



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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August 2008

**TO:** Principals of Public, Nonpublic, and Charter Elementary/Intermediate Schools

**FROM:** Thomas J. Schoeck, Ed.D. 

**SUBJECT:** Procedures for Requesting, Shipping, and Storing of Materials for the 2009  
Administration of the New York State Elementary- and Intermediate-Level Tests

All editions of the Grade 4 Elementary-Level Science, Grade 8 Intermediate-Level Science and Social Studies, and Grades 3-8 English Language Arts and Mathematics Tests must be requested through the Department's online examination request system. Directions for using this system are included in this memorandum and in the enclosed *Instructions for Submitting Elementary/Intermediate Examination Requests Online*.

**NOTE:** Information was mailed to principals in June providing instructions on how to request Grade 5 Social Studies and Language Assessment Battery - Revised Tests for the 2008-09 school year. If you have not already done so, you may request those tests via the online examination request system.

This memorandum provides information concerning procedures for requesting, shipping and storing materials for the tests listed above. This memorandum and all information in subsequent mailings pertaining to these tests will be posted on the Department's web site at <http://www.emsc.nysed.gov/osa>. If you have questions concerning the requesting of test materials, or about any of the other information in this memorandum, call 518-474-8220 for assistance.

#### REQUESTING INFORMATION

If you requested Grade 5 Social Studies and/or LAB-R Tests online, and your username and password are current, you may use the same username and password to log onto the online request system in order to place your request. If you are a non-New York City public school principal and need a new username and password, these can be created only at your school superintendent's office. If you are a public school principal in New York City, your username and password can be obtained only from the Assessment Implementation Director at your Integrated Service Center. Your superintendent or Assessment Implementation Director must use the new SED Delegated Account System, called SEDDAS, to create your account. More information regarding SEDDAS, including tutorials, is available at the following website: <http://www.emsc.nysed.gov/seddas/>.

Principals of nonpublic and charter schools will be sent a username and password in their BEDS Nonpublic School Data Form packet, which they will receive during the week of September 9, 2008. This username and password will also be used to request examinations online.

## GENERAL INFORMATION

All tests and accompanying materials for these tests must be requested through the Department's online examination request system. Initial online requests must be submitted no later than October 10, 2008. A request must be submitted for each school building in which the tests will be administered. Requests for two or more schools in a district must *not* be combined into one request. Within two business days after your request has been processed, you will be sent a confirmation notice via e-mail indicating the number of examinations requested and the address to which they will be shipped. **Please carefully check all e-mailed confirmation notices as soon as they are received to ensure that the correct quantities of materials will be shipped and to determine whether additional materials are needed.**

Administrators who find they need additional test materials after the submission deadline may return to the online examination request system to revise or add any supplemental quantities needed. Telephone requests will not be accepted. The Department will accept and enter online on the school's behalf *only* those requests submitted by fax for examination editions or quantities that cannot, because of Department policies, be submitted online by the school. An updated confirmation will be e-mailed to the school.

Supplemental requests, if needed, must be placed no later than November 20 for the English Language Arts Tests and January 14, 2009, for all other tests. An updated confirmation notice will be e-mailed to the school. It should be checked immediately to ensure that the materials to be shipped include the supplemental request. **Please make every effort to place all supplemental requests by the dates listed above. Requests received after these dates may be delivered to schools substantially later than the delivery dates outlined on page 5 of this memorandum. Requests for the English Language Arts, Mathematics, and Grade 8 Social Studies Tests received after these dates may have to be obtained from your regional center.**

### TEST SCHEDULE FOR JANUARY – JUNE 2009

Examination	Administration Dates	Make-up Dates
Grades 3, 4 & 5 English Language Arts Tests	Monday, January 12– Friday, January 16	Tuesday, January 20– Friday, January 23
Grades 6, 7 & 8 English Language Arts Tests	Tuesday, January 20– Friday, January 23	Monday, January 26– Friday, January 30
Grades 3, 4 & 5 Mathematics Tests	Monday, March 2– Friday, March 6	Monday, March 9– Friday, March 13
Grades 6, 7 & 8 Mathematics Tests	Monday, March 9– Friday, March 13	Monday, March 16– Friday, March 20
Grade 4 Elementary-Level Science (Performance Test and Written Test)	Wednesday, April 8– Wednesday, May 6	Thursday, April 9– Friday, May 8
Grade 8 Intermediate-Level Science Performance Test	Wednesday, April 8– Wednesday, May 6	Thursday, April 9– Friday, May 8
Grade 8 Intermediate-Level Science Written Test	Wednesday, April 29– Friday, May 8	Thursday, April 30– Friday, May 8
Grade 8 Intermediate-Level Social Studies Test	Tuesday, June 2 – Booklet 1 Wednesday, June 3 – Booklet 2	Thursday, June 4– Tuesday, June 9

All schools, public, nonpublic, and charter, administering the Grades 3-8 English Language Arts and Mathematics Tests, Grades 4 and 8 Science Tests, and Grade 8 Social Studies Test in 2009 must first make arrangements to obtain the necessary services from a Regional Information Center (RIC) or a large-city scanning center. With the exception of the Grade 5 Social Studies Test and the New York State English as a Second Language Achievement Test (NYSESLAT), the Department no longer provides answer sheets or scanning services for *any* elementary- or intermediate-level tests.

#### STUDENTS TO BE TESTED

Except as noted below, all public school students in Grades 3 through 8 and all ungraded students who are age equivalent to students in Grades 3 through 8 must take all State assessments administered for their grade level. This includes students who have been retained. The chronological ages of students who are ungraded should be used to determine who must be tested and which grade level tests they must take. When determining which students will be participating in these tests, be sure to consider also those students who attend programs outside of the school. BOCES providing special education programs for students placed there by public school districts should submit requests to cover the students enrolled in their programs. Public schools should **not** request test materials for students enrolled in such special education placements but should confer with the special education programs to ensure that they will be requesting the tests that will be needed. The requests for two or more schools in a district must **not** be combined into one request.

- The Grade 8 Intermediate-Level Science Test should be administered to students in the grade in which they will have received instruction in all the material in the *Intermediate-Level Science Core Curriculum (5–8)*. While this is typically Grade 8, the test may also be administered to students in Grade 7 who will have completed all the material in the *Intermediate-Level Science Core Curriculum (5–8)* and are being considered for placement in an accelerated high school-level science course when they are in Grade 8. The school may not use this assessment to retest any students who participated in this assessment during the previous school year as Grade 7 students. Schools are expected to administer this assessment to those Grade 8 students who did not take this assessment during the previous school year as Grade 7 students, unless such students will be taking a Regents Examination in science at the end of the school year. School principals have the discretion to either require or waive the Grade 8 Intermediate-Level Science Test for those accelerated Grade 8 students who did not take this examination during the previous school year but who will be taking a Regents Examination in science at the end of the school year in which they complete Grade 8. For those accelerated students for whom the school waives the Grade 8 Intermediate-Level Science Test, the student's achievement in science will be measured by the student's performance on the Regents Examination in science.
- *Limited-English-Proficient (LEP) Students*. The No Child Left Behind Act (NCLB) requires that the language arts proficiency of all LEP students (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually. All LEP students, regardless of grade, must take the NYSESLAT. Instructions for requesting the NYSESLAT will be mailed to schools in the winter of the 2008–09 school year.

Schools are permitted to exempt from the English Language Arts Tests only those LEP students (including those from Puerto Rico) who, on January 2, 2009, will have attended school in the United States for less than one year. All other LEP students are required to participate in the Grades 3–8 English Language Arts Tests.

All LEP students are required to participate in the State's mathematics, science, and social studies tests. LEP students may take the mathematics, science, and social studies tests in English or an alternative language, whichever is better for the student. Each of these tests is provided in Chinese (Traditional), Haitian Creole, and Spanish. The Mathematics Tests are also provided in

Korean and Russian. These tests may also be translated orally into other languages for those LEP students whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer LEP students specific testing accommodations when taking these tests. These accommodations are detailed in the respective test manuals.

- *Students with Disabilities.* The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State assessment or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities. The CSE's decision must be documented on the student's Individualized Education Program (IEP). The criteria that the CSE must use to determine eligibility for the NYSAA is available at the web site: <http://www.vesid.nysed.gov/specialed/alterassessment/home.html>.

#### ADDITIONAL REQUESTING AND PACKING INFORMATION

- *Regular Test Booklets:* Test booklets are shipped in packages of 25.
- *Braille and Large-Type Test Materials:* Indicate on the online request system the **exact number** of students who will need braille and large-type test materials.
- *Alternative Language Test Booklets:* Request the **exact number** of test booklets needed.
- *Performance Test Station Diagrams for Science Tests:* Ten sets (enough to test 30 students at one time) of the station diagrams for the performance test components of the Grade 4 Elementary-Level Science Test and the Grade 8 Intermediate-Level Science Test will be sent automatically to each school requesting these tests. Braille, large-type, and alternative language editions of the station diagrams will be provided based on the number of those booklets requested.
- *School Administrator's Manuals and Teacher's Directions:* Quantities will be shipped to schools based on the number of test booklets requested. These will be shipped with the test booklets. Electronic copies will also be available at <http://www.emsc.nysed.gov/osa/elintgen.html> before the scheduled administration date.
- *Scoring Keys and Rating Guides:* Quantities will be shipped to schools based on the number of test booklets requested.

#### SHIPPING OF TEST MATERIALS

The shipment containing the test materials will be delivered according to the schedule below. All test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools can track the shipment of test materials on the Internet.

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click "Track by Reference Number."
3. In the Reference Number field, type the BEDS code of the school where you indicated you wanted your tests to be shipped.
4. If you are unable to track your shipment, or notice some other irregularity, contact the Office of State Assessment via fax at 518-474-2021.

<b>Schedule of Test Deliveries</b>	
<b>Test</b>	<b>Delivery Dates</b>
Grades 3–5 English Language Arts	January 7–9, 2009
Grades 6–8 English Language Arts	January 14–16, 2009
Grades 3–5 Mathematics	February 25–27, 2009
Grades 6–8 Mathematics	March 4–6, 2009
Grade 4 Elementary-Level Science	April 3, 6–7, 2009
Grade 8 Intermediate-Level Science (Performance)	April 3, 6–7, 2009
Grade 8 Intermediate-Level Science (Written)	April 24, 27–28, 2009
Grade 8 Intermediate-Level Social Studies	May 28–29, June 1, 2009

#### **STORAGE OF TEST MATERIALS**

The English Language Arts and Mathematics Tests must be stored in the safe or vault of the building where the tests will be shipped. While it is not required that the Grade 4 Elementary-Level Science Test, the Grade 8 Intermediate-Level Science Test, and the Grade 8 Intermediate-Level Social Studies Test be stored in a safe or vault, they *must* be stored in a secure location. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained.

If the building where the tests will be administered does not have a safe or vault large enough to hold the English Language Arts or Mathematics Tests, arrangements must be made to store these at a location with an appropriate safe or vault. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of each test.

When requesting your tests on the online request system, if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information on the School Information page, you will be required to complete the Examination Storage Plan form, found on the online request system, and fax it to the Office of State Assessment at 518-474-2021.

Tests and secure materials may not be removed from the secure storage location until the day scheduled for the administration of the test, except during the inventory of test materials when the test shipment is received. The sealed packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the test administration date (with the exception of the materials needed to conduct the orientation for administrators of the science performance tests). The sealed packages of the science station diagrams may be opened when the stations for the performance test are being set up. All scoring key packages must remain sealed until the tests have been administered in the school.

More information on these and other State assessments is available on the Department's web site at: <http://www.emsc.nysed.gov/osa>. If you have specific questions concerning the requesting of test materials, or any of the other information in this memorandum, call 518-474-8220.