

NYSESLAT Testing Procedures



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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)



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.
- **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)





Why is this important?

- Students will be counted in the participation calculation for accountability purposes (AYP) as participating in an ELA assessment **if they have valid scores on all 4 NYSESLAT testing sessions.**

Prior to Testing



- All NYSESLAT materials were 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.**

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*)

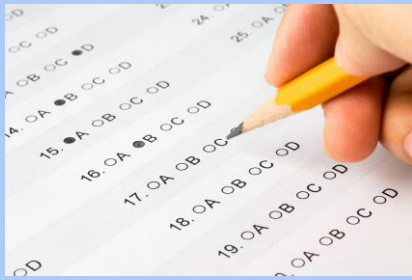


Prior to Testing

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

No!

Prior to Testing



- Upon receipt of answer sheets (around April 10th), 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.**

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.

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.

n a s s a u **Class Roster**
BOCES 2018 - 2019
Board of Cooperative Educational Services NYSESLAT - Level 3

Date: 01/31/19 02:53 PM

Grade:04

Indicate "Tested" or the "Not Tested" reason (Absent, etc.). For ELA and Math only, indicate the Book Form(s) used by each student. Return class rosters to your Test Scoring Coordinator.
*For Students without preprinted testing materials or booklet labels, follow steps 1-3
1. In the shaded area on the answer sheet, write the student's first name, last name and correct ID#.
2. Fill in information from the corresponding extra answer sheet on the blank lines below.
3. For students without barcode labels, write student's first name, last name, school name and correct ID# on the back of the booklet.

Pre-Printed Student ID	Student Name	Session 1			Session 2			Session 3		
		Tested	NT	A R O	Tested	NT	A R O	Tested	NT	A R O
1										
2										

Total Number Of Students Listed 2

* Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)
1) Name _____ Actual ID _____ BK Form _____ DOB ____/____/____
Sheet 1 _____ Sheet 2 _____ Sheet 3 _____

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 for 2018-19.



Assessments by Birth Date/Age for Ungraded Students in 2018–19

Assessments	Birth Dates	Reaches This Age Between September 1, 2018 and August 31, 2019
Grade K: NYSESLAT	Any date after August 31, 2012	6
Grade 1: NYSESLAT	September 1, 2011— August 31, 2012	7
Grade 2: NYSESLAT	September 1, 2010— August 31, 2011	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009— August 31, 2010	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2008— August 31, 2009	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2007— August 31, 2008	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2006— August 31, 2007	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2005— August 31, 2006	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2004— August 31, 2005	14
Grade 9: NYSESLAT	September 1, 2003— August 31, 2004	15
Grade 10: NYSESLAT	September 1, 2002— August 31, 2003	16
Grade 11: NYSESLAT	September 1, 2001— August 31, 2002	17
Grade 12: NYSESLAT	Born on or before August 31, 2001	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2000— August 31, 2001	18

When to Use 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 to Use an Extra Answer Sheet

Only use blank answer sheets provided by Nassau BOCES

***DO NOT MAKE COPIES OF BLANK ANSWER SHEETS!**

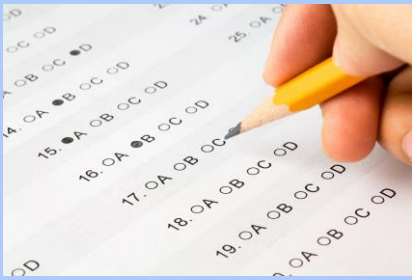
***DO NOT USE ANOTHER STUDENT'S ANSWER SHEET!**

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 now 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”

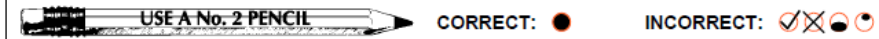
Session 1 – L/R/W (page 1, sheet 1)

TS8272	District	Student ID	CD	School	Level	Page 1 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.



IEP or 504 Plan Accommodations
(Fill in as many as apply.)

- Flexibility in scheduling (Timing N/A)
- Flexibility in setting
- Method of presentation (excluding Braille/Large type/Test read)
- Method of response
- Other

- Braille
- Large type
- Test read

Reason Not Tested

- Absent for entire test
- Refused to take entire test
- Administrative error, no score
- Not enrolled at time of test
- Medically excused

For Scanning Center Use Only

NYS English as a Second Language Achievement Test 2019 NYSESLAT Grade K

Listening				Reading			
PRINT Transcriber's Name		Session Codes		PRINT Transcriber's Name		Session Codes	
		<input type="radio"/> Absent Listening				<input type="radio"/> Absent Reading	
		<input type="radio"/> Unable to respond				<input type="radio"/> Unable to respond	
1	(A) (B) (C)	11	(A) (B) (C)	1	(A) (B) (C)	11	(A) (B) (C)
2	(A) (B) (C)	12	(A) (B) (C)	2	(A) (B) (C)	12	(A) (B) (C)

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.
- Use either a pen or a pencil for the constructed-response items, depending on the student's preference.



Testing Protocol



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 immediately 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.**

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.**



After Testing, cont'd

- Return answer sheets and count sheet **on or before May 30** to:

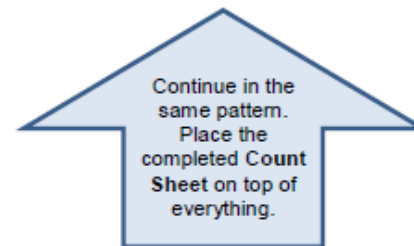
Nassau BOCES
One Merrick Ave.
Westbury, NY 11590



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

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 all students. Kindly submit both answer sheets for all students – see *diagram*.

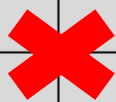
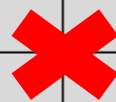
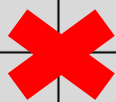
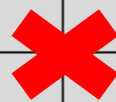
Follow Grade 3-4 instructions for Grades 5-6, 7-8 & 9-12
Grades 3-4 – Class Rosters with corrections
Grades 3-4– Sheet 1 Student Ans. Sheets w/ “Reason Not Tested”
Grades 3-4 – Sheet 1 All Used Extra Student Answer Sheets
Grades 3-4 – Sheet 1 All Used Answer Documents
Grades 3-4 – Sheet 2 Student Ans. 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



- Package by District, not by school.
- Place the completed count 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.

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.

Thank You!

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