THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau Chief
Office of State Assessment

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TO: Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Clara DeSorbo

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2018 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing (CBT) and Field Testing for Spring 2018

This memorandum provides information concerning procedures for requesting, shipping, and storing materials for the Grades 3-8 English Language Arts (ELA) and Mathematics Tests. This memorandum, and all information in subsequent e-mailings pertaining to these tests, will be available on the Department's website at http://www.p12.nysed.gov/assessment/ei/eigen.html. Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the page 7 of this memorandum.

All editions of the Grades 3-8 ELA and Mathematics Tests must be requested through the Department's online examination request system. Directions for using the online examination request system are included in this memorandum and in the *Instructions for Submitting Requests for Grades 3-8 English Language Arts and Mathematics Tests* (DET 902).

You will receive a separate memorandum providing information concerning the procedures for the requesting, shipping, and storing of materials for the Grades 4 and 8 Science Tests.

Changes in Procedures for 2018	
• In June 2017, the Board of Regents decided to reduce the number of days of student testing on the Grades 3–8 ELA and Mathematics Tests from three sessions for each test to two. This change takes effect beginning with the tests that will be administered in 2018. http://www.p12.nysed.gov/assessment/schedules/2018/memo-revised-elitestschedule1718b.pdf	
• Schools selecting to administer any of the Grades 3-8 ELA and Mathematics operational tests via CBT will be prompted in the online examination request system to identify the Lead Scoring Entity for the Scoring Consortium with which the school has arranged to score the students' computer-entered responses to open-ended questions.	See page 5 for more information.
• The Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish editions of the Mathematics Tests will now be provided in the CBT delivery system for schools selecting to administer any of the operational Mathematics Tests to their students via CBT.	See page 4 for more information.

GENERAL INFORMATION

All operational tests must be requested through the Department's online examination request system. **Online requests for all Grades 3-8 ELA and Mathematics Tests must be submitted by December 15, 2017**. 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 format, number of students being tested, the number of paper-based tests (PBT) being shipped, and the address to which they will be shipped. **It is of the utmost importance that you carefully check all e-mail confirmation notices in order to ensure that they accurately reflect selection of CBT versus PBT formats, the correct quantities of materials to be shipped, and to determine whether or not additional materials are needed.**

Once you have logged in to the online examination request system, you will first indicate your school's preference for computer-based or paper-based *field testing*. Next you will indicate if your school will be requesting any *operational* CBT tests. All schools requesting operational CBT tests must then identify their Scoring Consortium's Lead Scoring Entity. All operational CBT test requests will be considered pending until one is identified. Next you will proceed to the operational test requesting section where you will be able to indicate each grade and content area that your school will be administering by CBT. The default is PBT. Then enter the quantities of tests needed by your school. You will find several help messages throughout the system to assist you. Be sure to read all the help messages.

Administrators who find that they need additional test materials for any of the tests may return to the online examination request system in order to revise or to add any supplemental quantities needed up until the window for submitting requests online has ended on December 15, 2017. Administrators who wish to make a change to their selection of CBT or PBT format for either the operational or stand-alone field tests may do so using the online examination request system until December 15, 2017. Telephone requests will not be accepted. After any updates or changes are made to your school's request, an updated confirmation notice will be e-mailed to the principal.

Administrators who find that they need additional ELA or mathematics test materials after the December 15, 2017 deadline must contact Questar directly at ny.3-8.help@questarai.com.

Questar will be shipping test materials to schools for the 2018 Grades 3-8 ELA and Mathematics Tests. Any questions concerning the shipment of materials must be directed to Questar at 866-997-0695 or ny.3-8.help@questarai.com.

All schools administering New York State tests by PBT **must** contract with a Regional Information Center (RIC) or large-city scanning center in order to obtain answer sheets and scanning services. Schools administering the tests by CBT must contract with a RIC or large-city scanning center to obtain test results at the conclusion of testing. When requesting tests on the online examination request system, schools **must** identify the RIC or large-city scanning center with which they have contracted. Schools will **not** be able to proceed with requesting State tests until this information has been entered.

GRADES 3-8 ELA AND MATHEMATICS TESTING AND STAND-ALONE FIELD TESTING

For the 2017-18 school year, schools have the option of administering the operational tests and the stand-alone field tests either by CBT or PBT. Schools will indicate, in the online examination request system, their format preference both for the stand-alone field tests and the operational ELA and Mathematics Tests. For the operational tests administered to all students during the statewide testing administration window, schools will select a format (CBT or PBT) for each grade and content area for each test administered.

- **Computer-Based Stand-Alone ELA and Mathematics Field Tests**: Schools will make a selection of either CBT or PBT for the 2018 ELA and mathematics stand-alone field tests on the School Information page in the online examination request system. Schools will **not** be able to proceed with entering requests for operational tests until this selection has been made.

- **Computer-Based Operational ELA and Mathematics Tests**: When placing requests for operational tests, schools will indicate by each grade level and content area whether they plan to administer them by CBT or PBT.

Stand-Alone Field Testing

The stand-alone field tests in ELA and mathematics will be administered by schools during spring of 2018. The testing window for paper-based stand-alone field tests will be Tuesday, May 29 through Friday, June 8, 2018. The testing window for computer-based stand-alone field tests will be Monday, May 21 through Friday, June 8, 2018. All selected schools are required to participate in stand-alone field testing, either on paper or by computer. The Department encourages schools that did not elect to administer the 2017 stand-alone field tests on computer to participate in computer-based stand-alone field testing in spring 2018. Choosing to participate in computer-based stand-alone field testing provides the opportunity for schools to assess their technology readiness for CBT and provides administrators, teachers, and students an opportunity to become familiar with CBT in a low-stakes testing environment.

As with paper-based stand-alone field testing, when participating in computer-based stand-alone field testing, each school will be assigned by the Department to test a specific grade and content area in order to ensure that the needed representative sampling of New York State students is achieved. It is not possible for schools to select a grade or content area for stand-alone field testing.

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 in order 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 in order 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 Mathematics Test**. Grade 8 students who are receiving instruction in a commencement-level mathematics course and who take a Regents Examination in mathematics are not required to take the Grade 8 Mathematics Test. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.

- **English Language Learners.** Part 154 of the Regulations of the Commissioner of Education requires that the language arts proficiency of all English Language Learners be tested annually. All English Language Learners, regardless of grade, must take the New York State English as a Second Language Achievement Test (NYSESLAT).

    o Schools are permitted to exempt from the 2018 Grades 3–8 ELA Tests only those English Language Learners (including those from Puerto Rico) who, on April 1, 2018, will have been attending school in the United States for the first time for less than one year. Recently arrived English Language Learners may be eligible *for one, and only one, exemption* from the administration of the Grades 3–8 ELA Tests. Subject to this limitation, schools may administer the NYSESLAT in lieu of the Grades 3–8 ELA Tests to recently arrived English Language Learners who meet the criterion above. All other English Language Learners must participate in the Grades 3–8 ELA Tests, as well as in the NYSESLAT.

o All English Language Learners are required to participate in the State's 2018 mathematics tests. English Language Learners may take the mathematics tests in English or in an alternate language, whichever is better for the student. The mathematics tests are provided in printed test booklets and CBT in Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. Students requiring an alternative language edition will receive the same format, CBT or PBT, the school selects for the regular English editions. The printed test booklets 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. (See "Test Read Booklets" on page 6.) 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 available 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 2016 or 2017 NYSESLAT or achieved an overall score of Expanding on the Spring 2016 or 2017 administration of the NYSESLAT and scored at Level 3 or higher on the New York State Grades 3–8 ELA Tests during that same school year.

- **Students with Disabilities.** The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether or not 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 website at http://www.p12.nysed.gov/assessment/nysaa/.

Operational Testing via CBT

Schools that are prepared and technologically ready may choose to administer any content area/grade of their operational tests on computer for spring 2018. All schools that select CBT for any operational tests will be required to verify their technology readiness. Please note that public schools must also collaborate with their district in order to ensure that the school will be prepared to meet the district's technology requirements for CBT. The 2018 Grades 3-8 tests in large type and braille will be available as PBT only. Alternative language tests (mathematics only) will be available as CBT or PBT. The information below provides additional details for your school to consider prior to placing your school's request.

Testing/Technology Readiness

For CBT, there are six primary testing days on the attached schedule for each content area. A school testing on computer must test its entire grade, except for makeup testing, on the same two consecutive school days within the primary testing period. For example, if a school is administering the Grades 3 and 4 Mathematics Tests by CBT, it could administer the two sessions of the Grade 3 Mathematics Test on the first two days and the two sessions of the Grade 4 Mathematics Test on the third and fourth school days of the primary CBT testing period. These rules regarding testing the entire grade in the same days and consecutive testing days are school-specific and not district-specific. Two different schools within a district may administer the same grade tests on computer on different consecutive days within the six-day primary CBT testing period.

The Department will be distributing information about the process for schools to verify their technology readiness, which means confirming that the school has enough devices and bandwidth, as well as other considerations. To ensure that all schools are prepared for successful administration of the spring 2018

operational tests, those schools that choose the CBT format for operational tests must verify their technology readiness. Any school that fails to submit its verification of technology readiness by December 29, 2017 will have its CBT examination request(s) reverted from CBT to PBT. All devices for CBT will need to have the Nextera Secure Browser downloaded to them ahead of the test administration period. Details about the Nextera Secure Browser can be found in the Nextera installation and setup guide on the Department's CBT Support website. Schools interested in CBT should visit the CBT website to review the Nextera installation and setup guide. Any questions regarding this guidance should be sent to cbtsupport@nysed.gov. The Department will provide specific communication as to when schools should begin to prepare for CBT through installation of the Nextera Test Delivery System Secure Browser. Additional information concerning CBT is available online at http://www.p12.nysed.gov/technology/CBT.

Schools will have until December 15, 2017 to make changes in the online examination request system to their selections for CBT or PBT for both the operational and stand-alone field tests.

Scoring of Computer-Entered Student Responses

Access to Questar's ScorePoint computer-based scoring system will be provided at no charge to those schools/ districts that participate in operational CBT, as well as to BOCES and large-city district regional scoring centers and private contractors. ScorePoint must be used to score all constructed responses for operational CBT.

To participate in operational CBT, the school/district **must** arrange for its students' computer-entered constructed responses to be scored by a consortium of teachers **from a minimum of three schools** collaborating under the direction of a Lead Scoring Entity. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor. Note that teachers may score computer-entered student responses as part of the scoring consortium regardless of whether or not their school administered operational CBT. Scoring models permitted by the Department for CBT scoring using ScorePoint are strictly limited to: Regional Scoring, Three or More Schools from Two Districts, Three or More Schools Within a District, and Private Contractor (Third-Party Vendor).

For CBT scoring, no teacher will score assessments from his or her own school. All grades in a subject must be scored by the same Scoring Consortium; however, a school may use a different Scoring Consortium to score its CBT ELA Tests than it is using to score its Mathematics Tests.

REQUESTING EXAMINATION MATERIALS

Usernames and Passwords

You must have a username and password in order to enter your school's examination requests online. If you were the principal of the same school during the 2016–17 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 2016–17 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) website at http://www.p12.nysed.gov/seddas/seddashome.html.

If you are a **new** principal 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 and New York City Charter Schools**: Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO).

- **Principals of Public Schools or BOCES Programs Located Outside of New York City**: Contact your School Superintendent or Delegated Administrator to obtain your username and password.
- **Principals of Religious and Independent Schools and Non-New York City Charter Schools**: Contact the Department's Delegated Account System (SEDDAS) Help Desk at seddas@nysed.gov to obtain your username and password. If you 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 school letterhead stationery and the information that must be included can be found on the Information and Reporting services website at http://www.oms.nysed.gov/sedref/home.html.

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.

Requesting and Packing Information

- *Regular Test Booklets*: Request the number of test booklets needed by your school. Test booklets for ELA and Mathematics are shipped in packages of 10 and 25. Enter the number of students who will be tested with regular test materials, **not** the number of packages of booklets. You may request up to 5% above current enrollment to allow for possible changes in enrollment.
- *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 504 Plan specifically requires either of these accommodations.
- *Test Read Booklets:* Regular edition tests are spiraled such that the students in a school will be testing on different forms. When placing requests, schools will be asked to enter the *total* number of students who have the accommodation of Test Read. When placing requests for the mathematics tests, also enter the number of students who require an oral translation of a lower incidence language in the "Test Read" total. Schools will receive tests for these students in packets of two, one for the student and one for the proctor reading the test to the student or providing an oral translation, 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.
- *Alternative Language Test Editions (Mathematics Only):* For all languages, request the **exact number** of tests needed. Spanish paper editions are shipped in packages of 10 and 25. All alternative language edition tests are the same form. Schools will receive paper copies of English editions of the tests in the same form to provide as a testing accommodation to English Language Learners making use of an alternative language edition with CBT and PBT.
- *Answer Sheets:* The Department does **not** provide answer sheets. All schools administering one or more grades with PBT **must** make arrangements with a RIC or large-city scanning center to receive answer sheets for students testing with PBT.

Shipping of Test Materials

All test shipments will be sent from Questar and will be delivered by UPS at any time between the hours of 8:00 a.m. and 5:00 p.m. Additional information on the delivery of printed test materials will be provided by the Department several weeks prior to the administration of the ELA tests.

Storage of Test Materials

The printed secure ELA and Mathematics Tests must be stored in the safe or vault of the building to which the tests will be shipped. 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 in order to ensure that test security is maintained.

If the building where the tests will be administered does not have a safe or vault large enough to hold the ELA or Mathematics Tests, arrangements must be made to store these tests at a school or district location with an appropriate safe or vault. 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. 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.

You can review the screen shots on the following pages to learn more about the requesting of materials for the spring 2018 administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and information on CBT and field testing for spring 2018.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing and Field Testing, call the Operations Group at 518-474-8220.

For other questions regarding State assessments, call OSA's main number at 518-474-5900.

Fax supplemental requests for the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on CBT and Field Testing to 518-474-2021.

Other faxes regarding test administration may be sent to 518-474-1989.

OSA's e-mail address is emscassessinfo@nysed.gov.

1. Selecting Stand-Alone Field Test Format (SAFT)

2. Indicating If Your School Will Be Requesting Operational Computer-Based Tests

3. **Selecting Your Lead Scoring Entity (Section will be visible if previously selected "Yes," to indicate your school will be requesting Operational Computer-Based Tests)**

- First, select type of Lead Scoring Entity.

- Second, select the name of your Lead Scoring Entity from the dropdown menu or type in the field provided to search by keywords.

4. Selecting Paper or Computer Format

5. Helpful Tool Tips Will Assist You with Ordering

6. There is a Separate Row for Indicating "Test Read" Quantity

7. All Five Alternate Languages Can Be Requested by Grade for Mathematics Tests