



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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July 2002

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

FROM: Steven E. Katz, Bureau Chief

SUBJECT: Procedures for Ordering, Shipping, and Storing of Materials for the 2003 Administration of the New York State Elementary- and Intermediate-Level Tests

Schools must use the enclosed Brown machine-readable form to order the following tests:

- Grade 4 Elementary-Level Science (Forms H & Z)
- Grade 8 Intermediate-Level Science
- Grade 8 Intermediate-Level Social Studies

Use the enclosed Aqua machine-readable form to order the following tests:

- Grade 4 Elementary-Level English Language Arts
- Grade 4 Elementary-Level Mathematics
- Grade 8 Intermediate-Level English Language Arts
- Grade 8 Intermediate-Level Mathematics

*Return both completed forms to the Department **no later than September 18.** (The Department cannot process faxed copies.) Be sure to retain a photocopy of the completed order forms for your files.*

Note: Principals should have ordered the Grade 5 Elementary-Level Social Studies test this spring. If you placed an order for this test, you should already have received a confirmation notice. If you have not ordered it or received a confirmation notice, contact our office at 518-474-8220.

Lastly, administration of the Intermediate-Level Technology Education Test will be optional for schools in the 2002-03 school year. All schools with enrollments in grades 7 and/or 8 will receive an Intermediate-Level Technology Education Test Package in a special mailing from the Department this fall. Schools will not need to order this test material.

This memorandum provides information concerning the ordering, shipping, returning and storing of materials for the tests listed above. One copy of this memorandum and both machine-readable order forms are being sent to the principal of each public and nonpublic school with enrollment in grades 4 and/or 8. An informational copy of this memorandum is also being sent to each public and nonpublic school superintendent. District Superintendents will also receive a copy of this mailing so that Boards of Cooperative Educational Services (BOCES) can order tests for students enrolled in their programs.

GENERAL INFORMATION

All test materials must be ordered on the enclosed machine-readable order forms. Both **original** order forms must be returned to this office by September 18. 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 18 should receive their confirmation notice by October 10.

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 518-474-1989. An updated confirmation notice will be sent. 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 Grade 4 Elementary-Level English Language Arts Test, Grade 8 Intermediate-Level English Language Arts Test, and Grade 8 Intermediate-Level Science Test by December 1 and for all other tests by February 15. Requests received after these dates may be delivered to schools substantially later than the delivery dates outlined on page 5. Orders for the English Language Arts and Mathematics tests received after these dates may have to be obtained from the regional center.**

Note that starting in the 2002-03 school year, the Department will begin integrating the field testing for grades 4 and 8 English Language Arts and Mathematics test questions with the regular administration of these tests. The field testing will be accomplished through the inclusion of short, restricted, mini-field-test books provided to schools along with the traditional Book 1's and Book 2's. All schools administering the grades 4 and 8 English Language Arts and Mathematics tests will be required to administer these associated mini-field-test books **on the Monday immediately preceding the administration dates for the operational test.** Schools will be provided with additional information on our web site, www.emsc.nysed.gov/ciai/assess.html, and again prior to the administration concerning the specific procedures for administering the restricted mini-field-test books.

TEST SCHEDULE FOR THE 2002-03 SCHOOL YEAR

Test	Field Test Dates	Administration Dates	Makeup Dates
Grade 4 English Language Arts	Monday, Feb. 3*	Tuesday, Feb. 4– Friday, Feb. 7**	Monday, Feb. 10– Wednesday, Feb. 12
Grade 4 Mathematics	Monday, May 5	Tuesday, May 6– Thursday, May 8	Friday, May 9– Tuesday, May 13
Grade 8 English Language Arts	Monday, Jan. 13*	Tuesday, Jan. 14– Friday, Jan. 17**	Tuesday, Jan. 21– Wednesday, Jan. 22
Grade 8 Mathematics	Monday, May 5	Tuesday, May 6– Wednesday, May 7	Thursday, May 8– Friday, May 9
Grade 4 Elementary-Level Science	Administered in a Department-selected sample of statistically representative schools. Selected schools will be contacted directly by the Department.	Anytime in May	Anytime in May
Grade 5 Elementary-Level Social Studies		Wednesday, Nov. 13– Thursday, Nov. 14	Friday, Nov. 15– Tuesday, Nov. 19
Grade 8 Intermediate-Level Science Performance Test		Anytime in January***	Anytime in January***
Grade 8 Intermediate-Level Science Written Test		Anytime between Thursday, June 5, and Friday, June 20	Anytime between Friday, June 6, and Friday, June 20
Grade 8 Intermediate-Level Social Studies		Anytime between Thursday, June 5, and Friday, June 20	Anytime between Friday, June 6, and Friday, June 20
Intermediate-Level Technology Education		Optional; date(s) to be determined by school	Optional; date(s) to be determined by school

* These field tests consist of multiple-choice questions only. Additional field tests for ELA grades 4 and 8 constructed-response items will be administered by a limited number of schools around the time of the operational tests.

** Public school districts and nonpublic schools should select specific dates (three for Grade 4 and two for Grade 8) within the test administration windows specified above.

*** Schools that **do not** participate in block or semester programs will administer the performance test in January only. Schools that have semester schedules may administer this performance test in May only to those of their students who study science exclusively in the spring semester.

At this time, it is expected that each field test will require from 20 to 30 minutes to administer. Field tests will be sent directly from CTB/McGraw-Hill to schools based upon the orders for tests the Education Department receives via the enclosed order form. Because field tests must remain secure, the school will be required to return them directly to CTB/McGraw-Hill immediately after administration. Schools will neither score nor be held accountable for students' performance on the field-test questions.

STUDENTS TO BE TESTED

Except as noted below, all public school students in grades 4 and 8 and all ungraded students who are age equivalent to students in grades 4 and 8 must take all State assessments administered for their grade level (except for the Intermediate-Level Technology Education Test). This includes students who have been retained in grades 4 and 8. Nonpublic schools are strongly encouraged to administer these tests to their students in accordance with these same provisions:

- The administration of the Intermediate-Level Technology Education Test is optional. If it is to be administered, it should be administered to students in the grade in which they will have completed one full unit of intermediate-level study in technology education. While this is typically grade 8, students in some schools will be completing this instruction in grade 7. More information on administering this test will be provided with the Intermediate-Level Technology Education Test Package that will be mailed to schools in the fall.
- The Grade 8 Intermediate-Level Science Test should be administered to students in the grade in which they will have completed all the material in the Intermediate-Level Science Core Curriculum (5–8). While this is typically 8th grade, the test may also be administered to students in 7th grade 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 8th grade. The school may not use this assessment to retest any students who participated in this assessment during the previous school year as 7th graders. Schools are expected to administer this assessment to those 8th graders who did not take this assessment during the previous school year as 7th graders, 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 accelerating 8th graders 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 the 8th grade. For those accelerating 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.
- The Grade 8 Intermediate-Level Mathematics Test should be administered to students in the grade in which they will have completed all the material in the Intermediate-Level Mathematics Core Curriculum (5–8). While this is typically 8th grade, the test may also be administered to students in 7th grade who will have completed all the material in the Intermediate-Level Mathematics Core Curriculum (5–8) and are being considered for placement in an accelerated high school-level mathematics course when they are in 8th grade. The school may not use this assessment to retest any students who participated in this assessment during the previous school year as 7th graders. Schools are expected to administer this assessment to those 8th graders who did not take this assessment during the previous school year as 7th graders. The participation of such students in the Grade 8 Intermediate-Level Mathematics Test may not be waived.
- *Limited-English-Proficient (LEP) Students.* LEP students scoring at or above either the 30th percentile on a norm-referenced English reading test or the publisher's recommended score on an approved measure of English as a Second Language (ESL) in reading must participate fully in the State's testing program. These students must take the English Language Arts Test. Such students may take the mathematics, science, social studies, and technology education tests in English or an alternative language, whichever is better for the student. LEP students may also use both an English and an alternative-language edition of the test during the test administration. Each of these tests is provided in Chinese, Haitian Creole, and

Spanish. The mathematics tests are also provided in Korean and Russian. LEP students scoring *below* either the 30th percentile on a norm-referenced English reading test or the publisher's recommended score on an approved measure of ESL in reading must take these tests *only if* they are available in their native language.

- *Students With Disabilities.* The Committee on Special Education (CSE) must decide for each student on a case-by-case basis and document, on the student's Individualized Education Program, whether the student will participate in the general State assessment, a locally-selected assessment, or in the New York State Alternate Assessment for students with severe disabilities. The criteria that the CSE must use to determine eligibility for a locally selected assessment is available at the web site: <http://www.emsc.nysed.gov/deputy/Documents/disabilities-assess.htm>. The criteria to determine eligibility for the NYSAA is available at the web site: <http://web.nysed.gov/vesid/sped/policy/alterassess.htm>.

Students who are in ungraded classes must take State tests, unless they meet the criteria for the NYSAA, locally-selected assessment or LEP exemption described above. The chronological ages of students in ungraded classes should be used to determine who must be tested.

ORDERING TEST MATERIALS FOR 2003

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. BOCES should submit orders to cover the students enrolled in their programs. The orders for two or more schools in a district must *not* be combined into one order.

- *Regular Test Booklets:* Test booklets are routinely shipped in packages of 25. The one exception to this is for the Grade 4 Elementary-Level Science performance test answer booklets. These will be shipped in packages of 40 booklets: 20 pink booklets containing stations 1, 2, and 3 and 20 green booklets containing stations 3, 4, and 5.
- *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:* Separate answer sheets are provided for schools ordering the objective test components of the Grade 4 Elementary-Level Science Test, the Grade 8 Intermediate-Level Science Test, and the Grade 8 Intermediate-Level Social Studies Test. The answer sheets may be hand scored or machine scored on NCS equipment. **Please be sure to indicate on page 2 of the Brown order form whether or not the Department should provide separate answer sheets for your school.** Performance and extended-response components of these tests are not machine scorable. Students will write their answers in spaces provided in the test booklets. For public schools, answer sheets for the English Language Arts and Mathematics tests must be obtained from the school's Regional Information Center, BOCES, or large-city school district. The Department will provide answer sheets to nonpublic schools for these tests.
- *Performance Test Materials Sheets/Station Diagrams for Science Tests:* Eight sets and 10 sets, respectively, of the materials sheets/station diagrams for the performance test components of the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science tests will be sent automatically to each school ordering these tests. Braille, large-type, and alternative-language editions of the materials sheets/station diagrams will be provided based on the number of those booklets ordered.
- *School Administrator's Manual/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 to them from the Department on the Internet. Go to <http://www.ups.com/tracking/tracking.html>, click the Reference Number tab, and in the Reference Number field, type the BEDS code of the school where you indicated you want your tests to be shipped.

Schedule of Test Deliveries	
Test	Delivery Date
Grade 8 Intermediate-Level Science (Performance)	Mid December
Grade 8 Intermediate-Level English Language Arts	Early January
Grade 4 Elementary-Level English Language Arts	Late January
Grade 4 Elementary-Level Science	Late April
Elementary and Intermediate-Level Mathematics	Early May
Grade 8 Intermediate-Level Science (Written)	Early June
Grade 8 Intermediate-Level Social Studies	

STORAGE OF TEST MATERIALS

The English Language Arts and Mathematics tests must be stored in the vault or safe 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 vault or safe, 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 vault or safe large enough to hold the English Language Arts or Mathematics test materials, arrangements must be made to store the test materials at a location with an appropriate vault or safe. 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 materials sheets/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 completion of the administration of the tests.

More information on these and other State Assessments is available at our web site: <http://www.emsc.nysed.gov/ciai/assess.html>. If you have specific questions concerning the ordering of test materials or any of the other information in this memorandum, call 518-474-8220.

