



ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT
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TO: District Superintendents
Superintendents of Public Schools
Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Zachary Warner *Z Warner*

SUBJECT: Additional Guidance on the 2023–24 Elementary- and Intermediate-level Testing Schedule

The purpose of this memorandum is to provide additional guidance on the 2023–24 Elementary- and Intermediate-level Testing Schedule including sample scenarios to assist schools and districts with planning for test administration.

COMPUTER-BASED TESTING

One of the benefits that comes with the implementation of computer-based testing (CBT) is greater flexibility with the testing schedule. The [2023–24 Elementary- and Intermediate-level Testing Schedule](#) reflects that greater flexibility. For the 2023–24 school year, there will be a multiple-week window to administer the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests.

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		

For the computer-based ELA and mathematics tests, schools will select two consecutive school days within the administration window for the primary test administration for each grade level and subject. **Schools must test the entire grade, except for make-up testing, on the same two consecutive school days.** More than one grade level may be tested on the same two consecutive school days. For the computer-based science tests, schools will select one day within the administration window for the primary administration for each grade level. Schools must test the entire grade, except for make-up testing, on the same day. Schools may administer the Grades 5 & 8 Science Computer-based Tests on the same day. These rules for the ELA, mathematics, and science computer-based tests are school-specific and need not be observed as district-specific. If the school district so chooses two different schools within the district may administer the same grade tests on computer on different consecutive days within the administration window.

Schools with students in a CBT grade that must test on paper per an Individualized Education Program (IEP) or Section 504 Accommodation Plan or will be taking an alternate language edition of the mathematics or science test, should test on the same days as their CBT grade classmates.

Make-ups for the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests must be given during the administration window. Schools may begin administering make-ups on the school day immediately following their primary administration days. Schools should be prepared and are expected to administer make-ups until the end of the administration window, regardless of school or district plans for primary administration dates.

PAPER-BASED TESTING

Schools that are offering only paper-based tests for the Grades 3, 4, 6, and/or 7 ELA and Mathematics Tests will select two consecutive school days within the paper-based testing administration windows for their primary administration.

Operational Test		Administration Window	Make-up Dates
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

Each Local Education Agency (LEA—district, charter, religious, or independent school) should choose two consecutive school days for the primary test administration for each grade of the test within the established testing windows. These two days may differ by grade. All schools within the LEA that are administering the paper-based tests to students should adhere to the same locally selected primary testing days to the extent this is feasible.

Make-ups may begin on the school day immediately following the last day of the primary test administration. If an LEA chooses the first and second days of the administration window as its primary testing days for a certain grade, make-ups may begin on the third day. All make-ups for schools only offering paper-based tests for the Grades 3, 4, 6, and/or 7 ELA and Mathematics tests must be completed by the end of the respective make-up window.

Religious and Independent Schools who due to religious beliefs, do not make use of technology in the classroom and therefore will only be offering paper-based tests, must administer the Grades 3-8 ELA and Mathematics Tests during the respective ELA and Mathematics paper-based testing administration windows and make-up dates. For the Grades 5 & 8 Science Tests, these religious and independent schools will select one day within the multiple-week window, (Monday, April 8, 2024 – Friday, May 17, 2024) to administer the paper-based science tests for each grade level. The Grades 5 & 8 Science Tests may be administered on the same day. Make-ups must be given during the multiple-week administration window.

CONTACT INFORMATION

Attached are sample scenarios based on the 2023-24 Elementary- and Intermediate-level Testing Schedule. If you have any questions regarding the 2023-24 Elementary- and Intermediate-level Testing Schedule, please contact the Office of State Assessment at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance.

SAMPLE SCENARIOS

Scenario 1

For the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, can School A elect to administer the mathematics tests first, followed by science, and then ELA?

Answer: Yes, the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests can be administered in any subject order within the administration window.

Scenario 2

For the ELA computer-based Tests, School B would like to administer the Grades 5 and 8 tests on separate days, is that allowed.

Answer: Yes, students within the same grade must test on the same days, but schools can select different days to administer the tests for each grade level. For example, School B could administer the two sessions of the Grade 5 ELA Computer-based Test on the first two days and the two sessions of the Grade 8 ELA Computer-based Test on the third and fourth days of the administration window.

Scenario 3

For the Mathematics Computer-based Tests, School C would like to administer the Grades 5 and 8 Tests on the same days, is this allowed?

Answer: Yes, schools can administer more than one grade level on the same two consecutive school days. For example, School C could administer the Grades 5 and 8 Mathematics Computer-based tests on the first two days of the administration window. The start time of each test may be staggered by grade level to accommodate staffing and space needs (e.g., Grade 5 starts at 9:00 a.m., while Grade 8 starts at 11:00 a.m.).

Scenario 4

For the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, School D would like to allow one week of make-ups immediately after their primary administration for each subject test. Would this be allowed?

Answer:

School D cannot limit their make-up dates to just one week for each subject test. Schools are expected to administer make-ups for the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests until the end of the computer-based testing administration window.

Scenario 5

For the Grades 3-8 ELA and Mathematics Tests, School E is administering computer-based tests for grades 5 & 8 and only offering paper-based tests for the other grades. School E would like to align their testing dates. Can School E use the paper-based testing administration dates and paper-based testing make-up dates for computer-based testing too?

Answer: School E can use the paper-based testing administration dates for their computer-based testing administration dates because the paper-based testing administration dates fall within the computer-based testing administration dates. School E cannot align the make-up dates though as schools are expected to administer make-ups for the computer-based ELA and Mathematics tests up until the end of the computer-based testing administration window which is after the end dates for the make-up windows for schools only offering paper-based tests for the ELA and Mathematics tests.

Scenario 6

School F has students in a CBT grade that must test on paper per an IEP. Can these students test on the same days as their CBT classmates even if the CBT days are outside the paper-based testing administration dates and make-up dates?

Answer: Yes, schools with students in a CBT grade that must test on paper per an IEP or Section 504 Accommodation Plan, or because they require an alternate language edition of the mathematics or science test should test on the same days as their CBT grade classmates even if the dates are outside the paper-based testing administration dates and make-up dates. The paper-based testing administration dates and make-ups dates are for schools only offering paper tests for a grade level.

Scenario 7

For their primary administration of the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, School G would like to administer more than one subject test at a time. May School G administer Session 1 of the mathematics test to their grades 5 & 8 students in the morning and the science test to them in the afternoon?

Answer: No, for the primary administration of the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, schools must select different dates for each subject test.