



BUREAU CHIEF
Office of State Assessment

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Requesting, Shipping, and Storing the New York State Identification Test for English Language Learners (NYSITELL)

GENERAL INFORMATION ABOUT THE NYSITELL

As prescribed by Commissioner's Regulations (CR) Part 154.2.3, all public and charter schools must follow all steps in the initial and reentry process of English Language Learners/Multilingual Learners (ELLs/MLLs). This includes administering the Home Language Questionnaire (HLQ) and conducting an individual interview with students who have indicated on the HLQ that a language other than English is spoken at home. Further guidance regarding the identification of ELLs/MLLs can be found on the [ELL Identification & Placement/Home Language Questionnaire webpage](#). Religious and independent schools, though not required to do so, are encouraged to administer the New York State Identification Test for English Language Learners (NYSITELL) for identifying ELLs/MLLs.

The NYSITELL should be administered to eligible students within ten school days of their initial enrollment. Screening with the NYSITELL is not necessary if the student's ELL/MLL status is available from his or her previous school and is based on an appropriate standardized test, such as the NYSESLAT administered during a prior school year.

Schools that submit a request for NYSITELL by September 7, 2018 can expect to receive delivery of the materials within two weeks.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

Directions for using the Department's online examination request system are included in this memorandum and in the Instructions for Submitting New York State Identification Test for English Language Learners (NYSITELL) Examination Requests Online (DET 1363), accompanying this memorandum.

A username and password are required for access to the online examination request system available at <https://portal.nysed.gov/abp>. If you were the principal of the same school during the 2017–18 school year, the expectation is that you know your username and password.

If you were the principal of the same school during the 2017–18 school year, but you have forgotten or need to reset your password, use the "Reset Password" utility available at <https://portal.nysed.gov/abp>. More information on this utility may be obtained via e-mail from the Department's Delegated Account System (SEDDAS) [Help Desk](#).

If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of Public Schools or BOCES Programs Located Outside of New York City:** Contact your School Superintendent or Delegated Administrator to obtain your username and password.
- **Principals of New York City Public Schools:** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO), in order to obtain your username and password.

- **Principals of Religious and Independent or Charter Schools.** Contact the (SEDDAS) Help Desk at seddas@nysed.gov to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via e-mail to datasupport@nysed.gov that you are the new principal. This notice must be written on school letterhead and must include your school's BEDS Code, your full name, your e-mail address and phone number, the effective date of change, and the signature of the current superintendent or principal.

All questions regarding usernames and passwords *must* be directed as indicated above.

REQUESTING NYSITELL MATERIALS

All regular and large-type editions of the NYSITELL **must** be requested through the Department's online examination request system. Telephone requests will not be accepted. The Department will accept and enter online, on the school's behalf, *only* requests that are submitted by fax for the *braille edition* of the NYSITELL.

Initial online requests for the NYSITELL may be submitted as soon as you have received this memorandum. Request the quantity of tests that your school estimates that it will need to administer for the 2018-19 school year. It is very important that you carefully check the confirmation notice for accuracy, in order to ensure that the correct quantities of test materials will be shipped to your school. If a confirmation has not been received after three business days, please contact the Office of State Assessment's (OSA) Operations Group by fax to 518-474-2021.

Guidelines for requesting specific materials for the NYSITELL are provided below. A request must be submitted for each school building in which the tests will be administered.

- *Regular Test Booklets:* Indicate the number of test booklets that you will need for each grade. Your school will be sent the number of test booklets requested, rounded up to the next multiple of 25, except Level I which is rounded up to next multiple of 20.
- *Large-Type Test Materials:* Indicate the **expected number** of students who will need large-type test materials at each grade for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require this accommodation. Schools may not submit requests for these special editions of the NYSITELL unless they will be needed for actual administrations. Schools may request these special editions of the NYSITELL at any time in the future, should the need arise.
- *Braille:* The braille edition of the NYSITELL cannot be requested via the online examination request system. Braille editions must be requested in a separate letter, written on school letterhead, signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the **exact quantity** needed for students whose IEPs and 504 Plans specifically require this accommodation. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.
- *Directions for Administration:* The Department will send schools sufficient quantities of the *Directions for Administration*, based on the number of tests requested.

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 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.

SHIPPING NYSITELL TEST MATERIALS

Materials for the NYSITELL requested by September 7, 2018 will be delivered within two weeks of that date. All test shipments will be delivered by UPS between the hours of 8:00 a.m. and 5:00 p.m.

OBTAINING ADDITIONAL NYSITELL MATERIALS

Principals who find that they need additional NYSITELL materials may return to the online examination request system throughout the school year to revise or add any supplemental quantities needed. To place your request, go to the *most recent* Session. Any supplemental materials requested throughout the school year should arrive at the school 30-60 days after the request has been made.

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State tests must provide any information or affirmations required by the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to store all of the NYSITELL materials in a secure storage location as soon as they are received. Access to the test materials must be restricted, in order to ensure that test security is maintained.

The principal of each school requesting the NYSITELL materials is responsible for making the necessary arrangements to safeguard the test materials delivered to the school. If the building where the tests will be administered does not have a secure location large enough to hold the test materials, arrangements must be made to store the test materials at an alternate location. Enclosed in each delivery is a shipping notice listing the materials included. Use the shipping notice and your school's confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure test materials be opened during this inventory.**

When requesting your tests on the online examination request system, **if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information, you are required to complete the *Examination Storage Plan* form (DET 1361), available on the online examination request system, and fax it to OSA at 518-474-2021.**

Except for the purpose of taking inventory of the test materials when they are received, secure test materials for the Listening, Reading, and Writing sections of the NYSITELL may not be removed from the secure storage location until the day scheduled for the administration of that section of the test. The sealed packages of secure test materials must not be opened during the inventory.

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 of the secure storage location.

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. 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 test administration 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. The NYSITELL test materials should not be returned to the Department unless the school expects to have no further use for them.

If you have questions concerning the requesting of test materials, or about any of the other information in this memorandum, please call 518-474-8220, or e-mail [OSA](#) for assistance.