



Bureau Chief  
Office of State Assessment

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

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

**SUBJECT:** Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2022 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests

This memorandum provides information concerning the Spring 2022 Grades 3-8 English Language Arts (ELA) and Mathematics Tests, the Spring 2022 Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests, and Information on Computer-Based Testing and Field Testing for Spring 2022. This memorandum and all information in subsequent e-mailings pertaining to these tests, will be available on the Office of State Assessment's website. Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on page 8 of this memorandum.

All editions of the Grades 3-8 ELA and Mathematics Tests and the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests must be requested through the Department's [online examination request system](https://portal.nysed.gov/abp) (<https://portal.nysed.gov/abp>). Directions for using the online examination request system are included in this memorandum and in the *Instructions for Submitting Online Requests for Grades 3-8 English Language Arts and Mathematics Tests* (DET 902) and in the *Instructions for Submitting Online Requests for Grade 4 and Grade 8 Science Tests* (DET 902S).

#### Information Concerning the 2022 ELA and Mathematics Tests

Online requests for all **Grades 3-8 ELA and Mathematics Tests** must be submitted by **December 10, 2021**.

All schools that are prepared and technologically ready may choose to administer any content area(s) and grade level(s) of the Spring 2022 **Grades 3-8 ELA and Mathematics Operational Tests** by computer-based testing (CBT). When requesting CBT, it is important to only submit requests for grade levels in your school. Please do not submit requests for grade levels located at another school in your district that has a different BEDS code. Please see pages 4-6 for more information.

All operational CBT schools will be required to participate in the Statewide CBT Simulation. This year, there will be one CBT Simulation Period held from Monday, January 10, 2022 through Friday, January 14, 2022. The operational test request will be converted to paper-based testing (PBT) if a school that requested operational testing with CBT fails to participate in a simulation on at least one day of the Simulation Period. Please see page 5 for more information.

The Grades 3-8 Mathematics Tests will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish in PBT format. **Five of these languages will also be available for the Mathematics Tests in CBT format: Chinese (Simplified), Haitian Creole, Korean, Russian, and Spanish.**

## Information Concerning the 2022 Science Tests

Online requests for the **Grade 4 and Grade 8 Science Tests** must be submitted by **December 10, 2021**.

The Spring 2022 **Grade 4 and Grade 8 Science Operational Tests** will be available in paper-based testing (PBT) format only.

The last administration of the Grade 4 Elementary-Level Science Test had most recently been scheduled for June 2021. In recognition of the variability in the manner that instruction was provided to students across the State during the 2020-21 school year in response to COVID-19, the last administration of the Grade 4 Elementary-Level Science Test will now take place in Spring 2022. The Spring 2022 Grade 4 Elementary-Level Science and Grade 8 Intermediate-Level Science Tests will be aligned to the Core Curriculum and will include both the performance and written test components.

The Spring 2022 Grade 4 and Grade 8 Science Tests will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish.

The **Elementary- and Intermediate-Level Science Stand-Alone Field Tests (SAFTS)** aligned to the New York State P-12 Science Learning Standards, will be administered in Spring 2022 and will be available in both CBT and PBT format. The field test format selection (computer or paper) made by the school in the online examination request system will now apply to ELA, mathematics, and science. Please see page 8 for more information.

### GENERAL INFORMATION

All operational tests must be requested through the Department's online examination request system.

- Online requests for all Grades 3-8 ELA and Mathematics Tests must be submitted by **December 10, 2021**.
- Online requests for the Grade 4 and Grade 8 Science Tests must be submitted by **December 10, 2021**.

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 your school's request has been entered, you will be sent a confirmation notice, via e-mail, 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 e-mail confirmation notices in order to ensure that they accurately reflect the correct field test format selection, the correct quantities of materials to be shipped, and to determine whether or not additional materials are needed.

**Please note: For the Grades 3-8 ELA and Mathematics Tests only, please also carefully check the selection of paper versus computer format for the operational tests for each grade level requested.**

Administrators who find that they need additional test materials for any of the tests may return to the online examination request system in order to revise or to add any supplemental quantities needed up until the closing of the online examination request system on December 10, 2021. Administrators who wish to make a change to their selection of PBT or CBT format for either the operational (ELA and Mathematics Tests only) or for the stand-alone field tests may do so using the online examination request system until December 10, 2021. Telephone requests will not be accepted. After any updates or changes are made to a school's request, an updated confirmation notice will be e-mailed to the principal.

All schools administering New York State tests by PBT must contract with a Regional Information Center (RIC) or large-city scanning center in order to obtain answer sheets and scanning services. This applies to all schools administering the Grades 4 and/or 8 Science Tests as well as to those schools choosing to administer with PBT any of the Grades 3-8 ELA and/or Mathematics Tests. Schools choosing to administer any of the Grades 3-8 ELA and/or Mathematics Tests by CBT must contract with a RIC or large-city scanning center to obtain test results at the conclusion of testing. 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 through 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 Grade 8 Mathematics Test.** Grade 8 students who are receiving instruction in a commencement-level mathematics course and who take a Regents Examination in mathematics are not required to take the Grade 8 Mathematics Test. 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 Grade 8 Intermediate-Level Science Test** should be administered to students in the grade in which they will have received instruction in all of the material in the *Intermediate-Level Science Core Curriculum (5–8)*. 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 *Intermediate-Level Science Core Curriculum (5–8)* 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 8 students who are receiving instruction in a commencement-level science course and who take a Regents Examination in science are not required to take the 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).** Part 154 of the Regulations of the Commissioner of Education requires that the language arts proficiency of all ELLs be tested annually. All ELLs, regardless of grade, must take the New York State English as a Second Language Achievement Test (NYSESLAT). Instructions for requesting the NYSESLAT are e-mailed separately to schools.
  - Schools are permitted to exempt from the 2022 Grades 3–8 ELA Tests only those ELLs (including those from Puerto Rico) who, on April 1, 2022, 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, and only one, exemption* from the administration of the Grades 3–8 ELA Tests. Subject to this limitation, schools may administer the 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.
  - 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 in an alternate language, whichever is most beneficial for the student. If you are requesting alternate language editions of the mathematics test in Chinese (Simplified), Haitian Creole, Korean, Russian, and/or Spanish, these students will receive the alternate language edition of the test in the same format, computer or paper, that you selected for the regular English editions. If you are requesting alternate language editions of the mathematics test in Arabic, Bengali, and/or Chinese (Traditional), your school will receive paper copies of the

tests for these students. These editions are not available in computer format. The printed test booklets may also be translated orally into other languages for those ELLs whose first language is one for which a written translation is not available from the Department. (See “Test Read Booklets” on page 7.) Schools are permitted to offer ELLs specific testing accommodations when taking these tests. These accommodations are detailed in the respective test manuals.

- **Former English Language Learners (ELLs).** Schools may provide the testing accommodations available to ELLs to Former ELLs who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from ELL status within the past two school years. Such students either achieved an overall level of Commanding on the NYSESLAT or achieved an overall level of Expanding on the NYSESLAT and scored at Level 3 or higher on the New York State Grades 3–8 ELA Tests during that same school year.

These accommodations may not be provided to Former ELLs who achieved the exiting criteria more than two school years ago. Additional guidance on the identification of Former ELLs is available on the Department’s website.

- **Students with Disabilities.** The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether or not 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 Individualized Education Program (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 (ELA AND MATHEMATICS ONLY)**

All schools that are prepared and technologically ready may choose to administer any content area(s) and grade level(s) of the Spring 2022 Grades 3-8 ELA and Mathematics Operational Tests by computer-based testing (CBT). If a school is testing a grade level with CBT, all students in that grade level must test by CBT. The only exceptions are for those students testing with the Arabic, Bengali, or Chinese (Traditional) edition of a mathematics test, to provide an oral translation of a mathematics test for those English Language Learners for whom a translated edition is not available from the Department, or pursuant to a student’s IEP or Section 504 Accommodation Plan (504 Plan). In these circumstances the student must test on paper. (See “Test Read Booklets” on page 7.)

The 2022 Grades 3-8 ELA and Mathematics Tests in large type and braille will be available in PBT format only. Alternate language tests (mathematics only) in Chinese (Simplified), Haitian Creole, Korean, Russian, and Spanish will be available as CBT. Arabic, Bengali, and Chinese (Traditional) alternate language tests will be available as PBT only.

Once schools have logged onto the online examination request system, they will first indicate their preference for computer-based or paper-based *field testing*. All schools are encouraged to administer the field tests with CBT. The field test format selection made applies to ELA, mathematics, and now science.

Next, schools will indicate if they will be requesting any *operational* CBT tests for ELA and/or mathematics. Schools requesting operational CBT tests must then complete the Lead Scoring Entity section which will now be visible in the online examination request system. Schools will then proceed to the operational test requesting section where they will be able to select paper or computer (the default is paper) for each grade level test that they will be administering and enter the quantities of tests needed. Schools will find several help messages throughout the system to assist them in submitting their online examination request.

All schools that select CBT for any operational tests will be required to verify their technology readiness through the process explained below. Please note that public schools must also collaborate with their district in order to ensure that the school will be prepared to meet the district’s technology requirements for

CBT. The following information provides additional details for schools to consider prior to placing their request.

### **CBT Simulations**

All operational CBT schools will be required to participate in a Statewide CBT Simulation. This year, there will be one CBT Simulation Period held from Monday, January 10, 2022 through Friday, January 14, 2022. Schools can choose which day(s) they want to participate but schools must participate in at least one day of the Statewide Simulation Period in order to administer operational tests with CBT in Spring 2022. The operational test request will be converted to paper-based testing (PBT) if a school that requested operational testing with CBT fails to participate in a simulation during the Simulation Period.

The simulations enable schools to test the performance of the most up-to-date version of the Questar (the Department's contractor) Secure Browser within the school's network and to identify any improvements the school can make to streamline operational CBT testing procedures this spring. In addition, participation in the simulations prior to testing affords teachers and students the opportunity to practice and strengthen their familiarity with Questar's testing platform that mimics the actual testing environment. Schools can choose the content area(s) and grade level(s) that will participate in the simulations from the content area(s) and grade level(s) they requested for operational CBT.

Additional information concerning the steps necessary to prepare for the simulations will be provided to participating schools. All schools planning to participate should be in communication with their RICs or districts to start preparing well in advance for the simulations.

### **Technology Readiness Verification**

The Department will be distributing information about the process for schools to verify their technology readiness, which means confirming that the school has enough devices and bandwidth, as well as other considerations, to participate successfully in operational CBT. To ensure that all schools are prepared for successful administration of the Spring 2022 operational tests, those schools that choose the CBT format for operational tests must verify their technology readiness. Any school that fails to submit its verification of technology readiness to the Department's contractor, Questar Assessment Inc., by December 30, 2021 will have its CBT examination request(s) converted to PBT. All devices for CBT will need to have the Questar Secure Browser downloaded to them ahead of the test administration period. Details about the Questar Secure Browser can be found in the [Nextera Setup and Installation Guide](#) available on the Department's CBT Support website. Schools planning to administer operational tests with CBT should visit the CBT website to review the Nextera Setup and Installation Guide. Any questions regarding this guidance should be sent to [cbtsupport@nysed.gov](mailto:cbtsupport@nysed.gov). The Department will provide specific communication as to when schools should begin to prepare for CBT through installation of the Questar Secure Browser.

### **Scoring of Computer-Entered Student Responses**

Access to Questar's ScorePoint computer-based scoring system will be provided at no charge to those schools/districts that participate in operational CBT, as well as to BOCES and large-city district regional scoring centers, and private contractors that score the Grades 3-8 ELA and mathematics tests. ScorePoint must be used to score all constructed responses for operational CBT.

To participate in operational CBT, the school/district must arrange for its students' computer-entered constructed responses to be scored by a consortium of teachers from a minimum of three schools collaborating under the direction of a Lead Scoring Entity. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor. Note that teachers may score computer-entered student responses as part of the scoring consortium regardless of whether or not their school administered operational CBT. Scoring models permitted by the Department for CBT scoring using ScorePoint 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).

For CBT scoring, no teacher will score assessments from their own school. All grades in a content area must be scored by the same Scoring Consortium; however, a school may use a different Scoring Consortium to score its CBT ELA Tests than it is using to score its Mathematics Tests.

## REQUESTING EXAMINATION MATERIALS

### Username and Passwords

Principals must have a username and password in order to enter their school's examination requests online. If the principal was the same during the 2020–21 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 2020–21 school year, but they have forgotten their password or need to reset their password, they should access the "Reset Password" utility available at <http://portal.nysed.gov>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) [Help Desk](#).

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](mailto:datasupport@nysed.gov) that they are the new principal.

All questions regarding usernames and passwords for public schools should be directed to their Delegated Administrator in their local school district or, for religious, independent, and charter schools, the SEDDAS [Help Desk](#).

## REQUESTING AND PACKING INFORMATION FOR PRINTED TEST MATERIALS

- *Regular Test Booklets:* Request the number of test booklets needed. Test booklets for ELA and mathematics are shipped in packages of 10 and 25. Test booklets for science are shipped in packages of 25. Enter the number of students who will be tested with regular test materials, *not* the number of packages of booklets. Schools may request up to 5% above current enrollment to allow for possible changes in enrollment. If schools try to request more than that amount, they will receive an error message. If schools get an error message and need to request more than that amount, please e-mail [examrequest@nysed.gov](mailto:examrequest@nysed.gov) for assistance.
- *Answer Sheets:* The Department does *not* provide answer sheets. All schools administering the Grade 4 and Grade 8 Science tests and schools administering any of the Grades 3-8 ELA and/or mathematics tests with PBT must make arrangements with a RIC or large-city scanning center to receive answer sheets for students testing on paper.
- *Braille and Large-Type Test Materials:* Because of the expense incurred by the Department in the production of braille and large-type tests, request the **exact number** of braille and large-type test materials needed for students whose IEP or 504 Plan specifically requires either of these accommodations.



- *Test Read Booklets (ELA and Mathematics Only)*: ELA and Mathematics regular edition tests are spiraled such that the students in a school will be testing on different forms. When placing requests, schools will be asked to enter the *total* number of students who have the accommodation of Test Read. When placing requests for the mathematics tests, also enter the number of students who require an oral translation of a lower incidence language in the “Test Read” total. 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, in order to ensure that the student and the proctor will have the same test form. CBT schools with students who must test on paper pursuant to an IEP or 504 Plan, should request “Test Read” booklets for those students. Note that all “Test Read” booklets are the same form.
- *Alternate Language Test Booklets (Mathematics Only)*: For all languages, request the **exact number** of tests needed. Spanish paper editions are shipped in packages of 10 and 25. All alternate language edition tests are the same form. Schools will receive paper copies of English editions of the tests to provide as a testing accommodation to ELLs making use of an alternate language edition with PBT and CBT.
- *Alternate Language Test Booklets (Science Only)*: For all languages, request the **exact number** of test booklets needed. Spanish editions are shipped in packages of 25.
- *Performance Test Station Diagrams (Science Only)*: Ten sets (enough to test 30 students at one time) of the station diagrams for the performance test components of the Grade 4 Elementary-Level Science Test and the Grade 8 Intermediate-Level Science Test will be sent automatically to each school requesting these tests. Braille, large-type, and alternate language editions of the station diagrams will be provided based on the number of those booklets requested.
- *Performance Test Kits (Science Only)*: The Department does **not** provide performance test kits. Details on the equipment and materials needed and a list of suppliers for performance test kits are included in the respective manuals.

## STORAGE OF SECURE TEST MATERIALS

The printed secure ELA, mathematics, and science tests 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 in order 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 ELA, mathematics, or science tests, arrangements must be made to store these tests at a school or district location with an appropriate safe or vault. If you indicate that your 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 when requesting tests via the online examination request system, you will be required to complete the *Examination Storage Plan* form, found on the online examination request system, and fax or email it to OSA. 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.

Grades 3-8 ELA and Mathematics secure test materials may not be removed from any secure storage location until the day scheduled for the administration of each part of the test, except during the inventory of test materials when the test shipment is received. The shrink-wrapped packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the initial test administration date.

Grade 4 and Grade 8 Science secure test materials may not be removed from any secure storage location until the day scheduled for the administration of each part of the test, except during the inventory of test

materials when the test shipment is received. The shrink-wrapped packages of secure test materials must **not** be opened during the inventory. All secure test materials must remain sealed until the test administration date (with the exception of the materials needed to conduct the orientation for administrators of the science performance tests). The shrink-wrapped packages of the science station diagrams may be opened when the stations for the performance test are being set up.

## **STAND-ALONE FIELD TESTS**

The stand-alone field tests (SAFTs) in ELA, mathematics, and science will be administered by schools during the Spring of 2022. Schools will have the option of administering the SAFTs either by paper or computer. All selected schools are required to participate in stand-alone field testing, either on paper or by computer. Choosing to participate in computer-based stand-alone field testing provides the opportunity for schools to assess their technology readiness for CBT and provides administrators, teachers, and students an opportunity to become familiar with CBT in a low-stakes testing environment.

**Schools will select their preference for paper or computer field tests in the online examination request system.** The field test format preference (paper or computer) selected applies to all three content areas: ELA, mathematics, and science. Schools may change their selection up until December 10, 2021.

Please note the Spring 2022 Elementary- and Intermediate-Level Science Stand-Alone Field Tests will be aligned to the New York State P-12 Science Learning Standards.

As with paper-based stand-alone field testing, when participating in computer-based stand-alone field testing, each school will be assigned by the Department to test a specific grade and content area in order 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.

## **CONTACT INFORMATION**

For questions regarding the requesting, storing, and administering of the Grades 3-8 ELA and Mathematics Tests, the Grade 4 and Grade 8 Science Tests, and information on computer-based testing and field testing, please contact the Operations Group at 518-474-8220 or via e-mail to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

For other questions regarding State assessments, please contact OSA at 518-474-5900 or via e-mail to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).

**Online requests for all Grades 3-8 ELA and Mathematics Tests** must be submitted by **December 10, 2021**. After December 10, 2021, please contact Questar via e-mail to [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com) for additional ELA and Mathematics tests requests.

**Online requests for the Grade 4 and Grade 8 Science Tests** must be submitted by **December 10, 2021**. After December 10, 2021, please send supplemental requests for the Grade 4 and Grade 8 Science Tests to the Operations Group by fax to 518-474-2021 or 518-474-1989 or via e-mail to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

Additional information regarding CBT is available at <http://cbtsupport.nysed.gov>.