



**New York State Testing Program**

**Grades 3–8 English Language Arts and Mathematics Tests**

**School  
Administrator's  
Manual**

**2012 Edition**

**THE UNIVERSITY OF THE STATE OF NEW YORK**  
**Regents of The University**

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# **Preparing for and Administering the Tests**



# General Features of the Grades 3–8 English Language Arts and Mathematics Tests

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The Department has a partnership with Pearson Inc. for the development of the Grades 3–8 English Language Arts and Mathematics Tests. Teachers from across the State work with the Department in a variety of activities to ensure that the tests are appropriate measures of student attainment of the New York State Learning Standards.

The 2012 Grades 3–8 English Language Arts Tests are comprised of three books per grade and will be administered in three sessions over three days. On Tuesday, April 17, Book 1 will be administered, on Wednesday, April 18, Book 2 will be administered, and on Thursday, April 19, Book 3 will be administered. The 2012 Grades 3–8 Mathematics Tests are comprised of three books per grade and will also be administered in three sessions over three days. On Wednesday, April 25, Book 1 will be administered, on Thursday, April 26, Book 2 will be administered, and on Friday, April 27, Book 3 will be administered.

The Grades 3–8 English Language Arts Test Book 1s and Book 2s contain literary and informational reading passages and multiple-choice questions based on the passages. In addition, Book 2s contain multiple-choice questions, short-response questions, and an extended-response question based on a listening selection read aloud to the class. Book 3s contain reading passages with short-response questions and an extended-response question based on those passages.

The Grades 3–8 Mathematics Tests consist of three books. Book 1s and Book 2s contain multiple-choice questions. Book 3s contain short- and extended-response questions.

The mathematics tools sent to schools in February 2008 may be used for the 2012 Grades 3–8 Mathematics Tests. Alternatively, schools may use the same rulers and protractors that they use every day in the classroom provided that they do not have pertinent information, such as mathematics formulas, written on them, and that they meet the specifications provided in Appendix P. Rulers will be used with all of the Grades 3–8 Mathematics Tests; protractors will be used only with the Grades 5 and 7 Mathematics Tests.

Following the guidelines in this manual will help ensure that the tests are valid and equitable for all students. A series of instructions will help in organizing the materials, the testing schedule, and the scoring process.

All persons in charge of the administration of the Grades 3–8 English Language Arts and 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 Assessment Policy, Development and Administration (APDA) at 518-474-5902 or 518-474-8220.

# Changes for the 2012 Administration:

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## Test Book Design and Testing Times

This year the state testing program will be more comprehensive because of the need to better determine student learning and to improve future assessments. To help accomplish those goals, the Department has made two significant changes to the Grades 3–8 English Language Arts and Mathematics Testing Program.

First, the Department has increased the number of test questions to obtain the most accurate information possible about student achievement and to include field test questions upon which future tests will be built (see below). To accommodate the increased number of questions, the English language arts and mathematics assessments will be administered over the course of three consecutive days.

English Language Arts, Day 1 consists of Book 1 and will be administered with a carefully supervised 5-minute break at about the midway point for all grades. The 5-minute break will not count toward the time students will have to answer the questions in this test book. To ensure test integrity, students are not permitted to talk during the break. Additional information on the break is included in the *Teacher's Directions*. All other books for English Language Arts and all books for Mathematics are administered in a single session and do not include a break.

Second, the Department has designed the testing times to allow students sufficient time to demonstrate what they have learned. **Schools must schedule 90 minutes for each session, on each day, at each grade.** This does NOT include approximately 10 minutes of prep time at the beginning of each session for handing out materials and reading directions. The 90 minutes should begin when the students begin testing. The start time of each session may be staggered by grade to accommodate staffing and space needs (e.g.: Grade 3 starts at 9:00 while Grade 4 starts at 10:30.).

Students completing all questions in a test book prior to the end of the scheduled time are permitted to review their answers (including those answered prior to the break during English Language Arts Day 1, Book 1). If all students complete the assessment earlier than 90 minutes, the teacher may end the session. As soon as the testing of each book is completed, the principal must arrange for the collection and secure storage of all used and unused test books.

Students with disabilities must be provided testing accommodations as stated in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plan (504 Plans). Accommodations for extended time, such as “time-and-a-half” or double time, should be based on 90-minute sessions. Extended time for current and eligible former English language learners should also be based on 90-minute sessions.

## Embedded Field Test Questions

In 2010, the Department announced its commitment to embed multiple-choice questions for field testing within the Spring 2012 Grades 3–8 English Language Arts and Mathematics Tests. Embedding field test questions allows for a better representation of the student population and more reliable field test data on which to build future operational tests.

It will not be apparent to students whether a question is a field test question *that does not count towards their score* or an operational test question *that does count towards their score*. The embedded field test questions will reduce the amount of stand-alone field testing during the spring of 2012 but will not eliminate the need for them.

## Change in English Language Arts Scoring Rubric

For the 2012 tests, writing mechanics has been added to the rubric for scoring the extended-response questions on the English Language Arts Tests. The scoring of these questions will now be based on the following five qualities:

Meaning  
Development  
Organization  
Language Use  
Writing Mechanics

More information on the change to the rubric and sample student responses are provided in the *Guide to the 2012 Grades 3–8 Testing Program*.

## Scoring Materials

The Department has discontinued the audio version of the Scorer Training materials. Schools will no longer be receiving the Scorer Training Audio CDs with their materials. As in 2011, the Department will not be printing scoring materials for the Grades 3–8 English Language Arts and Mathematics Tests. Instead, a CD containing PDF files of scoring materials will be sent to schools for each of these tests. Schools must print copies of the scoring materials to supply to each rater.

## Students to be Tested

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Except as noted below, all public and charter school students in Grades 3–8 must 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 N.). Nonpublic schools are also encouraged to participate and are to follow the same guidelines for each grade-level test they are administering. When determining which students will participate in these tests, be sure to consider students who attend programs operated by the Boards of Cooperative Educational Services (BOCES) as well as any other programs located outside the district.

- *English Language Learners*. Schools are permitted to exempt from the Grades 3–8 English Language Arts Tests only those English language learners (including those from Puerto Rico) who, on **April 1, 2012**, will have been attending school in the United States for the first time for less than one year.

Recently arrived English language learners may be eligible for one, and only one, exemption from the administration of the Grades 3–8 English Language Arts Tests. Subject to this limitation, schools may administer the New York State English as a Second Language Achievement Test (NYSESLAT) in lieu of the Grades 3–8 English Language Arts Tests, for participation purposes only, to recently arrived English language learners who meet the criterion above. All other English language learners must participate in the Grades 3–8 English Language Arts Tests, as well as in the NYSESLAT. For additional information and guidance, please see the Student Information Repository System (SIRS) Manual at <http://www.p12.nysed.gov/irs/sirs>.

The provisions of the No Child Left Behind Act (NCLB) do not permit any exemption of English language learners from the Grades 3–8 Mathematics Tests. All English language learners in these grades must take the Grades 3–8 Mathematics Tests. These tests are available in Chinese (traditional), Haitian Creole, Korean, Russian, and Spanish. They can be translated orally into

other languages for those English language learners whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer English language learners specific testing accommodations when taking State examinations to ensure valid and reliable test results.

- *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 IEP. The criteria that the CSE must use to determine eligibility for the NYSAA is available at the web site <http://www.p12.nysed.gov/osa/nysaa>.
- *Medically Excused.* A student may be medically excused from testing if documentation from a medical practitioner is obtained and kept on file at the school indicating that the student is too incapacitated to test at the school, at home, or in a medical setting. When reporting assessment data to the Department for a student who is medically excused, the principal must report the student's results with an Assessment Standard Achieved Code of "93" in the Student Information Repository System (SIRS).

## Safeguarding Test Materials

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### Prior to Testing

Secure test materials will arrive about one week before testing at the secure facility designated by the principal via the online Examination Request System. 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 confirmation notice (but leave the shrink-wrapped packaging intact until the day of test administration), and
- store the test materials immediately in a safe or vault.

All secure test materials must be stored in a safe or vault, as designated in the school's Examination Storage Plan. 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. 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.

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 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.

To minimize the number of testing irregularities, principals should conduct a review of the test administration procedures prior to each test administration with all faculty and staff that will be involved in the test administration and scoring. In addition, to preserve the integrity of the test materials, advise all staff that they are not to discuss test questions or other specific test content with each other, with others online via e-mail or listserv, or through any other electronic means. Please note that test books cannot be opened prior to the distribution of tests to students.

## Following Testing

As soon as the testing of each book 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. **Note that used answer sheets may not be reviewed, scanned, or scored by anyone before the official scoring process has been completed and the answer sheets have been scanned by the Regional Information Center (RIC) or large-city scanning center.** All used and unused test books (regular, large-type, and braille) and used answer sheets must be kept secure.

Test books may **not** be used for instructional or staff development purposes. Instead, they must either be returned to the Department contractor using the shipping label provided by the Department or retained securely at the school for one year, then securely destroyed. See the table below for details on which materials to return promptly after scoring has been completed and which to retain securely at the school for one year. For information on processing test books containing constructed-response questions after testing, see the instructions in the section titled “Planning the Scoring Operations” on page 24.

## Destruction of Secure Examination Materials

For Secure Destruction: Return Immediately to the Department Contractor	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> <li><input type="checkbox"/> All used and unused English Language Arts and Mathematics Book 1s</li> <li><input type="checkbox"/> All used and unused Mathematics Book 2s</li> <li><input type="checkbox"/> All unused English Language Arts Book 2s and Books 3s</li> <li><input type="checkbox"/> All used and unused Listening Selection Books</li> <li><input type="checkbox"/> All unused Mathematics Book 3s</li> <li><input type="checkbox"/> All scoring CDs, including any copies made by schools</li> <li><input type="checkbox"/> All scoring materials printed from the CDs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All used English Language Arts Book 2s and Book 3s</li> <li><input type="checkbox"/> All used Mathematics Book 3s</li> <li><input type="checkbox"/> All used answer sheets after their return from the scanning center</li> </ul>

# Testing Accommodations

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## English Language Learners

For English language learners, schools may provide the following testing accommodations:

- *Time Extension:* Schools may extend the test time for English language learners taking the Grades 3–8 English Language Arts and Mathematics Tests. 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 English language learners. 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 Grades 3–8 English Language Arts and Mathematics Tests to English language learners individually or in small groups in a separate location.
- *Third Reading of Listening Selection:* Proctors may read the listening passage a third time to English language learners who are taking the Grades 3–8 English Language Arts Tests.
- *Translated Editions:* English language learners 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, English language learners may use an English and translated 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 translated edition used by the student should be indicated on the student’s answer sheet.
- *Bilingual Dictionaries and Glossaries:* English language learners may use bilingual dictionaries and glossaries when taking the Grades 3–8 English Language Arts and Mathematics Tests. These bilingual dictionaries and glossaries may provide **only** direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations of words are **not** permitted.
- *Oral Translation for Lower-Incidence Languages:* Schools may provide English language learners with oral translations of the Grades 3–8 Mathematics Tests when there is no translated edition provided by the Department. This accommodation is not permitted for the English Language Arts Tests. 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 Foreign Language Studies (telephone 518-474-8775) and the Regional Bilingual Education Resource Networks (RBE-RNs) can assist schools in locating suitable translators. A list of RBE-RNs can be found at <http://www.p12.nysed.gov/biling/bilinged/betac.html>.
- *Writing Responses in Native Language:* English language learners making use of translated 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. This accommodation is not permitted for the English Language Arts Tests. 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 RBE-RNs can assist schools in locating persons who can translate the students’ responses into English to facilitate scoring of the tests.

For each English language learner, darken the circles indicating the testing accommodations provided on the multiple-choice answer sheet under the heading “ELL Accommodations.”

## **Former English Language Learners**

Schools may provide the testing accommodations listed above under the heading “English Language Learners” only to those former English language learners who were identified as English language proficient based on their scores on one of the two most recent administrations of the NYSESLAT, either Spring 2010 or Spring 2011. These accommodations may not be provided to former English language learners who were identified as English language proficient prior to the Spring 2010 NYSESLAT administration.

For each eligible former English language learner, darken the circles indicating the testing accommodations provided on the multiple-choice answer sheet under the heading “ELL Accommodations.”

## **Testing Accommodations for Both English Language Arts and Mathematics Tests Students Who Incur Disabilities Shortly Before Test Administration**

Principals may provide accommodations when testing general education students who incur an injury (e.g., broken arm) or experience the onset of either a short- or long-term disability (either cognitive or physical) within 30 days prior to test administration. Eligibility for such accommodations is based on the principal’s professional judgment. The principal may confer with CSE/504 Multi-Disciplinary Team members, the school physician, or other school personnel in making such determinations. These accommodations must not significantly change the constructs/student skills being tested and are limited to the following:

1. extending the time limit for a test,
2. administering the test in a special location,
3. recording the student’s answers in any manner (See Accommodations Specific to English Language Arts Tests on pages 8–9 or Accommodations Specific to the Mathematics Tests on page 10), and
4. reading the test to the student (This accommodation is allowed only for students whose vision is impaired.). See Accommodations Specific to English Language Arts Tests on pages 8–9.

Prior permission need not be obtained from the Department for the principal to authorize these testing accommodations for general education students. However, a full written report concerning each authorization must be sent to APDA via fax at 518-474-1989. 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 including the grade,
- 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 IEPs or 504 Plans

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 students receive their testing accommodations and that those staff who will be providing them are appropriately trained. Proctors are advised to become familiar with the accommodations specific to the particular test being administered. As explained in this manual, only those testing accommodations that do not alter the constructs measured by the test are permitted on elementary- and intermediate-level State assessments.

## Large-Type or Braille Editions

For students who use large-type or braille editions of the tests, or large type answer sheets, or have a testing accommodation allowing the circling of answers in the test book rather than marking the answer sheet, teachers should transcribe the students' responses onto regular test answer sheets and test books exactly as dictated or recorded. Additional information on scribing may be found in Chapter VI of *Test Access and Accommodations for Students with Disabilities: Policy and Tools to Guide Decision-Making and Implementation*. This publication is available at the web site <http://www.p12.nysed.gov/specialed/publications/policy/testaccess/policyguide.htm>.

## Format Changes

Any format changes to the test to be made by the school, such as the re-spacing of questions, enlargement beyond the standard large-type edition provided, colorization, etc., must receive prior written 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 by the school, requests for approval should be submitted to APDA at least one week before the first scheduled date of the test administration. Requests should include a cover letter from the school signed by the school principal. Each request must include the portion of the student's IEP or 504 Plan in which the type of reformatting is listed or defined. Requests may be faxed to 518-474-1989. Department approvals will be provided by fax. However, regardless of approval, under no circumstances may the shrink-wrapped packages of test books be opened prior to the morning of the day that the test is to be administered in the school.

## Accommodations Specific to the English Language Arts Tests

### Teacher Reading to Student

- **For Reading Sections, Book 1 (all), second part of Book 2, and Book 3 (all):** Only test directions that are to be read aloud to all students may be read aloud. Because the test measures a student's reading skills (decoding and comprehension), **no other parts of these sections may be read aloud.** Please note that the test directions are those instructions, usually in bold-faced type, that precede a passage or a test question number. They are not to be confused with any part of the actual student task, which follows the test question number.
- **For Listening Section, first part of Book 2 only:** Test directions and all questions (in this part of the test) may be read aloud to students whose IEPs or 504 Plans include the testing accommodation of "test read." If indicated in a student's IEP or 504 Plan, the listening selection may be read aloud more than the standard number of times.

## **Use of Spell-Checking and/or Grammar-Checking Devices**

Because the test measures writing skills, students are not allowed to use spell-checking and/or grammar-checking devices during any part of the English Language Arts Tests.

## **Scoring Student Writing**

Students may **not** have requirements for spelling, grammar, capitalization, and/or punctuation waived for **any** part of the Grades 3–8 English Language Arts Tests.

## **Use of Scribes or Tape Recorders**

The use of scribes and tape recorders are allowable accommodations for the Grades 3–8 English Language Arts Tests. However, the Department encourages the use of a word processor (with thesaurus, spell-checking, and grammar-checking applications disabled) in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over his or her environment, fosters independence, and is less labor intensive than using a scribe.

When taking the Grades 3–8 English Language Arts Tests, students using scribes or tape recorders must provide all information—including spelling of difficult words, grammar, capitalization, and punctuation—for the writing sections of the tests.

Scribes must use the following procedures:

- The scribe must use lined paper and must write on every other line.
- The scribe must record word-for word what the student dictates or records, leaving out punctuation and capitalization, and must circle all words that are difficult to spell.
- When the dictation/tape transcription is completed, the scribe must ask the student to spell aloud any difficult-to-spell words; then the scribe must write the student’s spelling above the circled words.
- The scribe must show the student the written response and ask him or her to indicate the capitalization and punctuation to be used.
- The student must read the completed dictation/transcription and indicate on the skipped lines any further changes to be transcribed.
- The scribe must then transfer the student’s completed response into the test book exactly as dictated or recorded and should attach the lined paper with the student’s dictation to the back of the test book, preferably by stapling, to ensure against the student’s response being lost.

## Accommodations Specific to the Mathematics Tests

### Teacher Reading to Student

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

### Use of Scribes

The following procedures may be used to implement the testing accommodation, “use of scribe,” specific to the administration of Mathematics Tests.

- The scribe must record what the student dictates on a separate sheet of paper.
- The scribe must ask the student to indicate exactly where the numbers need to be placed and lined up.
- The scribe must record the operational sign as dictated by the student (e.g., addition sign, subtraction sign).
- When dictating numbers, the student must indicate how the number is written and indicate place value. For example, if the student says “one thousand thirty-eight,” the student should specify how that is written (e.g., “one, zero, three, eight”).
- When computing a problem, the student must indicate to the scribe how he or she is making the computation and should be specific in terms of what numbers to write down, including how to record carrying. For example, when adding 23 and 9, the student should indicate the following: “9 plus 3 is 12; put down the 2 and carry the 1 above the 2.”
- The scribe shows the student the written response and asks him or her to indicate if there are any further changes to be made.
- The student does not have to provide spelling, capitalization, and punctuation in word responses. Therefore, it is not necessary for the scribe to leave out capitalization and punctuation or to circle words difficult to spell.
- The scribe must then transfer the student's completed response into the test book exactly as dictated or recorded and should attach the lined paper with the student's dictation to the back of the test book, preferably by stapling, to ensure against the student's response being lost.

### Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with all books associated with the Grades 3–8 Mathematics Tests.

#### Grades 3–6

Because these tests measure students' proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed.

#### Grades 7 and 8

- **Books 1 and 2:** The use of a calculator or mathematics tables is **not** allowed for Books 1 and 2.
- **Book 3:** The use of scientific calculators is required for all students for Book 3. Graphing calculators are **not** permitted. The use of mathematics tables is permitted for Book 3 only if specified in a student's IEP or 504 Plan.

# 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 NYS 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 asked 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 he or she should follow when recording the answers to the test questions. For additional instructions, refer to the *Teacher's Directions*, which is shipped to schools with the tests and may also be accessed on the Department's web site at <http://www.p12.nysed.gov/apda>. The 2006–2010 editions of these tests for each grade level, which feature questions similar to those that will be on the 2012 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, blank or completed graphic organizers, number lines, mathematics tables, and all board work pertinent to English language arts and mathematics. 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 and may not use any unauthorized notes, printed materials, scrap paper, or tools or electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above. Students should be informed that they may not use cell phones or other communication devices during the test. These must be turned off and put away before test booklets are handed out. Use of a cell phone or other communications device during testing invalidates a student's test regardless of the content of the communication.

### Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response 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 test, such as understanding that their multiple-choice responses must only be recorded on the answer sheet and their constructed responses must be recorded in the test book.

## **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 APDA. (See the section “Reporting Irregularities and/or Misadministrations” on pages 34–35.)

## **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 attempted to give aid to or obtain 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. Score reports will not be produced for invalidated tests. When reporting student assessment data to the Department under such circumstances, the principal must report the student’s score as “administrative error,” with a Standard Achieved Code of “97,” in the SIRS. Please refer to the section “Coding of Invalid Tests” on page 35 for additional reporting instructions.

## **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 of the test should also 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 completed questions on the test.

## **Proctoring**

Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions on their answer sheets and their constructed responses in their test books. Students are not to record their multiple-choice responses in their test books. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question. However, proctors may **not** comment to the student on the correctness or sufficiency of any answer.

No additional time is to be provided to students to transfer answers from test books to answer sheets at the end of the test, and no one other than the student may transfer answers marked in his or her test book to the multiple-choice answer sheets. (The latter does not apply to students whose IEP or 504 Plan allows scribes to transfer answers from the test book to an answer sheet.)

**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 public schools to provide academic intervention services to students who score below the State-designated performance level 3 on the 2012 Grades 3–8 English Language Arts and Mathematics Tests (<http://www.p12.nysed.gov/part100/pages/1002.html#ee>). These services must commence no later than the start of the semester immediately following the administration and scoring of the test. Charter schools are exempt from this provision. Providing academic intervention services is not mandated for nonpublic schools.

Academic intervention services are intended to assist students who are at risk of not achieving the State learning standards in English language arts, mathematics, social studies, and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State assessments. Academic intervention services shall be made available to students with disabilities on the same basis as non-disabled students, provided that these services are in accordance with the student's IEP. The regulations also require that the parent or guardian of each student shall be notified in writing, by the principal, of the academic intervention services to be provided to the student, the reason the student needs such services, and the consequences of not achieving expected performance levels. Such notification must be provided in the language best understood by the parent or guardian.

In the fall of 2012, the Board of Regents amended the regulations regarding academic intervention services (§100.2 (ee)) to allow school districts to replace, in whole or in part, academic intervention services with Response to Intervention (RtI). A school district that chooses to do so must file an Assurance Form with the Department indicating the buildings, grades, and subject that the RtI will be used in place of academic intervention services. School districts must also agree to adhere to the requirements in §100.2 (ii), which defines the RtI process. Information on this option can be found at <http://www.p12.nysed.gov/docs/ais-rti-memo.pdf>.

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

It is important that the permanent records maintained by the school be complete and accurate. Each time a student takes one of the Grades 3–8 English Language Arts or Mathematics Tests at the scheduled time, the date of administration and the score must be entered on the student's permanent record. The answer sheets schools send for scanning, and any test books sent for regional or centralized scoring, will be returned to schools once scanning/scoring has been completed.

## Individual Student Reports

As soon as practical after they have been made available, schools are expected to print copies of the Individual Student Reports and provide them to each student's parent/guardian.

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

For the 2012 test administration, a student and his or her parents/guardians **may** be allowed to review **only** the student's own responses to open-ended questions in English Language Arts Book 2 and 3 and Mathematics Book 3. The review must take place in the presence of school personnel. Photocopying of any of the test materials is **not** permitted.

## Before Testing

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### Receiving and Inventorying Test Materials

Test materials will arrive in separate shipments. Answer sheets will be sent from a RIC or large-city public school district office, and test books will be sent by the Department. Protractors and rulers will not be shipped to schools by the Department. See Appendix P for complete details on the rulers and protractors that schools must furnish to students for use with these tests.

#### Step 1. Inventory the materials received from your local scanning center:

- ❑ **Precoded answer sheets:** Schools should have two precoded answer sheets for each student participating in the English Language Arts Tests and two precoded answer sheets for each student participating in the Mathematics Tests.
- ❑ **Blank answer sheets:** Schools should have blank answer sheets for new students. Please refer to your district/regional testing directions for specific instructions on recording demographic information for new students.
- ❑ **Precoded student identification labels:** Schools should have precoded student identification labels for each student participating in this test administration. The labels should be affixed to the back covers of English Language Arts Test Book 2s and 3s and Mathematics Test Book 3s. The affixing of the labels to the books may occur no earlier than the day each book will be administered.
- ❑ **Blank student identification labels:** Schools should have blank student identification labels for new students. The labels are to be completed and affixed to the back covers of each new student's English Language Arts Test Book 2 and 3 and Mathematics Test Book 3.
- ❑ **Preprinted classroom rosters:** (This is only for schools in New York City or schools associated with certain RICs.) Schools should have one roster for every class participating in testing. (For details, please contact your scanning center.) All other schools will need to prepare classroom rosters of students to be tested, using the format provided in the answer sheet package.

#### Step 2. Inventory the materials received in your shipment from the Department:

- ❑ **Shipping Notice:** Use the shipping notice in Box 1 of your shipment and the school's copy of the electronic confirmation of the examination order that was submitted to the Department to verify the contents of its shipment.
- ❑ **Teacher's Directions:** Schools will receive two *Teacher's Directions* for every 25 test books. Teachers will use the *Teacher's Directions* as a step-by-step administration guide. *Teacher's Directions* should be distributed and reviewed by teachers prior to the first day of testing. If additional copies are needed, the *Teacher's Directions* may be photocopied.

- ❑ **Test Books:** The regular edition of the test books will arrive shrink-wrapped in packages of 25. The braille and large-type test books will be shrink-wrapped and will be included in the exact quantity requested by the school. The Spanish editions of the Mathematics Test books will be shrink-wrapped in packages of 25. All other translated editions of the Mathematics Test books will be shrink-wrapped in the exact quantity requested by the school. **All school personnel must leave the shrink-wrapped packages intact until the day of test administration, when class packets are assembled.**
- ❑ **Box Labels:** Use the labels provided in Appendix K to record the number of English Language Arts Test Book 2s and 3s and Mathematics Test Book 3s for each grade. 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:** (For use on Mathematics Tests) Each student in Grades 3 through 8 must have a ruler for his or her exclusive use during the test. Each student in Grades 5 and 7 only must, in addition, have a 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 and that they make accurate measurements. The mathematics tools sent to schools in February 2008 or any other tools that meet the specifications in Appendix P may be used for the 2012 Grades 3–8 Mathematics Tests.

Each student in Grades 7 and 8 must have a scientific calculator for his or her exclusive use during Book 3 only of the test. Graphing calculators are not permitted. Students in Grades 7 and 8 are not permitted to use a calculator during Books 1 and 2. Students in Grades 3–6 are not permitted to use a calculator for any part of the Mathematics Tests.

Students in Grades 7 and 8 are not permitted to use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during Book 3 of the Mathematics Tests.

- ❑ **Listening Selection Booklet:** (For use on English Language Arts Tests) Listening Selections will come in sealed envelopes or shrink-wrapped packages of 20. **These packages may not be opened until the day that part of the test will be administered.** If more are needed on the day of testing, they must be obtained from the regional center.

**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

All shipments of secure test materials should be inventoried immediately after delivery and before being placed in the safe or vault. After taking inventory:

- ❑ If an item or items are **missing** from the shipment listed on the shipment notice, circle the item(s) and quantity that are missing on the notice and fax the corrected shipping notice to the Department’s Operations Group at 518-474-2021. (No cover sheet is necessary.) The missing item(s) will be sent to the school’s storage site.

- ❑ If the school requires items that were **not originally requested** or items necessary to accommodate students whose needs the school was not previously aware of, contact the Department's Operations Group by sending a fax to 518-474-2021. The Operations Group will determine whether the regional center has the materials necessary to satisfy the additional request. After contacting the Operations Group, the school should contact the official in charge of the regional center to arrange for pickup of test materials from the regional center on the day of test administration.
  - The official school representative picking up secure examination materials must present to the regional center official a photo ID and a letter of authorization signed by the principal listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be written on school stationery. (**Note:** Secure materials can be obtained from the regional center only on the day that they will be administered.)
  - 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.
  - Information on regional centers is available at <http://www.p12.nysed.gov/apda/ei/eigen.html>.

## Preparing English Language Arts Test Materials

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

- ❑ Verify that for each student in a class the school has the following:
  - English Language Arts Answer Sheet 1 for use with English Language Arts Test Book 1.
  - English Language Arts Answer Sheet 2 for use with English Language Arts Test Book 2.
  - Preprinted student identification labels for English Language Arts Test Book 2 and Book 3.
- ❑ If the school does not have a precoded answer sheet or student identification label for a student, complete one of the extra answer sheets and labels provided. Record biographical information for that student according to district/regional directions.
- ❑ Definitions of the categories of testing accommodations for students with disabilities to be recorded on the answer sheet can be found in Appendix L of this manual.
- ❑ Student identification labels must be affixed to the back of each student's English Language Arts Test Book 2 and Book 3. Labels can be affixed either on the days of the tests or after the administration of the tests. If the school chooses to affix the student label(s) prior to administration on the days of the tests, be sure that each student receives the test book with his or her name on the affixed label. **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 books will be administered.**

## Preparing Mathematics Test Materials

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

- ❑ Verify that for each student in a class the school has the following:
  - Mathematics Answer Sheet 1 for use with Mathematics Test Book 1.
  - Mathematics Answer Sheet 2 for use with Mathematics Test Book 2.
  - Preprinted student identification label for Mathematics Test Book 3.
- ❑ If the school does not have a precoded answer sheet or student identification label for a student, complete one of the extra answer sheets and labels provided. Record biographical information for that student according to district/regional directions.
- ❑ Definitions of the categories of testing accommodations for students with disabilities to be recorded on the answer sheet can be found in Appendix L of this manual.
- ❑ Student identification labels must be affixed to the back of each student's Mathematics Test Book 3. Labels can be affixed either on the days of the tests or after the administration of the tests. If the school chooses to affix the student label(s) prior to administration on the days of the tests, be sure that each student receives the test book with his or her name on the affixed label.  
**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 books will be administered.**

## Assembling and Distributing Test Materials

As soon as practical after delivery of the tests to the school or to its designated storage location, a copy of the *Teacher's Directions* (which is not secure) 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.

The charts on the following pages list 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.

# English Language Arts Test Materials

	Day 1	Day 2	Day 3
<b>Grades 3–5</b>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 3–5</li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• English Language Arts Answer Sheet 1s (one for each student)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 3–5</li> <li>• Classroom roster</li> <li>• Listening Selection Booklet</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• English Language Arts Answer Sheet 2s (one for each student)</li> <li>• Student identification labels (one for each student)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 3–5</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> </ul>
<b>Grades 6–8</b>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 6–8</li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• English Language Arts Answer Sheet 1s (one for each student)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 6–8</li> <li>• Classroom roster</li> <li>• Listening Selection Booklet</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• English Language Arts Answer Sheet 2s (one for each student)</li> <li>• Student identification labels (one for each student)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher’s Directions</i> for Grades 6–8</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> </ul>

# Mathematics Test Materials

	Day 1	Day 2	Day 3
<b>Grades 3-5</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 3-5</li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 1s (one for each student)</li> <li>• Rulers</li> <li>• Protractors for Grade 5 only</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 3-5</li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 2s (one for each student)</li> <li>• Rulers</li> <li>• Protractors for Grade 5 only</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 3-5</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>• Rulers</li> <li>• Protractors for Grade 5 only</li> </ul>
<b>Grade 6</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 1s (one for each student)</li> <li>• Rulers</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 2s (one for each student)</li> <li>• Rulers</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</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>• Rulers</li> </ul>
<b>Grades 7-8</b>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</li> <li>• Classroom roster</li> <li>• Book 1s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 1s (one for each student)</li> <li>• Rulers</li> <li>• Protractors for Grade 7 only</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</li> <li>• Classroom roster</li> <li>• Book 2s (one for each student and one for the teacher)</li> <li>• Mathematics Answer Sheet 2s (one for each student)</li> <li>• Rulers</li> <li>• Protractors for Grade 7 only</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Teacher's Directions</i> for Grades 6-8</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>• Rulers</li> <li>• Scientific Calculators *</li> <li>• Protractors for Grade 7 only</li> </ul>

\*The use of scientific calculators is required for Book 3 of the Grades 7 and 8 Tests. Students are **not** permitted to use calculators with Book 1 and Book 2 of these tests. Graphing calculators are **not** permitted.

# Makeup Testing

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The makeup dates are to be used for administering makeup tests to students who were absent during the designated administration dates. The makeup dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages. Make-up days for the English Language Arts Tests will be Friday, April 20; Monday, April 23; and Tuesday, April 24. Make-up days for the Mathematics Tests will be Monday, April 30; Tuesday, May 1; and Wednesday, May 2. 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 session. Unless the student completes all three books of the test, the student will not receive a scale score or performance level 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 M of this manual.

Apply the following guidelines for makeup testing for all books:

- ❑ Students who are absent during any session of the regularly scheduled test administration should take the session of the test scheduled for the day they return. Administer the missed test books to them during the makeup testing period. More than one book may be administered in one day.
- ❑ Students who are absent throughout the regularly scheduled test administration should complete all sessions of the test during makeup testing. Administer these sessions in the same order for regularly scheduled testing as indicated in the *Teacher's Directions* and below:

## English Language Arts Tests

Grades 3–8: Book 1, Book 2, and Book 3

## Mathematics Tests

Grades 3–8: Book 1, Book 2, and Book 3

*For students who are absent for any session of the test and do not take a makeup for that session 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:

1. At the conclusion of each testing session, 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 these in a secure location until they are to be assembled for scoring.
2. *Teacher's Directions* should be left in the classrooms with the teachers so that they may review the instructions for the remaining testing session(s).
3. Request that each teacher provide updated classroom rosters for the English Language Arts Tests and Mathematics Tests. These rosters should include all students currently in each teacher's class.
4. At the conclusion of each testing session, advise all staff that they are not to discuss test questions or other specific test content with each other, with others online via e-mail or listserv, or through any other electronic means.
5. Make sure that each student's Answer Sheets 1 and 2 have been inserted inside the front covers of their corresponding Books 1 and 2.
6. At the conclusion of the English language arts testing, separate used Test Book 1s from used Test Book 2s and 3s. English Language Arts Test Book 2s and 3s need to be sent to the scoring site, unless locally scored.
7. At the conclusion of the mathematics testing, separate used Test Book 1s and 2s from used Test Book 3s. Remove each student's Answer Sheet 2 from the student's Mathematics Test Book 2 and insert it inside the front cover of that student's Test Book 3. Mathematics Test Book 3s need to be sent to the scoring site, unless locally scored.
8. Securely store all unused test books for all grades and all used English Language Arts Test Book 1s and Mathematics Test Book 1s and Mathematics Test Book 2s. Keep all English Language Arts Test Books separate from all Mathematics Test Books.
9. Stack the used test books to be scored by classroom. Place the appropriate classroom roster on top of each stack and band with a paper band.
10. 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.
11. All **unused April 2012 test books may not** be used for instructional or staff development purposes and must be returned to the Department contractor for secure destruction.

## Preparing Test Materials for Processing

### Regional or Districtwide Scoring:

1. Photocopy and complete the School/Group List (SGL) found in Appendix I 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 room 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.
2. English Language Arts Test Book 2s and Book 3s and Mathematics Test Book 3s only must be sent for scoring since there are written responses in these books. Place the used English Language Arts and Mathematics Test Books in separate boxes. English Language Arts Test Book 1s and Mathematics Test Book 1s and Book 2s 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.
3. Put the appropriate SGLs with the updated classroom rosters on top of the used English Language Arts Test Book 2s and Book 3s and Mathematics Test Book 3s in their respective Box 1s.
4. Attach the appropriate box label, provided in Appendix K, to each box, and indicate the scoring site, the school name, BEDS Code, and the grade levels for which test books are enclosed. Also indicate on the respective label, the quantity of sets of English Language Arts Test Book 2s and Book 3s or the quantity of Mathematics Test Book 3s enclosed. Label the boxes for delivery to the scoring site.
5. Number the box(es) (e.g., "Box 1 of 5," "2 of 5," "3 of 5," etc.).
6. Seal the box(es) securely with packing tape and follow local testing directions for delivery of completed test materials to scoring sites.

## Schoolwide Scoring:

1. Photocopy and complete the School/Group List (SGL) found in Appendix I 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 room 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.
2. 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 then must be placed again in a secure location once at the scoring site.
3. Place stacks of banded used English Language Arts Test Book 2s and Book 3s and Mathematics Test Book 3s into boxes with the appropriate SGL and classroom roster(s) on top. Place the used English Language Arts and Mathematics Test Books in separate boxes.
4. 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 Constructed-Response Questions

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## Scoring Options

**Public school districts, charter schools, and nonpublic schools have several options for scoring, as listed below.** Arranging for the scoring of short- and extended-response questions in English Language Arts Test Book 2s and Book 3s and Mathematics Test Book 3s is the responsibility of each school or school district. The Department will not score these responses.

## Scoring Models

Scoring Model Code	The scorers for the school’s tests include the following:
1. Regional scoring	a) Staff from three or more school districts, or b) Staff from two or more nonpublic schools in an affiliation group (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. Schools from two 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
3. Three or more schools within a district	Staff from three or more schools in a district
4. Two schools within a district	Staff from two schools in a district
5. One school	Three or more scorers for each grade being scored, all from the same school

Regardless of the scoring model being used, a minimum of three scorers is necessary to score each student’s test. 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 page 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 Models 2, 3, and 4)</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 English Language Arts or Mathematics Leader	School English Language Arts or Mathematics Leader
Monitors sessions	Table Facilitator	School English Language Arts or Mathematics Leader	School English Language Arts or Mathematics Leader
Scores books with constructed 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 English Language Arts or 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. Although school administrators make the final decision as to who can score Grades 3–8 English Language Arts or Mathematics Tests after review of the teacher’s certification and present teaching assignment(s), criteria to consider when choosing scoring committee members include the following:

#### **General Requirements for Scoring Committee Member**

- Experience with scoring constructed-response questions, including use of rubrics,
- Experience using holistic rubrics,
- Past content area expertise,
- One or more years of teaching the specified or adjacent grade levels,

- Have taught in the elementary grades (for Grades 3–6 Tests) or in the subject area (for Grades 5–8 Tests), and
- Have familiarity with either the Sample Tests for Grades 3–8 or with the operational tests administered during previous years.

Retired teachers and active or retired school administrators, as well as certified 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 Tests) or in the subject area (for Grades 5–8 Tests), and
- Have familiarity with either the Sample Tests for Grades 3–8 or with the operational tests administered during previous years.

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

District, charter, or nonpublic school administrators considering the use of special education teachers to score these tests should refer to Appendix O.

## **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*.

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 scorer 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 Scorer 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 Handbooks* for details. The *Scoring Leader Handbooks* are available on the Department's web site at <http://www.p12.nysed.gov/apda>.

Generally, teachers on the scoring committees are assigned approximately equal numbers of questions to score. Questions must be assigned to scorers such that each student's test is scored by a minimum of three scorers.

## Estimated Time Needed for Scoring

Depending on the grade level of the test, a scoring committee of three can be expected to score approximately 100–130 student English Language Arts Tests or approximately 120–220 student Mathematics Tests in one full school day, after the committee has completed the required training. (See Appendices R and S of the *Scoring Site Operations Manual* for grade-specific scoring read times.) Teachers who have received previous training using holistic scoring rubrics and exemplars of student responses 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 to ensure accurate and reliable scores.

## Scoring Room

The room selected for scoring should have the following:

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

During scoring, the scoring room should be kept as quiet as possible to facilitate accurate, productive scoring. Scorers should discuss scoring only with the Table Facilitators or the Scoring Leader.

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 CDs and Supplies

Two scoring CDs, one for English Language Arts Tests and one for Mathematics Tests, will be shipped to schools. Schools will print scoring materials from the PDF files provided on the CDs. The files are organized by individual grades.

The *Scoring Site Operations Manual* contains a list of supplies needed for hand-scoring the test books. The *Scoring Site Operations Manual* is available on the Department's web site at <http://www.p12.nysed.gov/apda/ei/eigen.html>.

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

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## 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 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 Districtwide Scoring (Scoring Models 2–4):

1. Make sure test books have been received from each school (if scoring districtwide) or from each class (if scoring schoolwide). Verify that the test book count written on the classroom roster matches the number of books received from the 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 administrator to locate the missing books.
3. Continue verifying the number of test books from each class, retaining class stacks on the work table. 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 (if scoring districtwide) or by class (if scoring schoolwide) for randomizing.

**Note:** If any English Language Arts Test Book 1s or Mathematics Test Book 1s and Book 2s are received, they should be boxed, stored securely until scoring is completed, and then returned to the district or 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 (if scoring regionally), all schools (if scoring districtwide), or all classes (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 set of books from the first box for each district, school, or class, and then immediately repeat this procedure. Place these sets of books for five to ten students in the scoring folder or box.
4. Continue randomly pulling sets of test books from each district's, school's, or class's box until all books have been sorted into groups and placed into folders or 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.
5. If using folders, place folders in boxes. A box (12" x 8  $\frac{3}{4}$ " x 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.
6. Fill out a box label. Write the school names and the number of books in the spaces provided.
7. Number each box consecutively (for example, "1 of 3," "2 of 3," or "3 of 3,") and tape the box label securely to the outside of the box.
8. 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 content to be read. 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 raters to score. Make sure the boxes for districts, schools, or classes are distributed to as many tables as practical within a content area.

## Processing Test Books During Scoring

1. The reader worktables will be arranged so that the Table Facilitator/School English Language Arts or 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, record their scorer number, 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 responses that are difficult to score, the scorer should speak with the Table Facilitator or Scoring Leader. If a scorer reads a student response that reveals a sensitive issue, he or she should share this response with the Table Facilitator and the Scoring Site Coordinator. The reporting protocol set forth for Mandated Reporters must also be followed. A sensitive response includes an indication of abuse, neglect, or maltreatment, suicidal tendencies, or other psychological problems.

If the Scoring Site Coordinator thinks that the student response warrants a formal report, he or she will notify the school principal and/or the school counselor who will determine whether a report should be filed. Papers with sensitive responses must be returned to the school when scoring is complete.

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 English Language Arts or 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 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 Leader.

A Table Facilitator/School 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 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 Leader should bring the situation to the attention of the Scoring Site Coordinator.

### **Scoring Helpline**

The scoring helpline will be available at 888-705-9415 between 7:30 a.m. and 4:30 p.m. eastern time during the scoring dates.

# 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 pages, 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' answer sheets.

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.

If an administrator has substantial reason to believe that the teacher scoring committee has failed to accurately score student answer papers on any examination, the administrator must first obtain permission in writing from APDA before arranging for or permitting a rescoring of student papers. The written request to APDA 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 above and fully utilizing the scoring materials for this test provided by the Department.

The Department occasionally finds it necessary to notify schools of a revision to the scoring 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 and to adjust students' scores when appropriate. This is the only circumstance in which the school is not required to notify or obtain approval from the Department to correct students' scores.

## Quality-Checking Answer Sheets

The quality-checking procedure involves a review of the scores filled in on the answer sheet 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. If scoring regionally or districtwide, sort the sets of test books into school groups.
2. Further sort the sets of test books into classes, using the classroom roster(s).
3. Count the sets of test books 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 the English Language Arts or Mathematics Tests 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, please 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. Two staff members are required for this—one to transfer answers and one to check that the answers have been transferred accurately. Note that the transferring of answers is not to be used for students who did not follow testing directions. (See "Proctoring," pages 12–13.) Please 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 3–8.
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.

## **Audit Scoring**

The Department conducts an annual audit of the scoring of the short- and extended-response questions. For each test, approximately 5 percent of schools that administer that test are selected for inclusion in the audit through a random sampling procedure. The principal of each selected school receives a letter from the Department’s contractor 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 for the selected grade to the location specified on the letter. **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 audit notification 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.

## **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).
- Confidentiality Agreements: Please verify the completion of all the Confidentiality Agreements for each scorer and Scoring Site Assistant.
- Training Materials Inventory Sheet: This is a log verifying the arrival of training materials.
- 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, and
- Return all ancillary materials to schools.

# Reporting Irregularities and/or Misadministrations

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Pursuant to Section 102.3 of the Regulations of the Commissioner of Education, “Building principals are responsible for administering department examinations and maintaining the integrity of examination content and programs, in accordance with directions and procedures established by the commissioner.” Accordingly, the building principal is responsible for all aspects of the school’s test administration and must take appropriate measures both to prevent, as much as possible, and to investigate all security breaches and irregularities associated with the administration and scoring of the test.

In addition, the principal must report such events in writing to APDA within 24 hours by faxing a description of the incident to 518-474-1989. The fax must be written on school letterhead and signed by the principal. The report must include:

- The school’s BEDS Code,
- The name and grade of the test,
- A brief description of the incident,
- The number of students affected, and
- The NYSSIS ID numbers of affected students.

Security breaches and testing irregularities include, but are not limited to, the situations listed below:

- Any instance occurring where it has been determined that students, teachers, administrators, or paraprofessionals have had access to the content of a test prior to the morning of the administration of the test.
- All suspected or confirmed cases of teachers, administrators, or paraprofessionals giving aid or impromptu lessons on specific test content to students immediately before or during the test.
- All instances of teachers, administrators, or paraprofessionals altering student responses to test questions.
- All instances of teachers, administrators, or paraprofessionals providing students with unauthorized/inappropriate testing accommodations or tools (such as the use of a spell checking device for the Grades 3–8 English Language Arts Tests or the use of a calculator for the Grades 3–6 Mathematics Tests).
- All instances of teachers, administrators, or paraprofessionals providing students with other nonstandard test administrations, unrelated to cheating.
- All cases in which a school official does not adhere to the Department policy concerning the finality of examination scores as determined by the teacher scoring committees. This policy is explained on page 31 of this manual under the heading “No Double Scoring.”
- All student use of cell phones and other electronic communications devices during the test except those that are stipulated in a student’s IEP.
- All confirmed cases of students cheating.
- All interruptions of testing sessions, including those caused by power outages or fire alarms.
- All instances in which the test was administered without Department authorization on a day outside the published Statewide administration or makeup schedule.

- All instances in which scorers do not score the test in accordance with the scoring materials provided by the Department.
- All cases in which student test books or answer sheets are lost prior to either the scoring of the tests or submission of the answer sheets to the RIC or large-city scanning center.

## Coding of Invalid Tests

Any breaches or irregularities described above, except interruptions caused by power outages or alarms, may be determined by the school or by the Department to invalidate a student's test results. In cases where a student's test has been invalidated, the principal must:

1. Darken the circle on the affected student's answer sheet denoting "administrative error."
2. Notify the RIC or large city scanning center of the administrative error. In order to expedite accurate reporting, provide the BEDS Code, School Name, Subject, Grade, and NYSSIS IDs.
3. In the Student Information Repository System (SIRS), in the *Assessment Standard Achieved Code* field, students will be coded as "administrative error with *Standard Achieved Code of 97.*"
4. On the verification reports, a student for whom an administrative error occurred will not receive a valid score and will appear as "not tested."
5. If a student's test is deemed to be an administrative error **after** the student's answer sheet has been scanned by the scanning center and the file has been transmitted to Pearson, the scanning center must be contacted and asked to submit a request to the Department's Office of Information and Reporting Services for permission to override the score to an Assessment Standard Achievement Code of "97" indicating administrative error.

## Circumstances that Should Not Be Reported as Administrative Errors

If an answer sheet containing inaccurate demographic data was submitted to and scanned by a scanning center, do not darken the circle denoting administrative error code on the answer sheet. Instead, communicate the problem to the scanning center, go back into the student management system (SMS), correct the demographic data, and reload it into SIRS. If the student uses a blank/extra answer sheet in place of the preprinted answer sheet with incorrect demographic data, do not code the original answer sheet as an administrative error. Instead, communicate the problem to the scanning center but do not submit the incorrect answer sheet for processing.

If a scanning center sends an answer sheet to the school for a student who is no longer enrolled in that school, do not code the answer sheet as an administrative error. Instead, communicate the change in enrollment to the scanning center and go back into the SMS to update the enrollment record to reflect the ending enrollment and reload it into the SIRS.

Students originally reported with an incorrect grade level should not be reported as administrative error as long as the student is administered the correct grade level assessment using a blank/extra answer sheet for the appropriate grade level assessment. Do not submit the incorrect answer sheet to the scanning center. Instead, communicate the problem to the scanning center, correct the student information in the SMS, and reload the updated demographic information into SIRS.

Communicate any concerns or questions to your RIC or scanning center prior to, or at the time of, delivery of the answer sheets.



# Appendices



# Appendix A: Important Reminders Regarding Test Administration and Scoring for 2012

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## Test Administration

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

In order to receive their official individual student score reports, 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 in this manual (see Appendix C).

If schools return their answer sheets to the scanning centers after the specified dates, this data will not go to Pearson, and, therefore, individual student score reports will not be available via the nySTART reporting system (<http://www.nySTART.gov>). The Department will release conversion charts that will allow students' scores to be computed by the scanning centers, but those scanning centers must then petition the Department to have the data included for accountability.

### *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 attests 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. For the English Language Arts Tests and the Mathematics Tests, separate copies of each of these certificates must be completed and signed by the appropriate person(s) and retained in school files for one year.

## EXAMINATION STORAGE CERTIFICATE

Grades 3–8 English Language Arts Tests

or

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 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 to the Department 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, test booklets and answer sheets were collected and stored in a secure location.

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

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

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



## DEPUTY AND PROCTOR CERTIFICATE

Grades 3–8 English Language Arts Tests

or

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 Tests, hereby declare our belief in the correctness of the following:

The rules and regulations for administering the tests 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 storage in a secure location after each day of testing.

- |           |           |
|-----------|-----------|
| 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.**



## SCORING OPERATIONS CERTIFICATE

Grades 3–8 English Language Arts Tests

or

Grades 3–8 Mathematics Tests

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

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

Grade 3 English Language Arts Test

Grade 3 Mathematics Test

Grade 4 English Language Arts Test

Grade 4 Mathematics Test

Grade 5 English Language Arts Test

Grade 5 Mathematics Test

Grade 6 English Language Arts Test

Grade 6 Mathematics Test

Grade 7 English Language Arts Test

Grade 7 Mathematics Test

Grade 8 English Language Arts 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 the 2012 Grades 3–8 English Language Arts and Mathematics Tests

Activity	Grades 3–8 English Language Arts	Grades 3–8 Mathematics
Test Books Arrive at Schools from the Department	Wednesday, March 28–Friday, March 30	Friday, April 20–Tuesday, April 24
Administration of Tests	Tuesday, April 17–Thursday, April 19*	Wednesday, April 25–Friday, April 27**
Makeup Testing $\Delta$	Friday, April 20–Tuesday, April 24	Monday, April 30–Wednesday, May 2
Scoring CD Arrives at Schools from the Department	Tuesday, April 17–Thursday, April 19	Wednesday, April 25–Friday, April 27
Scoring of Constructed Responses	Friday, April 20–Wednesday, May 2	Monday, April 30–Wednesday, May 9
Final Date to Submit Answer Sheets to Scanning Centers	Wednesday, May 2	Wednesday, May 9

\*The 2012 Grades 3–8 English Language Arts Tests are comprised of three books per grade and will be administered in three sessions over three consecutive days. On Tuesday, April 17, Book 1 will be administered, on Wednesday, April 18, Book 2 will be administered, and on Thursday, April 19, Book 3 will be administered.

\*\*The 2012 Grades 3–8 Mathematics Tests are comprised of three books per grade and will also be administered in three sessions over three consecutive days. On Wednesday, April 25, Book 1 will be administered, on Thursday, April 26, Book 2 will be administered, and on Friday, April 27, Book 3 will be administered.

$\Delta$  The makeup dates are to be used for administering makeup tests to students who were absent during the designated administration dates. The makeup dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages.

## Appendix D: Contacts for Assistance

For Assistance With:	Contact:
Errors in the school's shipment of secure test materials, such as test books (including large-type, braille, and alternative language editions) and Listening Selection booklets	APDA Operations Group. Circle the item(s) and quantity that are missing on the shipping notice and fax the corrected notice to the Operations Group at 518-474-2021. (No cover sheet is necessary.) The missing item(s) will be sent to the school's storage site.
Obtaining secure test materials such as test books (including large-type, braille, and alternative language editions) and Listening Selection booklets that were <b>not originally requested</b>	APDA Operations Group by faxing 518-474-2021. The Operations Group will determine whether the regional center has the materials necessary to satisfy the additional request. Under the direction of the Operations Group, contact the regional center to arrange for pickup of test materials.
Answer sheets, precoded student identification labels, generic answer sheets, and generic student identification labels	The scanning center (see Appendix G)
Completing or changing biographical student data	The scanning center (see Appendix G)
Testing policies regarding accommodations, security breaches, sensitive student responses, etc.	APDA at 518-474-5902 or 518-474-8220
Sending completed answer sheets to scanning centers after scoring of test books	The scanning center (see Appendix G)
Sending completed English Language Arts Test Book 2s and 3s and Mathematics Test Book 3s and English Language Arts and Mathematics Test Answer Sheets for scoring	The scoring coordinator
Questions about scoring	The scoring helpline will be available at 888-705-9415 between 7:30 a.m. and 4:30 p.m. eastern time during the scoring dates.
Questions about security of test materials after administration and scoring	APDA at 518-474-5902 or 518-474-8220

**Important Reminder: Check APDA's web site regularly for updates on the Grades 3-8 Testing Program (<http://www.p12.nysed.gov/apda>).**

# 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 sheets and darken the "Absent" circle corresponding to the session or sessions missed. Rules that determine whether or not the student receives a valid score can be found in Appendix M of this manual.

### Grades 3–8 English Language Arts Tests

- Book 1
- Book 2
- Book 3

### Grades 3–8 Mathematics Tests

- Book 1
- Book 2
- Book 3

## Testing Accommodations Categories

The categories provided on answer sheets delineating the testing accommodations that a student with a disability received are defined in Appendix L of this manual. Only darken the circle if an accommodation was given during the test. Please note that not all the accommodations listed in Appendix L are permitted on all parts of the Grades 3–8 English Language Arts and Mathematics Tests.

Testing accommodations that change the constructs measured by the test are not permitted. (For more details, see pages 6–10 of this manual.)



## Appendix F: New York City Department of Education 2011–12 Borough Assessment Implementation Directors

Borough Assessment Office	Borough Assessment Implementation Director
<p><b>Manhattan</b>  <b>Comprising Districts:</b>  <b>1, 2, 3, 4, 5 &amp; 6</b>            333 Seventh Avenue            7th Floor            New York, N.Y. 10001</p>	<p>Marie Busiello            212-356-3784            212-356-7523 (fax)  <a href="mailto:mbusiel@schools.nyc.gov">mbusiel@schools.nyc.gov</a></p>
<p><b>Bronx</b>  <b>Comprising Districts:</b>  <b>7, 8, 9, 10, 11 &amp; 12</b>            1 Fordham Plaza            7th Floor            Bronx, N.Y. 10458</p>	<p>Sharon Cahr            718-741-5559            718-741-7971 (fax)  <a href="mailto:scahr@schools.nyc.gov">scahr@schools.nyc.gov</a></p>
<p><b>Brooklyn</b>  <b>Comprising Districts:</b>  <b>13, 14, 15, 16, 19, 23 &amp; 32</b>            131 Livingston Street            6th Floor            Brooklyn, N.Y. 11201</p>	<p>David Rapheal            718-935-5965            718-935-2246 (fax)  <a href="mailto:draphea@schools.nyc.gov">draphea@schools.nyc.gov</a></p>
<p><b>Queens</b>  <b>Comprising Districts:</b>  <b>24, 25, 26, 27, 28, 29 &amp; 30</b>            28-11 Queens Plaza North            2nd Floor, Room #43            Long Island City, N.Y. 11101</p>	<p>Barbara Marcisak            718-391-8352            718-391-6886 (fax)  <a href="mailto:bmarcis@schools.nyc.gov">bmarcis@schools.nyc.gov</a></p>
<p><b>Staten Island</b>  <b>Comprising Districts:</b>  <b>17, 18, 20, 21, 22 &amp; 31</b>            715 Ocean Terrace            Building A, Room #A127            Staten Island, N.Y. 10301</p>	<p>José Garcia            718-390-1579            718-420-5665 (fax)  <a href="mailto:jgarcia17@schools.nyc.gov">jgarcia17@schools.nyc.gov</a></p>

## New York City Department of Education (continued)

Borough Assessment Office	Borough Assessment Implementation Director
<p><b>Special Education</b>  <b>D75</b>            400 First Avenue            Room #662C            New York, N.Y. 10010</p>	<p>Steven Weinrich            212-802-1521            917-256-4245 (fax)  <a href="mailto:sweinri@schools.nyc.gov">sweinri@schools.nyc.gov</a></p>
<p><b>Alternate Schools &amp; Programs</b>  <b>D79</b>            4360 Broadway            Room #419            New York, N.Y. 10033</p>	<p>Melissa Viscovich            917-521-3611            917-521-3649 (fax)  <a href="mailto:mviscovich@schools.nyc.gov">mviscovich@schools.nyc.gov</a></p>
<p><b>Charter Schools</b>  <b>D84</b>            52 Chambers St            Room #405            New York, N.Y. 10007</p>	<p>Nancy Meakem            212-374-0296            212-374-5581 (fax)  <a href="mailto:nmeakem@schools.nyc.gov">nmeakem@schools.nyc.gov</a></p> <p>Benjamin Carson            212-374-5979            212-374-5581 (fax)  <a href="mailto:bcarson2@schools.nyc.gov">bcarson2@schools.nyc.gov</a></p>
<p><b>Homebound Instruction</b>            3450 E. Tremont Ave.            1st Floor            Bronx, N.Y. 10465</p>	<p>Moira Magro            718-794-7241            718-794-7237 (fax)  <a href="mailto:mmagro@schools.nyc.gov">mmagro@schools.nyc.gov</a></p>
<p><b>Hospital Instruction</b>            3450 E. Tremont Ave.            1st Floor            Bronx, N.Y. 10465</p>	<p>Keri Kaufmann            718-794-7266            718-794-7263 (fax)  <a href="mailto:kkaufmann@schools.nyc.gov">kkaufmann@schools.nyc.gov</a></p>

## Appendix G: Scanning Centers (Regional Information Centers (RICs) and Big 5)

Location	Contacts	
<b>Buffalo Public Schools</b> Office of Shared Accountability 808 City Hall Buffalo, NY 14202	Genelle Morris Adams 716-816-3035 716-816-3044 (fax) <a href="mailto:gmorris@buffaloschools.org">gmorris@buffaloschools.org</a>	
<b>Eastern Suffolk BOCES</b> Student Data Services 15 Andrea Road Holbrook, NY 11741	Elaine Rosa 631-244-4221 631-244-4003 (fax) <a href="mailto:erosa@esboces.org">erosa@esboces.org</a>  Joseph Stern 631-419-1676 <a href="mailto:js Stern@esboces.org">js Stern@esboces.org</a>  Margaret Leuzze 621-419-1678 <a href="mailto:MLEuzze@esboces.org">MLEuzze@esboces.org</a>	
<b>Erie 1 (Western) BOCES</b> Assessment, Test Scoring and Analysis Services Technology Services 355 Harlem Road West Seneca, NY 14224-1892	Barbara Burgstahler 716-821-7088 716-821-7432 (fax) <a href="mailto:bburgstahler@e1b.org">bburgstahler@e1b.org</a>  Maggie Maloney 716-821-7466 <a href="mailto:dataview@e1b.org">dataview@e1b.org</a>  Karen Halbert 716-821-7173 <a href="mailto:khalbert@e1b.org">khalbert@e1b.org</a>	
<b>Greater Southern Tier (GST) BOCES</b> Computer Services Center 459 Philo Road Elmira, NY 14903	Melissa Zelko 607-795-5342 607-795-5307 (fax) <a href="mailto:mzelko@gstboces.org">mzelko@gstboces.org</a>  Steve Updike 607-795-5338 <a href="mailto:Supdike@gstboces.org">Supdike@gstboces.org</a>	
<b>Lower Hudson (Southern Westchester BOCES)</b> 44 Executive Blvd. Elmsford, NY 10523	Rob Mahig 914-592-4203 x3287 914-345-3719 (fax) <a href="mailto:rmahig@lhric.org">rmahig@lhric.org</a>  Todd Moore 914-592-4203 x3279 <a href="mailto:tmoore@lhric.org">tmoore@lhric.org</a>  Rob Micucci 914-592-4203 x3256 <a href="mailto:rmicucci@lhric.org">rmicucci@lhric.org</a>  Maureen McCarthy 914-592-4203 x3337 <a href="mailto:mmccarthy@lhric.org">mmccarthy@lhric.org</a>  Pat Carey 914-592-4203 x3246 <a href="mailto:pcarey@lhric.org">pcarey@lhric.org</a>	

## Scanning Centers (continued)

Location	Contacts	
<p><b>Madison-Oneida (Mohawk) BOCES</b>            Mohawk Regional Information Center            4937 Spring Road            Verona, NY 13478</p>	<p>Christina Urich,            Sally Zielasko            866-986-6742            315-361-2700            315-361-5768 (fax)  <a href="mailto:curich@moric.org">curich@moric.org</a>  <a href="mailto:szielasko@moric.org">szielasko@moric.org</a></p>	
<p><b>Mid-Hudson (Ulster) Regional Information Center</b>            175 Route 32 North            New Paltz, NY 12561</p>	<p>Denise Olsen            845-255-1450 x1247            845-256-9587 (fax)  <a href="mailto:mdolsen@mhric.org">mdolsen@mhric.org</a></p> <p>Lisa Pullaro            845-255-1450 x1246</p> <p>Kathy Sylvester            845-255-1450 x1233</p>	
<p><b>Monroe Regional Information Center M.A.A.R.S.</b>            3625 Buffalo Road            Rochester, NY 14624</p>	<p>Mari-Ellen Maloney            585-349-9025            585-349-9090 (fax)  <a href="mailto:mmaloney@bocesmaars.org">mmaloney@bocesmaars.org</a></p> <p>Steve Jackson            585-349-9062            585-349-9090 (fax)  <a href="mailto:sjackson@bocesmaars.org">sjackson@bocesmaars.org</a></p>	
<p><b>Nassau BOCES</b>            Robert E. Lupinskie Center for Curriculum, Instruction and Technology            1 Merrick Ave.            Westbury, NY 11590</p>	<p>Rose Baum            516-832-2744            516-608-6616 (fax)  <a href="mailto:rbaum@mail.nasboces.org">rbaum@mail.nasboces.org</a></p> <p>Helene Karo            516-608-6699  <a href="mailto:hkaro@mail.nasboces.org">hkaro@mail.nasboces.org</a></p> <p>Valerie D'Aguzzo            516-832-2530  <a href="mailto:vdaguann@mail.nasboces.org">vdaguann@mail.nasboces.org</a></p>	
<p><b>New York City Department of Education</b></p> <ul style="list-style-type: none"> <li>• Office of Assessment Operations</li> <li>• Scan Center (for public schools only)</li> </ul> <p>44-36 Vernon Blvd., Room 207            Long Island City, NY 11101</p>	<p>Grace Pepe            718-349-5627            718-349-5642 (fax)  <a href="mailto:gpepe2@schools.nyc.gov">gpepe2@schools.nyc.gov</a></p> <p>Stanley Winograd            718-349-5613  <a href="mailto:swinogr@schools.nyc.gov">swinogr@schools.nyc.gov</a></p> <p>Pauline Dipietro            718-349-5600  <a href="mailto:pdipiet@schools.nyc.gov">pdipiet@schools.nyc.gov</a></p>	

## Scanning Centers (continued)

Location	Contacts	
<p><b>Northeastern RIC</b> Testing &amp; Evaluation Services 1031 Watervliet-Shaker Road Albany, NY 12205</p> <p>Serving the BOCES of the NE Region: Capital Region BOCES CVES BOCES FEH BOCES HFM BOCES Questar III BOCES St. Lawrence-Lewis BOCES WSWHE BOCES</p>	<p>Bill Adam 518-862-5310 518-862-5378 (fax) <a href="mailto:wadam@gw.neric.org">wadam@gw.neric.org</a> <a href="mailto:testing@gw.neric.org">testing@gw.neric.org</a></p> <p><a href="http://portal.neric.org/sites/services/testing/Pages/default.aspx">http://portal.neric.org/sites/services/testing/Pages/default.aspx</a></p>	<p>Gail Newcomb 518-862-5355 518-862-5378 (fax) <a href="mailto:gnewcomb@gw.neric.org">gnewcomb@gw.neric.org</a></p> <p>Jason Stern 518-862-5417 <a href="mailto:jsstern@gw.neric.org">jsstern@gw.neric.org</a></p>
<p><b>OCM BOCES</b> Central New York Regional Information Center 6075 East Molloy Rd. P.O. Box 4866 Syracuse, NY 13221-4866</p>	<p>Don Dejohn 315-433-2217 315-433-2221 (fax) <a href="mailto:ddejohn@cnyric.org">ddejohn@cnyric.org</a></p>	<p>Mary Brady 315-433-8303 <a href="mailto:mbrady@cnyric.org">mbrady@cnyric.org</a></p> <p>Michele Rourke 315-433-8359 <a href="mailto:mrourke@cnyric.org">mrourke@cnyric.org</a></p> <p>Pam Dowse 315-433-2213 <a href="mailto:pdowse@cnyric.org">pdowse@cnyric.org</a></p>
<p><b>Rochester City School District</b> Office of Accountability 131 West Broad Street Rochester, NY 14614</p>	<p>Jeanette Silvers 585-262-8480 585-262-8684 (fax) <a href="mailto:Jeanette.silvers@rcsdk12.org">Jeanette.silvers@rcsdk12.org</a></p>	<p>Noreen McGrath 585-262-8130 <a href="mailto:Noreen.mcgrath@rcsdk12.org">Noreen.mcgrath@rcsdk12.org</a></p> <p>Joyce Schultz 585-262-8328 <a href="mailto:Joyce.schultz@rcsdk12.org">Joyce.schultz@rcsdk12.org</a></p> <p>Steve Kingdom 585-262-8753 <a href="mailto:Stephan.kingdom@rcsdk12.org">Stephan.kingdom@rcsdk12.org</a></p> <p>Bob Lau 585-262-8556 <a href="mailto:Bob.lau@rcsdk12.org">Bob.lau@rcsdk12.org</a></p>

## Scanning Centers (continued)

Location	Contacts	
<p><b>South Central RIC Broome-Tioga BOCES</b> Mail Drop #31 435 Glenwood Road Binghamton, NY 13905</p>	<p>Tim Farnham 607-757-3009 607-757-3000 (fax) <a href="mailto:tfarnham@btboces.org">tfarnham@btboces.org</a></p> <p>Sue Foster 607-757-3008 <a href="mailto:sfoster@btboces.org">sfoster@btboces.org</a></p>	<p>Tim Clark 607-766-3933 <a href="mailto:tclark@btboces.org">tclark@btboces.org</a></p>
<p><b>Syracuse City Schools</b> Office of Information and Technology 258 East Adams Street Syracuse, NY 13202</p>	<p>Michael Schmidt 315-435-4281 315-435-4978 (fax) <a href="mailto:kmalone@scsd.us">kmalone@scsd.us</a></p>	<p>Kelly Malone 315-435-4557 <a href="mailto:kmalone@scsd.us">kmalone@scsd.us</a></p> <p>Kelly Carley 315-435-4281 <a href="mailto:kcarley@scsd.us">kcarley@scsd.us</a></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) <a href="mailto:lskellett@edutech.org">lskellett@edutech.org</a></p>	<p>Chris Voit 315-332-7460 <a href="mailto:cvoit@edutech.org">cvoit@edutech.org</a></p> <p>Help Desk 1-800-722-5797 x7 <a href="mailto:testscoring@edutech.org">testscoring@edutech.org</a></p>
<p><b>Yonkers City School District</b> Director, Assessment and Evaluation Att. Carla Collins 1 Larkin Center Yonkers, NY 10701</p>	<p>Carla Collins 914-376-8234 914-376-9144 (fax) <a href="mailto:ccollins@yonkerspublicschools.org">ccollins@yonkerspublicschools.org</a></p>	<p>David Weinberger 914-376-8232 <a href="mailto:dweinberger@yonkerspublicschools.org">dweinberger@yonkerspublicschools.org</a></p> <p>Dave Beaver 914-376-8234 <a href="mailto:dbeaver@yonkerspublicschools.org">dbeaver@yonkerspublicschools.org</a></p>

# Appendix H: School Administrator's Checklist

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## Test Administration

### *Before Testing:*

- Announce testing dates and scoring schedules in advance.
- Inventory the materials when received. If items are missing, follow the directions on page 15 of this manual.
- Secure all test materials in an appropriate safe or vault.
- 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.
- Brief all teachers on their responsibilities and roles in testing and 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.
- Arrange to obtain test materials, if needed, 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 English language learners and eligible former English language learners are provided with the testing accommodations (see pages 6–7) that the principal has determined will be provided for them.

### *After Testing:*

- Collect and verify the return of all test books and answer sheets at the conclusion of testing each day. No one should review test books prior to scoring.
- Make sure used English Language Arts Test Book 1s are separated from used English Language Arts Test Book 2s and 3s and that used Mathematics Test Book 1s and 2s are separated from used Mathematics Test Book 3s.
- Make sure students' English Language Arts Answer Sheet 1s are placed inside the front covers of their English Language Arts Test Book 1s and students' English Language Arts Answer Sheet 2s are placed inside the front covers of their English Language Arts Test Book 2s.
- Make sure students' Mathematics Answer Sheet 1s are placed inside the front covers of their Mathematics Test Book 1s and students' Mathematics Answer Sheet 2s are placed inside the front covers of their Mathematics Test Book 2s.

- Check the condition of the answer sheets to ensure that:
  - Absences 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 test material.





# 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

- 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: Box Labels for Submission of Test Books to Scoring Center

**English Language Arts Test Books for Scoring**

Send to: \_\_\_\_\_  
Scoring Site

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

BEDS Code: \_\_\_\_\_  
BEDS Code Number

**English Language Arts Test (Check One)**

<input type="checkbox"/> Gr 3 Book 2 & Book 3	<input type="checkbox"/> Gr 6 Book 2 & Book 3
<input type="checkbox"/> Gr 4 Book 2 & Book 3	<input type="checkbox"/> Gr 7 Book 2 & Book 3
<input type="checkbox"/> Gr 5 Book 2 & Book 3	<input type="checkbox"/> Gr 8 Book 2 & Book 3

Box \_\_\_\_\_ of \_\_\_\_\_

Contains \_\_\_\_\_ Sets of Books for Scoring  
Quantity

**Mathematics Test Books for Scoring**

Send to: \_\_\_\_\_  
Scoring Site

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

BEDS Code: \_\_\_\_\_  
BEDS Code Number

**Mathematics Test (Check One)**

<input type="checkbox"/> Gr 3 Book 3	<input type="checkbox"/> Gr 6 Book 3
<input type="checkbox"/> Gr 4 Book 3	<input type="checkbox"/> Gr 7 Book 3
<input type="checkbox"/> Gr 5 Book 3	<input type="checkbox"/> Gr 8 Book 3

Box \_\_\_\_\_ of \_\_\_\_\_

Contains \_\_\_\_\_ Books for Scoring  
Quantity



# Appendix L: Testing Accommodations Categories

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The types of testing accommodations that a student may receive are listed on pages 15–22 of *Test Access and Accommodations for Students with Disabilities, Tools to Guide Decision-Making and Implementation*, published by the Department’s Office of Special Education and reproduced here. To access the complete online publication, see <http://www.p12.nysed.gov/specialed/publications/policy/testaccess/policyguide.htm>.

**Please note that not all accommodations defined in that publication and reproduced here are permitted on all parts of the Grades 3–8 English Language Arts and Mathematics Tests.** For these tests, testing accommodations that change the constructs measured by the test are not permitted. For further information, see pages 6–10 of this *School Administrator’s Manual*.

## **FLEXIBILITY IN SCHEDULING/TIMING**

- Extended time (specify amount, as in “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
- Multiple-choice questions in vertical format with answer bubble to right of response choices
- Reading passages with one complete sentence per line
- Test read

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<sup>1</sup>For State assessments, any reproduction and/or reformatting of test books by the school requires the advance written permission of APDA, and, even with such permission, may not occur until the day that the test book will be administered.

# Testing Accommodations Categories (continued)

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## 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 (including talking word processor)
- 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)
- Listening section repeated more than the standard number of times (for English Language Arts Tests)
- Listening section signed more than the standard number of times (for English Language Arts Tests)

## METHOD OF RESPONSE

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

## 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” does not refer to any part of a question or passage that appears solely on a student’s test book.

# Appendix M: 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 question on the test will receive valid scores and be counted as tested in calculating a school's participation rate.
- 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* in calculating a school's participation rate. A final score will be "999" only if one of the following occurred:
  - a. The student was absent for the entire test,
  - b. The student refused the entire test,
  - c. The student was absent for any session,
  - d. The student was present for all sessions but did not respond to even one question on the test,
  - e. The student's results were invalidated due to an administrative error, or
  - f. The student's SIRS record shows him or her as enrolled for the entire test administration period but includes no appropriate test record.
- 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 12), school officials must decide whether to mark the student as absent for that session.
  - a. If any circle denoting absent is darkened, the student will receive a final score of "999."
  - b. If the circle denoting absent is not darkened, the student will receive a score based on the questions 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 questions answered correctly and of the scores assigned to constructed-response questions.

## Appendix N: Information on Ungraded Students

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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 ungraded students with disabilities.

### Age Ranges for Testing on the NYSAA and General Assessments for Ungraded Students with Disabilities at the Elementary and Middle Levels in the 2011-12 School Year

Assessments	Birth Date	Reaches Age Given Between September 1, 2011, and August 31, 2012
Grade 3 English Language Arts, Mathematics	September 1, 2002–August 31, 2003	9
Grade 4 English Language Arts, Mathematics, Science	September 1, 2001–August 31, 2002	10
Grade 5 English Language Arts, Mathematics	September 1, 2000–August 31, 2001	11
Grade 6 English Language Arts, Mathematics	September 1, 1999–August 31, 2000	12
Grade 7 English Language Arts, Mathematics	September 1, 1998–August 31, 1999	13
Grade 8 English Language Arts, Mathematics, Science	September 1, 1997–August 31, 1998	14

## Appendix O: Guidelines for Including Special Education Teachers in Scoring Committees

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**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 Awarded Prior to February 2, 2004

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

**Special Education Teaching Titles Awarded On or After February 2, 2004**

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

# Appendix P: Mathematics Tools

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The mathematics tools sent to schools in February 2008 may be used for the 2012 Grades 3–8 Mathematics Tests.

Alternatively, schools may use the same rulers and protractors that they use every day in the classroom provided that the tools do not have pertinent information, such as mathematics formulas, written on them and that they meet the specifications provided below. Rulers will be used with all of the Grades 3–8 Mathematics Tests; protractors will be used only with the Grades 5 and 7 Mathematics Tests.

## Grades 3–4 Mathematics Tests – Specifications for Rulers

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to  $\frac{1}{8}$ " subdivisions; they may include  $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

## Grades 5–8 Mathematics Tests – Specifications for Rulers

- Rulers may be constructed of plastic, wood, metal, cardboard, or other suitable material.
- Rulers must be between 6" and 12" long.
- Rulers must include inch to  $\frac{1}{16}$ " subdivisions.
- Rulers must include centimeters with millimeter subdivisions.
- Rulers must be calibrated accurately with another ruler that is known to be accurate.

## Grades 5 and 7 Mathematics Tests – Specifications for Protractors

- Protractors must be constructed of clear plastic and measure no shorter than  $3\frac{15}{16}$ " in diameter and no longer than  $4\frac{3}{4}$ " in diameter.
- Protractors must be calibrated accurately with another protractor that is known to be accurate.





