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TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Thomas J. Schoeck 

SUBJECT: March 2009 Grades 3–8 Mathematics Tests

GENERAL INFORMATION

This memorandum supplements the information concerning the administration of the March 2009 Grades 3–8 Mathematics Tests included in the enclosed *2009 School Administrator's Manual for Public and Nonpublic Schools*. If you have questions about the information in this memorandum or the manual, you may call 518-474-8220. The *School Administrator's Manual* contains the Deputy and Proctor Certificate and the Examination Storage Certificate, both of which must be completed by each school administering these tests and retained in the school's files.

TESTING SCHEDULE

The Grades 3, 4, and 5 Mathematics Tests must be administered between Monday, March 2, and Friday, March 6. Administer Grades 3 and 5 Books 1 and 2 in sequence on two consecutive school days. Administer Grade 4 Books 1, 2, and 3 in sequence on three consecutive school days. Schedule makeup tests for any days that remain in that first week and for the week of March 9–13.

The Grades 6, 7, and 8 Mathematics Tests must be administered between Monday, March 9, and Friday, March 13. Administer Grades 6 and 7, Books 1 and 2 in sequence on two consecutive school days. Administer Grade 8, Books 1 and 2 in one continuous session on the first day and Book 3 on the following school day. Schedule makeup tests for any days that remain in the period March 9–13 and during the period of March 16–20.

If adjusting the schedule for school closures due to inclement weather and in administering makeup tests, schools should make every effort to maintain the testing sequence, i.e., administer Book 1 first; followed by Book 2; followed, for Grades 4 and 8, by Book 3. Students must complete all test books to receive an official test score.

SHIPMENT AND CHECKING OF MATHEMATICS TEST MATERIALS

Contents	Sender	Delivery Date
Machine-Scorable Answer Sheets for Grades 3, 4, and 5, Book 1	Regional Information Center/ Large-City School District Offices	Contact your RIC or Large-City School District Office for Delivery Date
Machine-Scorable Answer Sheets for Grades 6, 7, and 8, Book 1	Regional Information Center/ Large-City School District Offices	Contact your RIC or Large-City School District Office for Delivery Date
<u>Secure</u> Grades 3, 4, and 5 Regular, Braille and Large-Type Edition Books 1 and 2 (Grade 4 also Book 3); Nonsecure Teacher's Directions	State Education Department, Test Distribution Unit	February 25 – February 27
<u>Secure</u> Grades 6, 7, and 8 Regular, Braille and Large-Type Edition Books 1 and 2 (Grade 8 also Book 3); Nonsecure Teacher's Directions	State Education Department, Test Distribution Unit	March 4 – March 6
<u>Secure</u> Grades 3, 4, and 5 Printed Scoring Materials for Schools (for use in scoring books with constructed-response questions)*	State Education Department, Test Distribution Unit	March 12– March 13
<u>Secure</u> Grades 6, 7, and 8 Printed Scoring Materials for Schools (for use in scoring books with constructed-response questions)*	State Education Department, Test Distribution Unit	March 19– March 20

*Printed scoring materials are **not** shipped to public schools in New York City.

NOTE: Audio/PDF Files for scorer training will be available online on March 13 for Grades 3, 4, & 5 and on March 20 for Grades 6, 7, & 8. See page 4 for details.

TEST AND SCORING MATERIALS

All test materials sent to schools by the Department will be delivered by United Parcel Service. (UPS deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m.) Schools that do not receive their shipments of test materials by 12:00 noon on the last dates indicated in the chart on page 2 should track the shipments of test materials on the Internet:

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

All schools administering the Grades 3-8 Mathematics Tests in 2008-09 must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city school district office. RICs are data processing centers operated by twelve BOCES that currently provide answer sheets and scanning services for all public schools outside the five large-city school districts. The RICs will also provide data to the Student Information Repository System for participating schools. Participation in the Grades 3–8 testing program and the repository will allow nonpublic schools access to reports showing longitudinal data for these individual students and for the school as a whole. More information about the repository system is available on the Department's web site at: <http://www.emsc.nysed.gov/irts/fieldmemo-datacollection2.htm>. Answer sheets will be shipped directly to schools from the RIC or large-city school district office. (The New York State Education Department no longer develops or ships answer sheets to schools.) If you have made arrangements with a RIC for answer sheets and there is a delay in their delivery, contact your RIC.

As soon as each shipment of test and scoring materials arrives at your school or other approved location, check it to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped secure test materials until the day that part of the test is scheduled to be administered.** You must store the test and scoring materials in a burglarproof safe or vault, except while they are being inventoried.

If your school determines that tests are missing from shipments from the Department, you may obtain copies of the regular editions of the test materials from the nearest regional center on the day of the test. Braille and large-type editions of these tests are **not** ordinarily available at most regional centers, nor are answer sheets or scoring materials. As soon as it is determined that additional supplies of these materials (except answer sheets) are needed, contact the Office of State Assessment via fax at 518-474-2021. Schools that will be asking the regional center to supply 25 or more copies of any one test book must complete the appropriate Mathematics Test Materials Fax Form in the enclosed *School Administrator's Manual* and fax it to the Department at 518-474-2021. (This is to ensure that the regional centers will have adequate supplies to accommodate all schools.)

The list of regional centers is available on the Department's web site: <http://www.emsc.nysed.gov/osa>. You may pick up test materials from the regional centers **only** on the scheduled date for the administration of that part of the test. Contact the official in charge of the regional center before sending a representative to pick up test materials. Please give the regional center as much advance notice of your school's need as possible. The person sent to pick up an emergency supply of test materials from a regional center must present authorization written on school letterhead

stationery and signed by the principal that lists the materials to be picked up and authorizes the person to pick up those materials. The person obtaining test materials must provide picture identification and must countersign the authorization letter and leave it with the official in charge of the regional center.

Some school districts have contacted the Department to inquire whether they may use the rulers and protractors that their students use every day in the classroom or whether they must use the ones the Department provided last year for the Grades 3-8 Mathematics Tests. Schools may use the mathematics tools regularly used in the classroom as long as they do not have pertinent information, such as mathematics formulas, written on them and as long as they meet the specifications listed below. Alternatively, schools may use the rulers and protractors provided by the Department last year. In either case, students should be encouraged to practice in advance of the actual test administration with the tools they will use on the test. Please note that, as was explained in the January 2008 memorandum, the Department will not be providing new rulers and protractors for the 2009 tests.

Rulers will be used with all of the Grades 3-8 Mathematics Tests. Protractors will be used only with the Grades 5 and 7 Mathematics Tests.

Thank you for your ongoing contributions to mathematics education in New York State.

Grades 3–4 Mathematics Tests—Specifications for Rulers

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to $\frac{1}{8}$ " subdivisions; they may include $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

Grades 5–8 Mathematics Tests—Specifications for Rulers

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters with millimeter subdivisions.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

Grades 5 and 7 Mathematics Tests—Specifications for Protractors

- Protractors must be constructed of clear plastic and measure no shorter than $3\frac{5}{16}$ " in diameter and no longer than $4\frac{3}{4}$ " in diameter.
- Protractors must be calibrated accurately with another protractor that is known to be accurate.

NEW AUDIO/PDF FILES FOR SCORER TRAINING

Starting this school year, PDF files of exemplars with associated audio files will be posted on CTB/McGraw-Hill's New York State web site, www.ctb.com/nys, at 10 a.m. on the last day of each test administration makeup period. The Questions and Answers for Scoring will be posted on the Department web site at <http://www.emsc.nysed.gov/osa/elaei/faq08.htm> at 5:00 p.m. on the last day of each test administration makeup period. The PDF files and associated audio files are being provided instead of the scoring DVDs that were used in previous years.

Audio and PDF files will be available for downloading at any Internet-connected computer. Users will be able to listen to and view them "live" or to save them for review at a more convenient time. The audio files will be provided in different formats so they can be played through Windows Media Player, MP3 players, Macs or iPods. PDFs can be opened and printed on any Internet-connected computer that has

Adobe Acrobat Reader installed. If the Acrobat Reader is not already installed on the computer, you may download it from: <http://www.adobe.com/products/acrobat/readstep2.html>.

TEACHER EVALUATIONS

Teachers are encouraged to submit their evaluations of these Mathematics Tests via the Internet by using the Teacher Evaluation Form at www.ctb.com/nys. Full instructions on how to access and use this form can be found at that web site and also on the last page of *Mathematics Tests Teacher Directions*, which will be shipped to your school with your shipment of testing material.

SECURITY OF THE TESTS

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test books and scoring materials in a safe or vault as soon as they arrive at the storage location.
- Distribute the *Teacher's Directions* as soon as practical after the shipment arrives.
- Ensure that no one opens the sealed packages of secure test materials prior to the day each part of the test is scheduled to be administered.
- Open the packages of test books just early enough to permit distribution of materials for each session.
- Return tests to the safe or vault after each book has been administered.
- Check the safe or vault daily to ensure that the test and scoring materials stored there have not been tampered with and remain secure.
- Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.
- Keep all scoring materials in a secure location (except when being used for scoring) until the date by which students' answer sheets must be returned to the scanning centers (March 25, 2009, for Grades 3 – 5 and April 2, 2009, for Grades 6 – 8).

Enclosure