



BUREAU CHIEF
Office of State Assessment

March 2020

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Administration of the Spring 2020 New York State English as a Second Language Achievement Test (NYSESLAT)

This memorandum provides essential information about the administration of the Spring 2020 New York State English as a Second Language Achievement Test (NYSESLAT).

The Spring 2020 tests will be administered on Monday, April 6 through Friday, May 15 for Speaking, with make-ups given within the testing window; and on Monday, May 4 through Friday, May 15 for Listening, Reading, and Writing, with make-ups given within the testing window.

In addition, all persons coordinating the administration of the Spring 2020 tests should be familiar with the NYSESLAT [School Administrator's Manual](#), which is available on the Department's website. Important telephone numbers, fax numbers, and e-mail addresses for the Office of State Assessment (OSA) and MetriTech Customer Service are listed on the second page of this memorandum.

SHIPMENT OF TEST MATERIALS

The boxes containing the Spring 2020 NYSESLAT will be delivered to your school or storage location by United Parcel Service (UPS). Speaking session materials will be delivered between Monday, March 30 and Thursday, April 2. Listening/Reading/Writing session materials will be delivered between Monday, April 27 and Thursday, April 30. Writing scoring materials will be delivered between Tuesday, May 12 and Friday, May 15.

Boxes containing these materials will be delivered to schools or storage locations between 8:00 a.m. and 5:00 p.m. Please be sure that someone in your school or storage location is available to accept the shipments when deliveries are expected. Should any problems occur with the delivery of test materials, **call MetriTech Customer Service immediately.**

CHECKING THE TEST SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included. As soon as you receive the shipment, use the shipping notice and your confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.**

If your inventory shows that the shipment contains excess test materials or that it contains test materials that you did not request, please notify MetriTech immediately. It is the principal's responsibility to maintain these excess materials under the same security as the tests that your school will be administering, as outlined under "Safeguarding Examination Materials" in this memorandum. If you find that you need additional test materials, either due to a packing error or an unexpected increase in your school's need, notify MetriTech immediately.

School personnel are forbidden to make or authorize photocopies of secure State test booklets without the express written *prior* approval of the OSA. Such approval will be considered only when it is not feasible for the school to otherwise obtain the secure test materials.

SECURITY OF TEST MATERIALS

Department personnel will make visits to some schools after the test materials have been delivered in order to verify that they are being properly stored. If a storage violation is found, all test materials will immediately be removed from the school and transferred to a location designated by the Department. The school principal will have to arrange to pick up test materials from that location each morning during the testing period. The school will then be required to store all test materials at a location designated by the Department for a period of at least one year. In addition, the Department may rescind the school's authorization to administer examinations.

Proctors may not use cell phones or other electronic devices to duplicate test materials and should keep their own communications devices put away during testing, using them **only** in emergency situations. The sealed packages of secure test materials, except for the scoring materials for the Speaking session, may not be opened until the day(s) on which the test is administered.

USE OF COMMUNICATIONS DEVICES

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

TESTING ACCOMMODATIONS

Students with Disabilities

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State tests. The guidelines to be followed in such circumstances are provided in the Testing Accommodations section of the 2020 NYSESLAT [School Administrator's Manual](#).

HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS

When a student has completed a test session, the student's answer materials should be collected and confirmed, or "checked in," by a proctor.

CONTACT INFORMATION

OSA:

For questions regarding storing and administering of the Spring 2020 NYSESLAT, call the Operations Group at 518-474-8220.

For other questions regarding State assessments, call OSA's main number at 518-474-5900.

Faxes regarding test administration may be sent to 518-474-1989.

OSA can also be reached via e-mail at emscassessinfo@nysed.gov.

MetriTech Customer Service:

E-mail: nyseslat@metritech.com

Phone: 800-747-4868

Fax: 217-398-5798