Checklist for MLS Administration

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

Information	Equipment/Tools	Personnel
❑ Set up MLS account at **mls.slalab.org** ❑ MLS master password: **mlsnysed** ❑ Access to Chrome or Firefox ❑ Your official school e-mail ❑ Your district or school's BEDS code (from principal) ❑ Your district or school's MLS password ❑ Student Information (see worksheet below)	❑ A quiet administration room ❑ Stable internet connection ❑ Sufficient number of computers with Google Chrome or Firefox installed. A mobile device, such as an iPad, phone or a tablet may also be used ❑ Sufficient number of earphones / headphones ❑ Paper and pencil for math test	❑ A trained MLS point person to set up the required accounts and registrations (please see the sheet linked below) ❑ An exam proctor (the test is untimed, and each test may take one hour, depending on student level. The test is auto-saved in case of technical issues or emergency interruptions.) ❑ Establish District contact to get NYSSIS or OSIS numbers

Once you have the above information, equipment, and staff ready, please follow the steps described in "Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)" to be prepared for administering the MLS. The Quick Sheet and a webinar providing information about the MLS are available on the MLS homepage: **mls.slalab.org**.

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 to contact 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 teacher 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 from principal (If not available, this can be submitted later)	
Student first and last name	
A guardian's name and address	
Student date of birth	
What is the last grade the student attended?	
What grade will the student be placed in at your school?	
Student ID - Local (optional)	
Student's home language (Language student speaks in the home)	
Language of textbooks in home country	
Date of entry into NY state school system	
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 below grade level in literacy in their home language and/or two or more years below grade level in Math prior to arrival in the United States?	
Why are you administering this test (SIFE Determination or General Literacy Evaluation)?	