCHOOL, BUBBLE ABSENT ON THE ORIGINAL DOCUMENT AND SUBMIT WITH MAKE-UP DOCUMENTS**



FROM: \_\_\_\_\_  
Borough: \_\_\_\_\_  
District: \_\_\_\_\_  
School #: \_\_\_\_\_  
School Name: \_\_\_\_\_

TO:

Document Scan Center  
44-36 Vernon Boulevard  
Long Island City, New York 11101  
2nd Floor

**NYS MATH GRADDES 3,4,5  
MULTIPLE CHOICE  
SPRING 2008**

TO: **PRINCIPALS OF ELEMENTARY, INTERMEDIATE, JUNIOR AND  
SELECTED HIGH SCHOOLS**

FROM: Joan Flig, Deputy Executive Director  
Content Assessment Support & Summative Assessment  
Office of Accountability (OA)

SUBJECT: **RETURN OF SCORE DOCUMENTS  
NYS MATHEMATICS TEST GRADES 3 - 8**

### **M U L T I P L E   C H O I C E**

---

Enclosed in this envelope are the packaging materials necessary for the return of the **NYS - Math Test (Multiple Choice)** score documents for Grades 3 - 8.

Included are the following:

1. Packaging instructions
2. Return envelopes
3. Poly bags
4. Group/Class headers (required for each class)
5. Packaging labels

Please note that General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed class header inserted. Special Education students' answer documents, in both self-contained and **District 75** programs are to be grouped by grade, one grade per poly bag, with one completed grade header inserted. Bubble "**Special Education**" and **000** for class.

Completed class sets of score documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. Envelopes should be placed in the boxes delivered by the Scan Center. Affix packaging label to box and clearly mark Borough, District, School, and Grades.

**Make-up score documents** are to be grouped by grade, one grade per poly bag with a completed grade header sheet inserted. Bubble "**Make-up**" and/or "**Special Education**," and **000** for class. Insert all grade poly bags into one return envelope. Affix packaging label to box and clearly mark Borough, District, School, and Grades.

Your cooperation is greatly appreciated since the proper and orderly return of your school's answer documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the Assessment Implementation Director (AID) at your Integrated Service Center (ISC).

JF: am  
Enclosures



FROM: \_\_\_\_\_  
Borough: \_\_\_\_\_  
District: \_\_\_\_\_  
School #: \_\_\_\_\_  
School Name: \_\_\_\_\_

TO:  
Document Scan Center  
44-36 Vernon Boulevard  
Long Island City, New York 11101  
2nd Floor

**NYS MATH GRADES 6,7,8  
MULTIPLE CHOICE  
SPRING 2008**

**UPDATED POLICY AND GUIDELINES FOR ADMINISTERING  
CITY AND STATE ASSESSMENT TO ENGLISH LANGUAGE  
LEARNERS (ELLs) IN GRADES 3-8**

DECEMBER 2008

No Child Left Behind (NCLB) requires that the English Proficiency of all English Language Learners (ELLs) be tested annually. In order to fulfill the mandates of No Child Left Behind (NCLB) the following rules will apply to all ELLs in a New York City public school:

All ELLs regardless of grade must take the NYSESLAT, even if they take the Grades 3-8 English Language Arts (ELA), the Regents exam in comprehensive English, or for certain ELL Special Education students, the Regents competency examination in reading or writing.

Schools are permitted to exempt from the English Language Arts tests only those ELLs who on January 2, 2008 will have attended school in the United State (excluding Puerto Rico) for less than one year. This change in department policy was necessary so that the State's assessment program would be in conformity with NCLB.

All ELLs regardless of how they have been enrolled in a school in the United States (not including Puerto Rico) must take content 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.

Schools may continue to provide the following testing accommodations to ELLs as long as these accommodations are used consistently throughout the school year:

For ELA, Mathematics, Science, and Social Studies tests:

Time Extension: time and a half

Separate Location

Bilingual Dictionaries and Glossaries

Third Reading of Listening Selection for ELA

For Mathematics, Science, and Social Studies tests:

Simultaneous use of English and Alternative Language Editions

Oral Translations for Lower-Incidence Languages

Writing Responses in a Native Language

TO: **PRINCIPALS OF ELEMENTARY, INTERMEDIATE, JUNIOR  
AND SELECTED HIGH SCHOOLS**

FROM: Joan Flig, Deputy Executive Director  
Content Assessment Support & Summative Assessment  
Office of Accountability (OA)

SUBJECT: **RETURN OF SCORE DOCUMENTS  
NYS MATHEMATICS TEST  
GRADES 3 - 8**

**SHORT & EXTENDED RESPONSES**

---

Schools were shipped:

1. Packaging instructions
2. Return envelopes
3. Poly bags
4. Group/Class headers (required for each class)
5. Packaging labels

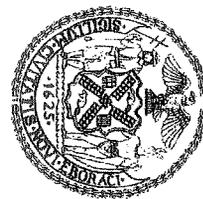
Please note that General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed class header inserted. Special Education students' answer documents, in both self-contained and **District 75** programs are to be grouped by grade, one grade per poly bag, with one completed grade header inserted. Bubble "**Special Education**" and **000** for class.

Completed class sets of score documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. Envelopes should be placed in boxes delivered by the Scan Center. Affix packaging label to box and clearly mark Borough, District, School, and Grades.

Your cooperation is greatly appreciated since the proper and orderly return of your school's answer documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the Assessment Implementation Director (AID) at the Integrated Service Center (ISC).

JF: am  
Enclosures



FROM: \_\_\_\_\_  
Borough: \_\_\_\_\_  
District: \_\_\_\_\_  
School #: \_\_\_\_\_  
School Name: \_\_\_\_\_

TO:

Document Scan Center  
44-36 Vernon Boulevard  
Long Island City, New York 11101  
2nd Floor

**NYS MATH GRADES 3-8**  
**OPEN-ENDED QUESTIONS**  
**SPRING 2008**