



Director of Test Administration
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 the New York State Identification Test for English Language Learners (NYSITELL)

This memorandum provides essential information concerning the process for requesting the New York State Identification Test for English Language Learners (NYSITELL) for administration to students in the 2024–25 school year. Directions for using the Department’s online examination request system are included in this memorandum, as well as the *Instructions for Submitting NYSITELL Examination Requests Online* (DET 1363) and the *NYSITELL Worksheet for Developing Online Requests* (DET 1362).

GENERAL INFORMATION ABOUT THE NYSITELL

As prescribed by Commissioner’s Regulations (CR) Part 154.2.3 (a), all public and charter schools must follow all steps in the initial and reentry process of English Language Learners (ELLs). This includes administering the Home Language Questionnaire (HLQ) and conducting an individual interview with students who have indicated on the HLQ that a language other than English is spoken at home. Further guidance regarding the identification of ELLs can be found on the [ELL Identification & Placement/Home Language Questionnaire](#) web page. Religious and independent schools, though not required to do so, are encouraged to administer the NYSITELL to identify ELLs. The results of the NYSITELL will determine the level of ELL services that must be provided to the students in accordance with Part 154-2.3(g).

In-person NYSITELL screening is mandated; the test cannot be administered remotely. All schools must administer the NYSITELL within ten days of a student’s initial enrollment. The NYSITELL can only be administered to a student once upon initial entry to a New York State public school or upon the student’s reentry after two years or more outside the New York State public school system. A school may not re-administer the NYSITELL if a student’s prior New York State school fails to provide that student’s NYSITELL score to a new school. Additional information concerning the administration of the NYSITELL can be found in the [Guide to the NYSITELL](#).

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access to the online examination request system, which is available in the NYSED Business Portal at <https://portal.nysed.gov/abp>. If you were the principal of the same school during the 2023–24 school year, the expectation is that you know your username and password.

If you were the principal of the same school during the 2023–24 school year but you have forgotten or need to reset your password, use the “Reset Password” utility available at <https://portal.nysed.gov/abp>. More information on this utility may be obtained via email from the Department’s Delegated Account System (SEDDAS) Help Desk at seddas@nysed.gov.

If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of New York City Public Schools:** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.

- **Principals of Public Schools or BOCES Programs Located Outside of New York City:** Contact your School Superintendent or Delegated Administrator to obtain your username and password.
- **Principals of Religious and Independent or Charter Schools:** Contact the (SEDDAS) Help Desk at seddas@nysed.gov to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via email at datasupport@nysed.gov that you are the new principal. This notice must be written on school letterhead and must include your school's BEDS Code, your full name, your email address and phone number, the effective date of change, and the signature of the current superintendent or principal.

All questions regarding usernames and passwords must be directed as indicated above.

REQUESTING NYSITELL MATERIALS

All regular and large-type editions of the NYSITELL **must** be requested through the Department's online examination request system. Telephone requests will not be accepted. The Department will accept and enter online, on the school's behalf, *only* requests that are submitted by fax for the *braille edition* of the NYSITELL.

At this time, principals may request their initial NYSITELL materials in the online examination request system by placing the request in the *most current* exam request session available. Throughout the school year, principals may return to the online exam request system to revise or add any supplemental quantities as needed by accessing the most currently available request session at that time.

Request the quantity of tests your school estimates it will need to administer to new entrants for the 2024–25 school year. It is very important that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of test materials will be shipped to your school. If a confirmation has not been received after three business days, please contact the Office of State Assessment's (OSA) Operations Group by phone at 518-474-8220, fax at 518-474-2021 or via email to examrequest@nysed.gov.

Note: The 2018 edition of the NYSITELL is the latest edition. Schools possessing unused copies of the 2018 edition may use them to administer the test.

Guidelines for requesting specific materials for the NYSITELL are provided below. A request must be submitted for each school building in which the tests will be administered.

- *Regular Test Booklets:* Indicate the number of test booklets that you will need for each grade. Your school will be sent the number of test booklets requested rounded up to the next multiple of 25, except Level I, which is rounded up to the next multiple of 20.
- *Large-Type Test Materials:* Indicate the **expected number** of students who will need large-type test materials at each grade for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require this accommodation. Schools may not submit requests for these special editions of the NYSITELL unless they will be needed for actual administrations. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.
- *Braille:* The braille edition of the NYSITELL cannot be requested via the online examination request system. Braille editions must be requested in a separate letter that is written on school letterhead, signed by the principal, and faxed to the Department at 518-474-2021. The letter must specify the **exact quantity** and grades needed for students whose IEPs and 504 Plans specifically require this accommodation. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.
- *Directions for Administration:* The Department will send schools quantities of the *Directions for Administration* commensurate with the number of tests requested.

Answer Sheets: Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the NYSITELL. The complete [list of RICs](#) and large-city scanning centers is available on the Department's website. New York City religious and independent schools must contract with a scanning center outside of the city. Questions about the requirement to scan answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or to the Office of Information and Reporting Services at 518-474-7965.

SHIPPING NYSITELL TEST MATERIALS

Initial requests for materials will be shipped expeditiously to arrive at schools as soon as possible. Materials requested in subsequent sessions will be shipped routinely so as to arrive at schools within a reasonable timeframe for administration. All test shipments will be delivered by FedEx between the hours of 8:00 a.m. and 5:00 p.m.

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State tests must provide all information and affirmations required by the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to store all of the NYSITELL materials in a secure 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.

The principal of each school requesting the NYSITELL materials is responsible for making the necessary arrangements to safeguard the test materials delivered to the school. If the building where the tests will be administered does not have a secure location large enough to hold the test materials, arrangements must be made to store the test materials at an alternate location. Enclosed in each delivery is a shipping notice listing the materials included. Use the shipping notice and your school's confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure test materials be opened during this inventory.**

When requesting your tests on the online examination request system, **if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information, you are required to complete the *Examination Storage Plan* (DET 1361), available on the online examination request system, and fax it to OSA at 518-474-2021.**

Except for the purpose of taking inventory of the test materials when they are received, secure test materials for the Listening, Reading, and Writing sections of the NYSITELL may not be removed from the secure storage location until the day on which the administration of that section of the test is scheduled. The sealed packages of secure test materials must not be opened during the inventory.

Since the teachers score the Speaking section as they are administering it individually to students, teachers must be given the opportunity to familiarize themselves with the materials for that part of the test prior to beginning administration. Principals must caution teachers to safeguard these materials whenever they are outside of the secure storage location.

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. The school principal may authorize school personnel to make photocopies of secure NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for the NYSITELL remain secure after test administration and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year. The NYSITELL test materials should **not** be returned to the Department if no longer needed. They should be securely destructed.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of test materials or any of the other information in this memorandum, contact the Operations Group at 518-474-8220 or via email to examrequest@nysed.gov.

For other questions regarding the NYSITELL, call OSA's main number at 518-474-5902 or via email to emscassessinfo@nysed.gov.

If you have any questions regarding the ELL identification process, please email the [Office of Bilingual Education and World Languages](#).

Fax supplemental requests and Examination Storage Plans to 518-474-2021. Other faxes regarding test administration may be sent to 518-474-1989.