



Department of Education

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #17, 2007-2008

DATE: July 7, 2008

TO: PRINCIPALS OF ALL SUMMER SCHOOLS

FROM: Grace Pepe, Director of Assessment Operations *GP*
Office of Accountability (OA)

SUBJECT: Summer 2008 Test Administration: Citywide ELA and Mathematics Tests for Elementary, Intermediate, Junior High, Special Education, and Selected High Schools

OVERVIEW

The purpose of the summer school testing program is to provide data to facilitate promotion decisions for mandated students in Summer School 2008. Standardized tests in English Language Arts and mathematics will be administered to the following students in Grades 3-8 only in the subject area(s) for which they are attending summer school:

- Students in Grades 3, 5, and 7 held to the promotion policy (Mandated students)
- Students in Grades 4, 6, and 8 (Mandated students only)
- Special Education students in Grades 3 – 8 (Needs Improvement)

It is particularly important that Integrated Service Center (ISC) and school staff read this memorandum carefully and follow all procedures and timelines. See Attachment #1 for a list of the borough ISC with contact information for the Assessment Implementation Directors (AIDs). Districts have been designated for each ISC. Schools must address questions to and contact only the AID at their designated ISC. Deviations from the instructions may cause serious delays in the return of test results to the schools or may result in invalidation of test scores.

TESTS TO BE GIVEN:

Citywide Summer 2008 English Language Arts- for Grades 3 through 8
Citywide Summer 2008 Mathematics - for Grades 3 through 8

DATE	TEST	GRADES	TESTING TIME	PREPARATION TIME	FORMAT
August 4	English Language Arts	3 through 8	65 minutes	5-10 minutes	50 Multiple Choice Questions
August 5	Mathematics	3	55 minutes	5-10 minutes	45 Questions
		4 through 8	65 minutes		50 Questions
August 6	ELA & Mathematics Make-up	3 through 8	See above	5-10 minutes	See above

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE TEST IS ADMINISTERED. ALL TEST MATERIALS WILL BE COLLECTED BY OA AFTER THE TEST IS ADMINISTERED.

Please note: Test materials and/or test packages have been bar-coded for security. All used and unused test booklets will be returned to OA for the purpose of reconciling all delivered materials.

CALENDAR**JULY/AUGUST**

Mon. July 28
through
Thurs. July 31

OA **DELIVERS** (Perfect Courier) Citywide Summer 2008 English Language Arts (ELA) and Mathematics answer documents to schools and overage to the borough ISCs.

The same answer document will be used for the translated and English version of the Mathematics test. Students taking the translated test **MUST** bubble in the translated language on the front of the answer document.

OA **DELIVERS** (Perfect Courier) Citywide Summer 2008 ELA and Mathematics Braille, Large Print, and non-secure/secure translation overage to the ISCs. (Schools may pick them up as soon as they are available.)

Harcourt **DELIVERS** (Perfect Courier) secure materials for Citywide Summer 2008 ELA (Grades 3-8). Schools must open secure cartons to verify quantities. Notify the AIDs of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Cartons must be returned to a secure, locked facility by a school supervisor.

CTB **DELIVERS** (Velocity Express Inc.) secure materials for Citywide Summer 2008 Mathematics (Grades 3-8). Schools must open secure cartons to verify quantities. Notify the AIDs of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES.** Cartons must be returned to a secure, locked facility by a school supervisor.

Fri. Aug. 1

After students have been dismissed, Citywide Summer 2008 ELA cartons may be opened. **UNOPENED** shrink-wrapped packages 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 Monday, Aug. 4.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF CITYWIDE ELA EXAMS UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TESTING BEGINS.

Mon. Aug. 4

ADMINISTER Citywide Summer 2008 ELA to Grades 3 - 8 beginning no later than 9:15 AM.

ADHERE TO TIME LIMIT UNLESS A TIME EXTENSION ACCOMMODATION IS INDICATED ON A STUDENT'S IEP, 504 PLAN, OR THE STUDENT IS ELIGIBLE FOR THE TIME EXTENSION FOR ELLs.

IF A MANDATED STUDENT WITH A PRE-SLUGGED ANSWER DOCUMENT IS ABSENT ON MONDAY, AUGUST 4th, KEEP THE PRE-SLUGGED FORM AND USE IT FOR THE MAKE-UP TEST ADMINISTRATION ON WEDNESDAY, AUGUST 6th. IF A MANDATED STUDENT WITH A PRE-SLUGGED ANSWER DOCUMENT IS ALSO

ABSENT FOR THE MAKE-UP ON WEDNESDAY, AUGUST 6th, RETURN THE PRE-SLUGGED FORM BUBBLED IN "ABSENT" WITH THE MAKE-UP ANSWER DOCUMENTS.

AFTER THE TEST ADMINISTRATION, ALL TEST BOOKLETS (USED AND UNUSED) MUST BE RETURNED TO A SECURE, LOCKED FACILITY.

by 1:00 PM

All schools **RETURN** completed Citywide Summer 2008 ELA answer documents, signed packing slip, and the Test Material Security Form to their AID by 1:00 PM. at their designated ISC. (Attachment #2)

by 2:00 PM

District 75 schools **RETURN** these items to 400 First Avenue by 2:00 PM.

After students have been dismissed, Citywide Summer 2008 Mathematics cartons may be opened. **UNOPENED** shrink-wrapped packages 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 Tuesday, Aug. 5.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF CITYWIDE MATHEMATICS EXAMS UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TESTING BEGINS.

Tues. Aug. 5

ADMINISTER Citywide Summer 2008 Mathematics to Grades 3 - 8 beginning no later than 9:15 AM.

ADHERE TO TIME LIMIT UNLESS A TIME EXTENSION ACCOMMODATION IS INDICATED ON A STUDENT'S IEP, 504 PLAN, OR THE STUDENT IS ELIGIBLE FOR THE TIME EXTENSION FOR ELLs.

IF A MANDATED STUDENT WITH A PRE-SLUGGED ANSWER DOCUMENT IS ABSENT ON TUESDAY, AUGUST 5th, KEEP THE PRE-SLUGGED FORM AND USE IT FOR THE MAKE-UP TEST ADMINISTRATION ON WEDNESDAY, AUGUST 6th. IF A MANDATED STUDENT WITH A PRE-SLUGGED ANSWER DOCUMENT IS ALSO ABSENT FOR THE MAKE-UP ON WEDNESDAY, AUGUST 6th, RETURN THE PRE-SLUGGED FORM BUBBLED IN "ABSENT" WITH THE MAKE-UP ANSWER DOCUMENTS.

AFTER THE TEST ADMINISTRATION, ALL TEST BOOKLETS (USED AND UNUSED) MUST BE RETURNED TO A SECURE, LOCKED FACILITY.

by 1:00 PM

All schools **RETURN** completed Citywide Summer 2008 Mathematics answer documents, signed packing slip, and the Test Material Security Form to their AID by 1:00 PM at their designated ISC. (Attachment #2).

by 2:00 PM

District 75 schools **RETURN** these items to 400 First Avenue by 2:00 PM.

- Wed. Aug. 6 **ADMINISTER** make-up tests. All security measures must be strictly followed.
- by 1:00 PM Schools **RETURN** completed Citywide Summer 2008 ELA and Mathematics make-up answer documents and the Test Material Security Form to their AID by 1:00 PM at their designated ISC. (Attachment #2)
- August 27-31 Used and unused secure summer school test materials will be picked up from schools by Perfect Courier. All test booklets must be stored in a secure, locked facility until the tests are picked up from schools between August 25-29.

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 school administrator.
- 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 (Attachment #1) 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. Submit a second 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, and 4.
- 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 to the Scan Center. After inspection, cartons must be resealed and securely stored. Unannounced inspections before, during, and after testing may be conducted by ISC staff and staff from the NYC Department of Education. 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 AIDs at their borough ISC. Invalidated tests may not be scored.

STUDENTS TO BE TESTED

Grades 3 - 8 students who are flagged, as "M" (Mandated) on ATS in the Summer School Indicator column must be tested in the subject area(s) for which they are attending summer school. Students who have not been in attendance in summer school should be permitted to take the tests.

English Language Learners (ELLs) must take the same tests that they took in Spring 2008. These may include Citywide Mathematics in English or Translation, and/or ELA as appropriate. Translations of the Citywide Summer 2008 Mathematics are available in Spanish, Haitian Creole, Chinese Simplified, Chinese Traditional, Russian, and Korean.

All Special Education students and Special Education English Language Learners (ELLs) whose IEPs indicate that they are held to the Chancellor's Regulation A501 Promotion Standards must be tested using the same exams that they took in Spring 2008. This includes students in General Education with supplemental assistance and services (e.g., resource room, related services, consultant teacher services, integrated programs) and students in self-contained classes. These students must be tested using the same exams that they took in Spring 2008.

Refer to OA Memo #1 dated August 27, 2007 pertaining to test accommodations for Special Education students.

INSTRUCTIONS FOR THE COLLECTION OF ANSWER DOCUMENTS

Teachers should make certain 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 student there is a document with the "absent" bubble filled in. **DO NOT INSERT ANSWER DOCUMENTS INTO THE TEST BOOKLETS.**

Refer to Attachment #3 regarding answer document preparation.

QUESTIONS

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

Assessment Implementation Directors (AIDs) (Attachment #1)

Summer School Coordinators

District 75 Schools, Steven Weinrich at (212) 802-1521

Your continuing 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
Summer School Coordinators

NEW YORK CITY DEPARTMENT OF EDUCATION**OFFICE OF ACCOUNTABILITY**
CONTENT AND ASSESSMENT SUPPORT**2007-2008 ASSESSMENT IMPLEMENTATION DIRECTORS**

INTEGRATED SERVICE CENTER	ASSESSMENT IMPLEMENTATION DIRECTORS
MANHATTAN	
COMPRISING DISTRICTS:	
1, 2, 3, 4, 5, & 6	
333 Seventh Avenue	Suzanne Muller
7 th Floor	(212) 356-3784
New York, N.Y. 10001	(212) 356-7523 (FAX)
	SMuller@schools.nyc.gov
BRONX	
COMPRISING DISTRICTS:	
7, 8, 9, 10, 11, & 12	
1 Fordham Plaza	Sharon Cahr
7 th Floor	(718) 741-5559
Bronx, N.Y. 10458	(718) 741-7954 (FAX)
	SCahr@schools.nyc.gov
BROOKLYN	
COMPRISING DISTRICTS:	
13, 14, 15, 16, 19, 23 & 32	
131 Livingston Street	David Rapheal
Third Floor	(718) 935-5965
Brooklyn, N.Y. 11201	(718) 935-4888 (FAX)
	DRaphea@schools.nyc.gov
QUEENS	
COMPRISING DISTRICTS:	
24, 25, 26, 27, 28, 29, & 30	
28-11 Queens Plaza North	Barbara Marcisak
2 nd Floor, Room #43	(718) 391-8352
L.I.C., N.Y. 11101	(718) 391-6886 (FAX)
	BMarcis@schools.nyc.gov
STATEN ISLAND	
COMPRISING DISTRICTS:	
17, 18, 20, 21, 22, & 31	
715 Ocean Terrace	Judy Cohen
Building A, Room #A127	(718) 390-1579
Staten Island, N.Y. 10301	(718) 420-5665 (FAX)
	JCohen32@schools.nyc.gov
LONG ISLAND CITY, SCAN CENTER	
COMPRISING DISTRICTS:	
1, 2, 3, 4, 5 & 6	
44-36 Vernon Boulevard	Marie Busiello
Room #210	(718) 349-5636
Long Island City, N.Y. 11101	(718) 349-5632 (FAX)
	MBusiel@schools.nyc.gov
LONG ISLAND CITY, SCAN CENTER	
COMPRISING DISTRICTS:	
7, 8, 9, 10, 11 & 12	
44-36 Vernon Boulevard	Luz Solomita
Room #211A	(718) 349-5605
Long Island City, N.Y. 11101	(718) 349-5632 (FAX)
	LSolomi@schools.nyc.gov

LONG ISLAND CITY, SCAN CENTER		
COMPRISING DISTRICTS:		
13, 14, 15, 16, 19, 23, & 32		
44-36 Vernon Boulevard		Louise Smith
Room #202		(718) 349-5646
Long Island City, N.Y. 11101		(718) 349-5642 (FAX)
		LSmith2@schools.nyc.gov
LONG ISLAND CITY, SCAN CENTER		
COMPRISING DISTRICTS:		
24, 25, 26, 27, 28, 29, & 30		
44-36 Vernon Boulevard		Rita Magier
Room #207		(718) 349-5618
Long Island City, N.Y. 11101		(718) 349-5642 (FAX)
		RMagier@schools.nyc.gov
LONG ISLAND CITY, SCAN CENTER		
COMPRISING DISTRICTS:		
17, 18, 20, 21, 22 & 31		
44-36 Vernon Boulevard		José Garcia
Room #210		(718) 349-5635
Long Island City, N.Y. 11101		(718) 349-5632 (FAX)
		JGarcia17@schools.nyc.gov
SPECIAL EDUCATION		
D 75	400 First Avenue	Steven Weinrich
	Room #662C	(212) 802-1521
	N. Y., N. Y. 10010	(917) 256-4245 FAX
		SWeinri@schools.nyc.gov
ALTERNATIVE SCHOOLS & PROGRAMS		
D 79	4360 Broadway	Melissa Viscovich
	Room #419	(917) 521-3611
	New York, N.Y. 10033	(917) 521-3649 FAX
		MViscovich@schools.nyc.gov
CHARTER SCHOOLS		
D 84	52 Chambers St	Joshua Morales
	Room #405	(212) 374-5550
	N.Y.,N.Y. 10007	(212) 374-5581 FAX
		JMorales5@schools.nyc.gov
D 84	52 Chambers St	Jeannemarie Hendershot
	Room #405	(212) 374-5550
	N.Y.,N.Y. 10007	(212) 374-5581 FAX
		JHendershot@schools.nyc.gov
HOMEBOUND INSTRUCTION		
	3450 E. Tremont Ave.	Moira Magro
	1st Floor	(718) 794-7241
	Bronx, N.Y. 10465	(718) 794-7237 FAX
		MMagro@schools.nyc.gov
HOSPITAL INSTRUCTION		
	3450 E. Tremont Ave.	Keri Kaufmann
	1st Floor	(718) 794-7266
	Bronx, N.Y. 10465	(718) 794-7263 FAX
		KKaufmann@schools.nyc.gov

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.