




Assistant Commissioner
Office of State Assessment

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

From: Zachary Warner 

Subject: Revised Procedures for Multiple Day Administration of State Assessments

The purpose of this memorandum is to advise you of the new procedure for submitting an *Assurance of Multiple Day Administration of State Assessments*¹ form to the State Education Department.

Multiple Day Administration of State Assessments

Multiple day test administration is a testing accommodation designed to permit students who, because of their disability-related needs, are unable to complete a State assessment in a single day or testing session. The determination of a student's eligibility for this testing accommodation must be made, and reviewed annually, by a student's Committee on Special Education (CSE) or Section 504 Committee on a case-by-case basis in consideration of the student's unique educational needs (e.g., the student experiences fatigue due to health issues).

It is also appropriate to consider this testing accommodation for a student with a disability who has extended time as a testing accommodation in their individualized education program (IEP), or Section 504 accommodation plan (504 plan) when the student is scheduled to take more than one State assessment on a single day. This recommendation must be made in consideration of the State assessment schedule for the year the student's IEP or 504 plan will be in effect.

Prior to the administration of the State assessment to which this accommodation will be applied, the chief school officer (or their designee) must complete and submit the attached *Assurance of Multiple Day Administration of State Assessments* form (Attachment 1) for each student in the school whom the CSE/Section 504 Committee recommends for multiple day administration on State assessments consistent with the student's IEP or 504 plan during the school year. The chief school officer (or their designee) must also certify in this *Assurance* form that the school will comply with the procedures for governing the administration of State assessments over multiple days.

¹ The term "State assessment", as used throughout this memorandum, refers to all State assessments and examinations at the elementary, intermediate, and secondary levels.

Beginning with the January 2024 Regents Administration, all completed *Assurance of Multiple Day Administration of State Assessments* forms must be e-mailed to the Office of State Assessment (OSA) at MultipleDayTesting@nysed.gov no later than the day before the administration of the affected State assessment. Please include “Multiple Day Administration,” followed by the school’s BEDS Code (e.g., Multiple Day Administration – 010002345678) in the subject line. The chief school officer (or their designee) will receive a confirmation e-mail that the form was submitted. If the school has e-mailed the *Assurance* form by the deadline, the school may provide the multiple day testing accommodation to the named students.

A copy of each completed *Assurance* form must be retained by the school for the purposes of data collection and/or monitoring. This *Assurance* form for multiple day administrations will apply to all subsequent State assessments for that student administered in that school without the submission of additional *Assurance* forms to OSA. If the student’s current school submitted an *Assurance* form for multiple day administrations under the previous procedure, the school is not required to submit additional *Assurance* forms to OSA either. However, if a student for whom a school was authorized to administer State assessments over multiple days transfers to another school, the student’s new school would need to submit an *Assurance of Multiple Day Administration of State Assessments* form if the student is recommended for multiple day testing in accordance with their IEP or 504 plan.

Additionally, schools must ensure that the attached *Multiple Day Administration Security Certificate for Chief School Officers (Or Their Designees)* (Attachment 2) and the *Multiple Day Administration Security Certificate for Parents/Guardians* (Attachment 3) are completed and signed by the chief school officer (or their designee) and the student’s parent/guardian, respectively, for each student receiving multiple day testing. These certificates must be completed for each administration period in which the student is receiving this accommodation. (The certificate that is ordinarily signed by the parent or guardian may instead be signed by the student if the student is eighteen years of age or older.) The examination that was completed on the second day will not be valid until the school has filed the two signed, security certificates in the student’s education record. The signed security certificates must be retained as part of the student’s cumulative education record after each test administration period for the purposes of data collection and/or monitoring. Security certificates are not submitted to OSA.

Guidance on the documentation of multiple day test administration in a student’s IEP or 504 plan and the procedures relating to the administration of State assessments over multiple days can be found in *Appendix H: Administering Tests Over Multiple Days* of the Office of Special Education’s [Testing Accommodations for Students with Disabilities: Policy and Tools to Guide Decision Making and Implementation](https://www.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide) (<https://www.nysed.gov/special-education/testing-accommodations-students-disabilities-policy-and-tools-guide>).

If you have any questions regarding the process for submitting an *Assurance of Multiple Day Administration of State Assessments* form, please contact OSA at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance. If you have any questions regarding the procedures for administering State assessments over multiple days, please contact the Office of Special Education at 518-473-2878 or send an e-mail to speced@nysed.gov for assistance.