



New York State Testing Program

Mathematics Field Tests

**Teacher's Directions
for Forms CR1–CR8**

Grades 3–8

June 5–8, 2012

For questions regarding the New York State 3–8 Field Tests, please contact the Pearson Customer Support Center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com. The Customer Support hours of operation are Monday through Friday, 7:00 a.m. to 8:30 p.m. ET.

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It is important to read this entire document prior to administering the field tests.

Field test books must be kept secure. You are not to discuss the field tests, show them to anyone, or photocopy the materials, as the security of the field tests could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has a partnership with Pearson for the development of the elementary- and intermediate-level assessments in mathematics. Teachers from across the State work with us in a variety of activities to ensure that the tests are appropriate measures of student achievement of the New York State Learning Standards. The Department and Pearson have worked collaboratively to create stand-alone field tests to try out the newly developed questions prior to their inclusion in operational tests.

The field tests consist of forms with only multiple-choice questions (Forms M1–M8) or forms with only constructed-response questions (Forms CR1–CR8). These teacher directions are for administering the constructed-response forms.

The short- and extended-response questions require students to write, rather than select, an appropriate response. Students write their answers to these questions directly in their field test books.

By following the guidelines in this document, you help ensure that the field tests are valid and equitable for all students. A series of instructions has been provided to help you organize the materials and the field testing schedule.

IMPORTANT DATES

Field Testing Dates June 5–8, 2012



CHECK YOUR SECURE FIELD TEST MATERIALS

To administer these field tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- This *Teacher's Directions*
- Mathematics Field Test Book
- Student pre-identification labels for field test books
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- Mathematics Field Test Book
- No. 2 pencil with eraser (not provided)
- Ruler (not provided)
- Protractor (for Grades 4 and 7 only, not provided)
- Scientific calculator (for Grades 7 and 8 only, not provided)

Security

The New York State Testing Program includes secure materials. School personnel responsible for testing must ensure that all field test materials are secure at all times. The field test books may not be photocopied or duplicated. No specific content of the field tests may be discussed with the students before or after they have been administered.

- On the day of field test administration, you should receive the field test books from the principal or the principal's designee.
- Contact your principal or the principal's designee if you do not have a sufficient number of field test books.
- When not in use, the field test books must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the field test books in this manner ensures that the security of the field tests is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused secure field test materials.
- At no time may the contents of the field test books be reviewed or discussed, or shared through any electronic means.

NOTE: No one, *under any circumstances*, including the student, may alter the student's responses on these field tests once the student has handed in his or her secure field test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized notes, printed material, scrap paper, or tools that might give them an unfair advantage on the field tests. Students should be informed that they may not use cell phones or other communication devices during the field tests. These must be turned off and put away before field test books are handed out. Although these are field tests, the same process and protocol should be used to administer them as with the April 2012 Grades 3–8 Operational Tests.

A graphic icon for Step 2, featuring the word "STEP" in a small box above a large number "2", all enclosed in a rectangular border.

PLAN YOUR FIELD TESTING SCHEDULE

- The field tests must be administered during the week of June 5–8, 2012.
- Schedule testing to allow time for instructions and preparations. Students should be allowed 40 minutes to take the field tests plus an additional 10 minutes of preparation time.
- **Read the *Teacher’s Directions* in its entirety prior to administering the field tests.**
- Review Step 6, “Administer the Field Tests,” before administering the field tests.
- Before the field tests are administered, each student must have either a field test book with a student pre-identification label or a generic field test book, which will require the completion of the demographic section. If a pre-identification label is missing for any student, allow sufficient time before the field test administration to complete the demographic section on a generic field test book.
- Read directions at a moderate, steady pace.
- Adhere to testing time limits.
- Call time if all students complete the field tests early.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

Forms CR1–CR8 contain short- and extended-response questions. Students will write their answers to these questions directly in their field test books.

The field tests will take approximately 40 minutes of testing time. If all students complete the field test before the allotted time, the administration of the field test may be ended early. Except as an accommodation for students with disabilities and English language learners, students who have not completed their field tests within the designated time should **not** be given additional time to finish.

Testing Accommodations

In administering the Grades 3–8 English Language Arts and Mathematics Field Tests to students with disabilities and to English language learners, schools should follow the guidelines on testing accommodations provided in the 2012 *School Administrator’s Manual*.

For specific questions regarding providing testing accommodations to students when administering these field tests, which are not addressed in the April 2012 Grades 3–8 Operational Test Manuals, please contact the Pearson Customer Support center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com.

Use of Calculators

Because the field tests for Grades 3–6 assess a student’s proficiencies involving calculations, the use of a calculator or mathematics tables will **not** be allowed for these grades. Students whose Individualized Education Programs (IEP) or Section 504 Accommodations (504 Plans) specify, the use of an abacus will be permitted with these Mathematics Field Tests.

For Grades 7 and 8, students are allowed to use scientific calculators; graphing calculators are not permitted. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operation manuals, instruction formula cards, or other information concerning the operation of calculators during the field tests.

Misadministration

Notify your principal immediately if any part of the field tests are administered improperly. Examples of misadministration include the following: permitting students to have unauthorized/inappropriate testing accommodations or tools, and engaging in other types of nonstandard field test administration (for example, student cheating).

STEP
3

PREPARE YOUR CLASSROOM

- Plan for the distribution and collection of materials.
- Provide a well-lighted, well-ventilated, and quiet classroom.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during field testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered.
- Completely cover or remove from the walls mathematics aids or charts and all board work pertaining to mathematics.
- Eliminate distractions such as bells or telephones.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ desks and shelves under desks are cleared of all extraneous materials, and all cell phones or electronic communication devices have been turned off and put away.
- On the board, indicate starting and ending times for the field tests.

STEP
4

PREPARE YOUR STUDENTS

- Help students approach the field testing in a relaxed, positive way.
- Explain that the purpose of taking these field tests is to try out newly developed questions prior to placing them on an operational test.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and where and how to record short- and extended-response answers on the field test books. Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or an approach to solving the problem. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

These are timed field tests that are to be administered under standard conditions. Follow the directions carefully. The same field test administration procedures must be used with all students so that valid conclusions can be drawn from the field test results. Ensure that students follow directions for recording their answers in the field test books.

STEP
5

PREPARE SECURE FIELD TEST MATERIALS

Field Test Books and Labels

- For each student in your class, verify that you have the correct field test book with the applied student pre-identification label.
- If there is no student pre-identification label for a student, complete the demographic section on a generic test book for that student.

Mathematics Tools

- Each student must have a ruler for his or her exclusive use during the field tests.
- Each student in Grade 4 and Grade 7 must also have a protractor for his or her exclusive use during the field tests.
- Each student in Grades 7 and 8 must have a scientific calculator for his or her exclusive use during the field tests.
- Before administering the field tests, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.

STEP
6

ADMINISTER THE FIELD TESTS

*Please read these directions carefully before administering the field tests. When you administer the field tests, the directions you are to read aloud are preceded by **SAY**. The italicized instructions to teachers should **not** be read aloud.*

*Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this field test. You must, however, monitor student use of highlighters to ensure that they are **not** being used by students to record their responses to questions.*

*Do **not** distribute any answer sheets; students will write all answers directly in their field test books.*

*Students may **not** use scrap paper for their responses or for note-taking. Students may write in their field test book for calculations.*

SAY Today, you will take the Mathematics Field Test. You will be given 40 minutes to complete the test. You must write your answers directly in your test book.

Use only a No. 2 pencil. You may not use a pen.

Write your answers clearly and legibly. It is important to show all your work as well as your final answer in the field test book.

Make sure to write your answer in the space provided for each question.

If you make a mistake, erase it completely or draw a line through it.

You may not use additional paper for your answers.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute a field test book to each student. If, earlier today, you affixed the student labels to the back covers of the student test books or completed the demographic section, make sure each student receives the correct test book.

SAY This is your Mathematics Field Test Book. Do not open your test book until I tell you to do so.

Look at the cover of your test book. Make sure it says “Mathematics Field Test Book” followed by Form CR1–CR8. If you do not have the correct field test book, please raise your hand and I will give you the correct one.

Find the word NAME at the bottom of the cover. Write your first and last name on the blank line.

Check to be sure each student has written his or her name on the front cover of the test book.

SAY Now, open your test book to Page 1. Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

- SAY** Here are some suggestions to help you do your best:
- Be sure to read carefully all the directions in the test book.
 - Read each question carefully and think about the answer before writing your response.
 - Be sure to show your work when asked. You may receive partial credit if you have shown your work.

For Grades 7 and 8 only:

- SAY** • Use your calculator to help you solve the problems on this part of the test.

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

- SAY** During the test, read the questions carefully. All of your answers must be written in your field test book in the space provided for each question. Also make sure that you are not using space that has been provided for another question. You may use your mathematical tools to help you solve some of the problems on the test.

You will have 40 minutes to complete today's test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of the page, go on to the next page. When you come to the word STOP, you have reached the end of this test. You may go back and check your work.

Are there any questions?

Pause for questions. When you are confident that everyone understands how to take the test,

- SAY** You must work independently and you may not speak with each other while this field test is being administered. Now, please turn to Page 3, question 1 and begin.

Record the starting and ending times.

After 30 minutes have passed,

- SAY** You have 10 more minutes to complete the test.

After 40 minutes have passed,

- SAY** This is the end of the field test. Please close your test books. Now, I will collect the test books.

Collect all field test books. Follow security procedures established by your principal or school administrator for returning secure field testing materials.

Field test books must be kept secure. You are not to discuss the field tests, show them to anyone, or photocopy the materials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.



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