INSTRUCTIONS FOR SUBMITTING ONLINE REQUESTS FOR THE
GRADES 3–8 ENGLISH LANGUAGE ARTS AND MATHEMATICS TESTS AND THE
ELEMENTARY-LEVEL (GRADE 5) AND INTERMEDIATE-LEVEL (GRADE 8) SCIENCE TESTS

Once you have completed the *Worksheet for Developing Online Requests for the Grades 3–8 English Language Arts and Mathematics Tests* (DET 901) and the *Worksheet for Developing Online Requests for the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests* (DET 901S), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

IMPORTANT NOTE

- The Grades 3–8 ELA and Mathematics Tests and the Grades 5 and 8 Science Tests must be requested through the Department's online examination request system by **November 10, 2023.**
- Schools must submit examination requests under their own BEDS Code. Requests for two or more schools in a district must **not** be combined into one request.
- Be sure to use the "Next Page" and "Previous Page" buttons located at the bottom of each web page to move between pages within the online examination request system. 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.
- Similarly, on the final screen ("Review and Submit"), you must submit the data you entered by using the "Submit and Certify Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your exam request.

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1. Go to https://portal.nysed.gov/ and click the "Log On" 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 2022–23 school year, the expectation is that they have previously been issued a valid username and password. Principals should use those credentials to log onto the online examination request system. Telephone examination requests will not be accepted.

   If the principal was the same during the 2022–23 school year but they have forgotten their password or need to reset their password, they should access the "Reset Password" utility available at https://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 email 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. Under the heading "My Applications" toward the top of this page, click on "Examination Request System."

3. A dialogue box displaying the "Request Agreement" will appear, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials as provided in the appropriate *School Administrator's Manual* for the tests you have requested. Carefully read the agreement and click "Accept" to indicate your agreement.

4. Select the type of tests you wish to request from the drop-down menu and click "Go."

5. Carefully review the "School Information" page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update, as needed, the phone and fax numbers for your school and the email addresses for the principal and an alternative contact. **It is imperative that email addresses are kept up to date as the Department sends important communications by email.** The online examination request system has the capacity to receive and store two email addresses for each school—the principal and an alternative contact. Only the text highlighted in green (phone number, fax number, and email address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting Information and Reporting Services. Schools must also fax such changes to 518-474-2021.

6. For the English Languages Arts (ELA) and Mathematics Examinations Cycles, scroll down to the section titled "Elementary/Intermediate Field Testing Information." Select from the drop-down menu the format your school is planning to administer its assigned field test, either computer-based stand-alone field test (SAFT) or paper-based SAFT. The SAFT format selected applies to the ELA and Mathematics Examination Cycles.

7. In the section titled "District/BOCES/Regional Center Data," select from the drop-down menu next to "Scanning Center" the center with which your school has contracted for scanning services. You must enter this information to proceed with ordering tests.

8. Schools requesting operational CBT must then select the name of their scoring consortium's Lead Scoring Entity. To make your selection for Lead Scoring Entity, first select the type of Lead Scoring Entity (School, District, BOCES, or Scoring Vendor) and then select the name of your Lead Scoring Entity from the drop-down menu or type in the field provided to search by keywords. If the Lead Scoring Entity selected doesn't have a Scoring Director Name and Scoring Director email address associated with it, OSA staff will reach out to the Lead Scoring Entity to obtain the contact information. The Lead Scoring Entity selection does not carry over between the ELA, Mathematics, and Science Examination Cycles, so you may select a different Lead Scoring Entity for each subject.

   For those schools that previously administered operational CBT, their Lead Scoring Entity and corresponding Scoring Director Name and Scoring Director email address fields will be pre-populated. Schools must check the Lead Scoring Entity listed for them and change as needed.

9. In the next section titled "Examination Storage Plan," click the button that describes the location where your school's exams are to be shipped and stored.

10. If you need to have your school's examinations shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the *Examination Storage Plan* for the alternate location to the OSA Operations Group to 518-474-2021. (In order to complete the *Examination Storage Plan* for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: principal's name, BEDS Code, school/building name, street address, phone number, fax, and email.) **Note:** Alternate storage location information faxed to the OSA Operations Group will not appear on the online examination request system until five business days from the date of receipt.

11. When you are finished reviewing and/or updating the information on the "School Information" page, click the "Save and Proceed to Request Examinations" button at the bottom of the page. The online examination request system will allow you to view only the types of New York State tests your school is eligible to request.

12. On the next page you will see the list of tests by grade level. **In Spring 2024, students in Grades 5 and 8 will be required to take the operational ELA, mathematics, and science tests via CBT. The other grade levels may also participate in CBT, but schools will still be able to select computer or paper for these students in the drop-down menus. For Grades 5 and 8 the default is computer. Schools will not be able to select paper for Grades 5 and 8 for ELA, mathematics, or science in the drop-down menus.**

   Paper-based testing will remain available as an accommodation for students who, according to their IEP or 504 Plan, must test on paper (please see number 14 for additional information), and for the mathematics and science tests only, for those students who require an alternate language edition of the test (please see number 15 for additional information). In addition, paper-based testing will also remain available to religious and independent schools, who do not make use of technology in the classroom because of religious beliefs.

The paper-based testing (PBT) option for religious and independent schools is only for those schools who do not make use of technology in the classroom because of religious beliefs. As this is a religious accommodation, it is not for schools that prefer to administer paper-based tests over computer-based tests.

A religious or independent school interested in the PBT option due to religious beliefs will need to complete and e-mail an attestation form, that will be available on the Office of Religious and Independent School Support's (ORISS) website, to EXAMREQUEST@nysed.gov. After the form is reviewed and approved, the school will then be able to request paper-based tests in the online examination request system for grades that have transitioned to CBT per the statewide implementation timeline.

13. Enter the quantities needed for the regular, large-type, and braille editions based on the number of students who will be taking those tests. For regular editions of the tests, schools may request up to 5% above current enrollment to allow for possible changes in enrollment. If you try to request more than that amount, you will receive an error message. If you get an error message and need to request more than that amount, please email examrequest@nysed.gov for assistance. Due to the expense incurred by the Department in the production of large-type and braille tests, request the exact number of large-type and braille test materials needed for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires either of these accommodations.

14. Schools with any students requiring the accommodation of Test Read who will test on paper or with the Read Aloud (by human) accommodation on computer, or, for the mathematics and science tests, those students who require an oral translation for lower-incidence languages, will also need to enter quantities for "Test Read" booklets. "Test Read" booklets are the same form. Schools will receive tests for these students in packets of two, one for the student and one for the proctor reading the test to the student or providing an oral translation, to ensure that the student and the proctor will have the same test form. **Schools testing a grade level by CBT should request Test Read editions for any students in that grade level that must test on paper pursuant to an IEP or 504 Plan.**

15. When requesting mathematics tests or science tests, also enter the number of students requiring alternate-language editions of the tests. Alternate-language editions are offered in the following languages: Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. **All alternate language editions of the tests will be paper format. Alternate language computer editions are no longer available.** When requesting alternate-language editions, schools will also receive the corresponding paper copies of the English editions of the tests to provide as a testing accommodation.

16. When you have finished entering the quantities needed for the tests on that page, click the "Next Page" to proceed to the "Review and Submit Your Examination Request" page. (**Note:** For any grades for which you've indicated computer, your school will not receive regular edition paper copies. Your school will only receive paper copies for large-type, braille, Test Read, and for the mathematics and science tests, any alternate languages requested.

17. Carefully review your examination request. If you need to change your request, click the "Previous Page" button until you have reached the page on which you want to make changes. When all changes have been made, click the "Next Page" button until you are returned to the "Review and Submit" page.

18. When you have determined that all the information listed is correct, click the **"Submit and Certify Your Request"** button. **CAUTION: If you close the "Review and Submit" screen without submitting the entire request by use of this button, the Department will not receive your exam request.**

19. The next page will advise you that your exam request has been submitted to the Department's database and you will receive a confirmation of your request via email within three business days. All school information and examination quantities entered during this session will be saved **ONLY IF** they were submitted to the Department via the **"Submit and Certify Your Request"** button on the **"Review and Submit"** page.

To order tests for another Examination Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Exam Cycle" to select the next group of tests to be ordered and repeat this process
.
20. Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To exit the NYSED Business Application Portal, click "Log Off" in the upper-right corner of the Portal page.

Any questions about your school's exam request may be directed to examrequest@nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@nysed.gov.

1. **Select Computer-Based or Paper-Based Stand-Alone Field Test Format (ELA and Math only).**

Elementary /Intermediate Field Testing Information

Most schools will be selected for one Elementary/Intermediate STAND-ALONE FIELD TEST (SAFT) in 2024. Schools may request to administer the SAFTs as computer-based tests (CBT). Indicate below which format your school prefers to administer the SAFT. The SAFT format selection made below applies to the English Language Arts and Mathematics Exam Cycles.

Changes may be made until November 10, 2023.

Choose the format in which you prefer to administer your field tests:	Computer-Based SAFT ⌄	⬅ **Select**

2. **Schools that will be administering operational CBT must then select their Lead Scoring Entity.**

Lead Scoring Entity (For Operational Computer-Based Testing Only)

To participate in operational computer-based testing (CBT), schools must arrange for their computer-entered constructed responses to be scored by a Scoring Consortia. If the Lead Scoring Entity selected doesn't have a Scoring Director Name and Scoring Director E-mail Address associated with it, NYSED staff will reach out to the Lead Scoring Entity to obtain the contact information. Schools may select a different Lead Scoring Entity for English Language Arts, Mathematics, and Science.

For those schools that administered operational CBT last year, their Lead Scoring Entity and Scoring Director Name and Scoring Director E-mail Address will be pre-populated. Schools must check the Lead Scoring Entity listed for them and change as needed.

Lead Scoring Entity:	Select type of Lead Scoring Entity below. ⬅ **First** ○ School ○ District ○ BOCES ○ Scoring Vendor **Second** ➡ Select the name of your Lead Scoring Entity from the drop-down menu below or type in the field to search by keywords. Choose An Option ⌄
Scoring Director's Name: (Entered by NYSED staff.)	
Scoring Director's E-mail Address: (Entered by NYSED staff.)	

### 3. Select "Computer" or "Paper" Format for the Operational Tests.

In Spring 2024, students in Grades 5 and 8 will be required to take the operational ELA, mathematics, and science tests via CBT. The other grade levels may also participate in CBT, but schools will still be able to select paper for these students in the drop-down menus. For Grades 3, 4, 6 and 7, select computer or paper in the drop-down menus for each grade level test that your school will be administering. For Grades 5 and 8 the default is computer. Enter the number of students to be tested, whether computer- or paper-based.

Description	Computer or Paper	Regular	Large	Braille	Update User	Update Date	Orig. Reg.	Supp Ind
GRADE 3 ENGLISH LANGUAGE ARTS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 3 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 4 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS	Computer ▾	0	0	0	NA	NA	0	N/A
GRADE 5 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 6 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 7 ENGLISH LANGUAGE ARTS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 7 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A
GRADE 8 ENGLISH LANGUAGE ARTS	Computer ▾	0	0	0	NA	NA	0	N/A
GRADE 8 ENGLISH LANGUAGE ARTS TEST READ		0			NA	NA	0	N/A

4. Request "Test Read" Copies.

There is a separate row for indicating "Test Read" quantity for each grade. When placing requests, enter the total number of students who have the accommodation of Test Read and will test on paper or with the Read Aloud (by human) accommodation on computer. When placing requests for the mathematics tests and science tests, also enter the number of students who require an oral translation of a lower incidence language in the "Test Read" total. **Schools testing a grade level by CBT should request "Test Read" editions for any students in that grade level that must test on paper pursuant to an IEP or 504 Plan.**

Description	Computer or Paper	Regular	Large	Braille	Update User	Update Date	Orig. Reg.	Supp Ind
GRADE 3 MATHEMATICS	Paper ▾	0		0	NA	NA	0	N/A
GRADE 3 MATHEMATICS TEST READ		0			NA	NA	0	N/A
GRADE 4 MATHEMATICS	Paper ▾	0		0	NA	NA	0	N/A
GRADE 4 MATHEMATICS TEST READ		0			NA	NA	0	N/A
GRADE 5 MATHEMATICS	Computer ▾	0	0	0	NA	NA	0	N/A
GRADE 5 MATHEMATICS TEST READ		0			NA	NA	0	N/A
GRADE 6 MATHEMATICS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 6 MATHEMATICS TEST READ		0			NA	NA	0	N/A
GRADE 7 MATHEMATICS	Paper ▾	0	0	0	NA	NA	0	N/A
GRADE 7 MATHEMATICS TEST READ		0			NA	NA	0	N/A
GRADE 8 MATHEMATICS	Computer ▾	0	0	0	NA	NA	0	N/A
GRADE 8 MATHEMATICS TEST READ		0			NA	NA	0	N/A

Quantity (arrow pointing to Grade 3 Mathematics Test Read Regular field)
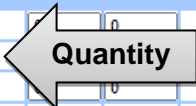
5. Request Alternate-Language Editions of Mathematics or Science Tests.

Enter the number of students requiring alternate language editions of the tests. **All alternate language editions of the tests will be paper editions. Alternate language computer editions are no longer available.** When requesting alternate language editions, schools will also receive the corresponding paper copies of the English editions of the tests to provide as a testing accommodation.

Description	Language	Regular	Update User	Update Date	Orig. Reg.	Supp Ind
GR. 5 ELEM. LEVEL SCIENCE	ARABIC	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	BENGALI	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	CHINESE (SIMPLIFIED)	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	CHINESE (TRADITIONAL)		NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	HAITIAN CREOLE	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	KOREAN	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	RUSSIAN	0	NA	NA	0	N/A
GR. 5 ELEM. LEVEL SCIENCE	SPANISH	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	ARABIC	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	BENGALI	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	CHINESE (SIMPLIFIED)	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	CHINESE (TRADITIONAL)	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	HAITIAN CREOLE	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	KOREAN	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	RUSSIAN	0	NA	NA	0	N/A
GR. 8 INT. LEVEL SCIENCE	SPANISH	0	NA	NA	0	N/A

6. Submit and Certify Your Request.

All school information and examination quantities entered will be saved ONLY IF they were submitted to the Department via the "Submit and Certify Your Request" button on the "Review and Submit" page. Please "Submit and Certify Your Request" again if you log back in to make changes before the online examination system closes for the ELA, mathematics, and science tests on November 10, 2023.

Submit and Certify Your Request ⟵ **Don't Forget**

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