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**New York State Testing Program**

**Grades 3–8 Mathematics Tests**

**School  
Administrator's  
Manual**

*for  
Nonpublic Schools*

**2007 Edition**

# THE UNIVERSITY OF THE STATE OF NEW YORK

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# **Preparing for and Administering the Tests**



## General Features of the Grades 3–8 Mathematics Tests

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The Department has a partnership with CTB/McGraw-Hill for the development of the Grades 3–8 Mathematics Tests. Teachers from across the State work with us in a variety of activities to ensure that the tests are appropriate measures of student achievement of the New York State Learning Standards.

The Mathematics Tests are administered in two or three sessions on two or three consecutive school days, depending on the grade level.

The Grades 3, 5, 6, and 7 Mathematics Tests consist of one section containing multiple-choice questions and one section containing short- and extended-response questions. The Grades 4 and 8 Mathematics Tests consist of one section containing multiple-choice questions and two sections containing short- and extended-response questions.

The Department has established four State-designated levels of performance. All students who score below the State-designated performance level 3 must be provided academic intervention services, which must commence in the semester immediately following the administration of the test.

By following the guidelines in this manual, you help ensure that the tests are valid and equitable for all students. A series of instructions helps you organize the materials, the testing schedule, and the scoring process.

All persons in charge of the administration of the Grades 3–8 Mathematics Tests should be familiar with the information in this manual. Questions concerning the administration of these tests should be directed to the Office of State Assessment at 518-474-8220 or 518-474-5902.

## Students to Be Tested

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Except as noted below, all nonpublic school students in Grades 3 through 8 may take all State assessments administered for their grade level. This includes students who have been retained in these grades. The birth dates of ungraded students with disabilities should be used to determine who must be tested and which grade-level test they will take (see Appendix M). Nonpublic schools are to follow the same guidelines for each grade-level test they are administering.

- *Limited-English-Proficient (LEP) Students.* The provisions of the No Child Left Behind Act (NCLB) do not permit any exemption of LEP students from the Grades 3–8 Mathematics Tests. All LEP students in these grades must take the Grades 3–8 Mathematics Test. These tests are available in Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. They can be translated orally into other languages for those LEP students whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer LEP students specific testing accommodations when taking State examinations to ensure valid and reliable test results. (See the “LEP Students” section on Page 5.)
- *Students with Disabilities.* The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State assessment or in the New York State Alternate Assessment (NYSAA) for students with severe disabilities. The CSE’s decision must be documented on the student’s Individualized Education Program (IEP). The criteria that the CSE must use to determine eligibility for the NYSAA is available at the web site: <http://www.vesid.nysed.gov/specialed/alterassessment/home.html>.

# Testing Accommodations

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## Students Who Incur Disabilities Shortly Before Test Administration

Principals may provide accommodations when testing general education students who incur an injury (e.g., a broken arm) or experience the onset of a short- or long-term disability (e.g., epilepsy) acquired or diagnosed within 30 days prior to the administration of State assessments. In such cases, when sufficient time is not available for the development of an IEP or a Section 504 Accommodation Plan (504 Plan), principals may authorize certain accommodations that will not significantly change the skills being tested. These accommodations are limited to:

- extending the time limit for a test,
- administering the test in a special location, and
- recording the student's answers in any manner.

Eligibility for such accommodations is based on the principal's professional discretion, but the principal may confer with members of the CSE or with other school personnel in making such a determination. Prior permission need not be obtained from the Department to authorize testing accommodations for general education students. However, a full written report concerning each authorization must be sent to the Office of State Assessment via fax at 518-402-5596. The report must be on school letterhead, must be signed by the principal, and must include the following information:

- the name of the student,
- the title of the test,
- a brief description of the student's injury or disability, and
- a listing of the accommodations that were authorized by the principal.

If the student is expected to continue to need testing accommodations, the principal must immediately make the appropriate referral for the consideration of an IEP or a 504 Plan.

## Students with Disabilities

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these tests. It is the principal's responsibility to ensure that this occurs and that those staff who will be providing these testing accommodations are appropriately trained. However, testing accommodations that alter the measurement of a construct being tested are not permitted on elementary- and intermediate-level State assessments. Only those testing accommodations that do not alter the constructs measured by the tests are permitted.

## Large-Type or Braille Editions

For large-type or braille editions of the tests, teachers must transcribe the students' responses onto regular test answer sheets and into test books exactly as dictated or recorded.

## Format Changes

Any format changes to the text, such as the re-spacing of questions, enlargement beyond the large-type edition provided, colorization, etc., must receive prior approval from the Department. Note that the reformatting of State assessments may never change the wording of questions, nor may additional examples be included.

In order for the Department to process requests for reformatting, requests should be submitted to the office at least one week before the scheduled date of the test. Requests should have a cover letter from the school signed by the school principal. Each request must include the portion of the student's IEP in which the type of reformatting is listed or defined. Requests may be faxed to 518-474-1989. Department approvals will be made by fax. However, regardless of approval, under no circumstances may the shrink-wrapped test packages of State assessments be opened prior to the morning of the day that the test is to be administered in the school.

## Accommodations Specific to the Mathematics Tests

### Teacher Reading to Student (All Grades)

Testing accommodations in students' IEPs or 504 Plans that are reading-related—for example, reading the test to the student—are permitted for these Mathematics Tests. However, test questions may never be modified or simplified nor may proctors provide additional examples.

## Use of Calculators

### Grades 3–6

Because these tests measure students' proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed. Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus will be permitted to use such devices with these tests.

### Grades 7 and 8

- **Book 1:** Because Book 1 assesses proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed. Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with all test books associated with these tests.
- **Book 2 (and Book 3 for Grade 8):** The use of calculators is standard for all students. Scientific calculators must be used. Graphing calculators are **not** permitted. When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may **not** use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the examinations.

## LEP Students

For LEP students, schools may provide the following testing accommodations:

- *Time Extension:* Schools may extend the test time for LEP students. Principals may use any reasonable extensions, such as “time-and-a-half” (the required testing time plus one-half of that amount of time), in accordance with their best judgment about the needs of the LEP students. Principals should consult with each student’s classroom teacher when making these determinations.
- *Separate Location:* Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer the tests to LEP students individually or in small groups in a separate location.
- *Translated Editions:* LEP students may be provided with a translated edition of the Grades 3–8 Mathematics Tests. These tests are available in Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. In addition, LEP students may use an English and alternative language edition of the Grades 3–8 Mathematics Tests simultaneously. However, they should be instructed to record all of their responses in only one of the two editions. The alternative language edition used by the student should be indicated on the student’s answer sheet.
- *Bilingual Dictionaries and Glossaries:* LEP students may use bilingual dictionaries and glossaries when taking the Grades 3–8 Mathematics Tests. The bilingual dictionaries and glossaries may provide **only** direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations are **not** permitted.
- *Oral Translation for Lower-Incidence Languages:* Schools may provide LEP students with oral translation of the Grades 3–8 Mathematics Tests when there is no translated edition provided by the Department. All translations of the Grades 3–8 Mathematics Tests must be oral, direct translations of the English editions. Written translations are not allowed. No clarifications or explanations can be provided. Translators should receive copies of the English edition of the tests one hour prior to administration. The Department’s Office of Bilingual Education and the Bilingual/ESL Technical Assistance Centers (BETACs) can assist schools in locating suitable translators.
- *Responses Written in Native Language:* LEP students making use of alternative language editions or of oral translations of the Grades 3–8 Mathematics Tests may write their responses to the open-ended questions in their native language. Scoring the responses to open-ended questions on the Mathematics Tests written in the student’s native language is the responsibility of the school. However, the Department’s Office of Bilingual Education and Foreign Language Studies and the BETACs can assist schools in locating persons who can translate the students’ responses into English to facilitate scoring of the tests.

# Safeguarding Test Materials

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Secure test materials will arrive the week before testing at the secure facility designated by the principal on the order form. Prior to these delivery dates, the principal should make arrangements to:

- be notified when the test materials arrive,
- have the materials inventoried upon delivery by checking the contents of each box against the shipping notice and the school’s copy of the order form (but leave the shrink-wrapped packaging intact until the day of test administration), and
- store the test materials immediately in the safe or vault.

All secure test materials must be stored in a safe or vault, as designated in the Examination Storage Plan for your school. Test materials must be placed in the safe or vault as soon as they are received, and access to the test materials must be restricted to ensure that test security is maintained.

If the building where these tests will be administered does not have a safe or vault large enough to hold the examinations, arrangements must be made to store the test materials at a location with an appropriate safe or vault. Test materials stored at such a location must not be removed from the safe or vault and transferred to the school where the tests will be administered until the day scheduled for the administration of each part of the test. The sealed packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the dates on which they will be administered.

The safe or vault where test materials are being stored should be checked daily to ensure that the test materials have not been tampered with and that they remain secure. The combination or key to the safe or vault must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized people. After the tests have been administered, all test books must be collected and stored securely.

## Security Guidelines

### Test Books

When testing is completed, the principal must arrange for the collection and secure storage of **all** used and unused test books (regular, large-type, and braille) and used answer sheets. These must be kept secure until the deadline for submitting the answer sheets to the scanning centers has passed (see Appendix C). After this deadline, all **unused test books** (Book 1s, Book 2s, and Book 3s) can be used for instructional or staff development purposes. For information on processing test books containing constructed-response questions (Book 2s for all grades; and also Book 3s for Grades 4 and 8) after testing, see the instructions in the section titled “Planning the Scoring Operations—Scoring Open-Ended Questions,” beginning on Page 22 of this manual.

## **Security Breaches**

If a security breach occurs prior to, during, or after testing, notify the principal immediately. The principal must report the security breach to the Office of State Assessment within 24 hours by faxing a description of the incident to 518-474-1989. If it is determined that students have had access to the contents of a test prior to the actual administration of the test, the test results for those students must be nullified. Faculty and/or staff involvement in a security breach must be investigated to determine if disciplinary action is warranted. When reporting Grades 4, 6, and 8 student assessment data to the Department under such circumstances, the answer documents must be identified as administrative errors. Please put a note on the administrative error answer documents identifying them as such. If the school is participating in the Student Information Repository System, the principal must report the students' scores as an "administrative error using the Standard Assessment Met code of "97."

# Test Preparation and Other Guidelines

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## Preparation of Students for Testing

If these tests are to provide an accurate measure of each student's achievement of the Learning Standards, all students should be properly prepared for taking the test. The administration of the test should be announced to students before the date that the test is scheduled to be administered. All announcements should be made in such a way as to increase the students' interest in the test without causing them to become overly anxious. In addition, parents should be informed of the dates of testing and the purpose of the tests. Parents should be requested to encourage students to do their best on the test and to ensure that students are well rested on the days of testing. Each student should be familiar with the general types of questions on the test and the procedures that they should follow when recording the answers to the test questions. For additional instructions, refer to the *Teacher's Directions*, which are shipped to schools with the tests and may also be accessed on the Department's web site at <http://www.emsc.nysed.gov/osa>. Sample Tests for each grade level that feature questions similar to those on the operational tests may also be accessed at the same web site.

## Preparation of the Testing Room(s)

The room(s) in which the tests are administered should be well lighted, well ventilated, and quiet. Make preparations before the testing period to keep noise and other distractions to a minimum. Place a "Do Not Disturb" sign on the door to prevent interruptions. If tests are to be administered in a classroom, clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove from the walls all charts, number lines, mathematics tables, and blank or completed graphic organizers pertinent to mathematics and all board work. Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and so that there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended.

## Supervision of Students

### Unauthorized Materials

Students should be under close supervision at all times during the administration of the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized notes, printed material, scrap paper, Post-it® notes, or tools that might give them an unfair advantage on the test.

### Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment on the answer sheet of a student while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment. Teachers may give students assistance only in the mechanics of taking the tests such as understanding where to record their responses.

### **Temporary Absence from Testing Room**

No student may be permitted to leave and then return to the testing room during any part of the test unless the student is accompanied by a proctor for the duration of his or her absence from the testing room.

### **Emergency Evacuation of a School Building**

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, if work can be resumed, the time for the test should be extended so that the students will have the allotted time for the test. Following the test, a written report of the circumstances should be sent by mail or fax to the Office of State Assessment.

### **Student Cheating**

Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test, all suspected cheating must be reported to the principal.

If, in the judgment of the principal, a student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's test. Invalidated tests may not be submitted for scoring. When reporting Grades 4, 6, and 8 student assessment data to the Department under such circumstances, the answer documents must be identified as administrative errors. Please put a note on the administrative error answer documents identifying them as such. If the school is participating in the Student Information Repository System, the principal must report the students' scores as an "administrative error using the Standard Assessment Met code of "97."

### **Illness**

If a student becomes ill during a part of the test, the student should be excused until he or she is well enough to continue. The principal should estimate the time that the student had remaining to complete that part of the test. When the student is well enough to complete the test (and as long as the testing or makeup period has not ended), the student may be given the remaining time for that part. Other unadministered parts should be administered according to the *Teacher's Directions* as long as the testing or makeup period has not ended. When the student is taking a partially completed part of the test, the student must be closely supervised so that he or she does not go back to previously finished questions on the test.

## Misadministrations/Administrative Errors

Misadministration errors must be noted on the students' answer sheets if one or more parts of the test were misadministered. These students will **not** receive score reports. In addition, the principal must report the incident to the Department by fax to 518-402-5596.

Examples of misadministration include, but are not limited to:

- providing students with unauthorized/inappropriate testing accommodations or tools (such as use of a calculator for Grades 3–6 Tests), and
- providing students with other nonstandard test administrations unrelated to cheating.
- When reporting Grades 4, 6, and 8 student assessment data to the Department under such circumstances, the answer documents must be identified as administrative errors. Please put a note on the administrative error answer documents identifying them as such. If the school is participating in the Student Information Repository System, the principal must report the students' scores as an "administrative error using the Standard Assessment Met code of "97."

It is the responsibility of those individuals proctoring the test to ensure that students are monitored closely, that they are not provided unauthorized testing accommodations or tools, and that they do not start the test before being instructed to do so. Nevertheless, students sometimes do not follow instructions. If a student starts a section of the test before being told to do so, the student should be stopped. When the next section of the test begins, the student should be given the same amount of time as other students to complete this part of the test.

**Note: No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in his or her test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.**

## Determining the Need for Academic Intervention Services

Section 100.2(ee) of the Regulations of the Commissioner of Education requires schools to provide academic intervention services to students who score below the State-designated performance level 3 on the Mathematics Tests. All students who achieve a final score of performance level 1 or 2 must receive academic intervention services. These services must commence no later than the start of the semester immediately following the administration and scoring of the test.

## **Recording and Maintaining Test Scores and Test Books, and Storing Answer Sheets**

The Department does not keep any records of individual student scores for the Grades 3–8 Mathematics Tests. Therefore, it is important that the permanent records maintained by the school be complete and accurate. Each time a student takes these tests at the scheduled time, the date of administration and the score must be entered on the student’s permanent record. In cases in which schools have sent answer sheets for scanning and/or test books for regional or centralized scoring, the books will be returned to the schools for safekeeping after the scanning/scoring has been completed. These materials must be kept on file in the school for at least one year from the date of administration.

## **Review by Students and Parents of Test Books and Answer Sheets**

After all Mathematics Tests have been scored and all scores have been recorded on students’ permanent records, a student and his or her parents/guardians have the right to review the student’s own test books and answer sheets. Test books and answer sheets should be reviewed in the presence of the principal or the principal’s designee to ensure that no changes are made as they are being reviewed. Copies of test books and answer sheets may be provided to students and their parents upon request after the scanning centers have returned the answer sheets to the school.

# Before Testing

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## Receiving and Inventorying Test Materials

Test materials will arrive in more than one shipment. Answer sheets and student identification labels will be shipped separately from the secure test materials and *Teacher's Directions*.

### Step 1. Inventory the materials received from the Department (Grades 4, 6, and 8) and from your local scanning center (Grades 3, 5, and 7):

- **Answer sheets (for use by students with Book 1s for Grades 4, 6, and 8):** Nonpublic schools that ordered Grades 4, 6, and/or 8 test books will receive the appropriate machine-scorable sheets for these tests from the Department. Directions for completing and processing the answer sheets will be included in the shipment. If the answer sheets are not received, or if additional answer sheets are required, contact the Department's Office of Information, Reporting, and Technology Services at 518-474-7965. School staff must prepare an answer sheet for each Grade 4, 6, or 8 student, including each student with disabilities who is not the responsibility of a public school district CSE and each LEP student. Complete items 1 through 10 on Page 1 of the answer sheet, as directed. **Record the student's name on the label with the matching identification number.**

In order to administer the Grades 3, 5, and/or 7 Mathematics Tests, the nonpublic school had to make arrangements with a BOCES/Regional Information Center (RIC) to receive answer sheets and student identification labels for each of the school's students in these grades. One answer sheet is needed for each student, to be used by the student exclusively with Book 1. If the school is administering tests in Grades 3, 5, and 7, and these answer sheets are not received, the school must contact the RIC.

- **Precoded student identification labels:** *You should have **one** precoded student identification label for each student participating in the Grades 3, 5, 6, and 7 test administration, and **two** precoded labels for students participating in the Grades 4 and 8 test administration.* For Grades 3, 5, 6, and 7, the label will be affixed to the back cover of Book 2. For Grades 4 and 8, the labels will be affixed to the back covers of Book 2 and Book 3. The affixing of the labels to the books may occur no earlier than the day each book will be administered.
  - The answer sheets are machine-readable forms with a serial identification number at the bottom. For Grades 3, 5, 6, and 7, **one set of labels** with identification numbers that match the answer sheets is enclosed for use on Book 2s. For Grades 4 and 8, **two sets of labels** with matching identification numbers are enclosed for use on Book 2s and Book 3s. **You must make sure that the identification number found on the bottom of the student's answer sheet used for Book 1 (multiple-choice) matches the identification number on the label placed on the student's Book 2 and Book 3. Failure to match the identification numbers will result in the student receiving the wrong scores. [Both labels are identical; please ignore the book number. Schools simply need to place one label on the back of the student's Book 2 and one label on the back of the student's Book 3.]** The labels are used to link the student's multiple-choice responses to the open-ended responses.

- Prior to test administration, school staff should complete the student biographical information on Page 1 of the answer sheet. Students will use the left side of Page 2 of the answer sheet to record responses to the questions in Book 1. The multiple-choice sessions are labeled **Book 1**. The right side of Page 2 of the answer sheet, labeled **Book 2** and **Book 3**, will be used at the scoring site to record scores of student responses to the open-ended questions.
- If you do not have a sufficient number of answer sheets for all Grade 4, 6, and 8 students, contact Information and Reporting Services at 518-474-7965 to obtain additional materials. If you do not have a sufficient number of tests, contact your regional center. (Contact information for each regional center is available on the Department’s web site at <http://www.emsc.nysed.gov/osa>.)
- At the time Book 2s are distributed to students, place the label with the student’s name and identification number on the back of his or her test book. **Each student must receive the Book 2 with the same identification number as appears on his or her answer sheet. Failure to match the identification numbers will result in the student receiving the wrong scores.**
- At the time the Book 3s are distributed to students, place the label with the student’s name and identification number on the back of his or her test book. **Each student must receive the Book 3 with the same identification number as appears on his or her answer sheet and Book 2. Failure to match the identification numbers will result in the student receiving the wrong scores.**
- Preprinted classroom rosters:** You should prepare one classroom roster for every class participating in testing, using the format provided in the answer sheet package. If necessary, classroom rosters may be photocopied.

**Step 2. Inventory the secure test materials and *Teacher’s Directions* received in your shipment from the Department:**

- Shipping notice:** Use the shipping notice in Box 1 of your shipment and your school’s photocopy of the order form that it submitted to the Department to verify the contents of your shipment.
- Teacher’s Directions:*** You will receive two *Teacher’s Directions* for every 25 test books ordered. Teachers will use the *Teacher’s Directions* as a step-by-step administration guide. *Teacher’s Directions* should be distributed to and reviewed by teachers prior to testing. If additional copies are needed, the *Teacher’s Directions* may be photocopied.
- Book 1s, 2s, and 3s:** The regular edition and Spanish edition of the test books will arrive shrink-wrapped in packages of 25. The braille, large-type, and alternative language (other than Spanish) editions of test books will arrive shrink-wrapped in the exact quantity requested by the school. **You must leave the shrink-wrapped packages intact until the day of test administration when class packets are assembled.**
- Box labels:** Use the green box label to record the number of Book 2s for Grades 3, 5, 6, and 7 and the number of Book 2s and Book 3s for Grades 4 and 8. Check the box next to the grade of the test being sent for scoring. Also, fill in the lines at the bottom of the labels indicating the total number of boxes and the number of sets in each box.

- ❑ **Mathematics tools:** Each student in Grades 3 and 4 must have a ruler for his or her exclusive use during the test. For Grades 5 through 8, each student must have a ruler and protractor for his or her exclusive use during the test. Make sure that these tools do not have pertinent information, such as mathematics formulas, written on them.

**Note:** Boxes from the Department used for delivering materials for your school should be kept for storing and sending completed test books and answer sheets to scoring sites.

## Emergency Supply of Test Materials

If, in taking inventory, you determine that your school will need an emergency supply of secure test materials, please do the following:

- ❑ Fill out the appropriate Test Materials Fax Form, found in Appendix I of this manual, and fax it to the Office of State Assessment at 518-474-2021.
- ❑ Contact the official in charge of your regional center before sending an official school representative to pick up the emergency supply of materials on the day of testing. Information on Regional Centers is located on the Department’s web site at <http://www.emsc.nysed.gov/osa>.
- ❑ When picking up the emergency supply of materials, the official school representative must present an authorization letter listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be written on school stationery and must be signed by the principal. (**Note:** Secure materials can be obtained from the regional center only on the day that they will be administered.)
- ❑ The school representative designated to pick up the emergency supply of test materials must present photo identification to the official in charge of the regional center.
- ❑ The school representative must countersign the authorization letter and leave it with the regional center official before the emergency supply of materials can be released.

## Preparing Test Materials

In order to prepare the test materials, you must take the following steps:

- ❑ Verify that for each student being tested you have the following:
  - Answer sheet for use with Book 1s
  - Preprinted student identification labels for Book 2s for Grades 3, 5, 6, and 7
  - Preprinted student identification labels for Book 2s and Book 3s for Grades 4 and 8
- ❑ Definitions of the categories of testing accommodations for students with disabilities and for LEP students to be recorded on the answer sheets can be found in Appendix K of this manual.

- ❑ A student identification label must be affixed to the back of each student's Book 2 for all grades, and also to the back of each student's Book 3 for Grades 4 and 8. Labels can be affixed either on the days of the tests or after the administration of tests. If you choose to affix the student label(s) prior to administration on the days of the the tests, be sure that each student receives his or her own test books. **Under no circumstances may a school open the shrink-wrapped packages and affix the student identification labels to test books prior to the day that the test book will be administered.** (See Pages 12 and 13 for additional information.)

### **Assembling and Distributing Test Materials**

As soon as practical after delivery of the tests to the school or to its designated storage location, the *Teacher's Directions* (which are not secure) should be removed from the cartons of test materials. A copy of the *Teacher's Directions* should be distributed to each teacher who will be administering the test. This will enable the teachers to familiarize themselves with the instructions for administering the tests. *School Administrator's Manuals* should also be made available to those staff who may be interested in the information contained therein. These were shipped via separate cover.

The chart on the next two pages lists the materials needed in each classroom at each grade level for each day of testing. **The shrink-wrapped packages must not be opened until the day of test administration.** All test materials must be kept secure throughout the test administration.

## Test Materials

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
<b>Grade 3</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Ruler</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Ruler</li> </ul>	
<b>Grade 4</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Ruler</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Ruler</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 3s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Ruler</li> </ul>
<b>Grade 5</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
<b>Grade 6</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	
<b>Grade 7</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> <li>• Scientific calculator*</li> </ul>	
<b>Grade 8</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li><b>For Book 1:</b></li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Answer sheets (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> <li><b>For Book 2:</b></li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i></li> <li>• Classroom roster</li> <li>• Book 3s (one for each student and one for the teacher)</li> <li>• Student identification labels (one for each student)</li> <li>• Mathematics tools (ruler and protractor)</li> <li>• Scientific calculator*</li> </ul>	

\* The use of scientific calculators is standard for Book 2 of the Grade 7 Test and for Books 2 and 3 of the Grade 8 Test. Students are **not** permitted to use calculators with Book 1. Graphing calculators are **not** permitted for any part of the test.

# Makeup Testing

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Appendix C shows the makeup testing dates for students who did not take part or all of a test during the regularly scheduled test administration. It is the principal's responsibility to facilitate testing during the makeup period for those students who did not complete the tests on the regularly scheduled testing dates. Students must be given every opportunity to make up any missed test section. Unless the student sits for all parts of the test, the student will not receive a performance level score and will not be counted as participating in the assessment. Rules that will determine whether or not the student receives a valid score are found in Appendix L of this manual.

Apply the following guidelines for makeup testing for all books:

- ❑ Students who are absent during part of the regularly scheduled test administration should take the part(s) of the test scheduled for the day they return. Administer the missed sessions to them during the makeup testing period.
- ❑ Students who are absent throughout the regularly scheduled test administration should complete all parts of the test during makeup testing. Administer these parts in the same order as indicated in the *Teacher's Directions* and below for regularly scheduled testing:

Grade 3: Book 1, Book 2

Grade 4: Book 1, Book 2, Book 3

Grade 5: Book 1, Book 2

Grade 6: Book 1, Book 2

Grade 7: Book 1, Book 2

Grade 8: Book 1, Book 2, Book 3

***For students who are absent for any part of the test and do not take a makeup for that part of the test, check their answer sheets to verify that the absences have been recorded. Instructions for recording information about absences on the answer sheets are provided in Appendix E of this manual.***

# Preparing Test Materials for Scoring

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## Instructions for Organizing Materials for Return to the School Administrator

This manual provides instructions for teachers on organizing materials for return to the school administrator. See your school principal for specific directions. The principal or the principal's designee will collect the materials after each day of testing.

## Administrator's Instructions for Collecting, Storing, and Organizing Test Materials

Before repacking test materials, please read the following instructions:

- At the conclusion of testing each day, collect all test materials, except for the *Teacher's Directions*, including used and unused test books, answer sheets, completed biographical data, and student identification labels and place them in a secure location.
- Teacher's Directions* should be left in the classrooms with the teachers so that they may review the instructions for the remaining testing day(s).
- Request that each teacher provide an updated classroom roster. This roster should include all students currently in each teacher's class.
- At the conclusion of testing for Grades 3, 5, 6, and 7, separate used Book 1s from used Book 2s. Book 2s need to be sent to the scoring site if not scored locally. After the scoring of the open-ended questions, the answer sheets must be sent to the local RIC from which your school obtained them, **not** to the Department. Data must be included in the Student Information Repository System.
- At the conclusion of testing for Grades 4 and 8, separate used Book 1s from used Book 2s and Book 3s. Book 2s and Book 3s need to be sent to the scoring site if not scored locally. (See Page 26 for instructions.) After the scoring of the open-ended questions, the answer sheets for Grades 4 and 8 should be sent to the Department for scanning.
- Securely store all unused test books for all grades and all used Book 1s until the deadline for submitting the answer sheets to the scanning centers has passed.
- Use the box(es) in which test materials arrived for storing the test materials and for sending them to the scoring site. Remove any previous markings and labels from the box(es). If original boxes are not available, use substitutes, provided they are marked correctly.
- All unused test books may be used for instructional or staff development purposes only after the deadline for submitting answer sheets to the scanning centers has passed and these materials are no longer considered secure.
- If you are sending materials to another site for scoring, make sure that all student information is properly recorded before the materials are sent. Be sure to complete the classroom roster indicating whether each student was tested, absent, or due to participate in NYSAA. Make sure that all information on the classroom roster agrees with that on the student answer sheets. Make a copy of the roster for your school files.

- ❑ For Grades 3, 5, and 7, answer sheets must be scanned by the local RIC to have data for those grades included in the Student Information Repository System. For Grades 4, 6, and 8, answer sheets may be returned to the Department for scanning. For Grades 3, 5, 6, and 7, insert each student's answer sheets inside the front cover of the student's Book 2, making sure that the identification numbers match. For Grades 4 and 8, insert each student's answer sheet inside the front cover of Book 3 and insert the student's Book 2 inside Book 3. Make sure all identification numbers match. If you are participating in regional scoring, follow the directions beginning on Page 26 of this manual for sending test materials to the scoring site. For Grades 3, 5, and 7, you must make arrangements to have your data sent to your contracted RIC, not to the Department.
- ❑ For Grades 4, 6, and 8, record the ratings to the open-ended responses on the student's answer sheet(s). A rating or a condition code must be assigned for each response. (All unrated responses will receive scores of zero, thus lowering the student's score and the school average.) Then return scored answer sheets and classroom rosters for Grades 4, 6, and 8 to the Department, as directed below. Schools that administer the Grades 3, 5, and/or 7 Mathematics Tests must return scored answer sheets and classroom rosters to the RIC following the instructions provided by the RIC.

Arrangements for scoring the Mathematics Tests are the responsibility of each school. The Department will not score students' responses to open-ended questions. Do not send test books to the Department. As soon as the scoring of the responses to the open-ended questions has been completed, send the answer sheets and classroom rosters to the Department, using a mail service provider that allows for tracking (e.g., UPS, FedEx, certified mail).

Mail the answer sheets and the classroom rosters by the deadlines noted in Appendix C. These dates are the final dates to allow student records to be included in the file submitted to CTB/McGraw-Hill for the production of school and student score reports. Further, only student records processed by CTB/McGraw-Hill are counted for mandated services aid. Mail the answer sheets and classroom rosters to:

Ms. Dawn Thompson  
New York State Education Department  
Information and Reporting Services  
Room 868 EBA  
89 Washington Avenue  
Albany, NY 12234

## Preparing Test Materials for Processing

### Regional or Multiple-School Scoring

- ❑ Photocopy and complete the School/Group List (SGL) found in Appendix H of this manual. Transfer the total number of students tested for each class (indicated on the teacher's classroom roster) to the SGL. Repeat this process for each classroom. Fill out the requested information for each classroom in the school.
  - **Classroom Number:** Write the number of each classroom.
  - **Grade:** Write the grade of the students who took the test (e.g., Grade 3, 4, etc., or ungraded).
  - **Number Tested:** Write the number of students who took the test. Be sure to include students who took makeup tests.

- **Comments:** Include any additional pertinent information.

- For Grades 3, 5, 6, and 7, Book 2s must be sent for scoring. For Grades 4 and 8, Book 2s and Book 3s must be kept together and sent for scoring since there are written responses in both of these books. Book 1s should **not** be sent to the scoring sites since these books contain multiple-choice questions exclusively, for which students record their answers on separate answer sheets.
- Put the completed SGL with the updated classroom roster in Box 1, on top of the used books (Book 2s for Grades 3, 5, 6, and 7, and Book 2s and 3s for Grades 4 and 8).
- Attach a green label to each box, and indicate the scoring site, your school name, BEDS Code, the grade levels for which test books are enclosed, and the number of sets of books (Book 2s or Book 2s and Book 3s) enclosed. Label the boxes for delivery to your scoring site.
- Number the box(es) (e.g., “Box 1 of 5,” “2 of 5,” “3 of 5,” etc.).
- Seal the box(es) securely with packing tape, and follow local testing directions for delivery of completed test materials to scoring sites.

### Local Scoring

- For Grades 3, 5, 6, and 7, check boxes of Book 1s and store securely until the date that the answer sheets are sent to the RIC for scanning. Place each student’s answer sheet inside the front cover of his or her Book 2 and band the collection of books together. (Make sure the answer sheet for each book has been placed inside the front cover of the corresponding test book.)
- For Grades 4 and 8, check boxes of Book 1s and store them securely until the date that the answer sheets are sent to the Department for scanning. Make sure that each student’s answer sheet is placed inside the front cover of his or her Book 3. Place each student’s Book 2 inside the front cover of his or her Book 3 and band the collection of books together.
- Organize the banded stacks of books by class.
- Photocopy and complete the School/Group List (SGL) found in Appendix H of this manual. Transfer the total number of students tested for each class, indicated on the teacher’s classroom roster) to the SGL. Repeat this process for each classroom. Fill out the requested information for each class in your school:
  - **Classroom Number:** Write the number of each classroom.
  - **Grade:** Write the grade of the students who took the test (e.g., Grade 3, 4, etc., or ungraded).
  - **Number Tested:** Write the number of students who completed the test, including students who took makeup tests.
  - **Comments:** Include any additional pertinent information.

The used books that have been packed for scoring must be stored in a secure location in the school until being relocated to the scoring site and, once there, stored in a secure location.

Place stacks of banded used Book 2s for Grades 3, 5, 6, and 7, or Book 2s and Book 3s for Grades 4 and 8, into boxes with the SGL and classroom roster(s) on top.

- Keep the completed SGL with the updated classroom roster(s) on top of the used books being packed for scoring. Send a copy of the SGL and classroom roster(s) to the scanning center.

# Planning the Scoring Operations— Scoring Open-Ended Questions

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## Scoring Options

**Nonpublic schools have the option of regional, multiple-school, or schoolwide scoring.** Arranging for the scoring of short- and extended-response questions in Book 2s (for Grades 3, 5, 6, and 7) and in Book 2s and Book 3s (for Grades 4 and 8) is the responsibility of each school. The Department will not score these responses.

Schools are encouraged to score their Book 2s and Book 3s in a regional setting whenever possible. They may arrange the scoring of their answer papers cooperatively through a network of affiliated nonpublic schools, a consortium of public/nonpublic schools, a BOCES, or a public school district. If none of these alternatives are feasible, nonpublic schools may score their students' tests independently.

## Scoring Models

Scoring Model Code	The scorers for the school's tests included the following:
1. Regional scoring	a) Staff from three or more school districts, or b) staff from two or more nonpublic schools (nonpublic or charter schools may participate in regional scoring with public school districts, and each nonpublic or charter school may be counted as one district)
2. Two school districts	a) Staff from two school districts, b) staff from two nonpublic schools, c) staff from two charter schools, or d) a combination of staff from two of the following: a school district, nonpublic school, or charter school
5. One school	Three or more scorers for each grade being scored, all from the same school

**Note:** Scoring model codes 3 and 4 are not listed in this chart because they apply only to public schools.

**Regardless of the scoring model being used, a minimum of three scorers is necessary to score each student's test book.** In order to maximize the number of teachers scoring test books from any one teacher's class or any one school, it is necessary that test books be randomized prior to assignment to scorers; the steps for randomizing are described on Pages 28 and 29 of this manual.

Scoring options involve specific responsibilities and title designations. The responsibilities are similar, although the titles are different, depending on the option.

	<b>Regional Scoring (Scoring Model 1)</b>	<b>Districtwide Scoring (Scoring Model 2)</b>	<b>Schoolwide Scoring (Scoring Model 5)</b>
<i>Responsibilities</i>	<i>Regional Title</i>	<i>District Title</i>	<i>School Title</i>
Supervises scoring operations	Site Coordinator	School District Administrator	Principal
Trains scorers, monitors sessions	Scoring Leader	District Mathematics Leader	School Mathematics Leader
Monitors sessions	Table Facilitator	School Mathematics Leader	School Mathematics Leader
Scores books with open-ended responses	Scoring Committee Member	Scoring Committee Member	Scoring Committee Member

Please see the *Scoring Site Operations Manual* for details on scoring model logistics.

### **Responsibilities of Person Supervising Scoring Operations**

The person responsible for supervising scoring operations must sign the Scoring Operations Certificate, found in Appendix B of this manual; the signed certificate indicates compliance with the procedures described in this section on scoring the short- and extended-response questions.

### **Selecting and Assigning Teachers for the Scoring Committees**

A scoring committee is made up of teachers chosen to score the short- and extended-response questions on the Mathematics Tests. Each scoring committee must have a minimum of three scorers. It is recommended that each scoring site have a minimum of two scoring committees. Though school administrators make the final decision as to who can score Grades 3–8 Mathematics Tests after review of the teacher’s present teaching assignment(s), criteria to consider when choosing scoring committee members include the following:

- Mathematics expertise,
- Experience with scoring open-ended questions, including use of rubrics, and
- One or more years of teaching the specified or adjacent grade levels.

Retired teachers and active or retired school administrators, as well as teachers who are currently working as teacher assistants, may score the short- and extended-response questions if they:

- Have taught in the elementary grades (for Grades 3–6 Mathematics Tests) or in the subject area (for Grades 5–8 Mathematics Tests),

- Have familiarity with either the Sample Tests for Grades 3–8 Mathematics or with the Mathematics Tests administered during previous years, and
- Have experience using holistic rubrics.

If a district chooses to contract with a vendor to score these tests, it is the district's responsibility to ensure that all individuals who will be scoring for the vendor have also met these criteria.

District administrators considering the use of special education teachers to score these tests should refer to Appendix N.

A **Consistency Assurance Set (CAS)** will be provided for each grade. The CASs are to be incorporated into the scoring training process to:

- establish a uniform process Statewide for training scorers, and
- improve the reliability of Statewide scoring.

During the scoring training for the tests, the CAS should be used to identify areas in which additional training may be needed in order to ensure inter-rater reliability.

## **Assigning Scoring Committee Numbers and Questions to Scoring Committee Members**

Each scoring committee must be assigned a number. This number is a way of identifying scoring committees in order to provide feedback when conducting read-behinds. Records of the names of scoring committee members and the questions assigned to them should be retained in the school for one year. The answer sheet has a place for teachers to record their scoring committee number. Refer to the *Scoring Leader Handbook* for details. The *Scoring Leader Handbook* is available on the Department's web site at <http://www.emsc.nysed.gov/osa>.

The printed scoring materials and DVDs for the Mathematics Tests are organized by individual grades. Generally, teachers on the scoring committees are assigned approximately equal numbers of questions to score.

## **Training Scorers**

In order to ensure that tests are scored reliably, it is essential that scorers receive scorer training each and every time they serve on a committee to score a State test, and that those persons responsible for scorer training strictly adhere to the training procedures detailed in the *Scoring Leader Handbook*.

## **Estimated Time Needed for Scoring**

A scoring committee of three can be expected to score approximately 150 student tests in one school day. This estimate is based on the assumption that all scorers have had some general training using holistic scoring rubrics and exemplars of student responses. Teachers who have received previous training should need no more than a half-day of additional training before they begin to score. If scorers have not received previous training, they will need more training time on the scoring day to ensure accurate and reliable scores.

## **Scoring Room**

The room selected for scoring should have the following:

- excellent lighting,
- adequate ventilation, and
- the capacity to be made secure.

All test books, student answer sheets, and scoring manuals must be kept secure and confidential. These materials must not be left unattended during breaks or lunch, and the room must be kept locked when unattended during the day and after school hours.

## **Scoring Supplies**

The *Scoring Site Operations Manual* contains a list of supplies needed for scoring the test books. The *Scoring Site Operations Manual* is located on the Department's web site at <http://www.emsc.nysed.gov/3-8/scoringmanual-rev107.pdf>.

# Operations/Logistics for Scoring the Short- and Extended-Response Questions

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## Collecting, Storing, and Organizing Test Materials

### Package Books After Test Administration:

1. Collect all test materials, including used and unused test books, answer sheets, completed biographical data, and student identification labels and securely store them..
2. *Teacher's Directions* can be left in the classroom or collected, depending upon the school's preference.
3. Request that each teacher provide an updated classroom roster. This roster should include all students currently in each class.
4. Place students' answer sheets inside the front cover of their test books, stack the test books by classroom, place the classroom roster on top of the stack, and band with paper bands.
5. Securely store unused test books and other test materials until the deadline for submitting all scoring within the State has passed.
6. Use the box(es) in which test materials arrived for storing the test materials and for sending them to their next destination. Remove any previous markings and labels from the box(es). If original boxes are not available, use substitutes, provided they are marked correctly.
7. Unused test books may be used for instructional or staff development purposes when they are no longer secure.

## Preparing Test Materials for Scoring

### Regional Scoring (Scoring Model 1) and Multiple-School Scoring (Scoring Model 2):

Photocopy and complete the SGL. Transfer the total number of students tested for each class, indicated on the teacher's classroom roster, to the SGL. Repeat this process for each classroom. Fill out the requested information for each classroom in the school.

1. **Classroom Number:** Write the homeroom number.
2. **Grade:** Write the grade of the students who took the test (e.g., Grades 3–8, or ungraded).
3. **Number Tested:** Write the number of students who took the test, including students who took makeup tests.
4. Place banded stacks of test books with inserted answer sheets in the box(es) to be sent to the scoring site.
5. Put the completed SGL with the updated classroom roster in Box 1, on top of the used test books.

6. Attach a green label to each box, and indicate the scoring site, your school name, BEDS Code, the grade level for which test books are enclosed, and the number of Book 2s or sets of Book 2s and Book 3s enclosed. Label the boxes for delivery to your scoring site.
7. Number the box(es) (e.g., Box “1 of 5,” “2 of 5,” “3 of 5,” etc.).
8. Seal the box(es) securely with packing tape and follow local testing directions for the delivery of completed test materials to scoring sites.

### **Schoolwide Scoring (Scoring Model 5):**

1. Store unused test books securely until the deadline for submitting all the answer sheets to the scanning centers has passed.
2. Collect all banded test books.
3. Organize the banded stacks of test books by class (e.g., Class 1, Class 2, Class 3).
4. Photocopy and complete the SGL. Transfer the total number of students tested for each class (indicated on the teacher’s classroom roster) to the SGL. Repeat this process for each classroom. Fill out the requested information for each class in your school.
5. **Classroom Number:** Write the homeroom number.
6. **Grade:** Write the grade of the students who took the test (e.g., Grades 3–8, or ungraded).
7. **Number Tested:** Write the number of students who completed the test, including students who took makeup tests.
8. Keep the completed SGL with the updated classroom roster(s) on top of the used test books. Send a copy of the SGL and classroom rosters to the scanning center to ensure accountability. Place stacks of banded test books into boxes with the SGL and classroom roster(s) on top. Store used test books in a secure location in the school until the scheduled scoring day(s).

### **Checking In Test Materials**

#### **Regional Scoring (Scoring Model 1):**

1. Check the sequential numbering on each box (for example, “1 of 5,” “2 of 5,” etc.) to make sure that the shipment from each school is complete.
2. If a shipment is complete, open the boxes and check the first box to find the Sgl, classroom roster, and Packing List. Place these sheets in a safe location because they will be used to make sure test books were received for all tested students.
3. Create a check-in log with columns for school name, box number (for example, “1 of 5”), date shipment was received, and check-in date. Use the check-in log to record this information for every box received.

4. Total the number of students whose test books were submitted by a school by adding the number of students reported on the green label affixed to the outside of the box(es). Record this total on the check-in log.
5. Keep a copy of the check-in log and the packing list for reference.

### **Schoolwide Scoring (Scoring Model 5) and Multiple-School Scoring (Scoring Model 2):**

1. Make sure test books have been received from each school (for multiple-school scoring) or from each class (for schoolwide scoring). Verify that the test book count written on the classroom roster matches the number of books received from the class. Use the test book counts on the classroom roster to calculate the total number of books received from each class.
2. If the test book counts do not match, do not continue. The classroom roster can be used to determine which students' test books are missing. Contact the school principal to locate the missing books.
3. Continue verifying the number of test books from each class, retaining class stacks on the worktable. When every test book from all classes is accounted for, the randomizing process can begin.
4. File a copy of the classroom rosters for reference.
5. Stack test books by school (for multiple-school scoring) or by class (for schoolwide scoring) for randomizing.

**Note:** If any Book 1s are received, they should be boxed, stored securely until scoring is completed, and then returned to the school.

### **Randomizing and Building Test Book Folders/Boxes**

Randomizing the test books is required to maximize the number of teachers scoring any one group of tests. It involves mixing test books from all districts (for regional scoring), all schools (for multiple-school scoring), or all classes of the same grade (if scoring locally). These test books are then placed into folders or boxes in preparation for scoring.

#### **Steps for Randomizing**

1. If tests for more than one grade level are being scored at the same scoring site, be sure to separate the test books for different grades in different rooms, if possible, or in different corners of the same room if only one room is available.
2. Focusing on test books for only one grade exclusively at a time, select multiple districts, schools, or classes with approximately equal numbers of test books for randomization. Position a box from each of these districts, schools, or classes in a row on the floor. Line up all remaining boxes behind their corresponding district, school, or class.
3. Randomly pull a test book (or a set of test books) from the first box for each district, school, or class. Repeat this procedure until you have pulled books for five to ten students. Place these books in the scoring folder or box. Continue randomly pulling test books (or sets of test books) from the boxes for each district, school, or class until all test books have been randomized and placed in

scoring boxes. If one district, school, or class box is depleted before the others, continue pulling from the remaining district, school, or class boxes until all books are placed in folders or boxes.

4. If using folders, place folders in boxes. A box (12" × 8 3/4" × 5") can hold up to 60 test books or 6–12 folders, but it is suggested that you limit the number of books or folders to a weight that is comfortable to lift.
5. Fill out a box label. Write the school names and the number of books in the spaces provided.
6. Number each box consecutively (for example, “1 of 3,” “2 of 3,” “3 of 3,” etc.) and tape the box label securely to the outside of the box.
7. Repeat the process for the remaining districts, schools, or classes at the scoring site.

### **Staging Test Books for Scoring**

All boxes will be routed to separate scoring areas depending on how the questions are assigned for scoring. Each test book will be scored.

1. Designate a location for each grade and scoring section to stage boxes.
2. At the start of a scoring session, provide enough test books to each scoring table for readers to score. Make sure the boxes for districts, schools, or classes are distributed to as many tables as is practical.

### **Processing Test Books During Scoring**

1. The reader worktables will be arranged so that the Table Facilitator/School Mathematics Leader is at the head of the table, with up to six readers positioned around the table.
2. All folders containing sets of test books will be routed to the scoring committees.
3. At the start of a scoring session, folders or boxes are placed in the “in-process” box on the scoring table. Scorers will remove a few sets of test books, score their assigned questions, record their scores on the answer sheet, and pass the test books to the next teacher to score (in a round-robin fashion). If there are any questions (for example, hard-to-score response, sensitive student response, etc.), the scorer should speak with the Table Facilitator or Scoring Leader.
4. When a scorer has completed scoring the questions assigned to that scorer within a test book, the answer sheet will be placed inside the test book and returned to the folder. When all questions have been scored, place the folder in the “completed” box.
5. Folders or boxes of unscored test books are brought to the worktable as needed.

## **Read-Behinds**

As sets of test books are finished being scored, they should be placed in the “completed” box so that the Table Facilitator/School Mathematics Leader can conduct read-behinds. Read-behinds are scored sets of test books that are read again as an informal check of scorer accuracy and consistency.

The Table Facilitators/School Mathematics Leaders conduct read-behinds on completed test books. Approximately 12 sets of test books per hour (that is, two sets per scorer) are read by the Table Facilitator/School Mathematics Leader.

A Table Facilitator/School Mathematics Leader should not question a score if a response is a “fence-sitter” paper, i.e., a paper for which either of two contiguous scores could be justified. However, if the Table Leader/School Mathematics Leader believes that a particular paper’s score is not in alignment with the rubrics or an errant pattern of scoring has developed (i.e., scores are continually out of alignment with the rubrics), he or she should not change the score, but should diplomatically discuss the response(s) in question with the scorer so that the scorer is able to correct any scoring errors and return to accurate and consistent scoring.

If a problem still exists, the Table Facilitator/School Mathematics Leader should bring the situation to the attention of the Scoring Site Coordinator.

# Follow-Up Operations for Scoring Short- and Extended-Response Questions

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## No Double Scoring

Once a set of student test books has been completely scored one time, it should be reviewed to ensure that all questions have been scored, the scores have been darkened appropriately, and there are no stray marks on the answer sheet. Preparations should then be made for returning the sets of student test books either back to the school or to a specified location for auditing. Schools will be notified if they are to participate in the audit. Except for the read-behinds discussed on the previous page, student test books should be scored only once (i.e., no double scoring).

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be entered onto students' permanent records.

Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures described in this manual and in the scoring materials provided by the Department. Any principal or administrator found to have done so, except in the circumstances described below, will be in violation of Department policy regarding the scoring of these tests. Teachers and administrators who violate Department policy with respect to scoring State examinations may be subject to disciplinary action in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

On rare occasions, an administrator may learn that an isolated error occurred in recording the student's score in the permanent record. When such errors are detected within four months of the test date, the principal may arrange for the corrected score to be recorded in the student's permanent record. However, in all such instances, the principal must advise the Office of State Assessment in writing that the student's score has been corrected. The written notification to the Department must be signed by the principal or superintendent and must include the names of the students whose scores have been corrected, the name of the examination, the students' original and corrected scores, and a brief explanation of the nature of the error which was corrected.

If an administrator has substantial reason to believe that the teacher scoring committee has failed to accurately score more than five student answer papers on any examination, the administrator must first obtain permission in writing from the Office of State Assessment before arranging for or permitting a rescoring of student papers. The written request to the Office of State Assessment must come from the superintendent of a public school district or the chief administrative officer of a nonpublic or charter school and must include the examination title, date of administration, and number of students whose papers would be subject to such rescoring. This request must also include a statement explaining why the administrator believes that the teacher scoring committee failed to score appropriately and, thus, why he or she believes rescoring the examination papers is necessary. As part of this submission, the school administrator must make clear his or her understanding that such extraordinary re-rating may be carried out only by a full committee of teachers constituted in accordance with the scoring guidelines presented here and fully utilizing the scoring materials for this test provided by the Department.

On occasion, the Department finds it necessary to notify schools of a revision to the scoring key and rating guide for an examination. Should this occur after the scoring committee has completed its work, the principal is authorized to have appropriate members of the scoring committee review students' responses only to the specific question(s) referenced in the notification. Only in such circumstances, the school is not required to notify or obtain approval from the Department to correct students' examination scores.

## **Quality-Checking Answer Sheets**

The quality-checking procedure involves a review of the scores filled in on the answer sheets by the scorers. During the quality-check, any errors or omissions made by the scorers in recording students' scores should be detected and corrected while the books and answer sheets are still in the scoring area. The task of quality-checking the books should be assigned to a Scoring Site Assistant.

### **Steps for Quality-Checking the Answer Sheets**

1. Make sure the number of books in the folder matches the total number written on the folder label.
2. Take the books out of the folder. Open the first book and inspect the answer sheet to be sure all fields have been filled in properly. Look for questions with missing scores, lightly marked scores, and double-marked scores.
3. If questions are marked properly for all answer sheets, the folder is placed in a "completed scoring" box. These folders are ready for return processing, which means that the answer sheets are sent to the scanning center and the books are returned to the schools.
4. If there are any answer sheets with information missing, a Post-it® note is placed in the folder, which is then put aside until all test books have been checked for errors.
5. The sets of test books and answer sheets are then given to the appropriate Table Facilitator or Scoring Leader for corrections. After the corrections are made, return the test books and answer sheets to the quality control station.

## **Forwarding Answer Sheets to Scanning Centers and Returning Test Books to Schools**

Returning test materials to the schools begins after all test materials in all folders have been scored and quality-checked. Verify that every folder has been accounted for and scored before starting to remove the answer sheets.

### **Steps for Returning the Test Materials to the Schools and Scanning Centers**

1. For regional or multiple-school scoring, sort the test books into school groups.
2. Further sort the test books into classes, using the classroom roster(s).
3. Count the test books (or sets of test books for Grades 4 and 8) and verify the total counts against the totals on the SGL.
4. Remove the test books from the folders, and ensure that each set of test books for Grades 4 and 8 remains together.
5. Remove the answer sheets from the test books and place them on top of a copy of the SGL and the classroom rosters, building a stack of answer sheets for the school.
6. Before placing the answer sheets on top of a copy of the SGL and the classroom rosters, make sure you have verified that all student information (e.g., name, ID number, etc.) is complete.
7. If an answer sheet is soiled or mutilated in some manner, the school must transcribe all student information and test responses onto an unused answer sheet, which is then added to the stack. Do not fold, bend, tape, or staple any answer sheets.
8. Continue this process until all answer sheets are removed.
9. Count the answer sheets. Verify that the total number of answer sheets equals the number of test books for Grades 3, 5, 6, and 7, and equals the total number of sets of test books for Grades 4 and 8.
10. Place the answer sheets into a box for mailing. Affix the address label for the appropriate scanning center. Return all answer sheets to the designated scanning center.
11. Return test books to each school.

## Teacher Evaluation of the Tests

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We are interested in your opinion regarding the clarity and appropriateness of the materials in these tests. Please use the “Teacher Evaluation Form” for your comments. The form can be found at <http://www.ctb.com/nys>.

1. Select “Mathematics Grades 3–8 Testing Program.”
2. Select “Teacher Evaluation Form.”
3. Complete the form.
4. If you want to keep a record of your evaluation, print a copy before submitting the completed form.
5. To submit the form, click on “SUBMIT” at the bottom of the page.

If you prefer, you can access the form directly by entering <http://www.ctb.com/pickupebs/nyeval/nyeval.jsp>. Then follow Steps 3 through 5.

### Audit-Scoring

The Department conducts an annual audit of the scoring of the short- and extended-response questions. Approximately 10 percent of schools that administer these tests are selected for inclusion in the audit through a random-sampling procedure. The principal of each selected school receives a letter from the Department following the scoring period. After the scoring is complete and the student answer sheets have been sent to the scanning centers, schools selected for the audit are to send all their completed test books to the location specified on the letter from the Department. **Send completed test books only, not the student answer sheets.**

It is important that schools affix the individual student identification labels sent to them by the scanning centers to the backs of the test books. Accompanying the Department’s letter is a form to be completed by the principal and enclosed in each box of test books. Test books are returned to the participating schools when the rescoring is completed. Statewide results of the audit are published in the annual technical report for each test. These reports are posted on the Department’s web site at <http://www.emsc.nysed.gov/osa/pubs.html>.

## **Return of Ancillary Materials**

The Scoring Site Coordinator will be responsible for returning all materials listed below to the schools. Call a secure package delivery company (such as FedEx, UPS, or DHL), which will pick up the materials that day or the next day or direct you to the nearest drop-off location.

The following is a list of materials to be returned to the schools:

- Scoring Sign-In Log (with assigned scorer numbers)
- Sensitive Papers: Give these papers to the Scoring Site Coordinator.

## **Closing of Scoring Site**

After the scoring and preparation of test materials for delivery to scanning centers and schools, the Scoring Site Coordinator supervises the closing of the scoring facility. Scoring Site Assistants, as well as other members of the leadership team, may help with these procedures:

- Arrange secure shipments of all answer sheets and test books.
- Check scoring areas for overlooked materials.
- Return all ancillary materials to schools.



# Appendices



# Appendix A: Important Reminders Regarding Test Administration and Scoring for 2007

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## Test Administration

### *Dates for Scoring and Returning Student Answer Sheets*

In order to receive their official individual student score reports via the Internet, all schools must adhere to specific dates for scoring and returning accurately coded student answer sheets to the scanning centers. These important dates can be found on the Department's web site at <http://www.emsc.nysed.gov/osa>.

**Schools that return their answer sheets to the scanning centers after the specified dates will not receive their individual student score reports via the nySTART reporting system ([www.nySTART.gov](http://www.nySTART.gov)).**

### *Adherence to Scoring Protocol*

In order to maximize standardization of the scoring process, a Scoring Operations Certificate is included in this manual (see Appendix B). Persons responsible for overall scoring operations are required to sign and retain on file this certificate, which states that each of the scoring procedures listed was “fully and faithfully implemented.”

## **Appendix B: Certificates**

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Three certificates follow: Examination Storage Certificate, Deputy and Proctor Certificate, and Scoring Operations Certificate. Each of these certificates must be completed and signed by the appropriate person(s) and retained in school files for one year.

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of State Assessment  
Albany, New York 12234

**EXAMINATION STORAGE CERTIFICATE**

Grades 3–8 Mathematics Tests

School Name: \_\_\_\_\_

Examination Period: \_\_\_\_\_  
(Month/Year)

I, the undersigned principal of the school named above, do hereby declare that each of the security procedures listed below was fully and faithfully observed for the current administration of the Grades 3–8 Mathematics Tests.

1. The sealed packages of secure test materials were stored in a safe or vault at the location indicated on the Examination Storage Plan submitted for the above examination period.
2. The safe or vault was maintained under strict security conditions.
3. An inventory of the test materials was conducted as soon after delivery as was practical. The Department was notified in writing if any of the packages of secure test materials were not properly sealed when received. The sealed packages of secure test materials were replaced inside the safe or vault immediately after the inventory was completed.
4. The sealed packages of secure materials were not removed from the safe or vault, except for the inventory of test materials shipped to the school, until the days on which the tests were scheduled to be administered.
5. The sealed packages of secure test materials were not opened until the days on which the tests were scheduled to be administered.
6. Following each day of testing, student answer sheets and test books were returned to secure storage.

Name of Principal (print or type): \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**After completion, retain in school files for one year.**



THE STATE EDUCATION DEPARTMENT  
Office of State Assessment  
Albany, New York 12234

**DEPUTY AND PROCTOR CERTIFICATE**  
Grades 3–8 Mathematics Tests

School Name: \_\_\_\_\_

Examination Period: \_\_\_\_\_  
(Month/Year)

We, the undersigned deputies and proctors who assisted in the administration of the Grades 3–8 Mathematics Tests, hereby declare our belief in the correctness of the following:

The rules and regulations for administering the test were fully and faithfully observed, and in particular:

1. The rules for administering the tests were read to or read by each person who assisted in administering the tests.
2. The tests were administered within the prescribed dates.
3. The secure test materials were kept in the sealed packages until the administration dates.
4. The students were given appropriate instructions and orientation before beginning the tests.
5. The students were so seated as to prevent collusion.
6. Adequate supervision was maintained throughout the administration of the tests.
7. All test books and answer sheets were collected from the students immediately at the close of the tests.
8. All test books and answer sheets for the tests were collected and returned to the principal for secure storage in a secure location until the date that the answer sheets were due to be sent to scanning centers.

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

(Make additional copies as necessary.)  
**After completion, retain in school files for one year.**



The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of State Assessment, 761 EBA  
Albany, New York 12234

**SCORING OPERATIONS CERTIFICATE**

Grades 3–8 Mathematics Tests

School Name: \_\_\_\_\_

District/BOCES Name: \_\_\_\_\_ Examination Period: \_\_\_\_\_  
(Month/Year)

Grade 3 Mathematics Test

Grade 6 Mathematics Test

Grade 4 Mathematics Test

Grade 7 Mathematics Test

Grade 5 Mathematics Test

Grade 8 Mathematics Test

I, the undersigned leader of the scoring operations, do hereby declare that each of the procedures listed below was fully and faithfully implemented:

1. The scoring committee for each grade level included a minimum of three scorers.
2. Test questions were assigned to scorers according to the criteria described in the *School Administrator's Manual*.
3. Scorers were trained using the procedures and materials described in the *Scoring Leader Handbook*.
4. Table Facilitators conducted read-behinds.
5. The answer sheets were subjected to a quality review as described in the *School Administrator's Manual*.
6. The answer sheets and test books were kept secure.
7. The scoring sessions were conducted during the dates specified by the Department.
8. The answer sheets were submitted for scanning by the date specified by the Department.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**After completion, retain in school files for one year.**



## Appendix C: Important Dates for Grades 3–8 Mathematics Tests in 2007

Activity	Grade 3 Math	Grade 4 Math	Grade 5 Math	Grade 6 Math	Grade 7 Math	Grade 8 Math
Test Books Arrive at Schools	2/28 – 3/2	2/28 – 3/2	2/28 – 3/2	3/7 – 3/9	3/7 – 3/9	3/7 – 3/9
Administration of Tests*	3/5 – 3/9	3/5 – 3/9	3/5 – 3/9	3/12 – 3/16	3/12 – 3/16	3/12 – 3/16
Makeup Testing <sup>□</sup>	3/12 – 3/16	3/12 – 3/16	3/12 – 3/16	3/19 – 3/23	3/19 – 3/23	3/19 – 3/23
DVDs for Scorer Training Arrive at District Offices, and Scoring Materials Arrive at Schools	3/14 – 3/15	3/14 – 3/15	3/14 – 3/15	3/20 – 3/21	3/20 – 3/21	3/20 – 3/21
Questions and Answers for Scoring Posted at <a href="http://www.emsc.nysed.gov/osa">http://www.emsc.nysed.gov/osa</a>	3/16	3/16	3/16	3/23	3/23	3/23
Help Line for Scoring Available	3/19 – 3/29	3/19 – 3/29	3/19 – 3/29	3/26 – 4/4	3/26 – 4/4	3/26 – 4/4
Scoring of Constructed Responses	3/19 – 3/29	3/19 – 3/29	3/19 – 3/29	3/26 – 4/4	3/26 – 4/4	3/26 – 4/4
Final Date to Submit Answer Sheets to Scanning Centers <sup>^</sup>	3/30	3/30	3/30	4/5	4/5	4/5

\* Schools must arrange to administer the Mathematics Tests to students during the specified administration weeks for the tests. Within each grade, schools are to administer the tests on the same day to all general education students except for those students who are absent. Schools may schedule the tests for different grades on different sets of days within the specified week; e.g., the school may administer the Grade 3 Mathematics Test on Monday, March 5 and Tuesday, March 6 while administering the Grade 4 Mathematics Test on Wednesday, March 7, Thursday, March 8, and Friday, March 9.

□ The makeup weeks, which immediately follow the administration weeks, are to be used for administering makeup tests to students who were absent during the primary administration weeks. The makeup weeks can also be used to complete the initial administrations in schools that were closed due to inclement weather or other unexpected events for one or more days of the primary test administration weeks. Makeup testing may begin during the primary administration weeks on any days that remain following the school's completion of initial testing and must be completed no later than the last day of the makeup weeks.

^ School districts that scan their own answer documents for submission of data to the repository system may establish different due dates for the district schools to submit answer sheets for scanning.

## Appendix D: Contacts for Assistance

<b>For Assistance With:</b>	<b>Contact:</b>
Shortages of secure test materials, such as test books (including large-type and braille editions)	The Office of State Assessment, by completing the Test Materials Fax Form in Appendix I and faxing it to 518-474-2021. Then contact your regional center to arrange for pickup of test materials on the days they will be administered. Remember, a photo ID and a letter of request signed by the principal will be required at the regional center.
<p>Precoded answer sheets, precoded student identification labels, generic answer sheets, and generic student identification labels</p> <p>Grades 4, 6, and 8:</p> <p>Grades 3, 5, and 7:</p>	<p>State Education Department (see Appendix F)</p> <p>The Regional Information Center from which your school made arrangements to obtain them</p>
<p>Completing or changing biographical student data</p> <p>Grades 4, 6, and 8:</p> <p>Grades 3, 5, and 7:</p>	<p>State Education Department (see Appendix F)</p> <p>The Regional Information Center with which your school made arrangements for scanning of answer sheets</p>
Policies regarding testing accommodations, security breaches, etc.	The Office of State Assessment 518-474-8220 or 518-474-5902
<p>Sending completed answer sheets to scanning centers after scoring of test books</p> <p>Grades 4, 6, and 8:</p> <p>Grades 3, 5, and 7:</p>	<p>State Education Department (see Appendix F)</p> <p>The Regional Information Center with which your school made arrangements for scanning of answer sheets</p>
Sending completed Mathematics Test Book 2s (for Grades 3, 5, 6, and 7) and Book 2s and 3s (for Grades 4 and 8) with answer sheets for scoring	Your scoring coordinator

## Contacts for Assistance (continued)

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<b>For Assistance With:</b>	<b>Contact:</b>
Shortages of printed scorer training materials	The Office of State Assessment via fax at 518-474-2021
Shortages of DVDs for scorer training	CTB/McGraw-Hill 888-282-0059
Questions about scoring	The scoring help line at 888-282-0059 between 8 A.M. and 5 P.M. daily during specified dates, or fax your scoring questions to 866-405-4084.

**Important Reminder: Check the Department's web site regularly for updates on the Grades 3–8 Testing Program (<http://www.emsc.nysed.gov/osa>).**

# **Appendix E: Instructions for Student Answer Sheets**

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## **Student Absences**

If a student has missed any of the test sessions shown below and has not had the opportunity to take a makeup test, locate the student’s answer sheet and fill in the “Absent” circle corresponding to the session missed. Rules that determine whether or not the student receives a valid score can be found in Appendix M of this manual.

Grades 3, 5, 6, and 7 Mathematics Tests

- Book 1
- Book 2

Grades 4 and 8 Mathematics Tests

- Book 1
- Book 2
- Book 3

**Note:** For Grade 8, Book 1 and Book 2 are administered in one session.

## **Score of Zero and Condition Code A**

### Mathematics Tests: Scores of Zero

Responses are scored a zero if the entire response:

- is illegible or consists only of scribbling,
- consists of an indication of the student’s refusal to respond, or
- corresponds to a description of a score of zero in the Mathematics Tests Scoring Rubrics.

### Mathematics Tests: Condition Code A

Condition Code A is applied to open-ended questions individually when a student who is present for a test session leaves the question blank (no response).

## **Instructions for Student Answer Sheets (continued)**

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### **Testing Accommodations Categories for Students with Disabilities**

The categories provided on answer sheets delineating the testing accommodations that a student received are defined in Appendix K of this manual. Please note that not all the accommodations for students with disabilities listed in Appendix K are permitted on all parts of the Grades 3–8 Mathematics Tests.

Testing accommodations that change the constructs measured by the test are not permitted. (For more details, see Pages 3–5 of this manual or <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm>.)

## Appendix F: Scanning Centers

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### For Grades 4, 6, and 8 tests only:

LOCATION	PRIMARY CONTACT
New York State Education Department Office of Information and Reporting Services 89 Washington Avenue Rm 868 EBA Albany, NY 12234	Dawn Thompson 518-474-7965 dthompso@mail.nysed.gov

### For Grades 3, 5, and 7 tests:

#### Regional Information Centers, or RICs

LOCATION	CONTACTS
<b>Albany (NERIC)</b> 1031 Watervliet-Shaker Road Albany, NY 12205	<p>Gail Newcomb 518-862-5355 gnewcomb@gw.neric.org</p> <p>Bill Adam 518-862-5310 518-862-5378 FAX wadam@gw.neric.org testing@gw.neric.org</p> <p>Bob Frawley 518-862-5315 rfrawley@gw.neric.org</p> <p>Jim Christoff 518-862-5330 jchristo@gw.neric.org</p>
<b>Broome-Tioga (So. Tier) BOCES</b> Mail Drop #31 435 Glenwood Road Binghamton, NY 13905	<p>Tim Farnham 607-757-3009 tfarnham@btboces.org</p> <p>Sue Foster 607-757-3008 sfoster@btboces.org</p> <p>Tim Clark 607-757-3017 607-757-3000 FAX tclark@btboces.org</p>
<b>Eastern Suffolk BOCES</b> Regional Information Center 15 Andrea Road Holbrook, NY 11741	<p>Elaine Rosa 631-244-4221 erosa@esboces.org</p> <p>Lorraine Harrington 631-244-4285 lharring@esboces.org</p> <p>Andrew Setzer 631-244-4240 or 4243 631-244-4003 FAX asetzer@esboces.org</p>

## Scanning Centers (continued)

LOCATION	CONTACTS	
<b>Erie 1 (Western) BOCES</b> Assessment, Test Scoring and Analysis Services Computer Services 355 Harlem Road West Seneca, NY 14224-1892	Barbara Burgstahler 716-821-7088 716-821-7432 FAX bburgstahler@e1b.org	Marie Perini 716-821-7466 mperini@e1b.org
<b>Greater Southern Tier (GST) BOCES</b> Computer Services Center 459 Philo Road Elmira, NY 14903	Melissa Zelko 607-795-5338 607-795-5307 FAX mzelko@gstboces.org	
<b>Madison-Oneida (Mohawk) BOCES</b> Mohawk Regional Information Center 4937 Spring Road Verona, NY 13478	Christina Lohr, Sally Zielasko 866-986-6742 315-361-2700 315-361-5768 FAX clohr@moric.org szielasko@moric.org	
<b>Mid-Hudson (Ulster) Regional Information Center</b> 175 Route 32 North New Paltz, NY 12561	Linda Sexton 845-255-1450 x1239 lsexton@mhric.org	Lisa Pullaro 845-255-1450 x1246  Denise Rooney 845-255-1450 x1247
<b>Monroe 1 BOCES</b> 41 O'Connor Road Fairport, NY 14450	Steve Jackson 585-249-7221 585-586-8158 FAX Steve_Jackson@boces.monroe.edu	Gregg Gleba 585-387-3894 Gregg_Gleba@boces.monroe.edu
<b>Monroe 2 BOCES</b> 3625 Buffalo Road Rochester, NY 14624	Mari-Ellen Maloney 585-349-9025 585-349-9065 FAX mmaloney@monroe2boces.org	

## Scanning Centers (continued)

LOCATION	CONTACTS	
<p><b>Nassau BOCES Duffy Avenue</b> Curriculum, Instruction and Technology 102 Duffy Ave. Hicksville, NY 11801</p>	<p>Robert Brisbane 516-832-2744 516-608-6616 FAX rbrisban@mail.nasboces.org</p>	<p>Jean Cunningham 516-832-2730 jcunning@mail.nasboces.org  Rosemary Syren 516-832-2759 rsyren@mail.nasboces.org</p>
<p><b>OCM BOCES</b> Central New York Regional Information Center 6820 Thompson Road P.O. Box 4866 Syracuse, NY 13221-4866</p>	<p>Lori West 315-433-8370 lwest@cnyric.org  Bill Heppeler 315-433-8317 315-433-8368 FAX wheppelle@cnyric.org</p>	<p>Mary Brady 315-433-8303 mbrady@cnyric.org  Nancy Canavan 315-433-8307 ncanavan@cnyric.org</p>
<p><b>Southern Westchester BOCES</b> Lower-Hudson RIC 44 Executive Blvd. Elmsford, NY 10523</p>	<p>Rob Mahig 914-784-2700 x3287 914-592-2259 FAX rmahig@lhric.org</p>	<p>Maureen McCarthy 914-592-4203 x337 mmcarthy@lhric.org  Pat Carey 914-784-2700 x3246 pcarey@lhric.org</p>
<p><b>Wayne-Finger Lakes BOCES</b> EduTech Newark Office Eisenhower Building 131 Drumlin Court Newark, NY 14513</p>	<p>Laurel Skellett 315-332-7365 315-332-7473 FAX lskellett@edutech.org</p>	<p>Chris Voit 315-332-7460 cvoit@edutech.org  Help Desk 1-800-722-5797</p>

# Appendix G: School Administrator's Checklist

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## Test Administration

### *Before Testing:*

- Announce testing dates and scoring schedules in advance.
- Inventory the materials. Note any discrepancies on the appropriate Test Materials Fax Form (see Appendix I), and fax it to the Office of State Assessment at 518-474-2021.
- Familiarize yourself with all test materials, including this manual and the *Teacher's Directions*. Provide copies of the *Teacher's Directions* in advance of the days of the tests to all teachers who will be administering the tests.
- Remind teachers about preparation of the classroom for testing.
- Obtain secure test materials from the safe or vault on the days they will be administered.
- Replace any missing test materials by contacting a regional center. (Test materials can be obtained from a regional center only on the day that part of the test is administered.)
- Ensure a secure and efficient method for distributing and collecting the test materials (test books, answer sheets, etc.) each day. Provide additional test books as needed.
- Keep test materials secure throughout the testing and scoring processes.
- Prepare class materials early in the morning of each test.
- Ensure that students with disabilities are provided the allowable testing accommodations as indicated on their IEP/504 Plans.
- Ensure that LEP students are provided with the testing accommodations (see Page 5) that the principal has determined will be provided to them.

### *After Testing:*

- Collect and verify the return of all test books and answer sheets at the conclusion of testing each day.
- Make sure Book 1s are separated from Book 2s and Book 3s.
- Make sure answer sheets are inserted in the front cover of the outermost test book used by each student.
- Check the condition of the answer sheets to ensure that:
  - Absentees and exempt status have been recorded.
  - Student information is correct and matches student labels on the backs of all test books.
  - Circles are dark.
  - No stray marks appear on the answer sheet.
- Securely store all material.







# Appendix I: Fax Forms for Schools

## Grades 3, 4, and 5 Mathematics Test Materials Fax Form

*Use for Additional Test Materials Only*

Orders shipped in more than one box may arrive on different days. If you have inventoried the test materials received using your shipping notice and need additional test materials:

1. Complete this form and fax it to the Office of State Assessment at 518-474-2021.
2. Call your Regional Center and arrange to pick up test materials on the date(s) that the tests will be administered.

School Name \_\_\_\_\_ Contact Person \_\_\_\_\_ 12-Digit BEDS Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ Regional Center Number \_\_\_\_\_ Date \_\_\_\_\_

### Mathematics Testing Materials Requested from the Regional Center

Item	Quantity Needed	Item	Quantity Needed	Item	Quantity Needed
Gr. 3 Regular Book 1		Gr. 4 Regular Book 1		Gr. 5 Regular Book 1	
Gr. 3 Regular Book 2		Gr. 4 Regular Book 2		Gr. 5 Regular Book 2	
Gr. 3 Large-Type Book 1		Gr. 4 Regular Book 3		Gr. 5 Large-Type Book 1	
Gr. 3 Large-Type Book 2		Gr. 4 Large-Type Book 1		Gr. 5 Large-Type Book 2	
Gr. 3 Braille Book 1		Gr. 4 Large-Type Book 2		Gr. 5 Braille Book 1	
Gr. 3 Braille Book 2		Gr. 4 Large-Type Book 3		Gr. 5 Braille Book 2	
		Gr. 4 Braille Book 1			
		Gr. 4 Braille Book 2			
		Gr. 4 Braille Book 3			
<i>Teacher's Directions for Grades 3–5</i>		Green Box Labels for Storing Books until Scoring Begins for Grades 3–5			



## Grades 6, 7, and 8 Mathematics Test Materials Fax Form

*Use for Additional Test Materials Only*

Orders shipped in more than one box may arrive on different days. If you have inventoried the test materials received using your shipping notice and need additional test materials:

1. Complete this form and fax it to the Office of State Assessment at 518-474-2021.
2. Call your Regional Center and arrange to pick up test materials on the date(s) that the tests will be administered.

School Name \_\_\_\_\_ Contact Person \_\_\_\_\_ 12-Digit BEDS Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ Regional Center Number \_\_\_\_\_ Date \_\_\_\_\_

### Mathematics Testing Materials Requested from the Regional Center

Item	Quantity Needed	Item	Quantity Needed	Item	Quantity Needed
Gr. 6 Regular Book 1		Gr. 7 Regular Book 1		Gr. 8 Regular Book 1	
Gr. 6 Regular Book 2		Gr. 7 Regular Book 2		Gr. 8 Regular Book 2	
Gr. 6 Large-Type Book 1		Gr. 7 Large-Type Book 1		Gr. 8 Regular Book 3	
Gr. 6 Large-Type Book 2		Gr. 7 Large-Type Book 2		Gr. 8 Large-Type Book 1	
Gr. 6 Braille Book 1		Gr. 7 Braille Book 1		Gr. 8 Large-Type Book 2	
Gr. 6 Braille Book 2		Gr. 7 Braille Book 2		Gr. 8 Large-Type Book 3	
				Gr. 8 Braille Book 1	
				Gr. 8 Braille Book 2	
				Gr. 8 Braille Book 3	
<i>Teacher's Directions for Grades 6-8</i>		Green Box Labels for Storing Books until Scoring Begins for Grades 6-8			



# Appendix J: Scoring Site Organization

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## SCORING OPERATIONS

### Scoring Site Coordinator

- Supervision and management of the site
- Support for scoring
- Logistics for operations
- Security
- Coordination of site personnel
- Responsible for collection of audit papers

### Operations

#### Scoring Site Assistants

- Check in test books
- Prepare test books for scoring (organize and randomize)
- Deliver and collect scored test books
- Quality-check answer sheets
- Return answer sheets to scanning centers
- Return test books to schools
- Monitor and maintain security
- Maintain quality control
- Ship completed materials to schools

### Scoring

#### Scoring Leader

- Trained by SED's scorer training DVD
- Acts as a Scoring Trainer
- Monitors scoring sessions
- Supports Table Facilitators and scorers
- Administers Consistency Assurance Sets to Table Facilitators and scorers

#### Table Facilitators

- Monitor scoring progress to ensure scoring of all papers by the end of the scoring period
- Conduct read-behinds
- Are a resource for rubric clarification

#### Scorers

- Score student responses

## Appendix K: Testing Accommodations Categories for Students with Disabilities

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The types of testing accommodations that a student may receive are listed on Pages 14–17 of *Test Access and Accommodations for Students with Disabilities, Tools to Guide Decision-Making*, published by the Department’s Office of Vocational and Educational Services for Individuals with Disabilities and reproduced here. To access the complete online publication, see <http://www.vesid.nysed.gov/specialed/publications/policy>.

**Please note that not all accommodations defined in that publication and reproduced here are permitted on all parts of the Grades 3–8 Mathematics Tests.** For these tests, testing accommodations that change the constructs measured by the tests are not permitted. For further information, see <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm> and Pages 3–5 of this manual.

### FLEXIBILITY IN SCHEDULING/TIMING

- Extended time (specify amount, e.g., “time-and-a-half”)
- Administer tests with frequent breaks (specify duration, e.g., sessions not to exceed 30 minutes with 10-minute breaks)

### FLEXIBILITY IN SETTING

- Separate location/room—administer test individually
- Separate location/room—administer test in small group (3–5 students)
- Provide adaptive or special equipment/furniture (specify type, e.g., study carrel)
- Special lighting (specify type, e.g., 75-watt incandescent light on desk)
- Special acoustics (specify manner, e.g., minimal extraneous noises)
- Location with minimal distraction (specify type, e.g., minimal visual distraction)
- Preferential seating

### METHOD OF PRESENTATION

#### **Revised Test Format<sup>1</sup>**

- Braille editions of tests
- Large-type editions of tests
- Increased spacing between test questions
- Increased size of answer blocks/bubbles
- Reduced number of test questions per page

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<sup>1</sup>For State assessments, any reproduction, computer scanning, and/or reformatting of test books by the school requires the advance written permission of the Office of State Assessment. Requests for such permission must be submitted by fax to 518-474-2021 at least one week prior to test administration.

## **Testing Accommodations Categories (continued)**

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- Multiple-choice questions in vertical format with answer bubble to right of response choices

### **Revised Test Directions<sup>2</sup>**

- Directions read to student
- Directions reread for each page of questions
- Language in directions simplified
- Verbs in directions underlined or highlighted
- Cues (e.g., arrows and stop signs) on answer form

### **Use of Aids/Assistive Technology**

- Audio tape
- Tape recorder
- Computer
- Masks or markers to maintain place
- Papers secured to work area with tape/magnets
- Questions and multiple-choice responses read to student
- Questions and multiple-choice responses signed to student
- Magnification devices (specify type)
- Amplification devices (specify type)

### **METHOD OF RESPONSE**

- Marking of answers in book rather than on answer sheet
- Use of additional paper for math calculations

### **Use of Aids/Assistive Technology**

- Amanuensis (scribe)
- Tape recorder
- Word processor

### **OTHER**

- On-task focusing prompts

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<sup>2</sup> Revision of test directions is an accommodation that is limited to oral or written instructions provided to all students that explain where and how responses must be recorded, how to proceed in taking the test upon completion of sections, and what steps are required upon completion of the examination. The term “test directions” never refers to any part of a question or passage that appears solely on a State assessment without also appearing in the *Teacher’s Directions*.

## Appendix L: Rules to Determine Whether a Student Receives a Valid Score

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The following rules will determine whether the student receives a valid score:

- Students who were present for an administration, including make-ups, of all sessions of the test and who responded to at least one test item on the assessment will receive valid scores and be counted as tested.
- Students will be considered to have been present for all sessions unless they are marked as absent for the entire test or for one or more sessions.
- Students with a final score of “999” will be counted as not tested.  
A final score will be “999” only if:
  - a. Student was absent for the entire test, or
  - b. Student refused the entire test, or
  - c. Student was absent for any session (a session may include more than one test book), or
  - d. Student was present for all sessions but did not respond to even one item on the test, or
  - e. The student’s results were invalidated due to an administrative error, or
  - f. Students whose Level 2 Repository record shows them as enrolled for the entire test administration period but who have no appropriate assessment record will be counted as not tested.
- In the case where a student leaves the test administration in the middle of a session, and is not able to make up that part of the test (see Illness on page 9), school officials must decide whether to mark the student as absent.
  - a. If any absent bubble is filled-in, the student will receive a final score of “999.”
  - b. If the absent bubble is not filled-in, the student will receive a score based on the items completed. Any missing responses will receive a condition code of “A” indicating no response and the response will receive a score of zero. The final raw score will be the sum of the number of multiple-choice items answered correctly and of the rating scores assigned to open-ended items.

## Appendix M: Information on Ungraded Students for State Assessment Purposes

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Students who are graded must take the State examination for the grade level in which they are enrolled. The chart below is to be used solely to ascertain the appropriate grade-level test to administer to those ungraded students with disabilities who meet the criteria for ungraded for State assessment purposes as explained in the August 2006 memorandum, Revised “Guidelines for Participation of Students with Disabilities in State Assessments for 2006–07.” This memorandum is available on the Department’s web site at <http://www.vesid.nysed.gov/specialed/publications/policy/interimguidelines.htm>.

### Age Ranges for Testing on the NYSAA and General Assessments for Ungraded Students with Disabilities at the Elementary and Middle Levels in 2006–07

Assessments	Birth Date	Reaches Age Given Between September 1, 2006, and August 31, 2007
Grade 3 ELA, Math	September 1, 1997–August 31, 1998	9
Grade 4 ELA, Math, Science	September 1, 1996–August 31, 1997	10
Grade 5 ELA, Math, Social Studies	September 1, 1995–August 31, 1996	11
Grade 6 ELA, Math	September 1, 1994–August 31, 1995	12
Grade 7 ELA, Math	September 1, 1993–August 31, 1994	13
Grade 8 ELA, Math, Science, Social Studies	September 1, 1992–August 31, 1993	14

## Appendix N: Guidelines for Including Special Education Teachers in Scoring Committees for the Grades 3–8 Mathematics Tests

**Note:** After review of their teacher certifications and present teaching assignments, school administrators may choose to include in the scoring committees special education teachers with the following titles.

### Special Education Teaching Titles Prior to February 2, 2004

Certificate Titles Prior To Feb. 2, 2004	May Score Mathematics Tests in these Grades	Additional Requirements
Special Education, Nursery, K–12	3–6 7 and 8	If highly qualified at the elementary level If highly qualified in mathematics at the middle/secondary level
Deaf and Hard of Hearing	3–6 7 and 8	If highly qualified at the elementary level If highly qualified in mathematics at the middle/secondary level
Blind and Visually Impaired	3–6 7 and 8	If highly qualified at the elementary level If highly qualified in mathematics at the middle/secondary level
Speech and Language Disabilities	3–6	If highly qualified at the elementary level

### Special Education Teaching Titles On or After February 2, 2004

Certificate Titles on or After Feb. 2, 2004	May Score Mathematics Tests in these Grades	Additional Requirements
Students with Disabilities – Grades 1–6	3–6	
Students with Disabilities – Grades 5–9 – Generalist	5–8	
Students with Disabilities – Grades 5–9 – Content Specialist	5–6 7–8	Grades 5–6 if mathematics is the content specialization on certificate or if highly qualified at the elementary level Grades 7–8 if mathematics is the content specialization on certificate or if highly qualified at middle/secondary level in mathematics
Students with Disabilities – Grades 7–12 – Content Specialist	7–8	Only if mathematics is the content specialization on certificate or if highly qualified at middle/secondary level in mathematics
Deaf and Hard of Hearing	3–6 7–8	Grades 7–8 if highly qualified at middle/secondary level in mathematics
Blind and Visually Impaired	3–6 7–8	Grades 7–8 if highly qualified at middle/secondary level in mathematics
Speech and Language Disabilities	3–6	If highly qualified at the elementary level



