



DEPUTY COMMISSIONER, P-12 EDUCATION

March 2012

TO: District Superintendents
Superintendents of Public and Nonpublic Schools
Principals of Public, Nonpublic, and Charter Schools

FROM: Ken Slentz—Deputy Commissioner for P-12

SUBJECT: The 2012 Elementary and Intermediate Level Stand-alone Field Tests

This memorandum is to inform you of the stand-alone field testing that will take place in 2012 for the Grades 3–8 English Language Arts (ELA), Math, and Science Testing Program. We appreciate all the hard work you do to help implement this testing program.

Secure stand-alone field tests will be administered in most schools this year. An important part of the test development process is the field testing of test questions in schools throughout New York State. Field testing provides the data necessary to ensure the validity and reliability of the New York State Testing Program.

Schools will be assigned to administer the Grades 3–8 secure stand-alone field tests in ELA or math or to administer the stand-alone field tests in Grade 4 or 8 science. Note that schools selected to administer the Grades 4 and 8 science field tests will not be asked to administer the Grades 3–8 ELA or math field tests. Note also that schools assigned to the ELA and math field tests will be required to administer them in either ELA or math, and in only one or two grades.

Notification of Field Testing Assignments

Schools administering the ELA or math field tests will receive letters in April from the Department's contractor, Pearson, notifying them of their ELA or math field testing assignment. Schools assigned to the Grades 4 and 8 science field tests have already been notified by the Department.

The Grades 4 and 8 Science Field Tests

The 2012 Grades 4 and 8 Field Tests in Science must be administered between May 14 and 18. The science field tests will be administered to all students, with the exception of English language learners, in Grades 4 or 8 in selected schools. The Department will ship the science field test materials via UPS on **May 7**. Complete directions will be provided with the field tests. All science field test materials must be returned by **May 21, 2012**.

Administration Dates for the Secure Stand-alone Grades 3–8 ELA and Math Field Tests

The 2012 field tests for ELA and math must be administered on one specific day, selected by the school, from **June 5–8 only**. Schools will be required to return all field test materials to Pearson by **June 13, 2012**. Schools will be contacted in the coming months with specific instructions for administering the field tests.

Shipment of the 2012 Secure Stand-alone Grades 3–8 ELA and Math Field Tests

The 2012 secure ELA and math field tests will be delivered to schools the week before testing. The field tests will be shipped to the approved storage location indicated by the principal in the New York State online examination request system. After the delivery of the tests, principals must inventory the field test materials and compare the number received with the quantities listed on the Security Checklist. If there is any discrepancy between the Security Checklist and the materials received, contact the Pearson Customer Support Center at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com.

Security of the 2012 Field Tests

All field tests must be stored in a secure location; under no circumstances should the field tests be left unattended. Photocopying and/or retaining copies of any field test material is prohibited. School personnel are not permitted to read or review secure field test booklets for any reason other than to read math or science field tests to students with disabilities who have “tests read” as an accommodation in their Individualized Education Programs or Section 504 Accommodation Plans.

Return of the 2012 Field Tests in ELA and Math

Schools will be provided with instructions to arrange for the pre-paid return of the 2012 field tests. Schools must return **all** used and unused field test booklets and answer sheets no later than June 13. Schools are **not** permitted to review or score students’ responses.

If you have any questions regarding the Grades 3–8 field tests in ELA and Math, please contact the Pearson Customer Support center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com. The Customer Support hours of operation are Monday through Friday, 7:00 a.m. to 8:30 p.m. EST.

Thank you for your continued commitment to improving education in New York State.