



**NEW YORK STATE**

**GRADE 5**

**ELEMENTARY-LEVEL  
SOCIAL STUDIES TEST**

**Manual for  
Administrators and Teachers**

**November 2005 Edition**

**Booklet 1 (Objective and Constructed-Response Questions)**

**Booklet 2 (Document-Based Question)**



**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
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## **General Features of the Grade 5 Elementary-Level Social Studies Test**

The Regulations of the Commissioner of Education provide that an elementary-level social studies test is to be administered to students in Grade 5 to serve as an early indicator of whether students are meeting the elementary-level New York State Learning Standards for social studies. Each student's performance on the test will be the basis for determining whether that student needs academic intervention services in social studies.

The New York State Grade 5 Elementary-Level Social Studies Test is designed to measure student achievement of the content, concepts, and skills in the K–4 social studies curriculum. The content and standards are described in the publication *Social Studies Resource Guide with Core Curriculum (K–4)*.

The test comprises two test booklets and is to be administered in two 1½-hour sessions. Booklet 1 contains a total of 35 multiple-choice questions and several short-answer, constructed-response questions. Booklet 2 contains a document-based question.

Each student's performance on the Grade 5 Elementary-Level Social Studies Test will fall into one of four levels of performance. Descriptions of the performance levels and the specific test scores that correspond to each of the four levels are provided in Appendix II of this manual and in the rating guide that is packaged with the test booklets. All students who score within levels 1 and 2 on the test must receive academic intervention services, which must begin no later than the beginning of the semester immediately following the administration of the test (see page 6).

The first section of this manual contains information of special interest to administrators. Subsequent sections contain directions for administering and scoring Booklet 1 and Booklet 2.

## **Information for School Administrators**

### **General Information**

For information about general administration procedures for this test, contact the Office of State Assessment at 518-474-5902. For information about the scoring of the Grade 5 Elementary-Level Social Studies Test, contact JoAnn Larson or Lawrence Paska in the Office of Curriculum, Instruction, and Instructional Technology at 518-474-5922, or Gary Warren, Donna Merlau, or Greg Wilsey in the Office of State Assessment at 518-474-3860.

All school personnel who will be involved in the administration and scoring of this test must have a copy of this manual, which may be photocopied by the school as needed.

### **Administration Schedule**

Schools must administer the New York State Grade 5 Elementary-Level Social Studies Test each year in November on the dates specified by the Department. Students who are absent for one or both sessions of the test must complete the test on the makeup dates designated by the Department.

### **Students To Be Tested**

#### ***General Education Students***

Except as noted below, all public school students in Grade 5 and all ungraded students who are age equivalent to students in Grade 5 must take the Grade 5 Elementary-Level Social Studies Test. This includes students who have been retained in Grade 5, and Grade 5 students who attend programs operated by the Board of Cooperative Educational Services (BOCES) as well as any other programs located outside the school. Nonpublic schools are strongly encouraged to administer State assessments to their students in accordance with these same provisions.

#### ***Students with Disabilities***

The Committee on Special Education (CSE) must decide for each student with a disability, on a case-by-case basis, whether the student will be participating in the Grade 5 Elementary-Level Social Studies Test or will not be participating in this assessment because the student will be participating 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 a student's eligibility to participate in the NYSAA are available at the web site: <http://www.vesid.nysed.gov/specialed/alterassessment/alterassess.htm>. Eligible students will participate in the NYSAA during the school years in which they reach the appropriate ages. (See <http://www.vesid.nysed.gov/specialed/alterassessment/agecriteria.htm>.) These students should be coded as eligible for the Alternate Assessment on the Grade 5 Elementary-Level Social Studies Test answer sheet.

When determining which students will be participating in these tests, be sure to consider those students who attend programs operated by the BOCES as well as any other programs located outside the school.

### ***Limited-English-Proficient (LEP) Students***

All LEP students are required to participate in the Grade 5 Elementary-Level Social Studies Test. LEP students may take the test either in an alternative language or in English, whichever would be better for the student. LEP students may also use both an English and an alternative language edition of the test simultaneously. Alternative language editions of the test are provided in Chinese, Haitian Creole, and Spanish. The test may 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 this test (see page 4).

### **Testing Accommodations**

#### ***Students Who Incur Disabilities Shortly Before Test Administration***

Principals may modify testing procedures for 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) sustained or diagnosed within 30 days prior to the administration of the Grade 5 Elementary-Level Social Studies Test. 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,
- recording the student's answers in any manner, and
- reading the test to the student (only for students whose vision is impaired).

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. Pursuant to Section 100.3 of the Regulations of the Commissioner of Education, building principals are responsible for administering State assessments and for maintaining the integrity of test content and programs in accordance with directions and procedures established by the Commissioner of Education.

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 to 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 development of an IEP or 504 Plan.

#### ***Students with Disabilities***

All students with disabilities must be provided full access to the Grade 5 Elementary-Level Social Studies Test to the extent that such testing is consistent with their individual needs. Students identified by

the CSE of the district as having a disability should be allowed to use the testing accommodations specified in their IEP. Students who have been declassified may continue to be provided with those testing accommodations recommended by the local CSE at the time of declassification and specified in the student's declassification IEP.

Plan all necessary arrangements for implementing testing accommodations well in advance of the test date. The principal is responsible for ensuring that students are provided with the testing accommodations specified in their IEP or 504 Plan.

The Department's Office for Vocational and Educational Services for Individuals with Disabilities (VESID) provides more information on testing accommodations for students with disabilities on its web site: <http://www.vesid.nysed.gov/specialed/publications/policy/testaccess/guide.htm>.

### ***Limited-English-Proficient (LEP) Students***

Schools may provide the following testing accommodations to LEP students:

- *Time Extension:* LEP students may be allowed extended test time. 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 his or her best judgment about the needs of the LEP students. Principals should consult with each student's classroom teacher in making these determinations.
- *Separate Location:* Schools are encouraged to provide optimal testing environments and facilities for LEP students. They may administer State tests to LEP students individually or in small groups in a separate location.
- *Bilingual Dictionaries and Glossaries:* LEP students may use bilingual dictionaries and glossaries when taking the Grade 5 Elementary-Level Social Studies Test. 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 Translations for Lower-Incidence Languages:* Schools may provide LEP students with an oral translation of this test when there is no translated edition provided by the Department. All translations must be oral, direct translations of the English edition. Written translations are not allowed. No clarifications or explanations may be provided. Translators should receive copies of the English edition of the test one hour prior to administration. The Department's Office of Bilingual Education and the Bilingual Education Technical Assistance Centers (BETACs) can assist schools in locating suitable translators.
- *Writing Responses in the Native Language:* LEP students making use of alternative language editions or of oral translations of this test may write their responses to the open-ended questions in their native language. Scoring the tests is the responsibility of the school. However, the Department's Office of Bilingual Education and the BETACs can assist schools in locating persons who can translate the students' responses into English to facilitate scoring of the answer papers.

### **Security of the Test**

All test booklets, both used and unused, all scoring keys and rating guides, and all student answer papers must be kept secure during the entire test administration period designated by the Department. **The package containing the scoring materials must *not* be opened until after Booklet 1 has been administered. Scoring materials for Booklet 2 must be kept secure until that part of the test has been administered.** Makeup testing will occur for a few days immediately following the scheduled

administration dates. Although student answer papers may be scored during the makeup period, caution scorers not to discuss the test content and scoring rubrics except during scoring sessions. Once the Department-designated makeup period has ended, the test materials are no longer secure.

A new form of the test will be provided for each administration. The test booklets, scoring keys, and rating guides will be enclosed in sealed packages, which must be placed in a secure location as soon as they arrive in the school. **The sealed packages must *not* be opened until the Booklet 1 and Booklet 2 administration dates**, and then just early enough to permit the distribution of materials prior to the starting time of the test.

Appendices VI and VII of this manual contain the Examination Storage Certificate and the Deputy and Proctor Certificate. At the conclusion of this test, the principal must sign the Examination Storage Certificate and all school personnel who served as proctors must sign the Deputy and Proctor Certificate. If more than twenty staff members served as proctors, make as many additional copies of the Deputy and Proctor Certificate as are needed so that all proctors may sign this certificate. All completed certificates must be retained in school files for one year.

After the Department-designated test administration period has ended, schools may retain any unused test booklets for later use in their instructional programs. Also, teachers may keep the unused test booklets on file for use in discussions with students about their test performance. In addition, teachers and administrators are authorized to make photocopies of these materials for use within their own school buildings following the conclusion of the testing period.

This *Manual for Administrators and Teachers* is not secure; copies of this publication should be distributed to teachers in advance of the administration date(s) so they may familiarize themselves with the procedures for administering the test. Since this manual is not secure, schools may make photocopies of this publication if necessary.

## **Administration of the Test**

If the Grade 5 Elementary-Level Social Studies Test is to provide an accurate measure of student achievement in social studies, both students and teachers must be properly prepared for its administration. This manual provides recommendations for preparing students to take the test. School personnel who administer the test must be familiar with the test materials and directions for administration provided in this manual.

## **Scoring the Test**

It is the school's responsibility to make the necessary arrangements for scoring the test. Nonpublic schools must use the answer sheet for Part I provided by the Department. (See "Instructions for Nonpublic Schools" in Appendix VIII.) Public schools may also use this answer sheet, or they may use an answer sheet of their choosing, such as one developed by their large city school district or Regional Information Center (RIC). All answer sheets **must** provide four choices labeled A, B, C, and D, **not** 1, 2, 3, and 4.

The answer sheets provided by the Department may be either hand scored or machine scored. The Department provides a scoring key for hand scoring the answer sheets. The answer sheets can be machine scored only on equipment that can score NCS test materials. The answer sheets contain fields for recording scores for the Part II constructed-response questions and the Part III document-based question.

## **Determining the Student's Final Test Score**

A chart for converting the student's total-test raw score to a scaled score will be provided on the Department's web site at: <http://www.emsc.nysed.gov/osa>. Because the scaled scores corresponding to raw scores in the conversion chart change from one test administration to another, it is *crucial* that, for each administration, teachers use *only* the conversion chart provided for that specific administration to determine the student's final score. Take extreme care in recording the student's scores on each part of the test, adding these scores to determine the total-test raw score, and using the conversion chart to obtain the correct scaled score.

## **Determining the Need for Academic Intervention Services**

Section 100.2(ee)(2)(i) 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 on the State assessment in elementary-level social studies. All students who achieve a final score in performance levels 1 and 2 must receive academic intervention services. (See "Descriptions of Performance Levels" in Appendix II.) These services must commence no later than the start of the next semester immediately following the administration of the test.

## **Recording Test Scores and Storing Student Answer Papers**

The Department does not keep records of individual student scores on State tests. Therefore, the school must maintain complete and accurate records. The name of the test, the student's score, and the date of administration must be entered on the student's permanent record.

All schools must keep their students' Booklets 1 and 2 on file in the school for at least one year. In addition, public schools must keep their students' Part I answer sheets on file for the same period. Nonpublic schools must send their students' Part I answer sheets to the Department along with the Classroom Roster for Nonpublic Schools in Appendix IX.

## **Reporting Test Results to the Department**

Public schools are required to submit the Grade 5 Elementary-Level Social Studies Test results electronically. Information about reporting these results will be available on the Department's web site at: <http://www.emsc.nysed.gov/irts>.

Nonpublic schools report scores directly to the Department by sending their students' Part I answer sheets to the Department along with the Classroom Roster for Nonpublic Schools in Appendix IX. Nonpublic schools are advised to make copies of their Part I answer sheets before sending them to the Department. This provides a record of the Part I answers for the school's use and protects the student data should a package get lost in the mail.

## **Review of Answer Papers by Students and Parents**

Students and parents/guardians of students who have taken the Grade 5 Elementary-Level Social Studies Test have the right to review student answer sheets after the scores have been recorded. Answer sheets should be reviewed in the presence of the principal, or the principal's designee, to ensure that no changes are made on the answer sheets as they are being reviewed. The principal may also use a copy of the student's answer sheets for this purpose.

## General Test Administration Procedures

### Test Materials

The Department provides the following test materials for administration of the two required student components of the Grade 5 Elementary-Level Social Studies Test:

#### *For the objective and constructed-response questions:*

- Booklet 1 (contains Part I and Part II)
- separate answer sheet (hand scorable and machine scorable on NCS equipment)
- scoring key for the separate answer sheet
- Rating Guide for Booklet 1

#### *For the document-based question (DBQ):*

- Booklet 2 (contains Part III A and Part III B)
- essay answer booklet, in which students are to write their final document-based essay
- Rating Guide for Booklet 2

The school must provide students with No. 2 pencils for the Part I objective questions in Booklet 1 and scrap paper for planning the Part III B essay in Booklet 2. Instruct students to write their names on all scrap paper. Be sure to collect all scrap paper at the conclusion of the test and keep it with the student's test booklet.

The test is available in large-type and braille editions. Alternative language editions of the test are available in Chinese, Haitian Creole, and Spanish. These are direct translations of the English edition. The directions to students in the alternative language editions are the same as those in the English edition. The Department does not provide separate directions for administering the alternative language editions of the test. Teachers who speak the language should be able to administer the alternative language editions by using a copy of the test in the appropriate language and the directions provided in this manual. If the test is administered by a teacher who does not speak the language, the directions in the alternative language edition should enable students to complete the test by themselves.

The separate answer sheets provided by the Department for the multiple-choice section of the test may be scored by hand or machine scored on NCS equipment. They include several grids containing spaces for recording various types of student identification information. Schools that intend to use machine scoring must develop uniform written directions about how to complete these grids and must provide them to all teachers administering the multiple-choice section of the test. Such directions should be based on careful consideration of the types of student and score information the school needs, as well as on the processing requirements of the scoring center the school is using.

### Special Considerations for Assuring Optimal Student Performance

The person in charge of administering the Grade 5 Elementary-Level Social Studies Test should review and become familiar with the directions for administering the test. Since the purpose of the test is to obtain the most accurate estimate possible of a student's achievement in social studies, it is essential that students be given an opportunity for fair assessment.

Students must not be given help in interpreting the test questions. They should be advised to answer the questions according to their best judgment. However, the teacher should give students all the assistance required in the mechanics of taking the test, such as filling out the headings on the answer sheet and the answer booklets and understanding where to record their answers.

### **Test Administration Time**

Each of the two sessions of the test requires 90 minutes of testing time. In addition, schools should schedule approximately 15 minutes per session for teachers to give directions to the students and for students to record the student identification information on all test materials.

Teachers may allow students to take a 3-to-5-minute stretch break during each session of the test. During the break, students may be allowed to stand quietly by their desks and stretch. They may *not* be allowed to talk to each other. This break, if allowed, should be given to the entire group of students at the same time, approximately 45 minutes into the testing session. The break should *not* be given at the end of one of the parts of the test. The three to five minutes allowed for the break should *not* be counted as part of the total 90-minute testing period.

Schools must make arrangements to provide the testing accommodations indicated in the IEP or 504 Plan of students with disabilities. Such accommodations often include extended time.

### **Preparations for Testing**

Arrangements for administering the test should interfere as little as possible with the normal school routine. The test may be administered in the students' regular classroom, or classes may be arranged into smaller or larger groups, at the convenience of the school.

Pay special attention to the following points when making arrangements for the testing sessions:

- ***The Testing Room.*** Make sure that the testing room is adequately lit and ventilated and free from noise and other distractions. It should have a chalkboard or a whiteboard. Maps, charts, and blank or completed graphic organizers on the walls, and all board work related to social studies should be removed or covered prior to the administration of the test.
- ***Orientation of Students.*** Inform students about the test a few days before the test administration. Emphasize that no special study is necessary. Make announcements in such a way as to increase the students' interest in the test and at the same time not cause them to become overly anxious and tense. Notify parents/guardians of the dates of testing.
- ***Orientation of Teachers.*** Make sure each teacher who will be administering the test is familiar with the detailed directions for administering the test (pages 10-14 of this manual) prior to the testing date.
- ***The Test Materials.*** Assemble sufficient quantities of the nonsecure materials needed to administer the test, such as pencils, scrap paper, and answer documents, at least one day before the test administration.

**Do not open the sealed packages of secure test materials until the test administration date, and then just early enough to permit the distribution of materials prior to the scheduled starting time.**

## **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 be allowed their full 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. No score may be earned by a student who, in the judgment of the principal, has attempted to obtain aid from or give aid to another student or has otherwise cheated during a State test. When reporting student assessment data to the Department under such circumstances, the principal must report the students' scores as an "administrative error."

## Administering the Test

### Detailed Directions for Administering Booklet 1 (Objective and Constructed-Response Questions)

Make sure that sufficient quantities of all test materials are on hand. The following materials are needed:

*For each student:*

- Booklet 1
- answer sheet
- scrap paper
- No. 2 pencil

*For the teacher:*

- “Detailed Directions for Administering Booklet 1” (pages 10-12 of this manual)
- Booklet 1 (for demonstration purposes)
- answer sheet (for demonstration purposes)
- extra answer sheets, scrap paper, and pencils
- instructions for completing the student identification grids on the separate answer sheet (These instructions will vary according to the answer sheet used by the school.)

After the desks have been cleared of books and papers and when the students are ready to begin, say:

Today you are going to take a test in social studies. I will now give each of you a test booklet. Please leave the test booklet face up on your desk. Do not open the booklet until I tell you to do so.

Distribute one test booklet, face up, to each student. Then say:

Look at the cover of your test booklet. Be sure it says “Grade 5 Elementary-Level Social Studies Test, Booklet 1,” and today’s date. If you do not have the correct booklet, please raise your hand and I will give you the correct one.

When you are sure all the students have the correct test booklet, say:

In the spaces provided, print your name and the name of the school.  
I will now give out the answer sheets and scrap paper. Please do not write on the answer sheet until I tell you what to do.

After you have distributed the answer sheets, give directions for marking any machine-readable name or number grids. Make sure students write their names on all scrap paper.

Then say:

Now look at the cover of your test booklet. Read the information on the cover to yourself while I read it aloud.

The test has three parts. Parts I and II are in this test booklet; Part III is in Booklet 2.

**Part I** contains 35 multiple-choice questions. Record your answers to these questions on the separate answer sheet. Use only a No. 2 pencil on your answer sheet.

**Part II** consists of several short-answer questions. Write your answers to Part II in this test booklet.

You will have 1½ hours to answer the questions in Booklet 1.

Now, open your test booklet to page 3. Read the directions for Part I to yourself while I read them aloud.

### **DIRECTIONS**

There are 35 questions on Part I of this test. Each question is followed by four choices, labeled A–D. Read each question carefully. Decide which choice is the correct answer. On the separate answer sheet, mark your answer in the row of circles for each question by filling in the circle that has the same letter as the answer you have chosen. Use a pencil to mark the answer sheet.

Read the sample question below.

#### **Sample Question**

Which city is the capital of New York State?

- (A) Utica
- (B) Albany
- (C) New York City
- (D) Buffalo

The correct answer is **Albany**, which is next to letter **B**. On your answer sheet, look at the box showing the row of answer circles for the sample question. Since choice **B** is the correct answer for the sample question, the circle with the letter **B** has been filled in.

Answer all 35 questions on Part I of this test. Fill in only one circle for each question. Be sure to erase completely any answer you want to change. You may not know the answers to some of the questions, but do the best you can on each one.

When you have finished Part I, go on to Part II.

If students do not understand the sample question, the marking of the answer sheet, or the directions, explain the appropriate directions until everyone knows what to do.

After all questions have been answered, say:

When I tell you to, turn to question 1 and begin work. Answer all questions in this test booklet. When you are finished, close your test booklet and place it on top of your answer sheet.

Now, turn the page and begin work.

Record the time the test begins. If a clock is not visible to all students, post the starting time on the chalkboard or whiteboard. Tell students when there are 30 minutes remaining.

Walk around the room and make sure that all students understand the directions for Part I and are marking their answer sheets correctly. Explain the test-taking procedures again to any student who appears to be having difficulty.

When students are working on Part II, make sure they understand the directions and are writing their answers in the test booklet.

If the test is administered in a regular classroom setting, students should remain quietly at their desks and be allowed to work on other assignments when they finish their tests. You may collect the test materials either as students complete the test or when most of the students have finished. In either case, you must collect all test materials from a student before allowing that student to begin other assignments.

If the test is being administered in a large-group setting, schools may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

### **Detailed Directions for Administering Booklet 2 (Document-Based Question)**

Make sure that sufficient quantities of all test materials are on hand. The following materials are needed:

*For each student:*

- Booklet 2 (A planning page is provided at the end of the booklet.)
- essay answer booklet
- scrap paper
- pen (Students may use pencils to write their final copy if using pens would present problems for them.)

*For the teacher:*

- “Detailed Directions for Administering Booklet 2” (pages 12-14 of this publication)
- Booklet 2 (for demonstration and reference purposes)
- essay answer booklet and scrap paper (for demonstration purposes)
- extra essay answer booklets, scrap paper, pens, and pencils

After the desks are cleared of books and papers, distribute the essay answer booklets and the scrap paper.

If students are allowed to use pencils for writing their final copies, modify the directions that follow accordingly. Make any necessary changes *before* Booklet 2 is administered.

When the students are ready to begin, say:

This is a test of your thinking and writing skills in social studies. On your desk, you should have an essay answer booklet and scrap paper. (*Show*) At the top of your essay answer booklet, print your name, the name of the school, and today's date. You should use a pen to write this information.

After the students have completed the heading on the essay answer booklet, distribute one Booklet 2, face up, to each student. Then say:

Please leave the test booklet face up on your desk. Do not open the booklet until I tell you to do so. Look at the cover of your test booklet. Be sure it says "Grade 5 Elementary-Level Social Studies Test, Booklet 2" and today's date. If you do not have the correct booklet, raise your hand and I will give you the correct one.

When you are sure that all students have the correct test booklet, say:

In the spaces provided on the cover of your test booklet, print your name and the name of the school. Print your name on all scrap paper.

After the students have filled in their names and the school name, say:

Read the information on the cover to yourself while I read it aloud.  
The test has three parts. Today you will take Part III of the test.  
**Part III** is based on several documents.  
**Part III A** contains the documents. Each document is followed by one or more questions. Write your answer to each question in this test booklet in the space provided. You will use your answers to the questions to help you write the essay.  
**Part III B** contains one essay question based on the documents. Write your answer to this question in the separate essay answer booklet, beginning on the first page of the booklet.  
You will have 1½ hours to answer the questions in Booklet 2 and write your essay.

If students do not understand the directions for Booklet 2, you may explain the appropriate directions until everyone knows what to do.

After all questions concerning the directions on the cover have been answered, say:

When I tell you to, turn the page. Read to yourself the specific directions for the document-based question, the historical background, and the task and then begin work. When you are finished, close your test booklet and place it on top of your essay answer booklet.  
Now, turn the page and begin work.

Record the time the test begins. If a clock is not visible to all students, post the starting time on the board. Tell students when there are 30 minutes remaining in the test.

Walk around the room and make sure that all students understand the directions about answering the questions and are beginning the test correctly. Explain the test-taking procedures to any student who appears to be having difficulty.

If the test is administered in a regular classroom setting, students should remain quietly at their desks and be allowed to work on other assignments when they have finished the test. You may collect the test materials either as students complete the test or when most of the students have finished. In either case, you must collect all test materials from a student before allowing that student to begin other assignments.

If the test is administered in a large-group setting, schools may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

In either situation, collect all test materials (test booklet, essay answer booklet, and scrap paper) from each student before allowing the student to leave the room.

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**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 3018 and 3020 of Education Law.**

## Scoring the Test

### Scoring Booklet 1 Answers

The rating materials for Booklet 1 include:

- scoring key for the multiple-choice questions (Part I)
- specific scoring rubrics and guidelines for the constructed-response questions (Part II)

### *Scoring Part I (Multiple-Choice Questions)*

The student's score on Part I is the total number of questions that the student answers correctly. A list of correct answers is printed on the scoring key.

The separate answer sheets provided by the Department for Part I may be either machine scored or hand scored.

- Machine Scoring:* The separate answer sheets provided by the Department can be processed only on NCS scoring equipment. If the school is making arrangements with a scoring center for machine-scoring services, be sure that the scoring center is able to score the type of answer sheets submitted by your school.
- Hand Scoring:* The separate answer sheets provided by the Department can be hand scored using the scoring key printed on translucent paper that is provided with the test. Boxes printed on the key show the correct answers. When the key is aligned properly with the answer sheet, each correct answer will be visible in a box. To hand score the answer sheets, use the following procedures:
  1. Scan each answer sheet to make certain that the student has marked only one answer for each question. If two or more answers have been marked, draw a horizontal line with colored pencil (do not use pen) through all of the answer circles, so that no credit will be allowed for that question in scoring.
  2. Place the scoring key on the answer sheet so that the box indicating the correct answer for each question corresponds to the row of answer circles for that question.
  3. To obtain the total raw score, count the number of correct answers. Record the student's raw score (total number correct) on the line for Part I in the box provided on the answer sheet. (A box for recording scores also appears at the end of Part I in the student's test booklet and on the back cover of Booklet 2.)

### *Rating Part II (Constructed-Response Questions)*

The rating guide contains specific rubrics and guidelines for the Part II constructed-response questions. Follow your school's procedures for training raters. This process should include:

#### *Introduction to the Constructed-Response Questions*

The trainer may begin the introduction to the constructed-response questions once administration of the test has begun. However, you may **not** remove the actual Booklet 1 Rating Guide from the package of scoring materials for use by raters until your school has finished administering Booklet 1.

- Raters read the questions.
- Raters identify the answers to the questions.
- Raters discuss possible answers and summarize expectations for student responses.

### *Introduction to the Specific Rubric*

The trainer may begin the introduction to the specific constructed-response rubric and scoring guidelines once the school has finished administering Booklet 1.

- Trainer leads review of the specific rubric for each constructed-response question.

### *Rating the Constructed-Response Questions*

- Each student's answer to each of the constructed-response questions is scored by one rater.
- The rater records the score for each constructed-response question in the student's test booklet.

The scoring coordinator is responsible for organizing the movement of papers, calculating a Part II score for each student, and recording that score on the line for Part II in the box provided on the Part I answer sheet. (A box for recording scores also appears at the end of Part II in the student's test booklet and on the back cover of Booklet 2.)

### **Rating Booklet 2 Answers**

The Booklet 2 Rating Guide contains:

- a specific scoring rubric for the document-based question (DBQ) including scaffold (open-ended) questions (Part III A) and the DBQ essay (Part III B),
- prescored anchor papers at each essay score level, with commentary explaining why a particular student paper was awarded that specific score,
- prescored practice papers with scoring commentaries,
- a chart for converting the student's multiple-choice (Part I), constructed-response (Part II), and DBQ scaffold question (Part III A) score and total essay (Part III B) score to a final test score, and
- a chart indicating the score ranges for each of the four student performance levels and the definitions of those performance levels.

The reliability of the scores is a fundamental concern in the measurement of a student's achievement. Therefore, at least two qualified teachers must score each student's essay. Only one qualified teacher need score the short-answer, document-based scaffold questions. Qualified raters include teachers of Grades 3, 4, and 5 social studies and special education teachers who are knowledgeable about the elementary-level social studies curriculum. Raters should have previously received some school-level, district-level, and/or regional training on scoring social studies essays or scaffold (open-ended) questions as part of the turnkey training process.

It is recommended that schools with a small number of qualified social studies raters form a consortium of teachers to score as a group the answer papers from several schools.

To ensure reliable scoring, the principal of each school administering the Grade 5 Elementary-Level Social Studies Test must appoint a scoring coordinator who will:

- manage the training and logistics of the scoring process,
- provide task-specific training, including review of the rating guide just prior to scoring, and
- assign two teachers to rate each essay response independently, with a third teacher available to resolve discrepant scores. (A discrepant score is one that varies by more than one point on a 4-point rubric.) Only one rater is needed for the scaffold questions. If staffing is sufficient, separate teams of teachers should rate the Part III A scaffold questions and the Part III B essay.

Every effort should be made to avoid having a teacher rate his or her own students' responses. When this is not possible, a teacher should score no more than one part of his or her students' papers (i.e., the constructed-response questions, the scaffold questions, or the DBQ essay).

### **Organizing the Rating and Recording Process**

Before a school reads and rates its students' responses, it must set up a procedure for collecting, arranging, and processing the answer papers and for maintaining records of the test results. The school should design a procedure that will produce a reliable score for each student and will facilitate maintenance of the school's records of each student's score. (See "Suggested Rating Procedure" below.)

### **Detailed Directions for Training Raters**

In training raters to score student answers for Part III of the test, follow the procedures outlined below:

*a. Introduction to the Scaffold Questions and the Essay Task*

The trainer may begin the introduction to the scaffold questions and the essay task once administration of the test has begun. However, you may **not** remove the actual Booklet 2 Rating Guide from the package of scoring materials for use by raters until after your school has finished administering Booklet 2.

1. Raters read each scaffold question and/or the essay task. **Note that for Part III A of the test, the point values for individual scaffold questions are .5 and 1.**
2. Raters identify answers to each scaffold question and/or the essay task.
3. Raters discuss possible answers and summarize expectations for student responses.

*b. Introduction to the Specific Rubric and Anchor Papers for Part III B*

The trainer may begin the introduction to the specific rubric and anchor papers once your school has finished administering Booklet 2.

1. Trainer leads review of the specific rubric with reference to the essay task.
2. Trainer leads discussion of procedures for assigning holistic scores (i.e., by matching evidence from the response to the specific rubric).
3. Trainer leads review of each anchor paper and commentary.

*c. Practice Scoring Individually*

1. Raters score the practice papers independently without looking at the scores and commentaries provided after the papers.
2. Trainer records scores and leads discussion of scoring criteria until raters feel confident enough to move on to actual scoring.
3. If additional practice is required to reach scoring consensus, the trainer may use a sample of student answer papers from the current administration of the test.

### **Suggested Rating Procedure**

The following procedure is recommended for managing the mechanics of the rating process. Appendix III contains a copy of the Essay Rating Sheet and Appendix IV contains a copy of the Part III B Record Sheet. You may reproduce as many copies of these sheets as you need, or you may create your own forms.

1. The person assigned as the coordinator of the rating process, or other designated representative(s), will be responsible for coordinating the movement of papers; calculating a final score for each student's essay; recording that information on the student's Part I answer sheet, in the student's test booklet at the end of Part III B, or on the last page of Booklet 2; and determining the student's final score and performance level for the test.
2. Set aside one room as a central location for collecting, sorting, circulating, and storing answer sheets and essay booklets and for preparing and maintaining records for these tests.
3. Provide a suitable location for the rating of essays.
4. Allow time to provide training for scoring the specific task for all raters immediately before the rating of the students' responses (about 2 hours for the essay and about 20-30 minutes per document). It is strongly recommended that raters be trained on one document and score those responses, then be trained and score the next document's response(s), etc.
5. Provide adequate time for rating (3-5 minutes per response for each essay, 1 minute per response for each scaffold question scored 0-1, and ½ minute per response for each scaffold question scored 0-.5).

#### **For Part III A:**

1. Follow a similar procedure for processing the papers.
2. The short-answer (open-ended) questions need be scored by only *one* qualified teacher.
3. The scores for each scaffold question may be recorded in the student's test booklet.  
Note that the maximum point value a student can earn on individual scaffold questions is either .5 or 1. Credit is given in increments of .5, e.g., 0, .5, or 1.
4. **If the total point value of Part III A ends in .5 (e.g., 2.5, 4.5, 5.5, etc.), round up to the nearest whole number before recording the total Part III A score. Do not round up after each individual question.**
5. Record the total Part III A score on the line for Part III A in the box provided on the student's Part I answer sheet. (A box for recording scores also appears at the end of Part III A in the student's test booklet and on the back cover of Booklet 2.)

#### **For Part III B, continue with these procedures:**

1. Provide at least two qualified teachers to score each essay question. Divide the raters into two-person teams. Designate one team member as Rater 1 and the other as Rater 2. After the test has been administered, keep the essay booklets together and shift them between raters.
2. Arrange the essay answers according to a sequence, using whatever order is most convenient for your school, e.g., class period, alphabetical, or local identification number. Beginning with the first paper in the sequence, enter each student's name on a copy of the Part III B Record Sheet. (See Appendix IV of this manual.)
3. Divide each group of essays into bundles of 25 papers.
4. Prepare an Essay Rating Sheet for each bundle. (See Appendix III of this manual.) After recording the students' names on the rating sheet, photocopy the rating sheet. **Each rater will need a separate rating sheet for each bundle of essay papers he or she rates. The second rater must not be aware of the score assigned by the first rater.**
5. Distribute the bundles of essay papers to the rating teams, making sure that each rating team receives two rating sheets for each bundle of papers. Each rater on a team should rate one of the

bundles and record his or her ratings on one of the rating sheets. The two raters should then exchange bundles. The second rater should record *only* his or her scores on the second rating sheet. **No scores or corrections should be indicated on the essay papers.**

6. After each team has completed rating a bundle, the team should return those answer papers to the designated central location. Remove the rating sheets completed by each rater from the bundles and enter the scores on the Part III B Record Sheet. Make sure there are two independent ratings for each essay response.
7. Review the two scores for each student to determine whether or not the student's scores for the essay are discrepant, i.e., have a difference of more than one point between the two scores. If the two scores are not discrepant, enter the resolved score in the appropriate column on the Part III B Record Sheet.
8. Separate the students' responses with discrepant scores and make another bundle. Prepare a separate rating sheet for those discrepant papers. List the names of the students whose papers need a third rating on a new rating sheet and attach the sheet to the corresponding bundle of student responses. Assign each of these bundles to a rater to obtain a third independent rating of the students' responses. **Make sure that the third rater is not one of the original two raters of that task and that the third rater has undergone the training for scoring that task.**
9. After the necessary third ratings have been obtained, remove the rating sheets from the bundles of student responses and determine the resolved scores by using the method for resolving discrepant scores described on the next page. Enter the resolved scores in the appropriate column on the Part III B Record Sheet.
10. Transfer the resolved scores to the space provided on the students' Part I answer sheets. (A box for recording scores also appears on the back cover of Booklet 2.)

## Method for Determining the Score for the Part III B Essay

### Two Ratings:

1. Compare the two ratings.
2. If the two ratings agree, the student receives that score.
3. If the two ratings are contiguous, the student receives the average of the two scores. **Do not round this score up to a whole number.**
4. If the two ratings are **not** contiguous, obtain a third rating.

### Three Ratings:

1. Compare the three ratings.
2. If two of the three ratings agree, the student receives that score.
3. If the three ratings are different, the student receives the middle score.

### Examples:

Student's Name	Rater 1	Rater 2	Rater 3	Resolved Score*	Reason
<i>Student A</i>	3	3	—	3.0	Two ratings agree. Use that score.
<i>Student B</i>	2	3	—	2.5	Two ratings are contiguous. Use the average of the two scores.
<i>Student C</i>	4	2	4	4.0	Two ratings are more than one point apart. A third rating is done. Two of the three ratings agree. Use that score.
<i>Student D</i>	2	4	1	2.0	Two ratings are more than one point apart. A third rating is done. The three ratings differ. Use the middle score.
<i>Student E</i>	1	0	—	0.5	Two ratings are contiguous. Use the average of the two scores.

## Entering Scores on the Part III B Record Sheet

The examples below show how students' scores should be recorded on the Part III B Record Sheet. (See Appendix IV of this manual.)

Student's Name	Rater 1	Rater 2	Rater 3	Resolved Score*
1. <i>Student A</i>	3	3	—	3.0
2. <i>Student B</i>	2	3	—	2.5
3. <i>Student C</i>	4	2	4	4.0
4. <i>Student D</i>	2	4	1	2.0
5. <i>Student E</i>	1	0	—	0.5

\*Individual raters may **not** assign scores ending in .5 to an essay. Such scores are obtained only when two contiguous scores are averaged. Resolved scores must **not** be rounded up to the next whole number.

## Determining the Student’s Final Test Score

On the student’s Part I answer sheet, record in the appropriate spaces the number of correct answers for the multiple-choice questions (Part I), the total credits awarded for the constructed-response questions (Part II), and the total credits awarded for the scaffold (open-ended) questions (Part III A). (A box for recording student scores like the one shown below also appears on the back cover of Booklet 2.) Add these three numbers together and write that score in the box labeled “Total Part I, II, and III A Score.”

Record the Part III B essay score in the appropriate space.

**To determine the student’s final test score, use the conversion chart for the current administration of the test. This conversion chart will be posted on the Department’s web site at: <http://www.emsc.nysed.gov/osa>. It is *crucial* that you use only the conversion chart provided for the specific administration of the test to determine the student’s final test score.**

Locate the student’s total Part I, II, and III A score on the left side of the conversion chart and the student’s Part III B essay score across the top of the chart. **The point where those two scores intersect is the student’s final test score.** The conversion chart provided for the test will include final test scores ranging from 0 to 100.

Part I Score (Maximum of 35 Points)	
Part II Score	
Part III A Score	
Total Part I, II, and III A Score	
Part III B Essay Score (Maximum of 4 Points)	
<b>Final Score</b> (obtained from the conversion chart) Scaled 0–100	

# **Appendix I**

## **Generic Scoring Rubric**

### **Grade 5 Social Studies Document-Based Question**

#### **Score of 4:**

- Answers all aspects of the task by using the documents and may bring in relevant outside information related to the documents
- Consistently uses accurate data
- Develops ideas fully, using such supporting evidence as examples, reasons, details, explanations, and generalizations that are relevant and appropriate
- Demonstrates a logical plan of organization and coherence in the development of ideas
- Consistently expresses ideas clearly

#### **Score of 3:**

- Answers most aspects of the task by using the documents
- Generally uses accurate data
- Develops ideas satisfactorily with adequate supporting evidence
- Develops an answer, using a general plan of organization
- Generally expresses ideas clearly

#### **Score of 2:**

- Answers some aspects of the tasks by using some of the documents
- Uses some accurate data
- Demonstrates weakness in development of ideas with little supporting evidence
- Attempts to organize an answer but is weak and goes off the topic
- Attempts to express ideas clearly

#### **Score of 1:**

- Shows limited understanding of the task
- Does not use information to support ideas or uses information that is not relevant
- Fails to use documents or only vaguely refers to the documents
- Lacks a plan of organization
- Does not express ideas clearly

#### **Score of 0:**

- Fails to answer question or response is totally unrelated to topic
- Uses no accurate data
- Is illegible or so many words cannot be read that no sense can be made of the response
- Is a blank paper
- Is incoherent; i.e., words are legible but syntax is so garbled that no sense can be made of the response

## Appendix II

### Descriptions of Performance Levels Grade 5 Elementary-Level Social Studies Test

<b>Performance Level</b>	<b>Range of Final Scores</b>	<b>Descriptions</b>
4 Meeting the Standards with Distinction	85–100	<p>Shows evidence of superior understanding of the content, the concepts, and the skills required for elementary-level achievement in each of the learning standards and key ideas assessed in social studies.</p> <p>Shows evidence of superior ability to apply the social studies content, concepts, and skills required for entering intermediate-level academic environments.</p>
3 Meeting the Standards	65–84	<p>Shows knowledge and understanding of the content, the concepts, and the skills required for elementary-level achievement of the five learning standards that are assessed in social studies.</p> <p>Shows the ability to apply the social studies content, concepts, and skills required for entering intermediate-level academic environments.</p>
2 Not Fully Meeting the Standards	58–64	<p>Shows only minimal knowledge and understanding of the content, the concepts, and the skills required for elementary-level achievement of the five learning standards that are assessed in social studies.</p> <p>Shows only minimal knowledge of the social studies content, concepts, and skills required for entering intermediate-level academic environments.</p>
1 Not Meeting the Standards	0–57	<p>Is unable to show proficiency in understanding the content, the concepts, and the skills required for elementary-level achievement in any or most of the learning standards and key ideas assessed in social studies.</p> <p>Is unable to show evidence of an ability to apply the social studies content, concepts, and skills required for entering intermediate-level academic environments.</p>

# Appendix III

## Essay Rating Sheet Grade 5 Elementary-Level Social Studies Test

Test Date: \_\_\_\_\_ Rater's Name: \_\_\_\_\_

Rater Number: 1 2 3 (circle one) School: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name	Essay Score
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

# Appendix IV

## Part III B Record Sheet Grade 5 Elementary-Level Social Studies Test

Test Date: \_\_\_\_\_ School: \_\_\_\_\_ District: \_\_\_\_\_  
(Month and Year)

Student's Name	Rater 1	Rater 2	Rater 3	Resolved Score*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

\*Individual raters may *not* assign scores ending in .5 to an essay. Such scores can only be obtained when two contiguous scores are averaged. Resolved scores must *not* be rounded up to the next whole number.

**Appendix V**  
**Class Record Sheet**  
**Grade 5 Elementary-Level Social Studies Test**

For Use By Public Schools Only, Nonpublic Schools Must Use Appendix VIII

Test Date: \_\_\_\_\_ School: \_\_\_\_\_ District: \_\_\_\_\_  
*(Month and Year)*

Student's Name	Part I Score	Part II Score	Part III A Score	Total Part I, II, and III A Score	Part III B Essay Score	Final Test Score
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

## Appendix VI

### Examination Storage Certificate Grade 5 Elementary-Level Social Studies Test

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

City or Town: \_\_\_\_\_

Examination Date: \_\_\_\_\_  
*(Month and 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 Grade 5 Elementary-Level Social Studies Test.

1. The sealed packages of secure test materials were stored in a secure place at the location indicated on the Examination Storage Plan submitted for the above examination period.
2. The secure place was maintained under strict security conditions.
3. An inventory of the test materials was conducted as soon after delivery as was practical. The State Education Department was notified 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 secure location immediately after the inventory was completed.
4. The sealed packages of secure materials for the test were not removed from the secure location, except for the inventory of test materials shipped to the school, until the day on which the test was scheduled to be administered.
5. The sealed packages of secure materials for the test were not opened until the days on which the test booklets were scheduled to be administered.

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

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

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

# Appendix VII

## Deputy and Proctor Certificate Grade 5 Elementary-Level Social Studies Test

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

City or Town: \_\_\_\_\_

Examination Date: \_\_\_\_\_  
*(Month and Year)*

We, the undersigned deputies and proctors who assisted in the administration of the Grade 5 Elementary-Level Social Studies Test, hereby declare our belief in the correctness of the following statement:

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

1. The rules for administering the test were read to or read by each person who assisted in administering the test.
2. The test was held within the prescribed dates.
3. The tests were kept in the sealed packages until their administration dates.
4. The students were given appropriate instructions and orientation before beginning the test.
5. The students were so seated as to prevent collusion.
6. Adequate supervision was maintained throughout the administration of the test.
7. The answer papers were collected from the students immediately at the close of the test.
8. All test booklets and scoring keys for the test were collected and returned to the principal.

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

(Attach additional sheets when necessary.)

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

# Appendix VIII

## Instructions for Nonpublic Schools

### Completing the Classroom Roster

School staff must complete a Classroom Roster for Nonpublic Schools (see Appendix IX) listing every Grade 5 student in the school. After the test is administered (November 16–17, 2005; makeups November 18, 21, and 22) and scored, staff should record on the Classroom Roster student ID numbers and each student’s scores for Parts I, II, and III A, the sum of the Parts I, II, and III A scores, the score for Part III B, and the final score. The final score is determined using the conversion chart provided for the test on the Department’s web site at: <http://www.emsc.nysed.gov/osa>. The student ID number is the six-digit number at the bottom of page 1 of the machine-scorable answer sheet, which is sent to schools with the test materials.

Staff should indicate with a check mark in the appropriate column those students for whom scores were not recorded because they were eligible to take the New York State Alternate Assessment (NYSAA) for students with severe disabilities, or they were absent for Parts I and II and/or Part III of the test.

### Completing the Answer Sheets

Nonpublic schools must use the machine-scorable answer sheets provided by the Department to record and report student demographic information and student test scores for the Grade 5 Elementary-Level Social Studies Test. Staff must complete an answer sheet for each Grade 5 student, including each age equivalent student with disabilities and each limited-English-proficient (LEP) student. Students will record their answers to Part I questions on page 2 of the answer sheet. Staff must complete all other parts of the answer sheet.

Record “Alternate Assessment” in box 8 for any student with severe disabilities whom the district’s Committee on Special Education (CSE) has identified as eligible for the NYSAA instead of the Grade 5 Elementary-Level Social Studies Test.

If a student did not complete the entire test because of absence, indicate the student’s absence for Parts I and II or Parts III A and III B in box 8 on the answer sheet.

### Scoring the Test

Make sure that all student information is properly recorded on the answer sheet prior to scoring. On each student’s answer sheet, complete the **For Teacher Use Only** section on page 2. Record the student’s scores for Part I, Part II, Part III A, the sum of Parts I, II, and III A, Part III B, and the final score, obtained by using the conversion chart provided for the test on the Department’s web site at: <http://www.emsc.nysed.gov/osa>. Keep a record of the students’ scores at the school. You may wish to make photocopies of student answer sheets for your records. **For this test, the Department does *not* mail student score reports to schools.**

If answer papers are being scored at a regional scoring site, the student’s scores for Part I, Part II, Part III A, the sum of Parts I, II, and III A, and Part III B must be recorded at that location. In addition, the regional scoring site **must** return the student papers to the school. The school must determine the final score using the conversion chart provided for the test and enter that score on the answer sheet. As with locally scored answer papers, the school must keep a record of the students’ scores and should make photocopies of student answer sheets.

**DO NOT MAKE ANY EXTRANEIOUS MARKS ON THE ANSWER SHEETS.** Pencil or pen marks of any color or liquid correction fluid on the scannable areas of the answer sheet (i.e., in circles, in the areas that appear like bar codes, etc.) interfere with the scanning of the sheets and result in inaccurate data being recorded for the student.

### **After the Scoring**

Complete the Classroom Roster by indicating the scores received by the student on all parts of the test. Make sure that the information on the Classroom Roster agrees with that on the student answer sheets. You should make a photocopy of the Classroom Roster for your records.

It is the principal's responsibility to submit the complete, scored answer sheets to the Department for scanning. Submission of these answer sheets will satisfy the reporting requirements for nonpublic schools for this test. Nonpublic schools will not be required to report aggregate results for this test to the Department. Classroom Rosters should also be sent to the Department with the scored answer sheets. **Do not include test booklets when submitting answer sheets to the Department.** Retain used student test booklets in your school for at least one year.

Mail the answer sheets and the Classroom Rosters using a delivery service that includes a package tracking service (e.g., UPS, FedEx) by **December 9, 2005** to:

**Carolyn Bulson  
New York State Education Department  
Information and Reporting Services  
Room 868 EBA  
89 Washington Avenue  
Albany, NY 12234**

The Department will scan the answer sheets to calculate school summary data. Secure procedures will be used to protect the confidentiality of student records. The Department will not retain student names in its files.

### **Special Instructions for Reporting Results for Students with Disabilities**

Public school districts are responsible for reporting assessment results for each student with disabilities placed outside the district by the CSE. Schools with enrollments that include students with disabilities placed in the school by a public school district CSE must contact the public school district to obtain the appropriate public school answer sheets. Answer sheets for these students should **not** be sent to the Department for scoring. The answer sheets and test booklets for each of these students should be returned to the public school district (home school district) immediately after test administration so that they can be scored.

For further information on reporting results for this test, contact Carolyn Bulson at 518-474-7965 or [cbulson@mail.nysed.gov](mailto:cbulson@mail.nysed.gov).

