



David Abrams, Assistant Commissioner  
Office of Standards, Assessment and Reporting

March 16, 2010

**TO:** District Superintendents  
Superintendents of Schools  
Principals of Public, Nonpublic, and Charter Schools

**FROM:** David Abrams

**SUBJECT:** May 12–14, 2010 Secure Audit Test/Field Test for English Language Arts and Mathematics

This memorandum supersedes my memorandum released March 10, 2010, and it provides updated information regarding the 2010 Secure Audit Test/Field Test administration for Grades 3–8 English Language Arts (ELA) and Mathematics. The 2010 Secure Audit Test/Field Test will be administered from **May 12–14** and each school or district will determine the specific date(s) to administer the tests during this prescribed time frame.

The 2010 Secure Audit Test/Field Test will be administered in **all** schools to **all** students who participate in the 2010 Grades 3–8 ELA and Mathematics Tests (a full census field test). Recently arrived English language learners who will be exempt from the 2010 Grades 3–8 ELA Tests **will** participate in the 2010 Secure Audit Test/Field Test but **will only** answer the questions in the mathematics section.

### **Students to be Tested**

The 2010 Secure Audit Test/Field Test will be administered by **all** schools that participate in the 2010 English Language Arts and Mathematics Tests. Schools listed on the Elementary and Intermediate School Level Field Test Strand List Matrix for Grade 4 or 8 Science will also participate in the science pretests/field tests. There will not be any pretesting or field testing in Grade 8 Social Studies this school year. Schools selected for the Grades 4 and 8 Science Field Tests have already been notified by the Department.

### **Administering the 2010 Secure Audit Test/Field Test**

The 2010 ELA and Mathematics Field Tests **must** be administered between **May 12–14 only**. If a student is absent on the day the school administers the test, there is no need for the student to make up the test.

Each 2010 Secure Audit Test/Field Test booklet will consist of an ELA section followed by a mathematics section. Students will have approximately 50 minutes to complete the 2010 Secure Audit Test/Field Test booklet. Proctors should allow an additional 10–15 minutes for preparation. Large-type and braille editions of the 2010 Secure Audit Test/Field Test will be provided. In addition, alternative language editions in Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish will be provided for the mathematics section.

For the mathematics section of the 2010 Secure Audit Test/Field Test, schools must provide each student with a ruler. In addition, schools must provide a protractor for each student in Grades 5 and 7. Students **will not** be allowed to use calculators for this 2010 Secure Audit Test/Field Test.

Students with disabilities must be provided with the testing accommodations specified on their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) for the 2010 Secure Audit Test/Field Test. However, the ELA section of the 2010 Secure Audit Test/Field Test may not be read to students.

### **Shipment of the 2010 Secure Audit Test/Field Test**

The 2010 Secure Audit Test/Field Tests will be delivered to schools by CTB/McGraw-Hill the week before testing. 2010 Secure Audit Test/Field Tests will be shipped to the approved storage location indicated by the principal in the online Examination Request System. After the shipment of 2010 Secure Audit Test/Field Tests arrive, principals must take inventory of 2010 Secure Audit Test/Field Test materials as soon as practical and compare the number of 2010 Secure Audit Test/Field Test booklets received with the quantities listed on the shipping notice. Schools must record any shortages or extra materials received and fax a report of any noted discrepancies to CTB/McGraw-Hill at 866-405-4084. There will not be an opportunity for CTB/McGraw-Hill to provide additional materials to schools. Any schools with a shortage of materials should administer the field tests to as many students as possible.

### **Security of the 2010 Secure Audit Test/Field Test**

All 2010 Secure Audit Test/Field Tests must be stored in a safe or vault; under no circumstances should the 2010 Secure Audit Test/Field Test be left unattended. Photocopying and/or retaining copies of any examination materials and/or notes pertaining to their contents are **strictly forbidden**. School personnel are not permitted to read or review any 2010 Secure Audit Test/Field Test booklet for any reason other than to read mathematics field test questions to students with disabilities who have “tests read” as an accommodation in their IEPs or 504 Plans.

### **Return of the 2010 Secure Audit Test/Field Test**

Following the administration of the 2010 Secure Audit Test/Field Test on May 12–14, schools must collect all of the 2010 Secure Audit Test/Field Test materials and store them in a secure location until they are returned to CTB/McGraw-Hill. Schools will be provided with instructions by CTB/McGraw-Hill for arranging the pre-paid pickups of the 2010 Secure Audit Test/Field Test. Schools must return **all** used and unused 2010 Secure Audit Test/Field Test booklets and answer booklets to CTB/McGraw-Hill the week after testing. The scoring of the 2010 Secure Audit Test/Field Tests will be conducted by CTB/McGraw-Hill. Schools are **not** permitted to score them.

We understand and appreciate the hard work you and your staff are being called upon to do in order to ensure valid testing for New York State students. Thank you for your cooperation in this important endeavor. Please submit all inquiries regarding the 2010 Secure Audit Test/Field Test to [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov).