

New York State Testing Program

English Language Arts Reading Field Tests

**Teacher's Directions for
Paper-Based Field Testing
May 30–June 9, 2017**

**Grades 5–8
2017**



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It is important to read all of Steps One—Six prior to administering the field test.

Field test books 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 a partnership with Questar Assessment Inc. (Questar) for the development of the 2017 Grades 3–8 English Language Arts Reading 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). Field testing provides the data necessary to ensure the validity and reliability of the NYSTP.

The paper-based 2017 Grades 3–8 English Language Arts Reading Field Tests can be administered to groups or classes of students in a single class period. Students are asked to demonstrate their understanding of reading passages.

For all grades, the field tests consist of multiple-choice questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students record their responses in their field test books.

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

IMPORTANT DATES

Field Test Dates	May 30–June 9, 2017
Last day for material pick-up	June 13, 2017

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*
- English Language Arts Reading Field Test book
- Preprinted student identification labels for field test books
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- English Language Arts Reading Field Test book (with preprinted student identification label)
- No. 2 pencil with eraser (not provided)

Security

The paper-based 2017 Grades 3–8 English Language Arts Reading Field Tests include secure materials. School personnel responsible for testing must ensure that all field test materials are secured at all times. The field test books may **not** be photocopied or duplicated. No section of any field test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the field tests and the testing schedule to the students.

- On the day of testing, you should receive the field test books from the principal or principal's designee.
- Contact your principal or the principal's designee if you do not have a sufficient number of field test books.
- When not in use, the field test books 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 books 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 books 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, scrap 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 above.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State field 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 field test administration.

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 above 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 multiple-choice responses must be recorded in the field test book.

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 test. 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 test to ensure that students are 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 responses to the multiple-choice questions in their field test books. 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 30–June 9, 2017**.
- Schedule testing to allow sufficient time for instructions and preparations. The field tests can be administered to groups or classes of students in a single class period.
- **Read the *Teacher’s Directions* in its entirety prior to administering the field test.**
- Review Step Six, “Administer the Field Test,” before administering the field test.
- Before the field test is administered, each student must have a field test book with a preprinted student identification label. If a field test book 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 book.
- Read directions at a moderate, steady pace.
- Avoid testing just after students have had strenuous physical activity.

Field Test Format and Schedule

The paper-based 2017 Grades 3–8 English Language Arts Reading Field Tests will take approximately 40 minutes of testing time. The field tests contain multiple-choice questions. Students will respond by darkening the circles in the field test books. 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 may 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. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State field tests. In administering the paper-based 2017 Grades 3–8 English Language Arts Reading Field Tests to students with disabilities and to English Language Learners, schools should follow the guidelines on testing accommodations provided in the *School Administrator’s Manual*.

Teacher Reading to Student

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 Department's web site at <http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-4-ela.pdf>.

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 Department's web site at <http://www.p12.nysed.gov/specialed>.

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former English Language Learners 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 2015 or Spring 2016.

STEP THREE Prepare Your Classroom

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet classroom.
- Plan seating arrangements. Allow enough space between students to prevent 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 test is 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' desks and the shelves under desks are cleared of all extraneous materials.

STEP FOUR Prepare Your Students

- Help students approach the field test in a relaxed, positive way.
- Be sure students understand the directions and how to mark their multiple-choice answers in the field test books. Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. 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 test administration procedures must be used with all students so that valid conclusions can be drawn from the field test results. Ensure that students follow directions for where to mark their answers (e.g., answers for multiple-choice questions must be marked by darkening the circles in the field test books).

STEP FIVE Prepare Field Test Materials

Field Test Books and Labels

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

STEP SIX

Administer the 2017 Grades 5–8 English Language Arts Reading 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**. The italicized instructions to teachers should **not** be read aloud.*

Make sure you have a field test book.

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

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

Students will be recording the answers to the multiple-choice questions in their field test books.

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

SAY You cannot have any communications device, including a cell phone, with you during this field 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
- 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 field test begins.

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

SAY Today, you will be taking the 2017 Grade [say appropriate grade] English Language Arts Reading Field Test. You will read some passages and answer questions about what you have read. You must mark your answers in your field test book by darkening the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter to mark your answers. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Are there any questions about how to darken the circles in your field test book?

Pause for questions. When you are confident that all students understand how to use mark their answers in their field test books,

SAY This is your English Language Arts Reading Field Test book. Do not open your field test book until I tell you to do so.

Look at the cover of your field test book. Make sure it says “2017 English Language Arts Reading Field Test” and “[say appropriate grade].” If you do not have the correct book, 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 book.

SAY All of your answers must be marked in your field test book. You may make notes, underline, or highlight in your field test book as you read.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY Now, open your field test book 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 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 choosing your response.

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

Are there any questions?

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

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

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles in their field test books appropriately by making their marks heavy and dark with a No. 2 pencil.

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 field test before other students may 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 books 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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Field Tests Teacher's Directions for
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