

New York State Testing Program

**2016 Grades 3–8
English Language Arts
and Mathematics Paper-based
Field Tests**

**School
Administrator's
Manual**

**Grades 3–8
2016**



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2016 Contact Information

For assistance with:	Contact:
<ul style="list-style-type: none"> ▪ Requesting additional secure field test materials such as field test books (including large type, Braille, and Spanish language editions) that were not originally requested ▪ Errors in the school's shipment of secure field test materials, such as field test books (including large type, Braille, and Spanish language editions) ▪ Returning secure field test materials 	<p>Questar Assessment, Inc. (Questar) Customer Support</p> <p>Telephone: 866-997-0695</p> <p>E-mail: ny.3-8.help@questarai.com</p>
<ul style="list-style-type: none"> ▪ Administration of the field tests ▪ Field testing policies regarding accommodations and security of field test materials 	<p>The Office of State Assessment</p> <p>Telephone: 518-474-5902</p>

Important reminder: Check the Office of State Assessment's web site regularly for updates on the 2016 Grades 3–8 Field Testing Program (<http://www.p12.nysed.gov/assessment>).

Field Testing Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts and Mathematics
<i>School Administrator's Manual, Teacher's Directions, and secure field test materials arrive at schools</i>	Tuesday, May 24–Thursday, May 26
Field Test Administration Window	Tuesday, May 31–Friday, June 10
Field Test Materials Pickup Window	Wednesday, June 1–Monday, June 13

Changes for the 2016 Grades 3–8 Mathematics Field Tests

- Mathematics reference sheets for Grades 5–8 will be provided by Questar as stand-alone printed documents and distributed to students by teachers before the field tests begin.

How to Use this School Administrator’s Manual

The instructions in this manual explain the responsibilities of school administrators for the New York State 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. School administrators must be thoroughly familiar with the contents of the manual and the policies and procedures must be followed as written so that field testing conditions are uniform statewide.

This *School Administrator’s Manual* serves to guide school administrators in general field test administration activities.

All persons in charge of the administration of the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests should be familiar with the information in this manual.

Instructions for field test administration in the classroom are provided in the *2016 Grades 3–8 English Language Arts Field Tests Teacher’s Directions* and the *2016 Grades 3–8 Mathematics Field Tests Teacher’s Directions*.

Questions concerning the administration of these field tests should be directed to the OSA at 518-474-5902.

Part 1

Preparing for the Field Tests

General Features of the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests

The New York State Education Department (NYSED), along with its contractor, Questar, constructed the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. Teachers from across the state work with the department in a variety of activities, including reviewing field test questions, to ensure that the field tests are appropriate measures of student achievement of the New York State Learning Standards.

The 2016 Grades 3–8 Field Tests will consist of one session. Schools have been assigned a specific grade for the English Language Arts Field Tests or a specific grade for the Mathematics Field Tests. The field tests can be administered to groups or classes of students in a single class period of approximately 40 minutes.

The principal must arrange for the collection and secure storage of all used and unused field test materials (e.g., field test books) as soon as the session is completed.

Field Test Security Requirements and Responsibilities

Principal or Designee

- Authorize specific personnel to serve as proctors, and train them to properly administer the field tests.
- Designate other school personnel permitted to access secure field test materials, and train them in field test security requirements.
- Advise all staff that they are not to discuss field test questions or other specific field test content with each other, with others online via e-mail or LISTERV, or through any other electronic means.
- Prior to delivery date of secure field test materials, make arrangements to:
 - Be notified when the secure field test materials arrive,
 - Inventory the secure field test materials (see “Inventory Secure Field Test Materials”), and
 - Store the secure field test materials in a secure location (see “Store Secure Field Test Materials”).
- Develop additional local policies and procedures necessary to ensure field test security at all times.
- Provide in advance of the school selected field testing date(s) a copy of the *Teacher’s Directions* (which is not secure) to each teacher who will be administering the field tests.
- Conduct a review of the field test administration procedures prior to each field test administration with all personnel who will be involved in the field test administration.

Proctors

- Review the *Teacher's Directions*.
- Understand the security requirements before administering field test sessions.
- Prevent the use of unauthorized materials.
- Follow proper procedures for students with disabilities; see **Appendix B: Field Testing Accommodations for Students with Disabilities**.
- Provide students with field test books, pencils, and pre-ID student labels.
- Provide students participating in mathematics field tests with grade-level appropriate rulers, protractors, calculators, and mathematics reference sheets.
- Administer the field tests during the assigned field testing window.
- At the conclusion of field testing, collect all mathematics field test materials including the mathematics reference sheets (Grades 5–8 only) and return them to the school principal or designee.

Shared Responsibilities

The following responsibilities are shared by principals, proctors, and all other school personnel authorized to have access to secure material.

- Receive training in field test security requirements and field test administration protocols.
- Document the location of secure materials at all times using **Appendix A: Secure Materials Tracking Log**.
- Ensure the security of the field testing environment.
- Ensure the security of field test questions, field test books, and other secure materials. Do **not**:
 - Leave secure field test materials unattended when field tests are not being administered.
 - Read, reveal, review, or duplicate the contents of secure field test material before, during, or after a field test administration.
 - Duplicate any portion of the field test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.
 - Remove secure field test materials from the school without authorization.
 - Read, review, or change student responses.

Students to be Field Tested

Your school is asked to administer the field test to all students in the assigned grade and subject who participated in the April 2016 Grades 3–8 English Language Arts and Mathematics Operational Tests, subject to the availability of special editions that some students may require. Your school is not expected to include students in the field test who during the operational test made use of a special edition that is not available for the field tests.

English Language Learners

The following English Language Learners may be exempt from taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Recent Entrants*—Schools are permitted to exempt from the 2016 Grades 3–8 English Language Arts Field Tests those English Language Learners (including those from Puerto Rico) who, on April 1, 2016, had been attending school in the United States for the first time for less than one year and who were exempted from the 2016 Grades 3–8 English Language Arts Operational Tests.
- *Students Requiring Translated Editions of the 2016 Grades 3–8 Mathematics Field Tests*—Translated editions are **only available in Spanish** for the 2016 Grades 3–8 Mathematics Field Tests. Schools are permitted to exempt students from the 2016 Grades 3–8 Mathematics Field Tests who used other translated editions for the 2016 Grades 3–8 Mathematics Operational Tests.
- *Students Requiring Oral Translation*—Students who required an oral translation for lower-incidence languages or who wrote responses in a native language other than Spanish for the 2016 Grades 3–8 Mathematics Operational Tests are exempt from participating in the 2016 Grades 3–8 Mathematics Field Tests. Translation services need not be provided for the 2016 Grades 3–8 Mathematics Field Tests.

Information on accommodations for English Language Learners who are not exempt is provided in **Appendix D**.

Students with Disabilities

The following students with disabilities must be exempt from taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests:

- *Students who use reformatted tests*—Format changes to the field test such as the re-spacing of questions, enlargement beyond the standard edition, colorization, etc., are not to be made by schools. Students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) require reformatted tests are exempt from the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests.
- *Students who participate in the New York State Alternate Assessment (NYSAA)*—The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State assessment. Students who participated in the NYSAA in the 2015–16 school year are exempt from the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests.

Information on accommodations for students with disabilities who are not exempt is provided in **Appendix B**.

Absent Students

Students who are absent on the day the school administers the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests do not need to make them up. In addition, schools are not expected to administer the field tests to students who are receiving their instruction at home or in a medical setting.

Administrator’s Planning Steps for Field Test Preparation

The following information is provided to assist in preparation for administering the New York State 2016 Grades 3–8 English Language Arts and Mathematics Field Tests.

Be sure to:

- Announce administration of field test dates to students before the date that the field tests are scheduled to be administered. All announcements should be made in such a way as to convey information without causing students to become overly anxious.
- Inform parents of the dates and purpose of field testing. Parents should be asked to encourage students to do their best on the field tests and to ensure that students are well-rested on the days of field testing.
- Familiarize students with the general types of questions on the field tests and the procedures that they should follow when recording the answers to the field test questions. For additional instructions, refer to the *Teacher’s Directions*.
- Plan for secure field test materials storage. The 2016 Grades 3–8 English Language Arts and Mathematics Field Tests must be stored in the safe or vault of the building where the field tests will be shipped. The principal must ensure access to the safe or vault is restricted. If the building where the field tests will be administered does not have a safe or vault large enough to hold the secure field test materials, arrangements must be made to store them at a location with an appropriate safe or vault. If you have specific questions concerning the storing of field test materials, please call 518-474-8220.
- Gather mathematics tools. Schools must furnish protractors, rulers, and calculators, as applicable to the assigned grade level, to students for use with the mathematics field tests. See **Appendix E: Mathematics Tools** for complete details on the use of rulers, protractors, and calculators. Each student field testing in Grades 5–8 will be provided with a grade-specific mathematics reference sheet for his or her exclusive use during the field tests. This sheet is supplied by Questar to schools as a stand-alone printed document and must be handed out to students before the field test begins. The following are the required tools that schools must provide for each grade level for the 2016 Grades 3–8 Mathematics Field Tests:

Tool	Grades	Duration	Usage Notes
Ruler	Grades 3–8	Entire field test	Examine all rulers to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Protractor	Grades 4–8	Entire field test	Examine all protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
Four-function calculator with a square root key or scientific calculator	Grade 6	Entire field test	Examine all calculators to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them and that the memory on the calculator has been cleared.
Scientific calculator	Grades 7–8	Entire field test	Note: Grades 3–5 students may not use calculators.

- Receive field test materials. All field test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. (ET). Field test books and the Teacher’s Directions will be sent by Questar. **The shrinkwrapped packages of secure field test books must not be opened during the inventory.** All secure field test materials must remain sealed until the field test administration date.
- Use the Packing List provided in Box 1 of your shipment to inventory the following materials received from Questar:
 - School Administrator’s Manual
 - Classroom Roster
 - Paper Bands
 - Labels—UPS and Cherry Questar Return Address Label
 - *Teacher’s Directions*: Schools will receive two *Teacher’s Directions* for every 20 field test books.
 - Pre-ID student labels: Schools should have pre-ID student labels for each student participating in this field test administration.
 - Header Sheet: Before returning secure materials to Questar, each school will complete a Header Sheet and place it on top of the field test materials in Box 1.
 - Answer sheets: Schools will receive answer sheets to be used **only** to record answers for **large type** and **Braille** field test editions. The answer sheets will be generic and can be used for all grades and either English Language Arts or Mathematics. (Answer sheets are not needed for administration of the regular test books as students will record their answers to all test questions including multiple choice directly in the book.)
 - Field Test Books: The regular edition of the field test books will arrive shrink-wrapped in packages of 5 or 15.
 - Contact Questar Customer Support at 866-997-0695 or NY.3-8.help@questarai.com after taking inventory, if you determine that additional items are needed.

All secure field test materials must remain sealed until the field test administration date. Boxes used for delivering materials to your school should be kept for storing and returning completed field test books and answer sheets.

- Place all secure field test materials in the storage location as soon as they are received.
- Restrict access to the field test materials.
- Do not remove shrink-wrapped packages of secure material from the safe or vault, except for the inventory of field test materials, until the day on which the field tests are scheduled to be administered.
- Use **Appendix A: Secure Materials Tracking Log** to document the movement of materials and account for all secure field testing materials.
- Check the safe or vault where secure field test materials are being stored daily to ensure that the secure field test materials have not been tampered with and remain secure.
- Maintain the combination or key to the safe or vault under strict security conditions to preclude access to the secure field test materials.
- Determine which room will be used for field testing.
- Make sure the room in which the field test is administered is well lit, well ventilated, and quiet.
- Make preparations before the field testing period to keep noise and other distractions to a minimum.
- Prepare a “Do Not Disturb” sign to place on the door to prevent interruptions.
- If the field test is to be administered in a classroom, clear work space of all books, papers, and other materials.
- Completely cover or remove from the walls all charts, blank or completed graphic organizers, number lines, mathematics tables, and all board work pertinent to English Language Arts and Mathematics.
- Make arrangements in advance to seat students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended.

Part 2

Administering the Field Tests

Prepare the 2016 Grades 3–8 English Language Arts Secure Field Test Materials

In order to prepare the secure materials for field testing, schools must take the following steps:

- Verify that the school has a pre-ID student label for each student in the class.
- If the school does not have a pre-ID student label for a student, the student will complete the information on the demographic page of the field test book.
- Pre-ID student labels must be affixed to the back of each student’s English Language Arts Field Test Book. Pre-ID student labels can be affixed either on the day of the field tests or after the administration of the field tests.

If the school chooses to affix the pre-ID student label(s) prior to administration on the day of the field tests, be sure that each student receives the field test book with his or her name on the affixed pre-ID student label.

Under no circumstances may a school open the shrink-wrapped packages and affix the pre-ID student labels to field test books prior to the day that the field test books will be administered.

The following chart lists the English language arts materials needed in each classroom.

Grades	English Language Arts
Grades 3–8	<ul style="list-style-type: none"> ■ <i>Teacher’s Directions</i> ■ Classroom roster ■ Field test book (one per student and one for the teacher) ■ No. 2 pencils (at least one per student) ■ For Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)

Prepare the 2016 Grades 3–8 Mathematics Secure Field Test Materials

In order to prepare the secure materials for field testing, schools must take the following steps:

- Verify that the school has a pre-ID student label for each student in the class.
- If the school does not have a pre-ID student label for a student, the student will complete the information on the demographic page of the field test booklet.
- Pre-ID student labels must be affixed to the back of each student’s Mathematics Field Test Book. Pre-ID student labels can be affixed either on the days of the field tests or after the administration of the field tests.

If the school chooses to affix the pre-ID student label(s) prior to administration on the day of the field tests, be sure that each student receives the field test book with his or her name on the affixed pre-ID student label.

Under no circumstances may a school open the shrink-wrapped packages and affix the pre-ID student labels to field test books prior to the day that the field test books will be administered.

The following chart lists the materials needed in each classroom at each grade level for the 2016 Grades 3–8 Mathematics Field Test.

Grades	Mathematics
Grade 3	<ul style="list-style-type: none"> ▪ <i>Teacher's Directions</i> ▪ Classroom roster ▪ Field test book (one per student and one for the teacher) ▪ Rulers (one per student) ▪ No. 2 pencils (at least one per student) ▪ For Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)
Grade 4	<ul style="list-style-type: none"> ▪ <i>Teacher's Directions</i> ▪ Classroom roster ▪ Field test book (one per student and one for the teacher) ▪ Rulers (one per student) ▪ Protractors (one per student) ▪ No. 2 pencils (at least one per student) ▪ For Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)
Grade 5	<ul style="list-style-type: none"> ▪ <i>Teacher's Directions</i> ▪ Classroom roster ▪ Field test book (one per student and one for the teacher) ▪ Rulers (one per student) ▪ Protractors (one per student) ▪ Mathematics reference sheet (one per student) ▪ No. 2 pencils (at least one per student) ▪ For using Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)
Grade 6	<ul style="list-style-type: none"> ▪ <i>Teacher's Directions</i> ▪ Classroom roster ▪ Field test book (one per student and one for the teacher) ▪ Rulers (one per student) ▪ Protractors (one per student) ▪ Four-function calculator with a square root key or scientific calculator (one per student) ▪ Mathematics reference sheet (one per student) ▪ No. 2 pencils (at least one per student) ▪ For Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)

Grades 7–8	<ul style="list-style-type: none"> ▪ <i>Teacher's Directions</i> ▪ Classroom roster ▪ Field test book (one per student and one for the teacher) ▪ Rulers (one per student) ▪ Protractors (one per student) ▪ Scientific calculator (one per student) ▪ Mathematics reference sheet (one per student) ▪ No. 2 pencils (at least one per student) ▪ For Braille and large type field test editions only: Generic answer sheet (one per student using a Braille or large type field test edition)
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Supervision of Students

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, tools, or electronic devices that might give them an unfair advantage on the field tests. When students enter the field testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

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

Note: Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's IEP or 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 such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

Teachers may give students assistance only in the mechanics of taking the field tests, such as understanding that their multiple-choice responses and their constructed responses must be recorded in the field test books. No one, under any circumstances, may interpret or explain field test questions to students, nor may anyone review or comment to students about the correctness or sufficiency of the students' responses while the field tests are 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.

Temporary Absence from Field Testing Room

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

Emergency Evacuation of a School Building

Evacuation of a school building during field testing may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of students is endangered, the principal has full authority to interrupt the field test immediately.

1. If it is possible, keep students under supervision during the emergency.
2. When work can be resumed safely, allow the students the necessary time to complete the field tests.

Student Cheating

Proctors must not permit students to obtain information from or give information to other students in any way during the field test. At the conclusion of the field test, all suspected cheating must be reported to the principal.

Proctoring

Proctors must follow all security protocols when supervising the field test administration.

Proctors must:

- Circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field test questions in the proper manner and in the proper place.
- Make sure that students are recording their responses to the multiple-choice questions and their constructed-response questions in their field test books. Only students using a Braille or large type field test edition will require their responses to be transferred to a separate answer sheet by the teacher.
- Point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question.
- Not comment to the student on the correctness or sufficiency of any answer.
- Not use cell phones or other photographic devices to duplicate field test materials, and keep their own communication devices put away during field testing, using them only in emergency situations.

Part 3

After Field Testing

Concluding the Field Test Session

As soon as the field testing session is completed, the principal must arrange for the collection and secure storage of all used and unused field test books, answer sheets (for Braille and large type field test editions only), mathematics reference sheets, and pre-ID student labels.

English Language Arts Field Test Books and Mathematics Field Test Books must not be photocopied, used for instructional or staff development purposes, or otherwise retained in the school after field testing.

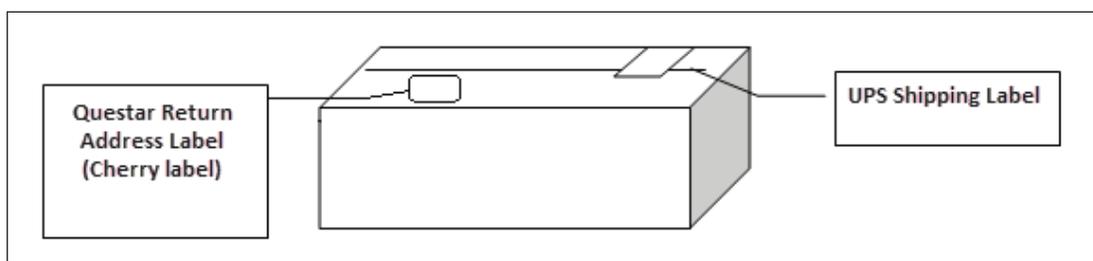
The following are secure field test materials and **must be returned to Questar**:

- All used and unused English Language Arts Field Test Books
- All used and unused Mathematics Field Test Books
- All used and unused Answer Sheets (only for Braille and large type field test editions)
- All used Mathematics Field Test Reference Sheets (Grades 5–8)

Administrator’s Checklist for Returning Secure Field Test Materials

1. Remind school personnel of the process and important dates for returning secure field test materials to you. For each class, you should receive the following:
 - Classroom roster
 - All used and unused English Language Arts or Mathematics Field Test Books
 - All used and unused Answer Sheets (only for Braille and large type field test editions)
 - All used and unused Mathematics Field Test Reference Sheets (Grades 5–8)
 - All unused pre-ID student labels
2. Upon receipt of these materials, inventory all secure field test materials to ensure you received the exact number provided.
3. Stack the used field test books and answer sheets by classroom. Place the appropriate classroom roster on top of each stack, band together, and place in the box(es) in which the field test materials arrived from Questar.
4. Complete the enclosed Header Sheet with a No. 2 pencil. Record the following in the spaces provided:
 - School and District Names
 - District BEDS Code (Optional)
 - School BEDS Code (Optional)
 - Number of Scannable Field Test Books and/or Answer Sheets Being Returned
 - Subject Field Tested
 - Grade Field Tested

5. Make a copy of the Header Sheet to keep for your records.
6. Package the scannable materials (used field test books and answer sheets) and Header Sheet in paper bands and place in the shipping boxes. Label the box with the Header Sheet as “Box 1 of X” (where X is the total number of boxes).
7. Consolidate the materials that should not be processed (unused field test books, unused answer sheets, and used and unused Mathematics Field Test Reference Sheets) into the shipping boxes. Materials that will not be processed may be packed in any order and in any quantity. They do not need to be sorted, stacked, or paper-banded and do not require a Header Sheet.
8. Prepare your packages for shipment.
 - All boxes need to be labeled serially—for example, “Box 1 of X,” “Box 2 of X,” “Box 3 of X”, etc. (where X is the total number of boxes).
 - Use filler like crumpled paper or bubble wrap (no packing peanuts) to make sure the secure field test materials do not shift during transport.
 - Tape boxes securely using heavy-duty shipping tape. We recommend at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping.
 - Remove or cover up any labels still attached to boxes from the original shipment to you.
9. Arrange for UPS to pick up the materials. If you have regular service with UPS, please alert the driver of the upcoming pick-up several days in advance. If you do not have a regular UPS pickup/delivery time, call UPS at 877-536-2697 to schedule your pick-up.
 - Please identify yourself to UPS as a Questar Assessment, Inc. customer.
 - The UPS customer service representative will help determine if a same day or next day pickup will be scheduled.
 - Please provide the UPS representative with the number of packages and location of the pickup (e.g., loading dock, office, etc.).
10. Attach supplied labels to your packages.
 - Attach a UPS shipping label to each package in the shipment. Keep the UPS “RETURN SERVICE CUSTOMER RECEIPT” for your records.
 - Place a CHERRY Questar Return Address Box label on the top of each box of secure field test material being shipped. (Please refer to the diagram below, which indicates where you should place the labels.)



- In the lower left corner of each CHERRY label, record the box number for each box as “Box 1 of X,” “Box 2 of X,” etc. (where X is the total number of boxes) for the total shipment.

11. Provide your box(es) to UPS for return shipment to Questar.

If you have any questions about the above process, please call Questar Customer Support at 866-997-0695.

Appendices

Appendix B: Field Testing Accommodations for Students with Disabilities

Students Who Incur Disabilities Shortly Before Field Test Administration

Principals may provide certain accommodations when field testing general education students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to field test administration. Eligibility for such accommodations is based on the principal's professional judgment. The principal may confer with CSE/504 Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being field tested and are limited to the following:

- Extending the time limit for a field test,
- Administering the field test in a special location,
- Recording the student's answers in any manner (see Accommodations Specific to the 2016 Grades 3–8 English Language Arts Field Tests or Accommodations Specific to the 2016 Grades 3–8 Mathematics Field Tests in **Appendix C: Specific Field Testing Accommodations**), and
- Reading the field test to the student. This accommodation is allowed only for students whose vision is impaired and only for the Mathematics Field Tests. It is not permitted for the English Language Arts Field Tests. See Accommodations Specific to the 2016 Grades 3–8 Mathematics Field Tests in **Appendix C: Specific Field Testing Accommodations**.

Prior permission need not be obtained from the department for the principal to authorize these field testing accommodations for general education students. However, a full written report concerning each authorization must be sent to OSA via fax at 518-474-1989. The report must be on school letterhead, must be signed by the principal, and must include the following information:

- The name of the student,
- The title of the field test, including the grade,
- A brief description of the student's injury or disability, and
- A list of the accommodations that were authorized by the principal.

If the student is expected to continue to need field testing accommodations, the principal must immediately make the appropriate referral for the consideration of an IEP or a 504 Plan.

Students with IEPs or 504 Plans

In general, students with disabilities must be provided with the field testing accommodations specified in their IEPs or 504 Plans when taking these field tests. It is the principal's responsibility to ensure that students receive their field testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the particular field test being administered. As explained in this manual, only those field testing accommodations that do not alter the constructs measured by the field test are permitted on elementary and intermediate-level State field tests.

Appendix C: Specific Testing Accommodations

Field Testing Accommodations Categories

The types of testing accommodations that a student may receive are listed on the PDF version of pages 15–22 of *Test Access and Accommodations for Students with Disabilities, Tools to Guide Decision-Making and Implementation*, published by the Department’s Office of Special Education and reproduced here. To access the complete online publication, see <http://www.p12.nysed.gov/specialed/publications/policy/testaccess/manual506.pdf>.

Please note that not all accommodations defined in that publication and reproduced here are permitted on all parts of the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. For these field tests, testing accommodations that change the constructs measured by the field test are not permitted.

Flexibility in Scheduling/Timing:

- Extending the time limit for a field test
- Administer field tests with frequent breaks (specify duration [e.g., “sessions not to exceed 30 minutes with 10-minute breaks”])

Flexibility in Setting:

- Separate location/room—administer field test individually
- Separate location/room—administer field test in small group (e.g., three to five students)
- Provide adaptive or special equipment/furniture (specify type [e.g., study carrel])
- Special lighting (specify type [e.g., 75-watt incandescent light on desk])
- Special acoustics (specify manner [e.g., minimal extraneous noises])
- Location with minimal distraction (specify type [e.g., minimal visual distraction])
- Preferential seating

Method of Presentation:

Revised Field Test Format¹

- Braille editions of field tests
- Large type editions of field tests
- Increased spacing between field test questions
- Increased size of answer blocks/circles
- Reduced number of field test questions per page
- Multiple-choice questions in vertical format with answer circles to right of response choices
- Reading passages with one complete sentence per line
- Field test read

¹ For State field tests, any reproduction and/or reformatting of field test books by the school requires the advance written permission of OSA, and, even with such permission, may not occur until the day that the field test book will be administered.

Revised Field Test Directions²

- Directions read to student
- Directions reread for each page of questions
- Language in directions simplified
- Verbs in directions underlined or highlighted
- Cues (e.g., arrows and stop signs) on answer form
- Additional examples provided

Use of Aids/Assistive Technology:

- Audio tape
- Tape recorder
- Computer (including talking word processor)
- Masks or markers to maintain place
- Papers secured to work area with tape/magnets
- Questions and multiple-choice responses read to student
- Questions and multiple-choice responses signed to student
- Magnification devices (specify type)
- Amplification devices (specify type)

Method of Response:

- Use of additional paper for mathematics calculations
- Use of scribe

Use of Aids/Assistive Technology:

- Amanuensis (scribe)
- Tape recorder
- Word processor

Other:

- On-task focusing prompts

² Revision of field test directions is an accommodation that is limited to oral or written instructions provided to all students that explain where and how responses must be recorded, how to proceed in taking the field test upon completion of sections, and what steps are required upon completion of the field test. The term “field test directions” does not refer to any part of a question or passage that appears solely on a student’s field test book.

Accommodations Specific to the 2016 Grades 3–8 English Language Arts Field Tests

Teacher Reading to Student

For the 2016 Grades 3–8 English Language Arts Field Tests, only field test directions that are to be read aloud to all students may be read aloud. Because the field tests measure students' reading skills (decoding and comprehension), no other parts of these field test books may be read aloud. The field test directions are not to be confused with any part of the actual student task, which follows the field test question number.

Use of Spell-Checking and/or Grammar-Checking Devices

Because the field tests measure writing skills, students are not allowed to use spell-checking and/or grammar-checking devices during any part of the 2016 Grades 3–8 English Language Arts Field Tests.

Use of Scribes or Tape Recorders

The use of scribes and tape recorders are allowable accommodations for the 2016 Grades 3–8 English Language Arts Field Tests. However, the department encourages the use of a word processor (with thesaurus, spell-checking, and grammar-checking applications disabled) 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. If using a computer or word processor, be sure to delete the student's work after it has been printed.

When taking the 2016 Grades 3–8 English Language Arts Field Tests, students using scribes or tape recorders must provide all information—including spelling of difficult words, grammar, capitalization, and punctuation—for the writing sections of the field tests.

Scribes must use the following procedures:

- The scribe must use lined paper and must write on every other line.
- The scribe must record word-for-word what the student dictates or records, leaving out punctuation and capitalization, and must circle all words that are difficult to spell.
- When the dictation/tape transcription is completed, the scribe must ask the student to spell aloud any difficult-to-spell words; then the scribe must write the student's spelling above the circled words.
- The scribe must show the student the written response and ask him or her to indicate the capitalization and punctuation to be used.
- The student must read the completed dictation/transcription and indicate on the skipped lines any further changes to be transcribed.
- The scribe must then transfer the student's completed response into the field test book exactly as dictated or recorded and should attach the lined paper with the student's dictation to the back of the field test book, preferably by stapling, to ensure against the student's response being lost.

Accommodations Specific to the 2016 Grades 3–8 Mathematics Field Tests

Teacher Reading to Student

Testing accommodations in students' IEPs or 504 Plans that are reading-related—for example, reading the field test to the student—are permitted for the 2016 Grades 3–8 Mathematics Field Tests. Unless the IEP or 504 Plan specifically disallows it, when reading a Mathematics Field Test question to a student who has this accommodation, all numbers and mathematics symbols, along with words, should be spoken by the teacher to the student. For example, the symbol $<$ should be read as “less than,” and 1,211 should be read as “one thousand, two hundred, eleven.” However, field test questions may never be modified or simplified, nor may teachers provide additional examples.

Use of Scribes

The following procedures should be used to implement the field testing accommodation, “use of scribe,” specific to the administration of 2016 Grades 3–8 Mathematics Field Tests.

- The scribe must record what the student dictates on a separate sheet of paper.
- The scribe must ask the student to indicate exactly where the numbers need to be placed and lined up.
- The scribe must record the operational sign as dictated by the student (e.g., addition sign, subtraction sign).
- When dictating numbers, the student must indicate how the number is written and indicate place value. For example, if the student says “one thousand thirty-eight,” the student should specify how that is written (e.g., one, zero, three, eight).
- When computing a problem, students must indicate to the scribe how they are making the computation and should be specific in terms of what numbers to write down, including how to record carrying. For example, when adding 23 and 9, the student should indicate the following: “9 plus 3 is 12; put down the 2 and carry the 1 above the 2.”
- The scribe shows the student the written response and asks him or her to indicate if there are any further changes to be made.
- The student does not have to provide spelling, capitalization, and punctuation in word responses. Therefore, it is not necessary for the scribe to leave out capitalization and punctuation or to circle words difficult to spell.
- The scribe must then transfer the student's completed response into the field test book exactly as dictated or recorded and should attach the lined paper with the student's dictation to the back of the field test book, preferably by stapling, to ensure against the student's response being lost.

Use of Manipulative Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with the 2016 Grades 3–8 Mathematics Field Tests.

Use of Mathematics Spatial Boards with Large Type or Braille Editions

Students whose IEPs or 504 Plans specify the use of mathematics spatial boards are permitted to use these devices with the large type and Braille editions of the 2016 Grades 3–8 Mathematics Field Tests.

Use of Calculators and Mathematics Tables

Grades 3–5

- Because these field tests measure student proficiency involving calculations, the use of a calculator or mathematics tables is not allowed.

Grades 6–8

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required for all students. For Grades 7 and 8, the use of a scientific calculator is required. Graphing calculators are **not** permitted. The use of mathematics tables is permitted only if specified in a student's IEP or 504 Plan.

Appendix D: Testing Accommodations for English Language Learners

English language learners who are not exempt from the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests may be provided the following testing accommodations by the school:

- *Time Extension*—Schools may extend the testing time for English language learners taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. Principals may use any reasonable extensions, such as “time-and-a-half” (the required testing time plus one-half of that amount of time), in accordance with their best judgment about the needs of the English language learners. Principals should consult with each student’s classroom teacher when making these determinations.
- *Separate Location*—Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests to English language learners individually or in small groups in a separate location.
- *Bilingual Dictionaries and Glossaries*—English language learners may use bilingual dictionaries and glossaries when taking the 2016 Grades 3–8 English Language Arts and Mathematics Field Tests. These bilingual dictionaries and glossaries must provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words are not permitted.

Former English Language Learners

Schools may provide the testing accommodations listed above to Former English Language Learners who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English language learner status following their participation in one of the two most recent administrations (Spring 2014 or Spring 2015) of the New York State English as a Second Language Achievement Test (NYSESLAT). Such students either achieved an overall level of proficient on the NYSESLAT or, effective October 1, 2014 achieved an overall level of Advanced on the most recent administration of the NYSESLAT and scored at Level 3 or higher on the New York State Common Core Grades 3–8 English Language Arts Test.

These accommodations may not be provided to Former English Language Learners who were identified as English language proficient prior to the 2015 NYSESLAT administration. For each eligible Former English Language Learner, darken the circles indicating the testing accommodations provided on the answer sheet under the heading “ELL Accommodations”.

Appendix E: Mathematics Tools

Schools must provide the mathematics tools that students will use with the 2016 Grades 3–8 Mathematics Field Tests. Schools may use the same rulers and protractors that they use every day in the classroom provided that the tools do not have pertinent information, such as mathematics formulas, written on them and that they meet the specifications provided below. Rulers will be used with all of the 2016 Grades 3–8 Mathematics Field Tests; protractors will be used only with the 2016 Grades 4–8 Mathematics Field Tests.

2016 Grades 3–8 Mathematics Field Tests—Specifications for Rulers:

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be no shorter than 6" and no longer than 12".
- Rulers must include inch to $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters with millimeter subdivisions.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

2016 Grades 4–8 Mathematics Field Tests—Specifications for Protractors:

- Protractors must be constructed of clear plastic and measure no shorter than $3\frac{15}{16}$ " in diameter and no longer than $4\frac{3}{4}$ " in diameter.
- Protractors must be calibrated accurately with another protractor that is known to be accurate.

2016 Grades 6–8 Mathematics Field Tests—Specifications for Calculators

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grades 7 and 8, the use of a scientific calculator is required. **Graphing calculators are not permitted.** The use of mathematics tables is permitted only if specified in a student's IEP or 504 Plan.

Note: Calculators are not allowed on any part of the 2016 Grades 3–5 Mathematics Field Tests.

When students enter the field testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.



Grades 3–8
English Language Arts
and Mathematics Field Tests
School Administrator’s Manual
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