



Bureau Chief
Office of State Assessment

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TO: Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2020 Administration of the New York State English as a Second Language Achievement Test (NYSESLAT)

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 6 through May 15, 2020**. The NYSESLAT is designed to assess the English language proficiency of students who have been identified as English Language Learners/Multilingual Learners (ELLs/MLLs). 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) website.

The Speaking component of the test will be administered **April 6 through May 15, 2020**. The Listening/Reading/Writing component will be administered **May 4 through May 15, 2020**. Test booklets, *Directions for Administration*, scoring materials, and the *School Administrator's Manual* are being prepared by MetriTech, Inc., under contract with NYSED.

Please be advised that schools are required to provide a CD audio player for the administration of the Grades 3-12 Listening section.

REQUESTING INFORMATION

Please note: All NYSESLAT test materials will be requested through the online ordering system of the NYSESLAT contractor, MetriTech, Inc., at NYSESLAT@metritech.com or 1-800-747-4868. Further information will be forthcoming from MetriTech, Inc.

GENERAL INFORMATION

All schools administering the NYSESLAT **must** contract with a Regional Information Center (RIC) or large-city scanning center in order 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 which 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 website.

When determining which students will be participating in the NYSESLAT, be sure to consider also those students who attend programs outside of the school. BOCES and religious, independent, and charter schools within New York State providing special education programs for students placed there by public school districts should submit requests in order to cover the students enrolled in their programs. Public schools should **not** request test materials for students enrolled in such special education placements but must confer with the special education programs in order to ensure that students are tested and that they

will be requesting the tests that will be needed. Schools must submit examination requests **under their own BEDS code**. The requests for two or more schools in a district must **not** be combined into one request.

STUDENTS TO BE TESTED

- **English Language Learners/Multilingual Learners (ELLs/MLLs)**. Part 154 of the Regulations of the Commissioner of Education requires that all ELLs/MLLs be tested annually. All public (including charter) schools must administer the NYSESLAT to all ELLs/MLLs in Grades K–12, regardless of the physical location of the student, whether a student is identified as a student with a disability, or number of years of service (including six or more years), until proficiency is attained as reflected in the score achieved on the NYSESLAT (or by combination of scores achieved on the NYSESLAT and Grades 3-8 ELA or Regents Examination in English Language Arts). Religious and independent schools are strongly encouraged to administer the test to their ELLs/MLLs. If a religious or independent school receives Title III funds, it must administer the NYSESLAT or an equivalent test to its ELLs/MLLs annually. High School Equivalency (HSE) programs preparing students for the Test Assessing Secondary Completion (TASC) should not 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.
- **Students with Disabilities**. All ELLs/MLLs with disabilities, identified by the Committee on Special Education (CSE) or by a multidisciplinary team, including those participating in the New York State Alternate Assessment (NYSAA), must participate in the NYSESLAT. Use the [chart](#) on NYSED's website to ascertain the appropriate NYSESLAT grade test to administer to those ungraded ELLs/MLLs with disabilities.

STORAGE OF TEST MATERIALS

The NYSESLAT must be stored in a secure location in the building to which 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 in which 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 in which the tests will be administered until the day scheduled for the administration of each part of the test.

With the exception of the Speaking session materials, tests and other secure materials may not be removed from the secure storage location until the day scheduled for the administration of each part of the test. The packages containing the scoring materials for the Speaking session may be opened prior to the date of administration of this part of the test, so that teachers can familiarize themselves with procedures and rubrics for scoring. Teachers who have been given the scoring materials for the Speaking session must safeguard these materials and must not leave them unattended. The other sealed packages of secure test materials must not be opened during the inventory and must remain sealed until the test administration date.

Additional [information](#) about the NYSESLAT is available on the Department's website. If you have any questions about the NYSESLAT, please [e-mail](#) the Office of State Assessment (OSA), or call 518-474-5902. If you need assistance with the identification of ELLs/MLLs, 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 last year's Spring 2019 NYSESLAT were to have been returned to MetriTech, Inc. immediately

following testing. **If you have not already done so, please return all secure testing materials from Spring 2019 to MetriTech, Inc. immediately.** Please contact MetriTech Customer Service at NYSESLAT@metritech.com or 1-800-747-4868 for assistance and directions regarding the return of materials.