



Director of Test Administration  
Office of State Assessment

October 2024

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

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

**SUBJECT:** Procedures for Requesting, Shipping, and Storing Materials for the Spring 2025 Administration of the New York State Grades 3–8 English Language Arts and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests

This memorandum provides information concerning the Spring 2025 Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests.

## GENERAL INFORMATION

The Grades 3–8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests must be requested through the Department's [online examination request system](#) by **November 8, 2024**. 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. Within three business days after a school's request has been submitted, the school will be sent a confirmation notice, via email, indicating the number of students being tested, number of printed tests being shipped, and the address to which they will be shipped. Principals are reminded to carefully check all email confirmation notices to ensure that they accurately reflect the correct format selection (computer or paper), that the number of students to be tested was entered for all grade levels whether testing via computer or paper, and to determine whether additional materials are needed.

Administrators who find that they need additional test materials for any of the tests may return to the online examination request system to change their request up until the closing of the online examination request system on November 8, 2024. After any changes are made to a school's request, an updated confirmation notice will be emailed to the principal.

Detailed directions for using the online examination request system are included in the [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](#) (DET 902).

The Department does not provide answer sheets. All schools administering New York State tests by paper-based testing (PBT) must contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. All schools administering any tests by computer-based testing (CBT) must contract with a RIC or large-city scanning center to report data to the New York State Student Information Repository System (SIRS). When requesting tests on the online examination request system, schools must verify the RIC or large-city scanning center with which they have contracted. A complete [list of RICs and large-city scanning centers](#) is available on the Department's website.

## STUDENTS TO BE TESTED

Except as noted below, all public and charter school students in Grades 3–8 must take all State tests administered for their grade level. This includes students who have been retained in these grades. The chronological ages of students with disabilities who are ungraded should be used to determine who must be tested and which [grade-level tests](#) they must take.

- **The Grades 6–8 Mathematics Tests:** Grades 6–8 students who are receiving instruction in a commencement-level mathematics course and will take a Regents Examination in mathematics are not required to take the respective Grade 6, 7, or 8 mathematics tests. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.
- **The Intermediate-level (Grade 8) Science Test:** This test should be administered to students in the grade in which they will have completed all of the material in the *NYS P-12 Science Learning Standards (MS)*. While this is typically Grade 8, the test may also be administered to students in Grade 7 who will have completed all of the material in the *NYS P-12 Science Learning Standards (MS)* and are being considered for placement in an accelerated high-school-level science course when they are in Grade 8. The school may not use this assessment to retest any Grade 8 students who participated in this assessment during the previous school year as Grade 7 students. Grade 7 and 8 students who are receiving instruction in a commencement-level science course and will take a Regents Examination in science are not required to take the Intermediate-level (Grade 8) Science Test. School districts are allowed to administer only the Regents Examination in science to these students, eliminating the need for students accelerated in science to take both tests.
- **English Language Learners (ELLs):** Schools are permitted to exempt from the 2025 Grades 3–8 ELA Tests only those ELLs (including those from Puerto Rico) who, on April 1, 2025, will have been attending school in the United States for the first time for less than one year. Recently arrived ELLs may be eligible for *one exemption* from the administration of the Grades 3–8 ELA Tests. Subject to this limitation, schools may administer the New York State English as a Second Language Achievement Test (NYSESLAT) in lieu of the Grades 3–8 ELA Tests to recently arrived ELLs who meet the criterion above. All other ELLs must participate in the Grades 3–8 ELA Tests, as well as in the NYSESLAT. Instructions for requesting the NYSESLAT are emailed separately to schools.

All ELLs are required to participate in the State's mathematics and science tests. ELLs may take the mathematics or science tests in English or an alternate language, whichever is most beneficial for the student. The Grades 3–8 Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. All alternate language editions of the mathematics and science tests will be paper editions. The tests can also be translated orally into other languages for those ELLs whose home language is one for which an alternate language edition is not available from the Department.

- **Students with Disabilities:** The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State test or in the New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities. The CSE's decision must be documented in the student's IEP. The criteria that the CSE must use to determine eligibility for the [NYSAA](#) is available on the Department's website.

## OPERATIONAL TESTING VIA CBT

As detailed in the [Statewide Implementation of Computer-Based Testing memorandum](#), students in Grades 4, 5, 6, and 8 will be required to take the 2025 operational ELA, mathematics, and science tests by CBT. Grades 3 and 7 may also participate in CBT, but paper-based testing (PBT) will still be available for these grades.

For any grade level a school is testing with CBT, all students in that grade level must test by CBT. The only exceptions are for those students who must test on paper according to their Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan), and for the mathematics and science tests only, for those students who require an alternate-language edition of the test or an oral translation for a lower-incidence language. These students should test on the same days as their CBT grade classmates. In addition, paper-based testing will remain available to religious and independent schools, who do not make use of technology in the classroom because of religious beliefs (please see page 4 for additional information).

All alternate language editions of the mathematics and science tests, as well as large-print and braille editions, requested in the online examination request system, will be paper-based tests. As the Department moves toward full implementation of computer-based testing, it is critical to ensure that students who are entitled to accommodations are receiving them when taking the tests. After reviewing best practices and consulting with experts in equitable assessment practices, the Department has standardized the ordering and accommodations process. The English edition will be provided to all students via computer with accommodated paper editions provided to students that require them (e.g., large-print, braille, and alternate language editions). This approach will ensure equity by providing access to the accommodations students need to demonstrate what they know and are able to do.

CBT schools with students who must test on paper according to their IEP or 504 Plan, or for the mathematics and science tests, only, require an oral translation, should request “Test Read” copies for those students in the online examination request system. All “Test Read” copies are paper editions. Detailed directions for requesting tests are included in the [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](#) (DET 902).

Please note, if a student with accommodations needs to take the constructed-response items on paper, they should take the full test on paper and therefore a “Test Read” copy should be requested for them. An ELL student can take the mathematics and science test in English on the computer with an alternate language paper copy to use as a reference or they can test solely on paper. If an ELL student needs to take the constructed-response items on paper, they should take the full test on paper. For the ELA and mathematics tests this means that **both Session 1 and Session 2** must be administered to a student in the same mode. If a student needs to test on paper for Session 2, then the student must also test on paper for Session 1. Schools can use the [Question Sampler](#) and the [Secure Browser Practice Tests](#) to help determine which format (computer or paper) is best based on the individual student’s needs for both students with accommodations or ELL students. ELLs requiring an oral translation for a lower-incidence language must test solely on paper.

- **Training on CBT:** In partnership with its contractor, NWEA, the OSA will offer trainings and webinars throughout the school year to help prepare schools for the upcoming Spring 2025 CBT administration. In-person regional trainings will be held in October. Additional information on the October training and future trainings and webinars will be posted on [CBT Support](#), our one-stop resource center for everything CBT.
- **Scoring of Computer-Entered Student Responses/Selection of a Lead Scoring Entity for ELA and Mathematics:** ScorePoint must be used to score all constructed responses for operational CBT. Access to NWEA’s ScorePoint computer-based scoring system is provided at no charge for schools participating in operational CBT. Schools must designate a Lead Scoring Entity when placing their request for operational CBT. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor. Scoring models permitted by the Department for CBT are strictly limited to: Regional Scoring, Three or More Schools from Two Districts, Three or More Schools Within a District, and Private Contractors.

Third-party vendors must contact OSA to sign a nondisclosure agreement in order to receive secure scoring materials and access to the ScorePoint system. For CBT scoring, teachers will not score assessments from their own school. Please note that schools may select a different Lead Scoring Entity for ELA and mathematics.

- **State-level Scoring of Computer-based Elementary- and Intermediate-level Science Tests:**  
Like last year, the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Computer-based Tests will again be sent to NYSED's contractor for statewide scoring. Schools do not need to make arrangements for the scoring of the Science computer-based tests. However, schools will still be responsible for the scoring of Science paper-based tests (i.e., accommodated editions).
- **Verification of Technology Readiness and Participation in the Statewide CBT Simulation:**  
All schools participating in operational CBT must complete the Technology Readiness Checklist within the Nextera Administration System (Nextera Admin) by **December 27, 2024**. This fall, information regarding the Technology Readiness Checklist and information on how to log into Nextera Admin will be emailed to schools. Information on the [Technology Readiness Checklist](#) is also available on CBT Support. It is the responsibility of the principal to ensure that the Technology Readiness Checklist is completed for their school each school year they are administering any operational tests by CBT. Completing the checklist helps ensure schools are properly prepared to administer the operational tests by CBT in the spring and helps identify any concerns that should be addressed before then.

Schools are also required to participate in the Statewide CBT Simulation. The Statewide CBT Simulation will take place from **January 21, 2025 – January 31, 2025**. Additional information on the Statewide CBT Simulation can be found on [CBT Support](#).

## RELIGIOUS AND INDEPENDENT SCHOOLS

There is a paper-based testing option only for those religious and independent 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 email an attestation form, that will be available on the [Office of Religious and Independent School Support's \(ORISS\) website](#), to [examrequest@nysed.gov](mailto: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](#). Schools that have previously submitted a form that was reviewed and approved do not need to resubmit a new form for this school year.

Please note, schools that are offering only paper-based tests for the Grades 3–8 ELA and Mathematics Tests will select two consecutive school days within the respective [paper-based testing administration windows](#) for their primary administrations.

## STORAGE OF SECURE TEST MATERIALS

The printed ELA, mathematics, and science tests are secure and must be stored in the safe or vault of the building to which the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained. If the building where the tests will be administered does not have a safe or vault large enough to hold the tests, arrangements must be made to store these tests at a school or district location with an appropriate safe or vault. If a school's tests will be stored at an alternate storage location other than the one indicated in the shipping information on the School Information page on the online examination request system, they will be required to complete the *Examination Storage Plan* form, which can be found on the online examination request system. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of that part of the test.

## STAND-ALONE FIELD TESTS

Most schools will be selected for one ELA or Mathematics Stand-alone Field Test (SAFT) in 2025. As the Grades 3-8 field tests are now administered only via computer, schools will no longer be required to select their preferred stand-alone field test format when requesting exams. The Office of State Assessment will assign selected schools a specific grade and content area to field test to ensure that the needed representative sampling of New York State students is achieved. It is not possible for schools to select a grade or content area for stand-alone field testing. Schools will be notified of their field test assignment in the spring. The [field test assignments](#) will also be posted on the Office of State Assessment's website in the spring.

## CONTACT INFORMATION

For questions regarding the requesting of the Grades 3–8 ELA and Mathematics Tests or the Grades 5 & 8 Science Tests, please contact the Operations Group at 518-474-8220 or via email to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

For questions regarding CBT, please email [cbtsupport@nysed.gov](mailto:cbtsupport@nysed.gov) for assistance.

For other questions regarding State assessments, please contact OSA at 518-474-5902 or via email to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).

Online requests for the Grades 3–8 ELA and Mathematics Tests and the Grades 5 & 8 Science Tests must be submitted by **November 8, 2024**. After November 8, 2024, please contact NWEA via email to [NYTesting@nwea.org](mailto:NYTesting@nwea.org) for assistance.