



DIRECTOR
OFFICE OF STATE ASSESSMENT

March 2013

TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Steven E. Katz *Steven E Katz*

SUBJECT: Spring 2013 Grades 3–8 Common Core English Language Arts and Mathematics Tests and Grades 3–8 English Language Arts and Mathematics Field Tests

This memorandum provides you with essential information regarding the Grades 3–8 Common Core English Language Arts (ELA) and Mathematics Tests containing embedded field test questions and the stand-alone Grades 3–8 ELA and Mathematics Field Tests.

PLEASE NOTE: The Department's policy concerning the prohibition of student use of communications devices has been revised. **Please see page 8 for the revised policy.**

GENERAL INFORMATION

There is one comprehensive School Administrator's Manual that provides the information needed for the administration of both the Common Core ELA and Mathematics Tests. The *Grades 3–8 Common Core English Language Arts and Mathematics Tests School Administrator's Manual, 2013 Edition* is available on the Department's web site at <http://www.p12.nysed.gov/assessment/manuals/>. This memorandum supplements the information concerning the administration of the spring 2013 Grades 3–8 Common Core ELA and Mathematics Tests provided in the *2013 School Administrator's Manual*.

Printed copies of the manual will be sent to schools by the Department in a separate shipment at the beginning of April. If you have questions about any information appearing in this memorandum or the manual, you may call 518-474-8220 or 518-474-5902 for assistance. The *School Administrator's Manual* contains the *Deputy and Proctor Certificate*, the *Test Storage Certificate*, and the *Scoring Operations Certificate*, all of which must be completed by each school administering these tests and retained in the school's files for one year.

Also included in this memorandum is information regarding the 2013 Common Core ELA and Mathematics embedded and stand-alone field testing.

SHIPMENT OF TEST BOOKS

For the 2013 administration, **all** regular, braille, alternate languages, and large-type editions of the Grades 3–8 Common Core ELA and Mathematics Test Books will be shipped by the Department's contractor, Pearson. **(Please see chart on page 2 for delivery dates.)** Pearson will use the information submitted to the Department's online examination request system by each school to determine the appropriate quantity of test books to ship to the approved storage site indicated by the principal. After the delivery of the tests, please inventory the test books and compare the number received with the quantities listed on the confirmation notice. Any discrepancy between the confirmation notice and the test books received must be reported to the Pearson Customer Support Center by fax to 319-339-6745. Any supplemental items requested after the original order is placed on the examination request system should also be sent to the Pearson Customer Support Center via fax.

DELIVERY OF TEST AND SCORING MATERIALS

Shipment of ELA and Mathematics Test Materials

Contents	Sender	Delivery Dates
Nonsecure Teacher’s Directions for Grades 3–8 Common Core ELA Tests and the <i>School Administrator’s Manual</i>	State Education Department, Test Distribution Unit	April 8–10
<u>Secure</u> Grades 3–8 Common Core ELA Regular, Braille and Large-Type Edition Test Books 1, 2, 3, and 4	Department Contractor, Pearson	April 9–11
<u>Secure</u> Grades 3–8 Common Core ELA Scoring CD containing PDF files of the scoring materials for schools	State Education Department, Test Distribution Unit	April 16–18
Nonsecure Teacher’s Directions for Grades 3–8 Common Core Mathematics Tests	State Education Department, Test Distribution Unit	April 10–12
<u>Secure</u> Grades 3–8 Common Core Mathematics Regular, Braille, and Large-Type Test Books 1, 2, and 3	Department Contractor, Pearson	April 16–18
<u>Secure</u> Grades 3–8 Common Core Mathematics Alternate Language Edition Test Books 1, 2, and 3	Department Contractor, Pearson	April 18–22
<u>Secure</u> Grades 3–8 Common Core Mathematics Scoring CD containing PDF files of the scoring materials for schools	State Education Department, Test Distribution Unit	April 24–26
<u>Secure</u> Grades 3–8 ELA and Mathematics Field Tests and Field Test Directions for Administrators and Teachers	Department Contractor, Pearson	May 28–31

The test books for the Grades 3–8 Common Core ELA and Mathematics Tests will be shipped by the Department’s contractor, Pearson, in accordance with the dates shown in the chart above. The [*School Administrator’s Manual*](#), Teacher’s Directions, and scoring materials will be shipped by the Department. All shipments will be delivered by United Parcel Service (UPS). UPS deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools that do not receive their shipments of test materials by 12:00 noon on the last dates indicated in the chart above should track the shipments on the Internet:

1. Go to: <http://www.ups.com/tracking/tracking.html>.
2. Click “Track by Reference.”
3. In the Shipment Reference field, type the BEDS Code of the school where you indicated you wanted your tests to be shipped. (**Note:** the [*School Administrator’s Manual*](#) and Teacher’s Directions will be shipped directly to each school rather than to its secure test storage site.)
4. Enter the Ship Date Range. (Ship dates are generally one day before the first delivery dates listed on this page.)
5. If you are unable to track your shipment of the [*School Administrator’s Manual*](#) or the Teacher’s Directions, or if you notice some other irregularity, contact the Office of State Assessment (OSA) via fax to 518-474-2021.

6. If you are unable to track your shipment of test books, contact Pearson via fax to 319-339-6745 or by calling 1-888-705-9415.

All schools administering the 2013 Grades 3–8 Common Core ELA and Mathematics Tests must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city scanning center. RICs are data processing centers operated by twelve BOCES that currently provide answer sheets and scanning services for all public schools outside the five large-city school districts. The RICs will also provide data to the Student Information Repository System (SIRS) for participating schools. The repository will allow all schools access to reports showing longitudinal data for individual students and for the school as a whole. More information about the repository system is available on the Department’s web site at <http://www.p12.nysed.gov/irs/sirs/>. Answer sheets will be shipped directly to schools from the RIC or large-city scanning center. (The New York State Education Department does not ship answer sheets to any schools.)

As soon as each shipment of test or scoring materials arrives at your school or approved storage site, conduct an inventory to verify that you have received all materials indicated on the packing list or shipping notice. **Do not open shrink-wrapped packages of secure test materials until the day on which that part of the test is scheduled to be administered.** You must store the test materials in a burglarproof safe or vault, except while they are being inventoried.

For ELA, there will be four forms of the regular and large-type editions of Test Book 1s—Forms A, B, C, or D. There will also be four forms of the regular and large-type editions of Test Book 2 in Grades 5–8 only. Each school will receive only one Form of these books. The packing list will indicate which Form a school will receive. There is only one Form for the Test Book 2s in Grades 3 and 4 and for the Test Book 3s and 4s in all grades.

For mathematics, there will be four forms of the regular, large-type, and alternative language editions of the Mathematics Test Book 1s and Book 2s. Each school will receive only one Form of these books. The packing list will indicate which Form a school will receive. There is only one Form of the Test Book 3s.

- If an item or items are missing from the shipment listed on the packing list, circle the item(s) and quantity that are missing and fax the corrections to the Department’s contractor, Pearson via 319-339-6745. (No cover sheet is necessary.) The missing item(s) will be sent to the school’s approved storage site. Note that only Form A of the Common Core ELA and Mathematics Test Book 1s and Book 2s will be sent in these additional shipments to schools. Schools need not be concerned if obtaining additional materials that are a different Form from what was received in the original shipment. All schools should, however, make sure that all students indicate the correct Form on their answer sheets. Please note that if an item is listed as backordered you will receive the materials in a separate shipment prior to testing. You will receive tracking information for any shipment that is made to your school.
- 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 contractor, Pearson, by sending a fax to 319-339-6745. Pearson will determine whether the regional center has the materials necessary to satisfy the additional request. After contacting Pearson, the school should contact the official in charge of the regional center to arrange pickup of test materials on the day of test administration. Note that all regional centers will only have emergency supplies of Form A of the Common Core ELA and Mathematics Book 1s and Book 2s. Schools that need to obtain emergency supplies of Common Core ELA or Mathematics Book 1s and Book 2s need not be concerned if the Form they obtained at the regional center is not the same Form letter as the school received in its test shipment. All schools should, however, make sure that all students indicate the correct Form on their answer sheets.
 - The official school representative picking up secure test material 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/assessment/ei/eigen.html>.

SECURITY OF THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS BEFORE TESTING

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test books and scoring CDs in a safe or vault as soon as they arrive at the storage site.
- Distribute only the nonsecure Teacher’s Directions to proctors as soon as practical after the shipment arrives.
- Ensure that no one opens the shrink-wrapped packages of secure test materials prior to the day each part of the test is scheduled to be administered.
- Open the packages of test books just early enough to permit distribution of materials for each session.
- Check the safe or vault daily to ensure that the test materials stored there have not been tampered with and remain secure.
- Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.
- Keep all scoring materials under lock and key in a secure location (except when being used for scoring).

EMBEDDED FIELD TEST QUESTIONS

In 2010, the Department announced its commitment to embed multiple-choice questions for field testing within the spring Grades 3–8 ELA 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 tests.

It will not be apparent to students whether a question is a field test question that does not count toward their score or a test question that does count toward their score. The embedded field test questions will reduce the amount of stand-alone field testing but does not eliminate the need for them. For additional information on the 2013 stand-alone field tests, please see page 7.

ELA TESTING SCHEDULE

Schools must arrange to administer the ELA Tests to students in every grade on the specified “Administration Dates,” April 16–18, 2013 (<http://www.p12.nysed.gov/assessment/schedules/2013/ei-schedule-13.pdf>). The 2013 ELA Tests are comprised of four books per grade and will be administered in three sessions over three days. On Tuesday, **April 16**, Book 1 will be administered; on **Wednesday, April 17**, Book 2 and Book 3 will be administered; and on **Thursday, April 18**, Book 4 will be administered.

The make-up testing period begins on Friday, April 19 and ends on Tuesday, April 23. Make-up dates are to be used for administering the test to students who were absent during the designated administration dates. The make-up 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. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2 and Book 3, followed by Book 4. Students must complete all test books to receive a final test result and a score report.

MATHEMATICS TESTING SCHEDULE

Schools must arrange to administer the Mathematics Tests to students in every grade on the specified “Administration Dates,” April 24–26, 2013 (<http://www.p12.nysed.gov/assessment/schedules/2013/ei-schedule-13.pdf>). The 2013 Mathematics Tests are comprised of three books per grade and will be administered in three sessions over three days. On **Wednesday, April 24**, Book 1 will be administered; on **Thursday, April 25**, Book 2 will be administered, and on **Friday, April 26**, Book 3 will be administered.

The make-up testing period begins on Monday, April 29 and ends on Wednesday, May 1. Make-up dates are to be used to administer the test to students who were absent during the designated administration dates. The make-up 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. When administering any make-up tests, maintain the same testing sequence whenever possible. For example, administer Book 1 first, followed by Book 2, followed by Book 3. Students must complete all test books to receive a final test result and a score report.

SCORING MATERIALS FOR THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS

A scoring CD will be sent to schools for each of these tests. The CD will contain PDF files of the scoring materials. Schools must print enough copies of the scoring materials to supply to each rater.

SCORING OF THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS

NOTE: Beginning in the 2012–13 school year, teachers are no longer permitted to score their own students’ answer papers.

School personnel may not engage in scorer training or scoring of student responses for any given grade until the initial administration of all test sessions has been completed for that grade.

REPORTING STUDENT TESTING MISCONDUCT AND OTHER TESTING IRREGULARITIES

The principal must report the following testing irregularities and misconduct by students, in writing on school letterhead and signed by the principal, to OSA via fax to 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov:

- All student infractions of the Department’s policy prohibiting the possession or use of cell phones and other communications devices during State tests.
- All confirmed cases of students cheating.
- All interruptions of testing sessions including those caused by power outages or fire alarms.
- All instances in which a State test is administered without Department authorization on a date outside the published statewide administration or makeup schedule.
- All instances in which scorers do not rate State tests 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.
- All instances of school officials or staff members providing students with unauthorized/inappropriate testing accommodations or tools (such as the use of a spell checking device for the Grades 3–8 Common Core English Language Arts Tests or the use of a calculator for the Grades 3–5 Common Core Mathematics Tests).
- All instances of school officials or staff members providing students with other nonstandard test administrations, unrelated to cheating.

The faxed 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 New York State Student Identification System (NYSSIS) ID numbers of affected students.

MANDATORY REPORTING OF TESTING IMPROPRIETIES BY ADULTS

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State tests. School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. Reports should be made via the TSU website at <http://www.highered.nysed.gov/tsei/> by submitting the incident report form located on the main page under "Report Educator Test Fraud." The following are examples of improper testing conduct that must be reported to the TSU:

- All suspected or confirmed cases of a school official or staff member giving aid or impromptu lessons on specific test content to students immediately before or during a State test or altering student responses on a test paper.
- All cases in which a school official or staff member does not adhere to the Department policy concerning finality of test scores as determined by the teacher scoring committees. This is explained on page 35 of the *Grades 3–8 Common Core English Language Arts and Mathematics Tests School Administrator’s Manual* under the heading "No Double Scoring."
- All instances of an administrator or teacher instructing another administrator or teacher to alter or interfere with a student’s test score.

SECURITY OF THE GRADES 3–8 COMMON CORE ELA AND MATHEMATICS TESTS FOLLOWING TESTING

The 2013 Grades 3–8 Common Core ELA and Mathematics Tests **must** be kept secure following their administration in April 2013 and **cannot be released** or posted on any web site; no part of the tests may be used for instructional or staff development purposes. It is also essential to protect the integrity of the embedded field test questions. The tests administered from 2006 through 2010 will continue to be available on the OSA website.

In order to ensure the security of the test books, schools will submit specific components of the test materials for secure destruction immediately after administration and scoring. The remaining test materials will be stored securely for a minimum of one year in the school, and then securely destroyed, as outlined in the chart below.

Destruction of Secure Test Materials for Grades 3–8 Common Core ELA and Mathematics Tests

<p>For Secure Destruction* Return Immediately via UPS to: Empire Recycling Corporation (Confidata Division) 64 North Genesee Street Utica, NY 13502</p>	<p>Store Securely in School or District for One Year, then Securely Destroy</p>
<ul style="list-style-type: none"> • All used and unused Common Core ELA and Mathematics Book 1s and Book 2s • All unused Common Core ELA Book 3s and Book 4s • All unused Common Core Mathematics Book 3s • All scoring CDs, including any copies made by schools • All scoring materials printed from the CDs 	<ul style="list-style-type: none"> • All used Common Core ELA Book 3s and Book 4s • All used Common Core Mathematics Book 3s • All used answer sheets after their return from the scanning center

*do not send to Pearson, Inc.

SECURE STAND-ALONE 2013 ELA AND MATHEMATICS FIELD TESTS

From **June 3–7**, the stand-alone 2013 Grades 3–8 ELA and Mathematics Field Tests will be administered in most schools to students who participated in the 2013 Grades 3–8 Common Core ELA and Mathematics Tests. Schools assigned to administer the field tests will be asked to administer only ELA or mathematics and will be asked to administer them in only one or two grades. Additionally, schools that administered stand-alone field tests in fall 2012, or that are assigned to administer the Grades 4 or 8 Science Field Tests, will not be asked to administer the stand-alone 2013 Grades 3–8 ELA or Mathematics Field Tests.

Each school will determine the specific date to administer the field tests during this prescribed time frame. The 2013 ELA and Mathematics Field Tests **must** be administered between June 3–7 **only**. If a student is absent on the day the school administers the field test, there is no need for the student to make it up. Additional information will be available in the Field Tests [*School Administrator's Manual*](#) that will be shipped to schools with the 2013 Grades 3–8 ELA and Mathematics Field Tests

The 2013 Grades 3–8 ELA and Mathematics Field Tests will be delivered to schools by Pearson the week before field testing. Pearson will use the information your school submitted through the Department's online examination request system to determine the appropriate quantity of field test materials for the ELA and Mathematics field tests. The field tests will be shipped to the approved secure storage site indicated by the principal in the online examination request system. After the delivery of the field tests, principals must inventory the test materials and compare the number received with the quantities listed on the packing list. If you find any discrepancy between the packing list and the materials received, contact the Pearson Customer Support Center at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com. Please note that shrink-wrapped packages of field test books cannot be opened prior to the distribution of field tests to students.

The Department will **not** be able to provide large-type or braille editions of the field tests in ELA and mathematics or alternative language editions for the field tests in mathematics. Step-by-step instructions for administering these field tests will be provided by the Department's contractor, Pearson, in the field test teacher's directions. These instructions will be shipped to schools with the ELA and Mathematics Field Tests.

Following the administration of the 2013 ELA and Mathematics Field Tests on June 3–7, schools must collect all of the field test materials and store them in a secure location until they are returned to Pearson. Pearson will provide schools with instructions for arranging the pre-paid pickups of the 2013 ELA and Mathematics Field Tests. Schools must return **all** used and unused field test materials to Pearson by **June 14**. Schools should follow the detailed instructions for returning the field test materials provided by the contractor. The scoring of the 2013 ELA and Mathematics Field Tests will be conducted by Pearson. Schools are not permitted to score them.

USE OF COMMUNICATIONS DEVICES

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

At the beginning of each test session, proctors must read the following statement to all students taking State tests:

You cannot have any communications device, including a cell phone, with you during this test or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me or a school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now? [*proctor: repeat list of devices*]. This is your last opportunity to do so before the test begins.

Any student observed with any prohibited device while taking a State test must be directed to turn the device over to the proctor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test **must** be invalidated. No score may be calculated for that student.

The incident must be promptly reported, in writing, to OSA by fax to 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov, as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices **only if** this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.