



Bureau Chief
Office of State Assessment

March 2024

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Administrating the Spring 2024 New York State Grades 3–8 English Language Arts and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests

This memorandum provides information concerning the Spring 2024 Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests.

GENERAL INFORMATION

[The 2024 Grades 3–8 English Language Arts, Mathematics, and Science Tests School Administrator's Manual](#) provides information needed for the administration of the ELA, mathematics, and science tests and is available on the Office of State Assessment (OSA)'s website. The *School Administrator's Manual* contains the *Deputy and Proctor Certificate*, the *Test Storage Certificate*, the *Exam Scoring Confidentiality Agreement*, and the *Scoring Operations Certificate*. These certificates must be completed and signed (as applicable to each form) by the principal, all persons who serve as proctors, the scoring leader, and all persons who serve as scorers for these exams. The *Deputy and Proctor Certificate* and the *Test Storage Certificate* must be retained in the school's files for one year. The *Exam Scoring Confidentiality Agreement* and the *Scoring Operations Certificate* must be retained for one year at the location where the tests are scored.

DELIVERY OF TEST MATERIALS

Test materials will be sent to schools by the Department's contractor, NWEA, and will be delivered by UPS. See Attachment A on page 7 of this memo for delivery dates. UPS deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m. Schools that do not receive their shipments of test materials by 5:00 p.m. on the last date indicated in Attachment A should contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org. Please note that large-type Test Session 1 Constructed-Response answer booklets (ELA only) will not be included in the shipment of large-type test materials. They will be posted on [OSA's website](#).

All schools administering paper-based tests 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 SHIPMENT OF TEST MATERIALS

As soon as each shipment of test materials arrives at your school or approved storage location, conduct an inventory to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped packages of secure test materials until the day on which that session of the test is scheduled to be administered.** You must store the test materials in a safe or vault except while they are being inventoried.

Note: Large-type, braille, and alternate-language editions are often shipped to schools in separate cartons or padded mailers and may not be delivered at the same time as regular editions. If your school receives its shipment and find that any item(s) listed on the shipping notice are missing, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org. If your school requires items that were not originally requested, including any unexpected need for additional test materials for students with accommodations, please contact NWEA Customer Support. They will determine whether your regional center has the materials necessary to satisfy the additional request. After contacting NWEA, your school should contact the official in charge of the regional center to arrange pickup of test materials on each day of test administration.

- 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 letter, authorizing the school representative to pick up test materials, must be on school stationery. **Note:** Secure test materials can be obtained from the regional center **only** on the day that they will be administered.
- 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.
- [Information on regional centers](#) will be available on OSA's website.

TEST FORMS

For the ELA and the Mathematics Test Session 1 booklets, each shrink-wrapped package of the regular editions of the printed test booklets will contain many different test forms spiraled together. These test forms will have form letters printed on the front cover and inside cover of the test booklet. It is important that students accurately record the form letter on their answer sheets. All test read, large-type, braille, and alternate-language editions (mathematics only) will be the same form, Form A. There is only one form for every edition of the ELA and Mathematics Test Session 2 booklets. The Grades 5 and 8 Science Tests each consist of one session. There is only one form of the Grades 5 and 8 Science printed test booklets. For students taking ELA, math, and/or science computer-based tests (CBT), the form letters used by the student will be recorded automatically.

SECURITY OF THE TESTS BEFORE TESTING

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test booklets in a safe or vault as soon as they arrive at the storage site.
- Distribute only the nonsecure Teacher's Directions to proctors as soon as is practical after the shipment arrives.
- Ensure that no one opens the shrink-wrapped packages of secure test materials prior to the first day that each session of the test is scheduled to be administered in the school. Open the packages of test booklets just early enough to permit distribution of materials for each session being administered.
- Check the safe or vault daily to ensure that the test materials stored there have not been tampered with and remain secure.
- Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.

TESTING SCHEDULE

Schools must arrange to administer the ELA, mathematics, and science tests to students during the specified “Administration Dates” and “Make-up Dates” in the charts below. The ELA and mathematics tests are two sessions each per grade and must be administered over two consecutive school days. The science tests each consist of a single session that is administered in one day.

Make-up dates are to be used for administering the tests to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages. A school district shall not penalize a student for refusing to participate in the Grades 3–8 State assessments.

	Operational Test	Administration Window	Make-up Dates
Computer-based testing	Grades 3–8 English Language Arts	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window
	Grades 3–8 Mathematics		
	Grades 5 & 8 Science		
Paper-based testing	Grades 3, 4, 6, 7 English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17
	Grades 3, 4, 6, 7 Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14

Please see [Additional Guidance on the 2023–24 Elementary- and Intermediate-level Testing Schedule](#) posted on OSA’s website.

TESTING ACCOMMODATIONS FOR STUDENTS WITH IEPS AND 504 PLANS

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the [2024 Grades 3–8 English Language Arts, Mathematics, and Science Tests 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](#).

TESTING ACCOMMODATIONS FOR ENGLISH LANGUAGE LEARNERS

Information on accommodations for English Language Learners (ELLs) and Former ELLs can be found in the [2024 Grades 3–8 English Language Arts, Mathematics, and Science Tests School Administrator’s Manual](#).

SCORING MATERIALS

The scoring materials for the ELA, mathematics, and science tests will be posted on NWEA’s secure online platform, [Nextera Admin](#), under the “Help” tab, on Tuesday, April 9, 2024. CDs of scoring materials are no longer available. Superintendents, principals, and district test coordinators of all schools and districts with students enrolled in grades 3–8 were sent a “Welcome to Nextera” email

from NWEA in October 2023 that provided temporary login credentials to Nextera Admin. Users were required to change their temporary password upon first login with their credentials. For assistance with accessing these materials, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org. It is the school’s responsibility to print all scoring materials needed for training and scoring. Schools are not permitted to share secure scoring materials with third party scoring vendors. Vendors must work directly with OSA to obtain secure scoring materials by emailing examrequest@nysed.gov.

SCORING OF THE TESTS

Test	Scoring Dates
Grades 3–8 ELA and Math and Grades 5 & 8 Science Computer-based Tests (Includes any paper accommodated editions administered for CBT grade level and subject.)	Tuesday, April 9 – Friday, May 24
Grades 3, 4, 6, and 7 ELA Paper-based Tests (For schools only offering paper-based testing for these grade levels.)	Must be completed by Tuesday, April 30
Grades 3, 4, 6, and 7 Math Paper-based Tests (For schools only offering paper-based testing for these grade levels.)	Must be completed by Wednesday, May 22

Teachers are **not** permitted to score their own students’ answer papers. In addition, teachers may not begin to train for scoring or rate student responses until the primary administration of the specific grade-level test that the teacher is rating has been administered in that teacher’s school. The [2024 Scoring Leader Handbook](#) provides information needed for the scoring of the ELA, math, and science tests. Schools conducting CBT scoring activities should use this *Handbook* in conjunction with the [2024 ScorePoint Manual](#). Both the *Handbook* and *Manual* will be available on [OSA’s website](#).

In the January 2024 [State-level Scoring of Computer-based Elementary- and Intermediate-level Science Tests](#) memorandum, the Department notified schools that the 2024 Grades 5 and 8 Science Computer-Based Tests will be sent to the Department’s contractor for statewide scoring. Schools will still be responsible for the scoring of all ELA and mathematics computer-based tests and the scoring of all ELA, mathematics, and science tests administered on paper.

SECURITY OF THE TESTS FOLLOWING TESTING

The Department will be releasing all of the test questions in ELA Test Session 2, Mathematics Test Session 2, and the Science Test shortly after the scoring window has ended. Unused booklets for these test sessions may be used for instructional or staff development purposes after the scoring window has closed.

ELA Test Session 1 and Mathematics Test Session 1 must **not** be used for instructional or staff development purposes. The paper-based testing (PBT) booklets for these sessions must be returned to NWEA. Principals should use the Secure Materials Report, included with their shipment of PBT booklets, to track the distribution and return of test materials within their school by security barcode numbers. This will help ensure that all Test Session 1 PBT booklets are accounted for and returned to NWEA.

RETURN SHIPPING MATERIALS FOR TEST BOOKLETS

All used and unused ELA Test Session 1 booklets and all used and unused Mathematics Test Session 1 booklets must be returned to NWEA using the return shipping materials (including UPS return shipping labels), provided in the Return Kit. Schools will receive Return Kits in a separate shipment that will be delivered on May 1, 2024.

Once return shipping materials are received, schools must return all used and unused ELA Test Session 1 booklets and all used and unused Mathematics Test Session 1 booklets to NWEA between May 29, 2024, and June 10, 2024. NWEA will send notifications to schools that fail to return these materials by June 10, 2024.

Schools are responsible for ensuring that the materials being returned to NWEA do not include student answer sheets, used Test Session 1 constructed-response answer booklets (ELA only), used Test Session 2 booklets (ELA and math), and used science test booklets. If you have any questions about the above process, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org.

Destruction of Secure 2024 Test Materials

Return to NWEA:	Securely Destroy Upon Completion of Test Administration	Store Securely in School or District for One Year , then Securely Destroy
<ul style="list-style-type: none"> • All used and unused printed English Language Arts Test Session 1 booklets. • All used and unused printed Mathematics Test Session 1 booklets. 	<ul style="list-style-type: none"> • All used Mathematics Test reference sheets (Grades 5–8). • All used scratch/graph paper for CBT and Math PBT. • Student login tickets, session access codes, and Proctor PINs (for CBT only). 	<ul style="list-style-type: none"> • All used printed English Language Arts Test Session 1 constructed-response answer booklets. • All used printed English Language Arts Test Session 2 booklets. • All used printed Mathematics Test Session 2 booklets. • All used printed answer sheets after their return from the scanning center. • All used printed Grades 5 & 8 Science Test Booklets.

SECURE STAND-ALONE 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 students and schools. The field tests are designed to be completed by students in a single 40-minute class period. [Field test assignments](#) will be posted on OSA’s website and emailed to principals of the selected schools by the end of March. All field tests are being administered via computer, except for those students in selected schools that require accommodated paper editions.

Field Test		Administration Dates
Grades 3–8 ELA and Mathematics	Computer-based	Monday, May 20, 2024 – Friday, June 7, 2024

The Grades 3–8 ELA and Mathematics Computer-based Field Tests must be administered within the field test window. Each school will determine the specific date(s) to administer the field tests during this prescribed time frame. Schools can choose to administer the field test on as many days as they choose, 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.

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. Additional information will be available in the [Field Tests School Administrator's Manual](#) that will be posted on OSA's website and shipped to schools. Schools are expected to administer the assigned field test to all students in the selected grade who are participating in the Spring 2024 Grades 3–8 ELA and Mathematics Tests, subject to the availability of special formats that some students may require.

Schools participating in the Grades 3–8 ELA and Mathematics Computer-based Field Tests will receive a package from NWEA that will be shipped directly to schools and will contain the *Field Tests School Administrator's Manual* and *Field Tests Teacher's Directions* for the grade and subject assigned to the school, as well as paper accommodated editions. The *Manual* and *Teacher's Directions* will also be available on [OSA's website](#).

Accommodated paper editions will be provided in test read, large-type, and braille editions, as well as Spanish editions (for mathematics only). Schools are not expected to include students in the field test who are making use of an alternate-language edition during the operational test (for mathematics only) that is not available for the field testing. Field test materials will be delivered to schools by NWEA the week before field testing. NWEA will use the information your school submitted through the Department's online examination request system to determine the appropriate quantity of field test materials to be shipped. The field tests will be shipped to the approved secure storage site indicated by the principal in the online examination request system.

After the delivery of the field test materials, principals must inventory the test materials and compare the number received with the quantities listed on the packing list. If any discrepancy is found between the packing list and the materials received, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org. Please note that shrink-wrapped packages of field test booklets must not be opened prior to the distribution of field tests to students.

Following the administration of the stand-alone Grades 3–8 ELA and Mathematics Computer-based Field Tests, schools must collect all of the field test materials and store them in a secure location. NWEA will provide schools with instructions for arranging the pre-paid pickups of the Grades 3–8 ELA and Mathematics Field Tests. All used and unused field test paper accommodated editions must be returned to NWEA no later than June 11, 2024. Schools should follow the detailed instructions for returning the field test materials provided by NWEA. The scoring of the Grades 3–8 ELA and Mathematics Field Tests will be conducted by NWEA. Schools are not permitted to score or retain any copies of them.

CONTACT INFORMATION

If you have questions about any information appearing in this memorandum, please call 518-474-5902 or send an email to emscassessinfo@nysed.gov for assistance.

Attachment A

SHIPMENT AND CHECKING OF THE 2024 OPERATIONAL TEST MATERIALS

Contents	Sender	Delivery Dates
Secure and non-secure Grades 3-8 ELA and Math and Grades 5 & 8 Science CBT test materials arrive at schools including paper accommodated editions.	NWEA	Monday, March 18 – Friday, March 22
Secure and non-secure Grades 3, 4, 6, and 7 ELA PBT test materials arrive at schools.	NWEA	Monday, March 18 – Wednesday, March 20
Secure and non-secure Grades 3, 4, 6, and 7 Math PBT test materials arrive at schools.	NWEA	Wednesday, May 1 – Friday, May 3

Schools that do not receive their shipments of test materials by 5:00 p.m. on the last date indicated above should contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org