



**Department of Education**

Joel I. Klein  
Chancellor

**ASSESSMENT MEMORANDUM #6, 2008-2009**

**DATE:** December 8, 2008

**TO:** PRINCIPALS OF ALL SCHOOLS WITH GRADES 3-8

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

**SUBJECT:** NEW YORK STATE ENGLISH LANGUAGE ARTS TEST  
GRADES 3-8

**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) and CTB/McGraw-Hill have developed an assessment in English Language Arts (ELA). This assessment, and the standards which it measures, are in full alignment with NYC standards and assessments in ELA. In response to the No Child Left Behind (NCLB) Act, states are required to test all students in Grades 3-8 in ELA.

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

**New York State English Language Arts (ELA) Test - Grades 3-8**

DATE	TEST	TESTING TIME	PREPARATION TIME	BOOKLET	GRADES
January 13	Session 1	40 minutes 45 minutes	10 minutes 10 minutes	1 Multiple Choice	3 4 & 5
January 14	Session 2	35 min (includes 10 min to administer sample Editing paragraph & Reading directions)  45 minutes  30 min (includes 10 min to administer sample Editing paragraph & Reading directions)	15 min (includes reading the Listening selection aloud)  15 minutes  15 minutes	2 Listening Passage Extended Responses  2 Listening Passage Extended Responses  2 Listening Passage Extended Responses	3  4  5
January 15	Session 3	60 minutes	10 minutes	3 Reading Passage Extended Responses	4
January 21	Session 1  Session 2 (Grade 8 only)	55 minutes  45 minutes	10 minutes  15 min ( includes reading the Listening selection aloud)	1 Multiple choice  2 Listening Passage Extended Responses	6, 7, & 8  8
January 22	Session 2  Session 3 (Grade 8 only)	45 minutes  30 min (includes 5 min to administer sample Editing paragraph & Reading directions)  60 minutes	15 min (includes reading the Listening selection aloud)  15 minutes  10 minutes	2 Listening Passage Extended Responses  3 Reading Passage Extended Responses	6 7  8
January 23	Session 3	60 minutes	10 minutes	3 Reading Passage Extended Responses	6

**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.**

**PLEASE NOTE:** Beginning with the 2008-09 school year, schools are permitted to exempt from the ELA 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 SED policy was necessary so that the State's assessment program would be in conformity with NCLB.

### **CALENDAR**

January 6-8 SED **DELIVERS** (UPS) Large Print and Braille secure test materials to schools.

January 6-8 OA **DELIVERS** (Perfect Courier) ELA **Grades 3-5** pre-slugged answer documents to schools (Attachments #1 & 2). All non pre-slugged answer documents delivered to schools will have the school number and a serial number preprinted in the student information field. These answer documents must be accounted for. They may be used for students who do not have a pre-slugged answer document. The remaining answer documents will be picked up with used and unused materials.

January 8 through January 9 SED **DELIVERS** (UPS) all non-secure and secure materials and Teacher's Directions to schools for Grades 3-5.

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

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 OR LISTENING PASSAGE PACKAGES.** The cartons must be resealed and placed in a secure, locked facility by a school supervisor.

All test booklets will be shrink wrapped in packages of 25.

Student labels must be printed and placed on the back of each of the student Test Booklets 1 and 2 for Grades 3 & 5, Test Booklets 2 and 3 for Grade 4. These labels must contain last name, first name, student ID, birthdate, school, and class (Attachment #3).

Mon. Jan. 12  
**AFTER**  
**3:00 PM**

After students have been dismissed, Grades 3, 4, & 5 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 January 13, 2009.

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

Tues. Jan. 13

**ADMINISTER** Grades 3, 4, & 5 **Test Booklet 1 ONLY**, 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 the student has been approved for the time extension for English Language Learners (ELLs). Student test booklets (used and unused) must be returned to a secure, locked facility.

By 3:00 PM

All schools **RETURN** the completed ELA multiple choice answer documents and the Test Material Security Form (Attachment #4) to their AID by 3:00 PM. See Attachment #5 regarding absentees and Attachments #6 & 7 for packaging.

**The documents for discharged students are to be submitted with make-up exams.**

By 3:00 PM

District 75 schools **RETURN** these items to their assigned borough depositories by 3:00 PM.

Tues. Jan. 13**AFTER**  
3:00 PM

After students have been dismissed, Grades 3, 4, & 5 test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** 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 January 14, 2009.

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

Wed. Jan. 14

**ADMINISTER** Grades 3, 4, & 5 **Test Booklet 2 ONLY**, 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 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.

Wed. Jan. 14**AFTER**  
3:00 PM

After students have been dismissed, Grade 4 test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 3** 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 January 15, 2009.

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

Thurs. Jan. 15

**ADMINISTER** Grade 4 **Test Booklet 3**, 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 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.

By Jan. 15 OA **DELIVERS** (Perfect Courier) ELA **Grades 6-8** pre-slugged answer documents to schools (Attachments 1 & 2). All non pre-slugged answer documents delivered to schools will have the school number and a serial number preprinted in the student information field. These answer documents must be accounted for. They may be used for students who do not have a pre-slugged answer document. The remaining answer documents will be picked up with used and unused materials.

January 15 through January 16 SED **DELIVERS** (UPS) all non-secure and secure materials and Teacher's Directions to schools for Grades 6-8.

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

Schools must open cartons immediately to verify quantities of test booklets. Notify the AID of any problems or the need for additional test materials. **DO NOT OPEN SHRINK-WRAPPED TEST OR LISTENING PASSAGE PACKAGES.** Cartons must be resealed and placed in a secure, locked facility by a school supervisor.

All test booklets will be shrink wrapped in packages of 25.

Student labels must be printed and placed on the back of each of the student's Test Booklets 1 and 2 for Grade 7, Test Booklets 2 and 3 for Grades 6 & 8. These labels must contain last name, first name, student ID, birthdate, school, and class (Attachment #3).

Fri. Jan. 16  
**AFTER**  
3:00 PM After students have been dismissed, Grades 6, 7, & 8 test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 1** may be placed in envelopes to begin to make class sets. Booklet 2 for Grade 8 may also be placed in envelopes. **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 January 21, 2009.

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

Wed. Jan. 21 **ADMINISTER** Grades 6, 7, & 8 **Test Booklet 1** no later than 9:15 AM. Grade 8 students will also be administered Booklet 2. Adhere to time limit unless a time extension accommodation is indicated on a student's IEP or 504 Plan, or 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.

By 3:00 PM All schools **RETURN** completed ELA multiple choice answer documents and Test Material Security Form (Attachment #4) to the AID by 3:00 PM. See Attachment #5 regarding absentees and Attachments #6 & 7 for packaging.

By 3:00 PM District 75 schools **RETURN** these items to their assigned borough depositories by 3:00 PM. See Attachment #5 regarding absentees and Attachments #6 & 7 for packaging.

Wed. Jan. 21  
**AFTER**  
3:00 PM

After students have been dismissed, Grades 6, 7, & 8 test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 2** for Grades 6 & 7 may be placed in envelopes to make class sets. **Booklet 3** for Grade 8 may also be placed in envelopes. **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 January 22, 2009.

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

Thurs. Jan. 22

**ADMINISTER** Grades 6 & 7 **Test Booklet 2**, and **Grade 8 Test Booklet 3**, 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 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.

Thurs. Jan. 22  
**AFTER**  
3:00 PM

After students have been dismissed, Grade 6 test cartons may be opened. **UNOPENED** shrink-wrapped packages of **Test Booklet 3** 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 January 23, 2009.

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

Fri. Jan. 23

**ADMINISTER** Grade 6 **Test Booklet 3 ONLY**, 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 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.

### **MAKE-UP TESTING SCHEDULE**

<b>MAKE-UP DATES</b>	<b>TEST</b>	<b>GRADES</b>
January 16-23	English Language Arts	3, 4, & 5
January 26-30	English Language Arts	6, 7, & 8

The make-up period, which immediately follows the administration dates, is to be used for administering make-up tests to students who were absent during the primary administration dates. Make-up testing may begin during the primary administration week on any days that remain following the school's completion of initial testing and must be completed no later than the last day of the make-up week. Make-up of Multiple Choice answer documents are due at the ISC by 12:00 PM on January 23, 2009 for Grades 3, 4, & 5 and by 12:00 PM on January 30, 2009 for Grades 6, 7, & 8.

**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 after the completion of the day's testing. The security of test materials in the school is the responsibility of the building 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 (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 answer documents returned to the AID by **3:00 PM**. 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, 4, and 5.
- 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. Do not place unused answer documents in testing envelopes. Put unused answer documents in poly bags marked "**UNUSED.**"
- 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 the staff of the DOE and the SED. 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 (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.

## **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 DAA 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.
- 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.
- **Test booklets 1, 2, and 3** for Homebound and Hospital students must have all pertinent information written on the back of each booklet.

### **STUDENTS NOT TO BE TESTED (EXEMPT) AND ABSENTEES**

- Students who are eligible for the New York State Alternate Assessment (NYSAA) will not be administered the ELA test.
- If student is NYSAA, the ELA answer document must be included with appropriate grade and class. (If pre-slugged answer document does not have correct NYSAA grade, create a new answer document with correct NYSAA grade as determined by student's date of birth.) Incorrect pre-slugged answer document must be handed in with unused answer documents.
- Test exemption criteria for ELLs should be followed carefully using Attachment #8. ELLs who will be administered the ELA are entitled to test accommodations.
- Absentees are those students who were either not present or late for the beginning of the test. Absentees should be tested during the make-up period.
- Students who are absent for 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, Day 2, and then Day 3, (if applicable).
- 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.

**INSTRUCTIONS FOR THE RETURN OF TEST BOOKLET 1  
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 or exempt student there is a document with the "absent" or "exempt" bubble filled in.  
**DO NOT INSERT ANSWER DOCUMENTS INTO THE TEST BOOKLETS.**

**INSTRUCTIONS FOR THE RETURN OF TEST BOOKLETS 1, 2, 3 AND  
PERFORMANCE TEST SCORE DOCUMENTS.**

Your AID will instruct your school on the packaging and delivery of **Test Booklets 1, 2, & 3** to the scoring sites in separate memoranda. All **Test Booklets** will be **RETURNED** from scoring site(s) to schools after scoring is completed. These test booklets must be kept in the school until **January 2010**.

Performance Test Score Collection Documents will be **RETURNED** to the AID from the scoring site on **February 13<sup>th</sup> by 2:00 PM**. See Attachments #6 & 7 regarding packaging.

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

- Assessment Implementation Directors (AIDs)
- 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/>.

GP: arn  
Attachments

c: Marcia Lyles  
James Liebman  
Bonnie Brown  
Arthur VanderVeen  
Assessment Implementation Directors  
Children First Network Assessment 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 not be used, make a new document with correct information."

\*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.

DO NOT WRITE IN THIS AREA.

NYC STATE TESTING PROGRAM  
 English Language Arts Test  
 Multiple Choice Questions  
 GRADE 3  
 2009

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. DO NOT OMIT.
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.

**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. Each cell contains a letter from A-Z and a blank space.
- BOROUGH, DISTRICT, SCHOOL NUMBER:** A grid for entering school information, with columns for "BORO", "DISTRICT", and "SCHOOL NUMBER". Each cell contains a letter from A-Z and a blank space.
- GRADE:** A grid for entering the grade level, with columns for "GRADE" and "CLASS". Each cell contains a letter from A-Z and a blank space.
- CLASS:** A grid for entering the class code, with columns for "CLASS" and "NO. OF ANSWER DOCUMENTS SUBMITTED". Each cell contains a letter from A-Z and a blank space.
- NO. OF ANSWER DOCUMENTS SUBMITTED:** A grid for entering the number of documents submitted, with columns for "NO. OF ANSWER DOCUMENTS SUBMITTED" and "GROUP CODES". Each cell contains a letter from A-Z and a blank space.
- GROUP CODES:** A grid for entering group codes, with columns for "GROUP CODES" and "TEST NAME". Each cell contains a letter from A-Z and a blank space.
- TEST NAME:** A line for entering the test name.
- TEST DATE:** A line for entering the test date.
- SPECIAL EDUCATION, MAKE-UP, TRANSLATION:** Three checkboxes for indicating special education, make-up, and translation.

Numbered callouts 1 through 12 point to the following fields:

- TEACHER'S NAME (Left justify. Enter and fill in.)
- BOROUGH, DISTRICT, SCHOOL NO.- (Enter and fill in Borough, District, School.)
- GRADE - (Fill in.)
- CLASS - (Enter and fill in 3-digit class code.\*)
- NUMBER OF ANSWER DOCUMENTS SUBMITTED - (Enter and fill in NUMBER of documents. Include absentees.)
- GROUP CODES - (Leave Blank.)
- TEST NAME - (Enter test name.)
- TEST DATE - (Enter test date.)
- SPECIAL EDUCATION - (Fill in for Special Education students.)
- MAKE-UP - (Leave Blank.)
- TRANSLATION - (Leave Blank.)
- LEAVE BLANK.

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.

**PRINTING STUDENT LABELS**

ATS REPORTS /REGION 2

INFORMATION LABELS (RLBI) page 127 in the September 1998 ATS Book

You need Avery Labels #5162

Once you have signed onto ATS/Region 2 type RLBI at the top of the page, this will bring you to the Information Labels screen.

**Or:**

1. Choose ATS Reports (#6). Push red enter.
2. Choose RLBI/Labels (#8). Push red enter.
3. Choose RLBI/Information Label (#1). Push red enter.

Now you select the criteria for your label. Follow screen directions and prompts.

Remember, once you have sent labels for printing, you must go into OMS to release the labels for printing. To get into OMS MS, you need an OMS ID and password. Once you are in OMS, you search for your report by scrolling through the screens. Once you find your report, you will notice that on the far right column of the screen under "status" it says "hold". Put cursor next to report (on left side) and type "R" for release. The report should now print.



**DIRECTIONS FOR SUBMISSION OF DAY ONE ABSENTEE SCORE DOCUMENTS FOR NEW YORK CITY AND STATE TESTS**

- **MAKE A (Black & White ) COPY OF THE BIOGRAPHICAL SIDE OF THE PRE-SLUGGED ANSWER DOCUMENT**
- **BUBBLE ABSENT ON THE (Black and White) COPIED DOCUMENT**
- **SUBMIT THE (Black and White) COPY WITH THE TEST DOCUMENTS FROM DAY ONE**
- **KEEP THE ORIGINAL PRE-SLUGGED DOCUMENT AT SCHOOL**
- **ADMINISTER A MAKE-UP TEST TO THE STUDENT WHEN THEY RETURN TO SCHOOL**
- **BUBBLE IN “MAKE-UP” ON THE ORIGINAL PRE-SLUGGED DOCUMENT**
- **SUBMIT THE ORIGINAL DOCUMENT WITH ALL OTHER MAKE-UP TESTS**
- **IF THE STUDENT DOES NOT RETURN TO SCHOOL, BUBBLE ABSENT ON THE ORIGINAL DOCUMENT AND SUBMIT WITH MAKE-UP DOCUMENTS**

M E M O R A N D U M

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 SCORE DOCUMENTS  
NEW YORK STATE ENGLISH LANGUAGE ARTS (ELA) TEST  
MULTIPLE CHOICE - GRADES 3-8**

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Schools were shipped:

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

Please note that General Education students' answer documents are to be grouped by class, one class per poly bag, with the completed class header inserted. 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**" and **000** for class.

Completed class sets of score documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. Envelopes should be placed in boxes delivered by the Scan Center.

**Make-up score documents** are to be grouped by grade, one grade per poly bag with a completed grade header sheet inserted. Bubble "Make-up" and/or "**Special Education**," and **000** for class. Insert all grade poly bags into one return 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 Directors (AIDs) at your Integrated Service Center (ISC).

M E M O R A N D U M

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 SCORE DOCUMENTS  
NEW YORK STATE ENGLISH LANGUAGE ARTS (NYS-ELA)  
OPEN-ENDED TEST - GRADES 3-8**

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

Special Education students' score 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.

Completed class sets of score documents must be placed into individual polybags 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 score documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the AID at the ISC.

**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, 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

**TEST PACKAGING GUIDE FOR TESTING COORDINATORS**

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

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

**Instructions for submitting discharged grids****Submit discharged grids with make-up answer documents only.**

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. **Submit discharged grids with make-up answer documents only**, 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.