

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

**Grade
K**

**Test
Administration
Overview**

**TAO
2018**

Writing

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TEST MATERIALS

IMPORTANT NOTE

Make sure that you have a machine-scannable 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 booklet. 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

- NYSESLAT Writing test booklet for Grade K
- Two sharpened soft-lead (No. 2) pencils with erasers (not provided)

TEST PERSONNEL

Responsibilities of Test Personnel

- The general information about the procedures to be followed in administering the New York State English as a Second Language Achievement Test (NYSESLAT) is provided in the *School Administrator's Manual*. The specific procedures for administering the NYSESLAT are contained in this Directions for Administration (DFA) manual. Examiners should complete a thorough review of both manuals prior to administering the NYSESLAT. The *School Administrator's Manual* can be found on the New York State Education Department's web site at: <http://www.p12.nysed.gov/assessment/nyseslat>.

- To ensure accurate and reliable results, the examiner should read—and become thoroughly familiar with—the procedures outlined in this DFA before attempting to administer the test. The specific administration instructions for the Writing test should be read thoroughly before administering the test to the students.
- Examiners and administrators must safeguard the test materials and maintain them in a secure location at all times. Test materials may be stored in the classroom only if they are in a securely locked cabinet, drawer, or closet.

Who May Administer the NYSESLAT

- Only qualified personnel should administer the NYSESLAT. Qualified personnel should be teachers or administrators able to carry out standard examination procedures and should have special training in administering the NYSESLAT and may include:
 - New York State certified English to Speakers of Other Languages or Bilingual Education teachers
 - New York State certified teachers
 - New York State certified teachers who have been trained in cultural competency, language development, and the needs of English Language Learners (ELLs)/Multilingual Learners (MLLs)
- In public and charter schools, the staff administering the NYSESLAT should be certified teachers. In religious and independent schools, it is *highly recommended* that the staff administering the NYSESLAT be certified teachers.
- 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. Prior to administration, assure that there is sufficient time to complete the full test session. 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 2018 NYSESLAT (May 7–18, 2018).
- Prior to administering the test, make sure that you have a correctly *pre-coded, machine-scannable answer sheet* for each student. 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 machine-scannable 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 questions 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, speak at a normal pace, and speak loudly enough for students to hear you.
- Try to make the testing experience as natural as possible. Encourage students to do their best and remind them not to spend too much time on any one question. 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. I’ll say it again. Please listen.” 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 or repeat them, 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 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.
- Examiners must circulate periodically around the room during the administration of the test to ensure that students are marking their responses to test questions in the proper manner. 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 marking 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.
- Prior to scoring, review the training materials and sample responses in the NYSESLAT *Writing Scoring Guide*. Students’ Writing scores will be recorded on the machine-scannable answer sheet.
- The NYSESLAT is a secure test. Once the test session has been completed, examiners/administrators must safeguard the test materials and maintain them in a secure location at all times. Test materials may be stored temporarily 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 type, 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 2018 NYSESLAT Listening/Reading/Writing materials shipment.

SECURE TEST

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