



BUREAU CHIEF  
Office of State Assessment

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**TO:** District Superintendents  
Superintendents of Schools  
Public School and Nonpublic School Administrators  
Charter School Administrators

**FROM:** Clara DeSorbo *Clara DeSorbo*

**SUBJECT:** Spring 2017 Grades 3–8 Common Core 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 both the Grades 3–8 Common Core English Language Arts (ELA) and Mathematics Tests, including the embedding of field test questions, and the stand-alone Grades 3–8 ELA and Mathematics Field Tests.

#### GENERAL INFORMATION

Again in 2017, these tests are untimed. As long as they are working productively, students should be allowed as much time as they need **only within the confines of the regular school day** to complete each test session. Schools are not expected to extend the school day in order for students to complete a test session. In addition, schools may not extend a test session beyond its scheduled day unless the student has multiple-day testing as a specified testing accommodation in his or her Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan).

The *2017 Grades 3–8 Common Core English Language Arts and Mathematics Tests School Administrator's Manual* provides information needed for the administration of the Common Core ELA and Mathematics Tests and is available on the Department's web site at <http://www.p12.nysed.gov/assessment/manuals/>. This memorandum supplements the information concerning the administration of the spring 2017 Grades 3–8 Common Core ELA and Mathematics Tests provided in the *School Administrator's Manual*.

Printed copies of the manual are being sent to schools by the Department. If you have questions about any information appearing in this memorandum or the manual, you may call 518-474-8220 or 518-474-5902 for assistance. The *School Administrator's Manual* contains the *Deputy and Proctor Certificate*, the *Test Storage Certificate*, the *Exam Scoring Confidentiality Agreement*, 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 one year.

Also included in this memorandum is information regarding the New York State 2017 Common Core ELA and Mathematics embedded and stand-alone field testing.

#### DELIVERY OF TEST AND SCORING MATERIALS

All test materials will be sent to schools by the Department's vendor, Questar Assessment Inc. (Questar) and will be delivered by United Parcel Service (UPS). See Attachment A for delivery dates. 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 Attachment A should contact Questar at 866-997-0695.

All schools administering the paper-based Grades 3–8 ELA and Mathematics Tests in 2017 must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city scanning center. 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 (SIRS) 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 scanning center. (The Department does not ship answer sheets to any schools.)

### **Checking the Shipment of Test Materials**

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 on which 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.

For the ELA Test Book 1s and the Mathematics Test Book 1s and 2s, each shrink-wrapped package of the regular editions of printed test books will contain many different test forms spiraled together. These test forms will have form letters as well as form numbers printed on the front cover and inside cover of the test book. It is important that students accurately record the form letter and form number on their answer sheets. For students taking computer-based tests (CBT), the form letters and form numbers used by the student will be recorded automatically. All test read, large-type, braille, and alternative language editions will be the same form, Form A 04. There is only one form for all editions of the ELA Test Book 2s and Book 3s, and Mathematics Test Book 3s.

Note that large type, braille, and alternative language editions are often shipped to schools in separate cartons or padded mailers and may not be delivered at the same time as regular editions. Braille editions of ELA test books may be delivered later than the delivery dates indicated in Attachment A.

- If your school receives its shipment but an item or items are missing that are listed on the shipping notice, please contact Questar at 866-997-0695.
- 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 Questar via e-mail at [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com). Questar will determine whether the regional center has the materials necessary to satisfy the additional request. After contacting Questar, the school should contact the official in charge of the regional center to arrange pickup of test materials on each day of test administration. All schools should make sure that all students taking paper-based tests indicate the correct form (both letter and number) on their answer sheets.
  - The official school representative picking up secure test 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 stationery. (**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.
  - Information on regional centers is available at <http://www.p12.nysed.gov/assessment/ei/eigen.html>.

## SECURITY OF THE GRADES 3–8 COMMON CORE 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 and scoring CDs in a safe or vault as soon as they arrive at the storage site.
- Distribute only the nonsecure Teacher’s Directions to proctors as soon as practical after the shipment arrives.
- Ensure that no one opens the shrink-wrapped 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.
- 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).

## EMBEDDED FIELD TEST QUESTIONS

The Department continues its commitment to embed multiple-choice questions for field testing within the spring Grades 3–8 ELA and Mathematics Tests. Embedding field test questions allows for a better representation of the student population and more reliable field test data on which to build future tests.

It will not be apparent to students whether a question is a field test question that does not count toward their score or a test question that does count toward their score. The embedding of field test questions reduces the amount of stand-alone field testing but does not eliminate the need for it. For additional information on the 2017 stand-alone field tests, please see pages 5–6.

## ELA TESTING SCHEDULE

Schools must arrange to administer the ELA Tests to students during the specified “Administration Dates” in the chart below. The ELA Tests are comprised of three sessions per grade and will be administered over three days.

<b>ELA Tests</b>	<b>Administration Dates</b>	<b>Make-up Dates</b>
Paper-based Tests	March 28–March 30	March 31–April 5
Computer-based Tests	March 27–April 3	April 4–April 6

Make-up dates are to be used for administering the test to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2, followed by Book 3. Students must complete all test books to receive a final test result and a score report.

## MATHEMATICS TESTING SCHEDULE

Schools must arrange to administer the Mathematics Tests to students during the specified “Administration Dates” in the chart on the next page. The Mathematics Tests are comprised of three sessions per grade and will be administered over three days.

<b>Math Tests</b>	<b>Administration Dates</b>	<b>Make-up Dates</b>
Paper-based Tests	May 2–May 4	May 5–May 10
Computer-based Tests	May 1–May 8	May 9–May 11

Make-up dates are to be used to administer the test to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2, followed by Book 3. Students must complete all test sessions to receive a final test result and a score report.

For Grade 7 and 8 students who are receiving instruction in Algebra I and who are taking the June 2017 Regents Examination in Algebra I (Common Core), school districts will be allowed to administer only the Regents Examination in Algebra I (Common Core) eliminating the need for students accelerated in mathematics to take two State mathematics Common Core tests. The waiver will also apply to students in Grades 7 and 8 who are receiving instruction in Geometry and who are taking the June 2017 Regents Examination in Geometry (Common Core).

#### **TEST READ**

When test items are to be read as a result of a testing accommodation, the entire test must be read including reading passages, questions, multiple-choice items, etc. Such content may be re-read more than once as specified by the individual student's IEP or 504 Plan. Students who have difficulty with auditory processing may need content read more than once. To accommodate the individual student's pace, this accommodation is best administered individually rather than in a group setting. Individual or group setting would need to be noted in the student's IEP or 504 Plan.

#### **USE OF COMMUNICATIONS DEVICES**

All students are prohibited from bringing cell phones and certain other personal electronic devices, as defined in the script included in Step 6 of the *Teacher's Directions*, into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

#### **SCRATCH PAPER FOR THE CBT TESTS**

Schools that will be administering the ELA and Mathematics Tests with CBT should prepare to furnish scratch paper to their students for use when taking the tests. At the start of each test session the proctor should hand out scratch paper to each student testing with CBT. For the Grades 3–8 ELA Tests, each student should be given one sheet of lined ruled paper, such as loose leaf paper. For the Grades 3–8 Mathematics Tests, each student should be given two sheets of scratch paper; one sheet of plain paper and one sheet of graph paper. In addition, for all test sessions the proctor should have on hand a further supply of scratch paper to provide to students who during the test session request additional sheets. Students testing with CBT should also be advised that any work done on this scratch paper will not be counted. The scratch paper distributed to students testing with CBT must be collected at the end of the session whether used or unused.

#### **SCORING MATERIALS FOR THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS**

A scoring CD will be sent to schools for each of these tests. The CD will contain PDF files of the scoring materials. Schools must print enough copies of the scoring materials to supply to each rater.

**SCORING OF THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS**

**NOTE:** Teachers are **not** permitted to score their own students’ answer papers.

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 in their school.

**SECURITY OF THE GRADES 3-8 COMMON CORE ELA AND MATHEMATICS TESTS FOLLOWING TESTING**

The Department will be releasing all of the test questions in English Language Arts Test Book 2s and Book 3s and Mathematics Test Book 3s shortly after the scoring window has ended. These books may be used for instructional or staff development purposes after the scoring window has closed.

As in previous years, English Language Arts Test Book 1s and Mathematics Test Book 1s and Book 2s must not be used for instructional or staff development purposes. They must be returned to Questar using the return shipping materials provided in the Return Kit.

**Destruction of Secure Test Materials for Grades 3–8 Common Core ELA and Mathematics Tests**

Return via UPS to: Questar Assessment Inc.	Securely Destroy upon Completion of Test Administration (for CBT only)	Store Securely in School or District for <b>One Year</b> , then Securely Destroy
<ul style="list-style-type: none"> <li>• <b>All used and unused</b> Common Core ELA Book 1s</li> <li>• <b>All used and unused</b> Common Core Mathematics Book 1s and Book 2s</li> <li>• <b>All used</b> Common Core Mathematics Test Reference Sheets (Grades 5–8)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All used</b> scratch paper</li> <li>• Student logins, access codes, and proctor PINs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All used</b> Common Core ELA Book 2s and Book 3s</li> <li>• <b>All used</b> Common Core Mathematics Book 3s</li> <li>• <b>All used</b> answer sheets after their return from the scanning center</li> </ul>

**SECURE STAND-ALONE 2017 ELA AND MATHEMATICS FIELD TESTS**

A critical part of the test development process is the field testing of questions in schools throughout the State in order to ensure the validity and reliability of the New York State Testing Program. Our goal is to require the least amount of testing necessary to build and administer high quality New York State assessments that provide accurate information about our students’ achievement. These field tests contain questions that may only be used on New York State tests and benefit only our students and schools.

For spring 2017, we are able to reduce the number of schools that have been assigned to an elementary- or intermediate-level field test by approximately 25%, as compared to spring 2015, and are assigning no more than one grade level/subject to any selected elementary or middle level school. Note that every school that expressed a preference for computer-based field testing has been assigned to a computer-based field test in one grade/subject (ELA or mathematics) but the participation in the assigned computer based field test will be optional for some of these schools.

From May 22–June 9 for computer-based tests and from May 30–June 9 for paper-based tests, the stand-alone Grades 3–8 ELA and Mathematics Field Tests will be administered in most schools to students who participated in the 2017 Grades 3–8 Common Core ELA and Mathematics Tests. Schools assigned to administer the field tests will be asked to administer only ELA or mathematics

and will be asked to administer them in only one grade. Schools that are administering Grades 4 or 8 Science Field Tests will not be asked to administer the stand-alone Grades 3–8 ELA or Mathematics Field Tests.

The ELA and Mathematics Field Tests must be administered within the prescribed dates. Each school will determine the specific date(s) to administer the field tests during this prescribed time frame. If a student is absent on the day(s) the school administers the field test, there is no need for the student to make it up. Additional information will be available in the *Field Tests School Administrator's Manual* that will be shipped to schools. Schools are expected to administer the assigned field test to all students in the selected grade who are participating in the spring 2017 Grades 3–8 ELA and Mathematics Tests, subject to the availability of special formats that some students may require.

Paper-based field tests will be provided in regular, large-type, and braille editions, as well as Spanish editions (for mathematics only). Schools are not expected to include students in the field test who during the operational test are making use of a translated edition (for mathematics only) that is not available for the field testing. Grades 3–8 ELA and Mathematics Field Tests will be delivered to schools by Questar the week before field testing. Questar will use the information your school submitted through the Department's online examination request system to determine the appropriate quantity of field test materials for the ELA and Mathematics field tests. The field tests will be shipped to the approved secure storage site indicated by the principal in the online examination request system. Step-by-step instructions for administering these field tests will be provided by Questar in the field test teacher's directions. These instructions will be shipped to schools with the ELA and Mathematics Field Tests.

After the delivery of the field tests, principals must inventory the test materials and compare the number received with the quantities listed on the packing list. If any discrepancy is found between the packing list and the materials received, contact Questar Customer Support at 866-997-0695 or via e-mail to [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com). Please note that shrink-wrapped packages of field test books cannot be opened prior to the distribution of field tests to students.

For schools selected to participate in the computer-based Grades 3–8 ELA and Mathematics Field Tests, schools will receive a package from Questar that will be shipped directly to schools and will contain the 2017 Computer-Based Field Test School Administrator's Manual and Teacher's Directions for the grade and subject assigned to the schools. For the computer-based field tests, regular and Spanish editions (for mathematics only) will be available. Schools are not expected to include students in the field test who during the operational test are making use of a special edition that is not available for the field tests.

Following the administration of the stand-alone ELA and Mathematics Field Tests, schools must collect all of the field test materials and store them in a secure location until they are returned to Questar. Questar will provide schools with instructions for arranging the pre-paid pickups of the ELA and Mathematics Field Tests. Schools must return **all** used and unused field test materials to Questar by **June 13, 2017**. Schools should follow the detailed instructions for returning the field test materials provided by the contractor. The scoring of the ELA and Mathematics Field Tests will be conducted by Questar. Schools are not permitted to score them.

## SHIPMENT AND CHECKING OF ELA AND MATHEMATICS TEST MATERIALS

Contents	Sender	Delivery Dates
<u>Secure</u> Grades 3–8 Common Core ELA Regular, Test Read, Braille, and Large-Type Edition Books 1, 2, and 3; Nonsecure Teacher’s Directions	Questar	March 16–March 20
<u>Secure</u> Grades 3–8 Common Core ELA Scoring CD containing PDF files of the scoring materials for schools	Questar	March 28
<u>Secure</u> Grades 3–8 Common Core Mathematics Regular, Test Read, Braille, Large-Type, and Alternate Language Edition Books 1, 2, and 3; Nonsecure Teacher’s Directions	Questar	April 20–April 24
<u>Secure</u> Grades 3–8 Common Core Mathematics Scoring CD containing PDF files of the scoring materials for schools	Questar	May 2
Printed instructions for administering Computer-based Stand-Alone Field Tests	Questar	May 18–May 19
<u>Secure</u> Paper-based Stand-Alone Field Tests	Questar	May 23–May 25