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TO: Principals of Public and Nonpublic Elementary-Level Schools

FROM: Thomas J. Schoeck 

SUBJECT: Procedures for Requesting and Storing the Grade 5 Elementary-Level Social Studies Test and the Language Assessment Battery-Revised (LAB-R)

All regular, translated, large-type, and braille editions of the Grade 5 Elementary-Level Social Studies Test and all regular and large-type editions of LAB-R must be requested through the Department's online examination request system. Directions for using the Department's online examination request system are included in this memorandum and in the enclosed *Instructions for Submitting Your Examination Requests Online*.

This memorandum provides essential information about requesting and storing the November 2008 Grade 5 Elementary-Level Social Studies Test and the 2008-09 test materials for LAB-R. This memorandum and all information in subsequent mailings pertaining to the Grade 5 Social Studies Test or to LAB-R will be posted on the Department's web site at <http://www.emsc.nysed.gov/osa>. If you have questions concerning the requesting of test materials, or about any of the other information in this memorandum, call 518-474-8220 for assistance.

Accompanying this memorandum is the School Data Sheet, which contains your user name and password. You will need both your user name and password to log onto the online request system in order to place your request. Also enclosed is the schedule for Elementary- and Intermediate-Level State Assessments for the 2008-09 school year; *Instructions for Submitting Your Examination Requests Online*; and the *Worksheet for Developing Online Requests*.

REQUESTING EXAMINATION MATERIALS

All regular, translated, large-type, and braille editions of the Grade 5 Elementary-Level Social Studies Test and all regular and large-type editions of the LAB-R **must** be requested through the Department's online examination request system. Telephone requests will not be accepted. The Department will accept and enter online on the school's behalf *only* those requests submitted by fax for the *braille edition* of Lab-R.

Specific directions for using the online request system are enclosed with this memorandum. Within two business days after your request has been processed, you will be sent a confirmation notice via e-mail indicating the number of examinations to be shipped to the school. **It is of the utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped to your school.**

GENERAL INFORMATION ABOUT LAB-R

Pursuant to Part 154 of the Regulations of the Commissioner of Education, public and charter schools must administer LAB-R to newly enrolled students who by reason of foreign birth or ancestry speak a language other than English, and who understand and speak little or no English, to determine whether the students are limited-English-proficient (LEP). LAB-R was developed by the New York City Department of

Education and has been adopted by the State Education Department for distribution to and use by all schools statewide. Nonpublic schools are encouraged to administer this test for the same purpose. The LAB–R materials to be administered during the 2008-09 school year are the same as those provided to schools for the 2007-08 school year.

For your information, a chart entitled New York State – LEP Identification Process is attached to this memorandum. If you need assistance with the identification of LEP students, please contact your local Bilingual/ESL Technical Assistance Center (BETAC). Contact information for the BETACs may be found on the Department’s web site at <http://www.emsc.nysed.gov/biling/betac.html>.

Unused and reusable materials remaining from the current school year should be stored in a secure location and used as needed in the upcoming school year. Schools that do not expect to have sufficient quantities of LAB–R materials remaining for the upcoming school year should submit requests for additional materials through the online request system.

REQUESTING LAB–R MATERIALS

Initial online requests for LAB–R may be submitted upon receipt of this memorandum. Request only those quantities of examinations actually needed for administration in the 2008-09 school year. Check the confirmation notice as soon as you receive it so any necessary supplemental requests may be placed by June 30 for receiving of test materials by September 3, 2008.

Telephone requests will not be accepted. The Department will accept and enter online on the school’s behalf *only* those requests submitted by fax for *braille editions* of the LAB–R.

Guidelines for requesting specific materials are provided below. A request must be submitted for each school building in which the tests will be administered. The requests for two or more schools in a district should **not** be combined into one request.

- *Regular Test Booklets*: Indicate the number of test booklets you will need for each of the five grade bands for the test. Your school will be sent the number of test booklets requested, rounded up to the next multiple of 20.
- *Large-Type Test Materials*: Indicate the **exact number** of students who will need large-type test materials at each grade band for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires this accommodation. Schools may not submit requests for these special editions of LAB–R unless they will be needed for actual administrations. Schools may request these special editions of LAB–R at any time in the future should the need arise.
- *Braille*: The braille edition of LAB–R cannot be requested via the online request system. Braille editions must be requested in a separate letter signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the *exact quantity* needed for students whose IEP and 504 Plan specifically requires this accommodation.
- *Answer Sheets*: Templates for schools to use in photocopying hand-scorable answer sheets for the LAB–R are included in the Examiner’s Directions.
- *Examiner’s Directions*: The Department will send schools sufficient quantities of the Examiner’s Directions based on the number of tests requested.

SCHEDULING LAB–R

LAB–R should be administered within two weeks of the initial enrollment of the student to be tested, whether at the beginning of the school year or at any other time. Screening with LAB–R is not necessary if the student’s LEP status is available from his or her previous school and is based on an appropriate standardized test, such as the New York State English as a Second Language Achievement Test (NYSESLAT), administered during a previous school year.

SHIPPING 2008 LAB–R TEST MATERIALS

Materials for LAB–R requested by June 30 will be delivered on or about September 3, 2008. All test shipments will be delivered by UPS between the hours of 8:00 a.m. and 5:00 p.m.

OBTAINING ADDITIONAL LAB–R MATERIALS

Principals who find they need additional LAB–R materials after the initial submission may return to the online examination request system throughout the school year to revise or add any supplemental quantities needed. Any supplemental materials requested throughout the school year should arrive at the school 30-60 days after the request has been made.

STORING LAB–R TEST MATERIALS

Every principal requesting State tests must provide any information or affirmations required by the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to store all LAB–R materials in a secure storage location as soon as they are received, and access to the test materials must be restricted to ensure that test security is maintained. If the building where the tests will be administered does not have a secure location large enough to hold the test materials, arrangements must be made to store the test materials at an alternate location.

Except for the purpose of taking inventory of the test materials when they are received, secure test materials for the Listening, Reading, and Writing sections of LAB–R may not be removed from the secure storage location until the day scheduled for the administration of that section of the test. The sealed packages of secure test materials must not be opened during the inventory. Since the teachers score the speaking sessions of the test as they are administering them individually to students, teachers must be given the opportunity to familiarize themselves with the materials for that part of the test prior to beginning administrations. Principals must caution teachers to safeguard these materials whenever they are outside the secure storage location.

LAB–R is a secure test. No one may make notes of any of the questions from the test. The school principal may authorize school personnel to make photocopies of secure LAB–R test materials should the school’s supply be insufficient, but the principal must ensure that all original and photocopied LAB–R materials are stored in the school’s designated secure location.

The materials for LAB–R remain secure after test administration and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year or in successive school years. LAB–R test materials should not be returned to the Department unless the school expects to have no further use for them.

GENERAL INFORMATION ABOUT GRADE 5 SOCIAL STUDIES

The Grade 5 Elementary-Level Social Studies Test is to be administered on **November 12 and 13, 2008**. Makeups may be scheduled for November 14, 17, and 18.

Materials for the November 2008 Grade 5 Elementary-Level Social Studies Test must be requested through the Department’s online examination request system. Initial online requests must be submitted no later than

June 30. A request must be submitted for each school building in which the tests will be administered. Requests for two or more schools in a district must *not* be combined into one request.

Principals who find they need additional materials after the June 30 submission deadline may return to the online examination request system until September 26, 2008, to revise or add any supplemental quantities needed. Telephone requests will not be accepted. The Department will accept and enter online on the school's behalf *only* those requests submitted by fax for examination editions or quantities that cannot, because of Department policies, be submitted online by the school (for example, braille editions of the LAB-R).

Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than September 26, 2008. Administrators determining a need for additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

STUDENTS TO BE TESTED

All public school students in Grade 5 must take the Grade 5 Elementary-Level Social Studies Test. Nonpublic schools are strongly encouraged to administer this test to their students. When determining which students will be participating in this test, be sure to consider those students who attend programs operated by the Board of Cooperative Educational Services (BOCES) as well as any other programs located outside the school.

The rules below apply to Grade 5 students in public and participating nonpublic schools:

- *LEP Students.* All LEP students are required to participate in the Grade 5 Elementary-Level Social Studies Test. Students may take the test either in English or in an alternative language, whichever would be better for the student. Alternative language editions of the Grade 5 Elementary-Level Social Studies Test are provided in Chinese (Traditional), Haitian Creole, and Spanish. This test may be translated orally into other languages for LEP students whose first language is one for which a written translation is not available from the Department. Schools are permitted to offer LEP students specific testing accommodations when taking this test.
- *Students with Disabilities.* All students with disabilities must participate in the Grade 5 Elementary-Level Social Studies Test unless their IEP specifically indicates that they should take the New York State Alternate Assessment (NYSAA). A small percentage of students with disabilities are recommended by their Committees on Special Education (CSEs) for participation in the NYSAA for students with severe disabilities. The criteria that the CSE must use to determine eligibility for the NYSAA are available at <http://www.vesid.nysed.gov/specialed/publications/policy/alterassess.htm> on the Department's web site.

REQUESTING GRADE 5 SOCIAL STUDIES TEST MATERIALS

Information for requesting test materials is provided below:

- *Regular Test Booklets:* Schools will be sent the number of test booklets requested, rounded up to the next multiple of 25.
- *Braille and Large-Type Test Materials:* Indicate the **exact number** of large-type or braille test materials needed for students whose IEP or 504 Plan specifically requires either of these accommodations.
- *Alternative Language Test Booklets:* Chinese (Traditional), and Haitian Creole editions of the regular test booklets are provided for the Grade 5 Elementary-Level Social Studies Test. Request

the **exact number** of test booklets needed. For the Spanish edition of the regular test booklets, schools will be sent the number of test booklets requested, rounded up to the next multiple of 25.

- *Answer Sheets*: Separate answer sheets are provided for schools requesting the Grade 5 Elementary-Level Social Studies Test. The answer sheets may be hand scored or machine scored on NCS equipment. **Please be sure to indicate whether or not the Department should provide separate answer sheets for your school for the Grade 5 Elementary-Level Social Studies Test.**
- *Scoring Keys, Rating Guides, and Teacher Directions*: Sufficient quantities of these materials will be shipped to schools, based on the number of test booklets requested.

SHIPPING OF GRADE 5 SOCIAL STUDIES TEST MATERIALS

The shipment containing the test materials for the Grade 5 Elementary-Level Social Studies Test will be delivered one to three school days before the first scheduled administration date for the test. All test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools can track the shipment of test materials on the Internet.

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click "Track by Reference Number."
3. In the Reference Number field, type the BEDS code of the school where you indicated you wanted your tests to be shipped.
4. If you are unable to track your shipment, or if you notice some other irregularity, contact the Office of State Assessment via fax at 518-474-2021.

SECURITY OF THE TESTS

Every principal requesting State tests must provide any information or affirmations required for access to the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to comply with the examination security requirements described in this memorandum and in the New York State Elementary-Level Social Studies Test Manual for Administrators and Teachers.

The Grade 5 Elementary-Level Social Studies Test materials must be stored in the secure location indicated on the online request system. The principal of each school requesting the Grade 5 Elementary-Level Social Studies Test is responsible for making the necessary arrangements to safeguard the test materials delivered to the school. If the building where the tests will be administered does not have a secure location large enough to hold the materials for the Grade 5 Elementary-Level Social Studies Test, arrangements must be made to store the test materials at an alternate location.

When requesting your tests on the online request system, if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information, you will be required to complete the Examination Storage Plan form, found on the online request system, and fax it to the Office of State Assessment at 518-474-2021.

Once inventory has been taken, no test materials for the Grade 5 Elementary-Level Social Studies Test stored at an alternate location may be removed and transferred to the school where the tests will be administered until the day scheduled for the administration of that part of the test. The sealed packages of secure test materials **must not be opened** during the inventory. All secure test materials **must remain sealed** until the test administration date. **The package containing the scoring materials for Booklet 1 must not be opened until after Booklet 1 has been administered. Scoring materials for Booklet 2 must be kept secure until that part of the test has been administered.**

Enclosures