



**Department of
Education**

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #14, 2007-2008

DATE: May 12, 2008

TO: PRINCIPALS OF ALL SCHOOLS

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

SUBJECT: GRADE 8 INTERMEDIATE-LEVEL SOCIAL STUDIES TEST
PARTS 1 & 2

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) has developed assessments in the core subject areas. The purpose of the assessments is to determine how well students are mastering the higher standards in social studies.

PLEASE NOTE:

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

TEST TO BE GIVEN

New York State Grade 8 Intermediate - Level Social Studies Test

DATE	TEST	GRADE	TESTING TIME	PREPARATION TIME	FORMAT
June 3	Intermediate-Level Social Studies Test	8	90 minutes	15 minutes	Multiple Choice & Constructed Responses
June 4	Intermediate-Level Social Studies Test	8	90 minutes	15 minutes	Document - Based Question

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.

GRADE 8 INTERMEDIATE-LEVEL SOCIAL STUDIES TEST

May 29
through
June 2

SED (UPS) **DELIVERS** all non-secure & secure materials and teacher's directions to schools.

Teacher's Directions may be photocopied if necessary (non-secure material).

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.** Reseal cartons and place in a secure, locked facility (to be done by a school supervisor).

By May 29

OA (Perfect Courier) **DELIVERS** answer documents to schools and overage to your Integrated Service Center (ISC).

June 2
AFTER
3:00 PM

After students have been dismissed, **Grade 8 Intermediate-Level Social Studies Test (Booklet 1)** cartons may be opened. **UNOPENED** shrink-wrapped packages of test booklets may be placed in envelopes 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 Tuesday, June 3.

BUILDING SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF THE INTERMEDIATE-LEVEL SOCIAL STUDIES TEST (BOOKLET 1) UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TEST BEGINS.

June 3

ADMINISTER the **Grade 8 Intermediate-Level Social Studies Test (Booklet 1)** no later than 9:15 AM. Adhere to time limit unless test modifications are indicated on a student's IEP, 504 Plan, or the student is an ELL.

June 3
AFTER
3:00 PM

After students have been dismissed, **Grade 8 Intermediate-Level Social Studies Test (Booklet 2)** cartons may be opened. **UNOPENED** shrink-wrapped packages of test booklets may be placed in envelopes 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 Wednesday, June 4.

BUILDING SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF THE INTERMEDIATE-LEVEL SOCIAL STUDIES TEST (BOOKLET 2) UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TEST BEGINS.

June 4

ADMINISTER the **Grade 8 Intermediate-Level Social Studies Test (Booklet 2)** no later than 9:15 AM. Adhere to time limit unless test modifications are indicated on a student's IEP, 504 Plan, or the student is an ELL.

June 12
through
June 19

Scoring of Grade 8 Intermediate-Level Social Studies Test will take place at school sites. All performance assessment student answer booklets must be stored in a secure, locked facility.

PLEASE NOTE: There is only one answer document for the **Grade 8 Intermediate-Level Social Studies Test**. For this reason, after the administration of the multiple choice, answer documents should be prepared for the Constructed Response and Document-Based Question scoring, then packaged according to instructions.

June 19
by 12:00 noon

All schools **RETURN** completed **Grade 8 Intermediate-Level Social Studies Test** answer documents and Test Material Security Form to the AIDs by 12:00 noon.

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 the package of answer documents returned to the AID by **12:00 noon on June 19, 2008**. 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.
- 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.

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-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 Assessment 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. Their answer documents 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. See Attachment #1 regarding test accommodations for ELLs.

STUDENTS NOT TO BE TESTED AND ABSENTEES

- Students who are eligible for the New York State Alternate Assessment (NYSAA) will not be administered the Social Studies 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, and then Day 2.
- 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.

MAKE-UP TESTING SCHEDULE

<u>TEST</u>	<u>MAKE- UP DATES</u>	<u>COMPLETED ANSWER DOCUMENTS TO THE AIDs</u> <u>BY 12:00 NOON</u>
Grade 8 Intermediate-Level Social Studies Test	June 5 – 11	June 19

Questions regarding this test memorandum may be addressed to the following:

- Assessment Implementation Directors
- District 75 Schools, Steven Weinrich, (212) 802-1521

Your cooperation is greatly appreciated.

This memorandum is available at:

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

JF: arn
Attachments

c: Marcia Lyles
James Liebman
Bonnie Brown
Arthur VanderVeen
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. 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.
12. TRANSLATED EDITION – Bubble in appropriate language if student is using for the test.

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 instruction "SEE INSTRUCTIONS ON REVERSE SIDE". The form is divided into several sections:

- TEACHER'S NAME:** A large grid for entering the teacher's name, divided into "LAST", "FIRST", and "MI" columns. Callout 1 points to this section.
- BOROUGH, DISTRICT, SCHOOL NO.:** A grid for entering location information. Callout 2 points to this section.
- GRADE:** A grid for entering the grade level. Callout 3 points to this section.
- CLASS:** A grid for entering the class code. Callout 4 points to this section.
- NO. OF ANSWER DOCUMENTS SUBMITTED:** A grid for entering the number of documents. Callout 5 points to this section.
- GROUP CODES:** A grid with columns A through J for entering group codes. Callout 6 points to this section.
- TEST NAME:** A line for entering the test name. Callout 7 points to this field.
- TEST DATE:** A line for entering the test date. Callout 8 points to this field.
- SPECIAL EDUCATION:** A checkbox for Special Education students. Callout 9 points to this checkbox.
- MAKE-UP:** A checkbox for Make-up students. Callout 10 points to this checkbox.
- TRANSLATION:** A checkbox for Translation students. Callout 11 points to this checkbox.
- LEAVE BLANK:** A grid at the bottom right for leaving blank. Callout 12 points to this grid.

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.

**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

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 SOCIAL STUDIES TEST GRADE 8**

Schools were shipped the following:

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

General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed group header inserted. Bubble teacher's name and class on the class header.

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 on the group header.

Completed class sets of the 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).

JF: am