



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**  
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**Office of Elementary, Middle, Secondary and Continuing Education**

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Office for Standards, Assessment and Reporting  
518-474-8220                      518-474-2021 (fax)

April 2005

**TO:** Principals of Public and Nonpublic Schools

**FROM:** Steven E. Katz *SEK*

**SUBJECT:** May 2005 Grade 4 and 8 Mathematics Tests

**GENERAL INFORMATION**

This memorandum supplements the information concerning the administration of the May 2005 Grade 4 and 8 Mathematics Tests included in the enclosed 2005 *School Administrator's Manual*. If you have questions about the information in this memorandum or the manual, please call 518-474-8220. Appendix B of the *School Administrator's Manual* contains the Deputy and Proctor Certificate and the Examination Storage Certificate, both of which must be completed by each school administering these tests and retained in the school's files. In addition, Appendix B also includes a Scoring Operations Certificate. The Scoring Operations Certificate must be signed by the person overseeing scoring operations and must be kept on file for one year.

**STUDENTS TO BE TESTED**

The Grade 4 and 8 Mathematics Tests must be administered to all public school students enrolled in Grades 4 and 8. This includes students who have been retained in these grades. Nonpublic schools are strongly encouraged to administer these tests. When determining which students will be participating in these tests, be sure to consider those students who attend programs operated by the Board of Cooperative Educational Services (BOCES) as well as any other programs located outside the school. The exceptions noted below apply to all students in public schools and to all students in those nonpublic schools that are participating in these tests.

### *Students in Ungraded Classes*

The chronological ages of students in ungraded classes should be used to determine when such students take these tests. Students should be tested on the Grade 4 Mathematics Test no later than the school year (July 1 – June 30) in which they reach their eleventh birthday and on the Grade 8 Mathematics Test no later than the school year in which they reach their fifteenth birthday.

### *Limited-English-Proficient (LEP) Students*

All LEP students are required to participate in these tests. LEP students may take the tests either in an alternative language or in English, whichever would be better for the student. LEP students may also use both an English and an alternative language edition of the test simultaneously. Alternative language editions of the Grade 4 and 8 Mathematics Tests are provided in Chinese, Haitian Creole, Korean, Russian, and Spanish. These tests may be translated orally into other languages for those LEP students whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer LEP students specific testing accommodations when taking these tests (see page 8 of the *School Administrator's Manual*).

### *Students With Disabilities*

The Committee on Special Education (CSE) must decide for each student on a case-by-case basis and document on the student's Individualized Education Program (IEP) whether the student will participate in the general State assessment, in a locally selected assessment, or in the New York State Alternative Assessment for Students with Severe Disabilities (NYSAA). The criteria that the CSE must use to determine eligibility for a locally selected assessment are available in a memorandum entitled *Supplemental Guidelines for Participation of Students with Disabilities in the State Assessments: Locally Selected Assessments*. This memorandum is available at the web site: <http://www.vesid.nysed.gov/specialed/publications/policy/participate.htm>. The criteria to determine eligibility for the NYSAAs are available at the web site: <http://www.vesid.nysed.gov/specialed/alterassessment/alterassess.htm>.

### *Accelerated Students*

In past years, schools have been permitted to administer the Grade 8 Mathematics Test to students in Grade 7 who were expected to complete all the material in the Intermediate-Level Mathematics Core Curriculum (5–8) by the end of that grade and who were being considered for placement in an accelerated high school-level mathematics course in Grade 8. Beginning with the May 2005 test, schools are no longer permitted to administer the Grade 8 Mathematics Test to Grade 7 students. This change in Department policy is necessary so that the State's assessment program will be in conformity with the No Child Left Behind (NCLB) Act.

**TESTING SCHEDULE**

Mathematics Examination	Grade Level	Testing Time	Administration Date	Makeup Dates
Book 1, Session 1	4	40 minutes	May 10	May 13-17
Book 2, Session 2	4	50 minutes	May 11	May 13-17
Book 2, Session 3	4	50 minutes	May 12	May 13-17
Book 1, Session 1, Part 1	8	35 minutes	May 10	May 12-16
Book 2, Session 1, Part 2	8	35 minutes	May 10	May 12-16
Book 2, Session 2	8	70 minutes	May 11	May 12-16

**SHIPMENT AND CHECKING OF TEST MATERIALS**

Contents	Sender	Delivery Date
Machine-Scorable Answer Sheets for Public Schools (for Book 1 and Book 2)	Regional Information Centers/Large-City School District Offices	Late April
Machine-Scorable Answer Sheets for Nonpublic Schools (for Book 1 and Book 2)	NYSED Office of Information and Reporting Services	Late April
<u>Secure</u> Grade 4 & 8 Mathematics Regular, Alternative Language, Braille & Large-Type Edition Test Books; Nonsecure Manipulatives and Teacher's Directions*	NYSED Test Distribution Unit	May 4-6
Printed Scoring Materials for Schools for the Grade 4 Mathematics Test	NYSED Test Distribution Unit	May 16-17
Printed Scoring Materials for Schools for the Grade 8 Mathematics Test	NYSED Test Distribution Unit	May 13-16
Grade 4 Mathematics Scorer Training Videotapes for BOCES, School District Offices & Nonpublic Schools	Measurement Inc.	May 16-17
Grade 8 Mathematics Scorer Training Videotapes for BOCES, School District Offices & Nonpublic Schools	Measurement Inc.	May 13-16

\*Teacher's Directions are available on the Department's web site at: <http://www.emsc.nysed.gov/osa/elintmath.html>.

## Test and Scoring Materials

All test materials sent to schools by the Department will be delivered by United Parcel Service. (UPS deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m.) Schools that do not receive their shipments of test materials by 12:00 p.m. on the last date indicated on page 3 should track the shipments of test materials on the Internet:

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click "Track by Reference Number."
3. In the Reference Number field, type the BEDS code of the school where you indicated you wanted your tests to be shipped.
4. If you are unable to track your shipment or notice some other irregularity, contact the Office of State Assessment via fax at 518-474-2021.

Public schools that do not receive the answer sheets by 12:00 p.m. on May 2, 2005 should contact, as appropriate, their Regional Information Center or Large-City School District Office. Nonpublic schools that do not receive the answer sheets by 12:00 p.m. on May 2, 2005 should contact the Office of Information and Reporting Services at 518-474-7965.

As soon as each shipment of test and scoring materials arrives at your school or other approved location, check it to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped secure test materials until the day that part of the test is scheduled to be administered.** You must store the test and scoring materials in a burglarproof safe or vault, except while they are being inventoried.

If your school determines that tests are missing from shipments from the Department, you may obtain copies of the regular editions of the test materials from the nearest regional center on the day of the test. Alternative language, braille, and large-type editions of these tests are **not** ordinarily available at most regional centers, nor are scoring materials. For additional supplies of these materials, contact the Office of State Assessment via fax at 518-474-2021. Schools that will be asking the regional center to supply 25 or more copies of any one test book must complete the Grade 4 or 8 Mathematics Test Materials Fax Form in Appendix M of the enclosed *School Administrator's Manual* and fax it to the Department at 518-474-2021. (This is to ensure that the regional centers will have adequate supplies to accommodate all schools.)

Appendix G of the *School Administrator's Manual* contains a list of the regional centers. You may pick up test materials from the regional centers **only** on the scheduled date for the administration of that part of the test. Contact the official in charge of the regional center before sending a representative to pick up test materials. Please give the regional center as much advance notice of your school's need as possible. The person sent to pick up an emergency supply of test materials from a regional center must present authorization written on school letterhead stationery and signed by the principal that lists the materials to be picked up and authorizes the person to pick up those materials. The person obtaining test materials must provide picture identification and must countersign the authorization letter and leave it with the official in charge of the regional center.

## Shipment of Scoring Videotapes

Measurement, Inc. will ship scoring videotapes by Federal Express for delivery between May 16-17 for Grade 4 and May 13-16 for Grade 8. Videotapes will be shipped only to public school district offices, BOCES, charter and nonpublic schools. Videotapes will **not** be available at any of the regional centers. Schools that have not received their videotapes by May 16 for Grade 8 and May 17 for Grade 4

should contact Roxanna Terz at Measurement Inc. by phone at 919-683-2413 (ext. 2205), by fax to 919-425-7733, or by e-mail at [rterz@measinc.com](mailto:rterz@measinc.com). Videotapes must be kept in a secure location until the makeup testing period is over.

## **SECURITY OF THE TESTS**

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test and scoring materials in a safe or vault as soon as they arrive at the storage location. Only the Teacher's Directions and manipulatives may be distributed to teachers as soon as the shipment arrives.
- See that no one opens the sealed packages of secure test materials prior to the day each part of the test is scheduled to be administered.
- Open the packages of test books just early enough to permit distribution of materials for each session.
- Check the safe or vault daily to ensure that the test and scoring materials stored there are secure and have not been tampered with.
- Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.
- Keep all scoring materials, including videotapes, in a secure location (except when being used for scoring) until May 27 (Grade 8) and June 2 (Grade 4), the dates by which students' answer sheets must be returned to the scanning centers.

## **REPORTING ADMINISTRATION AND SCORING IRREGULARITIES TO THE DEPARTMENT**

The building principal is responsible for all aspects of the school's administration of State examinations and must take appropriate measures both to prevent, as much as possible, and to investigate all irregularities associated with administration and scoring of these examinations. In addition, the principal must report the following events in writing to the Office of State Assessment:

- All confirmed cases of students having committed fraud on State examinations.
- All interruptions of testing sessions including those caused by power outages or fire alarms.
- All suspected or confirmed cases of teachers, administrators or paraprofessionals giving aid to students during a State examination or altering student responses on an examination paper.
- All instances in which scorers do not rate State examinations in accordance with the scoring materials provided by the Department.
- All cases in which a school official or staff member alters or otherwise misrepresents a student's earned examination score during scoring, recording, or reporting.
- All cases in which student answer papers are lost prior to either the scoring of the papers or recording of the scores in students' permanent records.

Principals must report all such events in writing by fax to 518-474-1989 or via e-mail to [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov).

Enclosure