

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT**

Office of State Assessment
Albany, New York 12234

**INSTRUCTIONS FOR SUBMITTING ONLINE 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 submit 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 your 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 menu 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 response to COVID-19 related school and district closures that occurred during the 2019-20 school year and the subsequent suspension of the 2020 Grades 3-8 ELA and Mathematics Operational Tests and Stand-Alone Field Tests, only those schools that were approved to administer the 2020 Grades 3-8 ELA and/or Mathematics Operational Tests by computer-based testing (CBT) may administer the 2021 Grades 3-8 ELA and/or Mathematics Operational Tests by CBT. These approved schools may choose to administer any content area and grade level of the 2021 operational tests by CBT. Only these approved schools will now see the “Operational Computer-Based Testing” section in the online examination request system. 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. Schools requesting operational CBT tests must then select the CBT Simulation Period(s) that their school will participate in and select the name of their scoring consortium’s Lead Scoring Entity. You must select at least one simulation period and the name of your Lead Scoring Entity in order to save and proceed to request examinations. Schools may change their selections up until the closing of the online examination request system on December 11, 2020. To make your selection for Lead Scoring Entity, first select type of Lead Scoring Entity (School, District, BOCES, or Scoring Vendor) 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 Name and Scoring Director E-mail Address associated with it, OSA 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 corresponding Scoring Director Name and Scoring Director E-mail Address will be pre-populated.
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. If your school meets the criteria to request CBT (please see step #8 above for more information), select computer from the drop-down menu for any grade(s) you plan to administer the operational test on the computer. If your school does not meet the criteria to request CBT, the computer option on the drop-down menu will be deactivated and grayed out. 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 requiring the accommodation of Test Read who will test on paper or with the Read Aloud (by human) accommodation on computer, 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 the reader/translator.

15. When requesting mathematics tests, also enter the number of students requiring alternate language editions of the tests. If you are requesting alternate language editions of the test in Chinese (Traditional), Haitian Creole, Korean, Russian, and/or Spanish, these students will receive the alternate language edition of the test in the same format, computer or paper, that you selected for the regular English editions. If you are requesting alternate language editions of the test in Arabic, Bengali, and/or Chinese (Simplified), your school will receive paper copies of the tests for these students; these editions are not available in computer format. When requesting any alternate language editions, schools will also receive the corresponding paper copies of the English editions of the tests to provide as a testing accommodation.
16. 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 **English Language Arts and Mathematics** for which you’ve indicated computer-based, your school will not receive regular edition paper copies. Your school will only receive paper copies for large-type, braille, test read, and, for the mathematics tests only, alternate language editions of the test in Arabic, Bengali, and/or Chinese (Simplified) and English editions of the tests to provide as a testing accommodation for students taking an alternative language CBT.)
17. 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.
18. 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.**
19. 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 submitted 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.
20. 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.

NYSED Online Examination Request System 2020-21 School Year – Grades 3-8 English Language Arts and Mathematics Tests

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

Elementary /Intermediate Field Testing Information

Most schools will be selected for one Elementary/Intermediate STAND-ALONE FIELD TEST (SAFT) in 2021. Schools may request to administer the SAFTs as computer-based tests (CBT). Indicate below which format your school prefers to administer the SAFT. The SAFT format selection made below applies to both the English Language Arts and Mathematics Exam Cycles. Changes may be made until December 11, 2020.

Choose the format in which you prefer to administer your field tests:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">---Please Select a Testing Format--- ▼</div> You must select a format to proceed	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #ccc; color: black; font-weight: bold; font-size: 1.2em;">Select</div> ←
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2. Indicate If Your School Will Be Requesting Operational Computer-Based Tests

In response to COVID-19 related school and district closures that occurred during the 2019-20 school year and the subsequent suspension of the 2020 Grades 3-8 ELA and Mathematics Operational Tests and Stand-Alone Field Tests, only those schools that were approved to administer the 2020 Grades 3-8 ELA and/or Mathematics Operational Tests by CBT may administer the 2021 Grades 3-8 ELA and/or Mathematics Operational Tests by CBT. These approved schools may choose to administer any content area and grade level of the 2021 operational tests by CBT.

District / BOCES / Regional Center Data

District:	<input type="text"/>
BOCES:	<input type="text"/>
Regional Center:	<input type="text"/>
Regional Center Code:	<input type="text"/>
Scanning Center: <small>(Select the scanning center with whom you have contracted for services.)</small>	<input type="text"/>

Operational Computer-Based Testing

Select 'Yes' if you will be requesting 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.

Requesting Operational Computer-Based Tests:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Internal Storage Information

Only approved schools per the above guidance will now see the “Operational Computer-Based Testing Section”

3. These approved schools that request operational CBT tests must then select the CBT Simulation Period(s) that their school will participate in. (Section will be visible if previously selected “Yes,” to indicate your school will be requesting Operational Computer-Based Tests)

Operational Computer-Based Testing

Select 'Yes' if you will be requesting 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.

Requesting Operational Computer-Based Tests:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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CBT Simulation

To participate in operational computer-based testing (CBT), schools are required to take part in at least one of the two CBT Simulation Periods. Each simulation period will have a window during which schools planning to administer operational tests with CBT will participate on the day(s) they choose. Please select the CBT Simulation Period(s) that your school will participate in below. Changes may be made until December 11, 2020. The selection made below applies to both English Language Arts and Mathematics Exam Cycles if a school is requesting operational CBT for both content areas. To participate in operational CBT, schools are required to take part in at least one day of CBT simulation during either of the two CBT Simulation Periods. The operational test request will be converted to PBT if a school that requested operational tests with CBT fails to participate in a simulation on at least one day of either of these two CBT Simulation Periods.

CBT Simulation Period 1: <input checked="" type="checkbox"/>	
(CBT Simulation Period 1 window: Wednesday, December 9 – Friday, December 11, 2020)	
CBT Simulation Period 2: <input type="checkbox"/>	
(CBT Simulation Period 2 window: Tuesday, January 12 – Thursday, January 14, 2021)	

Lead Scoring Entity (For Operational Computer-Based Testing Only)

4. These approved schools that request operational CBT tests must also verify the name of the Lead Scoring Entity pre-populated for their school and update as needed. (Section will be visible if previously selected “Yes,” to indicate your school will be requesting Operational Computer-Based Tests)

To update Lead Scoring Entity:

- 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.

Lead Scoring Entity (For Operational Computer-Based Testing Only)

To participate in operational computer-based testing (CBT), schools must arrange for their computer-entered constructed responses to be scored by a Scoring Consortia. If the Lead Scoring Entity selected doesn't have a Scoring Director Name and 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 Name and Scoring Director E-mail Address will be pre-populated. Schools must check the Lead Scoring Entity listed for them and change as needed.

Lead Scoring Entity:	<p>Select type of Lead Scoring Entity below.</p> <p><input type="radio"/> School</p> <p><input type="radio"/> District</p> <p><input type="radio"/> BOCES</p> <p><input type="radio"/> Scoring Vendor</p>
Second →	<p>Select the name of your Lead Scoring Entity from the dropdown menu below or type in the field to search by keywords.</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Please Choose an Option▼</div>
Scoring Director's Name: <small>(Entered by NYSED staff)</small>	<input style="width: 90%;" type="text"/>
Scoring Director's E-mail Address: <small>(Entered by NYSED staff)</small>	<input style="width: 90%;" type="text"/>

Internal Storage Information

5. Select “Paper” or “Computer” Format

Only those approved schools that indicated that they will be requesting CBT on their School Information Page will now be able to select computer from the drop-down menu for any grade(s) they plan to administer the operational test on the computer. The computer option on the drop-down menu will be deactivated and grayed out for all other schools.

Description	Computer or Paper	Regular	Large	Braille	Update User	Update Date	Orig. Reg.	Supp. Ind
GRADE 3 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 3 ENGLISH LANGUAGE ARTS TEST READ	Computer	0			NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A

6. Request “Test Read” Copies

There is a separate row for indicating “Test Read” quantity for each grade.

Description	Computer or Paper	Regular	Large	Braille	Update User	Update Date	Orig. Reg.	Supp. Ind
GRADE 3 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 3 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 7 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 7 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 8 ENGLISH LANGUAGE ARTS	Paper	0	0	0	NA	NA	0	N/A
GRADE 8 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A



7. Request Alternate Language Editions of the Mathematics Tests

The mathematics tests will now be available in three additional languages: Arabic, Bengali, and Chinese (Simplified). These editions are only available in paper format. They are not available in computer format.

Enter the number of students requiring alternate language editions of the tests. If you are requesting alternate language editions of the test in Chinese (Traditional), Haitian Creole, Korean, Russian, and/or Spanish, these students will receive the alternate language edition of the test in the same format, computer or paper, that you selected for the regular English editions.

If you are requesting alternate language editions of the test in Arabic, Bengali, and/or Chinese (Simplified), your school will receive paper copies of the tests for these students. These editions are only available in paper format. They are not available in computer format.

When requesting any alternate language editions, schools will also receive the corresponding paper copies of the English editions of the tests to provide as a testing accommodation.

Description	Language	Regular	Update User	Update Date	Orig. Reg.	Supp Ind
GRADE 3 MATHEMATICS	ARABIC	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	BENGALI	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	CHINESE (SIMPLIFIED)	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	CHINESE (TRADITIONAL)	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	HAITIAN CREOLE	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	KOREAN	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	RUSSIAN	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 3 MATHEMATICS	SPANISH	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 4 MATHEMATICS	ARABIC	<input type="text" value="0"/>	NA	NA	0	N/A
GRADE 4 MATHEMATICS	BENGALI	<input type="text" value="0"/>	NA	NA	0	N/A