



BUREAU CHIEF
Office of State Assessment

August 2014

TO: Principals of Elementary, Intermediate, and Secondary Schools
Leaders of Charter Schools

FROM: Barbara M. Wallis *Barbara M. Wallis*

SUBJECT: Procedures for Requesting, Shipping, and Storing the 2014-15 New York State Identification Test for English Language Learners (NYSITELL)

GENERAL INFORMATION ABOUT NYSITELL

Pursuant to Part 154 of the Regulations of the Commissioner of Education, public and charter schools must administer an identification test 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 they are English language learners (ELLs).

NYSITELL should be administered to eligible students within two weeks of their initial enrollment. Screening with NYSITELL is not necessary if the student's ELL status is available from his or her previous school and is based on an appropriate standardized test, such as NYSESLAT administered during a prior school year.

Any schools that have unused NYSITELL materials remaining from the 2013-14 school year may use them in the 2014-15 school year. Schools that submit a request for NYSITELL by August 15, 2014 can expect to receive delivery of the materials the week of September 2, 2014.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

Directions for using the Department's online examination request system are included in this memorandum and in the *Instructions for Submitting New York State Identification Test for English Language Learners (NYSITELL) Examination Requests Online* (DET 1363).

A username and password are required for access into the online examination request system available at <http://portal.nysed.gov>. If you were the principal of the same school during the 2013–14 school year, the expectation is that you know your username and password.

If you were the principal of the same school during the 2013–14 school year, but you have forgotten or need to reset your password, use the "Reset Password" utility available at <http://portal.nysed.gov>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of Public Schools or BOCES Programs Located Outside of New York City:** Contact your School Superintendent or Delegated Administrator to obtain your username and password.
- **Principals of Nonpublic Schools and Leaders of Non-New York City Charter Schools:** Contact the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov to obtain your username and password. If you have not yet done so, you must notify the Department's Office of Information and Reporting Services via fax to 518-402-5361 or 518-474-4351 that you are the new principal. This notice must be written on school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, your previous position, and, for purposes of future password confirmations, your city of birth.

All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district or for nonpublic schools the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

REQUESTING NYSITELL MATERIALS

All regular and large-type editions of NYSITELL **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* requests that are submitted by fax for the *braille edition* of NYSITELL.

Initial online requests for NYSITELL may be submitted as soon as you have received this memorandum. Request the quantity of tests your school estimates it will need to administer for the 2014-15 school year. It is very important that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of test materials will be shipped to your school. If a confirmation has not been received after three business days, please contact the Office of State Assessment's (OSA's) Operations Group by fax at 518-474-2021.

Guidelines for requesting specific materials are provided below. A request must be submitted for each school building in which the tests will be administered.

- *Regular Test Booklets*: Indicate the number of test booklets you will need for each grade. Your school will be sent the number of test booklets requested, rounded up to the next multiple of 25.
- *Large-Type Test Materials*: Indicate the **expected number** of students who will need large-type test materials at each grade for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require this accommodation. Schools may not submit requests for these special editions of NYSITELL unless they will be needed for actual administrations. Schools may request these special editions of NYSITELL at any time in the future, should the need arise.
- *Braille*: The braille edition of NYSITELL cannot be requested via the online examination 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 IEPs and 504 Plans specifically require this accommodation. Schools may request these special editions of NYSITELL at any time in the future, should the need arise.
- *Answer Sheets*: Detachable, hand-scorable answer sheets are included inside the test booklets.
- *Directions for Administration*: The Department will send schools sufficient quantities of the *Directions for Administration* based on the number of tests requested.

SHIPPING NYSITELL TEST MATERIALS

Materials for NYSITELL requested by August 15 will be delivered during the week of September 2. All test shipments will be delivered by UPS between the hours of 8:00 a.m. and 5:00 p.m.

OBTAINING ADDITIONAL NYSITELL MATERIALS

Principals who find they need additional NYSITELL materials 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.

EXAM STORAGE REQUIREMENTS

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 NYSITELL materials in a secure storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained.

The principal of each school requesting NYSITELL materials 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 test materials, arrangements must be made to store the test materials at an alternate location. Enclosed in each delivery is a shipping notice listing the materials included. Use the shipping notice and your school's confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure test materials be opened during this inventory.**

When requesting your tests on the online examination 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 are required to complete the *Examination Storage Plan* form (DET 1361) available on the online examination request system, and fax it to OSA at 518-474-2021.**

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 NYSITELL 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 subtests 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.

NYSITELL 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 NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for NYSITELL 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. NYSITELL test materials should not be returned to the Department unless the school expects to have no further use for them.

If you have questions concerning the requesting of test materials, or about any of the other information in this memorandum, please call 518-474-8220, or e-mail emscassessinfo@mail.nysed.gov for assistance.