

ASSESSMENT MEMORANDUM #5 2008-2009

November 25, 2008

TO: Principals of Elementary Schools

From: Arthur VanderVeen
Executive Director of Assessment and Knowledge Management

Subject: Administration of the 2009 Gifted and Talented Assessments

The procedures in this memo and in the Test Coordinator's Manual supersede any directions you will find in the Directions for Administration.

The Gifted and Talented assessments (G&T) - the Bracken School Readiness Assessment (BSRA) and the Otis Lennon School Ability Test (OLSAT) - will be given in schools with students in Pre-K through second grade. There will be two administrations according to date of birth; students born in 2003 and 2004 will be tested January 5 through February 13, 2009; students born in 2001 and 2002 will be tested from February 23 through March 23, 2009.

Please Note:

- Students already in a district G & T program do not retest to remain in the program or to be considered for another district program.
- Students already in a district G & T program, who wish to be considered for a placement in a citywide program, must take the G & T assessments to be considered.
- If a current Bronx, Queens, or Staten Island kindergartener tested last spring as a Pre-K student for kindergarten placement in a district program, and scored between the 90th and 99th percentile but was not placed in a G & T program because kindergarten was not the entry grade, that child will not have to retest this year and will be eligible for a first grade seat in a program in the child's district for the 2009-2010 school year. The family does not need to submit a Request for Testing form for the 2008-2009 G & T test administration.

Professional Development

Borough-wide training for the administration of the BSRA and the OLSAT assessments will begin the week of December 1, 2008. Each school will be asked to send an early childhood representative and the assessment coordinator to the training. School representatives will be responsible for training any other school staff who will be administering the G&T assessments to students. The turnkey training will involve the administration process and indicate how to receive, handle, and ship materials. Remember that only trained, licensed teachers may administer the assessments. Schools will be asked to register for the training with their Assessment Implementation Director (AID). Registration may not begin before November 17, 2008.

Training Schedule

Borough	Date	Location	AID
Queens	December 1, 2008	30Q126	Barbara Marcisak
Brooklyn	December 2, 2008	15K010	David Rapheal
Bronx	December 3, 2008	10X054	Sharon Cahr
Manhattan	December 4, 2008	02M440	Suzanne Muller
Staten Island	December 5, 2008	Petrides Complex	Judy Cohen

CFN Schools should register for training with the CFN Assessment Liaison.

Delivery Of Gifted and Talented Materials

Delivery of test materials will begin the week of January 5, 2009. Test materials will be shipped directly to schools from the NYCDOE Scan Center. Materials should be inventoried upon receipt and the cartons saved. These cartons will be used to return materials to NCS Pearson. Please note that cartons will contain pre-ID labels for all the students in Grades Pre-K through 2 currently enrolled in your school. It is important to use only the labels that correspond to those students who have submitted a Request for Testing form and are identified on the list of students to be tested. Excess labels must be returned in the "non-scorable" shipment to Pearson. If your school does not receive the pre-ID labels for participating 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.
- Do not schedule any test until the materials have been delivered to your school.
- Follow your school's testing schedule and announce test dates and schedules to students and parents **at least 48 hours** in advance.
- Cover or remove any bulletin boards, displays, and /or charts that contain material pertinent to the test.
- Teachers/proctors should become thoroughly familiar with the OLSAT Directions for Administration, the BSRA Stimulus Manual, the record form, and the teacher/examiner directions from the School Test Coordinator's Manual.
- Teachers/proctors should be thoroughly familiar with the procedures found in the Test Coordinator's Manual related to the answer documents.

The school test coordinator will provide proctors with the following materials:

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

Test Administration Window:

Students born in 2003 and 2004 will begin testing the week of January 5 through February 13.

Students born in 2001 and 2002 will be tested between February 23 and March 23.

When testing for G&T, the BSRA is administered first and the OLSAT second, following these rules:

- The two tests are to be administered as close to one another as possible.
- The tests are to be administered the same day. It is not acceptable to test the BSRA on one day and the OSLAT on another.

Please adhere to the student's IEP or 504 Plan when administering both assessments.

The BSRA Administration

- All children, regardless of date of birth, will take the same version of the BSRA.
- The administration time will take approximately 10-15 minutes.
- The assessment is administered one-on-one (one 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 in that subtest (discontinuation rule). The proctor then continues with the first 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 allowed prior to moving to the next item.

BSRA 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

- Each part of the test is timed.
- Students who were born in 2004 can point to the correct answer or mark the correct answer, and the test administrator will bubble in the correct response. Students born prior to 2004 mark their answers in the test booklet.
- In Levels A and B, all three parts are dictated by the teacher/examiner.
- In Level C, the teacher/examiner reviews sample items aloud in Parts 1 and 2, and 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.
- Use the line finders (small pictures of objects or animals) to identify the question. Do not read item numbers.
- 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.

Suggested Timing for OLSAT**For students born in 2004 - Level A (Items 1- 40)**

One teacher/examiner per student (one-on-one)

- 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 2003 - Level A (Items 1- 60)

One teacher/examiner per five students (up to groups of five)

- 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 2002 - Level B (Items 1- 60)

One 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 2001 Level - C (Items 1- 60)

One 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
- 5 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)

The OLSAT - 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

Translations:

The BSRA and the OLSAT have been translated into nine languages (Arabic, Bengali, Cantonese, Mandarin, Haitian-Creole, Korean, Russian, Spanish, and Urdu).

Please Note: Students who have taken the Lab - R and qualify for bilingual services are eligible to take the assessment in their home language. If a student needs a translator to administer the assessment, a licensed teacher must be present during the administration. When administering a translated version of the BSRA, it is critical to transpose the answers onto the scannable English language record form. Translated answer documents are not scannable.

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 READY FOR PICKUP BY THE SCAN CENTER COURIERS. THIS REMAINS A SECURE TEST.

- The Principal, school test coordinator, and teacher/proctor need to sign the Test Material Security Form.
- Test materials may NOT be reproduced, with the exception of the school Test Coordinator's Manual.

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

Post Administration**Pre-K and K**

- The school test coordinator will collect all OLSAT booklets and BSRA answer documents from the teacher/proctor.
- Check all answer documents for complete and accurate student identification information.
- Check to make sure all BSRA translated answer documents have been recorded onto the scannable Record Form.
- Hold all non-scorable materials until testing has been completed.
- Prepare scorable materials and ship to Pearson.
- Complete the Scoring Service Identification Sheet (SSID).
- Complete Master File Sheets.

First and Second Grade

- Pack the scorable and the non-scorable shipments.
- Complete Scoring Service Identification Sheet (SSID).
- Complete Master File Sheets.
- Ship documents to Pearson.
- All materials should be shipped from the school no later than March 23, 2009.

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

The Office of Accountability (212) 374-6646, or OAServicedesk@schools.nyc.gov