



Director
Office of State Assessment

March 2023

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

FROM: Zachary Warner

SUBJECT: Spring 2023 New York State English as a Second Language Achievement Test

This memorandum provides you essential information about the administration of the Spring 2023 New York State English as a Second Language Achievement Test (NYSESLAT).

The Spring 2023 NYSESLAT will be administered on Monday, April 17 through Friday, May 26 for Speaking, with make-ups given within the testing window; and on Monday, May 15 through Friday, May 26 for Listening, Reading, and Writing, with make-ups given within the testing window.

All persons coordinating the administration of the Spring 2023 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 Pearson Customer Support are listed on the third page of this memorandum.

SHIPMENT OF TEST MATERIALS

The boxes containing the Spring 2023 NYSESLAT will be delivered to your school or storage location by United Parcel Service (UPS). Speaking session materials will be delivered between Wednesday, March 29 and Monday, April 3. Listening/Reading/Writing session materials will be delivered between Monday, May 8 and Friday, May 12. Writing scoring materials will be delivered between Tuesday, May 23 and Friday, May 26.

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 Pearson Customer Support immediately at 888-705-9415.

CHECKING THE TEST SHIPMENT

Enclosed in each shipment is a school packing list. As soon as you receive the shipment, use the packing list 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 Pearson immediately using the contact information at the end of this memorandum. 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 Pearson immediately.

Please note: If your school packing list indicates that some of the materials for the 2023 NYSESLAT Speaking session are backordered (in the "Qty Back Ordered" column of the school packing list), they will be delivered as outlined below.

- Speaking Large-Print Test Booklets will arrive no later than April 6, 2023.
- Speaking Scoring Guides (at least 1 pack) will arrive no later than April 6, 2023. The remaining guides will arrive on April 17, 2023.
- Speaking Exemplars CDs (at least 1 pack) will arrive no later than April 6, 2023. The remaining CDs will arrive on April 17, 2023.

You do not need to submit an additional order to fulfill the backordered quantities. You will receive additional shipments to fulfill your initial order.

School personnel are forbidden to make or authorize photocopies of secure State test booklets without the express written prior approval of 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, except for the scoring materials for the Speaking session, may not be opened until the first day(s) on which the test is administered. Proctors may not use cell phones or other electronic devices to duplicate test materials and should keep their own communications devices put away during testing, using them only in emergency situations.

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 2023 NYSESLAT [School Administrator’s Manual](#).

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.

OSA CONTACT INFORMATION

For questions regarding the storage and administration of the Spring 2023 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.

Pearson Customer Support:

Email: NYSESLATscm@grp.pearson.com

Phone: 888-705-9415

Fax: 528-599-2525