



Bureau Chief
Office of State Assessment

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TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Barbara Wallis *Barbara M. Wallis*

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2016 Administration of the New York State English as a Second Language Achievement Test

This memorandum provides information concerning procedures for requesting, shipping, and storing materials for the New York State English as a Second Language Achievement Test (NYSESLAT), which is scheduled to be administered **April 12 through May 13, 2016**. NYSESLAT is designed to assess the English language proficiency of students who have been identified as English Language Learners. This memorandum and all information in subsequent e-mail communications pertaining to this test will be available on the New York State Education Department's (NYSED) web site at <http://www.p12.nysed.gov/assessment/nyseslat/>.

The Speaking component of the test will be administered April 12 through May 13, 2016. The Listening/ Reading/ Writing component will be administered May 2 through May 13, 2016. Test booklets, *Directions for Administration*, and the *School Administrator's Manual* are being prepared by MetriTech, Inc. under contract with NYSED.

REQUESTING INFORMATION—PLEASE NOTE:

Beginning in September 2015, all NYSESLAT test materials will be requested through the online ordering system of the NYSESLAT vendor, MetriTech, Inc. at NYSESLAT@metritech.com or 1-800-747-4868. Further information will be forthcoming from MetriTech, Inc. in the coming weeks.

GENERAL INFORMATION

All schools administering the NYSESLAT **must** contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. When ordering tests on the online examination request system, schools must identify the RIC or large-city scanning center with whom they have contracted. Schools will **not** be able to proceed with ordering State tests until this information has been entered. A complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

STUDENTS TO BE TESTED

- **English Language Learners.** The Elementary and Secondary Education Act (ESEA) requires that the English language proficiency of all English Language Learners (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually. All public and charter schools must administer the NYSESLAT to all English Language Learners in Grades K–12, regardless of physical location of the student, classification as a student with a disability, eligibility for the New

York State Alternate Assessment (NYSAA)¹, or number of years of service (including six or more years), until proficiency is attained as reflected in the criteria set forth in section 154-2.3(m) of the Regulations of the Commissioner of Education. Nonpublic schools are strongly encouraged to administer the test to their English Language Learners. If a nonpublic school receives Title III funds, it must administer the NYSESLAT or an equivalent test to its English Language Learners annually. High School Equivalency (HSE) programs preparing students for the Test Assessing Secondary Completion (TASC) are not required to administer the NYSESLAT to any of their students. Valid scores and score reports cannot be provided for students enrolled in HSE programs who take the NYSESLAT.

STORAGE OF TEST MATERIALS

The NYSESLAT must be stored in a secure location in the building where the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained.

If the building where the tests will be administered does not have a secure location large enough to store the NYSESLAT materials, arrangements must be made to store these at another school. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of each part of the test.

Tests and secure materials may not be removed from the secure storage location until the day scheduled for the administration of each part of the test, other than the scoring materials for the Speaking subtest. Teachers who have been given the scoring materials for the Speaking subtest must safeguard these materials and must not leave them unattended. The sealed packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the test administration date. All scoring key packages must remain sealed until the tests have been administered in the school.

Additional information about the NYSESLAT is available on the Department's web site at <http://www.p12.nysed.gov/assessment/nyseslat/>. If you have any questions about the NYSESLAT, please e-mail OSA at emscassessinfo@nysed.gov, or call 518-474-5902. If you need assistance with the identification of English Language Learners, please contact the Office of Bilingual Education and World Languages at 518-474-8775. If you have specific questions concerning any information in this memorandum, please call 518-474-8220.

As a reminder, the security of all tests is paramount. All secure materials distributed by MetriTech, Inc. for the Spring 2015 NYSESLAT were to be returned to MetriTech, Inc. immediately following testing. **If you have not already done so, please return all secure testing materials from Spring 2015 to MetriTech, Inc. immediately.** Please contact MetriTech Customer Support at NYSESLAT@metritech.com or 1-800-747-4868 for assistance and directions regarding the return of materials.

¹ Use the chart at <http://www.p12.nysed.gov/assessment/nyseslat/> to ascertain the appropriate NYSESLAT grade test to administer to those English Language Learners with disabilities or who are ungraded.