

### Important Dates for Grades 4 and 8 ELA and Mathematics Tests – 2004

Activity	ELA 4	ELA 8	Math 4	Math 8
Book 1 and Book 2 (and Listening Selection for ELA) Arrive at Schools from Department #	Jan 28-30	Jan 7-9	April 27-30	April 27-30
Administration of Book 1 and Book 2	Feb 2-6*	Jan 12-16*	May 4-6	May 4-5
Makeup Testing for Book 1 or Book 2	Feb 9-13	Jan 20-23	May 7-11	May 6-7
Item Map Posted on Department Website	Feb 16	Jan 26	May 12	May 10
Scoring Materials Arrive at Schools from Department #	Feb 12-13	Jan 22-23	May 10-11	May 6-7
Videotapes for Scorer Training Arrive at Districts/Nonpublic Schools from Measurement, Inc. #	Feb 12-13	Jan 22-23	May 10-11	May 6-7
Help Line for Scoring (877-516-2403) Available Weekdays (8 am – 5 pm ) <sup>^</sup>	Feb 13, Feb 23- March 5	Jan 23-Feb 9	May 11-21	May 7-19
Questions and Answers for Scoring posted on Department Website ( <a href="http://www.emsc.nysed.gov/ciai/assess.html">http://www.emsc.nysed.gov/ciai/assess.html</a> )	Feb 13	Jan 23	May 11	May 7
Scoring by Districts/Regions and Nonpublic Schools**	Feb 13- March 5	Jan 23-Feb 9	May 11-21	May 7-19
Quality Check of Answer Sheets by Districts/Schools+	March 8-9	Feb 10-11	May 24-25	May 20-21
Answer Sheets Returned by Districts to Scanning Centers and by Nonpublic Schools to Department: Office of Information and Reporting Services**	March 10	Feb 12	May 26	May 24
Answer Key for Multiple-Choice Questions posted on Department Website ( <a href="http://www.emsc.nysed.gov/ciai/assess.html">http://www.emsc.nysed.gov/ciai/assess.html</a> )	March 26	March 1	June 4	June 2
Conversion Chart posted on Department Website	March 26	March 1	June 4	June 2
Scanning Centers FTP (File Transfer Protocol) Scanned Data to CTB	April 20	April 23	July 15	July 15
Expected Standard Performance Indexes posted on Department Website	May 5	May 5	August 16	August 16
Score Reports to Schools	May 5-10	May 5-10	August 16-20	August 16-20

# Tests and scoring materials must be stored in a secure location until the date that the answer sheets are due to be returned to scanning centers.

\* Public school districts and nonpublic schools should select specific dates within the testing periods specified for administration of the ELA tests in their schools.

<sup>^</sup> Schools that have difficulty accessing the 877 area code should fax questions to the helpline fax number (919) 425-7733. The helpline for ELA 4 will be closed Feb. 16-20, but will accept faxes and respond to the faxes the morning of February 23.

**\*\* Public school districts and nonpublic schools must adhere to these dates in order to receive their official individual student score reports. Districts and schools that return their answer sheets to the scanning centers past the dates specified will have their scores computed by the scanning centers and reported to the Department through the LEAP system.**

+ Refer to *School Administrator's Manual* for details.