



**Department of
Education**

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #4, 2008-2009

DATE: October 20, 2008

TO: PRINCIPALS OF ALL SCHOOLS WITH GRADE 5

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

SUBJECT: NEW YORK STATE GRADE 5 ELEMENTARY-LEVEL
SOCIAL STUDIES TEST

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 Grade 5 Social Studies Test is to determine to what extent students are mastering the higher learning standards.

PLEASE NOTE:

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE SED.

TEST:

Grade 5 Elementary-Level Social Studies Test
Multiple Choice, Constructed Response, DBQ, and Essay

DATE	TEST	TESTING TIME	PREPARATION TIME	BOOKLET
November 12	Parts 1 & 2	90 Minutes	5 Minutes	Objective and Constructed Response Questions
November 13	Part 3	90 Minutes	5 Minutes	Document-Based Question
November 14, 17, & 18	Make-up	90 Minutes Each	5 Minutes	Booklets 1 and 2

ALL TEST BOOKLETS MUST BE PLACED IN A SECURE, LOCKED FACILITY BEFORE THE EXAM IS ADMINISTERED. AFTER THE TEST HAS BEEN SCORED, ALL BOOKLETS MAY BE USED FOR PROFESSIONAL DEVELOPMENT AND INSTRUCTION.

CALENDAR**NOVEMBER**

Nov.5
through
Nov. 6

OA **DELIVERS** (Perfect Courier) Grade 5 Social Studies pre-slugged answer documents to schools. (Attachments #1 & 2.)

By Nov.10

SED **DELIVERS** (UPS) all non-secure and secure materials and Teacher's Directions to schools (between 8:00 am and 5:00 pm).

Teacher's Directions are non-secure materials and may be photocopied if necessary.

Schools must open cartons immediately to verify quantities of test booklets. 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 will reseal cartons and place in a secure, locked facility.

Mon. Nov.10
AFTER
3:00 p.m.

After students have been dismissed, Grade 5 Social Studies Test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 1** 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 Wednesday, Nov. 12th.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF THE GRADE 5 SOCIAL STUDIES TEST, BOOKLET 1, UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TEST BEGINS.

Wed. Nov.12

ADMINISTER the Grade 5 Social Studies Test (Parts 1 & 2) no later than 9:15 am. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or if the student has been approved for the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility.

There is only **one answer document** for the **Grade 5 Social Studies Test**. For this reason, after the administration of the objective portion of the test, the answer documents should be kept for transcribing the constructed response and document-based question scores.

After students have been dismissed, **Grade 5 Social Studies Test** cartons may be reopened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** 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 Thursday, November 13th.

SCHOOL SUPERVISORS/TESTING COORDINATORS MAY NOT OPEN SHRINK-WRAPPED PACKAGES TO COMPLETE CLASS SETS OF GRADE 5 SOCIAL STUDIES TEST BOOKLET 2, UNTIL 60 MINUTES BEFORE TEST ADMINISTRATION. PROCTORS MAY OPEN SHRINK-WRAPPED PACKAGES 15 MINUTES BEFORE TEST BEGINS.

Thurs. Nov. 13 **ADMINISTER** the Grade 5 Social Studies Test (Document-based question and essays) no later than 9:15 am. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or if the student has been approved under the time extension for ELLs. Student test booklets (used and unused) must be returned to a secure, locked facility.

Nov. 19 - Dec. 11 In-house scoring of the Grade 5 Social Studies Test (Parts 2 & 3).

Thurs. Dec. 11 All schools **RETURN** the Grade 5 Social Studies Test score documents to their Integrated Service Center (ISC) by **2:00 pm**. See Attachments #3 & 4 for document packaging directions.

District 75 schools **RETURN** these items to their assigned borough depositories by **2:00 pm**. See Attachments #3 & 4 for document packaging directions.

TEST SECURITY

- o In order to maintain the integrity of this test administration, security procedures must be strictly observed.
- o All instructions and schedules must be followed exactly.
- o No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- o You may not make copies of any tests; to do so is a violation of copyright laws and may invalidate test results.
- o 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.
- o 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 #5) 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 score documents returned to the AID by 2:00 pm on Thursday, December 11, 2008. Submit a copy of the security form to the AID to be kept on file at the ISC.

- o Tests and testing materials will be delivered according to the calendar on pages 2 and 3.
- o All non pre-slugged score documents delivered to schools will have the school number and a serial number pre-printed in the student information field. These score documents must be accounted for. They can be used for students who do not have pre-slugged score documents. Unused score documents must be returned with make-up exams to the ISC.
- o 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 DOE and SED staff. Test results will also be reviewed to determine possible security violations.
- o **SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (SCI) (212) 510-1500, AND TO AIDs. THE SED MUST BE CONTACTED FOR STATE TESTING IRREGULARITIES (518) 474-8220.**

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 SED by fax to (518) 402-5596. Invalidated tests may not be scored.

STUDENTS TO BE TESTED

EVERY STUDENT ON REGISTER (WHETHER TESTED, ABSENT, OR EXEMPT) MUST BE ACCOUNTED FOR WITH A SCORE DOCUMENT.

- o 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 8/25/08 for test modifications for Special Education students, Resource Room students, students who have been decertified, and non-disabled students.
- o 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 **English Language Learners (ELLs)** must take the Grade 5 NYS Social Studies Test. ELLs are entitled to test accommodations as listed in Attachment #6. The test is available in Spanish, Chinese, and Haitian Creole.

STUDENTS NOT TO BE TESTED AND ABSENTEES

- o Students who are eligible for the New York State Alternate Assessment (NYSAA) will not be administered the Grade 5 Social Studies Test. The school must have appropriate documentation.
- o 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.

MAKE-UP TESTING SCHEDULE:

MAKE-UP DATES	TEST	GRADE
November 14, 17, & 18	Social Studies	5

NOTE: On Wednesday, November 19th, scoring may begin on the constructed responses and on the document-based question. Those scores should be transcribed onto the score documents. Score documents are due at the ISC by **2:00 pm** on **December 11, 2008**.

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

- Assessment Implementation Directors at the ISC
- District 75 Schools: Steven Weinrich, Division of Special Education (212) 802-1521
- Children First Network Assessment Directors

Your continuing cooperation is greatly appreciated.

This memorandum is available at:
http://schools.nyc.gov/daa/testmemos_0809/default.asp.

GP: arn
 Attachments

c: Marcia Lyles
 James Liebman
 Bonnie Brown
 Arthur VanderVeen
 Anna Commitante
 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.

The diagram shows a form for the 'NEW YORK STATE ELEMENTARY-LEVEL SOCIAL STUDIES TEST GRADE 5 2008'. It includes fields for 'LAST NAME', 'FIRST NAME', 'MI', 'NYC STUDENT ID NUMBER', 'DATE OF BIRTH' (Month, Day, Year), 'SEX' (Male/Female), 'GRADE', 'BOROUGH', 'DISTRICT', 'SCHOOL NUMBER', and 'CLASS'. There are also sections for 'REASON NOT TESTED', 'ELL ACCOMMODATIONS', and 'SPECIAL EDUCATION'. Numbered callouts 1-12 point to these fields. A callout 'DO NOT WRITE IN THIS AREA.' points to the left side of the form.

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 NUMBER:** A grid for entering school 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.
- NUMBER 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 small box at the bottom right. Callout 12 points to this box.

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.**
- * **HOME SCHOOL** students should be packaged in a separate envelope with the home district, school code 444, and class code 888.
 * **HOMEBOUND** and **HOME INSTRUCTION** students should be packaged in separate envelopes according to appropriate memos.
 * **NOTE: SELF-CONTAINED SPECIAL EDUCATION** class code is 000.

MEMORANDUM

TO: PRINCIPALS OF ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SELECTED HIGH SCHOOL PRINCIPALS, AND ASSESSMENT IMPLEMENTATION DIRECTORS

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

**SUBJECT: RETURN OF ANSWER DOCUMENTS
NEW YORK STATE SOCIAL STUDIES (NYS-SS) TEST
GRADE 5**

Schools were shipped:

- Document return envelopes
- Poly bags
- Group/Class headers (Required for each General Education class and each Special Education grade)

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

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 header sheet.

Completed class sets of the answer documents must be placed into individual poly bags and then in the Document Return envelopes with Borough, District, and School clearly marked.

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 Directors (AIDs) at your Integrated Service Center (ISC).

TEST PACKAGING GUIDE FOR TESTING COORDINATORS

<u>What To Include In The Office of Accountability Brown Envelope</u>	<u>What To Submit To The Assessment Implementation Directors</u>	<u>What To Keep On File At The School</u>
<ul style="list-style-type: none"> o Answer documents sealed in the OA brown envelopes packed by class sets in polybags o Test must be separated according to the OA memorandum (i.e., Special Ed. & General Ed. In separate envelopes, class header sheets for <u>each</u> General Ed. class and <u>1</u> header sheet for each Special Ed. <u>grade</u> tested) o Original copies of: <ul style="list-style-type: none"> - the signed packing slip - Test Material Security Form 	<ul style="list-style-type: none"> o One copy of the signed packing slip o One copy of the Test Material Security Form o Written notification of any security violations 	<ul style="list-style-type: none"> o One copy of the signed packing slip o One copy of the Test Material Security Form

All **unused** answer documents should be returned with the test.

Instructions for submitting discharged grids

Schools must follow the instructions below when submitting the answer documents of students who were not enrolled in the school at the time of the test:

On the biographical side of the answer documents there is a bubble for **Not enrolled at time of test.** This must be used for Discharged students. Schools should:

1. Bubble Not enrolled at time of test
2. Bubble grade
3. On a single Purple Header sheet
 - Write and bubble in DISCHARGED for teacher's name
 - Write and bubble Borough/District/School
 - Write and bubble 555 for the class
 - Write and bubble the number of documents
4. Place Header and documents in one polybag with all grades together, General and Special Education together, and put them in a document return envelope with your other answer documents.

These documents will be scanned with all tested student documents.

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

NOVEMBER 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, 2009 will have attended school in the United States (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