

## Preparation of the Testing Room(s)

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The room(s) in which the tests are administered should be well lighted, well ventilated, and quiet. Make preparations before the testing period to keep noise and other distractions to a minimum. Place a “Do Not Disturb” sign on the door to prevent interruptions. If tests are to be administered in a classroom, clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove all charts or maps pertinent to the subject being tested and all board work. Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and there will be the least possible opportunity for any communications between students. Seating of students in alternate rows is recommended.

### Supervision of Students

#### *Unauthorized Materials*

Students should be under close supervision at all times during the test. When students enter the testing room, proctors must ensure that students do not bring any unauthorized notes, printed material, scrap paper, **Post-it® notes**, or tools that would give the user an unfair advantage. The materials that students are permitted to use during the test are identified in the *Teacher’s Directions*.

#### *Highlighters*

Schools may permit students to use highlighters when taking State examinations. Proctors must monitor student use of highlighters to ensure that they are **not** being used by students to record their responses to questions that must be answered in pencil and that the use of highlighters does not obscure the students’ responses to open-ended questions.

#### *Aid to Students*

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment on the answer paper of a student while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment.

#### *Temporary Absence from Testing Room*

No student may be permitted to leave and then return to the testing room during any part of the test unless accompanied by a proctor.

#### *Emergency Evacuation of a School Building*

Evacuation of a school building during a test may be required because of an emergency, such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, if work can be resumed, the time for the test should be extended so that the students will be allowed their full time for the test. Following the test, a written report of the circumstances should be sent by mail or fax (518-474-1989) to the Office of State Assessment.

### *Student Cheating*

Students must not be permitted to obtain information from other students in any way during the test. If, in the opinion of the proctor, such an attempt to obtain information has occurred, the students should be warned that any further attempts will result in the termination of their tests. If necessary, the students should be moved to another location. If these steps fail to end attempts to obtain information, the principal should be notified immediately and the students' tests terminated.

If, in the judgment of the principal, the student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the students' tests. Invalidated tests may not be submitted for scoring.

### *Illness*

If a student becomes ill during a part of the test, the student should be excused until well enough to continue. The principal should estimate the time that the student had remaining to complete that part of the test. When the student is well enough to complete the test (and as long as the testing or makeup period has not ended), the student may be given the remaining time for that part. Other unadministered parts should be administered according to the *Teacher's Directions* as long as the testing or makeup period has not ended. When the student is taking a partially completed part of the test, the student must be closely supervised so that he/she does not go back to previously finished items on the test.

### **Misadministrations/Administrative Errors**

If one or more parts of the test were misadministered—for example, a part was administered out of order (except for makeup testing), students were provided unauthorized/inappropriate testing accommodations or tools (such as calculators where not permitted; see page 5), or students had other nonstandard test administrations unrelated to cheating—student papers may not be submitted for scoring.

It is the responsibility of those individuals proctoring the test to ensure that students are monitored closely, that students are not provided unauthorized testing accommodations or tools, and that they do not start the test before being instructed to do so. Nevertheless, students sometimes do not follow instructions. If a student starts a section of the test before being told to do so, the student should be stopped as soon as observed and told to work only in the appropriate section of the test book. The student should not be provided any additional time. When the next section of the test begins, the student may be given the test book (with the parts the student worked on). The student should be given the same amount of time as other students to complete this part of the test. The principal must mail or fax a letter explaining the administrative error to the Department. The principal should also make a note that the student's test was misadministered.

## **Recording and Maintaining Test Scores and Test Books, and Storing Answer Sheets**

The Department does not keep any records of student scores for the Grades 4 and 8 English Language Arts and Mathematics tests. Therefore, it is imperative that the permanent records maintained by the school be complete and accurate. Each time a student takes these tests at the scheduled time, the date of administration and the score must be entered on the student's permanent record. In cases where schools have sent answer sheets for scanning and/or Book 2s for regional or centralized scoring, the books will be returned to the schools for safekeeping after the scanning/scoring is completed. These materials must be kept on file in the school for at least one year.

## **Review by Students and Parents of Books 1 and 2 and Answer Sheets**

After all English Language Arts and Mathematics Book 1s and Book 2s have been scored and all scores have been recorded on students' permanent records, a student and his or her parents have the right to review the student's own test books and answer sheets. Test books and answer sheets should be reviewed in the presence of the principal or his/her designee, to ensure that no changes are made as they are being reviewed. Copies of test books and answer sheets may be provided to students and their parents upon request, after the scanning centers have returned the answer sheets to the district.

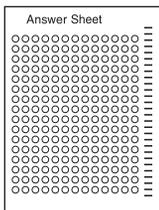
# Special Instructions

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## Receiving and Inventorying Test Materials

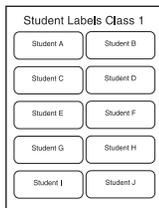
Test materials will arrive in two shipments sent by the Department. Please follow the steps described below:

### Step 1: Inventory the precoded answer sheets and student identification labels from the Department.



- Precoded answer sheets:** Nonpublic schools that ordered Grade 4 and/or Grade 8 test books will receive the appropriate machine-scorable answer sheets for these tests from the Department. Directions for completing and processing the answer sheets will be included in the shipment. If the answer sheets are not received, or if additional answer sheets are required, contact the Department's Office of Information and Reporting Services, at 518-474-7965.

You should have one answer sheet with a unique identification number precoded at the bottom for each student participating in this test administration. Answer sheets will be used by students to record their Test Book 1 multiple-choice responses.



- Precoded student identification labels:** You should receive **one** student identification label for each student participating in this test administration. The label is to be affixed to the back cover of each student's Test Book 2. Each label has an identification number matching the one on the answer sheet.

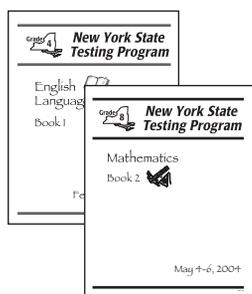
## Step 2: Inventory the materials received in your shipment from the Department.



- Shipping notice:** Use the shipping notice to verify the contents of your shipment. This shipping notice can be found in Box 1 of your shipment.



- Teacher's Directions:** You will receive one *Teacher's Directions* manual for every 25 test books ordered. Teachers will use the *Teacher's Directions* as a step-by-step test administration guide. If necessary, *Teacher's Directions* can be photocopied.



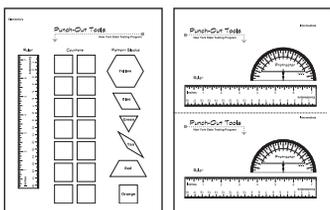
- Book 1s and Book 2s:** Book 1s (containing multiple-choice questions) and Book 2s (containing open-ended questions) will arrive shrink-wrapped in packages of 25. **You must leave the shrink-wrapped packages unopened until the day of test administration when class packets are assembled.**

A rectangular label titled 'Test Book 2's for Scoring'. It contains fields for 'Send to: Scoring Site', 'From: School Name', and 'BICD Code Number'. Below these are checkboxes for 'TEST (Check One)' with options for 'Grade 4 English Language Arts', 'Grade 4 Mathematics', 'Grade 5 English Language Arts', and 'Grade 5 Mathematics'. It also includes a 'Box \_\_\_ of \_\_\_' field and a 'Contains \_\_\_ Book 2's for Scoring' field.

- Box labels:** Use the orange box label to record the number of Book 2s sent to the scoring site. Check off the box next to the name of the test being sent for scoring.

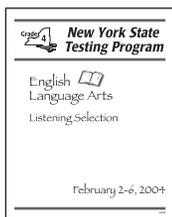
**Note: A box label is not included for shipping scored answer sheets to the Department.**

## MATHEMATICS ONLY



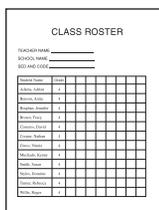
- Manipulatives:** Punch-out tools are sent in the shipment from the Department. Encourage students to use the manipulatives prior to the test administration to become familiar with them.

## ENGLISH LANGUAGE ARTS ONLY



- Listening Selection booklet:** ELA Listening Selections will come in sealed envelopes or shrink-wrapped packages. These packages may not be opened until the day of the test. If more are needed on the day of testing, they can be obtained at the regional center.

## BOTH CONTENT AREAS



- Class Roster:** You should prepare one Class Roster for every class participating in testing using the format provided in the answer sheet package. If necessary, Class Rosters may be photocopied.

## Emergency Supply of Test Materials

If you need an emergency supply of materials:

- Fill out the Grade 4 or Grade 8 Test Materials Fax Form, located in Appendix H of this manual, and fax it to the Office of State Assessment at 518-474-2021.
- Contact the official in charge of your regional center (see Appendix C for locations) before sending an official school representative to pick up the emergency supply of materials on the day of testing.
- When picking up the emergency supply of materials, the official school representative must present an authorization letter listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be written on school stationery and be signed by the principal. (**Note:** Secure materials can be obtained from the regional center only on the day that they will be administered.)
- The school representative designated to pick up the emergency supply of test materials must present picture identification to the official in charge of the regional center.
- 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.

## Preparing Test Materials

Each student must have an answer sheet for Book 1 and a student identification label for Book 2. Record the biographical data for students who do not have precoded answer sheets and labels.

### Answer Sheet

- Verify that each student in a class has a precoded answer sheet and a preprinted student identification label sent from your local scanning center.

The ELA and Mathematics answer sheets are machine-scorable documents with an identification number (litho code) printed at the bottom of page 1. Page 1 asks for biographical information about each student. The left side of page 2 is used by students to record responses to the multiple-choice questions in Book 1. The right side of page 2 is used to record the local rating of the student's extended responses to the questions in Book 2. For each answer sheet, a label with a matching identification number is provided by the Department. The label is to be placed on the back of the student's Book 2.

### Preparation for Books 1 and 2 Administration

- School staff must prepare an answer sheet for each student, including absent students, LEP students, and students with disabilities who are not the responsibility of a public school district Committee on Special Education (CSE). Students with disabilities should be reported by the district of residence.
- On page 2 of each answer sheet, in the box labeled "Scoring Model Code," indicate information about the scorers for your school's test papers by entering the appropriate two-digit code as defined on page 32. Then fill in the appropriate bubble in the column below each number.
- For Mathematics, indicate the language in which the test is to be taken by filling in the appropriate circle in the box labeled "Language" located at the top left corner of page 2.
- Science data will not be collected on the Grade 4 Mathematics answer sheet for the 2004 test administration. A separate Science answer sheet will be distributed to schools prior to the May assessment.
- If a student does not have a precoded answer sheet or a student identification label, complete one of the extra answer sheets and labels provided. Record biographical information for that student according to district/regional directions.
- Follow the directions printed on the answer sheet for completing the biographical information requested in items 1 through 9 on page 1. When preparing answer sheets, indicate "Alternate Assessment" in box 9 for any student with disabilities not participating because the student is participating in the Alternate Assessment or a locally selected assessment. Identify in box 9 any LEP student not tested because the student meets the requirement listed on pages 1 and 2 for taking the New York State English as a Second Language Achievement Test (NYSESLAT) instead of the Grade 4 or 8 ELA test.

- Student identification labels must be affixed to the back of each student's Book 2. Before affixing the labels, record the student's name on the label with the identification number that matches that on the bottom of the student's answer sheet. Make sure that the correct label is attached to each student's Book 2.
- The categories provided on answer sheets to note the testing accommodations that a student received are defined in Appendix M of this manual. Please note that not all the accommodations in Appendix M are permitted on all parts of the Grades 4 and 8 English Language Arts and Mathematics tests. Testing accommodations that change the constructs measured by the test are not permitted. (See <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm> and page 5 of this manual.)
- Prepare a Class Roster using the form included with the answer sheets. Make sure that the identification numbers and student names listed on the Class Roster correspond exactly to the identification numbers and student names on the answer sheets. Do not list students with disabilities placed in your school by a public school district Committee on Special Education.

## Scoring Model Codes

Scoring codes should be completed after test administration during preparations for scoring. Pages 32 and 33 provide details regarding completion of codes for scoring.

## Assembling and Distributing Class Packets

The school administrator or designee may begin preparing class packets after regular school hours on the day before test administration by counting the test books through the sealed packages without opening them. If there is a discrepancy and additional test materials are needed, he or she should follow the directions on the Test Materials Fax Form, located in Appendix H. **The shrink-wrapped packages must not be opened until the day of test administration.** All test materials must be kept secure throughout testing.

A class packet should include these materials (see the schematic on the following pages for details):

- Teacher's Directions*
- Book 1s (one for each student)
- Book 2s (one for each student)
- Listening Selection booklet (English Language Arts only)
- Teacher Instructions (school administrator to photocopy Appendix A for each class)
- Manipulatives (Mathematics only)

- Calculators (minimum four-function with square-root key, scientific preferred, graphing calculators **not** permitted) for Mathematics, Grade 8, Book 2, only (one for each student)
- Answer sheets (one for each student)
- Student identification labels (one for each student)
- One envelope for each student to store the Mathematics manipulatives until test administration (Mathematics only)

**Grade 4 only**

**Book 2s and English Language Arts Listening Selections should not be included in the class packet on day one. They should remain in the school's secure storage location.**









## Makeup Testing

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Page vii shows the makeup testing dates for students who did not take part or all of Book 1 and Book 2 during the regularly scheduled test administration. It is the principal's responsibility to facilitate the testing during the makeup period of those students who were absent on the regularly scheduled testing dates.

**It is very important that students be given every opportunity to make up any missed test session. Unless the student sits for all sessions of the test, the student will not receive a performance level and will not be counted as participating in the assessment. Rules that will determine whether the student receives a valid score are found in Appendix N.**

Use the following guidelines for makeup testing for Book 1 and Book 2:

- ❑ Students who are absent during part of the regularly scheduled test administration should take the testing session scheduled for the day they return. Administer the missed sections to them during the makeup-testing period.
- ❑ Students who are absent throughout the regularly scheduled test administration should complete all testing sessions during makeup testing. Administer these sessions in the same order as indicated in the *Teacher's Directions* and below for regularly scheduled testing:

Grade 4 English Language Arts: Session 1, Session 2, Session 3

Grade 4 Mathematics: Session 1, Session 2, Session 3

Grade 8 Mathematics: Session 1, Session 2

Grade 8 English Language Arts: Session 1, Session 2

***For students who are absent for any session, check answer sheets to verify that the absences have been recorded for Session 2 for Grade 8 tests and Sessions 2 and 3 for Grade 4 tests. Instructions for recording information about absences on the answer sheets are provided on the next page.***

# Student Answer Sheets

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## *Student Absences*

If a student has missed any of the test sessions shown below and has not had the opportunity to take a makeup test, locate the student’s sheet and darken the “Absent” circle corresponding to the session missed. Rules that determine whether a student receives a valid score are found in Appendix N.

### ELA, Grade 4

Session 1  
Session 2, Parts 1 and 2  
Session 3

### Mathematics, Grade 4

Session 1  
Session 2  
Session 3

### ELA, Grade 8

Session 1, Part 1  
Session 1, Part 2  
Session 2

### Mathematics, Grade 8

Session 1, Part 1  
Session 1, Part 2  
Session 2

## *Score of Zero and Condition Code A*

### Grade 4 ELA: Score of Zero

Responses to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster are scored a zero if the **entire** response

- is illegible or only consists of scribbling,
- consists of an indication of the student’s refusal to respond,
- is written in a language other than English,
- corresponds to a description of a score of zero in the ELA Scoring Considerations, or
- corresponds to a description of a score of zero in the ELA scoring rubrics.

Responses to Number 33, Number 34, or Number 35 individually receive a score of zero under the same circumstances as described above.

### Condition Code A

Condition Code A is applied to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster when a student who is present for a test session leaves **all** of the questions in that section blank (no response). Condition Code A is also applied to Number 33, Number 34, or Number 35 individually when a student who is

present for a test session leaves the question blank (no response).

#### Grade 8 ELA: Score of Zero

Responses to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster are scored a zero if the **entire** response

- is illegible or only consists of scribbling,
- consists of an indication of the student's refusal to respond,
- is written in a language other than English,
- corresponds to a description of a score of zero in the ELA Scoring Considerations, or
- corresponds to a description of a score of zero in the ELA scoring rubrics.

#### Condition Code A

Condition Code A is applied to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or the Writing Mechanics cluster when a student who is present for a test session leaves **all** of the questions in that section blank (no response).

#### Grades 4 and 8 Mathematics: Score of Zero

A response to an open-ended item is scored a zero if the response

- is illegible or only consists of scribbling,
- consists of an indication of the student's refusal to respond,
- corresponds to a description of a score of zero in the Mathematics Scoring Policies, or
- corresponds to a description of a score of zero in the Mathematics holistic scoring rubrics.

#### Condition Code A

Condition Code A is applied whenever a student who is present for a test session leaves an open-ended item in that session blank (no response).

#### *Mathematics Responses Written in a Language Other Than English*

LEP students making use of alternative language editions or of oral translations of the Grade 4 or 8 Mathematics test may write their responses to the open-ended questions in their native language. Translating and scoring the responses to open-ended questions on the Mathematics tests written in the students' native language is the responsibility of the school.

**Note:** These rules for scoring are provided as a handout in Appendix B.

## Scoring Model Codes

Scorers must indicate a scoring model code on the student answer sheet. Details about entering the appropriate code as defined for ELA and Mathematics are found on pages 32 and 33 of this manual.

## Teacher Instructions for Organizing Materials for Return to the School Administrator

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- Appendix A provides instructions for teachers on organizing materials for return to the school administrator. Teachers may keep *Teacher's Directions* and Mathematics manipulatives in the classroom or have them collected, depending upon the preference of the school (see your school principal for specific directions). The principal or designee will collect the materials.

## Administrator's Instructions for Collecting, Storing, and Organizing Test Materials

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**Before repacking ELA and Mathematics test materials, please read the following instructions:**

- Collect all test materials, including used and unused Book 1s, used and unused Book 2s, answer sheets, completed biographical data, and student identification labels.
- Teacher's Directions* and Mathematics manipulatives can be left in the classroom or collected, depending upon the preference of the school.
- Request that each teacher provides an updated Class Roster. This roster should include all students currently in each teacher's class.
- Separate used Book 1s from used Book 2s. (Book 2s need to be sent for scoring.)
- If you are sending materials to another site for scoring, make sure that all student information is properly recorded before the materials are sent. Be sure to complete the Grade 4 or Grade 8 Class Roster indicating whether each student was tested, absent, or exempted. Make sure that all information on the Class Roster agrees with that on the student answer sheets. Make a copy of the roster for your school files.
- Insert each student's answer sheet into Book 2, making sure the identification numbers match. If you are participating in regional scoring, follow the directions beginning on page 36 of this manual for sending test materials to the scoring site. Regional scoring site coordinators will send all nonpublic school answer sheets and Class Rosters to the Department for processing.

- ❑ If your school is scoring Book 2s in accordance with Scoring Model Code 5 (see page 32), score students' Book 2 responses as directed. Record the ratings to the open-ended responses on the student's answer sheet. A rating or a condition code must be assigned for each extended response. All unrated responses will receive scores of zero, thus lowering the student's score and the school average. Then return scored answer sheets and Class Rosters to Dawn Thompson as directed below.
- ❑ Securely store used and unused Book 1s, unused Book 2s, and English Language Arts Listening Selection booklets until the deadline for the submission of the answer sheets to the scanning centers has passed. Schools may be asked to submit Book 2s for the scoring audit study.
- ❑ Use the box(es) in which test materials arrived for storing the test materials and for sending them to their next destination. Remove any previous markings and labels from the box(es). If original boxes are not available, use substitutes, provided they are marked correctly.
- ❑ Unused Book 1s and Book 2s may be used for instructional or staff development purposes when they are no longer secure.

**Arrangements for scoring the ELA and Mathematics tests are the responsibility of each school. The Department will not score student's Book 2s. Do not send test books to the Department. As soon as the scoring of Book 2s has been completed, send the answer sheets and Class Rosters to the Department using a mail service provider that allows for tracking (e.g., UPS, FedEx, certified mail).**

Do not send Book 2s to the Department. Schools that return their answer sheets to the Department past the specified date will not be included in the calculation of the school's mandated services aid. Return scored answer sheets and Class Rosters, using a mail service with tracking, to:

**Dawn Thompson  
New York State Education Department  
Office of Information and Reporting Services  
Room 868 EBA  
Albany, NY 12234**

## **Department Processing of Nonpublic School Answer Sheets for Books 1 and 2**

- ❑ Schools must return all answer sheets for ELA and Mathematics tests directly to the Department. If the school scores its students' Book 2s at a regional scoring site, the site should return ELA answer sheets to the Department.
- ❑ The Department will scan the answer sheets. Submission of these answer sheets will satisfy the reporting requirements for nonpublic schools for the Grade 4 and Grade 8 ELA and Mathematics tests. Nonpublic schools will not be required to report aggregate results of these tests to the Department.
- ❑ The Department will transfer files with scanned answer sheet data to CTB/McGraw-Hill. Secure procedures will be used to protect the confidentiality of student records. CTB/McGraw-Hill will use student names to prepare individual student report forms. The Department will not retain students' names in its files.

## **Special Instructions for Students Placed in Your School by a Public School District (Instructions Apply to Books 1 and 2 Only)**

Public school districts are responsible for reporting assessment results for each student placed in a nonpublic school by the district. This includes general education students as well as students with disabilities placed by the Committee on Special Education (CSE). Eligibility for the New York State Alternate Assessment is determined by the CSE and recorded in the student's Individualized Education Program (IEP). If a public school district has placed students in your school, that district is responsible for providing public school answer sheets coded with a public school student identification number and BEDS Code. If you do not receive public school answer sheets from the home school district, contact the district. Do not send public school answer sheets to the Department for processing.

### **Grade 4 and 8 English Language Arts Tests**

Return the Book 2s and answer sheets to the students' public school districts of residence for scoring.

### **Grade 4 and 8 Mathematics Tests**

Score the Book 2s and record the ratings on the students' answer sheets before returning the answer sheets to the students' public school districts of residence.