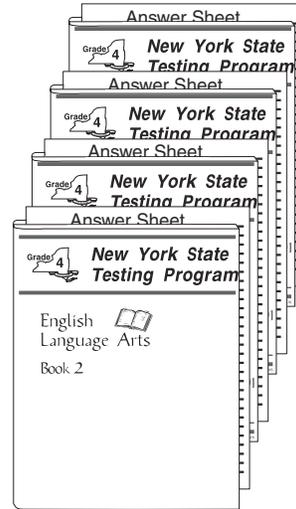
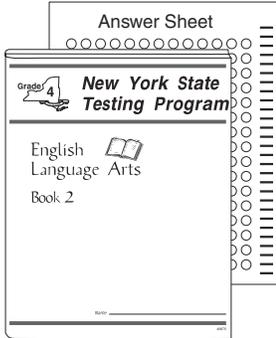


# Appendices

# Organizing Materials for Return to School Administrator

## Step 1:

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

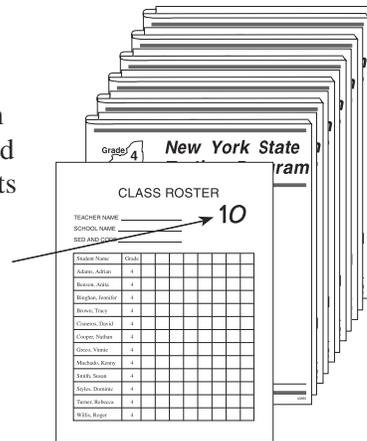


## Step 2:

Stack all Book 2s with Answer Sheets inside.

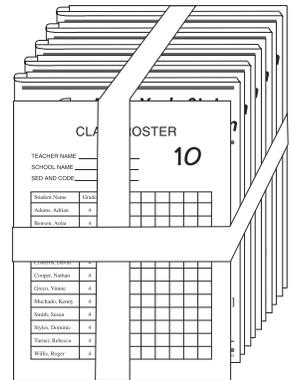
## Step 3:

Place updated Class Roster on top of the stack of 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 Book 2s together using adding machine tape or something similar.



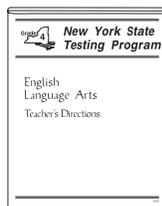
## Step 5:

Stack all other test materials

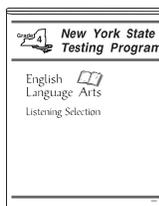
Book 1s  
(used and unused)



Teacher's Directions



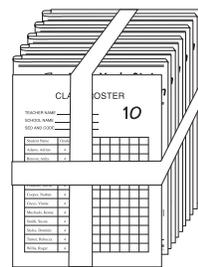
Listening Selection booklet



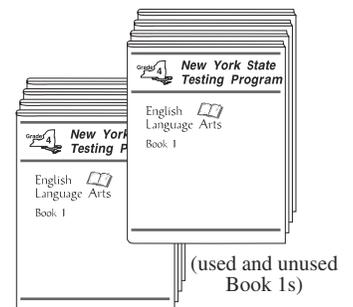
## Step 6:

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

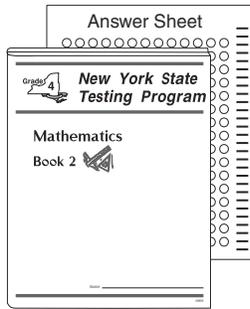
The used and unused Book 1s and Listening Selection must be collected and securely stored until the date that answer documents are due to be returned to scanning centers.



(used Book 2's)

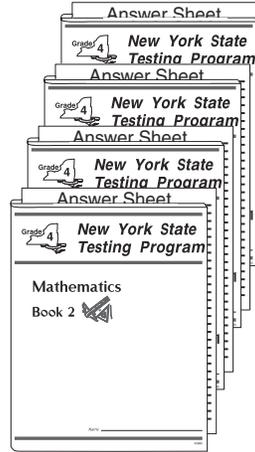


## Organizing Materials for Return to School Administrator



**Step 1:**

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

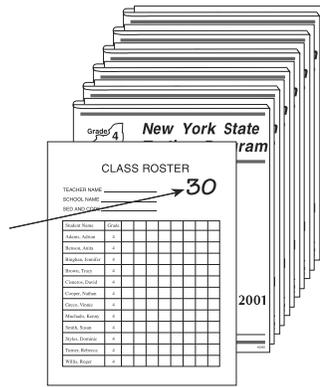


**Step 2:**

Stack all Book 2s with Answer Sheets inside.

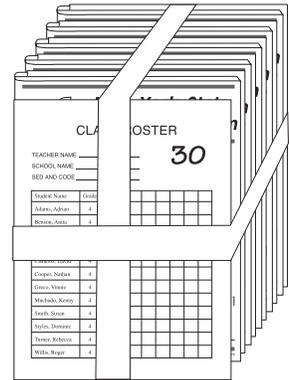
**Step 3:**

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



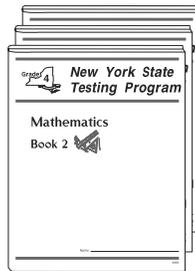
**Step 4:**

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



**Step 5:**

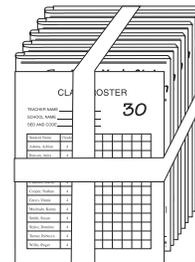
Stack unused Book 2s and keep them secure until the completion of makeups, when they may be used in the classroom.



unused Book 2s

**Step 6:**

Return banded Book 2s to School Administrator.



(used Book 2's)

## **Appendix B: Absent from Open-Ended Testing**

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### Instructions for the Answer Sheet

*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 sheet 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 sheet and darken the condition code **F** circle corresponding to the session missed.**

## Appendix C: Regional Centers for Emergency Test Supplies

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|--|---|
| <p>1. <b>ALBANY</b><br/>Operations Group<br/>Office of State Assessment<br/>Room 771, Education Building Annex<br/>NYS Education Department<br/>Albany 12234<br/>518-474-8220<br/>518-474-1989 (fax)</p> | <p>8. <b>CAYUGA</b><br/>James Palumbo<br/>Union Springs Central High School<br/>239 Cayuga Street<br/>Union Springs 13160<br/>315-889-4110<br/>315-889-4118 (fax)</p>                           |
| <p>3. <b>ALLEGANY</b><br/>Tina Lingenfelter<br/>Wellsville Senior High School<br/>126 West State Street<br/>Wellsville 14895<br/>716-593-2291<br/>716-593-0477 (fax)</p>                                 | <p>9. <b>CHAUTAUQUA</b><br/>Lois Austen<br/>Jamestown City Schools<br/>201 East Fourth Street<br/>Jamestown 14701<br/>716-483-4392<br/>716-483-4421 (fax)</p>                                   |
| <p>4. <b>BROOME</b><br/>Peggy Pierri<br/>Broome-Tioga BOCES<br/>435 Glenwood Road<br/>Binghamton 13905<br/>607-763-3670<br/>607-763-3213 (fax)</p>   | <p>10. <b>CHAUTAUQUA</b><br/>Penny Lester<br/>LoGuidice Vo-Tech Center<br/>9520 Fredonia-Stockton Road<br/>Fredonia 14063<br/>716-672-4371, ext. 2012<br/>716-672-2393 (fax)</p>                |
| <p>5. <b>CATTARAUGUS</b><br/>Kathleen Ballard<br/>Ellicottville Middle-High School<br/>5873 Route 219<br/>Ellicottville 14731<br/>716-699-2316<br/>716-699-5635 (fax)</p>                                | <p>11. <b>CHEMUNG</b><br/>Peter Punzo<br/>Schuyler-Chemung-Tioga BOCES<br/>459 Philo Road<br/>Elmira 14903<br/>607-739-3581 ext. 2302<br/>607-795-5346 (fax)</p>                                |
| <p>6. <b>CATTARAUGUS</b><br/>Jeffrey Andreano<br/>Olean Senior High School<br/>410 West Sullivan Street<br/>Olean 14760<br/>716-375-8029<br/>716-375-8048 or 8025 (fax)</p>                              | <p>12. <b>CHENANGO</b><br/>Michele Murphy<br/>Del-Chen-Mad-Ots BOCES<br/>6678 County Road 32<br/>Norwich 13815<br/>607-335-1213<br/>607-334-9828 (fax)</p>                                      |
| <p>7. <b>CATTARAUGUS</b><br/>Christine Drake<br/>Yorkshire-Pioneer Central Schools<br/>County Line Road<br/>Yorkshire 14173<br/>716-492-9305<br/>716-492-9322 (fax)</p>                                  | <p>13. <b>CLINTON</b><br/>Mary Easter<br/>Champlain Valley Educational Services<br/>1585 Military Turnpike Extension<br/>Plattsburgh 12901<br/>518-561-0100 ext. 111<br/>518-561-0494 (fax)</p> |

Field test materials will not be available at these sites.

**Regional Centers (continued)**

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| <p>14. COLUMBIA<br/>Michael Therio<br/>Germantown Central School<br/>123 Main Street<br/>Germantown 12526<br/>518-537-6281 ext. 212<br/>518-537-3690 (fax)</p> <p>15. CORTLAND<br/>Kenneth Brafman<br/>Cortland Junior-Senior High School<br/>8 Valley View Drive<br/>Cortland 13045<br/>607-758-4110<br/>607-758-4119 (fax)</p> <p>16. DELAWARE<br/>Bernyce Cash<br/>Robert W. Harrold Education Center<br/>Route 206, 270 BOCES Drive<br/>Sidney Center 13839<br/>607-865-2547<br/>607-865-8685 (fax)</p> <p>17. DELAWARE<br/>Gregory Sanik<br/>Stamford Central School<br/>1 River Street<br/>Stamford 12167<br/>607-652-7301<br/>607-652-3446 (fax)</p> <p>18. DUTCHESS<br/>Sonia McLean<br/>Franklin D. Roosevelt SHS<br/>South Cross Road<br/>Hyde Park 12538<br/>845-229-4020<br/>845-229-4029 (fax)</p> <p>19. ERIE<br/>Constance Moss<br/>Buffalo City School District<br/>701 City Hall<br/>Buffalo 14202<br/>716-851-3035<br/>716-851-3044 (fax)</p> | <p>20. ERIE<br/>Michelle Lane<br/>Erie 1 BOCES Service Center<br/>355 Harlem Road<br/>West Seneca 14224<br/>716-821-7007<br/>716-821-7212 (fax)</p> <p>21. ERIE<br/>Colleen Taggerty<br/>Erie 2-Chautauqua-Cattaraugus BOCES<br/>8685 Erie Road<br/>Angola 14006<br/>716-549-4454 ext. 4034<br/>716-549-5181 (fax)</p> <p>22. ESSEX<br/>Sharon O'Hara<br/>Ticonderoga High School<br/>Calkins Place<br/>Ticonderoga 12883<br/>518-585-6661 ext. 118<br/>518-585-5282 (fax)</p> <p>23. ESSEX – FRANKLIN<br/>Gene Johnson<br/>Tupper Lake Middle-High School<br/>25 Chaney Avenue<br/>Tupper Lake 12986<br/>518-359-3322<br/>518-359-9636 (fax)</p> <p>24. FRANKLIN<br/>Donald Merrick<br/>Franklin Academy<br/>State Street<br/>Malone 12953<br/>518-483-7807<br/>518-483-7813 (fax)</p> <p>25. FULTON<br/>Michael Beatty<br/>Johnstown High School<br/>2 Wright Drive<br/>Johnstown 12095<br/>518-736-1489<br/>518-736-1489 (fax)</p> |
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Field test materials will not be available at these sites.

**Regional Centers (continued)**

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| <p>26. <b>GENESEE</b><br/>         Bobbi Norton<br/>         Batavia City Schools<br/>         39 Washington Avenue<br/>         Batavia 14020<br/>         585-343-2480 ext. 7397<br/>         585-344-8204 (fax)</p> <p>27. <b>GREENE</b><br/>         William Toussaint<br/>         Cairo-Durham High School<br/>         Route 145<br/>         Cairo 12413<br/>         518-622-8543 ext. 5303<br/>         518-622-8857 (fax)</p> <p>28. <b>HERKIMER</b><br/>         Terry M. Dangle<br/>         Herkimer High School<br/>         801 West German Street<br/>         Herkimer 13350<br/>         315-866-2230 ext. 1309<br/>         315-866-8595 (fax)</p> <p>29. <b>JEFFERSON</b><br/>         Robert E. Reardon<br/>         Watertown City School District<br/>         376 Butterfield Avenue<br/>         Watertown 13601<br/>         315-785-3705<br/>         315-785-6855 (fax)</p> <p>30. <b>LEWIS</b><br/>         Kenneth McAuliffe<br/>         Lowville Academy<br/>         7668 State Street<br/>         Lowville 13367<br/>         315-376-9000<br/>         315-376-1933 (fax)</p> <p>31. <b>LIVINGSTON</b><br/>         Ted Hale<br/>         Genesee Valley BOCES<br/>         27 Lackawanna Avenue<br/>         Mount Morris 14510<br/>         585-658-7827<br/>         585-658-7986 (fax)</p> | <p>32. <b>MADISON</b><br/>         John Durkee<br/>         Cazenovia Central School District<br/>         31 Emory Avenue<br/>         Cazenovia 13035<br/>         315-655-1370<br/>         315-655-1371 (fax)</p> <p>33. <b>MONROE</b><br/>         Lawrence Conte<br/>         Monroe 1 BOCES<br/>         41 O'Connor Road<br/>         Fairport 14450<br/>         585-383-2237<br/>         585-383-6404 (fax)</p> <p>34. <b>MONROE</b><br/>         Jeanette Silvers<br/>         Rochester City School District<br/>         131 West Broad Street<br/>         Rochester 14161<br/>         585-262-8480<br/>         585-262-8684 (fax)</p> <p>35. <b>MONROE</b><br/>         Cheryl Blount<br/>         Monroe 2-Orleans BOCES<br/>         3599 Big Ridge Road<br/>         Spencerport 14559<br/>         716-352-2411 or 352-2442<br/>         716-352-2442 (fax)</p> <p>36. <b>MONTGOMERY</b><br/>         Dorothy Phoenix<br/>         Amsterdam City School District<br/>         11 Liberty Street<br/>         Amsterdam 12010<br/>         518-843-5217<br/>         518-842-0012 (fax)</p> <p>37. <b>NASSAU</b><br/>         William Schaub<br/>         W. Tresper Clarke High School<br/>         740 Edgewood Drive<br/>         Westbury 11590<br/>         516-876-7455<br/>         516-876-7416 (fax)</p> |
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Field test materials will not be available at these sites.

**Regional Centers (continued)**

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| <p>38. NIAGARA<br/>Bonnie Baudendistle<br/>Lockport City School District<br/>130 Beattie Avenue<br/>Lockport 14904<br/>716-478-4836<br/>716-478-4823 (fax)</p> <p>39. NIAGARA<br/>Marcia Capone<br/>Niagara Falls City School District<br/>607 Walnut Avenue<br/>Niagara Falls 14301<br/>716-286-4285<br/>716-286-4123 (fax)</p> <p>40. ONEIDA<br/>Roberta Cross<br/>Rome City Schools<br/>112 East Thomas Street<br/>Rome 13440<br/>315-334-7463<br/>315-334-7409 (fax)</p> <p>41. ONEIDA<br/>Sandra Covey<br/>Oneida-Herkimer-Madison BOCES<br/>1900 Bleecker Street<br/>Utica 13501<br/>315-793-8503<br/>315-793-8554 (fax)</p> <p>42. ONONDAGA<br/>Penny Czyz<br/>Syracuse City School District<br/>725 Harrison Street<br/>Syracuse 13210<br/>315-435-4281<br/>315-435-4978 (fax)</p> <p>43. ONTARIO<br/>L. Rick Bley<br/>Midlakes High School<br/>1554 Route 488<br/>Clifton Springs 14432<br/>315-548-6300<br/>315-548-4500 (fax)</p> | <p>44. ORANGE<br/>Kathleen Carmody<br/>Orange-Ulster BOCES, Special Ed. Bldg.<br/>Gibson Road<br/>Goshen 10924<br/>845-291-0220<br/>845-291-0205 (fax)</p> <p>45. ORLEANS<br/>Will Hooper<br/>Albion High School<br/>302 East Avenue<br/>Albion 14411<br/>585-589-2040<br/>585-589-2059 (fax)</p> <p>46. OSWEGO<br/>Jean Lynch<br/>Pulaski Elementary School<br/>2 Hinman Road<br/>Pulaski 13142<br/>315-298-2412<br/>315-298-7464 (fax)</p> <p>47. OTSEGO<br/>Walter Baskin<br/>Oneonta Senior High School<br/>130 East Street<br/>Oneonta 13820<br/>607-433-8253<br/>607-433-9204 (fax)</p> <p>PUTNAM: SEE CENTER NUMBER 71.</p> <p>48. RENSSELAER<br/>James N. Baldwin<br/>Questar III<br/>10 Empire State Boulevard<br/>Castleton 12033<br/>518-477-8771<br/>518-477-9833 (fax)</p> <p>49. ROCKLAND<br/>Albert Moschetti<br/>Rockland BOCES<br/>131 Midland Avenue North<br/>Nyack 10960<br/>845-348-3500<br/>845-348-3559 (fax)</p> |
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Field test materials will not be available at these sites.

**Regional Centers (continued)**

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## 50. ST. LAWRENCE

Deborah Dunning  
St. Lawrence-Lewis BOCES  
30 Court Street  
Canton 13617  
315-386-2226 ext. 100  
315-386-2828 (fax)

## 52. SARATOGA

Jean Tedesco  
South Glens Falls Senior High School  
42 Merritt Road  
South Glens Falls 12803  
518-792-9987  
518-792-5412 (fax)

## 53. SCHENECTADY

Christine Angione  
Schenectady High School  
The Plaza  
Schenectady 12308  
518-370-8200  
518-370-8169 (fax)

## 54. SCHOHARIE

Lori Petrosino  
Middleburgh High School  
291 Main Street  
Middleburgh 12123  
518-827-5155  
518-827-5192 (fax)

## 55. SCHUYLER

Nancy Loughlin  
Watkins Glen Central High School  
301 12th Street  
Watkins Glen 14891  
607-535-3221 ext. 8100  
607-535-4629 (fax)

## 56. SENECA

Michael Midey  
Romulus Central School  
5705 Main Street  
Romulus 14541  
866-810-0345  
607-869-5961 (fax)

## 57. STEUBEN

Melody Troy  
Arkport Central School  
35 East Avenue  
Arkport 14807  
607-295-9823  
607-295-7473 (fax)

## 58. STEUBEN

Dodie Briggs  
Corning City School District  
165 Charles Street  
Painted Post 14870  
607-936-3704 ext. 388  
607-936-0536 (fax)

## 60. SUFFOLK

Barbara Raynor  
Eastern Suffolk BOCES  
215 Old Riverhead Road  
Westhampton Beach 11978  
631-288-9568  
631-288-6224 (fax)

## 61. SUFFOLK

Stanley Packman  
Eastern Suffolk BOCES  
201 Sunrise Highway  
Patchogue 11772  
631-687-3038  
631-687-3166 (fax)

## 62. SUFFOLK

Susan Smith  
Western Suffolk BOCES  
507 Deer Park Road  
Dix Hills 11746  
631-549-4900 ext. 224  
631-423-1821 (fax)

## 63. SULLIVAN

Arlene Siegel-Lerner  
Monticello High School  
150 Wood Avenue  
Monticello 12701  
845-794-8840  
845-794-8133 (fax)

**Field test materials will not be available at these sites.**

**Regional Centers (continued)**

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**64. TIOGA**

Robert Devan  
Owego Free Academy  
1 Sheldon Guile Boulevard  
Owego 13827  
607-687-6236  
607-687-6253 (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)

**70. WAYNE**

Carol Boyce  
Newark High School  
625 Peirson Avenue  
Newark 14513  
315-332-3242  
315-332-3567 (fax)

**71. WESTCHESTER**

Wally Maher  
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  
Ethel Walker  
Southern Westchester BOCES  
Carmel High School  
30 Fair Street  
Carmel 10512  
845-225-8441 ext. 415  
845-228-2307 (fax)

**74. WYOMING**

Gregory Feller  
Warsaw Junior/Senior High School  
153 West Buffalo Street  
Warsaw 14569  
585-786-8000 ext. 4480  
585-786-3193 (fax)

**75. YATES**

Rose Woodard  
Dundee Junior-Senior High School  
55 Water Street  
Dundee 14837  
607-243-5534  
607-243-7912 (fax)

**Field test materials will not be available at these sites.**

## Appendix D: NYC District Assessment Liaisons

DISTRICT	DISTRICT OFFICE ADDRESS	SUPERINTENDENT	DISTRICT ASSESSMENT LIASION
1	80 MONTGOMERY ST. NEW YORK, N.Y. 10002	MS. HELEN SANTIAGO 212-602-9701	DANNY ZIMAK 212-602-9780
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 212-828-3500	MARTY WOLPOFF GEORGES MATHIEU 212-828-3516
5	433 W. 123rd ST. NEW YORK, N.Y. 10027	MR. DENNIS PRADLER 212-769-7535	SEAN DAVENPORT KIM CALIMAN 212-769-7606
6	4360 BROADWAY NEW YORK, N.Y. 10033	DR. JORGE IZQUIERDO 917-521-3610	AUDREY PELLEGRINI 917-521-3732
7	501 COURTLANDT AVE. BRONX, N.Y. 10451	MS. MYRTA RIVERA 742-6482	JOSE SANTIAGO 742-6513
8	650 WHITE PLAINS ROAD BRONX, N.Y. 10473	DR. BETTY A. ROSA 409-8100	ELLEN ROSENBAUM 409-8125
9	1377 JEROME AVENUE BRONX, N.Y. 10452	DR. STANLEY MIMS 681-8886	FRAN LAWLOR 681-5027
10	1 FORDHAM PLAZA ROOM 821A BRONX, N.Y. 10458	MS. IRMA ZARDOYA 329-8107	RENAY MOSS 329-8054
11	1250 ARNOW AVE. BRONX, N.Y. 10469	MR. MARLENE FILEWICH 519-2614	ANTHONY FRACENTESE 519-2697
12	1000 JENNINGS ST. BRONX, N.Y. 10460	MS. ALTHEA SERRANT 328-2310	SHARON CAHR 328-2310-X282
13	355 PARK PL. BROOKLYN, N.Y. 11238	DR. LESTER YOUNG 636-3204	LUZ SOLOMITA 636-3231
14	215 HEYWARD ST. BROOKLYN, N.Y. 11206	MS. PATRICIA SYNAN 302-7600	JANET ARABIS 302-7640

**NYC District Assessment Liaisons (continued)**

15	360 SMITH STREET BROOKLYN, N.Y. 11231	MS. CARMEN FARINA 330-9300	MARY GOTTLIEB 330-9300 X229
16	1010 LAFAYETTE AVE. BROOKLYN, N.Y. 11221	DR. MARCIA V. LYLES 574-2800	WILLIAM COOPER 574-2881 X881
17	19 DURYEA PL. BROOKLYN, N.Y. 11226	DR. EVELYN W. CASTRO 826-7800	MARIE Y. GATEAU 826-7862
18	755 E. 100TH STREET BROOKLYN, N.Y. 11236	MS. PAULA LECOMPTE SPEED 927-5170	IRENE FORTUNATO 927-5140
19	557 PENNSYLVANIA AVE. BROOKLYN, N.Y. 11207	MR. VICTOR R. RODRIQUEZ 240-2700	GEORGE ALVAREZ 240-2764
20	415 89TH STREET BROOKLYN, N.Y. 11209	MR. VINCENT GRIPPO 759-3911	ROSEMARY BANNO 759-4851
21	521 WEST AVENUE BROOKLYN, N.Y. 11224	MS. ETHEL TUCKER 714-2500	ROBERT MALLER 714-2537
22	2525 HARING STREET BROOKLYN, N.Y. 11235	MR. JOHN COMER 368-8000	WENDY MONZIO 368-8111
23	2240 DEAN STREET BROOKLYN, N.Y. 11233	DR. KATHLEEN CASHIN 270-8603	SHELLEY ZAHLER 270-8759
24	8000 COOPER AVE. GLENDALE, N.Y. 11385	MR. JOSEPH QUINN 417-2602	NICHOLAS APOSTOLO 417-2688
25	30-48 LINDEN PL. FLUSHING, N.Y. 11354	MS. MICHELLE FRATTI 281-7600	RITA MAGIER 281-7648
26	61-15 OCEANIA STREET BAYSIDE, N.Y. 11364	MS. CLAIRE MCINTEE 631-6900	MARTY SPIRO 631-6966
27	82-01 ROCKAWAY BLVD. OZONE PARK, N.Y. 11416	MR. MATTHEW BROMME 642-5700	JOAN FLIG 642-5822
28	90-27 SUTPHIN BLVD. ROOM # 217 JAMAICA, N.Y. 11435	MR. NEIL KREINIK 557-2611	RON LEVINE 557-2619
29	1 CROSS ISLAND PLAZA ROSEDALE, N.Y. 11422	MR. MICHAEL JOHNSON 978-5900	LISA ALLEN 978-5900 X247
30	49-05 20TH AVENUE JACKSON HEIGHTS, N.Y. 11370	DR. ANGELO GIMONDO 777-4700	CHERYL QUATRANO MARY DONO 777-4733

**NYC District Assessment Liaisons (continued)**

31	715 OCEAN TERRACE, BLDG A STATEN ISLAND, N.Y. 10301	MR. CHRISTY CUGINI 390-1600	DIANE MCDONALD 390-1631
32	797 BUSHWICK AVENUE BROOKLYN, N.Y. 11221	MR. FELIX VASQUEZ 574-1125	ARTHUR PINNISI 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 935-2767	EDWARD LEVINE 935-3044 935-3028 (FAX)
85 (M, Q, D9X) Region #1	549 AUDUBON AVE. ROOM #407 NEW YORK, N.Y. 10040	ROBERT SHEEDY	DEBRA SPIVAK 212-927-2334
74	549 AUDUBON AVE. ROOM #501 NEW YORK, N.Y. 10040	LAWRENCE BLOCK	REBECCA LANGAN 212-927-1845 212-928-4792 (FAX)
85 (X) Region #2	383 E. 139TH STREET BRONX, N.Y. 10454	LUCILLE SWARNS	TRINA JENNING 718-742-1104
85 (K) Region #3	790 EAST NEW YORK AVE. BROOKLYN, N.Y. 11203	GLORIA BUCKERY	ANDRILLA BARTON 718-221-0701 EXT. 413
Homebound	3450 E. TREMONT AVENUE BRONX, N.Y. 10465		MOIRA MAGRO 794-7241

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

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### Location

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

### Primary Contact

Jennifer Hudson  
716-821-7187  
716-821-7292 FAX  
jhudson@erie1.wnyric.org

Monroe 1-BOCES  
41 O'Connor Rd.  
Fairpoint, NY 14450

Chris Nowakowski  
585-294-7221  
585-349-9065 Fax  
cnowakow@monroe2boces.org

Gregg Gleba  
585-387-3894  
Gregg\_Gleba@boces.monroe.edu

GV/WFL BOCES  
EduTech Newark Office  
131 Drumlin Court  
Newark, NY 14513

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

Schuyler Chemung Tioga BOCES  
Computer Services Center  
459 Philo Road  
Elmira, NY 14903

Paula Smith  
607-795-5338  
607-795-5307 FAX  
psmith@mail.sctboces.org

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

Bill Heppeler  
315-433-8317  
315-433-8368 FAX  
wheppeler@cnyric.org

Lori West  
315-433-8370  
Lwest@cnyric.org

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

Katie Duell/Christina Lohr/Tracy Sharlette  
315-361-5760 or 5761  
315-361-5566 FAX  
kduell@moric.org/Clohr@moric.org/Tsharlette@moric.org

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

Tim Clark  
607-757-3017  
607-763-3000 FAX  
tclark@btboces.org

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

Bill Adam  
518-456-9245  
518-456-9234 DIRECT  
518-456-9287 FAX  
wadam@gw.neric.org

Ulster BOCES  
Mid-Hudson Regional  
Computer Services Center  
175 Route 32 North  
New Paltz, NY 12561

Monika Colandrea  
845-255-1450x233  
845-256-9587 FAX  
mcolandr@mhric.org

Lisa Pullaro  
845-255-1450x246

## Scanning Centers (continued)

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### Location

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

Nassau BOCES  
Curriculum, Instruction and Technology  
Hawthorne Center–Room A  
200 Second Ave.  
Massapequa Park, NY 11762

Eastern Suffolk BOCES  
Beacon Services  
15 Andrea Road  
Holbrook, NY 11741

Rochester City Schools  
131 West Broad Street  
Rochester, NY 14614

Yonkers City Schools  
Administrative Annex, Room 4069  
Yonkers, NY 10705

Syracuse City Schools  
725 Harrison Street  
Syracuse, NY 13210

Buffalo City Schools  
School #75, Room 214  
99 Monroe Street  
Buffalo, NY 14206

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

New York City Public Schools  
Division of Assessment and Accountability  
110 Livingston St  
Brooklyn, NY 11201

### Primary Contact

Rob Mahig/Pat Carey/Jim Maher  
914-592-4203x245  
914-592-2259 FAX  
rmahig@ric.lhric.org

Rona Port  
516-832-2730  
516-832-2843 FAX  
rport@mail.nasboces.org

Andrew Setzer  
516-244-4240 or 4243  
631-244-4003 FAX  
asetzer@srivicoces.org

Michael Christman  
585-262-8551  
585-262-8571 FAX  
michael.christman@rcsdk12.org

Bonnie Sale  
585-262-8567  
Bonnie.sale@rcsdk12.org

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

Richard List  
315-435-4281  
315-435-4978 FAX  
rlist@freeside.scsd.k12.ny.us

Connie Moss  
716-851-3035  
716-851-3894 FAX  
cmoss@buffalo.wnyric.org

Ellie Freiser  
718-349-5627  
718-349-5642 FAX  
ellie50@aol.com

Dereck Walcott  
718-935-5818  
718-935-5731  
dwalcott@nycboe.net

## Appendix F: School Administrator's Checklist (Operational test)

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### Test Administration

#### *Before Testing*

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

#### *After Testing*

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

# Appendix G: Folder Label

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## 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.	_____

\_\_\_\_\_  
Scoring 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
Book 1		Book 1	
Book 2		Book 2	
Listening Selection		Manipulatives	
Large-Type Book 1		Large-Type Book 1	
Large-Type Book 2		Large-Type Book 2	
Braille Book 1		Braille Book 1	
Braille Book 2		Braille Book 2	
Orange Box Labels for shipping Book 2s to Scoring Site		Orange Box Labels for storing 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	
		Korean Book 1	
		Korean 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:

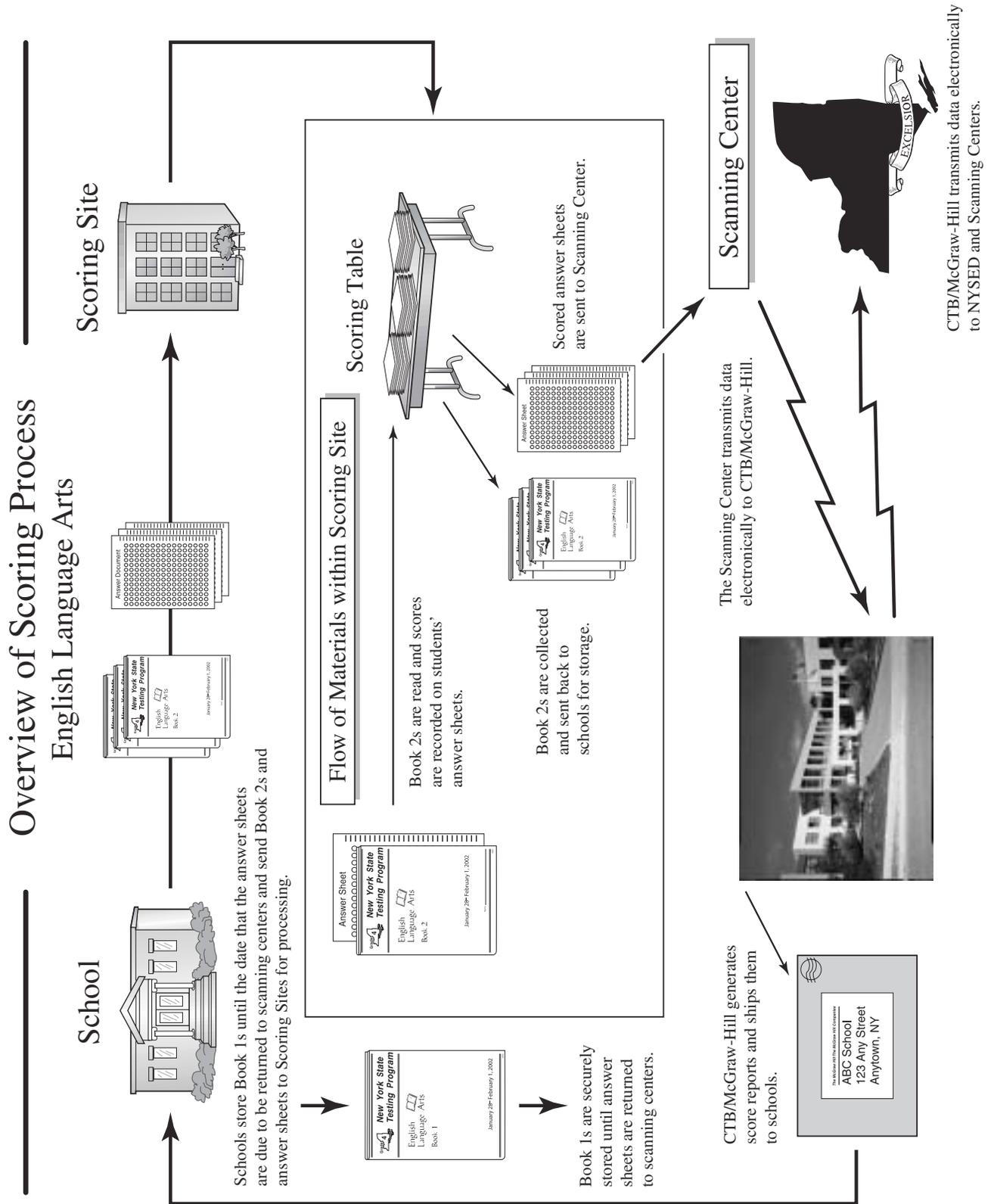
1. Complete this form and fax it to the Office of State Assessment at **518-474-1989**.
2. Call your Regional Center (see Appendix C) and arrange for pickup of regular test materials.

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

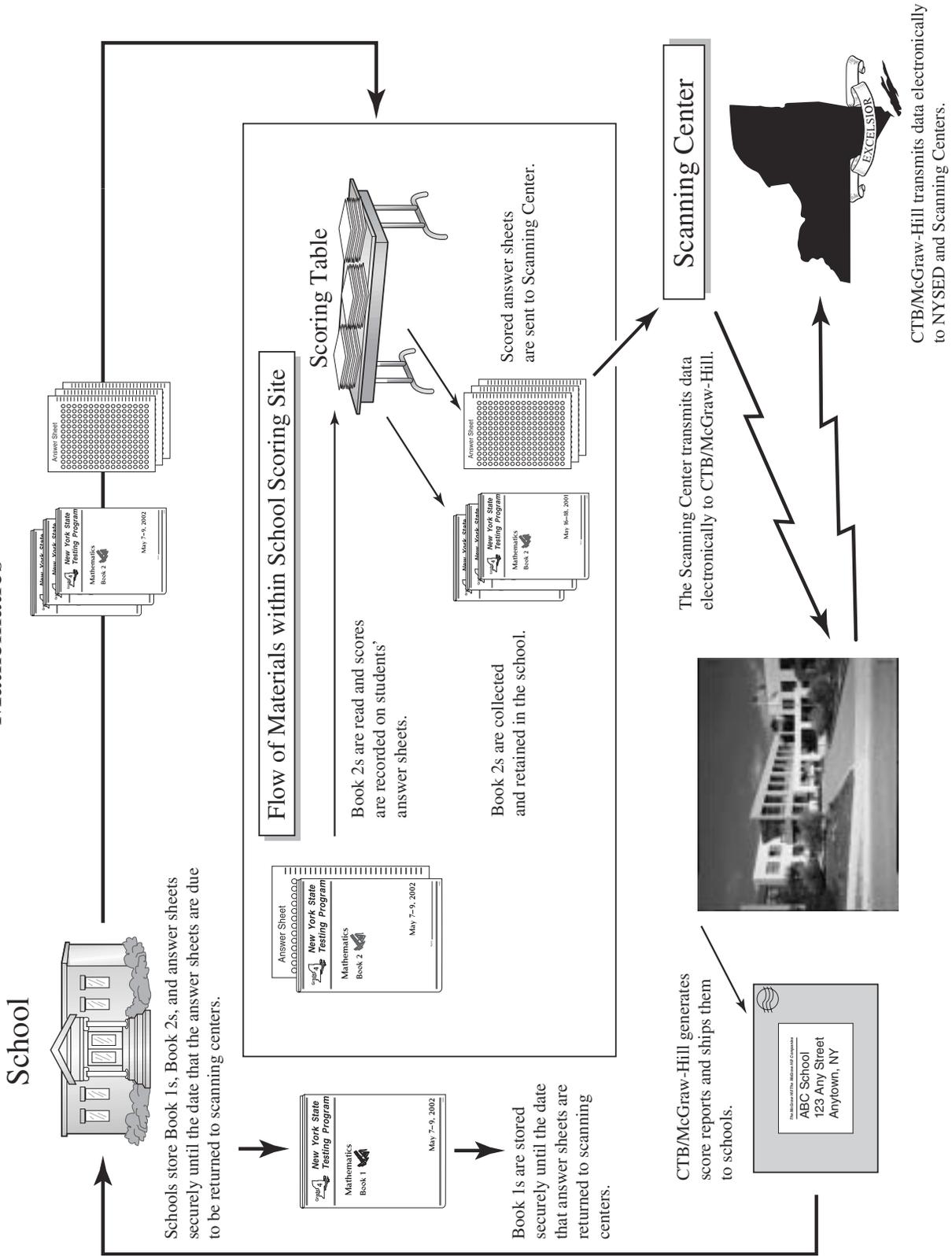
### Testing Materials Requested from the Regional Center:

Grade 8 English Language Arts		Grade 8 Mathematics	
Description	Quantity Needed	Description	Quantity Needed
Book 1		Book 1	
Book 2		Book 2	
Listening Selection		Manipulatives	
Large-Type Book 1		Large-Type Book 1	
Large-Type Book 2		Large-Type Book 2	
Braille Book 1		Braille Book 1	
Braille Book 2		Braille Book 2	
Orange Box Labels for shipping Book 2s to Scoring Site		Orange Box Labels for storing 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	
		Korean Book 1	
		Korean Book 2	
		Russian Book 1	
		Russian Book 2	
		Teacher's Directions	

# Appendix J: Overview of Scoring Process ELA and Mathematics



# Overview of Scoring Process Mathematics



## Appendix K: Condition Codes

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Condition codes are used only in scoring the open-ended questions, and are applied in circumstances shown below. When a condition code is applied, the student does not receive a score with the exception of Mathematics Condition Code D.

### Mathematics Condition Codes

A	Blank	The student has not responded, or has responded to too few of the questions to yield an informative score.
B	Refusal	The response consists of an indication of the student’s refusal to participate in the assessment.
C	Illegible	The writing is illegible or may be only scribbling.
D	Other Language	The response is written in a language other than English.

If a student has missed any of the math open-ended sessions (Session 2 or Session 3 for grade 4, or Session 1, Part 2 or Session 2 for grade 8) and has not had the opportunity to take a makeup test, locate the student’s answer sheet and darken the “Absent” circle corresponding to the session missed.

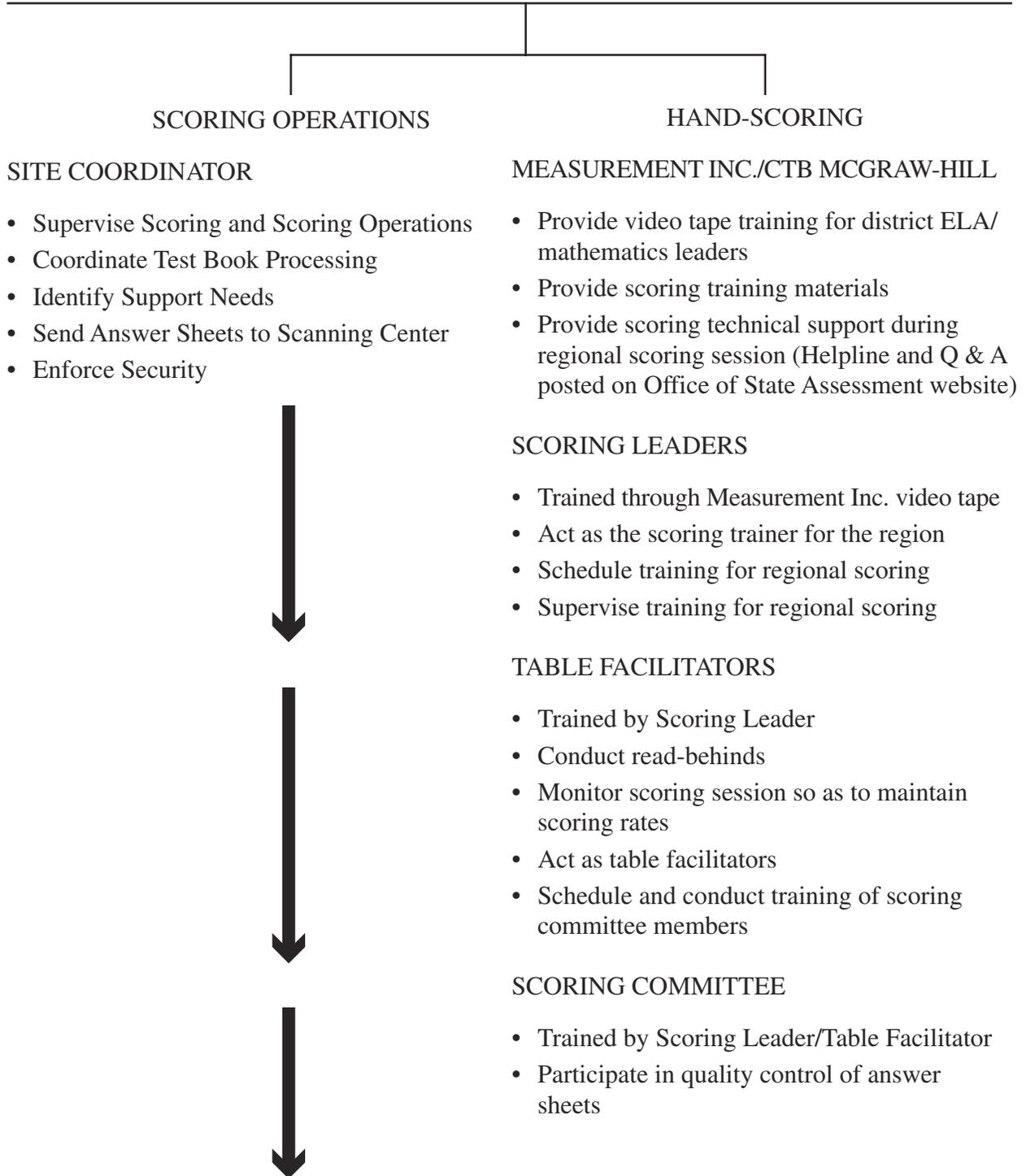
### English Language Arts Condition Codes

A	Blank	There is no response.
B	Refusal	The response consists of an indication of the student’s refusal to participate in the assessment.
C	Insufficient to Score	The student has responded to too few of the questions to yield an informative score.
D	Illegible	The writing is illegible or may be only scribbling.
E	Other Language	The response is written in a language other than English.
F	Absent	The student was absent for the test session.

If a student has missed any of the open-ended ELA sessions (Session 2 or Session 3 for grade 4 or Session 1, Part 2 or Session 2, Parts 1 or 2 for grade 8) and has not had the opportunity to take a makeup test, locate the student’s answer sheet and darken the condition code F circle corresponding to the session missed.

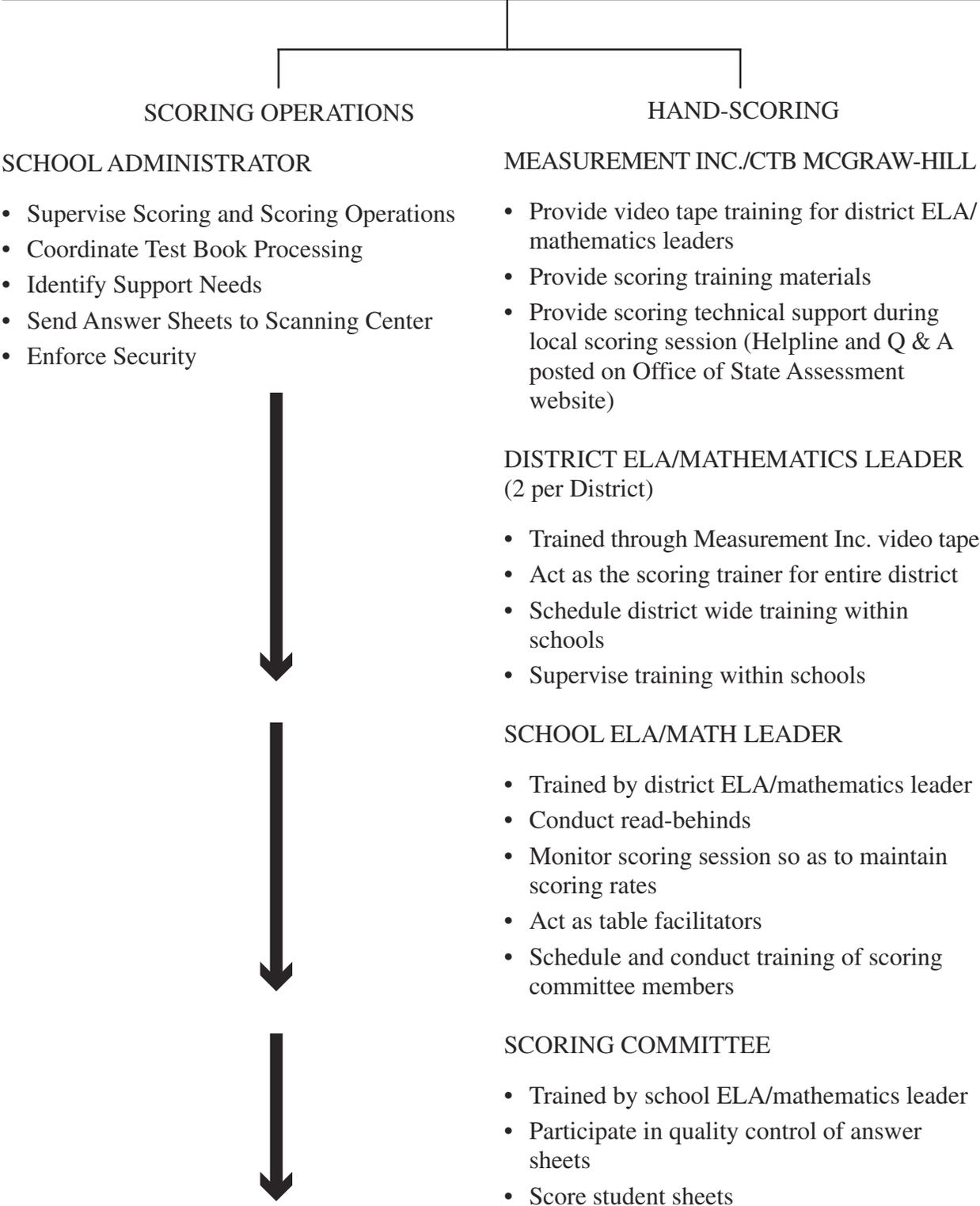
# Appendix L: Regional Scoring Organization for Book 2's

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Note: Districts have the option of district wide or schoolwide scoring

# Appendix M: Local Scoring Organization for Book 2's



Note: Districts have the option of district wide or schoolwide scoring

## Appendix N: Testing Accommodations Categories

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The categories of testing accommodations that a student may receive were defined on pages 22-24 of the Test Access and Modifications for Individuals with Disabilities manual published by VESID in 1995 and are reproduced below.

The categories remain in effect for the 2002-2003 school year. **However, please note that not all accommodations defined on those pages and reproduced below are permitted on the elementary and intermediate ELA and Mathematics tests.** For the 2002-2003 school year testing accommodations that change the construct of what the tests test are no longer permitted; see <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm>.

### Flexible Scheduling

- extended time to complete tests, specify amount (e.g., double time)
- administer tests over several sessions, specify duration (e.g., sessions not to exceed 40 minutes)
- administer tests in several sessions over several days

### Flexible Setting

- administer tests individually in separate location
- administer tests to a small group in separate location
- provide special lighting, specify type (e.g., 75 Watt incandescent light on desk)
- provide adaptive or special equipment, specify type (e.g., study carrel)
- provide special acoustics during testing, specify manner (e.g., minimal extraneous noises)
- administer tests in location with minimal distraction, specify manner (e.g., minimal visual distractions)

### Revised Test Format

- Braille editions of tests
- large print editions of tests
- increase spacing between test items
- increase size of answer blocks
- reduce number of test items per page
- increase size of answer bubbles
- arrange multiple choice test items in vertical format with answer bubble to right of each possible choice
- omit questions which cannot be revised, prorate credit Revised Test Directions
- read directions to student
- reread directions for each page of questions
- simplify language in directions
- highlight (or underline) verbs in instructions
- provide cues (e.g., arrows and stop signs) on answer form
- provide additional examples

## **Use of Aids**

- amanuensis
- tape recorder
- typewriter
- word processor
- calculator (specify type/functions)
- abacus
- arithmetic tables
- visual magnification devices, specify type
- auditory amplification devices, specify type (e.g., FM system)
- auditory tape of questions
- repeat oral comprehension items more than specified in standard administration directions (e.g., repeat oral comprehension test items four times)
- masks (or markers) to maintain place
- passages read to student -test passages, questions, items and multiple choice responses read to student
- test passages, questions, items and multiple choice responses signed to student

## **Other Accommodations**

- record answers in test booklet

# Field Test Fax Form

## For contacting the CTB New York State Team

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If you have questions regarding the field testing and you have not had your questions answered by the FAQs on the Department Website <http://www.emsc.nysed.gov/ciai/assess.html>, please fax your inquiries to the New York State Team, at CTB, using the form below. A team member will contact you within 24 hours of receiving your question(s).

**FAX TO 1-888-282-1106**

### BEFORE FAXING CTB

Our New York State Contract team members will be able to respond quickly and accurately if you provide the following information (**please print clearly**):

- School: \_\_\_\_\_ BEDS Code: \_\_\_\_\_
- The contact person's name, if other than yourself: \_\_\_\_\_
- The telephone number where you can be reached: \_\_\_\_\_
- The category of help you need: \_\_\_\_\_

For example:

- Administration of the field tests
- Completing the School Group List (SGL) or Group Information Sheet (GIS)
- Returning Test Materials
- Shortage of non-secure materials
- Discrepancies in the amount of field test materials received

ISSUE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please include School Name and BEDS code on any additional pages included with this fax.*

## **Appendix P: Teacher Evaluation of Books 1 and 2**

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In order to collect valuable feedback from New York State teachers administering the ELA and Mathematics tests, CTB/McGraw-Hill has developed a Teacher Evaluation form, which can be found on the CTB/McGraw-Hill website at [www.ctb.com](http://www.ctb.com).

From the CTB Home Page click on the Region containing New York State on the map shown. A list of states for that Region will pop up. Click on New York State.

Once you have accessed the New York State site for CTB, click on Teacher Evaluation Form and you will be able to download the form for completion.

The completed Teacher Evaluation Form should be e-mailed as an attachment to [Teacher\\_Eval@ctb.com](mailto:Teacher_Eval@ctb.com)

We appreciate your continued support of the New York State Test Program, and your assistance in making the assessment as effective as possible in evaluating the proficiency of students in the state.