The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

INSTRUCTIONS FOR SUBMITTING REQUESTS FOR
GRADES 3-8 ENGLISH LANGUAGE ARTS AND MATHEMATICS TESTS

Once you have completed the *Worksheet for Developing Online Requests* (DET 901), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

IMPORTANT NOTES

❑ Schools must submit examination requests under their own BEDS code. Requests for two or more schools in a district must not be combined into one request.

❑ Be sure to use the "Next Page" and "Previous Page" buttons located at the bottom of each web page to move between pages within the online examination request system. If you use your browser's forward and back buttons, the information just entered on the page you are leaving will not be recorded in the OSA database.

❑ Similarly, on the final screen ("Review and Submit"), you must send the data you entered by using the "Submit and Certify Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your exam request.

---

1. Go to http://portal.nysed.gov and click the "Log On" button in the upper right corner of the screen. Enter the username and password (case-sensitive).

   All questions regarding usernames and passwords for public schools *must* be directed to your Delegated Administrator in your local school district and, for religious, independent, and charter schools, the SEDDAS Help Desk.

   ---

2. You will then be taken back to the NYSED Business Application Portal web page. Under the heading "My Applications" toward the top of this page, click on "Examination Request System."

3. A dialogue box displaying the "Request Agreement" appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure exam materials, as provided in the appropriate *School Administrator's Manual* for the tests you have requested. Carefully read the agreement and click "Accept" to indicate your agreement.

4. Select the type of tests you wish to request from the drop-down menu and click "Go."

5. Carefully review the "School Information" page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update as needed the phone and fax numbers for your school and the e-mail addresses for the principal and an alternative contact. **It is imperative that e-mail addresses are kept up to date as the Department sends important communications by e-mail.**

   The online examination request system has the capacity to receive and store two e-mail addresses for each school—the principal and an alternative contact. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting Information and Reporting Services. Schools must also fax such changes to 518-474-2021.

6. Scroll down to the section titled "Elementary/Intermediate Field Testing Information." Select from the drop-down the format your school is planning to administer its assigned field test, either computer-based stand-alone field test (SAFT) or paper-based SAFT. The SAFT format selected applies to both the English Language Arts and Mathematics Examination Cycles.

7. In the section titled "District/BOCES/Regional Center Data," select from the drop-down menu next to "Scanning Center" the center with whom your school has contracted for scanning services. You must enter this information in order to proceed with ordering tests.

8. In the "Operational Computer-Based Testing" section, select "Yes" if your school will be requesting any operational computer-based tests (CBT). You will be able to indicate each grade your school will be administering by operational CBT later in the online examination request system.

9. If you are requesting CBT, the next section will be titled "Lead Scoring Entity (For Operational Computer-Based Testing Only)." To participate in operational CBT, schools must arrange for their computer-entered constructed responses to be scored by a Scoring Consortia. All CBT examination requests will be considered pending until the Lead Scoring Entity for the Scoring Consortia is selected in the online examination request system for English Language Arts and Mathematics Tests. To make your selection, first select type of Lead Scoring Entity (School, District, BOCES, Scoring Vendor, or Pending) and then select the name of your Lead Scoring Entity from the dropdown menu or type in the field provided to search by keywords. If the Lead Scoring Entity selected doesn't have a Scoring Director/e-mail Address associated with it, NYSED staff will reach out to the Lead Scoring Entity to obtain the contact information. For those schools that administered operational CBT last year, their Lead Scoring Entity and Scoring Director/e-mail address will be pre-populated. Schools must check the Lead Scoring Entity listed for them and change as needed. A Lead Scoring Entity must be selected by December 14, 2018.

10. In the next section titled "Examination Storage Plan," click the button that describes the location where your school's exams are to be shipped and stored.

11. If you need to have your school's examinations shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the *Examination Storage Plan* for the alternate location to the OSA Operations Group to 518-474-2021. (In order to complete the *Examination Storage Plan* for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: principal's name, BEDS Code, school/building name, street address, phone number, fax, and e-mail.)

    Note: alternate storage location information faxed to the OSA Operations Group will not appear on the online examination request system until five business days from the date of receipt.

12. When you are finished reviewing and/or updating the information on the "School Information" page, click the "Save and Proceed to Request Examinations" button at the bottom of the page. The online examination request system will allow you to view only the types of New York State tests your school is eligible to request.

13. On the next page, for **English Language Arts and Mathematics only**, you will see the list of tests by grade level and options for selecting either computer-based or paper-based format for each grade. The default selection is paper-based. If your school plans to administer the tests on computer, click on the button for computer for the appropriate grade(s).

14. Enter the quantities needed for the regular, large-type and braille editions based on the number of students who will be taking those tests. For regular editions of the test, you may request up to 5% above current enrollment to allow for possible changes in enrollment. If you try to request more than that amount, you will receive an error message. If you get an error message and need to request more than that amount, please e-mail examrequest@nysed.gov for assistance. Schools with any students needing the accommodation of Test Read as specified in an Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) or, for the mathematics tests only, those students who require an oral translation for lower incidence languages, will also need to enter quantities for "Test Read" copies. This will ensure that your school will have the necessary copies for the student and reader/translator. When requesting mathematics tests, also enter the number of students requiring alternative language editions of the tests. (Students requiring an alternate language edition will receive the same format, computer or paper, you selected for the regular English editions.) When you have finished entering the quantities needed for the tests on that page, click the "Next Page" to proceed to the "Review and Submit Your Examination Request" page. (Note that for any grades for **ELA and Math** for which you've indicated computer-based, your school will not receive regular edition paper copies. You will only receive paper copies for the large-type, braille, test read, and, for the mathematics tests only, English editions of the test for English Language Learners/Multilingual Learners making use of an alternative language CBT.)

15. Carefully review your examination request. If you need to change your request, click the "Previous Page" button until you have reached the page on which you want to make changes. When all changes have been made, click the "Next Page" button until you are returned to the "Review and Submit" page.

16. When you have determined that all the information listed is correct, click the "SUBMIT AND CERTIFY YOUR REQUEST" button. **CAUTION: If you close the "Review and Submit" screen without submitting the entire request by use of this button, the Department will not receive your exam request**.

17. The next page will advise you that your exam request has been submitted to the Department's database and you will receive a confirmation of your request via e-mail within three business days. All school information and examination quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the "SUBMIT AND CERTIFY YOUR REQUEST" button on the "Review and Submit" page.

    Please note: "Select Exam Cycle": To order tests for another Exam Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Exam Cycle" to select the next group of tests to be ordered and repeat this process.

18. Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Business Application Portal, click "Log Off" in the upper right corner of the Portal page.

Any questions about your school's exam request may be directed to examrequest@nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@nysed.gov.