



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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MEMORANDUM

January 15, 2008

TO: Principals of Elementary Schools

**From: Jennifer Bell-Ellwanger, Executive Director
Content and Assessment Support, and Summative Assessment
Office of Accountability (OA)**

Subject: Administration of The Gifted & Talented Assessments

The Gifted & Talented assessments will be administered from January 22nd through February 15th. Schools with students in Pre-K through 2nd Grade will administer the Bracken School Readiness Assessment (BSRA) and the Otis Lennon School Ability Test (OLSAT) to students who have a completed Request for Testing Form. Students currently enrolled in Gifted & Talented Programs do not need to be assessed, unless they want to go to a citywide program.

Delivery of Gifted and Talented Materials

Delivery of test materials is scheduled to take place starting on January 15, 2008. Test materials will ship directly from the NYCDOE Scan Center to your school. Inventory the materials as soon as they are received and retain the cartons for returning materials to Harcourt Assessment.

All cartons will contain pre-ID labels for all students in grades Pre-K to 2 in your school, not just those students participating in the Gifted & Talented testing. **Use only the labels for those students identified on the ATS list of students to be tested.** A printed list of students to be tested can be obtained by going to number 2-New Report: Gifted & Talented Testing Request–RGFT. This report lists the students in your school who are flagged to be candidates for Gifted & Talented testing. RGFT is number 17 on the RSDR.

Excess labels must be returned in the “non-scorable” shipment to Harcourt. If your school does not receive the pre-ID labels for particular students, please be sure to complete the information requested on the student demographic pages of the BSRA and the OLSAT documents. The information bubbled on both the BSRA and the OLSAT answer documents must be identical. If only one pre-ID label is available, the information entered on the blank demographic page must match the preprinted pre-ID label demographic page.

Prior to Test Administration

- Test materials must be placed in a secure location.
- Follow your school’s testing schedule and announce test dates and schedule to students and parents in advance.
- Cover or remove any bulletin boards, displays and /or charts that contain material pertinent to this test.
- Teachers/Proctors should become thoroughly familiar with the OLSAT directions for administration, the BSRA Stimulus Manual, record form and Teacher/Examiner directions from the School Test Coordinators Manual.
- Teachers/Proctors should be thoroughly familiar with procedures related to the answer documents.

Although the publications are labeled by grade level, the child must take the test based on his or her birth year. In most cases, the grade level will be the appropriate indicator. However, a child's birth year may not correspond to the grade level. Therefore, please check the following chart and make certain that each child receives the appropriate publication, based on his or her birth year.

2008 New York City Gifted & Talented Testing Program <i>Otis-Lennon School Ability Test</i> ®, Seventh Edition (OLSAT 7)* <i>*Tests are administered based on the birth year,</i> <i><u>not</u> grade levels.</i>		
Date of Birth	OLSAT	<i>Gifted & Talented Program Test Information 2007-2008</i>
Students born in 2003	OLSAT 7, Form 4, Level A, Questions 1-40	For Pre-Kindergarten & Kindergarten Students
Students born in 2002	OLSAT 7, Form 4, Level A, Questions 1-60	For Pre-Kindergarten & Kindergarten Students
Students born in 2001	OLSAT 7, Form 4, Level B, Questions 1-60	For 1 st Graders
Students born in 2000 and earlier	OLSAT 7, Form 4, Level C, Questions 1-60	For 2 nd Graders

The school test coordinator will provide the proctor with:

- Appropriate level A, B, and C OLSAT test books and Directions For Administration (DFAs)
- BSRA Stimulus Manual and Record forms
- Appropriate pages from the School Test Coordinators Manual
- Student pre-ID labels (2 per student)
- HEM Markers (place markers) for use with the OLSAT

Test Administration Window: January 22nd-February 15th.

When testing for Gifted & Talented, the BSRA is tested first and the OLSAT is tested second following these two key rules:

- Every effort must be made to administer the two tests as close together as possible.
- Both tests are to be administered the same day.

Note: It is not permissible to test BSRA on one day and OSLAT on another.

Please adhere to the student IEP or 504 plan when administering both assessments.

Translations are available in Arabic, Bengali, Chinese, Korean, Haitian-Creole, Russian, Spanish and Urdu. Students may receive the assessment in a foreign language, if a translator is available. If a student needs a translator for the assessment, a licensed teacher must be present during the administration. The NYCDOE Office of Bilingual Education can assist schools in locating suitable translators.

It is suggested that students born in 2000 and 2001 are tested first. It is likely that you will have fewer students in this age group to be tested.

The BSRA Administration

Refer to the Administration Manual.

- All children, regardless of date of birth, will take the same version of the BSRA.
- The administration time is between 10-15 minutes.
- The test is administered 1 on 1 (1 proctor per student).
- Students respond to a stimulus manual.
- Answers are marked by the teacher/proctor in the test booklet.
- Items are administered in sequence until the child misses three consecutive items (discontinuation rule); then continue with the next item of the next subtest.
- Repeat each item if the child does not respond after about 10 seconds or if the child requests it. Do not repeat an item if a child responds incorrectly after the first presentation.
- Self-correction is permitted prior to moving to the next item.

Materials Needed

- BSRA Stimulus Manual
- BSRA Scannable Record Form
- #2 pencils and erasers
- Student pre-ID label
- "Testing- Do Not Disturb" sign

The OLSAT Administration

Refer to the Administration Manual

- Each part of the test is timed.
- Answers are marked in the test booklet by the student.
- In Levels A and B, all 3 parts are dictated by the teacher/examiner.
- In Level C, the teacher/examiner reviews sample items aloud in parts 1 and 2; students complete test items on their own. Part 3 is dictated by the examiner.
- Each test item must be read once, unless some disturbance interferes with the student hearing it.
- If you make a mistake while reading a question, stop and say, "No that is wrong. Listen again." Then read the question or direction correctly.
- Read items exactly as written, using a natural tone or manner.
- Sample items may be read more than once and reviewed until all students understand the examples. Do not make up the sample items.
- Do not read item numbers; use line finders (small pictures of objects and animals).
- Ensure appropriate pacing so that the class does not become restless waiting for one or two students.
- Encourage students who slow down or give up to complete the assessment.

The OLSAT Test Timing

For students born in 2003 - Level A—Items 1- 40.

- 1 Teacher/Examiner per student (1 on 1)
- 4 minutes-Distribute books and review Part 1 samples
- 6 minutes-Pace students through Part 1 (#1-12)
- 2 minutes-Rest
- 4 minutes-Go over Part 2 samples
- 6 minutes-Pace students through Part 2 (#13-24)
- 2 minutes-Rest
- 6 minutes-Go over Part 3 samples
- 10 minutes-Pace students through Part 3 (#25-40)

For students born in 2002- Level A-Items 1-60

- 1 Teacher/Examiner per 5 students (up to groups of 5)
- 4 minutes-Distribute books and review Part 1 samples
- 6 minutes-Pace students through Part 1(#1-12)
- 3 minutes-Rest
- 4 minutes-Go over Part 2 samples
- 6 minutes-Pace students through Part 2 (#13-24)
- 3 minutes-Rest
- 6 minutes-Go over Part 3 samples
- 10 minutes-Pace students through Part 3 (#25-40)
- 3 minutes- Rest
- 15 minutes-Pace students through Part 3 (#41-60)

For students born in 2001-Level B-Items 1-60

- 1 Teacher/Examiner per 10 students (up to groups of 10)
- 10 minutes-Distribute books and review Part 1 samples
- 7 minutes-Pace students through Part 1 (#1-12)
- 5 minutes-Rest
- 9 minutes-Go over Part 2 samples
- 7 minutes-Pace students through Part 2 (#13-24)
- 14 minutes-Rest
- 10 minutes-Go over Part 3 samples
- 11 minutes-Pace students through Part 3 (#25-40)
- 5 minutes-Rest
- 16 minutes-Pace students through Part 3 (#41-60)

For Students born in 2000 and earlier, Level C-Items 1-60

- 1 Teacher/Examiner per 20 students (up to groups of 20)
- 10 minutes-Distribute books and review Part 1 samples
- 7 minutes-Pace students through Part 1 (#1-12)
- 5 minutes-Rest
- 9 minutes-Go over Part 2 samples
- 7 minutes-Pace students through Part 2 (#13-24)
- 14 minutes-Rest
- 10 minutes-Go over Part 3 samples
- 11 minutes-Pace students through Part 3 (#25-40)
- 5 minutes-Rest
- 16 minutes-Pace students through Part 3 (#41-60)

Materials Needed

- Appropriate Level OLSAT test book
- Appropriate Level OLSAT directions for administering
- Place markers
- #2 pencils and erasers
- Student pre-ID label
- Clock, watch or timer with second hand
- "Testing – Do Not Disturb" sign

Test Security

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE EXAM IS ADMINISTERED. AFTER THE TEST HAS BEEN ADMINISTERED, ALL BOOKLETS MUST BE BOXED AND RETURNED FOLLOWING THE RETURN PROCEDURES IN THE SCHOOL TEST COORDINATORS MANUAL. THIS REMAINS A SECURE TEST.

- The Principal, School Test Coordinator and Teacher/Proctor must sign the Test Security Agreement form (Attachment #1).
- Test materials may NOT be reproduced with the exception of the School Test Coordinators Manual.

SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE OFFICE OF ACCOUNTABILITY (212) 374-3990 AND ALSO TO THE ASSESSMENT IMPLEMENTATION DIRECTOR AT YOUR ISC.

Post Administration

- The school test coordinator will collect answer documents from the Teacher/Proctor.
- Secure the Bracken manuals. The NYCDOE Scan center will arrange for pick-up.
- Check all answer documents for completeness and accuracy of student identification information.
- Hold all materials until all testing is complete for your school.

Packing of Materials

- Prepare materials for shipment to Harcourt Assessment Scoring Services
- Complete Scoring Service Identification Sheet (SSID).
- Complete master File Sheets.
- Pack the scorable and the non-scorable shipments.
- Ship documents to Harcourt Assessment Scoring Services.
- All materials should be shipped from the school no later than February 15, 2008.

For questions regarding test materials, please contact Pauline Dipietro, (718) 349-5600, Pdipiet@schools.nyc.gov.

For questions regarding the Gifted & Talented Program please contact Anna Commitante, Senior Knowledge Manager (212) 374-2464.

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

Eileen Turnbull, Assessment Product Manager (212) 374-4131, or Eturnbull@schools.nyc.gov.

JBE/

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