

New York State Testing Program

2018 Grades 3–8 English Language Arts Short-Response Writing Field Tests

**Teacher's Directions for
Paper-Based Field Testing
May 29–June 8, 2018**

**Grades 3–8
2018**



THE UNIVERSITY OF THE STATE OF NEW YORK

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It is important to read all of Steps One–Five and the pertinent grade level information in Step Six prior to administering the field test.

Field test booklets must be kept secure. You are not to discuss the field test, show it to anyone, or photocopy the materials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions*, if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has partnered with Questar Assessment Inc. (Questar) for the development of the 2018 Grades 3–8 English Language Arts Field Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2018 Grades 3–8 English Language Arts Field Tests can be administered to groups or classes of students in a single class period. The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can select to administer the field test on as many days as they choose, within the field test window.

For all grades, the field tests consist of short-response (2-credit) questions.

The short-response questions require students to write appropriate responses. Students write their answers to these questions directly in their field test booklets.

By following the guidelines in this document, you help ensure that the field tests are valid and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

IMPORTANT DATES

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| Field Test Dates | May 29–June 8, 2018 |
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STEP ONE

Check Your Field Test Materials

To administer these field tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- *Teacher's Directions*
- Classroom roster
- Field test booklet
- Student identification labels for field test booklets (received from Questar)
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- Field test booklet
- No. 2 pencil with eraser (not provided)

Security

The NYSTP includes secure materials. School personnel responsible for testing must ensure that all field test materials are secured at all times. The field test booklets may **not** be photocopied or duplicated. No section of the field test may be discussed with the students before, during, or after administration. You may, however, describe the format of the field tests and the testing schedule to the students.

- On each day of the administration, you should receive the field test booklets being administered that day.
- Contact your principal or the principal's designee if you do not have a sufficient number of field test booklets.
- When not in use, the field test booklets must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the field test booklets in this manner ensures that the security of the field test is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused field test materials.
- At no time may the contents of the field test booklets be reviewed, discussed, or shared through any electronic means.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that might give them an unfair advantage on the field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed on page 8.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited personal electronic devices prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the field test. The incident must be reported promptly to the school principal.

Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession, if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided on page 8 is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response while the field test is in progress. In response to inquiries by students concerning the meaning or interpretation of field test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the field test, such as understanding that their constructed responses must be recorded in the field test booklet.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during the field test, unless the student is accompanied by a proctor for the duration of his or her absence from the testing room.

Emergency Evacuation of a School Building

Evacuation of a school building during a field test may be required because of an emergency, such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the field test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' field tests. At the conclusion of the field test, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field tests, in order to ensure that students are working independently and recording their responses to field test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their constructed responses in their field test booklets. Proctors should also point out to students if they have left one or more answers blank. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the field test, unless an emergency situation arises.

STEP TWO

Plan Your Field Testing Schedule

- The field test must be administered **May 29–June 8, 2018**.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field tests.
- **Read the *Teacher’s Directions* in its entirety prior to administering the field test.**
- Review Step Six, “Administer the Paper-Based Field Test,” before administering the field test.
- Before the field test is administered, each student must have a field test booklet with a preprinted student identification label. If a field test booklet is missing a preprinted student identification label for a student, allow sufficient time on the day of the field test administration to fill in the demographic section of the field test booklet.
- Avoid testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The 2018 Grades 3–8 English Language Arts Field Tests will take approximately 40 minutes of testing time. The field tests contain short-response questions. Students will write their answers directly in the field test booklets. The field tests can be administered to groups or classes of students in a single class period.

Students who finish the field test before other students should check their work. Once the student checks his or her work, or chooses not to, field test materials may be collected by the proctor. After a student’s field test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the field test, you may end the session.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans, when taking these field tests. In administering the 2018 Grades 3–8 English Language Arts Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual* (<http://www.p12.nysed.gov/assessment/manuals>).

Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2018 Grades 3–8 English Language Arts Field Tests.

Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found on the *Office of Special Education Department's web site* (<http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf>).

Use of Scribes or Tape Recorders

The use of scribes and tape recorders are allowable accommodations for the 2018 Grades 3–8 English Language Arts Field Tests. However, the Department encourages the use of a word processor in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over his or her environment, fosters independence, and is less labor intensive than using a scribe. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual*.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the *Office of Special Education Department's web site* (<http://www.p12.nysed.gov/specialed/publications/>).

Testing Accommodations for English Language Learners/Multilingual Learners

Information on accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs) can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former ELLs/MLLs who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2016 or Spring 2017.

STEP THREE Prepare Your Testing Room

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Plan seating arrangements. Allow enough space between students to prevent the sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered.
- Completely cover or remove from the walls all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.
- Eliminate distractions such as bells or telephones.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ work spaces are cleared of all unauthorized materials.

STEP FOUR Prepare Your Students

- Help students approach the field test in a relaxed, positive way.
- Be sure students understand the directions, and where and how to record short-response answers in the field test booklets. Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

This field test must be administered under standard conditions. Follow the directions carefully. The same field test administration procedures must be used with all students so that valid conclusions can be drawn from the field test results.

STEP FIVE Prepare Field Test Materials

Field Test Booklets and Labels

- For each student in your class, verify that you have a pre-printed student identification label and apply it to the correct field test booklet before testing.
- If there is not a pre-printed student identification label for a student, complete the demographic section on the back cover of a field test booklet for that student.

STEP SIX

Administer the 2018 Grades 3–8 English Language Arts Paper-Based Field Tests

*Please read these directions carefully before administering the field test. When you administer the field test, the directions you are to read aloud are preceded by **SAY**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

Make sure you have a copy of a field test booklet.

*Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this field test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to write their responses to questions or in a way that obscures their responses to questions.*

Students will write all answers directly in their field test booklets.

*Students are **not** to be given scratch paper.*

At the beginning of the field test administration, proctors must read the following statement to all students taking State tests:

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other personal computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY Today, you will be taking the 2018 Grade [say appropriate grade] English Language Arts Field Test. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your field test booklet.

Use only a No. 2 pencil. You may not use a pen.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a field test booklet. If earlier today the student identification labels were affixed to the back covers of the student field test booklets, make sure each student receives the correct field test booklet.

SAY This is your field test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says “2018 English Language Arts Field Test” and “[say appropriate grade].” If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word “Name” at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written his or her name on the front cover of the field test booklet.

SAY Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.

Check that all students are looking at the correct page.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you read the whole passage. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review both the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before writing your response.**
- **In writing your responses, be sure to**
 - **clearly organize your writing and express what you have learned;**
 - **accurately and completely answer the questions being asked;**

- **support your responses with examples or details from the text; and**
- **write in complete sentences using correct spelling, grammar, capitalization, and punctuation.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **Read the passages and answer the questions. All of your answers must be written in your test booklet in the space provided for each question. Make sure that you are not using space that has been provided for another question. You may not use additional paper for your answers.**

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of this test. You may go back and check your work. When you are finished please close your test booklet.

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

Make sure students are recording their answers to the constructed-response questions in their field test booklets.

Students should remain quietly at their desks when they finish the field test. The proctor may collect the field test materials either as students complete the field test or when most of the students have finished.

Students who finish the test before other students should check their work. Once the student checks his or her work, or chooses not to, field test materials may be collected by the proctor. After a student's field test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the field test, you may end the session.

If the field test is administered in a large-group setting, school administrators may prefer to allow students to hand in their field test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible, so as not to disturb the students who are still working on the field test.

Follow security procedures established by your principal or school administrator for returning secure field test materials.

Field Test booklets must be kept secure. You are not to discuss the field test, show it to anyone, or photocopy the materials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions*, if additional copies are needed.



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