

Grades 4 and 8 English Language Arts Procedures for Returning Test Materials

After completion of Session 1, it is the School Administrator's responsibility to collect all Test Book 1s from the classrooms. Test Book 1s should be **packed and securely stored until the district/regional/nonpublic scoring is completed**. Unlike in previous years, the Test Book 1s need not be sent for destruction. After scoring, the **Test Book 1s** can be saved or disposed of by the school.

Test Book 2s are to be collected from the classrooms and organized for scoring using the directions provided below.

NOTE: Before repacking test materials, please read all the following instructions thoroughly.

Collecting and Organizing Test Materials

- Use the box(es) in which test materials arrived for sending the test materials to their next destination. Remove any previous markings and labels from the box(es). If original boxes are not available, a substitute may be used, provided it is marked correctly.
- Collect all testing materials from classrooms:
 - Used and unused Test Book 1s and Test Book 2s, Answer Documents, completed Biographical Data, and Student Identification Labels. These materials should be packed according to the *Teacher Instructions for Organizing Materials for Return to School Administrator* in Appendix A.
 - Listening Selection booklets, used and unused Test Book 1s, and unused Test Book 2s should be safely stored in a central location until the date that the answer documents are due to be returned to scanning centers.

NOTE: After testing, please request that each teacher provide an updated Class Roster. All students currently in each teacher's class should be included on this roster (see your school principal for specific directions).

- Separate Test Book 1s from Test Book 2s. (Test Book 2s need to be sent for scoring.)

Preparations for Sending Test Book 2s and Answer Documents to Scoring Sites

- Photocopy and complete the School/Group List (SGL) (found in Appendix H in this manual). Transfer the total number of students tested for each class, indicated in the upper right-hand corner of the Class Roster, to the School/Group List (SGL), as shown below. Repeat this process for each classroom. Be sure to fill out the requested information for each classroom in your school.

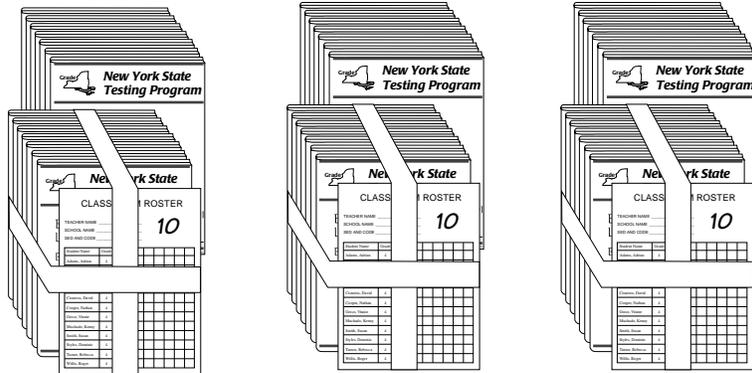
SCHOOL/GROUP LIST New York State Testing Program			
DISTRICT NAME _____		CONTACT NAME _____	
SCHOOL NAME _____		PHONE NUMBER _____	
SEDS CODE _____		NO OF TEST BOOKS _____	
Classroom Number	Grade	Number Tested	Comments
Class 1	4	10	
Class 2	4	10	
Class 3	4	10	

- ROOM NUMBER:** Write the homeroom number.
 - GRADE:** Write the grade of the students who took the test (e.g., Grade 4, Grade 8, or ungraded).
 - NUMBER TESTED:** Write the number of students who were administered the test. Be sure to include students who were administered makeup tests.
-
- Place banded stack(s) of Test Book 2s with inserted answer documents in the box(es) to be sent to your scoring site.
 - Put the completed SGL with the updated Class Roster in Box 1, on top of the used Test Book 2s.
 - Attach an **orange** label to each box and indicate your school name, BEDS Code, and the number of Test Book 2s enclosed.
 - Label the boxes for delivery to your scoring site.
 - Number the box(es) (e.g., Box 1 of 5, 2 of 5, 3 of 5, etc.).
 - Seal the box(es) securely with packing tape and follow local testing directions for delivery of completed test materials to scoring sites.

School Administrator Instructions for English Language Arts Organizing Materials for Scoring

Step 1:

Collect all banded Test Book 2s and stacked groups of Test Book 1s.



Class 1

Class 2

Class 3

Step 2:

Organize the banded stacks of Test Book 2s by class.

Retain Test Book 1s and store in a secure location.

10 Total Students Tested

Step 3:

Transfer the total number of students tested (indicated on the front of each Class Roster for each class) to the School/Group List.

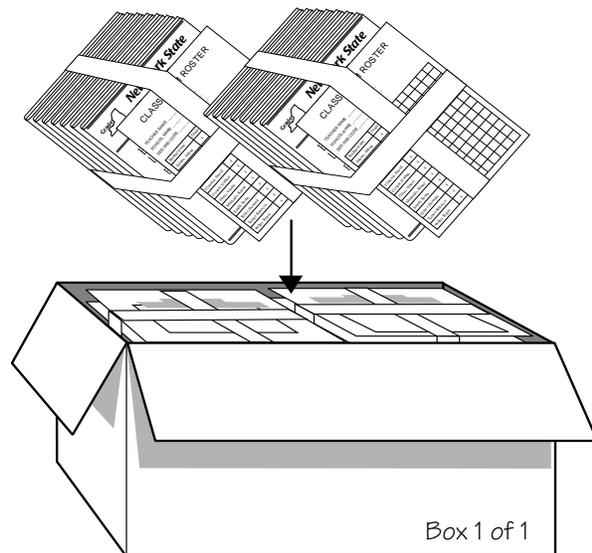
SCHOOL/GROUP LIST New York State Testing Program			
DISTRICT NAME _____		CONTACT NAME _____	
SCHOOL NAME _____		PHONE NUMBER _____	
SEDS CODE _____		NO OF TEST BOOKS _____	
Classroom Number	Grade	Number Tested	Comments
Class 1	4	10	
Class 2	4	10	
Class 3	4	10	

Step 4:

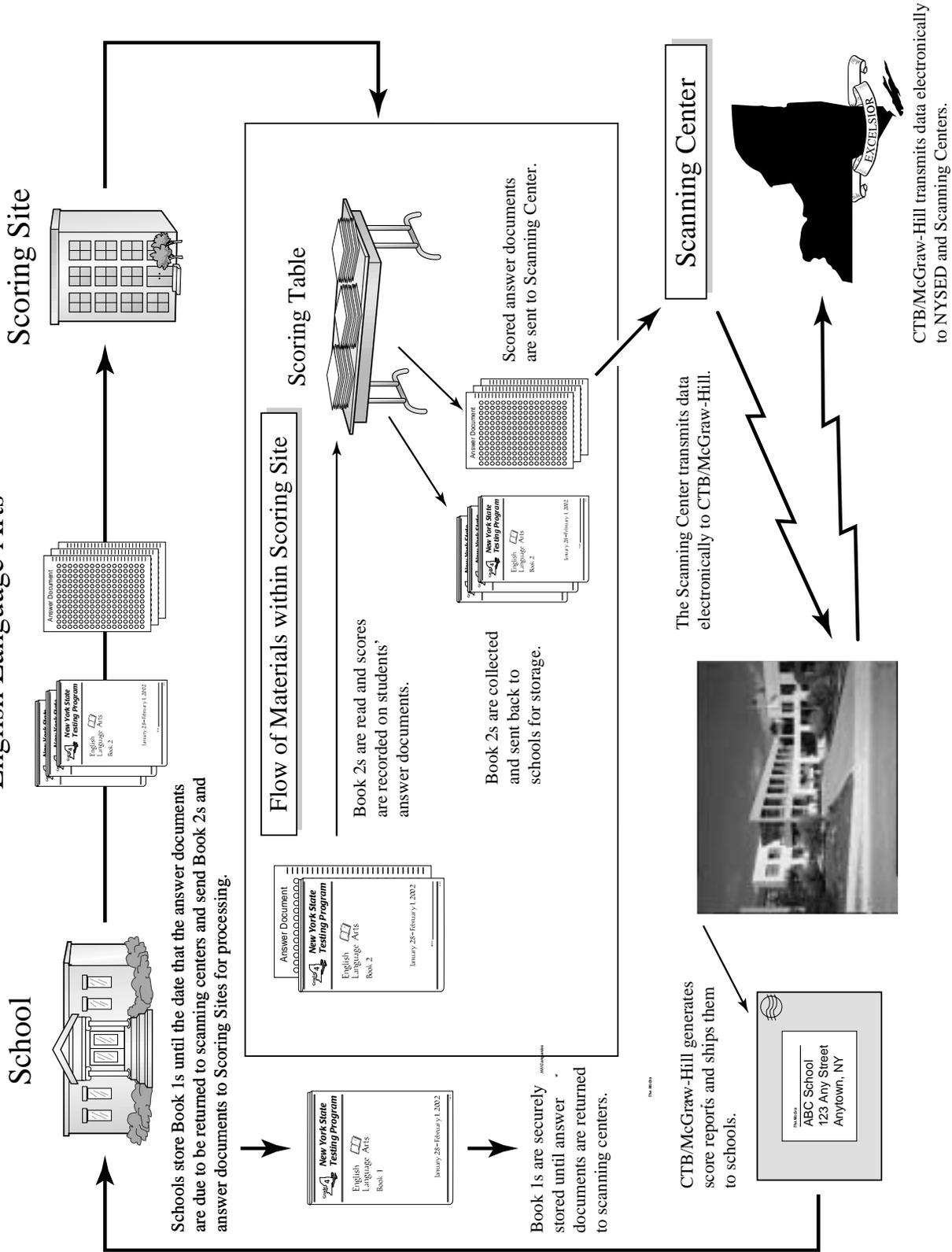
Place stacks of banded Test Book 2s into box with School/Group List and Class Rosters on top.

Follow directions on page 25 for retrieval and processing of Test Book 2s.

Retain Test Book 1s in a secure location until the date that the answer documents are due to be returned to scanning centers.



Overview of Scoring Process English Language Arts



Grades 4 and 8 Mathematics Procedures for Organizing Test Materials for Scoring

After the tests have been administered and all materials have been collected and organized according to the directions below, the School Administrator will collect the materials.

Collecting and Organizing Test Materials

- Use the box(es) in which test materials arrived for storing the test materials until the scheduled scoring days. Remove any previous markings and labels from these box(es). If original boxes are not available, a substitute may be used, provided it is marked correctly.
- Collect all testing materials, including used and unused Test Book 1s and used and unused Test Book 2s, Answer Documents, completed Biographical Data, Student Identification Labels, Teacher's Directions, and Manipulatives.
- Collect all used and unused Test Book 1s and store securely until the date that the answer documents are due to be returned to scanning centers.
- Teacher's Directions and Mathematics Manipulatives may be retained in the classroom or collected depending upon the preference of the school (see your school principal for specific directions).
- Sort and pack the remaining materials according to the *Teacher Instructions for Mathematics: Organizing Materials for Return to School Administrator*, which is Appendix A on page A-2 of this document.

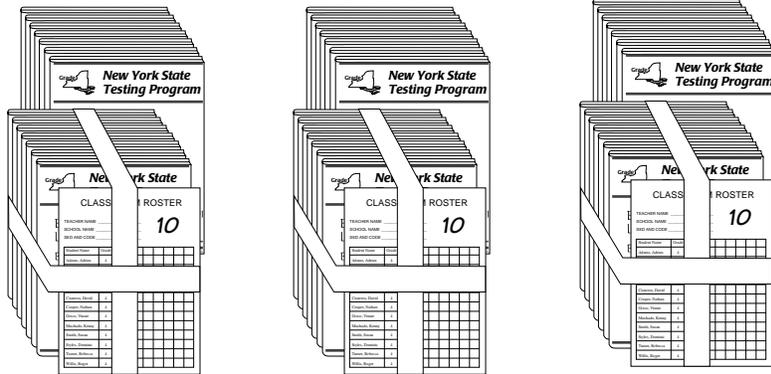
School Administrator Instructions for Mathematics Organizing Materials for Local Scoring Processing

Step 1:

Check boxes of Test Book 1s and securely store until the date that the answer documents are returned to scanning centers.

Step 2:

Collect all banded Test Book 2s.



Class 1

Class 2

Class 3

Step 3:

Organize the banded stacks of Test Book 2s by class.

Step 4:

Photocopy and complete a School/Group List (SGL). Please note that the SGL is found in Appendix H in this manual. Transfer the total number of students tested for each class, indicated in the upper right-hand corner of the Class Roster, to the School/Group List (SGL), as shown below. Repeat this process for each classroom. Be sure to fill out the requested information for each class in your school.

SCHOOL/GROUP LIST New York State Testing Program			
DISTRICT NAME _____		CONTACT NAME _____	
SCHOOL NAME _____		PHONE NUMBER _____	
SEDS CODE _____		NO OF TEST BOOKS _____	
Classroom Number	Grade	Number Tested	Comments
Class 1	4	10	
Class 2	4	10	
Class 3	4	10	

- CLASS ROOM NUMBER: Write the homeroom number.
- GRADE: Write the grade of the students who took the test (e.g., Grade 4, 8, or ungraded).
- NUMBER TESTED: Write the number of students who completed the test. Be sure to include students who were administered makeup tests.

Step 5:

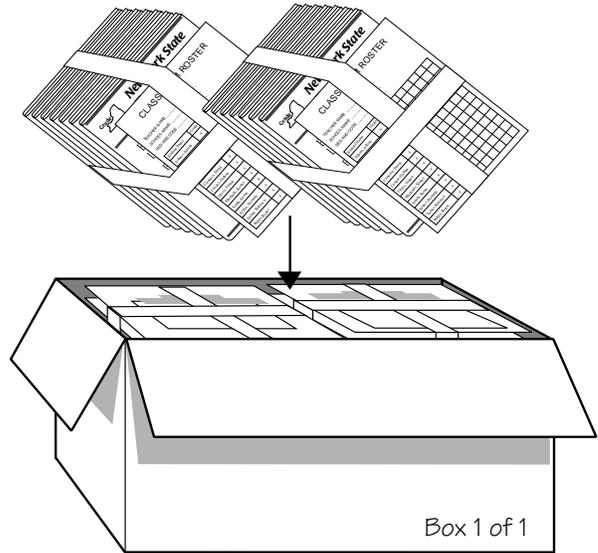
Keep the completed SGL with the updated Class Roster(s) on top of the used Test Book 2s. A copy of the SGL and Class Roster(s) will be sent to the scanning center to help with accountability.

Place stacks of banded Test Book 2s into box with School/Group List and Class Roster(s) on top.

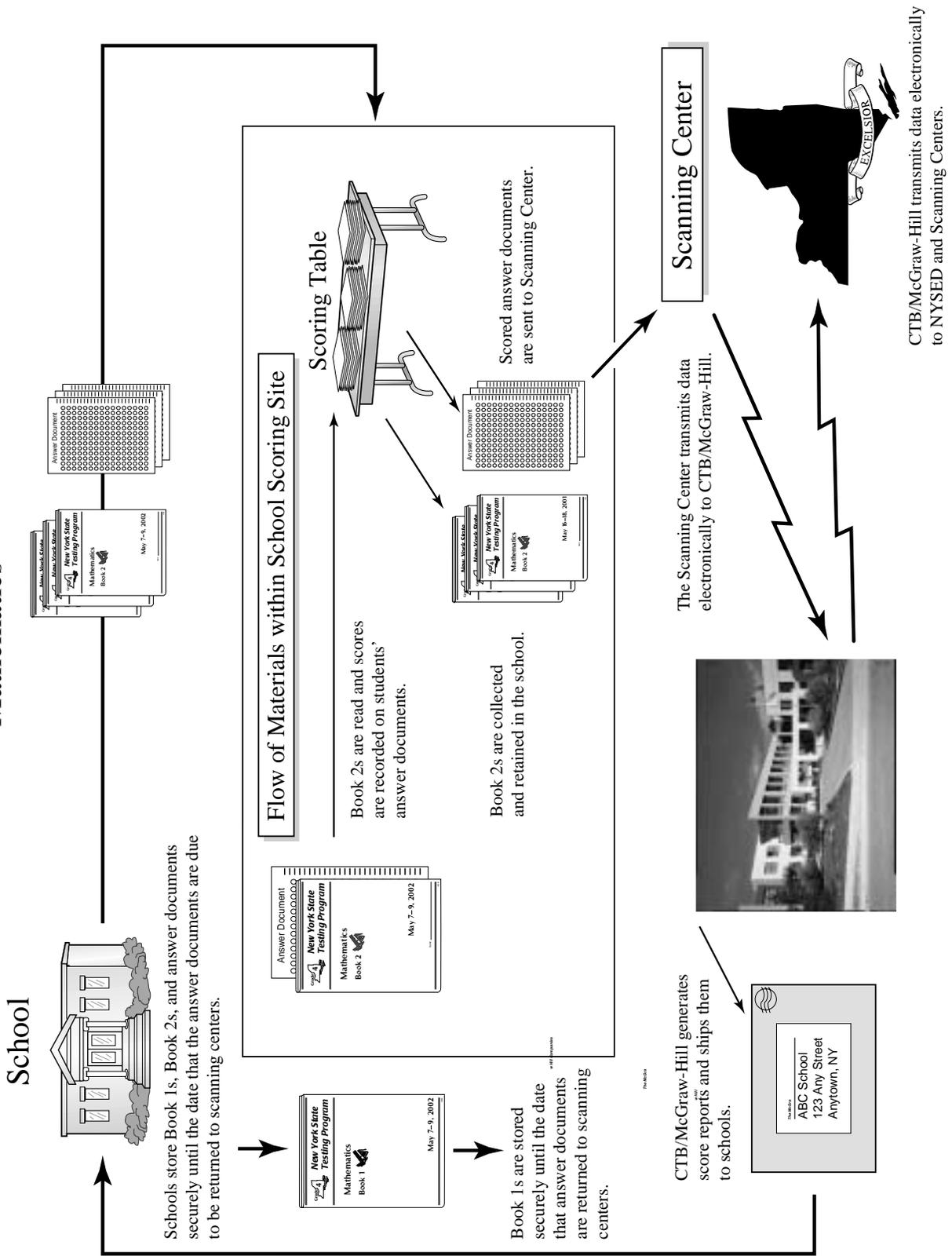
Attach an **orange** label to each box and indicate the number of Test Book 2s that are enclosed.

Number the box(es) (e.g., Box 1 of 5, 2 of 5, 3 of 5, etc.).

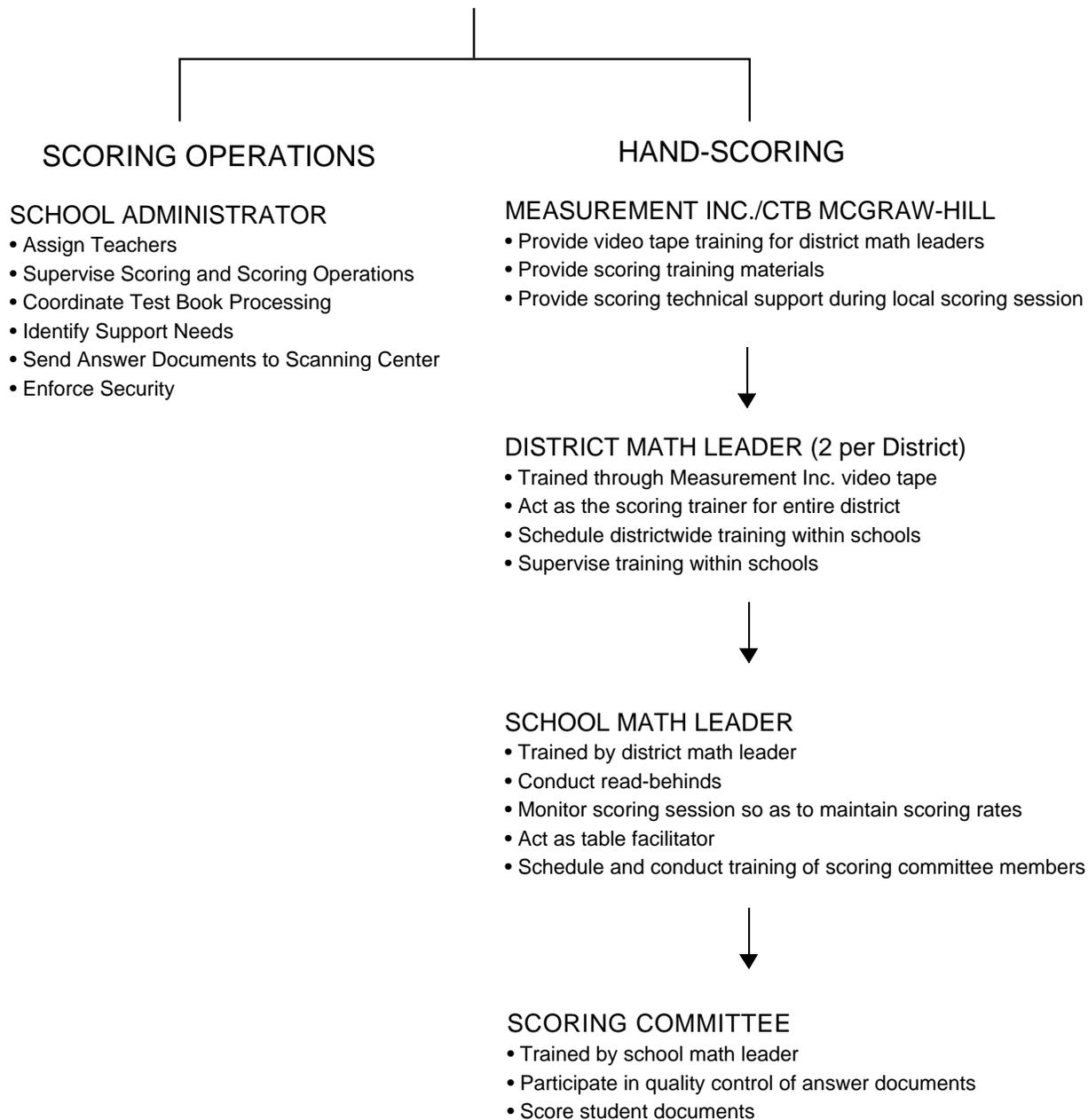
Store Test Book 2s in a secure location in the school until the scheduled scoring day(s).



Overview of Scoring Process Mathematics



Local Mathematics Scoring Organization



Note: Districts have the option of districtwide or schoolwide scoring.

Local Mathematics Scoring Process

The scoring process involves two major components, hand-scoring the tests and scoring operations, which are the logistics for keeping the hand-scoring organized.

Hand-Scoring

Hand-scoring consists of the process of reading and assigning scores to student responses. It also involves the accurate recording of student responses as well as verifying scores.

Steps for Hand-Scoring:

- Scoring of student responses
- Read-behinds
- Quality control of recorded responses

Questions and answers regarding hand-scoring are included in the Scoring Training Manuals.

Scoring Operations

Scoring operations are crucial to the hand-scoring process. Organizing the scoring committees so that all papers are reliably and completely scored involves numerous steps. In large schools, this process may require the aid of scoring assistants to ensure the continuous flow of student test books.

Steps for Scoring Operations:

- Planning the scoring operations
 - Selecting the scoring committees
 - Assigning items for scoring
 - Preparing scoring supplies and materials
- Operations/Logistics
 - Checking-in test materials from teachers
 - Randomizing and building test book folders
 - Staging the test book folders
- Follow-up operations
 - Quality-checking the answer documents
 - Sending answer documents to scanning centers

Audit Scoring

A randomly chosen 10% audit of hand-scoring will be conducted for each test administered. Schools in your region will be notified by the State Education Department if they have been selected for participation.

Planning the Mathematics Scoring Operations

Selecting the Scoring Committees

A scoring committee is a group of teachers chosen to score the items on the Mathematics tests. Each scoring committee must have a minimum of three members. The principal or designee is responsible for selecting and assigning teachers to the scoring committee(s). It is recommended that each school have a minimum of two scoring committees.

Once the scoring committee(s) have been selected, the principal should assign a unique number to each scoring committee member. Each committee member should also be assigned the test items they will score. The principal is responsible for retaining the records of scoring committee members and the items assigned.

Assigning Items

The principal or designee is responsible for assigning the Mathematics items to the scoring committee members. Professional judgment should be used when assigning items to committee members. Some criteria for consideration include:

Scoring committee characteristics:

- mathematics expertise
- experience with open-ended scoring
- years teaching specified grade level(s)

Mathematics item characteristics:

- 2-point or 3-point rubrics
- type of Mathematics problem (e.g., number sense, pre-algebra, probability)
- number of items

Scoring Supplies

- | | |
|---|---|
| <input type="checkbox"/> Post-its®—small (one package per scoring committee member), medium (10 packages) | <input type="checkbox"/> sealing tape for boxes |
| <input type="checkbox"/> rulers | <input type="checkbox"/> 1 box of highlighter pens |
| <input type="checkbox"/> pattern blocks (Grade 4 only) | <input type="checkbox"/> masking tape |
| <input type="checkbox"/> protractors (Grade 8 only) | <input type="checkbox"/> sharpened No. 2 scoring pencils |
| <input type="checkbox"/> calculators | <input type="checkbox"/> stapler |
| <input type="checkbox"/> erasers | <input type="checkbox"/> paper clips |
| <input type="checkbox"/> cellophane tape with dispenser | <input type="checkbox"/> 1 box staples |
| <input type="checkbox"/> electric pencil sharpeners | <input type="checkbox"/> paper strips for banding answer documents together for shipment to scanning center |

Mathematics Scoring Materials

The materials used during hand-scoring are received from a number of sources.

From the class teacher:

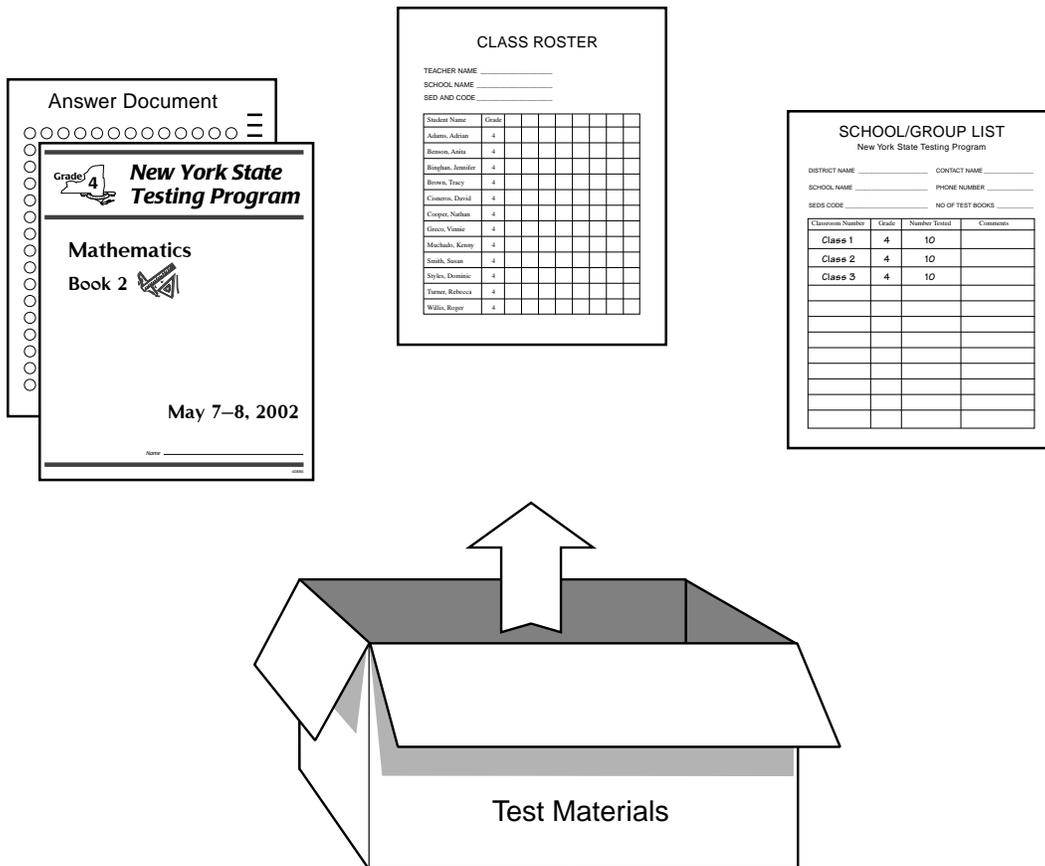
- Class Roster
- Test Book 2s
- Answer documents
(inserted in Test Book 2s)
- School/Group List

From outside the school:

- Scoring manuals (from State Education Department)
- Scoring Practice Sets (from State Education Department)

From the appendices of this manual:

- Folder label (Appendix G-1)



Mathematics Operations/Logistics

A clearly defined plan for organizing and tracking test books during hand-scoring is required to ensure validity in scoring. Scoring of large quantities of student test books generally requires the assistance of support staff.

Checking-In Test Materials from Teachers

After testing, test materials are stored in a secure location until preparations for scoring begin. The School Administrator must account for all testing materials within a school.

To prepare the test books for scoring, organize them by class. A Class Roster will be attached to the top of the stack of test books from each teacher's class. (See Appendix A on page A-2 for teacher instructions.)

Steps for Checking-In Test Books:

1. Make sure test books have been received for each class. Verify that the total book count written on the Class Roster matches the number of test books received from the class. Use the book counts on the Class Roster to calculate the total number of test books received from each class.
2. If the book counts do not match, do not continue. The Class Roster can be used to determine which students' test books are missing. Contact the teacher to locate the missing books.
3. Continue verifying the number of test books from each teacher, retaining class stacks on the work table. When you have accounted for every book from all classes, you are ready for the randomizing process.
4. File a copy of the Class Rosters for reference.
5. Stack test books by class for randomizing.

Note: If you receive any Test Book 1s, they should be boxed, securely stored until scoring is complete, and then returned to the school.

Randomizing and Building Test Book Folders

Randomizing the test books is recommended to maximize the number of teachers scoring any one class. It involves mixing test books from all classes in the school. These test books are then placed into folders in preparation for scoring.

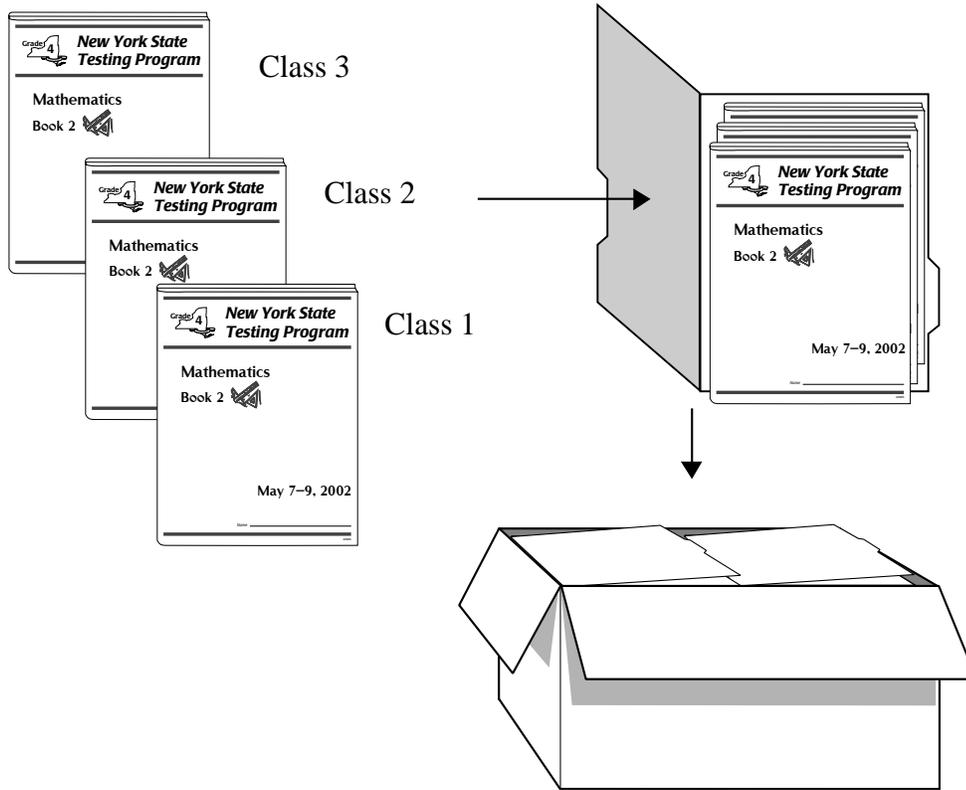
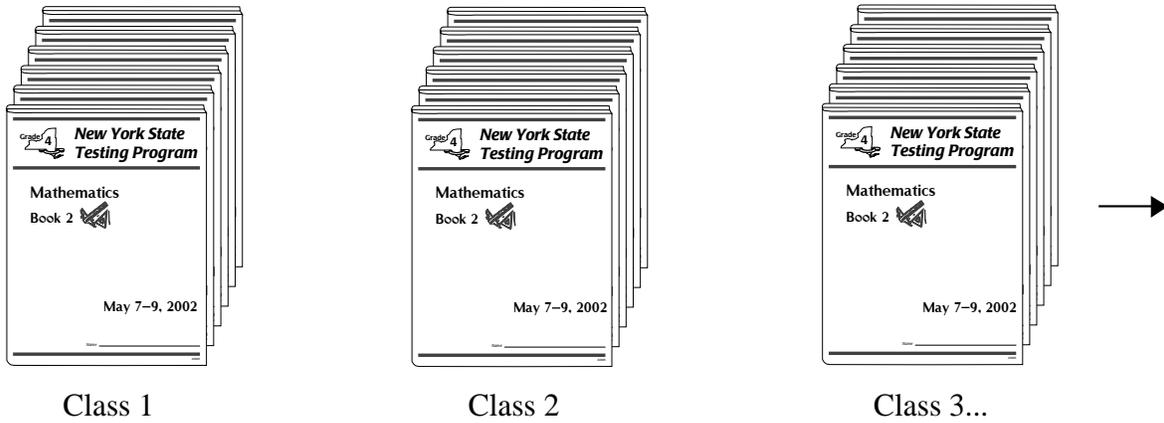
Steps for Randomizing:

1. With test book stacks of approximately 30 test books from all classes positioned on the work table, begin by removing the Class Roster. Make sure all test books are grouped by class. Randomly pull a test book from each class stack. Continue selecting from each class stack until 10 test books have been pulled. Insert these first 10 books in a file folder. Continue randomly pulling test books from each class stack until all test books have been sorted into groups of 10 and placed into folders. If one class stack is depleted before the others, continue pulling from the remaining class stacks.
2. Repeat the randomizing and folder-building process until all test books for a given class have been put in folders. When this occurs, continue randomizing test books from the remaining classes until all test books are placed in folders.

In large schools, there may be more than 10 classes. To make the process more manageable, begin with five class stacks of test books and complete the process outlined above. When all test books from a class have been put into folders, replace the stack with a new class stack. Repeat this procedure until all test books have been put into folders for scoring.

3. Each file folder can hold up to 10 books. Use large rubber bands to secure the test books inside the file folder.
4. Affix a folder label to the front of the file folder. Folder labels must be printed in advance using the sample folder label shown in Appendix G.
5. Place the folders in a large box to transport them to the scoring location.

Randomizing and Building Test Book Folders



Staging Folders of Test Books for Scoring

All folders will be routed to the scoring committees. There will be three sets of items to score in each test book. Each committee member scores the math items assigned.

Steps for Staging Test Book Folders for Scoring:

1. At the start of a scoring session, folders are placed in the “in-process” box on the scoring table. Teachers will remove a folder, score their assigned math items, and pass the folder to the next teacher to score (in a round-robin fashion).
2. When all items have been scored for all test books in the folder, the folder will be placed in the “completed” box. Folders placed in the “completed” box near the table facilitator are available for read-behinds.
3. The table facilitator will record the scoring committee number (SC Number) and initial the folder label to indicate that the folder can be released for the next step, which is the quality review process.

Teacher Instructions for Processing Test Books

The reader work tables will be arranged so that the School Math Leader is at the head of the table, with up to five readers positioned around the table.

Steps for Processing Test Books During Scoring:

1. Teachers will score test books in a folder by rotating the folder to the next teacher at the table, until all sets of items have been scored and the scores are recorded on the answer document. If there are any questions (e.g., hard-to-score paper, sensitive paper, etc.) the teacher should speak with the School Math Leader.
2. When a teacher has completed reading and scoring a student test book, the answer document will be placed inside the test book and returned to the folder. Each teacher checks off his or her assigned items on the folder label indicating the items were scored.
3. When all test books in the folder have been completely scored, the folder is placed in the “completed” box so the School Math Leader can conduct read-behinds. Folders of unscored test books are brought to the work table as needed.
4. The School Math Leaders conduct read-behinds on the entire folder.
5. After the School Math Leaders finish read-behinds, they sign the folder label indicating the folder is ready for quality-checking.

Follow-Up Operations for Mathematics Scoring

Quality-Checking Answer Documents

The quality-checking procedure involves a review of the scores filled in on the answer document. During the quality review, filling-in errors should be detected and corrected while the test books and answer documents are still in the scoring area. The task of quality-checking the test books should be divided among the scoring committee members and the School Math Leaders.

Steps for Quality-Checking the Answer Documents:

1. Make sure the number of test books in the folder matches the total number written on the folder label.
2. Take the test books out of the folder. Open the first book and inspect the answer document to be sure all fields have been properly filled in. Look for missing items, lightly marked items, and double-marked items.
3. If items are correctly marked for all answer documents, the folder is placed in a “completed scoring” box. These folders are ready for return processing (i.e., the answer documents sent to the Scanning Center and the test books returned to the teachers).
4. If there are any answer documents with missing information, a Post-it® is placed in the folder, which is put aside until all test books have been checked for errors.
5. The test book and answer document are given to the appropriate School Math Leader for corrections. After the correction is made, the test book and answer document are placed in the “completed scoring” box.

Returning the Answer Documents to Scanning Centers and Test Books to School Administrators

The returning of scoring test materials begins after all test book folders have been scored. Verify that every folder has been accounted for and scored before starting to remove the answer documents.

Steps for Returning the Scoring Test Materials:

1. Count the test books and verify the total counts against the totals of the School/Group List counts.
2. Remove the test books from the folders.
3. Remove the answer documents from the test books and place the answer documents on top of a copy of the SGL and Class Rosters, building a stack of answer documents for the school.
4. Continue this process until all answer documents are removed.

5. Count answer documents. Verify that the total number of answer documents equals the number of test books.
6. Place answer documents into a box for mailing. Affix the address label for the appropriate scanning center.
7. Sort the test books into classes using the Class Roster. Return them to the School Administrator.

Scoring Room Layout and Resources

Factors to consider when selecting a scoring room:

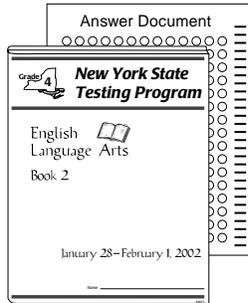
- Excellent lighting
- Adequate ventilation
- Secure facility: All test books as well as scoring manuals must be regarded as secure and confidential materials. These materials should not be left unattended during breaks or lunch and the room should be kept locked after school hours.

Allocating Scoring Resources

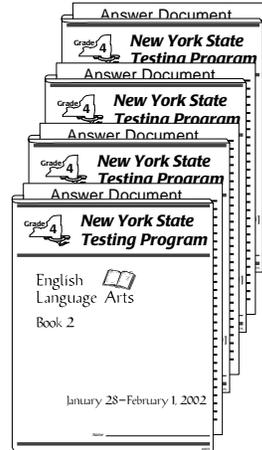
Experience with scoring during the summer of 2001 indicates that a committee of three can be expected to score approximately 150 student papers in one school day. This estimate is based on the assumption that all scorers have had some general training (i.e., using the holistic rubrics and anchor papers from the test sampler) before the day of actual scoring. Teachers with this training should need no more than one hour of training before they begin to score. If scorers have not been previously trained, more training time will be needed on the scoring day to assure accurate and reliable scores.

Appendix A: Teacher Instructions for English Language Arts

Organizing Materials for Return to School Administrator

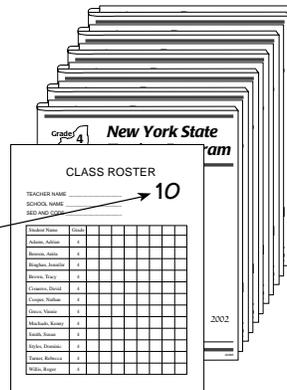


Step 1:
Insert Student Answer Document inside the front cover of the student's corresponding Test Book 2. Be sure the Student ID Label is affixed to back of student's Test Book 2.

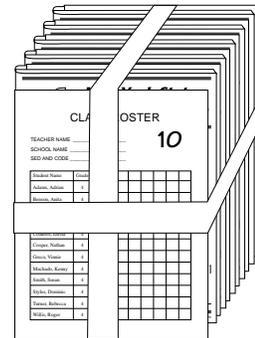


Step 2:
Stack all Test Book 2s with Answer Documents inside.

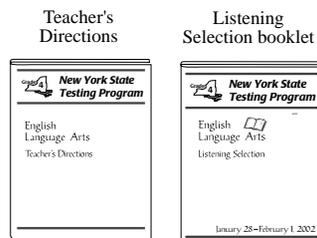
Step 3:
Place updated Class Roster on top of the stack of Test Book 2s and indicate the number of students tested in the upper right-hand corner of the roster. Retain a copy for your records.



Step 4:
Band stack of Test Book 2s together using adding machine tape or something similar.

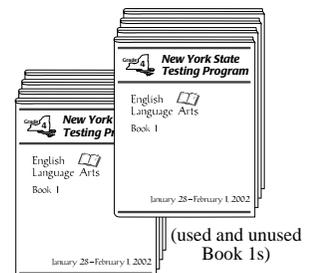
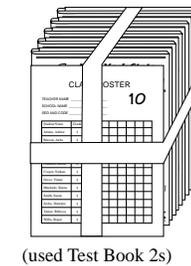


Step 5:
Stack all other test materials.



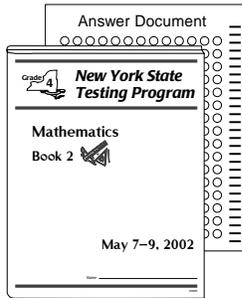
Step 6:
Return banded Test Book 2s and used and unused Test Book 1s to School Administrator.

The used and unused Test Book 1s and Listening Selection must be collected and securely stored until the date that answer documents are due to be returned to scanning centers.



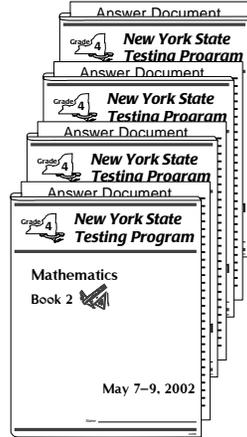
Appendix A: Teacher Instructions for Mathematics

Organizing Materials for Return to School Administrator



Step 1:

Insert Student Answer Document inside the front cover of the student's corresponding Test Book 2. Be sure Student ID Label is affixed to the back of the student's Test Book 2.

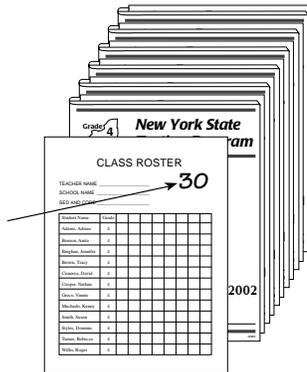


Step 2:

Stack all Test Book 2s with Answer Documents inside.

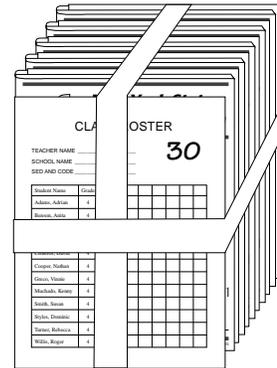
Step 3:

Place updated Class Roster on top of the stack of Test Book 2s and indicate the number of students tested in the upper right-hand corner of the roster. Retain a copy for your records.



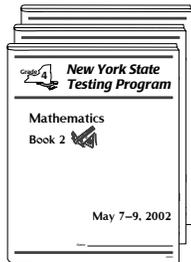
Step 4:

Band stack of Test Book 2s together using adding machine tape or other material.



Step 5:

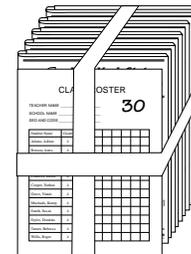
Stack unused Test Book 2s and keep them secure until the completion of makeups, when they may be used in the classroom.



unused Test Book 2s

Step 6:

Return banded Test Book 2s to School Administrator.



(used Test Book 2s)

Appendix B: Absent from Open-Ended Testing

Instructions for the Answer Document

Session 2 or Session 3—Grade 4 Mathematics

Session 1, Part 2 or Session 2—Grade 8 Mathematics

If a student has missed any of the open-ended sessions and has not had the opportunity to take a makeup test, locate the student’s answer document and darken the “Absent” circle corresponding to the session missed.

Session 2 or Session 3—Grade 4 English Language Arts

Session 1, Part 2 or Session 2, Parts 1 or 2—Grade 8 English Language Arts

If a student has missed either Listening (Session 1, Part 2), Reading (Session 2, Part 1), or Writing (Session 2, Part 2) and has not had the opportunity to take a makeup test, locate the student’s answer document and darken the condition code (F) circle corresponding to the session missed.

Appendix C: Regional Centers for Emergency Test Supplies

- | | |
|---|--|
| <p>1. ALBANY
Operations Group
Office of State Assessment
Room 771, Education Building Annex
NYS Education Department
Albany 12234
518-474-8220
518-474-1989 (fax)</p> <p>2. CLOSED</p> <p>3. ALLEGANY
Constance Synakowski
Wellsville Senior High School
126 West State Street
Wellsville 14895
716-593-2291
716-593-0477 (fax)</p> <p>4. BROOME
Peggy Perry
Broome-Tioga BOCES
435 Glenwood Road
Binghamton 13905
607-763-3670
607-763-3213 (fax)</p> <p>5. CATTARAUGUS
Kathleen Ballard
Ellicottville Middle-High School
5873 Route 219
Ellicottville 14731
716-699-2316
716-699-5423 (fax)</p> <p>6. CATTARAUGUS
John Stelmack (HS) or
Judy Creeden (ES & Inter.-Level)
Olean Senior High School
410 West Sullivan Street
Olean 14760
716-375-8010
716-375-8048 or 8025 (fax)</p> <p>7. CATTARAUGUS
Christine Drake
Yorkshire-Pioneer Central Schools
County Line Road
Yorkshire 14173
716-492-9305
716-492-9322 (fax)</p> | <p>8. CAYUGA
James Palumbo
Union Springs Central High School
239 Cayuga Street
Union Springs 13160
315-889-4110
315-889-4118 (fax)</p> <p>9. CHAUTAUQUA
Lois Austen
Jamestown City Schools
201 East Fourth Street
Jamestown 14701
716-483-4392
716-483-4421 (fax)</p> <p>10. CHAUTAUQUA
Elizabeth Gentner
LoGuidice Vo-Tech Center
9520 Fredonia-Stockton Road
Fredonia 14063
716-672-4371
716-672-2393 (fax)</p> <p>11. CHEMUNG
Peter Punzo
Schuyler-Chemung-Tioga BOCES
459 Philo Road
Elmira 14903
607-739-3581 ext. 2302
607-795-5346 (fax)</p> <p>12. CHENANGO
Michele Murphy
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich 13815
607-335-1213
607-334-9828 (fax)</p> <p>13. CLINTON
Mary Easter
Champlain Valley Educational Services
1585 Military Turnpike Extension
Plattsburgh 12901
518-561-0100 ext. 111
518-561-0494 (fax)</p> |
|---|--|

Regional Centers (continued)

- | | |
|---|---|
| <p>14. COLUMBIA
John Mizerak
Germantown Central School
123 Main Street
Germantown 12526
518-537-6281 ext. 211
518-537-3690 (fax)</p> <p>15. CORTLAND
Michael Carboine
Cortland Junior-Senior High School
8 Valley View Drive
Cortland 13045
607-758-4100
607-758-4119 (fax)</p> <p>16. DELAWARE
Bernyce Cash
Robert W. Harrold Education Center
Route 206, 270 BOCES Drive
Sidney Center 13839
607-865-2547
607-865-8685 (fax)</p> <p>17. DELAWARE
Gregory Sanik
Stamford Central School
1 River Street
Stamford 12167
607-652-7661
607-652-3446 (fax)</p> <p>18. DUTCHESS
Dieter Schimmelpfennig
Franklin D. Roosevelt SHS
South Cross Road
Hyde Park 12538
845-229-4020 ext. 202
845-229-4029 (fax)</p> <p>19. ERIE
Constance Moss
Buffalo City School District
701 City Hall
Buffalo 14202
716-851-3035
716-851-3044 (fax)</p> | <p>20. ERIE
Michelle Lane
Erie 1 BOCES Service Center
355 Harlem Road
West Seneca 14224
716-821-7007
716-821-7212 (fax)</p> <p>21. ERIE
Donna Hanlon
Erie 2-Chautauqua-Cattaraugus BOCES
8685 Erie Road
Angola 14006
716-549-4454 ext. 4037
716-549-5181 (fax)</p> <p>22. ESSEX
Sharon O'Hara
Ticonderoga High School
Calkins Place
Ticonderoga 12883
518-585-6661 ext. 118
518-585-5282 (fax)</p> <p>23. ESSEX - FRANKLIN
Gene Johnson
Tupper Lake Middle-High School
25 Chaney Avenue
Tupper Lake 12986
518-359-3322
518-359-9636 (fax)</p> <p>24. FRANKLIN
Donald Merrick
Franklin Academy
State Street
Malone 12953
518-483-7807
518-483-7813 (fax)</p> <p>25. FULTON
Claudia Jurica
Johnstown High School
2 Wright Drive
Johnstown 12095
518-762-4661
518-736-1489 (fax)</p> |
|---|---|

Regional Centers (continued)

- | | |
|---|--|
| <p>26. GENESEE
 Bobbi Norton
 Batavia City Schools
 39 Washington Avenue
 Batavia 14020
 716-343-2480 ext. 7397
 716-344-8204 (fax)</p> | <p>32. MADISON
 John Durkee
 Cazenovia Central School District
 31 Emory Avenue
 Cazenovia 13035
 315-655-1328
 315-655-1371 (fax)</p> |
| <p>27. GREENE
 William Toussaint
 Cairo-Durham High School
 Route 145
 Cairo 12413
 518-622-8543
 518-622-8857 (fax)</p> | <p>33. MONROE
 Stuart Weiss
 Monroe 1 BOCES
 41 O'Connor Road
 Fairport 14450
 716-383-2237
 716-383-6404 (fax)</p> |
| <p>28. HERKIMER
 Terry M. Dangle
 Herkimer High School
 801 West German Street
 Herkimer 13350
 315-866-2230 ext. 1309
 315-866-2234 (fax)</p> | <p>34. MONROE
 Jeanette Silvers
 Rochester City School District
 131 West Broad Street
 Rochester 14161
 716-262-8480
 716-262-8684 (fax)</p> |
| <p>29. JEFFERSON
 Robert E. Reardon
 Watertown City School District
 376 Butterfield Avenue
 Watertown 13601
 315-785-3705
 315-785-6855 (fax)</p> | <p>35. MONROE
 Cheryl Blount
 Monroe 2-Orleans BOCES
 3599 Big Ridge Road
 Spencerport 14559
 716-352-2411 or 352-2442
 716-352-2442 (fax)</p> |
| <p>30. LEWIS
 Kenneth McAuliffe
 Lowville Academy
 7668 State Street
 Lowville 13367
 315-376-9000
 315-376-9016 (fax)</p> | <p>36. MONTGOMERY
 Ronald E. Limoncelli
 Amsterdam City School District
 11 Liberty Street
 Amsterdam 12010
 518-843-5217
 518-842-0012 (fax)</p> |
| <p>31. LIVINGSTON
 Ted Hale
 Genesee Valley BOCES
 27 Lackawanna Avenue
 Mount Morris 14510
 716-658-7827
 716-658-7986 (fax)</p> | <p>37. NASSAU
 William Schaub
 W. Tresper Clarke High School
 740 Edgewood Drive
 Westbury 11590
 516-876-7455
 516-876-7416 (fax)</p> |

Regional Centers (continued)

38. NIAGARA
Bonnie Baudendistle
Lockport City School District
130 Beattie Avenue
Lockport 14904
716-478-4836
716-478-4823 (fax)
39. NIAGARA
Marcia Capone
Niagara Falls City School District
607 Walnut Avenue
Niagara Falls 14301
716-286-4285
716-286-4123 (fax)
40. ONEIDA
Roberta Cross
Rome City Schools
112 East Thomas Street
Rome 13440
315-334-7463
315-334-7409 (fax)
41. ONEIDA
Sandra Covey
Oneida-Herkimer-Madison BOCES
1900 Bleecker Street
Utica 13501
315-793-8503
315-793-8554 (fax)
42. ONONDAGA
Penny Czyz
Syracuse City School District
725 Harrison Street
Syracuse 13210
315-435-4161
315-435-4015 (fax)
43. ONTARIO
L. Rick Bley
Midlakes High School
1554 Route 488
Clifton Springs 14432
315-548-6300
315-548-4500 (fax)
44. ORANGE
Kathleen Carmody
Orange-Ulster BOCES, Special Ed. Bldg.
Gibson Road
Goshen 10924
845-291-0220
845-294-0205 (fax)
45. ORLEANS
Will Hooper
Albion High School
302 East Avenue
Albion 14411
716-589-2040
716-589-2059 (fax)
46. OSWEGO
Jean Lynch
Pulaski Elementary School
2 Hinman Road
Pulaski 13142
315-298-2412
315-298-7464 (fax)
47. OTSEGO
Allison Pywar
Oneonta Senior High School
130 East Street
Oneonta 13820
607-433-8243
607-433-8204 (fax)
- PUTNAM: SEE CENTER NUMBER 73.
48. RENSSELAER
Rita Prinzo
Questar III
10 Empire State Boulevard
Castleton 12033
518-477-8771
518-477-9833 (fax)
49. ROCKLAND
Albert Moschetti
Rockland BOCES
131 Midland Avenue North
Nyack 10960
845-348-3500
845-348-3559 (fax)

Regional Centers (continued)

- | | |
|--|---|
| <p>50. ST. LAWRENCE
Deborah Dunning
St. Lawrence-Lewis BOCES
30 Court Street
Canton 13617
315-386-2226
315-386-2828 (fax)</p> <p>51. CLOSED</p> <p>52. SARATOGA
Jean Tedesco
South Glens Falls Senior High School
42 Merritt Road
South Glens Falls 12803
518-792-9987
518-792-5412 (fax)</p> <p>53. SCHENECTADY
Craig Brown
Schenectady High School
The Plaza
Schenectady 12308
518-370-8190
518-370-8169 (fax)</p> <p>54. SCHOHARIE
Lori Petrosino
Middleburgh High School
181 Main Street
Middleburgh 12123
518-827-5155
518-827-5181 (fax)</p> <p>55. SCHUYLER
Nancy Loughlin
Watkins Glen Central High School
301 12th Street
Watkins Glen 14891
607-535-2761 ext. 199
607-535-8034 (fax)</p> <p>56. SENECA
Michael Midey
Romulus Central School
5705 Main Street
Romulus 14541
607-869-5391 or 800-810-0345
607-869-5961 (fax)</p> | <p>57. STEUBEN
Melody Troy
Arkport Central School
35 East Avenue
Arkport 14807
607-295-9823
607-295-7473 (fax)</p> <p>58. STEUBEN
Lena Krebs
Corning City School District
165 Charles Street
Painted Post 14870
607-936-3704
607-936-8326 (fax)</p> <p>59. CLOSED</p> <p>60. SUFFOLK
Barbara Raynor
Eastern Suffolk BOCES
215 Old Riverhead Road
Westhampton Beach 11978
631-288-9568
631-288-6224 (fax)</p> <p>61. SUFFOLK
Stanley Packman
Eastern Suffolk BOCES
201 Sunrise Highway
Patchogue 11772
631-687-3038
631-687-3166 (fax)</p> <p>62. SUFFOLK
Susan Smith
Western Suffolk BOCES
507 Deer Park Road
Dix Hills 11746
631-549-4900 ext. 224
631-423-1821 (fax)</p> <p>63. SULLIVAN
Arlene Siegel-Lerner
Monticello High School
150 Wood Avenue
Monticello 12701
845-794-8840
845-794-8133 (fax)</p> |
|--|---|

Regional Centers (continued)

64. **TIOGA**
Robert Devan
Owego Free Academy
1 Sheldon Guile Boulevard
Owego 13827
607-687-6230
607-687-6244 (fax)
65. **TOMPKINS**
Chauquita Bailor
Tompkins-Seneca-Tioga BOCES
555 Warren Road
Ithaca 14850
607-257-1551 ext. 204
607-257-2825 (fax)
66. **ULSTER**
Shila Beck
Ulster BOCES
175 Route 32 North
New Paltz 12561
845-255-3040
845-255-7942 (fax)
67. **WARREN**
Jane Kokoletsos
Johnsburg Central School
Main Street
North Creek 12853
518-251-2810
518-251-2562 (fax)
68. **WASHINGTON**
Stacy Vadney
Cambridge Junior-Senior High School
24 South Park Street
Cambridge 12816
518-677-8527 ext. 421
518-677-3508 (fax)
69. **CLOSED**
70. **WAYNE**
Carol Boyce
Newark High School
625 Peirson Avenue
Newark 14513
315-332-3242
315-332-3567 (fax)
71. **WESTCHESTER**
Wally Maher, Jr.
Yorktown High School
2727 Crompond Road
Yorktown Heights 10598
914-243-8045
914-245-0546 (fax)
72. **WESTCHESTER**
Eileen Bloom
Southern Westchester BOCES
Center for Career Services
65 Grasslands Road
Valhalla 10595
914-761-3400 ext. 306
914-761-8099 (fax)
73. **NORTH WESTCHESTER-PUTNAM**
Joanne Januzzi
Henry H. Wells Middle School
570 Route 312
Brewster 10509
845-279-3702
845-279-3192 (fax)
74. **WYOMING**
Gregory Feller
Warsaw Junior/Senior High School
153 West Buffalo Street
Warsaw 14569
716-786-4480
716-786-3193 (fax)
75. **YATES**
Michael Chirco
Dundee Junior-Senior High School
55 Water Street
Dundee 14837
607-243-5534
607-243-7912 (fax)

Regional Centers (continued)

For New York City Nonpublic Schools Only

89. DEACON ARTHUR MANZIONE

Testing Coordinator
Archdiocese of New York
1011 First Avenue
New York, NY 10022
914-946-7419
914-946-7650 (fax)

95. A. HAMID

Al-Noor School
675 4th Avenue
Brooklyn, NY 11232
718-768-7181
718-768-7088 (fax)

Appendix D: NYC District Assessment Liaisons

District	District Office Address	Superintendent	Assessment Liaison
1	80 Montgomery St. New York, N.Y. 10002	Ms. Helen Santiago (Act.) (212) 602-9701	Richard Spero (212) 602-9720
2	333 7th Avenue 7th Fl. New York, N.Y. 10001	Ms. Shelly Harwayne (212) 330-9400	Archie Dong (212) 330-9431
3	Joan of Arc Complex 154 W. 93th St. New York, N.Y. 10025	Ms. Patricia Romandetto (212) 678-2800	Myrna Levine (212) 678-2879
4	319 E. 117th St. New York, N.Y. 10035	Ms. Evelyn Castro (Act.) (212) 828-3500	Marty Wolpoff Georges Mathieu (212) 828-3514
5	433 W. 123rd. St. New York, N.Y. 10027	Ms. Thelma Baxter (212) 769-7500	Sal Fernandez (212) 769-7502
6	4360 Broadway New York, N.Y. 10033	Dr. Jorge Izquierdo (Act.) (917) 521-3610	Audrey Pellegrini (917) 521-3732
7	501 Courtlandt Ave. Bronx, N.Y. 10451	Ms. Myrta Rivera (Act.) (718) 742-6482	Jose Santiago (718) 742-6513
8	650 White Plains Rd. Bronx, N.Y. 10473	Dr. Betty A. Rosa (718) 409-8100	Ellen Rosenbaum (718) 409-8125
9	1377 Jerome Ave. Bronx, N.Y. 10452	Dr. Stanley Mims (Act.) (718) 681-8886	Carmen Melendez (718) 681-6049
10	1 Fordham Plaza, Room 821A Bronx, N.Y. 10458	Ms. Irma Zardoya (718) 329-8107	Renay Moss (718) 329-8054
11	1250 Arnow Ave. Bronx, N.Y. 10469	Ms. Marlene Filewich (718) 519-2614	Anthony Fracentese (718) 519-2697
12	1000 Jennings St. Bronx, N.Y. 10460	Ms. Althea Serrant (Act.) (718) 328-2310	Sharon Cahr (718) 328-2310 X282
13	355 Park Pl. Brooklyn, N.Y. 11238	Dr. Lester Young (718) 636-3204	Luz Solomita (718) 636-3231
14	215 Heyward St. Brooklyn, N.Y. 11206	Ms. Patricia Synan (718) 302-7600	Joe Caldone (718) 302-7652
15	360 Smith St. Brooklyn, N.Y. 11231	Ms. Carmen Farina (718) 330-9300	Mary Gottlieb (718) 330-9300 X229
16	1010 Lafayette Ave. Brooklyn, N.Y. 11221	Dr. Marcia V. Lyles (718) 574-2800	Eric Fraizier (718) 574-2881
17	19 Duryea Pl. Brooklyn, N.Y. 11226	Dr. Evelyn W. Castro (718) 826-7800	Marie Y. Gateau (Act.) (718) 826-7862
18	755 E. 100th Street Brooklyn, N.Y. 11236	Ms. Paula LeCompte Speed (718) 927-5170	Irene Fortunato (718) 927-5140
19	557 Pennsylvania Ave. Brooklyn, N.Y. 11207	Mr. Victor R. Rodriguez (718) 240-2700	George Alvarez (718) 240-2752
20	1940 Benson Avenue Brooklyn, N.Y. 11214	Mr. Vincent Grippo (718) 692-5280	Rosemarie Banno (718) 234-5900

NYC District Assessment Liaisons (continued)

District	District Office Address	Superintendent	Assessment Liaison
21	521 West Avenue Brooklyn, N.Y. 11224	Ms. Ethel Tucker (718) 714-2500	Robert Maller (718) 714-2537
22	2525 Haring Street Brooklyn, N.Y. 11235	Mr. John Comer (718) 368-8000	Wendy Monzio (718) 368-8111
23	2240 Dean Street Brooklyn, N.Y. 11233	Dr. Kathleen Cashin (718) 270-8603	Shelley Zahler (718) 270-8759
24	8000 Cooper Ave. Glendale, N.Y. 11385	Mr. Joseph Quinn (718) 417-2602	Carlos Ledee' (718) 417-2644-45
25	30-48 Linden Pl. Flushing, N.Y. 11354	Ms. Michelle Fratti (718) 281-7600	Rita Magier (718) 281-7648
26	61-15 Oceania Street Bayside, N.Y. 11364	Ms. Claire McIntee (718) 631-6900	Marty Spiro (718) 631-6966
27	82-01 Rockaway Blvd. Ozone Park, N.Y. 11416	Mr. Matthew Bromme (718) 642-5700	Joan Flig (718) 642-5827
28	108-55 69th Avenue Forest Hills, N.Y. 11375	Mr. Neil Kreinik (718) 830-8888	Joseph Shafron (718) 830-8864
29	1 Cross Island Plaza Rosedale, N.Y. 11422	Mr. Michael Johnson (718) 978-5900	Leslie Meyers (718) 978-5900 X265
30	49-05 20th Avenue Jackson Heights, N.Y. 11370	Dr. Angelo Gimondo (718) 777-4700	Mary Dono (718) 777-4641
31	715 Ocean Terrace, Bldg. A Staten Island, N.Y. 10301	Mr. Christy Cugini (718) 390-1600	Diane McDonald (718) 390-1631
32	797 Bushwick Avenue Brooklyn, N.Y. 11221	Mr. Felix Vasquez (718) 574-1125	Arthur Pinnisi (718) 574-1176
75	400 First Avenue Room #60 New York, N.Y. 10010	Dr. Susan Erber (212) 802-1503	Nira Schwartz-Nyitray (212) 802-1640
85	110 Livingston St. Room #310 Brooklyn, N.Y. 11201	Dr. Sandy Kase (718) 935-2767 (718) 935-3028 (Fax)	Edward Levine (718) 935-3044
85 (M.,Q.,D9X) Region #1	549 Audubon Ave. Room #407 New York, N.Y. 10040	Robert Sheedy	Debra Spivak (212) 927-2334
85 (X) Region #2	383 E. 139th Street Bronx, N.Y. 10454	Lucille Swarns	Trina Jenning (718) 742-9081
85 (K) Region #3	790 East New York Ave. Brooklyn, N.Y. 11203	Gloria Buckery	Andrilla Barton (718) 221-0701 X-413
Homebound	2750 Lafayette Ave. Bronx, N.Y. 10465		Karen Kahn (718) 918-9607

Appendix E: Scanning Centers (Regional Information Centers - RICs)

Location

Erie 1 BOCES
 WNY RIC
 Computer Services
 355 Harlem Road
 West Seneca, NY 14224-1892

Monroe 2–Orleans BOCES
 Communications and Technology Services
 Westview Business Commons
 3625 Buffalo road
 Rochester, NY 14624

Wayne–Finger Lakes (GV/WFL) BOCES
 EduTech Newark Office, Eisenhower Bldg.
 131 Drumlin Court
 Newark, NY 14513

Schuyler–Chemung (SCT) BOCES
 Regional Computer Center
 459 Philo Road
 Elmira, NY 14903

OCM BOCES
 CNYRIC
 6820 Thompson Road
 P.O. Box 4866
 Syracuse, NY 13221-4866

Madison-Oneida BOCES
 Mohawk RIC
 Spring Road
 Verona, NY 13478

Broome BOCES
 Center for Ed. Support & Technology
 435 Upper Glenwood Road
 Binghamton, NY 13905-1699

Capital Region BOCES
 NERIC
 1031 Watervliet-Shaker Road
 Albany, NY 12205

Ulster BOCES
 Mid-Hudson RIC
 175 Route 32 North
 New Paltz, NY 12561

Primary Contact

Paulette Robichaud
 716-821-7187
 716-821-7292 FAX
 probicha@erie1.wnyric.org

Chrisine Nowakowski
 716-349-9025
 716-352-2650 FAX
 cnowakow@monroe2boces.org

Laurel Skellett
 315-332-7365
 315-331-7045 FAX
 lskellett@edutech.org

Paula Smith
 607-795-5338
 607-795-5312 FAX
 psmith@mail.sctboces.org

William Heppeler
 315-433-8317
 315-433-8368 FAX
 wheppele@cnyric.org

Katie Duell
 315-361-5760
 315-361-5566 FAX
 kduell@mohawk.moric.org

Tim Clark
 607-763-3335
 607-763-3201 FAX
 tclark@btboces.org

Bill Adam
 518-456-9245
 518-456-9287 FAX
 wadam@gw.neric.org

Monika Colandrea
 845-255-1450, ext 233
 845-255-9104 FAX
 mcolandr@mhric.org

Scanning Centers (continued)

Location

Southern Westchester BOCES
Lower-Hudson RIC
44 Executive Blvd.
Elmsford, NY 10523

Nassau BOCES
Regional Computer Center
1196 Prospect Avenue
Westbury, NY 11590

Eastern Suffolk BOCES
Regional Information Center
15 Andrea Road
Holbrook, NY 11741

Rochester City Schools
131 West Broad Street
Rochester, NY 14614

Yonkers City Schools
28 Wells Ave., Building #2
Yonkers, NY 10701

Syracuse City Schools
Research and Evaluation
725 Harrison Street
Syracuse, NY 13210

Buffalo Public Schools
Dept. of Standards and Teaching Effectiveness
2008 City Hall
Buffalo, NY 14202

New York City Public Schools
Division of Assessment and Accountability
44-36 Vernon Blvd., Room 206
Long Island City, NY 11101

New York City Public Schools
Division of Assessment and Accountability
44-36 Vernon Blvd., Room 206
Long Island City, NY 11101

New York State Education Department
Information, Reporting and Technology Services
Rm 868 EBA
89 Washington Ave
Albany, NY 12234

Primary Contact

Rob Mahig/Pat Carey
914-592-4203
914-592-2259 FAX
rmahig@lhric.org

Rona Port
516-832-2730
516-338-7822 FAX
rport@mail.nasboces.org

Andrew Setzer
631-244-4240
631-244-4003 FAX
asetzer@srlicboces.org

Bonnie Sale
716-262-8567
716-262-8684 FAX
bonnie.sale@rcsd_k12.org

David Weinberger
914-376-8232
914-376-9144 FAX
dhweval@bestweb.net

Donald Spaulding
315-435-4284
315-435-4978 FAX
dspauld@freeside.scsd.k12.ny.us

Connie Moss
716-851-3035
716-851-3044 FAX
cmoss@buffalo.k12.ny.us

Ellie Freiser
718-935-5252
718-349-5642 FAX
ellie50@aol.com

Derek Walcott
718-935-5252
718-935-5441
dwalcott@nycboe.net

Dawn Thompson
518-474-7965
518-474-4351 FAX
dthompo@mail.nysed.gov

Appendix F: School Administrator's Checklist

Test Administration

Before Testing

- Announce testing dates and scoring schedules in advance.
- Remind teachers about preparation of the classroom for testing.
- Familiarize yourself with all test materials, including manuals.
- Inventory the materials, noting any discrepancies on the appropriate Test Materials Fax Form (Appendix I-3 or I-5), and fax it to the office of State Assessment at (518) 474-1989.
- Replace any missing test materials by contacting a Regional Center. (Test materials may be obtained from a regional center only on the day tests are administered.)
- Collect testing materials on the days they will be administered from the locked, secure storage location.
- Prepare class packets.
- Ensure a smooth method for distributing and collecting the test materials (Teacher's Directions, answer documents, etc.) each day. Provide additional test books as needed.
- Keep testing materials secure throughout the testing and scoring processes.

After Testing

- Collect and verify the return of all test books and answer documents.
 - Make sure Test Book 1s are separate from Test Book 2s.
 - Make sure answer documents are inserted in front of Test Book 2s.**
- Check the condition of the answer documents.
 - Student information must be correct and match student labels on the back of the Test Book 2s.
 - Bubbles/circles must be dark.
 - No stray marks may appear on the answer document.
 - Absentees and exempt status must be recorded.

Returning Materials

- Verify there is an up-to-date Class Roster and indicate tested status for all students.
- Complete a School/Group List (SGL) using Class Rosters.
- Label and prepare box(es) of Test Book 2s (Use separate boxes for ELA and Mathematics):
 - ELA for shipment to scoring site (**orange** shipping labels).
 - Mathematics for local scoring (**orange** labels).
- Band the stacks of ELA Test Book 2s with paper bands and place them in box(es).
- Place a copy of the completed SGL and Class Roster in Box 1.
- Assemble all Test Book 1s in a box or boxes and store them in a secure location until the date that the answer documents are due to be returned to scanning centers.

Appendix G: Folder Label

Folder Label

Scoring Committee Number: _____ Date: _____

Item	Scoring Committee Member
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____

School Math Leader's Signature

Grade 4 Test Materials Fax Form

Orders shipped in more than one box may arrive on different days.

If you have inventoried the test materials received using your shipping notice and need additional test materials, or if there is a problem with the shipment of materials you received:

1. Complete this form and fax it to the Office of State Assessment at **(518) 474-1989**.
2. Call your Regional Center (see Appendix C) and arrange for pickup of test materials.

Date _____ Contact Person _____
 Telephone _____ Fax Number _____
 Regional Center Number _____ 12-Digit BEDS Code _____
 Name of Your School _____

Testing Materials Requested from the Regional Center:

Grade 4 English Language Arts		Grade 4 Mathematics	
Description	Quantity Needed	Description	Quantity Needed
Test Book 1		Test Book 1	
Test Book 2		Test Book 2	
Listening Selection		Manipulatives	
Large-Type Test Book 1		Large-Type Test Book 1	
Large-Type Test Book 2		Large-Type Test Book 2	
Braille Test Book 1		Braille Test Book 1	
Braille Test Book 2		Braille Test Book 2	
Orange Box Labels for shipping Test Book 2s to Scoring Site		Orange Box Labels for storing Test Book 2s until local scoring begins	
Teacher's Directions		Spanish Book 1	
		Spanish Book 2	
		Chinese Book 1	
		Chinese Book 2	
		Haitian Creole Book 1	
		Haitian Creole Book 2	
		Russian Book 1	
		Russian Book 2	
		Teacher's Directions	

Grade 8 Test Materials Fax Form

Orders shipped in more than one box may arrive on different days.

If you have inventoried the test materials received using your shipping notice and need additional test materials, or if there is a problem with the shipment of materials you received:

1. Complete this form and fax it to the Office of State Assessment at **(518) 474-1989**.
2. Call your Regional Center (see Appendix C) and arrange for pickup of regular test materials.

Date _____ Contact Person _____
 Telephone _____ Fax Number _____
 Regional Center Number _____ 12-Digit BEDS Code _____
 Name of Your School _____

Testing Materials Requested from the Regional Center:

Grade 8 English Language Arts		Grade 8 Mathematics	
Description	Quantity Needed	Description	Quantity Needed
Test Book 1		Test Book 1	
Test Book 2		Test Book 2	
Listening Selection		Manipulatives	
Large-Type Test Book 1		Large-Type Test Book 1	
Large-Type Test Book 2		Large-Type Test Book 2	
Braille Test Book 1		Braille Test Book 1	
Braille Test Book 2		Braille Test Book 2	
Orange Box Labels for shipping Test Book 2s to Scoring Site		Orange Box Labels for storing Test Book 2s until local scoring begins	
Teacher's Directions		Spanish Book 1	
		Spanish Book 2	
		Chinese Book 1	
		Chinese Book 2	
		Haitian Creole Book 1	
		Haitian Creole Book 2	
		Russian Book 1	
		Russian Book 2	
		Teacher's Directions	

QUICK GUIDE

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