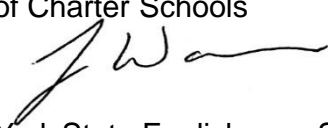




Assistant Commissioner  
Office of State Assessment

March 2024

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

**FROM:** Zachary Warner 

**SUBJECT:** Spring 2024 New York State English as a Second Language Achievement Test

This memorandum provides essential information about the administration of the Spring 2024 New York State English as a Second Language Achievement Test (NYSESLAT).

The Spring 2024 NYSESLAT will be administered on Monday, April 15, through Friday, May 24, for Speaking, with make-ups given within the testing window; and on Monday, May 13, through Friday, May 24, for Listening, Reading, and Writing, with make-ups given within the testing window.

All persons coordinating the administration of the Spring 2024 tests should be familiar with the [NYSESLAT School Administrator's Manual](#), which is available on the Department's website. Important telephone numbers, fax numbers, and email addresses for the Office of State Assessment (OSA) and MetriTech Customer Service are listed on the third page of this memorandum.

### **AUDIO STREAMING PLATFORM**

MetriTech will provide access to the audio for the Speaking scoring exemplars and the Listening sections of the NYSESLAT for grades 3–12 through an audio streaming platform. To access the audio via this streaming platform, a principal or other school administrator will be required to set up an account for test examiners in MetriTech's online ordering system. Once an account is established, the test examiner/user will be sent an email containing an access link, username and password information, and detailed instructions for using the platform. The specific instructions for using the new NYSESLAT audio streaming platform can be found on MetriTech's website at <https://nyeslat.metritech.com>.

### **DELIVERY OF TEST MATERIALS**

Test materials containing the Spring 2024 NYSESLAT will be sent by the Department's contractor, MetriTech, and will be delivered by United Parcel Service (UPS) between the hours of 8:00 a.m. and 5:00 p.m. Speaking session materials will be delivered between Monday, April 8, and Thursday, April 11. Listening/Reading/Writing session materials will be delivered between Monday, May 6, and Friday, May 10. Writing scoring materials will be delivered between Monday, May 20, and Friday, May 24.

Please be sure that someone in your school or storage location is available to accept the shipments when deliveries are expected. Should any problems occur with the delivery of test materials, call MetriTech Customer Service immediately at 800-747-4868.

All schools administering the NYSESLAT must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city scanning center. Answer sheets will be shipped directly to schools from the RIC or large-city scanning center. OSA does not ship answer sheets to any schools. A complete list of [RICs and large-city scanning centers](#) is available on the Department's website.

## **CHECKING THE TEST SHIPMENT**

Enclosed in each shipment from MetriTech is a notice listing the materials included. As soon as you receive the shipment, use the shipping notice and your confirmation notice to inventory the materials received. Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.

If your inventory shows that the shipment contains excess test materials or that it contains test materials that you did not request, please notify MetriTech immediately, using the contact information at the end of this memo. Principals are responsible for maintaining these excess materials under the same security as the tests that your school will be administering, as outlined under "Security of Test Materials" in this memorandum. If you find that you need additional test materials, either due to a packing error or an unexpected increase in your school's need, notify MetriTech immediately.

School personnel are forbidden to make or authorize photocopies of secure State test booklets without the express written prior approval of the OSA. Such approval will be considered only when it is not feasible for the school to otherwise obtain the secure test materials.

## **SECURITY OF TEST MATERIALS**

The sealed packages of secure test materials must be stored in a secure location and maintained under strict security conditions. The sealed packages of secure test materials must not be removed from the secure location until the day(s) on which the test is administered. The only exceptions are the scoring materials for the Speaking session and the inventory of test materials shipped to the school.

To minimize the number of testing irregularities, principals should conduct a review of the test administration procedures—prior to each test administration—with all faculty and staff who will be involved in the test administration and scoring. The test procedures include the completion of the Deputy and Proctor Certificate, which acknowledges that required administration procedures were followed. Please see the 2024 NYSESLAT [School Administrator's Manual](#) to review these procedures and to locate the Secure Materials Tracking Log and Deputy and Proctor Certificate, as well as the Examination Storage Certificate and the Exam Scoring Certificate.

## **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.

## TESTING ACCOMMODATIONS

### *Students with Disabilities*

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State tests. The guidelines to be followed in such circumstances are provided in the Testing Accommodations section of the [School Administrator's Manual](#).

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](#).

## HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS

When a student has completed a test session, the student's answer materials should be collected and confirmed, or "checked in," by a proctor.

**Do not send machine-scannable answer sheets to MetriTech.** Any materials mistakenly packed with the secure materials and sent to MetriTech may NOT be available for return to schools. Please see the [School Administrator's Manual](#) for complete instructions.

## CONTACT INFORMATION FOR OSA:

For questions regarding the storing and administering of the Spring 2024 NYSESLAT, please call OSA's Operations Group at 518-474-8220.

For other questions regarding State assessments, please call OSA's main number at 518-474- 5902. Faxes regarding test administration may be sent to 518-474-1989.

OSA can also be reached via email at [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).

### **MetriTech Customer Service:**

Email: [nyseslat@metritech.com](mailto:nyseslat@metritech.com)

Phone: 800-747-4868

Fax: 217-398-5798