

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT**

Office of State Assessment
Albany, New York 12234

**INSTRUCTIONS FOR SUBMITTING
NEW YORK STATE IDENTIFICATION TEST FOR ENGLISH LANGUAGE LEARNERS (NYSITELL)
EXAMINATION REQUESTS ONLINE**

Once you have completed the *Worksheet for Developing Online Requests* (DET 1362), you are ready to submit your request via the online examination request system using the following directions.

IMPORTANT NOTES

- Be sure to use the “Next Page” and “Previous Page” buttons to move between screens within the online examination request system. If you use your browser’s forward and back buttons, the information just entered on the screen you are leaving will not be recorded in the Department’s database.
- Similarly, on the final page (“Review and Submit”), you must send the data you entered by using the “Submit Your Request” button at the bottom of that page. If you close the screen without submitting the entire request by use of that button, the Department will not receive your exam request.

1. Go to <http://portal.nysed.gov> and click the “Log On” button in the upper right corner of the screen. Enter the username and password (case-sensitive), and then click “ok.”

All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district and for nonpublic schools the SEDDAS Help Desk at seddas@nysed.gov.

2. You will then be taken back to the NYSED Business Application Portal web page. Under the heading “My Applications” toward the top of this page, click on “Examination Request System.”
3. A dialogue box displaying the “Request Agreement” appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure exam materials for the tests you have requested. Carefully read the agreement and click “Accept” to indicate your agreement.
4. Select the *2016-17 New York State Identification Test for English Language Learners Examination Period* from the drop-down menu and click “Go.” This will bring you to the “School Information” page.
5. Carefully review the “School Information” page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update as needed the phone and fax numbers for your school and the e-mail addresses for the principal and an alternative contact. **It is imperative that e-mail addresses are kept up to date as the Department sends important communications by e-mail, including passwords for scoring materials.**

The online examination request system has the capacity to receive and store two e-mail addresses for each school—the principal and an alternate contact. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting Information and Reporting Services at datasupport@nysed.gov. Schools must also fax such changes to the Department’s Office of State Assessment (OSA) Operations Group at 518-474-2021.

6. In the next section titled “Examination Storage Plan,” click the button that describes the location where your school’s exams are to be shipped and stored.
7. If you wish to have your exams shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the NYSITELL “*Examination Storage Plan*” (DET 1361) for the alternate location to OSA at 518-474-2021. (In order to complete the “Examination Storage Plan” for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: principal’s name, BEDS Code, school/building name, address, phone number, fax, and e-mail.)

Note: alternate storage location information faxed to the OSA Operations Group will not appear on the online examination request system until five business days from the date of receipt.

8. When you are finished reviewing and/or updating the information on the “School Information” page, click the “Save and Proceed to Request Examinations” button at the bottom of the page. The online examination request system will allow you to view only the types of New York State tests your school is eligible to request.
9. When the next page opens, you may enter the quantities needed for each regular and/or large-type edition, based on the number of students who you have estimated will be taking the exam. When you have finished entering all exam quantities needed for your school, use the “Next Page” button to navigate to the “Review and Submit Your Examination Request” page.
10. Carefully review your exam request. If you need to change your request, click the “Previous Page” button until you have reached the page on which you want to make changes. When all changes have been made, click the “Next Page” button until you are returned to the “Review and Submit” page.
11. When you have determined that all the information listed is correct, click the “SUBMIT AND CERTIFY YOUR REQUEST” button. **CAUTION: If you close the “Review and Submit” screen without submitting the entire request by use of that button, the Department will not receive your exam request.**
12. The next page will advise you that your exam request has been submitted to the Department’s database and you will receive a confirmation of your request via e-mail within three business days. All school information and exam quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the “SUBMIT AND CERTIFY YOUR REQUEST” button on the “Review and Submit” page.

To order tests for another Exam Cycle, use the drop-down menu on the left side of this page under “Jump To A Different Exam Cycle” to select the next group of tests to be ordered and repeat this process.

13. Once your exam requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Application Portal, click “Log Off” in the upper right corner of the Portal page.

Any questions about your school’s exam request may be directed to examrequest@nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@nysed.gov.