



Checklist for MLS Administration

Before the test, please have the following information, equipment, and staff prepared:

Information	Equipment/Tools	Processes
<ul style="list-style-type: none"> ● Set up MLS account at mils.slalab.org ● Access to Chrome or Firefox ● Your official school e-mail ● Your district or school’s BEDS code ● Your district or school’s MLS password ● Student Information (see worksheet below) 	<ul style="list-style-type: none"> ● A quiet administration room ● Stable internet connection ● Computer, laptop, or tablet ● Sufficient number of headphones ● Paper and pencil for math test 	<ul style="list-style-type: none"> ● Use the MLS Quicksheet or webinar for an overview of the processes involved in using the MLS ● Register a student (See worksheet of questions to collect info below) ● Administering a test ● Accessing Student Performance Reports ● Establish a contact at the District Office to get NYSSIS numbers if those are not otherwise available

Technical support is available from the MLS Support Team at
MLS.email.server@gmail.com

Office of Bilingual Education and World Languages (OBEWL)
 New York State Education Department

Proctor Preparation Guide

Topic	District or School Information
BEDS Code	
Password	
Who will administer MLS?	
Who should be contacted for student NYSSIS or OSIS Number?	
Who initiates scheduling a student to take the MLS?	
Where will MLS be taken?	
What time of day will MLS be taken?	
Any other logistics that need to happen?	
Who will analyze the student performance reports?	
What's the process for sending reports to teachers? How often will this happen?	
Other notes	

Student Registration Worksheet

Required Field	Student Information
Student NYSSIS ID or OSIS number (If not available, this can be submitted later)	
Student first and last name	
A guardian's name and address	
Student date of birth	
Last grade student attended	
What grade will students be placed in at your school?	
Student's home language (Language student speaks in the home)	
Student's language of textbooks in home country	
Date of entry into NY State schools	
Has the Oral Interview Questionnaire been administered to this student?	
According to the SIFE Questionnaire, does the student have a gap of two or more years in education?	
Based on the student's educational background, is the student a potential SIFE student?	