



BUREAU CHIEF, TEST ADMINISTRATION AND OPERATIONS
Office of Assessment Policy, Development and Administration

March 2012

TO: Principals of Public, Nonpublic, and Charter Schools
FROM: Barbara M. Wallis *Barbara M. Wallis*
SUBJECT: Spring 2012 Grades 3–8 English Language Arts and Mathematics Tests and Grades 3–8 English Language Arts and Mathematics Field Testing

This memorandum provides you with essential information regarding the Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Grades 3–8 ELA and Mathematics embedded field test questions and stand-alone field tests.

GENERAL INFORMATION

Beginning in 2012, there will be **one** School Administrator's Manual that provides the information needed for the administration of both the ELA and Mathematics Tests. The *Grades 3–8 English Language Arts and Mathematics Tests School Administrator's Manual, 2012 Edition* will soon be available on the Department's web site at <http://www.p12.nysed.gov/apda/manuals/>. This memorandum supplements the information concerning the administration of the Spring 2012 Grades 3–8 English Language Arts (ELA) and Mathematics Tests provided in the *2012 School Administrator's Manual*.

Printed copies of the manual will be sent to schools in a separate shipment at the beginning of April. If you have questions about any information appearing in this memorandum or the manual, you may call 518-474-8220 for assistance. The *School Administrator's Manual* contains the *Deputy and Proctor Certificate*, the *Examination Storage Certificate*, and the *Scoring Operations Certificate*, all of which must be completed by each school administering these tests and retained in the school's files for one year.

Also included in this memorandum is information regarding the 2012 ELA and Mathematics embedded and stand-alone field testing.

DELIVERY OF TEST AND SCORING MATERIALS

All test materials sent to schools by the Department will be delivered by United Parcel Service (UPS). UPS deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools that do not receive their shipments of test materials by 12:00 noon on the last dates indicated in the chart on page 7 should track the shipments of test materials on the Internet:

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click "Track by Reference."
3. In the Shipment Reference field, type the BEDS Code of the school where you indicated you wanted your tests to be shipped.
4. Enter the Ship Date Range. (Ship dates are generally one day before the first delivery dates listed on page 7.)
5. If you are unable to track your shipment, or if you notice some other irregularity, contact the Office of Assessment Policy, Development and Administration (APDA) via fax to 518-474-2021.

All schools administering the Grades 3–8 ELA and Mathematics Tests in 2011–12 must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city scanning center. RICs are data processing centers operated by twelve BOCES that currently provide answer sheets and scanning services for all public schools outside the five large-city school districts. The RICs will also provide data to the Student Information Repository System (SIRS) for participating schools. Participation in the Grades 3–8 testing program and the repository will allow all schools access to reports showing longitudinal data for individual students and for the school as a whole. More information about the repository system is available on the Department’s web site at <http://www.p12.nysed.gov/irs/sirs/>. Answer sheets will be shipped directly to schools from the RIC or large-city scanning center. (The New York State Education Department does not ship answer sheets to any schools.)

As soon as each shipment of test and scoring materials arrives at your school or approved storage location, conduct an inventory to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped packages of secure test materials until the day on which that part of the test is scheduled to be administered.** You must store the test materials in a burglarproof safe or vault, except while they are being inventoried.

There will be four forms of the regular and large-type editions of the ELA Test Book 1s—Forms A, B, C, or D. There will also be four forms of the regular, large-type, and alternative language editions of the Mathematics Test Book 1s and Book 2s. Each school will receive only one form of each of these books. The shipping notice will indicate which form a school is receiving. There is only one form of the Test Book 2s and Book 3s for ELA and Test Book 3s for mathematics.

- ❑ If an item or items are missing from the shipment listed on the shipping notice, circle the item(s) and quantity that are missing on the notice, and fax the corrected shipping notice to the Department’s Operations Group to 518-474-2021. (No cover sheet is necessary.) The missing item(s) will be sent to the school’s storage site. Note that only Form A of the ELA Test Book 1s and Mathematics Test Book 1s and Book 2s will be sent in these additional shipments to schools. Schools need not be concerned if obtaining additional materials that are a different Form from what was received in the original shipment. All schools should, however, make sure that all students indicate the correct Form on their answer sheets.
- ❑ If the school requires items that were not originally requested, or items necessary to accommodate students whose needs the school was not previously aware of, contact the Department’s Operations Group by sending a fax to 518-474-2021. The Operations Group will determine whether the regional center has the materials necessary to satisfy the additional request. After contacting the Operations Group, the school should contact the official in charge of the regional center to arrange pickup of test materials on the day of test administration. Note that all regional centers will only have emergency supplies of Form A of the ELA Book 1s and Mathematics Book 1s and Book 2s. Schools that need to obtain emergency supplies of ELA Book 1s or Mathematics Book 1s and Book 2s need not be concerned if the Form they received in their shipment is not a Form A. All schools should, however, make sure that all students indicate the correct Form on their answer sheets.
- The official school representative picking up secure examination material must present to the regional center official a photo ID and a letter of authorization signed by the principal listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be written on school stationery. (**Note:** Secure materials can be obtained from the regional center only on the day that they will be administered.)
- The school representative must countersign the authorization letter and leave it with the regional center official before the emergency supply of materials can be released.
- Information on regional centers is available at <http://www.p12.nysed.gov/apda/ei/eigen.html>.

SECURITY OF THE GRADES 3–8 ELA AND MATHEMATICS TESTS BEFORE TESTING

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test books, listening selection booklets, and scoring CDs in a safe or vault as soon as they arrive at the storage location.
- Distribute only the nonsecure Teacher’s Directions to proctors as soon as practical after the shipment arrives.
- Ensure that no one opens the sealed packages of secure test materials prior to the day each part of the test is scheduled to be administered.
- Open the packages of test books just early enough to permit distribution of materials for each session. The listening selections for use with Book 2 should be distributed to the teachers up to one hour *prior to* test time to give them the opportunity to familiarize themselves with the passage.
- Check the safe or vault daily to ensure that the test materials stored there have not been tampered with and remain secure.
- Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.
- Keep all scoring materials under lock and key in a secure location (except when being used for scoring).

EMBEDDED FIELD TEST QUESTIONS

In 2010, the Department announced its commitment to embed multiple-choice questions for field testing within the Spring 2012 Grades 3–8 ELA and Mathematics Tests. Embedding field test questions allows for a better representation of the student population and more reliable field test data on which to build future operational tests.

It will not be apparent to students whether a question is a field test question that does not count toward their score or an operational test question that does count toward their score. The embedded field test questions will reduce the amount of stand-alone field testing but does not eliminate the need for them. For additional information on the 2012 stand-alone field tests, please see page 5.

ELA TESTING SCHEDULE

Schools must arrange to administer the ELA Tests to students in every grade on the specified “Administration Dates,” April 17–19, 2012 (<http://www.p12.nysed.gov/apda/schedules/2012/3-8-schedule-12.pdf>). For each grade, the three test books must be administered in order on consecutive days. ELA Book 1 will be administered in two consecutive parts with a short break in between on Tuesday, April 17. ELA Book 2 will be administered on Wednesday, April 18. ELA Book 3 will be administered on Thursday, April 19. The tests must be administered to all students in Grades 3–8 on those dates, except for those students who are absent. School personnel may not engage in scorer training or scoring of student responses for any given grade until the initial administration of all test sessions has been completed for that grade.

The make-up testing period begins on Friday, April 20 and ends on Tuesday, April 24. Make-up dates are to be used for administering the test to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages.

In Grades 3–8, Book 1, Book 2, and Book 3 are administered in sequence on three consecutive days. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2, followed by Book 3. Students must complete all test books to receive a final exam result and a score report.

MATHEMATICS TESTING SCHEDULE

Schools must arrange to administer the Mathematics Tests to students in every grade on the specified “Administration Dates,” April 25–27, 2012 (<http://www.p12.nysed.gov/apda/schedules/2012/3-8-schedule-12.pdf>). For each grade, the three test books must be administered on three consecutive days. Mathematics Book 1 will be administered on Wednesday, April 25. Mathematics Book 2 will be administered on Thursday, April 26. Mathematics Book 3 will be administered on Friday, April 27. The tests must be administered to all students in Grades 3–8 on those dates, except for those students who are absent. School personnel may not engage in scorer training or scoring of student responses for any given grade until the initial administration of all test sessions has been completed for that grade.

The make-up testing period begins on Monday, April 30 and ends on Wednesday, May 2. Make-up dates are to be used to administer the test to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages.

In Grades 3–8, Book 1, Book 2, and Book 3 are administered in sequence on three consecutive days. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2, followed by Book 3. Students must complete all test books to receive a final exam result and a score report.

SCORING MATERIALS FOR THE GRADES 3–8 ELA AND MATHEMATICS TESTS

The Department has discontinued the audio version of the Scorer Training materials. Schools will no longer receive Scorer Training Audio CDs with their materials.

As in 2011, the Department will not be printing scoring materials for the Grades 3–8 ELA and Mathematics Tests. Instead, a scoring CD will be sent to schools for each of these tests. The CD will contain PDF files of the scoring materials. Schools must print enough copies of the scoring materials to supply to each rater.

SECURITY OF THE GRADES 3–8 ELA AND MATHEMATICS TESTS FOLLOWING TESTING

As in 2011, the 2012 Grades 3–8 ELA and Mathematics Tests **must** be kept secure following their administration in April 2012 and **cannot be released** or posted on any web site; no part of the tests may be used for instructional or staff development purposes. It is also essential to protect the integrity of the embedded field test questions. The tests administered from 2006 through 2010 will continue to be available on the APDA website.

In order to ensure the security of the test books, schools will submit specific components of the test materials for secure destruction immediately after administration and scoring. The remaining test materials will be stored securely for a minimum of one year in the school, and then securely destroyed, as outlined in the following chart.

Destruction of Secure Test Materials for Grades 3–8 ELA and Mathematics Tests

For Secure Destruction: Return Immediately to the Department Contractor	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> • All used and unused ELA and Mathematics Book 1s • All used and unused Mathematics Book 2s • All unused ELA Book 2s and Book 3s • All used and unused Listening Selection Books • All unused Mathematics Book 3s • All scoring CDs, including any copies made by schools • All scoring materials printed from the CDs 	<ul style="list-style-type: none"> • All used ELA Book 2s and Book 3s • All used Mathematics Book 3s • All used answer sheets after their return from the scanning center

TEACHER SURVEY

To help us refine our time estimates for future test administrations, the Department is asking teachers to complete a brief survey upon the completion of each day of testing. These surveys are voluntary and can be submitted either by fax to 518-474-1989 or online at <http://www.forms2.nysed.gov/p12/apda/TestingTimes.cfm>. Principals will receive an e-mail with additional information about the survey.

SECURE 2012 STAND-ALONE ELA AND MATHEMATICS FIELD TESTS

From **June 5–8**, the 2012 stand-alone ELA and Mathematics Field Tests will be administered in most schools to students who participated in the 2012 Grades 3–8 ELA and Mathematics Tests. Schools assigned to administer the stand-alone Grades 3–8 ELA or Mathematics Field Tests will be asked to administer only ELA or mathematics and will be asked to administer them in only one or two grades. Additionally, schools assigned to administer the Grades 4 or 8 Science Field Tests will not be asked to administer the stand-alone Grades 3–8 ELA or Mathematics Field Tests.

Each school will determine the specific date to administer the stand-alone field tests during this prescribed time frame. The stand-alone 2012 ELA and Mathematics Field Tests **must** be administered between June 5–8 **only**. If a student is absent on the day the school administers the stand-alone field test, there is no need for the student to make it up.

The Department will not be able to provide large-type or braille editions of the stand-alone field tests in ELA and mathematics or alternative language editions for the stand-alone field tests in mathematics. Step-by-step instructions for administering these stand-alone field tests will be provided by the Department contractor, Pearson, in the field test teacher’s directions. These instructions will be shipped to schools with the stand-alone ELA and Mathematics field tests.

The stand-alone field tests in ELA and mathematics will be delivered to schools by Pearson the week before field testing. Pearson will use the information your school submitted through NYSED’s online

examination request system to determine the appropriate quantity of field test materials for the ELA and Mathematics field tests. The field tests will be shipped to the approved storage location indicated by the principal in the online examination request system. After the delivery of the tests, principals must inventory the test materials and compare the number received with the quantities listed on the Security Checklist. If you find 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.

Following the administration of the 2012 stand-alone field tests in ELA and Mathematics on June 5–8, schools must collect all of the stand-alone field test materials and store them in a secure location until they are returned to Pearson. Pearson will provide schools with instructions for arranging the pre-paid pickups of the 2012 stand-alone ELA and Mathematics Field Tests. Schools must return **all** used and unused stand-alone field test materials to Pearson by **June 13**. Schools should follow the detailed instructions for returning the stand-alone field test materials provided by the contractor. The scoring of the stand-alone ELA and Mathematics Field Tests will be conducted by Pearson. Schools are not permitted to score them.

We appreciate all the hard work you do to help implement the New York State Testing Program.

SHIPMENT AND CHECKING OF ELA AND MATHEMATICS TEST MATERIALS

Contents	Sender	Delivery Dates
<u>Secure</u> Grades 3–8 ELA Regular, Braille and Large-Type Edition Books 1, 2, and 3; Grades 3–8 ELA Listening Selections (for use with Book 2) and Nonsecure Teacher’s Directions	State Education Department, Test Distribution Unit	March 28–30
<u>Secure</u> Grades 3–8 ELA Scoring CD containing PDF files of the scoring materials for schools	State Education Department, Test Distribution Unit	April 17–19
<u>Secure</u> Grades 3–8 Mathematics Regular, Braille, Large-Type, and Alternate Language Edition Books 1, 2, and 3 and Nonsecure Teacher’s Directions	State Education Department, Test Distribution Unit	April 20, 23–24
<u>Secure</u> Grades 3–8 Mathematics Scoring CD containing PDF files of the scoring materials for schools	State Education Department, Test Distribution Unit	April 25–27
<u>Secure</u> Grades 3–8 Secure Stand-alone ELA and Mathematics Field Tests and Field Test Directions for Administrators and Teachers	Department Contractor, Pearson	May 29–June 1