



**New York State Education Department  
Office of Standards, Assessment and Reporting**

**Application for SED Item Writer Orientation**

Each year the New York State Education Department (SED) provides a professional development opportunity in the form of item writer orientation. The purpose of this orientation is to train individuals to develop multiple-choice and constructed-response items or to select passages for possible use on future State assessments. If you are interested in receiving training to develop test items or to select passages, please complete the following application and submit it to SED. Depending on the specific subject, training may be through a one- or two-day training session or by mail. Training sessions are held at the New York State Education Department in Albany and regionally as needed. Preference will be given to individuals who are currently teaching. Selected applicants will be contacted when training is scheduled in the subject area(s) indicated on their application.

Participants' travel related expenses will be reimbursed in compliance with New York State travel policies, and participants receive payment for the hours attending the training session. It is suggested that you check your district's policies and your contract regarding this payment. Participants must agree to accept an assignment and will be paid for completing and submitting the required test items.

If you are interested in writing examination items or selecting passages, please complete the application using one of the links below. Be sure to indicate your area(s) of certification and interest. If you are interested in more than one area, please rank by your expertise, using number 1 to show which area you have the most expertise, and so on.

Please return completed form to:  
New York State Education Department  
Office of Standards, Assessment and Reporting  
Test Development Bureau, Room 760 EBA  
Albany, NY 12234

Fax 518-486-5765

Name: \_\_\_\_\_ Date \_\_\_\_\_

- Living Environment
- Physical Setting/Earth Science
- Physical Setting/Physics
- Physical Setting/Chemistry
- Global History and Geography
- U.S. History and Government
- Integrated Algebra
- Geometry
- Algebra 2/Trigonometry
- Comprehensive English
- Science, Grade 8
- Science, Grade 4
- Social Studies, Grade 5
- Social Studies, Grade 8

Foreign Languages (Checkpoint B)

- Regents French
- Regents German
- Regents Italian
- Regents Hebrew
- Regents Latin
- Regents Spanish

Second Language Proficiency (Checkpoint A)

- SLP French
- SLP German
- SLP Italian
- SLP Latin
- SLP Spanish

Home Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Home e-mail: \_\_\_\_\_

Education: BA/BS \_\_\_\_\_ MA/MS \_\_\_\_\_ Other \_\_\_\_\_

Area(s) of Certification: \_\_\_\_\_

Subject(s) currently teaching: \_\_\_\_\_

Years of teaching experience: \_\_\_\_\_

Current School District: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ School/Work e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check the boxes below that describe your school.

<b>District Type</b> <input type="checkbox"/> New York City <input type="checkbox"/> Large City <input type="checkbox"/> Small City <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> BOCES	<b>Location</b> <input type="checkbox"/> Long Island <input type="checkbox"/> New York City <input type="checkbox"/> Lower Hudson <input type="checkbox"/> Mid-Hudson <input type="checkbox"/> Capital District <input type="checkbox"/> North Country/Adirondacks <input type="checkbox"/> Central NY <input type="checkbox"/> Western NY <input type="checkbox"/> Southern Tier
<b>School Type</b> <input type="checkbox"/> Public <input type="checkbox"/> Nonpublic <input type="checkbox"/> Charter	

<b>Race/Ethnicity (optional)</b>  <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African American (not Hispanic origin) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic origin) <input type="checkbox"/> Multi-Racial (not Hispanic origin)
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What is your native/first language? (Optional) \_\_\_\_\_

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