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Office of Elementary, Middle, Secondary and Continuing Education

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TO: Principals of Nonpublic Schools
Nonpublic School Affiliation Group Leaders

FROM: David Abrams

SUBJECT: Procedures for Ordering, Shipping, and Storing of Materials for the 2006 Administration of the New York State Elementary- and Intermediate-Level Tests

GENERAL INFORMATION

This memorandum provides information concerning the ordering, shipping, and storage of materials for the Grades 4 and 8 English Language Arts and Mathematics Tests, the Grade 4 Elementary-Level Science Test, the Grade 8 Intermediate-Level Science Test, and the Grade 8 Intermediate-Level Social Studies Test.*

All test materials must be ordered on the enclosed machine-readable order forms. Use the burgundy-colored form to order the Grade 4 Elementary-Level Science Test, the Grade 8 Intermediate-Level Science Test, and the Grade 8 Intermediate-Level Social Studies Test; use the blue-colored form to order the Grades 4 and 8 English Language Arts and Mathematics Tests. Both *original* order forms must be returned to this office by September 23. (The Department cannot process faxed copies.) Retain photocopies for your records. The declaration on the back of each form must be signed and dated by the *principal* in order for it to be processed.

After the order forms have been processed by the Department, each school principal will be sent a confirmation notice indicating the number of tests requested and the address to which they will be shipped. The principal should check the confirmation notice as soon as it is received to ensure that the correct quantities of materials will be shipped. All schools ordering test materials by September 23 should receive their confirmation notices by October 15.

Administrators who determine that additional test materials are needed after the order form has been submitted should place a supplemental order by sending a fax on school letterhead to 518-474-2021. An updated confirmation notice will be mailed to the school. It should be checked immediately to ensure that the materials to be shipped include the supplemental order. **Please make every effort to place all supplemental orders for the Grades 4 and 8 English Language Arts Tests by November 10 and for all other tests by December 31. Requests received after these dates may be delivered to schools substantially later than the delivery dates outlined on page 5. Orders for the Grades 4 and 8 English Language Arts and Mathematics Tests received after these dates may have to be obtained from the regional center.**

* A separate order form on which to order the Grade 5 Elementary-Level Social Studies Test was mailed to principals in early May. If you did not receive an order form for this test, contact our office at 518-474-8220.

The administration of the Intermediate-Level Technology Education Test became optional for schools beginning with the 2002-03 school year. All schools with enrollments in Grades 7 and/or 8 received an Intermediate-Level Technology Education Test Package in a special mailing from the Department in fall 2003. Schools planning to administer this test in the upcoming school year will use test forms from that package. Schools do not need to re-order this test material.

One copy of this memorandum and both machine-readable order forms are being sent to the principal of each nonpublic school with enrollment in Grades 4 and/or 8. An informational copy of this memorandum is also posted on the Department's web site at: <http://www.emsc.nysed.gov/osa>. If you have any questions concerning the ordering of test materials or any other information in this memorandum, call 518-474-8220 for assistance.

INFORMATION ON THE GRADE 3–8 TESTING PROGRAM

Public schools will be administering the English Language Arts and Mathematics Tests to all students in Grades 3-8 during the 2005-06 school year. Nonpublic schools may transition to full implementation of the Grade 3-8 testing program by administering the Grades 4 and 8 assessments in 2005-06; the Grades 4, 6, and 8 assessments in 2006-07; and the Grades 3-8 assessments in 2007-08.

In 2005-06, the Department will provide the following services without charge to nonpublic schools participating in the Grades 4 and 8 English Language Arts and Mathematics Tests: scannable answer sheets, scanning of answer sheets, and printed score reports. Department staff will work with representatives of nonpublic schools and regional information centers (RICs) to develop a plan for nonpublic schools to obtain these services from a RIC. RICs are data processing centers operated by twelve BOCES that currently provide answer sheets and scanning services for all public schools outside the large five city school districts. The RICs will also provide data to the State repository for participating schools. Participating in the total Grade 3-8 testing program and the repository will allow nonpublic schools access to reports showing longitudinal data for individual students and for the school. More information about the repository system is available on the Department's web site at: <http://www.emsc.nysed.gov/irts/fieldmemo-datacollection2.htm>.

Nonpublic schools interested in administering the Grades 3, 5, 6, and 7 Tests in English Language Arts and Mathematics in 2005-06 must first make arrangements to obtain the necessary services from a RIC. Department staff and members of the Commissioner's Advisory Council on Nonpublic Schools will work with the Legislature to determine the level of mandated services aid to be provided for the Grades 3-8 English Language Arts and Mathematics Tests. For more information, call Kevin McCarthy at 518-474-7965.

TEST SCHEDULE FOR JANUARY – JUNE 2006

Examination	Administration Dates	Make-up Dates
Grades 3, 4 & 5 English Language Arts Tests	Monday, January 9- Friday, January 13	Tuesday, January 17- Friday, January 20
Grades 6, 7 & 8 English Language Arts Tests	Tuesday, January 17- Friday, January 20	Monday, January 23- Friday, January 27
Grades 3, 4 & 5 Mathematics Tests	Monday, March 6- Friday, March 10	Monday, March 13- Friday, March 17
Grades 6, 7 & 8 Mathematics Tests	Monday, March 13- Friday, March 17	Monday, March 20- Friday, March 24
Grade 4 Elementary-Level Science (Performance Test and Written Test)	Monday, April 10- Friday, May 12	Tuesday, April 11- Friday, May 12
Grade 8 Intermediate-Level Science Performance Test	Monday, April 10- Friday, May 12	Tuesday, April 11- Friday, May 12
Grade 8 Intermediate-Level Science Written Test	Monday, May 1- Friday, May 12	Tuesday, May 2- Friday, May 12
Grade 8 Intermediate-Level Social Studies Test	Wednesday, June 7 – Booklet 1 Thursday, June 8 – Booklet 2	Friday, June 9, Monday, June 12, and Tuesday, June 13

STUDENTS TO BE TESTED

Except as noted below, nonpublic schools are encouraged to administer the State tests to all of their students in Grades 4 and 8. This includes students who have been retained in those grades. The chronological ages of students who are ungraded should be used to determine who must be tested. Participating nonpublic schools must administer these tests to their students in accordance with the following provisions:

- The Grade 8 Intermediate-Level Science Test should be administered to students in the grade in which they will have received instruction in all the material in the *Intermediate-Level Science Core Curriculum (5–8)*. While this is typically Grade 8, the test may also be administered to students in Grade 7 who will have completed all the material in the *Intermediate-Level Science Core Curriculum (5–8)* and are being considered for placement in an accelerated high school-level science course when they are in Grade 8. The school may not use this assessment to retest any students who participated in this assessment during the previous school year as Grade 7 students. Schools are expected to administer this assessment to those Grade 8 students who did not take this assessment during the previous school year as Grade 7 students, unless such students will be taking a Regents examination in science at the end of the school year. School principals have the discretion to either require or waive the Grade 8 Intermediate-Level Science Test for those accelerated Grade 8 students who did not take this examination during the previous school year but who will be taking a Regents examination in science at the end of the school year in which they complete Grade 8. For those accelerated students for whom the school waives the Grade 8 Intermediate-Level Science Test, the student's achievement in science will be measured by the student's performance on the Regents examination in science.
- Prior to the 2004-05 school year, schools had been permitted to administer the Grade 8 Mathematics Test to students in Grade 7 who were expected to complete all the material in the *Intermediate-Level Mathematics Core Curriculum (5–8)* by the end of that grade and who were being considered for placement in an accelerated high school-level mathematics course in Grade 8. Beginning with the May 2005 test, schools are not permitted to administer the Grade 8 Mathematics Test to Grade 7 students.
- *Limited-English-Proficient (LEP) Students*. NCLB requires that the English proficiency of all LEP students (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually. All LEP students, regardless of grade, must take the New York State English as a Second Language Achievement Test (NYSESLAT). In accordance with the provisions of NCLB, all LEP students in Grades 4 and 8 who have attended school in the United States (not including Puerto Rico) for three or more consecutive school years are required to take the English Language Arts Test, unless an exemption is granted.

NCLB allows for some exemptions to this rule. For LEP students who have attended school in the United States (not including Puerto Rico) for four or five consecutive years, schools may determine annually, on an individual basis, that the NYSESLAT, rather than the English Language Arts Test, would likely yield more accurate and reliable information on what a student knows and can do. Schools must ensure that records of such individual exemptions are maintained. No exemption is available beyond the student's fifth year, and the student must take the English Language Arts Test. Instructions for ordering the NYSESLAT will be mailed to schools in the winter of the 2005-06 school year.

All LEP students are required to participate in the State's mathematics, science, and social studies tests. In schools that are administering the Intermediate-Level Technology Education Test, all LEP students must also participate in this test. LEP students may take the mathematics, science, social studies, and technology education tests in English or an alternative language, whichever is better for the student. Each of these tests is provided in Chinese, Haitian Creole, and Spanish. The mathematics tests are also provided in Korean and Russian. These tests may also be translated

orally into other languages for those LEP students whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer LEP students specific testing accommodations when taking these tests. These accommodations are detailed in the respective test manuals.

- *Students with Disabilities.* The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State assessment or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities. The CSE's decision must be documented on the student's Individualized Education Program (IEP). The criteria that the CSE must use to determine eligibility for the NYSAA is available at the web site: <http://www.vesid.nysed.gov/specialed/publications/policy/alterassess.htm>. Students who are ungraded must take the general State tests or the NYSAA at the appropriate age.

ORDERING TEST MATERIALS FOR 2006

The test materials that will be needed for students in each school building should be ordered on the appropriate enclosed machine-readable order forms. Information for ordering test materials is provided below. Orders must be submitted for each school in which the tests will be administered. The orders for two or more schools in a district must **not** be combined into one order.

- *Grades 3, 5, 6, and 7 Tests:* Nonpublic schools that plan to administer the English Language Arts and/or Mathematics assessments in grades other than 4 and 8 must contact the Office of State Assessment by fax to 518-474-2021 to order these test booklets **only after having arranged to obtain the necessary services from a RIC**.
- *Regular Test Booklets:* Test booklets are shipped in packages of 25.
- *Braille and Large-Type Test Materials:* Indicate on the order forms the **exact number** of students who will need braille and large-type test materials.
- *Alternative Language Test Booklets:* Order the **exact number** of test booklets needed.
- *Answer Sheets:* The Department will provide scannable answer sheets for use by nonpublic schools for the elementary- and intermediate-level State tests in science and social studies and for the Grades 4 and 8 English Language Arts and Mathematics Tests. The answer sheets for the elementary- and intermediate-level State tests in science and social studies may be hand scored or machine scored on NCS equipment. The answer sheets for all elementary- and intermediate-level State tests must be returned to the Department for scanning. Schools are responsible for scoring the performance and extended-response components of all State tests and for recording the scores on the answer sheets.

Answer sheets for the Grades 4 and 8 English Language Arts and Mathematics Tests will be shipped separately from the shipment of secure test materials, unlike the answer sheets for the science and social studies tests, which are shipped with the secure test materials.

- *Performance Test Station Diagrams for Science Tests:* Ten sets (enough to test 30 students at one time) of the station diagrams for the performance test components of the Grade 4 Elementary-Level Science Test and the Grade 8 Intermediate-Level Science Test will be sent automatically to each school ordering these tests. Braille, large-type, and alternative language editions of the station diagrams will be provided based on the number of those booklets ordered.
- *School Administrator's Manuals, Teacher's Directions, and Manipulatives (for the Mathematics Tests):* Quantities will be shipped to schools based on the number of test booklets ordered.
- *Scoring Keys and Rating Guides:* Quantities will be shipped to schools based on the number of test booklets ordered.

SHIPPING OF TEST MATERIALS

The shipment containing the test materials will be delivered according to the following schedule. All test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools can track the shipment of test materials on the Internet.

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click "Track by Reference Number."
3. In the Reference Number field, type the BEDS code of the school where you indicated you wanted your tests to be shipped.
4. If you are unable to track your shipment or notice some other irregularity, contact the Office of State Assessment via fax to 518-474-2021.

Schedule of Test Deliveries	
Test	Delivery Date
Grades 3-5 English Language Arts	January 4-6, 2006
Grades 6-8 English Language Arts	January 11-13, 2006
Grades 3-5 Mathematics	March 1-3, 2006
Grades 6-8 Mathematics	March 8-10, 2006
Grade 4 Elementary-Level Science	April 5-7, 2006
Grade 8 Intermediate-Level Science (Performance)	April 5-7, 2006
Grade 8 Intermediate-Level Science (Written)	April 26-28, 2006
Grade 8 Intermediate-Level Social Studies	June 2-6, 2006

STORAGE OF TEST MATERIALS

The English Language Arts and Mathematics Tests must be stored in the safe or vault of the school or district building specified by the principal on the order form. While it is not required that the science and social studies tests be stored in a safe or vault, they *must* be stored in a secure location. All secure test materials must be placed in the storage location as soon as they are received, and access to the test materials must be restricted 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 materials for the English Language Arts and Mathematics Tests, arrangements must be made to store the test materials at a location with an appropriate safe or vault. Test materials 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 each test.

Materials for these tests may not be removed from the secure storage location until the day scheduled for the administration of the test, except during the inventory of test materials when the test shipment is received. The sealed packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the test administration date (with the exception of the materials needed to conduct the orientation for administrators of the science performance tests). The sealed packages of the science station diagrams may be opened when the stations for the performance test are being set up. All scoring key packages must remain sealed until the tests have been administered in the school.

Enclosures