THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ASSISTANT COMMISSIONER
OFFICE OF STATE ASSESSMENT

October 2022

To: District Superintendents
Superintendents of Schools
Principals of Public, Religious, and Independent Schools
Charter School Leaders
Science Coordinators
Elementary- and Intermediate-level Science Teachers

From: Zachary Warner

Subject: Investigations for the Elementary- and Intermediate-level Science Tests Now Available

The required Elementary- and Intermediate Level Science Investigations described in the May 2022 memorandum are now available. The Investigations are hands-on laboratory experiences that prepare students for the written Elementary- and Intermediate-level Science Tests measuring the NYS P-12 Science Learning Standards that are scheduled to be first administered in Grades 5 and 8, respectively, in Spring 2024. Principals and test coordinators may access and download the files using the exam ordering portal through which they make exam requests (see Attachment for detailed information on downloading the Investigations). Each of the required Investigations includes the following components: Teacher Materials (Investigation Overview, Teacher Directions – with specific materials list, Answer/Scoring Key), Student Directions, Student Answer Packet(s), and Scoring Rubric. The Department is finalizing copies of the Student Directions and Student Answer Packets in alternate languages and hard copies in Unified English Braille. These will be made available in the coming weeks and may be requested by contacting the Office of State Assessment.

As a reminder, the Investigations are designed to be embedded into instruction and can be offered any time prior to the written test. This may be when the particular Learning Standards assessed within each Investigation are covered in the course or at another time of the teacher's choosing. The Investigations provide a hands-on opportunity to demonstrate attainment of science knowledge and skills. However, the Investigations themselves are not considered a State test; rather, they are locally-administered performance-based tasks that are one of multiple components of the strategy for assessing science learning.

The Investigations are intended for use by New York State teachers in the classroom. Teachers may make the student materials available to their classes in printed or electronic form but may not post or otherwise release the materials in a public domain. Teachers are strongly encouraged to review each Investigation now that the files are available. This will ensure ample time to collect the necessary materials and plan appropriate classroom setup. Like any other classroom activity, students must be provided with supports and accommodations as detailed in their Individualized Education Program (IEP) or Section 504 Accommodation Plan while completing the Investigations.

The Office of State Assessment is currently working with partners in the field to develop additional resources that will assist teachers as they familiarize themselves with the Investigations and prepare to implement them in their classrooms. Please contact this office with any questions about the Investigations or the Elementary- and Intermediate-level Science Tests by emailing emscassessinfo@nysed.gov.

ATTACHMENT

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

INSTRUCTIONS FOR ACCESSING AND DOWNLOADING THE REQUIRED ELEMENTARY- AND INTERMEDIATE-LEVEL SCIENCE INVESTIGATIONS

The required Investigations for Elementary- and Intermediate-Level Science (ELS and ILS, respectively) are available for schools to download in digital format only as Portable Document Files (PDFs) via the free Adobe Acrobat Reader, either as stand-alone files or in a zipped collection. Digital copies of the Student Directions and Student Answer Packets in alternate languages and hard copies of these materials in Unified English Braille may be requested by contacting the Office of State Assessment (OSA) at emscassessinfo@nysed.gov.

IMPORTANT NOTES

- In order to access the required Elementary- and Intermediate-Level Science Investigations, you must have access to the NYSED Business Application Portal and the Office of State Assessment Online Examination Request System. Access to the request system is typically only available to the school principal or designated testing coordinator.
- If you do not have access to the Online Examination Request System, please contact your school, district administrator, or designated testing coordinator for assistance in accessing and downloading these files.
- Within the Online Examination Request System, be sure to use the "Next Page" and "Previous Page" buttons located at the bottom of each web page to move between pages. If you use your browser's forward and back buttons, the information just entered on the page you are leaving will not be recorded in the OSA database.

1. Go to http://portal.nysed.gov and click the "Log In" button in the upper right corner of the screen. Enter your username and password (case-sensitive).

   Usernames and Passwords

   Principals must have a username and password to enter their school's examination requests online. If the principal was the same during the 2021–22 school year, the expectation is that they have previously been issued a valid username and password. Principals should use those credentials to log into the Online Examination Request System. Telephone examination requests will not be accepted.

   If the principal was the same during the 2021–22 school year but has forgotten, or needs to reset, their password, they should access the "Reset Password" utility available at http://portal.nysed.gov.

   If the principal is new and does not have a valid username and password, determine which of the following situations applies:

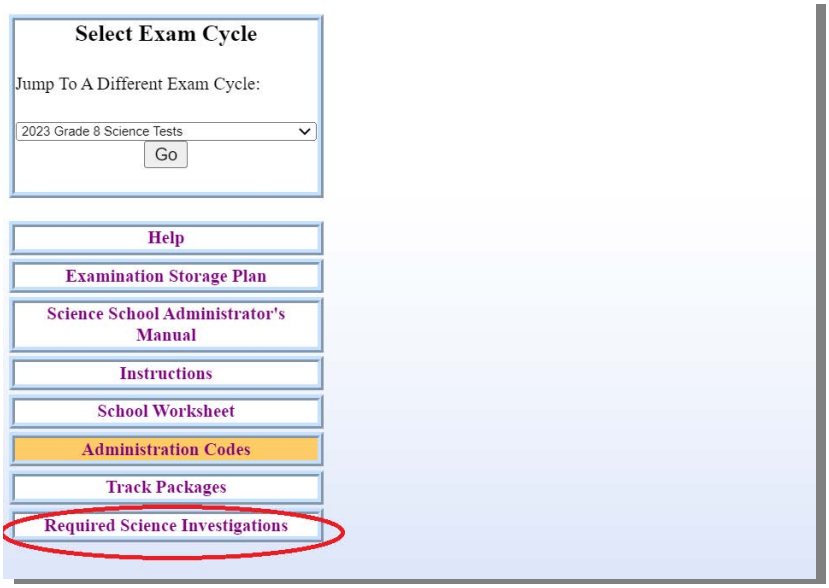
   - **Principals of New York City Public Schools** should contact their Borough Assessment Implementation Director (BAID) at their Borough Assessment Office (BAO).
   - **Principals of Public Schools or BOCES Programs Located Outside of New York City** should contact their School Superintendent or Delegated Administrator to obtain their username and password.
   - **Principals of Religious, Independent, and Charter Schools** should contact the Department's Delegated Account System (SEDDAS) Help Desk to obtain their username and password. If the principal is new and has not yet done so, they must notify the Department's Office of Information and Reporting Services via e-mail to datasupport@nysed.gov that they are the new principal.

   All questions regarding usernames and passwords for public schools ***must*** be directed to your Delegated Administrator in your local school district and, for religious, independent, and charter schools, the SEDDAS Help Desk.

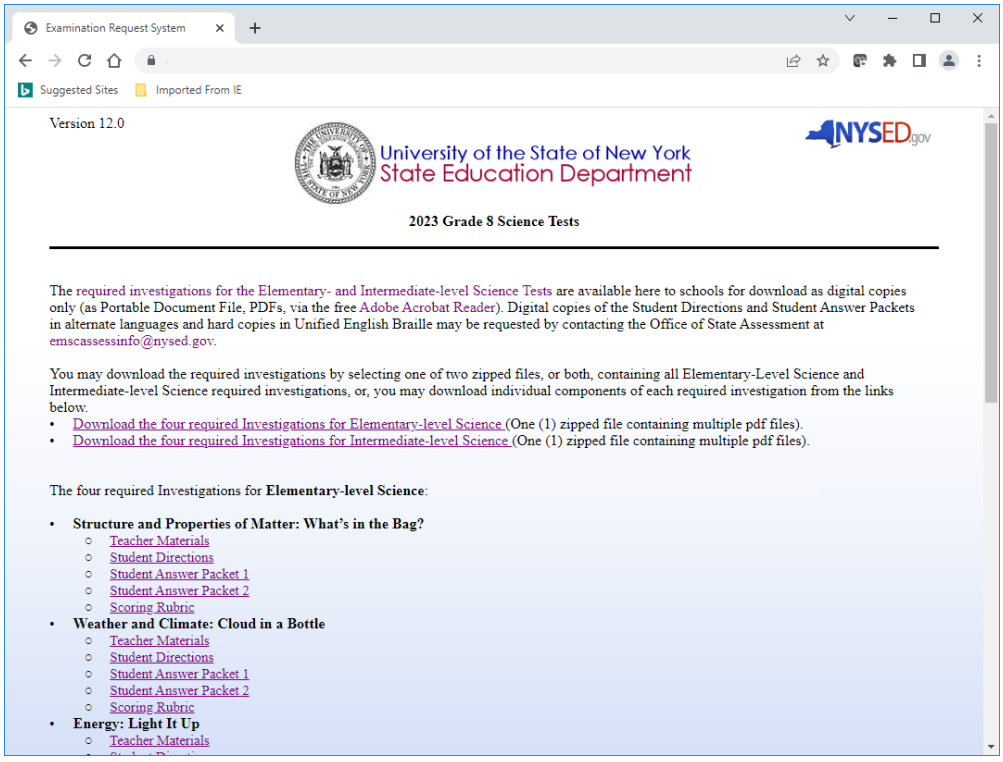
2. You will then be taken back to the NYSED Business Application Portal web page.

   a. Under the heading *My Applications,* located toward the top of this page, click on "Examination Request System."

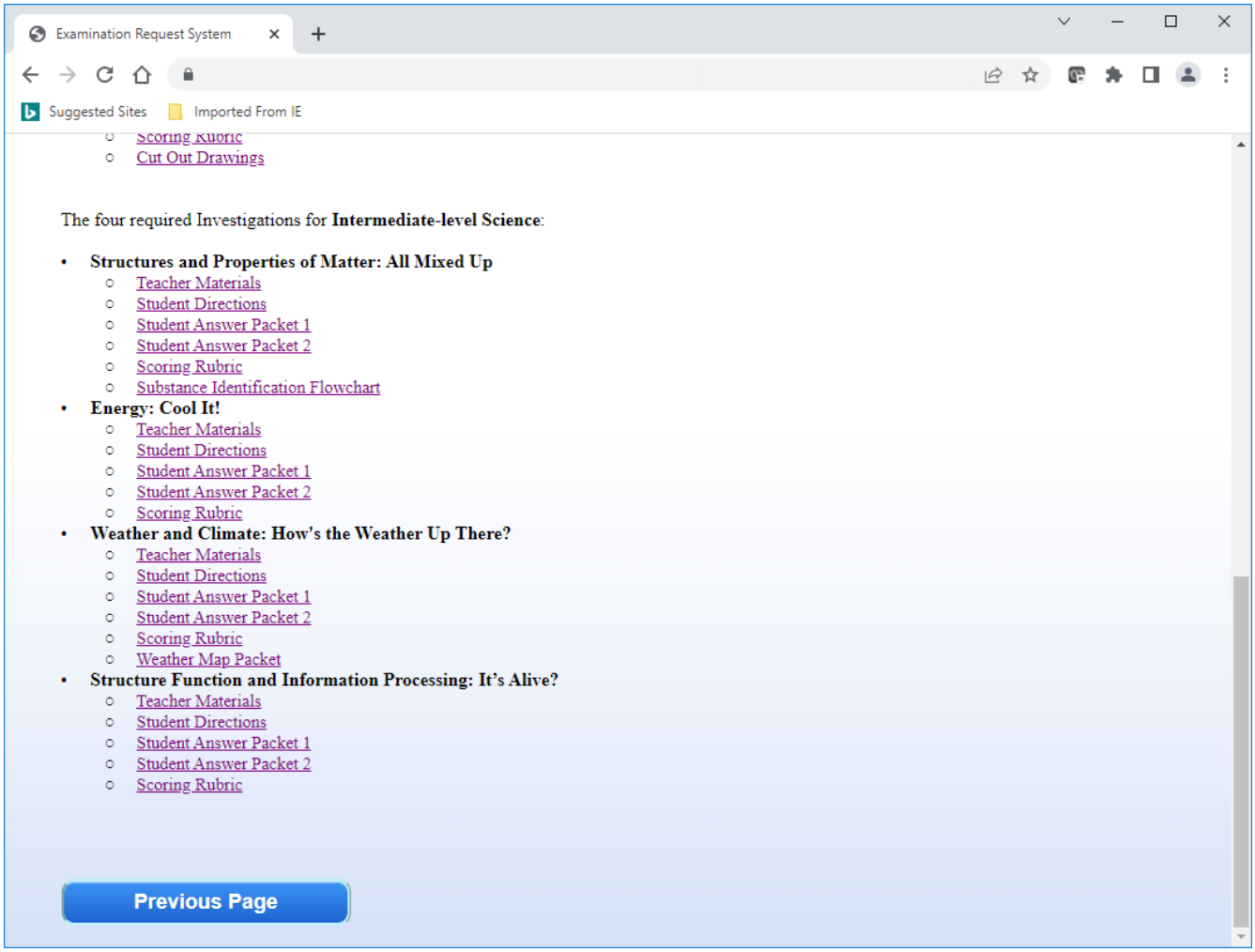
3. The *Request Agreement* page will appear; click “Accept” to indicate your agreement and continue.
4. Under *Select Examination Period,* choose “2023 Grade 8 Science Tests” from the drop-down menu and click “Go.”
    a. *NOTE*: Both the ELS and ILS Investigations are accessible and downloadable from within the “2023 Grade 8 Science Tests” examination period.
5. The “School Information” page will appear. On the left-hand side of the page, under *Select Exam Cycle*, there are several buttons that provide access to relevant information. Scroll down to the last button in this section, “Required Science Investigations.”
    a. Click “Required Science Investigations” to proceed to the download page.



6. On the download page, you will be presented with multiple links that provide the options to download the files individually, by investigation, or by grouping of the complete sets of ELS or ILS Investigations.
    a. Choose which files you wish to download by clicking on the corresponding link to open them, or by right-clicking on the desired file link to save the file to your computer.



7. Scroll through this page to view and access all of the ELS and/or ILS Investigations files available for downloading.
8. When you are finished downloading all desired files from this page, click the “Previous Page” button at the bottom of the page. You will then be returned to the School Information Page.



Any questions about the ELS and/or ILS Investigations may be directed to emscassessinfo@nysed.gov.