

# **New York State Testing Program**

## **English Language Arts Short-Response Writing Field Tests**

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

**Grades 3–8  
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 Writing 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 Writing 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 and writing prompts.

For all grades, the field tests consist of short- (2-credit) response questions. The short-response questions require students to write appropriate responses. Students write their answers to these questions directly 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 Writing Field Test book
- Pre-printed 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 Writing 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 Writing 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 constructed 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 their constructed responses 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. 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 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 Writing 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 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 Writing 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>.

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

Because the field test measures writing skills, students are not allowed to use spell-checking or grammar-checking devices during the 2017 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 2017 Grades 3–8 English Language Arts Writing 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. 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 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' 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 books. 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 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 recording their answers 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 3–8 English Language Arts Writing 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 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 books.*

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

*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 Writing 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 book.**

**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 a field test book to each student. If earlier today the student identification labels were affixed to the back covers of the student test books, make sure each student receives the correct test book.*

**SAY This is your English Language Arts Writing 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 Writing 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 written 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 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 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 field test book in the space provided for each question. Make sure 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 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 field 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.**

*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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