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April 2004

TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Steven E. Katz *SEK*

SUBJECT: New York State English as a Second Language Achievement Test (NYSESLAT)

General Information

This memorandum provides information concerning the shipping, storing, administration, and return of test materials for the NYSESLAT. Each principal is being sent one copy of this memorandum and the *Manual for Administrator and Teachers*.

Test Materials

The NYSESLAT has five grade levels: K-1, 2-4, 5-6, 7-8, and 9-12. Each grade level has four sessions: Listening, Reading, Writing, and Speaking. The Department will provide test books and *Teacher's Guides* for each grade level and each session of the test as well as prerecorded audiocassette tapes for use in administering the Listening Session in grades 2 and above. The Department will also provide answer sheets for use by nonpublic schools. Public schools must obtain answer sheets from their regional information center or school district office, in the case of the large cities. The answer sheets will be used to record student responses for all questions in Session 1–Listening and Session 2–Reading. They also contain fields where raters will record student scores for Session 3–Writing and Session 4–Speaking as well as demographic information that must be reported for each student.

Administration Schedule

Schools must administer the Listening, Reading, and Writing Sessions of the NYSESLAT to their limited English proficient (LEP) students on days of the school's choosing between May 10, and May 21, 2004. Teachers must administer Session 1–Listening, Session 2–Reading, and Session 3–Writing to groups of students in separate sessions. For all grades, the Department suggests that schools administer Session 1–Listening, Session 2–Reading, and Session 3–Writing in that order. However, schools may administer these sessions in a different sequence for some or all students if doing so will facilitate the school's completion of this testing.

Teachers must administer Session 4–Speaking to students individually at a location separate from other students. Schools may administer Session 4–Speaking *only* between April 26 and May 21, 2004. All schools must complete the administration of all four sessions by May 21, 2004.

Administering the Listening, Reading, and Writing Sessions to students in grades 2 and above requires approximately one hour per session. Approximately 30 minutes per session is required to administer the Listening and Reading Sessions to students in Kindergarten and grade 1 and approximately 20 minutes is required to administer the Writing Session to students in these grades. Administering the Speaking Session requires about 15 minutes for each student in grades 2-12 and 10 minutes for each student in grades K-1.

The NYSESLAT is a timed test. The instructions concerning the time to be allotted to students for each part of the test are specified in the *Teacher's Guide for the Listening, Reading, Speaking, and Writing Sessions*. **The instructions in the *Teacher's Guides* must be followed.**

Shipment and Security of the Tests

Schools will receive the secure materials necessary to administer and score the NYSESLAT in either two or four shipments, depending upon the grade levels the school has requested. The contents and dates for these deliveries are indicated in the table below.

Grade and Type of Test Materials	Dates of Deliveries
Materials for Speaking Session Grades K–6	Wednesday, April 21–Thursday, April 22, 2004
Materials for Speaking Session Grades 7–12	Wednesday, April 21–Thursday, April 22, 2004
Materials for Listening, Reading, and Writing Sessions Grades K–6	Wednesday, May 5–Thursday, May 6, 2004
Materials for Listening, Reading, and Writing Sessions Grades 7–12	Wednesday, May 5–Thursday, May 6, 2004

Each shipment will include a shipping notice that itemizes all of the testing materials included in that delivery. All shipments of the NYSESLAT materials will be delivered by UPS to arrive at any time between the hours of 8:00 a.m. and 5:00 p.m.

Schools that do not receive their shipment(s) of secure test materials by the dates specified above should track their shipment of test materials on the Internet. Go to: <http://www.ups.com/tracking/tracking.html>. Click the “Reference Number” tab. In the Reference Number field, type the 12-digit BEDS code of the school where you indicated you wanted your tests to be shipped. If you are unable to track your shipment or if you notice some other irregularity, contact the Office of State Assessment via fax at 518-474-2021.

As soon as each shipment arrives at the school or other approved location, it should be checked to verify that all materials indicated on the shipping notice have been received. Secure test booklets and secure *Teacher's Guides* should be counted through the sealed packages without opening them; these must not be opened until the day(s) on which that session is to be administered in your school.

The Department will provide packages containing scoring materials for the Speaking and Writing Sessions. Students' responses to the questions in the Speaking Session are scored by teachers during its administration. 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 the procedures and rubrics for scoring. Student responses to the questions in the Writing Session are scored by teachers after its administration. The scoring materials for the Writing Session may *not* be opened until after the test has been administered in the school. (Scoring materials are not provided for the Listening and Reading Sessions as these will be scored by the large-city assessment office or regional information centers.)

The secure location where test materials are being stored should be checked daily to ensure that nothing has been tampered with and that the test materials remain secure. The combination or key to the storage location must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized persons. Please note that after the tests have been administered, all test materials except the *Manual for Administrators and Teachers* must be collected and securely stored until it is time to send answer sheets for scanning and secure test materials to the secure destruction site.

Sending Test Materials for Secure Destruction

The Department will provide prepaid UPS Authorized Return Service labels for the NYSESLAT test materials. After your school has administered all sessions of the NYSESLAT and **raters have recorded on the student answer sheets all the scores earned by students for Session 3–Writing and Session 4–Speaking**, account for all secure test materials as follows:

- used and unused test books, including large-type and braille editions
- *Teacher's Guides*
- prerecorded audiocassette(s) (grades 2 and above)
- printed scoring guides
- compact discs for scoring Session 4–Speaking

Pack these materials in the carton(s) in which they were shipped to the school, affix the label(s), and send them for secure destruction to:

Empire Recycling Corporation
64 North Genesee and Lee Street
Utica, NY 13503

Schools may retain copies of the *Manual for Administrators and Teachers* for future reference.

Do not send your students' answer sheets to Empire Recycling Corporation.

Be sure that the responses of your students in Grades K-2 to the questions in their Listening and Reading test books have been transcribed onto each student's machine-scorable answer sheet before sending any test books to the destruction site.