



Bureau Chief
Office of State Assessment

November 2016

TO: Principals of Public and Nonpublic Elementary- and Intermediate-Level Schools
Leaders of Charter Elementary- and Intermediate-Level Schools

FROM: Clara DeSorbo

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the 2016–17
Administration of the New York State Grade 4 Elementary-Level and
Grade 8 Intermediate-Level Science Tests

This memorandum provides information concerning procedures for requesting, shipping, and storing materials for the tests listed below. This memorandum and all information in subsequent e-mailings pertaining to these tests will be available on the Department's web site at <http://www.p12.nysed.gov/assessment/ei/eigen.html>. If you have questions concerning the requesting of test materials, or about any of the other information in this memorandum, please call 518-474-8220 for assistance.

All schools will receive a separate memorandum providing information concerning the procedures for requesting, shipping, and storing the Grades 3-8 English Language Arts and Mathematics Tests and information concerning computer-based testing and field testing.

All editions of the following State exams must be requested through the Department's online examination request system:

- Grade 4 Elementary-Level Science Test
- Grade 8 Intermediate-Level Science Test

Directions for using this system are included in this memorandum and in the *Instructions for Submitting Elementary- and Intermediate-Level Examination Requests Online* (DET 902).

GENERAL INFORMATION

All Grade 4 and Grade 8 tests must be requested through the Department's online examination request system. Online requests for all these tests must be submitted by December 16, 2016. Requests for two or more schools in a district must **not** be combined into one request. Within three business days after your request has been entered, you will be sent a confirmation notice via e-mail indicating the number of exams requested and the address to which they will be shipped. **It is of the utmost importance that you 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 for any elementary- or intermediate-level tests may return to the online examination request system to revise or add any supplemental quantities needed up until the window for submitting requests online has ended. Telephone requests will not be accepted.

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 additional request. **Please make every effort to make any modifications to initial requests for any tests as soon as possible.**

All schools administering New York State elementary- and intermediate-level tests **must** contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. When ordering tests on the online examination request system, schools must identify the RIC or large-city scanning center with whom they have contracted. Schools will **not** be able to proceed with ordering State tests until this information has been entered. A complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

STUDENTS TO BE TESTED

Except as noted below, all public and charter school students in Grades 3 through 8 must take all State tests administered for their grade level. This includes students who have been retained in these grades. The chronological ages of students with disabilities 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 and nonpublic schools within New York State 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 Grade 8 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 exam 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.
- **English Language Learners.** The Elementary and Secondary Education Act (ESEA) requires that the language arts proficiency of all English Language Learners (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually. All English Language Learners, regardless of grade, must take the New York State English as a Second Language

Achievement Test (NYSESLAT). Instructions for requesting the NYSESLAT have been e-mailed to schools.

All English Language Learners are required to participate in the State's 2017 science tests. English Language Learners may take the science 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. These tests may also be translated orally into other languages for those English Language Learners whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer English Language Learners specific testing accommodations when taking these tests. These accommodations are detailed in the respective test manuals.

- **Former English Language Learners.** Schools may provide the testing accommodations listed above under the heading “Administering Examinations to English Language Learners” to Former English Language Learners who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English Language Learner status following their participation in one of the two most recent administrations of the NYSESLAT. Such students either achieved an overall level of Commanding on the Spring 2015 or 2016 NYSESLAT or achieved an overall score of Expanding on the Spring 2015 or 2016 administration of the NYSESLAT and scored at Level 3 or higher on the New York State Grades 3–8 ELA Test.
- **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 test or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities. The CSE’s decision must be documented in the student’s Individualized Education Program (IEP). The criteria that the CSE must use to determine eligibility for the NYSAA is available on the Department’s web site at <http://www.p12.nysed.gov/assessment/nysaa/>.

REQUESTING EXAMINATION MATERIALS

USERNAMES AND PASSWORDS

You must have a username and password in order to enter your school’s exam requests online. If you were the principal of the same school during the 2015–16 school year, the expectation is that you have previously been issued a valid username and password. Use those to log onto the online examination request system. Telephone requests will not be accepted.

If you were the principal of the same school during the 2015–16 school year, but you have forgotten your password or you need to reset your password, access the “Reset Password” utility available from <http://portal.nysed.gov>. More information on this utility may be obtained from the Department’s Delegated Account System (SEDDAS) at seddas@nysed.gov.

If you are a new principal for your school and do not have a valid username and password, determine which of the following situations applies to you.

- Principals of New York City Public Schools. Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.
- Leaders of New York City Charter Schools. Contact the New York City Charter Schools Accountability Office at 212-374-5419.

- Principals of Public Schools or BOCES Programs Located Outside of New York City. Contact your School Superintendent or Delegated Administrator to request a username and password.
- Principals of Nonpublic Schools and Non-New York City Charter Schools. Contact the (SEDDAS) Help Desk at seddas@nysed.gov. to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via e-mail to datasupport@nysed.gov that you are the new principal. This notice must be written on the school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, and your previous position.

All questions regarding usernames and passwords for public schools must be directed to your Delegated Administrator in your local school district or for nonpublic schools the SEDDAS Help Desk at seddas@nysed.gov.

ADDITIONAL REQUESTING AND PACKING INFORMATION

- *Regular Test Booklets*: Test booklets are shipped in packages of 25.
- *Braille and Large-Type Test Materials*: Because of the expense incurred by the Department in the production of braille and large-type tests, request on the online examination request system only the **exact number** of braille and large-type test materials needed for students whose IEP or Section 504 Accommodation Plan (504 Plan) specifically requires either of these accommodations.
- *Alternative Language Test Booklets*: For all languages, request the **exact number** of test booklets needed. Spanish editions are shipped in packages of 25.
- *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.
- *Answer Sheets*: The Department does **not** provide answer sheets. Schools must make arrangements with a RIC or large-city scanning center for these.

SHIPPING OF TEST MATERIALS

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 from one to three days before the scheduled delivery date.

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 (OSA) via fax to 518-474-2021.

STORAGE OF TEST MATERIALS

While it is not required that the Grade 4 Elementary-Level Science Test or the Grade 8 Intermediate-Level Science 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 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 when requesting tests via the online examination request system, you will be required to complete the *Examination Storage Plan* form, found on the online examination request system, and fax it to OSA at 518-474-2021. 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 that part of the test.

Tests and secure materials may not be removed from any secure storage location until the day scheduled for the administration of each part of the test, except during the inventory of test materials when the test shipment is received. The shrink-wrapped 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 shrink-wrapped 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.p12.nysed.gov/assessment/>. If you have specific questions concerning the requesting of test materials, or any of the other information in this memorandum, please call 518-474-8220.