

**New York State English As A  
Second Language Achievement Test  
NYSESLAT**

**Grade  
K**

**Test  
Administration  
Overview**

**TAO  
2017**

**Writing**



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## TEST MATERIALS

### IMPORTANT NOTE

Make sure you have an answer sheet for every student and that all demographic information is filled in. Failure to provide complete and accurate information for each student may cause test results to be delayed.

### IMPORTANT INFORMATION FOR ADMINISTERING THE GRADE K WRITING TEST

Students in Grade K write their answers in their test booklets. Each school is responsible for making the necessary arrangements for scoring the NYSESLAT. Refer to your NYSESLAT *School Administrator's Manual* for more information regarding scoring the tests.

### Materials Required by the Examiner

- A copy of the NYSESLAT Writing Directions for Administration (DFA)
- A supply of NYSESLAT Writing test booklets, including one for demonstration
- A “Testing—Do Not Disturb” sign (not provided)
- A supply of sharpened soft-lead (No. 2) pencils with erasers; extra pencils must be on hand (pencils are not provided)
- A supply of pre-ID labels provided by MetriTech, Inc.

### Materials Required for Each Student

- One NYSESLAT Writing test booklet for Grade K
- Two sharpened soft-lead (No. 2) pencils with erasers

## TEST PERSONNEL

### Responsibilities of Test Personnel

- The person responsible for administering the NYSESLAT Writing test should be a certified teacher or administrator, should be able to carry out standard examination procedures, and should have special training in administering the NYSESLAT.

- To ensure accurate and reliable results, the examiner should become thoroughly familiar with the procedures outlined in this Directions for Administration manual before attempting to administer the test. The specific administration instructions for Writing should be read thoroughly before administering the test to students.
- The examiner should be a proficient speaker of English (i.e., have complete command of pronunciation, intonation, and fluency).

## PREPARING FOR THE TEST

### Test and Environment Preparation

- Familiarize yourself with the test by reading the examiner directions and following along in the test booklet.
- Prepare your English Language Learners for taking the test. Some students are inexperienced at taking standardized tests. Tell students that they will use their English language writing skills when taking this test. Tell the students that they will write letters, words, sentences, and a short story.
- It is recommended that the English as a New Language (ENL) or Bilingual Education teachers be involved in the decision regarding group size, as they are best able to judge what size group would be appropriate for which students. If a group is larger than the average-sized class, there should be one proctor for every additional twenty-five students.
- It is recommended that administrators group students by proficiency level, as students within the same proficiency level may be more likely to finish the test in similar intervals of time. Refer to your NYSESLAT *School Administrator's Manual* for more information regarding testing conditions.
- Please keep in mind that this is an untimed test. The State Education Department recommends that administration of the NYSESLAT be broken up into multiple days to minimize student fatigue. Sessions in the Kindergarten test are divided by modality, and schools may administer just one session per day. The Writing test must be administered last. The testing days need not be consecutive, so long as they are within the testing window of the 2017 NYSESLAT (May 8–19, 2017).
- Prior to each testing session, verify that you have a correctly *pre-coded answer sheet* for each student in your class. If you are missing a pre-coded answer sheet for any student, complete the data grids on a generic answer sheet for that student. One set of student pre-ID labels was provided by MetriTech with your school's shipment of testing materials. Before administering the Writing test, please affix an appropriate student pre-ID label to the back cover of each test booklet in the space designated for the MetriTech pre-ID label (second box). Students' written responses will be recorded in their test booklets and their scores will be recorded on the answer sheets.
- Make sure the physical conditions in the testing room are satisfactory. There should be adequate lighting for all students, adequate ventilation, and freedom from noise and distractions. Students should be seated so that there is enough space between them to avoid copying.

# ADMINISTERING THE TEST

## General Test Management

- Write each student’s first and last name on a test booklet on the line provided on the front cover.
- Post a “Testing—Do Not Disturb” sign on the door or near the testing area.
- Administer all items in the order presented in the test booklet.
- All directions and sample questions may be repeated to students as necessary. You may supplement only the directions with your own explanations in English to assist the students with test-taking procedures. Do not give help on specific test questions. The test questions may not be modified.
- Be sure to use your demonstration test booklet to model items as instructed. This is for the benefit of students who may not fully understand the task.
- Use a natural tone and manner throughout testing. Enunciate, use appropriate intonation, and speak loudly enough for students to hear you.
- Try to maintain a natural classroom atmosphere during test administration. Encourage students to do their best, remind them not to spend too much time on any one question, and advise them not to get discouraged by questions that they feel they cannot answer.
- If you make a mistake in reading a direction or question, stop and say, “No, that is wrong. Please listen again.” Then read the direction or question again.

## During Testing

- All directions that should be read out loud to students are printed in **boldface text** with a **SAY** icon beside them. These should be read exactly as they are written. If necessary, you may supplement the directions (and only the directions) with your own explanations in English, but do not give help on specific test questions.
- Do not show or suggest the correct answer to any question, with the sole exceptions being the sample questions. If a student asks about a specific test question (“Is this right?” or “How do you spell \_\_\_\_\_?”), give a neutral response, such as “You should simply choose the one you think is right” or “Just spell it as best you can.”
- Discourage talking and avoid any unusual interruptions, distractions, or loud noises that might affect the entire group.

- Proctors must circulate periodically around the room during the administration of the test to ensure that students are recording their responses to test questions in a way that can be understood by the person who will transcribe the responses to a machine-scannable answer sheet. It is acceptable to point out to students if they have left one or more answers blank, or if they do not appear to be recording their answers in the proper place. No comments are to be made to the student on the correctness or sufficiency of an answer.
- Students with disabilities must be provided with the testing accommodations specified in their Individualized Education Program (IEP) or Section 504 Accommodation Plan when taking these tests, with the following exception: In the Writing session, students may not receive assistance with, or have their responses corrected for, spelling, grammar, paragraphing, or punctuation. For more information, please refer to the “Testing Accommodations” section in the *NYSESLAT School Administrator’s Manual* at <http://www.p12.nysed.gov/assessment/nyseslat>.

## **After Testing**

- Verify that each student’s test booklet has been labeled with a pre-ID label from MetriTech.
- At the end of the testing session, collect all the test booklets from the students.
- The NYSESLAT is a secure test. Once the test session has been completed, proctors/administrators must safeguard the test materials. Test materials may be stored overnight in the classroom only if they are in a securely locked cabinet, drawer, or closet. No copies of, or notes about, these materials may be made. The materials must be kept secure until their return to MetriTech, Inc. This includes all used and unused test booklets (regular, large-print, and braille editions), scoring manuals, and the Directions for Administration. Refer to the *NYSESLAT School Administrator’s Manual* for information on returning test materials to MetriTech.

**Refer to the Kindergarten Writing *Directions for Administration* (DFA) for specific administration directions. The complete DFA will be included in the 2017 NYSESLAT Listening/Reading/Writing materials shipment.**

## **SECURE TEST**

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