



ASSISTANT COMMISSIONER
OFFICE OF STATE ASSESSMENT

January 2018

TO: Principals of Elementary, Intermediate, and Secondary Schools
Leaders of Charter Schools

FROM: Steven E. Katz *Steven E Katz*

SUBJECT: 2018 Edition of the New York State Identification Test for English Language Learners (NYSITELL)

GENERAL INFORMATION

This memorandum provides essential information concerning the administration of the new edition of the New York State Identification Test for English Language Learners (NYSITELL), which will be administered by schools beginning February 1, 2018. The 2018 Edition of the NYSITELL replaces the 2014 Edition as the approved means of initially identifying English Language Learners/Multilingual Learners (ELLs/MLLs) in New York State. Additional [information](#) on these tests will be available on the New York State Education Department's (NYSED's) website. If you have any questions about the information in this memorandum, you may contact the Office of State Assessment (OSA). Important contact information for OSA is listed on the last page of this memorandum.

SHIPMENT OF TEST MATERIALS

The supply of test materials your school requested will be shipped on approximately January 24, 2018. Shipments will be delivered one to three school days later by United Parcel Service (UPS) and may arrive at any time between the hours of 8:00 a.m. and 5:00 p.m. Please be sure that someone is available in your school or approved storage location during those hours to accept the shipment. Should any problems occur in connection with the delivery of test materials, please call this office at 518-474-5900 immediately.

CHECKING THE TEST SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included in the shipment. As soon as the shipment arrives at the school or other approved location, it should be checked by the school administrator to verify that all test materials indicated on the shipping notice have been received. Materials in the shipment include:

- *Regular Test Booklets* sealed in shrink-wrapped bundles of 25
- *Large-Type* in the exact quantities requested
- *Directions for Administration* in quantities sufficient for the number of tests requested
- *Scoring Guides* (one for Levels II–V; one for Levels VI–VIII)
- *Speaking Exemplars CDs* (one for Levels II–V; one for Levels VI–VIII)

School officials who determine that some materials are missing from their shipment of NYSITELL test materials must contact OSA to obtain these materials. **Please note that Level I test materials, which will *not* be needed by schools until June 1, 2018, will be shipped in mid-to-late May.**

Answer Sheets: Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the 2018 Edition of the NYSITELL. The complete [list of RICs and large-city scanning centers](#) is available on the Department's website. New York City religious and independent schools must contract with a scanning center outside of the city. Questions about the requirement to scan answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or to the Office of Information and Reporting Services at 518-474-7965.

SECURITY OF TEST MATERIALS

Except for taking inventory of the test shipment, schools must keep all test materials in a secure location. The school administrator of each school requesting tests is responsible for making the necessary arrangements for safeguarding the materials received by the school. The combination or key to the secure location must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized persons.

With the exception of the materials for the Speaking subtest, the secure test materials for the NYSITELL may not be removed from the secure storage location until the day scheduled for the administration of the test. Since the teachers score the Speaking subtests as they are administering them individually to students, teachers must be given the opportunity to familiarize themselves with the materials for that part of the test prior to beginning administration. Principals must caution teachers to safeguard these materials whenever they are outside the secure storage location.

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. However, the school principal may authorize school personnel to make photocopies of secure NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for the NYSITELL remain secure after the test is administered and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year. NYSITELL test materials should not be returned to the Department. Any schools that believe they have reason to return NYSITELL test materials should contact OSA. After February 1, 2018, copies of the 2014 Edition of the NYSITELL should be destroyed so as not to become mixed with the new tests.

STUDENTS TO BE TESTED

The purpose of the NYSITELL is to assess the English language proficiency of new entrants whose home language is a language other than English, as indicated on their Home Language Questionnaire. It is used to determine whether the student is in need of bilingual and/or English as a New Language (ENL) services. Based on NYSITELL results, students will be categorized into one of five levels (Entering, Emerging, Transitioning, Expanding, and Commanding), which will determine the number of hours of services each student will receive. Students who score at the Commanding level on the NYSITELL should be placed in the general education program without a Bilingual Education or ENL program unless the parent/guardian requests that his or her child participate in a dual-language Bilingual Education program.

TESTING ACCOMMODATIONS

Students with Disabilities

Students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs or 504 Accommodation Plans when taking the NYSITELL. It is the school administrator's responsibility to ensure that this occurs and that all staff members who will be providing these testing accommodations are appropriately trained. Plan all necessary arrangements for implementing testing accommodations well in advance of the test date.

The Department's Office of Special Education provides more [information on test access and accommodations for students with disabilities](#) on its website. If you have questions on this topic for

which you are unable to find answers on the website, you may contact the Office of Special Education via [e-mail](#).

ADMINISTERING THE NYSITELL

Only qualified persons should administer the NYSITELL. Qualified persons include either an ENL or a bilingual education teacher, or a teacher trained in language development, the needs of English Language Learners/Multilingual Learners, and knowledge of diversity to address the needs of students. In public and charter schools, the persons administering the NYSITELL *should* be certified teachers; in religious and independent schools, it is *highly recommended* that the persons administering the NYSITELL be certified teachers. In addition, the persons responsible for administering the NYSITELL must have special training in administering the NYSITELL and/or NYSESLAT. An examiner who has administered NYSESLAT will be familiar with all question types on the NYSITELL. Additional [information](#) on the NYSITELL can be found on the Department's website.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of the NYSITELL, 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's [e-mail](#) address is emscassessinfo@nysed.gov.