



BUREAU CHIEF
Office of State Assessment

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Requesting Test Read Forms of the 2017 New York State
Grades 3-8 English Language Arts Tests

As recently announced in the memorandum [Changes in Allowable Testing Accommodations on the Grades 3-8 New York State English Language Arts \(ELA\) Assessments](#), beginning with the spring 2017 administration, students with disabilities whose Individualized Education Programs (IEPs) or Section 504 Accommodations Plans (504 Plans) document that tests be read aloud (by way of human reader or technology) must be provided this testing accommodation when participating in these ELA Tests.

For the spring 2017 administration it will be necessary for your school to receive Test Read Booklets in order to provide this accommodation to eligible students with disabilities. This is because the regular edition test booklets will be spiraled within the shrink wrapped packages such that the students in an exam room will be testing on different test forms.

If your school has students for whom this accommodation now applies for Grades 3-8 ELA Tests, please return to the online examination request system prior to the closing date of December 16, 2016 and place your school's request for Test Read Booklets for ELA for eligible students. If you have not yet submitted your school's exam request, please include the request for Test Read Booklets for ELA, only if needed, as part of your initial school request. The request system has been updated so as to accept requests for Test Read Booklets for ELA. Within three business days after you submit your school's initial request or update your school's request, you will receive via e-mail an updated confirmation notice. Please carefully check this confirmation notice to ensure it accurately reflects your school's request. Telephone requests will not be accepted.

Schools that request Test Read Booklets will receive them in packets of two, one for the student and one for the proctor reading the test to the student, in order to ensure that the student and the proctor will have the same test form. Note that all Test Read Booklets are the same form.

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.