



BUREAU CHIEF
Office of State Assessment

May 2023

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Spring 2023 Grade 8 Intermediate-Level Science Test and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests

This memorandum provides you with essential information regarding the Spring 2023 Grade 8 Intermediate-Level Science Test and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests.

GENERAL INFORMATION

The [2023 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#) provides information needed for the administration of the science test 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 manual, please call OSA at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance. The *Test Manual* contains the *Test Storage Certificate*, *Deputy and Proctor Certificate*, and the *Test Scoring Certificate*. These certificates must be completed and signed, as applicable to each form, by the principal, all persons who serve as proctors, and all persons who serve as scorers for the science test. The certificates must be retained in the school's files for one year.

DELIVERY OF TEST MATERIALS

The supply of test materials for schools will be sent in two shipments. Shipments will be delivered by FedEx 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. The dates on which shipments will be delivered to schools are as follows:

Test	Delivery Dates
Grade 8 Science Performance Test	Wednesday, May 17, 2023 – Friday, May 19, 2023
Grade 8 Science Written Test	Wednesday, May 31, 2023 – Friday, June 2, 2023

Schools can track their shipments of test materials using the "Track Packages" feature located in the [online examination request system](#) on the *School Information Page*. Schools that do not receive their shipment of test materials by 9:00 a.m. on Friday, May 19, 2023 (for the Performance Test) and 9:00 a.m. on Friday, June 2, 2023 (for the Written Test) should contact the Operations Group at 518-474-8220 or via email to examrequest@nysed.gov.

CHECKING THE SHIPMENT OF TEST MATERIALS

As soon as each shipment of test materials arrives at the school or 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 secure test materials, please contact the Operations Group for assistance. **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.

If your school requires items that were not originally requested, please contact the Operations Group via e-mail to 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's website.

- The official school representative picking up secure test materials must present to the regional center official a photo ID and a printed letter of authorization signed by the principal listing the materials to be picked up. This authorizing letter must be on school stationary.
- The school representative must countersign the authorization letter and leave it with the regional center official before the emergency supply of materials can be released.
- 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

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.

TESTING SCHEDULE

Test	Administration Dates	Make-up Dates
Grade 8 Science Performance Test	Tuesday, May 23 – Friday, June 2	Make-ups must be given within the testing window.
Grade 8 Science Written Test	Monday, June 5	Tuesday, June 6 – Friday, June 9

TESTING ACCOMMODATIONS FOR STUDENTS WITH IEPs AND 504 PLANS

In administering the Spring 2023 Grade 8 Intermediate-Level Science Test to students with disabilities, schools should follow the guidelines on testing accommodations provided in the [2023 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#). Additional guidance on testing accommodations for students with disabilities can be found in the Office of Special Education's [Testing Accommodations for Students with Disabilities Guidance Document](#).

TESTING ACCOMMODATIONS FOR ENGLISH LANGUAGE LEARNERS

Information on testing accommodations for English Language Learners (ELLs) and former ELLs can be found in the [2023 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#).

SCORING OF THE GRADE 8 SCIENCE TEST

Schools will receive two printed copies of the rating guide for the Grade 8 Intermediate-Level Science Performance Test. Schools must print additional copies for each rater. The [scoring key and rating guide](#) for the Grade 8 Intermediate-Level Science Written Test will be posted on the Department's website at approximately 3:00 p.m. on Wednesday, June 7, 2023. The scoring key and rating guide 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 key and rating guide to supply one to each rater. Teachers are **not** permitted to score their own students' answer papers.

RETURN OF TESTS AND SCORING MATERIALS TO THE DEPARTMENT

Since the Department will provide a new form of the Written Test, schools do **not** have to return unused Written Test materials to the Department. Unused Written Test booklets may be used for instructional or staff development purposes after the Department-designated test administration period has ended and the test has been scored. Schools must keep student answer papers for the Written Test on file in the school for one year.

Following the scoring of the Grade 8 Intermediate-Level Science Performance Test, principals are required to ensure that the school returns Performance Test materials to the Department as indicated in the chart below.

Return to the Department's Test Distribution Unit	Retain in the School Do NOT Return to the Department
All unused Performance Test booklets, including regular, large-type, braille, and translated editions All used and unused Performance Test Rating Guides	Performance Test booklets used by students Test Administrator's Record Sheet Copies of this test administration manual Completed Test Storage Certificate Completed Deputy and Proctor Certificate Completed Test Scoring Certificate

The Performance Test materials must be returned at your school's expense after scoring has concluded. For your convenience, a pre-addressed return label was enclosed with the shipment of test materials to return the Performance Test materials to:

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

Note: New York City public schools should follow the procedures for the return of Performance Test materials provided to them by the New York City Department of Education.

SECURE STAND-ALONE GRADES 5 AND 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 State students and schools. [Field test assignments](#) are posted on OSA's website.

Field Test		Administration Dates
Grades 5 & 8 Science	Computer-based	Monday, May 15, 2023 – Friday, June 2, 2023
	Paper-based	Monday, May 1, 2023 – Friday, May 19, 2023

The field tests are designed to be completed by students in a single 40-minute class period. The field tests must be administered within the field test window. The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can choose to administer the field test on as many days as they choose, within the field test window. 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.

Schools are expected to administer their assigned field test to all students in the selected grade except for 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.

Paper-based science field test materials will be shipped from the Department via FedEx so that schools receive them in early May. Directions for administering the field tests will be included with the shipment of test materials. The field tests are secure and may not be duplicated. All field test materials must be returned to the Department's contractor, NWEA. Instructions for the return of materials will be provided in the Return Kit that NWEA will ship to schools separately. All test materials must be returned to NWEA no later than Friday, May 26, 2023.

For schools that chose to participate in computer-based field testing, the computer-based science field test teacher's directions will be shipped from NWEA via UPS and will be delivered between Thursday, May 11, 2023 – Friday, May 12, 2023. Additional information on the computer-based field tests will be available in the [2023 Computer-Based Field Test School Administrator's Manual](#), which will be posted on the Department's website.

The Department will conduct the scoring of the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests. Schools are not permitted to score or retain any copies of the field tests.

CONTACT INFORMATION

For questions regarding test administration policies and procedures, please call 518-474-5902 or send an email to emscassessinfo@nysed.gov for assistance.

For questions regarding the requesting, delivery, and storing of the Grade 8 Intermediate-Level Science Test, please call the Operations Group at 518-474-8220 or send an e-mail to examrequest@nysed.gov.