NYSESLAT Testing Procedures

Robert E. Lupinskie Center for Curriculum, Instruction and Technology
One Merrick Ave., Westbury, NY 11590
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Important Dates

- Speaking - **April 19th – June 9th**

- Listening, Reading & Writing – **May 17th – June 9th**

- Make ups must be given during the testing window

- Return Answer Sheets to BOCES by **June 24th**

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How to Get a Valid Score

NYSESLAT Students must be coded correctly in order to receive an answer sheet and to get a valid score.
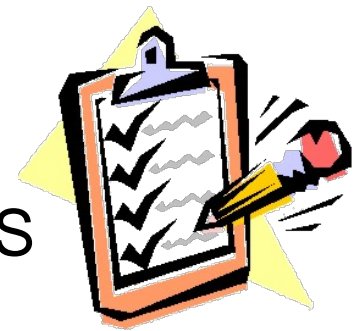
- **A LEP eligible code of 0231 and a LEP Program code**

- **For first year LEP students only NYSESLAT code 0242 is required if taking NYSESLAT in lieu of ELA**

- **First year LEP students are students that have been in a US school for less than a year on April 1, 2021**

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How to Get a Valid Score

- Students who are **absent** from **any** of the **4** testing sessions will **not** receive an overall proficiency performance level.

- **FOR KINDERGARTEN ONLY**
  - Session 1:   Listening
  - Session 2:   Reading
  - Session 3:   Writing
  - Speaking session (administered individually)

- **Grades 1-12:**
  - Session 1: Theme 1 Listening/Reading/Writing
  - Session 2: Theme 2 Listening/Reading/Writing
  - Session 3: Theme 3 Listening/Reading/Writing
  - Speaking session (administered individually)

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Prior to Testing

- Answer Sheets are ordered from Nassau BOCES using ASOFT

- All NYSESLAT materials (except answer sheets) are ordered through MetriTech's online exam request system.

- Contact customer service at nyseslat@metritech.com or 800-747-4868 if you need to place an order for materials after the window has closed.

- **NYSED will accept and enter on the school's behalf *only* requests that are submitted by fax for exam editions or quantities that cannot, because of NYSED policies, be submitted online by the school. Office of State Assessment Fax: 518 474-2021.**

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Prior to Testing

- Can I make copies of test booklets if I am short?

No!

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Prior to Testing

Materials will arrive in three different shipments:

Shipment 1: Speaking Subtest

> Administration **and** Scoring materials

Shipment 2: Listening, Reading & Writing Subtest

> **Administration** materials *(All grade bands)*

Shipment 3: Listening, Reading & Writing Subtest

> **Scoring** materials for Writing Subtest
>
> *(All grade bands)*

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Testing Security – Preserving the Integrity of the Test

- Storage in a secure location.

- **Sealed packages (other than scoring materials for Speaking subtest) may not be removed from the secure location or opened until the day the test is to be administered.**

- Staff is not to discuss test questions or specific test content with each other, online via email or listserv or any other electronic means.

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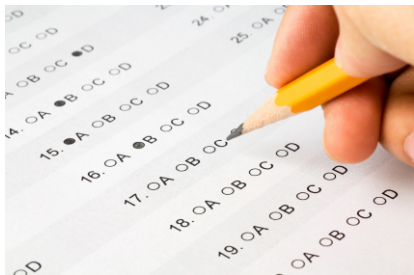
Prior to Testing

- Upon receipt of answer sheets, please review the **class roster** to make sure that all information is correct.
  - Do the rosters reflect the correct Level for each student?
  - Name spelling? Date of birth?
  - Missing students?

- **Check your answer sheets to insure that you have everything.**

- Save the box the sheets came in. They are to be returned in the same box.

- **Save count sheet. Return the count sheet with the answer sheets.**

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Class Roster

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What Class Rosters Are Used For?

– Class Rosters can be used to verify which students are taking the exam.

– **To check that data in Level 1 is correct.**

– Rosters let Nassau BOCES know who was not tested and why.
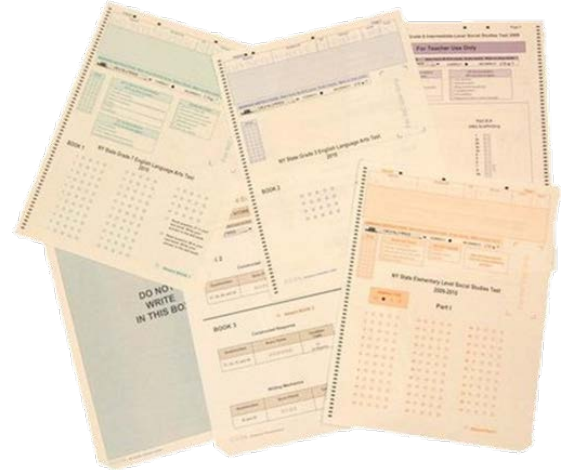
– **Are used to track extra answer sheets.**

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Testing Procedures

- If errors in spelling, DOB, or grades are found,
  - **Advise your District Data Coordinator that this information needs to be corrected on the Student Information System.**

- Also, record any changes on the class list.

Testing Procedures

- Do not let a student take the assessment on the wrong level answer sheet. It will be a mis-administration.

- Check the Assessments by Birth Date/Age for Ungraded Special Education students in 2020-21.

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Grade Band/Levels

GRADE	LEVEL
Kindergarten - K	Level 1
Grades 1-2	Level 2
Grades 3-4	Level 3
Grades 5-6	Level 4
Grades 7-8	Level 5
Grades 9-12	Level 6

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Assessments by Birth Date/Age for Ungraded Students in 2020–21

Assessments	Birth Dates	Reaches This Age Between September 1, 2020 and August 31, 2021
Grade K: NYSESLAT	Any date after August 31, 2014	6
Grade 1: NYSESLAT	September 1, 2013—August 31, 2014	7
Grade 2: NYSESLAT	September 1, 2012—August 31, 2013	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2010—August 31, 2011	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009—August 31, 2010	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2008—August 31, 2009	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2007—August 31, 2008	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2006—August 31, 2007	14
Grade 9: NYSESLAT	September 1, 2005—August 31, 2006	15
Grade 10: NYSESLAT	September 1, 2004—August 31, 2005	16
Grade 11: NYSESLAT	September 1, 2003—August 31, 2004	17
Grade 12: NYSESLAT	Born on or before August 31, 2003	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2002—August 31, 2003	18

When Using an Extra Answer Sheet

1. A pre-printed sheet was not available for the student.

2. The pre-printed sheet was damaged or destroyed prior to test administration.

3. The pre-printed sheet has the wrong grade level.

** If a child did not receive a pre-printed sheet, that child did not exist in the data warehouse at the time of printing or was incorrectly coded. *Advise your District Data Coordinator of the missing sheet so that the information can be entered into the Student System.*

When Using an Extra Answer Sheet

Only use blank answer sheets provided by Nassau BOCES

*DO NOT MAKE COPIES OF BLANK ANSWER SHEETS!

*DO NOT USE ANOTHER STUDENT'S ANSWER SHEET!

The bar code is the ID of that student. You will create multiple or incorrect records for a different student if you do this.

Extra answer sheets begin with: 89# # # # # #.
Sheet 1, Sheet 2, AND Sheet 3 do **not** have to match.

When Using an Extra Answer Sheet
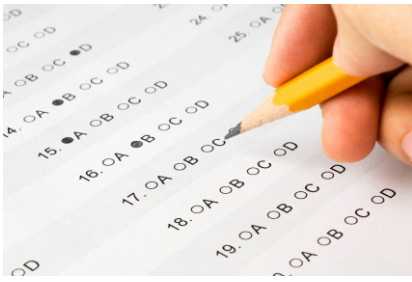
- When using an extra answer sheet, all information in the heading should be filled out on the answer sheet in the **shaded area.**
  - Use the official 9 digit local student ID number on the answer sheet, including leading zeros.
  - Do not write above the line that says

"DO NOT WRITE IN THIS AREA"

TS8230

District	Student ID	CD	School	Level	Form

DO NOT WRITE IN THIS AREA

-------------------------- Do not write above this line. ----------------------------

DO write in this shaded area!

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL   CORRECT: ●   INCORRECT: ⊘ ⊗ ◖ ◗

For Scanning Center Use Only

Group	IEP or 504 Plan Accommodations (Fill in as many as apply.)	Reason Not Tested
⓪⓪⓪⓪	○ Flexibility in scheduling (Timing N/A)	○ Absent for entire test
①①①①	○ Flexibility in setting	○ Refused to take entire test
②②②②	○ Method of presentation (excluding Braille/Large type/Test read)	○ Administrative error, no score
③③③③	○ Method of response	○ Not enrolled at time of test
④④④④	○ Other	○ Medically excused
⑤⑤⑤⑤	○ Braille	
⑥⑥⑥⑥	○ Large type	
⑦⑦⑦⑦	○ Test read (excluding Reading subtest)	
⑧⑧⑧⑧		
⑨⑨⑨⑨		

NEW YORK STATE TESTING PROGRAM
NYS English as a Second Language Achievement Test
(NYSESLAT) Grade K
Spring 2016

Listening								Reading							
1	Ⓐ	Ⓑ	Ⓒ	11	Ⓐ	Ⓑ	Ⓒ	1	Ⓐ	Ⓑ	Ⓒ	11	Ⓐ	Ⓑ	Ⓒ
2	Ⓐ	Ⓑ	Ⓒ	12	Ⓐ	Ⓑ	Ⓒ	2	Ⓐ	Ⓑ	Ⓒ	12	Ⓐ	Ⓑ	Ⓒ
3	Ⓐ	Ⓑ	Ⓒ	13	Ⓐ	Ⓑ	Ⓒ	3	Ⓐ	Ⓑ	Ⓒ	13	Ⓐ	Ⓑ	Ⓒ

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Administering the Test

- **IN GRADES K, 1-2,** STUDENTS WILL MARK THEIR ANSWERS IN THEIR TEST BOOKLETS.
  - ✓ A TEACHER OR AIDE MUST TRANSCRIBE THE STUDENTS' RESPONSES ONTO THE MACHINE-SCORABLE ANSWER SHEETS **EXACTLY** AS THE STUDENTS RECORDED THEM IN THE TEST BOOKLETS. (Transcribers must put their names on answer sheets.)

- Students should use only **No. 2 pencil** to record their answers for the multiple-choice Listening, Reading, and Writing subtests.

- CR bubbles should also be recorded using a **No. 2 pencil.**
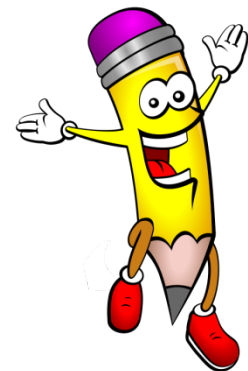
Reason Not Tested Code
Only 1 code should be bubbled

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL   CORRECT: ●   INCORRECT: ✓✗◐○

IEP or 504 Plan Accommodations (Fill in as many as apply.)	Reason Not Tested
○ Flexibility in scheduling (Timing N/A)	○ Absent for entire test
○ Flexibility in setting	○ Refused to take entire test
○ Method of presentation (excluding Braille/Large type/Test read)	○ Administrative error, no score
○ Method of response	○ Not enrolled at time of test
○ Other	○ Medically excused
○ Braille	○ Receiving Entirely Remote Instruction
○ Large type	
○ Test read	

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Accommodations
Only accommodations actually used should be bubbled

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL   CORRECT: ●   INCORRECT: ✓✗●○

IEP or 504 Plan Accommodations (Fill in as many as apply.)	Reason Not Tested
○ Flexibility in scheduling (Timing N/A)	○ Absent for entire test
○ Flexibility in setting	○ Refused to take entire test
○ Method of presentation (excluding Braille/Large type/Test read)	○ Administrative error, no score
○ Method of response	○ Not enrolled at time of test
○ Other	○ Medically excused
○ Braille	○ Receiving Entirely Remote Instruction
○ Large type	
○ Test read	

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NYSESLAT Answer Sheet

Unable to Respond only applies to Level 1 Kindergarten

Print Transcriber's Name Only for Grades K,1 and 2 Listening and Reading

Back of Page 1

Each session has its own Absent bubble

Be sure each item for Speaking and Writing has a score bubble

No Response bubble is not available for speaking, but it is available for writing.

Print Scorers' Code Letters

Skipping Rule (SIRS)

Print Scorers' Names in box

Skipping Rule
Page 90 of the SIRS Manual

Skipping Rule
- Applies to Speaking questions 3, 4, 7, 8, 11, and 12.
- Applies to all grades (K-12) (same questions for each grade).
- Skipped questions will have an "S" darkened-in. When the contractor is scoring, the contractor will treat the "S" as a zero when calculating a Speaking Modality score.
- For any items that are skipped, pursuant to the Skipping Rules, the letter 'S' should be written on the Speaking Score Sheet in the column titled "Write Student Score."

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After Testing

1. Bubble in Testing Accommodations on the answer sheets if applicable.

2. **Confirm that the number of answer sheets is the same as the number of booklets.**

3. If an 'extra' sheet is used, make sure **the official 9 digit local student ID #** is added to the answer sheet within the shaded area and also add the student to the class list.

4. Collect answer sheets <u>immediately</u> after completing Reading Subtest. The students cannot have access to their answer sheet while they do the Writing Subtest.

5. During the scoring process, verify that the Speaking and Writing Subtest scores have been filled in. **NOTE: If score is "zero" this MUST also be bubbled in.**

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Returning Answer Sheets

- No **"extra" unused** answer sheets should be returned.

- **All pre-printed sheets must be returned** either **completed** or with a **"reason not tested"** bubbled in.

- Damaged sheets should have responses & scores copied onto an extra answer sheet.   Fill in all missing information, and retain the original.

- **No post-it notes, paper clips, staples or stray marks should be left on the answer sheet.**

- **Nothing should be obscuring bubbled answers or bar codes.**

- **Check that ALL constructed responses have been bubbled.**

n a s s a u
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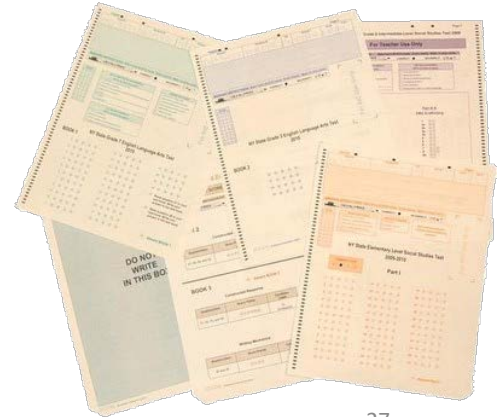
Please note that only Sheet 1 has a place to bubble "Reason Not Tested." However, it is important to have both answer sheets scanned for <u>all</u> students. Kindly submit both answer sheets for all students – *see diagram.*

Grades 3-4 – Class Rosters **with corrections**
Grades 3-4– **Sheet 1 Student** **Ans. Sheets w/ "Reason Not Tested"**
Grades 3-4 – Sheet 1 All Used Extra Student Answer Sheets
Grades 3-4 – Sheet 1 All Used Answer Documents
Grades 3-4 – **Sheet 2 Student** **Ans. Sheets w/ "Reason Not Tested"**
Grades 3-4 – Sheet 2 All Used Extra Student Answer Sheets
Grades 3-4 – Sheet 2 All Used Answer Documents
Grades 3-4 – **Sheet 3 Student** **Ans. Sheets w/ "Reason Not Tested"**
Grades 3-4 – Sheet 3 All Used Extra Student Answer Sheets
Grades 3-4 – Sheet 3 All Used Answer Documents
Grades 1-2 – Class Rosters **with corrections**
Grades 1-2 – **Sheet 1 Student** **Ans. Sheets w/ "Reason Not Tested"**
Grades 1-2 – Sheet 1 All Used Extra Student Answer Sheets
Grades 1-2 – Sheet 1 All Used Answer Documents
Kindergarten – Class Roster **with corrections**
Kindergarten – **Sheet 1 Student** **Ans. Sheets w/ "Reason Not Tested"**
Kindergarten – Sheet 1 All Used Extra Student Answer Sheets
Kindergarten – Sheet 1 All Used Answer Documents

Continue in the same pattern. Place the completed **Cover Sheet** on top of everything.
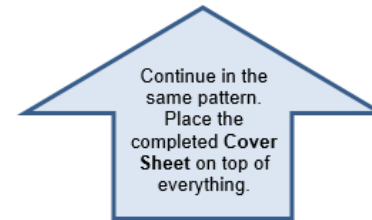
- **Package by District, not by school.**

- **Place the completed cover sheet on top of everything.**

- **Put a blank sheet of colored paper between Sheet 1,Sheet 2 and sheet 3 stacks.**

- **Place all answer documents in the same direction.**

- **Answer documents do not have to be in alpha or class order.**

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After Testing, cont'd

- Return answer sheets and count sheet **on or before June 24** to:

    Nassau BOCES

    One Merrick Ave.

    Westbury, NY   11590
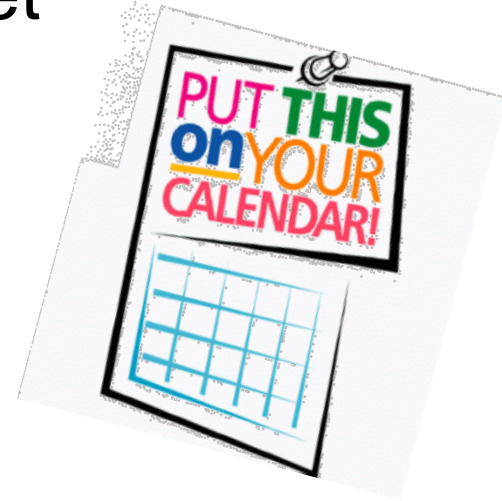
- **Use the box provided for you. If that box is lost or damaged, please notify us.**

NASSAU BOCES COVER SHEET
FOR ANSWER DOCUMENTS
PLEASE PRINT ALL INFORMATION

- The cover sheet lists two numbers. The first is under the heading "School Count" and is filled out by the school. The "BOCES Count" is completed by BOCES.

- **These numbers must match**. You will be called, faxed, and/or emailed to resolve any discrepancies. **All student data must be sent via secure data transfer.**

| GRADE	School Count			BOCES Count		
	Sheet 1	Sheet 2	Sheet 3	Sheet 1	Sheet 2	Sheet 3
Level 1 (Kindergarten)						
Level 2 (Gr. 1 & 2)						
Level 3 (Gr. 3 & 4)						
Level 4 (Gr. 5 & 6)						
Level 5 (Gr. 7 & 8)						
Level 6 (Gr. 9 - 12)						

Returning Testing Materials

- Schools must return all secure test materials to MetriTech.

- **These include all used and unused test booklets (regular, large-type, and braille editions), Directions for Administration, scoring guides, and pre-recorded Listening CDs supplied by MetriTech.**

- Prepaid address labels for returning all test materials are provided by MetriTech.

Preparing NYSESLAT Test Booklets for OSCWorld

▶ Place "Listening/Reading/Writing" Session booklets 1, 2, & 3 one after another for each student.

▶ Example: John Smith book 1, 2, 3, Sara Samson book   1,2,3, etc.

▶ Place booklets in rubber bands in packs of 25 students (75 booklets) each. (If you have a group less than 25 just label with a post – it note.)

▶ If a student did NOT take all three booklets, please do not submit any of them. Make sure however that that answer sheet absent, refused or reason not tested bubble(s) are filled out.

▶ If a student took 1 or more of the booklets, you must submit all 3.

▶ OSCWorld labels must be affixed to the back of the NYSESLAT booklet/s.

Special Note: Kindergarten: Only the Writing booklet 1 is submitted.

OPTIMUM SOLUTIONS
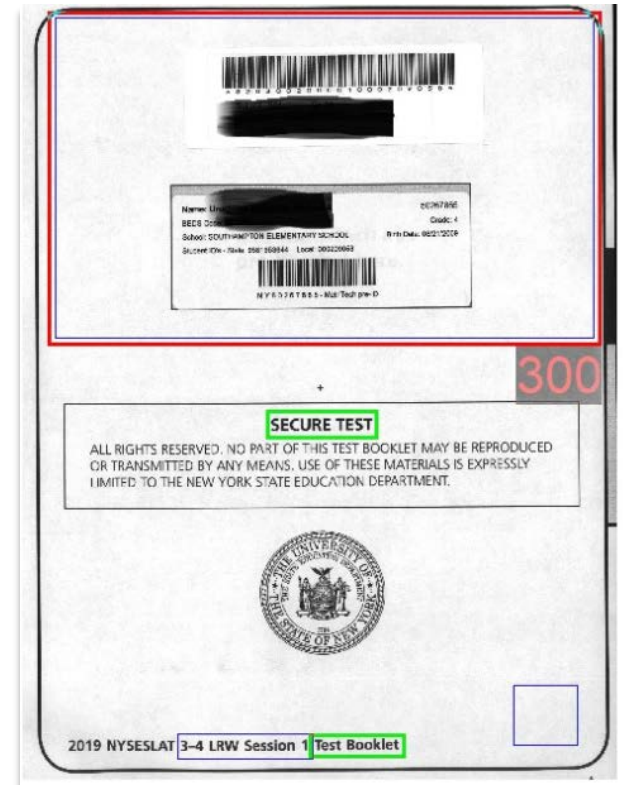
Thank You!

Fran Werner
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Tammy Mazza
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