



ASSISTANT COMMISSIONER

Office of Assessment Policy, Development and Administration

March 2011

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

**FROM:** David Abrams

**SUBJECT:** Update on Grades 3–8 Elementary and Intermediate Level Testing for the 2010–11 School Year

This memorandum is to inform you of changes in security, scoring procedures, and field testing for the Grades 3–8 Testing Program. We appreciate all the hard work you do to help implement this testing program.

### TEST SECURITY FOR 2011 GRADES 3–8 ELA AND MATHEMATICS TESTS

The Grades 3–8 ELA and Math Tests **must** be kept secure following their administration in May 2011 and **cannot be released** or posted on any web site; no part of the test may be used for instructional or staff development purposes. Keeping these tests secure will help contain the costs of the testing program. The tests administered from 2006 through 2010 will continue to be available.

In order to ensure the security of the test booklets, schools will submit a portion of the test materials for secure destruction immediately after administration and scoring. The remaining test materials will be stored securely for a minimum of one year in the school, as outlined in the chart below:

#### Destruction of Secure Test Materials for Grades 3–8 ELA and Math Tests

For Secure Destruction: Return Immediately to the Department Contractor via UPS	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"><li>• <b>All used</b> and <b>unused</b> Book 1s</li><li>• <b>All unused</b> Book 2s and Book 3s</li><li>• <b>All</b> scoring CDs including any copies</li><li>• <b>All</b> scoring materials printed from the CDs</li></ul>	<ul style="list-style-type: none"><li>• <b>All used</b> Book 2s and Book 3s</li><li>• <b>All used</b> answer sheets after their return from the scanning center</li></ul>

Parents/guardians and instructional staff may review their own students' test books and answer sheets. Parent/guardian review must occur with appropriate school personnel. Photocopying test material is **not** permitted.

## **SCORING MATERIALS FOR THE GRADES 3–8 ELA AND MATH TESTS AND THE GRADES 4 AND 8 SCIENCE TESTS**

The Department will not be printing scoring materials for the Grades 3–8 ELA and Math Tests. Instead, two scoring CDs will be sent to schools for each of these tests. One CD will contain the audio scorer training materials; the second CD will contain PDF files of the scoring materials. Schools must use the second CD to print copies of the scoring materials to supply to each rater. For the Grades 4 and 8 Science Tests, the Department will send one copy of each of the scoring materials to each school. Schools must print additional copies for each rater.

### **ELEMENTARY AND INTERMEDIATE LEVEL FIELD TESTING**

An important part of the test development process is the field testing of test questions in schools throughout New York State. Field testing provides the data necessary to ensure the validity, equity, and reliability of the New York State Testing Program.

In May 2011, secure field tests will be administered in **all** schools according to the criteria below:

Field testing assignments for **Public and Charter schools** can be found at: <http://www.p12.nysed.gov/osa/fieldtest/>. Schools assigned to the Grades 3–8 School Census Field Tests in ELA and/or Math will administer them in **all** grades. Schools administering the field test in Grade 4 or 8 Science will also administer the Grades 3–8 School Census Field Tests in ELA and/or Math in all grades except 4 and 8.

**Nonpublic schools** that requested any of the Grades 3–8 ELA and Math Tests will also administer field tests in ELA and math for those grades.

The 2011 field tests for ELA and Math must be administered on one specific day, selected by the school, from **May 16–19 only**. Science field tests must be administered from **May 16–20 only**. We understand that these dates overlap with the administration and scoring of other tests. All schools will be contacted in the coming months with specific instructions for administering the field tests.

### **Shipment of the 2011 Secure Field Tests**

The 2011 secure field tests will be delivered to schools the week before testing. After the delivery of the tests, principals must inventory the test materials and compare the number received with the quantities listed on the shipping notice. Schools must record any shortages or extra materials received and send a report of any differences to the Department by e-mail to [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov) or fax at 518-474-2021 (e-mail is preferred). The Department will not be able to provide additional field test materials to schools. Any schools with a shortage of materials should administer the field tests to as many students as possible.

**Security of the 2011 Field Tests**

All field tests must be stored in a secure location; under no circumstances should the field tests be left unattended. Photocopying and/or retaining copies of any field test material is prohibited. School personnel are not permitted to read or review secure field test booklets for any reason other than to read math or science field tests to students with disabilities who have “tests read” as an accommodation in their IEPs or 504 Plans.

**Return of the 2011 Field Tests**

Schools will be provided with instructions to arrange for the pre-paid return of the 2011 field tests. Schools must return **all** used and unused field test booklets and answer booklets no later than the week after testing. Schools are **not** permitted to review or score students’ responses.

**GRADES 3–8 FIELD TESTING PLANS FOR 2012**

Beginning in spring 2012, multiple-choice field test questions will be included in the operational tests. This change will reduce the need for stand-alone field test forms.

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Please submit any questions you may have to [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov). Thank you for your cooperation. We appreciate the hard work that you and your staff do on behalf of New York State’s students.