



BUREAU CHIEF  
Office of State Assessment

April 2022

**TO:** District Superintendents  
Superintendents of Schools  
Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Clara DeSorbo *Clara DeSorbo*

**SUBJECT:** Spring 2022 Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests.

This memorandum provides information concerning the shipping, storing, administration, and return of materials for the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests.

#### NOTIFICATIONS FOR THE 2022 ADMINISTRATION

The [scoring keys and rating guides](#) for the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Written Tests will be posted on the Department's website at approximately 3:00 pm on Wednesday, June 8, 2022. For the 2022 administration of the written tests, the scoring keys and rating guides posted on the Department's website will be password protected. Principals and/or their designees will need to access the Department's [online examination request system](#) to obtain the passwords. The passwords will be posted at the top of the *School Information* page in the online examination request system.

Schools will continue to receive two printed copies each of the Rating Guides for the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Performance Tests with their shipment of performance test materials.

#### GENERAL INFORMATION

The [2022 Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers](#) and the [2022 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#) provides information needed for the administration of the Science Tests and is available on the Office of State Assessment's (OSA) website. If you have questions about any information appearing in this memorandum or the manuals, you may call OSA at 518-474-5902 or send an email to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov) for assistance.

#### DATES FOR THE SPRING 2022 GRADES 4 AND 8 SCIENCE TESTS

Test	Administration Dates	Makeup Dates
Grades 4 and 8 Science Performance Tests	Tuesday, May 24 – Friday, June 3	Make-ups must be given within the testing window
Grades 4 and 8 Science Written Tests	Monday, June 6	Tuesday, June 7 – Friday, June 10

## DELIVERY OF TEST MATERIALS

The supply of test materials for schools will be sent in two shipments for each grade. Shipments will be delivered by UPS and may arrive at any time between the hours of 8:00 a.m. and 5:00 p.m. Please be sure that someone is available in the school or approved storage location during those hours to accept the shipments. Should any problems occur in connection with the delivery of test materials, please call OSA immediately. The dates on which shipment of tests will be delivered to schools are as follows:

Test	Delivery Dates
Grades 4 and 8 Science Performance Tests	Wednesday, May 18, 2022 – Friday, May 20, 2022
Grades 4 and 8 Science Written Tests	Wednesday, June 1, 2022 - Friday, June 3, 2022

Schools that do not receive their shipment of secure test materials by 9:00 a.m. on Friday, May 20, 2022, for the Performance Test and 9:00 a.m. on Friday, June 3, 2022, for the Written Test, should track the shipment of test materials 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.
4. Enter the Ship Date Range. (The initial ship date is Tuesday, May 17, 2022, for the Performance Test and Tuesday, May 31, 2022, for the Written Test.)
5. If you are unable to track your shipment or notice some other irregularity, please call the OSA Operations Group at 518-474-8220 or send an email to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

## OBTAINING TEST MATERIALS FROM REGIONAL CENTERS

Schools that need to obtain Grade 4 Elementary-Level or Grade 8 Intermediate-Level Science Written Tests that were not originally requested, should send their supplemental requests to the Operations Group by fax at 518-474-1989 or send an email to [examrequest@nysed.gov](mailto:examrequest@nysed.gov). Under the direction of the Operations Group, schools should contact the official in charge of their regional center to arrange for pickup of test materials. [Information](#) on regional centers is available on the OSA website.

The person sent to pick up an emergency supply of test materials from a regional center must present authorization written on school letterhead and signed by the principal that lists the materials to be picked up and authorizes the person to pick up those materials. The person obtaining test materials must provide photo identification and must countersign the authorization letter and leave it with the official in charge of the regional center. Test materials may be picked up from the regional centers only on the scheduled date for the administration of the test. **Please note that Performance Test materials will not be sent to regional centers, only to the schools.**

## SECURITY OF TEST MATERIALS

As soon as each shipment of test materials arrives at the school or other approved storage location, the principal should conduct an inventory to verify that all materials indicated on the shipping notice have been received. If the results of the inventory determine that some materials are missing from a shipment of Grade 4 Elementary-Level or Grade 8 Intermediate-Level Science Test materials, contact the Operations Group to obtain these materials. **Shrink-wrapped secure test materials must *not* be opened until the day the test is scheduled to be administered.** Except for taking inventory, all test materials must be kept in a secure location.

The principal of each school requesting tests is responsible for making the necessary arrangements for safeguarding the materials received by the school. The secure location where test materials are being stored should be checked daily to ensure that the test materials have not been tampered with and remain secure. The combination or key to the secure location must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized persons.

Following the scoring of the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Performance Tests, schools are required to return to the Department all *unused* Performance Test answer booklets, including large-type, braille, and alternate language editions, and all used and unused Performance Test Rating Guides. Schools must follow the complete instructions for the return of test materials found on pages 12 and 13 of the [2022 Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers](#) or on pages 13 and 14 of the [2022 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#).

These materials must be returned to:

Test Distribution Unit  
New York State Education Department  
Cultural Education Center, Room 167  
Empire State Plaza  
222 Madison Ave.  
Albany, New York 12230

All teachers who assist in the administration and scoring of the Grade 4 Elementary-Level Science Test or the Grade 8 Intermediate-Level Science Test are expected to sign the *Deputy and Proctor Certificate* and the *Test Scoring Certificate* contained within the *Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers* and the *Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers*. Principals are required to sign the *Test Scoring Certificate* and to complete and sign the *Test Storage Certificate*, also found within the test manuals. These three certificates, as well as student answer papers, must be retained on file in the school for one year.

## **USE OF COMMUNICATIONS DEVICES**

All students are prohibited from bringing cell phones and certain other personal electronic devices 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.

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 their 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 in the [2022 Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers](#) and the [2022 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#) is in effect, and the school may not allow the student to retain any such equipment while testing.

## **ACCELERATED STUDENTS**

The Grade 8 Intermediate-Level Science Test should be administered to students in the grade in which they will have completed all of the material in the Intermediate-Level Science Core Curriculum, Grades 5–8. While this grade is typically Grade 8, the test may also be administered to students in Grade 7 who will have completed, by the end of this school year, all of the material in the Intermediate-

Level Science Core Curriculum, Grades 5–8 and are being considered for placement in an accelerated high school level science course when they are in Grade 8. The inclusion of Grade 7 students who meet these criteria is a local decision. Schools can use the scores for these Grade 7 students to help determine whether students should be placed in accelerated science courses. Students who take the Grade 8 Intermediate-Level Science Test in Grade 7 will not be permitted to take the test again in Grade 8. Therefore, caution is advised in administering the test to Grade 7 students. If a Grade 7 student scores below the State-designated level of performance, the student will be required to have academic intervention services the following year.

Schools are required to administer this assessment to those Grade 8 students who did not take this assessment last school year as Grade 7 students, unless such students will be taking a Regents Examination in science at the end of this school year. School principals have the discretion to either require or waive the Grade 8 Intermediate-Level Science Test for those accelerated Grade 8 students who did not take this test during the last school year but who will be taking a Regents Examination in science at the end of this school year. For those accelerated students for whom the principal waives the Grade 8 Intermediate-Level Science Test, the student's achievement in science will be measured by the student's performance on the Regents Examination in science.

### **SCORING OF THE GRADE 4 AND GRADE 8 SCIENCE TESTS**

Schools will receive two printed copies each of the Rating Guides for the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Performance Tests. Schools must print additional copies for each rater. The [scoring keys and rating guides](#) for the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Written Tests will be posted on the Department's website at approximately 3:00 pm on Wednesday, June 8, 2022. For the 2022 administration of the written tests, the scoring keys and rating guides posted on the Department's website will be password protected. Principals and/or their designees will need to access the Department's [online examination request system](#) to obtain the passwords. The passwords will be posted at the top of the *School Information* page in the online examination request system. Schools must print sufficient copies of the scoring keys and rating guides to supply one to each rater. Teachers are **not** permitted to score their own students' answer papers.

### **REPORTING IRREGULARITIES AND/OR MISADMINISTRATIONS**

Guidance on how to report irregularities and/or misadministrations can be found on pages 39 - 40 of the [2022 Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers](#) and on pages 41 - 43 of the [2022 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#).

### **SECURE GRADES 5 & 8 SCIENCE FIELD TESTS**

A critical part of the test development process is the field testing of questions in schools throughout the State in order to ensure the validity and reliability of the New York State Testing Program. The Department's goal is to require the least amount of field testing necessary to build and administer high quality New York State assessments that provide accurate information about students' achievement. These field tests contain questions that may only be used on New York State tests and benefit only New York students and schools.

The Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests are designed to measure knowledge and skills contained in the New York State P-12 Science Learning Standards (NYSSLS). The paper-based science field test administration dates are Monday, May 2, 2022 – Friday, May 20, 2022. The computer-based science field test administration dates are Monday, May 16, 2022 – Friday, June 3, 2022. Each school will determine the specific date(s) to administer the field tests during this prescribed time frame.

The field tests will require approximately 30-40 minutes to administer and may be given in a classroom setting. The field tests should be administered to all students in Grade 5 and Grade 8, with the exception of students who require a braille, large-type, or alternate language edition of a regular State examination. Whenever possible, you should include students who have an IEP or 504 Plan and provide all appropriate testing accommodations. If a student is absent on the day(s) the school administers the field test, there is no need for the student to make it up.

Paper-based science field test materials will be shipped from the Department via UPS so that schools receive them by Monday, May 2, 2022. Directions for administering the field tests and prepaid return shipping labels will be included with the shipment of test materials. The field tests must be returned to the Department by Friday, May 27, 2022.

For schools that chose to participate in computer-based field testing, the computer-based science field test teacher's directions will be shipped from our vendor, Questar Assessment, Inc. (Questar) via UPS so that schools receive them by Friday, May 13, 2022. Additional information on the computer-based field tests will be available in the [2022 Computer-Based Field Test School Administrator's Manual](#) that will be posted on the Department's website in the coming weeks.

Field test scoring of the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests will be conducted by the Department. Schools are not permitted to score or retain any copies of them.

## **CONTACT INFORMATION**

For questions regarding test administration policies and procedures, please email [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).

For questions regarding the requesting, delivery, and storing of the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests, please call the Operations Group at 518-474-8220 or send an email to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).