




ASSISTANT COMMISSIONER  
Office of Assessment Policy, Development and Administration

May 2011

TO: Principals of Public, Nonpublic, and Charter Schools

FROM: David Abrams 

SUBJECT: Spring 2011 Grades 3–8 English Language Arts and Mathematics Tests and Grades 3–8 English Language Arts and Mathematics Field Tests

This memorandum provides you with essential information regarding the Grades 3–8 ELA and Math Tests and the Grades 3–8 ELA and Math field tests. We appreciate all the hard work you do to help implement the New York State Testing Program.

#### GENERAL INFORMATION

In order to reduce the cost of mailings, this and all future memorandums regarding the administration of the Grades 3–8 tests will be sent by e-mail. This memorandum supplements the information concerning the administration of the Spring 2011 Grades 3–8 English Language Arts (ELA) and Mathematics Tests provided in the *2011 School Administrator's Manuals*. The ELA manual is available on the Department's web site at: <http://www.p12.nysed.gov/osa/sam/ela/elaei-sam-11.pdf>. The Mathematics manual is available on the Department's web site at: <http://www.p12.nysed.gov/osa/sam/math/mathei-sam-11.pdf>.

Printed copies of these manuals will be included in the shipment of test materials. Also included in this memorandum is information regarding the 2011 ELA and Math field tests. If you have questions about any information appearing in this memorandum or the manuals, you may call 518-474-8220 for assistance. The *School Administrator's Manuals* contain the Deputy and Proctor Certificate, the Examination Storage Certificate, and the Scoring Operations Certificate, all of which must be completed by each school administering these tests and retained in the school's files.

**For new procedures regarding scoring materials and test security, see page 4.**

#### DELIVERY OF TEST AND SCORING MATERIALS

All test materials sent to schools by the Department will be delivered by United Parcel Service (UPS). 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 6 should track the shipments of test materials on the Internet:

1. Go to: <http://www.ups.com/tracking/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. (Ship dates are generally one day before the first delivery dates listed on page 6.)
5. If you are unable to track your shipment, or if you notice some other irregularity, contact the Office of Assessment Policy, Development and Administration via fax at 518-474-2021.

All schools administering the Grades 3–8 English Language Arts and Mathematics Tests in 2010–11 must have made arrangements to receive their answer sheets and scanning services from a Regional DET 991/992 (4-11)

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 all schools access to reports showing longitudinal data for 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.p12.nysed.gov/irs/sirs/>. Answer sheets will be shipped directly to schools from the RIC or large-city school district office. (The New York State Education Department does not ship answer sheets to any schools.)

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

- If an item or items are **missing** from the shipment listed on the shipping notice, circle the item(s) and quantity that are missing on the notice and fax the corrected shipping notice to the Department’s Operations Group at 518-474-2021. (No cover sheet is necessary.) The missing item(s) will be sent to the school’s storage site.
- If the school requires items that were **not originally requested**, or items necessary to accommodate students whose needs the school was not previously aware of, contact the Department’s Operations Group by calling 518-474-8220. Under the direction of the Operations Group, contact the regional center to arrange pickup of test materials.
  - Before sending an official school representative to pick up the emergency supply of materials, contact the official in charge of the regional center. Information on regional centers is available at: <http://www.p12.nysed.gov/osa/ei/eigen.html>.
  - The official school representative picking up secure examination material must present to the regional center official a photo ID and a letter of authorization signed by the principal listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be written on school letterhead. (**Note:** Secure materials can be obtained from the regional center only on the day that they will be administered.)
  - The school representative must countersign the authorization letter and leave it with the regional center official before the emergency supply of materials can be released.

#### **SECURITY OF THE GRADES 3–8 ELA AND MATHEMATICS TESTS BEFORE TESTING**

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, listening selection booklets, and scoring CD’s in a safe or vault as soon as they arrive at the storage location.
- Distribute only 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. The listening selections for use with Book 2 should be distributed to the teachers up to one hour *prior to* test time to give them the opportunity to familiarize themselves with the passage.

- Check the safe or vault daily to ensure that the test 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 under lock and key in a secure location (except when being used for scoring) until the end of the day by which students' answer sheets must be returned to the scanning centers (close of business Thursday, May 19 for ELA, and Thursday, May 26 for mathematics.)

#### **ENGLISH LANGUAGE ARTS TESTING SCHEDULE**

Schools must arrange to begin the administration of the English Language Arts Tests to students in every grade during the specified "Administration Dates," May 3–6, 2011 (<http://www.p12.nysed.gov/osa/schedules/2011/3-8-schedule-101810.pdf>). Within each grade, schools are to administer the test on the same day to all students except for those students who are absent. Schools may schedule the tests for different grades on different sets of days within the specified administration dates; for example, the school may administer the Grade 3 English Language Arts Test on Tuesday, May 3, Wednesday, May 4, and Thursday, May 5 while administering the Grade 5 English Language Arts Test on Wednesday, May 4, Thursday, May 5, and Friday May 6. Schools are also permitted to conclude the primary administration of a test during the make-up dates, May 4–11, 2011, as long as at least one session for each grade is administered during the specified administration dates. However, school personnel may not engage in scorer training or scoring of student responses for any given grade until the initial administration of all test sessions has been completed for that grade.

Make-up testing may start on the second day of the scheduled administration dates. The make-up dates are to be used for administering make-up tests to students who were absent during the designated administration dates. Make-up testing may begin 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 period.

In Grades 3, 4, and 5, Books 1, 2, and 3 are administered in sequence on three consecutive days. In Grades 6, 7, and 8, Books 1 and 2 are administered in sequence on two consecutive days. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, for Grades 3, 4, and 5, administer Book 1 first followed by Book 2 followed by Book 3. Students must complete all test books to receive a final exam result and a score report.

#### **MATHEMATICS TESTING SCHEDULE**

Schools must arrange to begin the administration of the Mathematics Tests to students in every grade during the specified "Administration Dates," May 11–13, 2011. Within each grade, schools are to administer the test on the same day to all students except for those students who are absent. Schools may schedule the tests for different grades on different sets of days within the specified administration dates; for example, the school may administer the Grade 3 Mathematics Test on Wednesday, May 11, and Thursday, May 12, while administering the Grade 5 Mathematics Test on Thursday, May 12, and Friday, May 13. Schools are also permitted to conclude the primary administration of a test during the make-up dates, May 12–18, 2011, as long as at least one session for each grade is administered during the specified administration dates. However, school personnel may not engage in scorer training or scoring of student responses for any given grade until the initial administration of all test sessions has been completed for that grade.

Make-up testing may start on the second day of the scheduled administration dates. The make-up dates are to be used for administering make-up tests to students who were absent during the designated administration dates. Make-up testing may begin 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 period.

In Grades 3–8, Books 1 and 2 are administered in sequence on two consecutive days. When

administering any make-up tests, maintain the same testing sequence whenever possible. Students must complete all test books to receive a final exam result and a score report.

#### SCORING MATERIALS FOR THE GRADES 3–8 ELA AND MATH TESTS

The Department will not be printing scoring materials for the Grades 3–8 ELA and Math Tests. Instead, two scoring CDs will be sent to schools for each of these tests. One CD will contain PDF files of the scoring materials. Schools must print enough copies of the scoring materials to supply to each rater.

The second CD will contain audio scorer training materials. The audio files will be recorded in an MP3 format and will be playable on a PC, Mac, or CD player that is MP3-compatible. PDF images will not be needed because the audios will, instead, direct the listener’s attention to specific pages in the printed scoring materials.

#### SECURITY OF THE GRADES 3–8 ELA AND MATH TESTS FOLLOWING TESTING

As soon as the testing of each book for the ELA and Math Tests is completed, the principal must arrange for the collection and secure storage of **all** used and unused test books (regular, large-type, braille, and alternative language editions) and used answer sheets. **Note that used answer sheets may not be reviewed, scanned, or scored by anyone before the official scoring process.** For additional information, see the *School Administrator’s Manuals* for ELA and Math.

**Test books (Book 1s, 2s, and 3s) may no longer be used for instructional or staff development purposes.** Instead, they must either be returned to the Department’s contractor for secure destruction, Yank Waste Company Inc., via UPS using the prepaid shipping labels provided by the Department, or retained securely at the school for one year, then securely destroyed. The prepaid UPS shipping labels for the return of secure materials to Yank Waste Company Inc. will be delivered to schools by regular mail the week of May 16–20. See the table below for details on which materials to return promptly to Yank Waste Company Inc. for secure destruction after scoring has been completed and which to retain securely at the school for one year.

<p><b>For Secure Destruction:</b>  <b>Return Immediately via UPS to:</b>  <b>Yank Waste Company Inc.</b>  <b>112 Karner Road,</b>  <b>Albany, New York 12212</b></p>	<p><b>Store Securely in School or District for One Year, then Securely Destroy</b></p>
<ul style="list-style-type: none"> <li>• <b>All used</b> and <b>unused</b> Book 1s</li> <li>• <b>All unused</b> Book 2s and Book 3s</li> <li>• <b>All</b> scoring CDs including any copies</li> <li>• <b>All</b> scoring materials printed from the CDs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All used</b> Book 2s and Book 3s</li> <li>• <b>All used</b> answer sheets after their return from the scanning center</li> </ul>

#### TEACHER EVALUATIONS

Teachers are encouraged to submit their evaluations of the English Language Arts and Mathematics Tests via the Internet by using the Teacher Evaluation Form at: [www.ctb.com/nys](http://www.ctb.com/nys). Detailed instructions on how to access and use this form can be found at that web site and also on the last page of the English Language Arts Tests Teacher’s Directions and Mathematics Tests Teacher’s Directions, which will be included in your school’s shipment of testing material.

## SECURE 2011 ELA AND MATH FIELD TESTS

From May 16–19, the 2011 secure ELA and Math field tests will be administered in **all** schools to **all** students who participate in the 2011 Grades 3–8 ELA and Mathematics Tests.<sup>1</sup> Recently arrived English language learners who will be exempted from the 2011 Grades 3–8 ELA Tests will participate only in the mathematics portions of the 2011 field tests.

Each school will determine the specific date to administer the field tests during this prescribed time frame. The secure 2011 ELA and Math field tests **must** be administered between May 16–19 **only**. If a student is absent on the day the school administers the field test, there is no need for the student to make it up.

Large-type and braille editions of the 2011 secure ELA and Math field tests will be provided. In addition, an alternative language edition in Spanish will be provided for the mathematics section. Step-by-step instructions for administering these field tests will be provided by the Department contractor in the field test teacher’s directions. These instructions will be shipped to schools with the 2011 secure ELA and Math field tests.

The field tests will be delivered to schools by the Department contractor the week before testing. Field tests will be shipped to the approved storage location indicated by the principal in the online Examination Request System. Schools must record any shortages or extra materials received and send a report of any differences to the Department by e-mail at: [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov) or fax to 518-474-2021 (e-mail is preferred). There will not be an opportunity for the Department contractor to provide additional materials to schools. Any schools with a shortage of materials should administer the field tests to as many students as possible.

Following the administration of the 2011 secure ELA and Math field tests on May 16–19, schools must collect all of the field test materials and store them in a secure location until they are returned to the Department contractor. The Department contractor will provide schools with instructions for arranging the pre-paid pickups of the 2011 secure ELA and Math field tests. Schools must return **all** used and unused field test materials to the Department contractor promptly after their administration. Schools should follow the detailed instructions for returning the field test materials provided by the contractor. The scoring of the secure ELA and Math field tests will be conducted by the Department contractor. Schools are not permitted to score them.

For more information, please refer to the memorandum *Update on Grades 3–8 Elementary and Intermediate Level Testing for the 2010–11 School Year*.

Thank you for everything you do on behalf of New York State students.

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<sup>1</sup> Note that those schools assigned to administer the 2011 Field Test in Grade 4 or Grade 8 Science will not have to administer the ELA and Math field tests in those grades but will administer the ELA and Math field tests in all other grades. Nonpublic schools that requested any of the Grades 3–8 ELA and Math Tests will also administer field tests for those grades.

**SHIPMENT AND CHECKING OF ENGLISH LANGUAGE ARTS AND MATHEMATICS TEST MATERIALS**

<b>Contents</b>	<b>Sender</b>	<b>Delivery Dates</b>
<u>Secure</u> Grades 3–8 English Language Arts Regular, Braille and Large-Type Edition Books 1 and 2 and Book 3 (Grades 3, 4, and 5); Grades 3–8 ELA Listening Selections (for use with Book 2) and Nonsecure Teacher’s Directions	State Education Department, Test Distribution Unit	April 28–29
<u>Secure</u> Grades 3–8 ELA Scoring CD containing PDF files of the scoring materials for schools and a CD containing audio MP3 files of scorer training materials	State Education Department, Test Distribution Unit	May 4–6
<u>Secure</u> Grades 3–8 Mathematics Regular, Braille, Large-Type, and Alternate Language Edition Books 1 and 2 and Nonsecure Teacher’s Directions	State Education Department, Test Distribution Unit	May 6 and May 9
<u>Secure</u> Grades 3–8 Mathematics Scoring CD containing PDF files of the scoring materials for schools and a CDs containing audio MP3 files of scorer training materials	State Education Department, Test Distribution Unit	May 12–13
<u>Secure</u> Grades 3–8 Secure ELA and Math Field Tests Regular, Braille, Large-type, and Alternate Language Editions, and Test Directions for Administrators and Teachers	Department Contractor	May 9–13

NOTE: The MP3 files on the scoring CDs can be played through most computers and on all MP3-compatible CD players. Check your hardware in advance to determine if it can read MP3 files.