



OFFICE OF SPECIAL EDUCATION  
ASSISTANT COMMISSIONER

February 2017

TO: District Superintendents  
Superintendents of Public Schools  
Superintendents of State-Operated and State-Supported Schools  
Public School Administrators  
Charter School Administrators  
Nonpublic School Administrators  
Executive Directors of Approved Private Schools  
Directors of Special Education  
Directors of Pupil Personnel Services  
Chairpersons of Committees on Special Education  
Organizations, Parents and Individuals Concerned with Special Education

FROM: Christopher Suriano

SUBJECT: Revised Procedures for Administering State Assessments over Multiple Days to Students with Disabilities

The purpose of this memorandum is to provide schools with updated procedures for the administration of State assessments<sup>1</sup> over multiple days. **The information in this memorandum updates guidance previously issued by the Office of Special Education.**

Effective immediately, schools are no longer required to request prior approval from the New York State Education Department (NYSED) to administer State assessments over multiple days through the submission of written narratives signed by a school official, copies of a student's individualized education programs (IEPs) or Section 504 accommodation plans (504 plans), and evaluation materials. Instead, schools must now complete and submit an *Assurance of Multiple Day Administration of State Assessments* (Attachment A) for each student in the school whose IEP or 504 plan recommends multiple day administration of State Assessments during the school year. Previously issued authorizations for a school to administer State assessments over multiple days to individual students will still apply to the administration of future State assessments for such students, provided that multiple day testing is recommended in the student's IEP or 504 plan. Schools must continue to follow the examination security procedures associated with

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<sup>1</sup> The term "State assessment," as used throughout this advisory, refers to all State assessments and examinations at the elementary, intermediate, and secondary levels.

the administration of State assessments over multiple days, as outlined in Section IV of this memorandum.

### **Section I: Considerations for Determining if a Student needs Multiple Day Test Administration**

Multiple day test administration is a testing accommodation designed to permit students who, because of their disability-related needs, are unable to complete a State assessment in a single day or testing session. The determination of a student's eligibility for this testing accommodation must be made, and reviewed annually, by a student's committee on special education (CSE) or Section 504 Committee on a case-by-case basis in consideration of the student's unique educational needs (e.g., the student experiences fatigue due to health issues).

It is also appropriate to consider this testing accommodation for a student with a disability who has extended time as a testing accommodation on his/her IEP or 504 plan when the student is scheduled to take more than one State assessment in a single day. This recommendation must be made in consideration of the State assessment schedule for the year in which the student's IEP or 504 plan will be in effect.

### **Section II: Documentation of Multiple Day Test Administration on the IEP or 504 Plan**

The CSE and Section 504 Committee are the only entities that may determine that a student needs administration of a State assessment over multiple days. If the CSE or 504 Committee determines that a student needs administration of a State assessment over multiple days, this recommendation must be documented under the "Testing Accommodations" section of the student's IEP or the appropriate section of the student's 504 plan (e.g., "test administration over multiple days" or "multiple day test administration"). It may also be appropriate to indicate the conditions or types of assessments that require this accommodation. For example, a student with a seizure disorder may need multiple day test administration in the event he/she experiences a seizure on the day of the test, or a student who receives extended time may need this accommodation for State assessments whose standard administration time is longer than two hours.

### **Section III: Revised Process for Requesting Authorization to Administer State Assessments over Multiple Days**

Prior to the administration of the State assessment, the Chief School Officer (or his/her designee) must complete and submit an *Assurance of Multiple Day Administration of State Assessments* (Attachment A) for each student in the school who is recommended for multiple day administration on State assessments consistent with the student's IEP or 504 plan during the school year. When a completed Assurance form is received by NYSED, Department authorization to administer State assessments to the student over multiple days will be sent to the school. Department authorization for the school to administer multiple day testing to an individual student will apply to all subsequent State assessments

for that student administered in that school without the submission of additional Assurance forms to NYSED. However, if a student for whom a school was authorized to administer State assessments over multiple days transfers to another school, the student's new school would need to submit an *Assurance of Multiple Day Administration of State Assessments* (Attachment A) if the student is recommended for multiple day testing in accordance with his or her IEP or 504 plan. A copy of a completed Assurance form should be retained in the student's education record for the purposes of data collection and/or monitoring.

Completed *Assurance of Multiple Day Administration of State Assessments* (Attachment A) forms should be faxed to NYSED's Office of Special Education at (518) 473-5387 or mailed to:

New York State Education Department  
Office of Special Education  
89 Washington Avenue, Room 309 EB  
Albany, NY 12234

Attention: Multiple Day Testing

Additionally, schools must ensure that security certificates (Attachment B) are completed and signed for each student receiving multiple day testing. These certificates must be completed after each administration period. The signed security certificates must be retained in the student's education record in the school district after each test administration period for the purposes of data collection and/or monitoring.

#### **Section IV: Procedures Relating to the Administration of State Assessments over Multiple Days**

The following are important considerations and procedures associated with administration of State assessments over multiple days:

- Each secondary-level examination must begin on the date scheduled by the Office of State Assessment for its general administration. At the elementary and intermediate levels, the assessment must begin on a day within the approved testing window, as determined by NYSED, that the assessment of the same title begins for all other students. In the event the student has more than one State assessment scheduled on the same day, all State assessments must begin on that day.
- Students must receive the amount of extended time indicated in their IEP or 504 plan to complete the examination or section(s) administered during a given day.
- Just prior to beginning a multiple day administration of State assessments, the school must separate the examination into clearly defined sections or parts. NYSED does not define the size or contents of test sections for the purposes of multiple day test administration. Decisions on how to separate tests for a student receiving multiple day testing are made locally in accordance with the individual needs of the student.

- Students may be given individual sections to complete one at a time and may be permitted to start additional sections only if they are expected to complete all of those sections on that day. This ensures that there will be no advance knowledge of upcoming sections and content of the assessment not completed on a single day.
- Students who do not complete a section of the test on the day it is started are not permitted to complete that section on the following day. Students may be given a photocopy of previous sections they have completed, provided that these sections are part of what is ordinarily completed by students in one session, so that they have access to information in these sections, but no changes may be made to student responses provided on any section started on an earlier day or session. Additionally, any portion of the test that a student has not completed may not be photocopied. If photocopied test sections were provided to the student as described above, all photocopies must be attached to the student's completed test and submitted with all required testing materials.
- On subsequent examination days, the student will be given additional sections to complete. These sections must be provided one at a time.
- In accordance with NYSED policy and Education Law, the principal is responsible for the secure handling, storage, and administration of all State assessment materials, including overnight storage. Policies governing these aspects of test administration are provided in all elementary-, intermediate- and high school-level School Administrator's Manuals, which are available at: <http://www.p12.nysed.gov/assessment/manuals/>.

Thank you for your attention to this matter. If you have any questions regarding the process for and/or procedures relating to the administration of State assessments over multiple days provided in this memorandum, you may contact the Office of Special Education at (518) 473-2878. Questions regarding the general administration procedures for State assessments should be directed to the Office of State Assessment at (518) 474-5902.

## **Attachment A**

### **New York State Education Department Assurance of Multiple Day Administration of State Assessments**

#### **INSTRUCTIONS**

Use the attached *Assurance of Multiple Day Administration of State Assessments* (Attachment A) form for each student in the school district who will receive multiple day administration of State assessments consistent with the student's IEP or 504 plan. This assurance should be submitted to the Department as soon as possible after the student is recommended for multiple day test administration to ensure that the provision of this accommodation is authorized prior to the State assessment administration period in which the student will receive this accommodation (March through June for elementary/intermediate assessments or January, June or August for high school level examinations). This form must also include the name and signature of the school's Chief School Officer (or his/her designee). This assurance, along with Department authorization to administer State assessments over multiple days, will apply to all subsequent State assessment periods for which the student is enrolled in this school district, provided multiple day testing is recommended in the student's IEP or 504 plan. A copy of the signed assurance and Department Authorization must be retained in the student's education record for purposes of data collection and/or monitoring. Completed *Assurance of Multiple Day Administration of State Assessments* (Attachment A) forms should be faxed to NYSED's Office of Special Education at (518) 473-5387 or mailed to:

New York State Education Department  
Office of Special Education  
89 Washington Avenue, Room 309 EB  
Albany, NY 12234

Attention: Multiple Day Testing

## Attachment A

### New York State Education Department Assurance of Multiple Day Administration of State Assessments

<b>District</b>											
<b>School</b>											
<b>Address</b>											
<b>Key Contact Person(s)</b>											
<b>Email</b>											
<b>Telephone Number</b>											
<b>Fax Number</b>											
<b>Student's First and Last Name</b>											
<b>Unique Student Identifier (10-Digit Number)</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

As Chief School Officer (or his/her designee) of \_\_\_\_\_ School, I hereby certify that the information contained in this notification for the student identified above is correct and make the following assurances:

- The committee on special education or Section 504 Committee has determined that, based on his/her unique educational needs, the student requires multiple day administration of State assessments and has documented this testing accommodation on the student's current individualized education program or Section 504 accommodation plan; and
- The school will comply with the procedures governing the administration of State assessments over multiple days.

<b>Signature:</b>	
<b>Print/Type Name:</b>	
<b>Print/Type Title:</b>	
<b>Date:</b>	

## Attachment B

### New York State Test Administration Security Certificate

I, \_\_\_\_\_, as the principal of \_\_\_\_\_ School,  
do certify that \_\_\_\_\_ was not given access by me or any of the proctors  
to any of the questions on the following assessment(s) prior to the dates administered.

**Assessment(s)**

**Dates Administered**

_____	_____
_____	_____

<b>Principal's Signature:</b>	
<b>Print/Type Name:</b>	
<b>Date:</b>	

This form must be retained as part of the student's education record.

## Attachment B

### New York State Test Administration Security Certificate

I, \_\_\_\_\_, as the parent/guardian of \_\_\_\_\_ who attends \_\_\_\_\_ School, do certify that my child was not given access by me to any of the questions on the following assessment(s) prior to the date administered. I further certify that I spoke with my child prior to testing and informed him/her that he/she was not to discuss any aspects of the test with fellow students until testing was completed.

Assessment(s)

Dates Administered

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Parent/Guardian Signature:</b>	
<b>Print/Type Name:</b>	
<b>Date:</b>	

This form must be retained as part of the student's education record.