



Department of Education

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #9, 2007-08

DATE: April 3, 2008

TO: PRINCIPALS OF ALL SCHOOLS

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

SUBJECT: ADMINISTRATION OF THE NEW YORK STATE ENGLISH AS A SECOND LANGUAGE ACHIEVEMENT TEST (NYSESLAT)

OVERVIEW

The State Education Department (SED) has developed the New York State English as a Second Language Achievement Test (NYSESLAT) to meet the federal requirements of No Child Left Behind and CR Part 154. The NYSESLAT is to be administered to all English Language Learners (ELLs) in Grades K-12. The results of this test will be used to demonstrate improvements in the English proficiency of ELLs, and to determine continued entitlement to Bilingual/English as a Second Language (ESL) services.

PLEASE NOTE:

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE PUBLISHER OR THE NEW YORK STATE EDUCATION DEPARTMENT.

TESTS TO BE GIVEN

DATE	TEST	GRADES	TESTING TIME	PREPARATION TIME	FORMAT
*April 14 through May 16	NYSESLAT (speaking session)	K-12	(approx. 15 minutes)	5 minutes	Individual Performance Based (oral)
*May 5 through May 16	Listening	K-12	See Attachment #5	5-10 minutes	Group Admin. Multiple Choice & open-ended items
*May 5 through May 16	Reading	K-1 2-12	See Attachment #5	5-10 minutes	Group Admin. Multiple Choice & open-ended items
*May 5 through May 16	Writing	K-12	See Attachment #5	5-10 minutes	Group Admin. Multiple Choice & open-ended items

* SCHOOLS MAY SELECT THE DATES & GRADES TO BE TESTED ANYTIME WITHIN THE TEST ADMINISTRATION WINDOW. SED SUGGESTS THAT SCHOOLS ADMINISTER THE SUBTESTS IN THE FOLLOWING SEQUENCE: SESSION 1 (SPEAKING), SESSION 2 (LISTENING), SESSION 3 (READING), AND SESSION 4 (WRITING).

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE TEST IS ADMINISTERED. ALL TEST MATERIALS WILL BE RETURNED TO HARCOURT INC. IMMEDIATELY AFTER THE TEST IS ADMINISTERED.

CALENDAR

- April 7 through April 9 SED (UPS) **DELIVERS** secure & non-secure materials for the Speaking session of NYSESLAT to schools. Schools must open cartons (which contain a packing slip) immediately to verify quantities. Notify the Assessment Implementation Director (AID) of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** A school supervisor must reseal cartons and place in a secure, locked facility.
- April 14 through May 16 **ADMINISTER** the Speaking session of the NYSESLAT. All scoring of the Speaking session of this test must be completed by May 16, 2008. Score documents are not needed during the Speaking session. Scores may be recorded on a class roster and transcribed onto the score documents during the scoring session.
- April 28 through April 30 SED (UPS) **DELIVERS** secure and non-secure test materials for the Listening, Reading, & Writing sessions of the NYSESLAT to schools. Schools must open cartons (which contain a packing slip) immediately to verify quantities. Notify the AID of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** A school supervisor must reseal cartons and place in a secure, locked facility.
- By April 30 OA **DELIVERS** (Perfect Courier) answer documents to schools and overage to the Integrated Service Center (ISC).
- May 5 through May 16 **ADMINISTER** the NYSESLAT Grades K-12 Listening, Reading, & Writing sessions. Follow the NYSESLAT Manual for Administrators and Teachers. All security measures and time limits must be strictly maintained. SED suggests that schools administer the subtests in the following sequence: Listening, Reading, Writing.
- May 16 by 12:00 p.m. Completed **Reading and Listening** answer documents are to be **RETURNED** to the locations indicated below:
- Schools **DELIVER** completed answer documents in sealed packages with a Test Material Security Form to the AID by 12:00 p.m.
 - District 75 schools **RETURN** packages to Steven Weinrich, 400 First Avenue, Room #662C New York, NY 10010.
- May 19 through May 30 Scoring of the Writing session of the NYSESLAT. Transcribe the Speaking session scores to answer documents.
- June 2 by 12:00 p.m. Completed **Writing and Speaking** score documents are to be **RETURNED** to the locations indicated below:
- Schools **DELIVER** completed answer documents in sealed packages to the AID by 12:00 p.m.
 - District 75 schools **RETURN** packages to Steven Weinrich, 400 First Avenue, Room #662C, New York, NY 10010.

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 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 one of the envelopes of answer documents returned to the AID. Submit a copy of the Test Material Security Form to the AID, to be kept on file at the ISC office.
- Tests and testing materials will be delivered according to the calendar on page 2.
- 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 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 State Education Department (SED) by fax to (518) 402-5596. Invalidated tests may not be scored.

STUDENTS TO BE TESTED:

All ELLs (including Special Education Alternate Assessment students) must be administered the NYSESLAT.

Students with Disabilities

All ELL students with disabilities, identified by a multidisciplinary team or by the Committee on Special Education (CSE), including those participating in the New York State Alternate Assessment (NYSAA), must participate in NYSESLAT. Use the chart in Appendix H (Attachment #10) to determine which NYSESLAT grade-level assessment to administer to students with disabilities who, according to their Individualized Education Program (IEP), are ungraded.

Absentees are those students who were either not present or late for the beginning of the test on the testing day. They should be tested during the make-up period.

For information on the use of test modifications, please refer to ASSESSMENT MEMORANDUM #1, dated August 27, 2007.

All ELLs regardless of whether they are required to take the English Language Arts (ELA) test MUST take the NYSESLAT.

REMINDER:

In order to qualify for Part 154 funding, ELLs must take the NYSESLAT. Spanish-speaking ELLs in bilingual programs also must be administered the Spanish Reading Test (El Exámen de Lectura en Español - ELE) which will be administered on May 28, 2008 for all students in Grades 3-12 Spanish bilingual classes. The Chinese Reading Test for all students in Grades 3 - 12 Chinese bilingual classes will be administered on May 27, 2008. These tests are administered in order to satisfy Part 154 requirements. (See Test Memoranda #11 and #12 concerning the Chinese and the Spanish Reading Tests.)

TEST INSTRUMENTS AND DISTRIBUTION OF TEST MATERIALS

NYSESLAT reflects the New York State Learning Standards for both English as a Second Language and English Language Arts. The assessments have the following features:

NYSESLAT provides five grade-level assessments:

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
K-1	2-4	5-6	7-8	9-12

Each grade-level assessment includes all four language modalities: Speaking, Listening, Reading, and Writing.

The State Education Department will provide test booklets, teacher guides, and Pre-recorded CDs to be used for the Listening session. Schools are responsible for providing CD players. Answer documents will be provided by the Office of Accountability.

RETURN OF ANSWER DOCUMENTS

In order to ensure the return of accurate test results, check the following information on each answer document: Name, ID Number, Borough, District, School, Grade, Primary Language, Gender, and Date of Birth. Biographical information may not be changed on pre-slugged answer documents.

NOTE: IF YOUR ANSWER DOCUMENTS ARE NOT FILLED OUT CORRECTLY, THEY WILL NOT BE SCANNED. GRADE MUST BE BUBBLED ON NYSESLAT ANSWER DOCUMENTS.

Assemble the answer documents by grade. Separate General Education from Special Education.

Complete one Group/Class Header sheet for EACH GRADE in General Education and one for each grade in Special Education.

Write in and bubble:

- Borough, District, School Number
- Grade
- Number of Answer Documents Submitted for the grade
- Special Education - Bubble if appropriate
- Grade Number for Teacher's Name

Leave Blank:

- Class

Package each grade in a poly bag with the completed header sheet clearly visible on top of that grade's answer documents.

Package the grade sets of poly bags in an OA document return envelope, and complete all information on the outside of the envelope.

Complete and submit principal's certification form.

QUESTIONS

Refer any questions regarding this testing program to the following:

- Assessment Implementation Director
- ELL Curriculum Specialists
- District 75 Schools, Steven Weinrich at (212) 802-1521

This memorandum is available at:

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

JB: am

Attachments

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

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. GENDER - Fill in male or female.
4. DATE OF BIRTH - Fill in month, day and year.
5. GRADE LEVEL - 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. HOME LANGUAGE – Fill in student's home language.
9. 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.
10. Answer the question.
11. Answer the question.
12. ELL Accommodations: Fill in as many as apply for ELLs.
13. 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.
14. 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

The diagram shows a form titled "NEW YORK CITY GROUP/CLASS HEADER" with the following sections and callouts:

- 1:** Points to the "TEACHER'S NAME" section, which is divided into "LAST", "FIRST", and "MI" columns, each with a grid of circles for letter entry.
- 2:** Points to the "BORO", "DISTRICT", and "SCHOOL NUMBER" section, each with a grid of circles for digit entry.
- 3:** Points to the "GRADE" section, which has a grid of circles for digit entry.
- 4:** Points to the "CLASS" section, which has a grid of circles for 3-digit class code entry.
- 5:** Points to the "NO. OF ANSWER DOCUMENTS SUBMITTED" section, which has a grid of circles for digit entry.
- 6:** Points to the "GROUP CODES" section, which has columns labeled A through J, each with a grid of circles for digit entry.
- 7:** Points to the "TEST NAME" field.
- 8:** Points to the "TEST DATE" field.
- 9:** Points to the "SPECIAL EDUCATION" checkbox.
- 10:** Points to the "MAKE-UP" checkbox.
- 11:** Points to the "TRANSLATION" checkbox.
- 12:** Points to a blank space at the bottom right of the form.

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.

**NEW YORK STATE ENGLISH AS A SECOND LANGUAGE ACHIEVEMENT TEST
(NYSESLAT) - SPRING 2008**

OFFICE OF ACCOUNTABILITY

Principal's Certification

(Return with answer documents)

TO: Office of Accountability – (Assessment)

The NYSESLAT answer documents enclosed have been completed and assembled according to directions. The answer documents have been carefully checked to see that the following information has been entered:

- Student Name
- Student NYC ID Number
- Grade of Student
- Special Education

All answer documents are placed in an Office of Accountability pre-printed envelope with the appropriate information entered on the envelopes.

I am aware that **GRADE** information is absolutely necessary to compute final student scores. If this information is not correct on each answer document, no entitlement decision will be made.

The school contact person is _____ Phone # _____

Borough _____ District _____ School _____

Principal's Signature

Date

The NYSESLAT consists of five grade bands: K–1, 2–4, 5–6, 7–8, and 9–12. Each grade band assesses four language modalities: listening, speaking, reading, and writing. The table below shows the grade bands and modalities of the test, the number of questions in each test, and the estimated testing time for each of the five grade bands. The NYSESLAT is an untimed test. Consequently, the times provided in the table are for planning purposes only. The time allotment indicated for each grade band should be adequate. However, if necessary, additional time should be provided. **Allow any student working productively to have as much time as he or she needs to complete the test.** The NYSESLAT is administered annually to all ELL students in Grades K–12.

Grade Band	Test Modality (Subtest)	Number of Questions	Estimated Testing Time in Minutes
K–1	Speaking	16	15
	Listening	24	30
	Reading	15	22
	Writing		
	• Writing Conventions	6	10
	• Writing	9	30
2–4	Speaking	16	15
	Listening	24	35
	Reading	24	50
	Writing		
	• Writing Conventions	12	15
	• Pre-Writing	3	10
	• Writing	1	15
5–6	Speaking	16	15
	Listening	25	35
	Reading	27	55
	Writing		
	• Writing Conventions	15	15
	• Pre-Writing	3	10
	• Writing	1	15
7–8	Speaking	16	15
	Listening	25	40
	Reading	27	55
	Writing		
	• Writing Conventions	15	15
	• Pre-Writing	3	10
	• Writing	1	20
9–12	Speaking	16	15
	Listening	25	40
	Reading	27	55
	Writing		
	• Writing Conventions	15	15
	• Pre-Writing	3	10
	• Writing	1	20

FROM: _____
Borough: _____
District: _____
School #: _____
School Name: _____

TO:

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

NYC
Department of
Education
Joel I. Klein
Chancellor

NYSESLAT PART - I
READING & LISTENING
SPRING 2008

FROM: _____
Borough: _____
District: _____
School #: _____
School Name: _____

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

NYC
Department of
Education
Joell I. Klein
Chancellor

NYSESLAT PART - II
WRITING & SPEAKING
SPRING 2008

M E M O R A N D U M

TO: PRINCIPALS OF ALL SCHOOLS

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

SUBJECT: **RETURN OF ANSWER DOCUMENTS - NEW YORK STATE ENGLISH
AS A SECOND LANGUAGE ACHIEVEMENT TEST (NYSESLAT)**

READING & LISTENING

Enclosed in this envelope are the packaging materials necessary for the return of the **NYSESLAT Reading and Listening Test** answer documents.

Included are the following:

1. Packing 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 grade, one grade per poly bag, with the completed class header inserted. Bubble "**Grade Number**" (i.e., Grade One) for teacher's name and **000** for class.

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**" for teacher's name and **000** for class.

Completed grade sets of answer documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. Affix test label to one envelope.

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).

M E M O R A N D U M

TO: PRINCIPALS OF ALL SCHOOLS

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

SUBJECT: **RETURN OF SCORE COLLECTION DOCUMENTS
NEW YORK STATE ENGLISH AS A SECOND LANGUAGE
ACHIEVEMENT TEST (NYSESLAT)**

WRITING AND SPEAKING

Enclosed in this envelope are the packaging materials necessary for the return of the **NYSESLAT Writing & Speaking Test** score collection documents.

Included are the following:

1. Packing 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 grade, one grade per poly bag, with the completed class header inserted. Bubble "**Grade Number**" (i.e., Grade One) for teacher's name and **000** for class.

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**" for teacher's name and **000** for class.

Completed grade sets of answer documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. Affix test label to one envelope.

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).

Appendix H
Information on Ungraded Students with Disabilities
NYSESLAT

LEP students who are graded must take the State examination for the grade level in which they are enrolled. The chart below is to be used solely to ascertain the appropriate NYSESLAT grade band test to administer to those LEP students with disabilities who are ungraded.

<http://www.vesid.nysed.gov/specialed/publications/policy/ungraded.htm>.

Age Ranges for Testing on NYSAA, NYSESLAT and General Assessments
for Ungraded Students with Disabilities
at the Elementary and Middle Levels in 2007-08

Assessments	Birth Date	Reaches This Age Between September 1, 2007 and August 31, 2008
Grade K NYSESLAT	Any date on or after August 31, 2002	6
Grade 1 NYSESLAT	September 1, 2000– August 31, 2001	7
Grade 2 NYSESLAT	September 1, 1999– August 31, 2000	8
Grade 3 NYSESLAT	September 1, 1998– August 31, 1999	9
Grade 4 NYSESLAT	September 1, 1997– August 31, 1998	10
Grade 5 NYSESLAT	September 1, 1996– August 31, 1997	11
Grade 6 NYSESLAT	September 1, 1995– August 31, 1996	12
Grade 7 NYSESLAT	September 1, 1994– August 31, 1995	13
Grade 8 NYSESLAT	September 1, 1993– August 31, 1994	14
Grade 9 NYSESLAT	September 1, 1992– August 31, 1993	15
Grade 10 NYSESLAT	September 1, 1991– August 31, 1992	16
Grade 11 NYSESLAT	September 1, 1990– August 31, 1991	17
Grade 12 NYSESLAT	Born on or before August 31, 1990	18