



Administering & Proctoring 2025 Paper - Based New York State Assessments

Data and Management Services

Grades 3-8 ELA Paper-Based Administration Dates

Paper- Based ELA Administration Window

Tuesday, April 29 – Thursday, May 1

Make-up Dates

Makeups: Friday, May 2 – Tuesday, May 6

Grades 3-8 Math Paper- Based Administration Dates

Paper-Based Math Administration Window

Wednesday, May 7 – Friday, May 9

Make-up Dates

Monday, May 12 – Wednesday, May 14

NYSESLAT Administration Dates

NYSESLAT Speaking

Monday, April 14 – Friday, May 23

(Make-ups must be given within the testing window)

NYSESLAT Listening, Reading, & Writing

Monday, May 12 – Friday, May 23

(Make-ups must be given within the testing window)

Grades 5 & 8 Science Computer-Based Administration

Testing Window - (CBT) Assessment
Monday, April 7- Friday, May 16

All paper-based accommodating assessments should be administered while students participate in the computer-based administration.

Session 1

Session 1 Form

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

USE A No. 2 PENCIL

CORRECT: ●

INCORRECT: ✗ ⊗ ○

ELA 3

1 (A) (B) (C) (D)	10 (A) (B) (C) (D)	19 (A) (B) (C) (D)
2 (A) (B) (C) (D)	11 (A) (B) (C) (D)	20 (A) (B) (C) (D)
3 (A) (B) (C) (D)	12 (A) (B) (C) (D)	21 (A) (B) (C) (D)
4 (A) (B) (C) (D)	13 (A) (B) (C) (D)	22 (A) (B) (C) (D)
5 (A) (B) (C) (D)	14 (A) (B) (C) (D)	23 (A) (B) (C) (D)
6 (A) (B) (C) (D)	15 (A) (B) (C) (D)	
7 (A) (B) (C) (D)	16 (A) (B) (C) (D)	
8 (A) (B) (C) (D)	17 (A) (B) (C) (D)	
9 (A) (B) (C) (D)	18 (A) (B) (C) (D)	

NYS Grade 3 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

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

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (excluding Braille/Large type/Test read)
- Method of response
- Use of spell-checking devices/software
- Other
- Braille
- Large type
- Test read

ELL Accommodations (Fill in as many as apply.)

- Separate location
- Bilingual dictionaries and glossaries

Session Codes

- Absent Session 1
- Refused Session 1

Reason Not Tested

- Administrative error, no score
- Not enrolled at time of test
- Medically excused
- Taking NYSAA
- First-year ELL Student

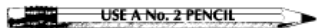
Accommodation, and Reason Not Tested Bubbles have been moved to the bottom

Absent/Refused codes located on the bottom half of the sheet. Still need to be bubbled on both sheets

NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

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



CORRECT: ●

INCORRECT: ✗ ⊗ ⊙

Session 1

Constructed Response

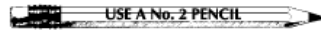
Question	Score Points	No Response
24	0 1 2	A
25	0 1 2	A

3

District	Student ID	CD	School	Level	Form
DO NOT WRITE IN THIS AREA					

MARKING INSTRUCTIONS:

Make heavy BLACK marks. Erase cleanly. Make no stray marks.



USE A No. 2 PENCIL

CORRECT: ●

INCORRECT: ✗ ⊗ ⊖ ⊕

NYS Grade 3 English Language Arts Test

Session 2

Session Codes

 Absent Session 2

 Refused Session 2
26 A B C D27 A B C D28 A B C D29 A B C D30 A B C D31 A B C D

3

NYS Grade 3 English Language Arts Test

FOR SCORER USE ONLY

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

 USE A No. 2 PENCIL
 CORRECT: ●
 INCORRECT: ☒ ☓ ☉ ☏

Session 2		
Constructed Response		
Question	Score Points	No Response
32	0 1 2	A
33	0 1 2	A
34	0 1 2	A

REQUIRED
Scoring Model Code
① Regional Scoring
② Schools from two districts
③ Three or more schools within a district
④ Two schools within a district (PBT only)
⑤ One school (PBT only)
⑥ Scored by a private contractor (not a BOCES)

Scoring Committee #

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TS0601 District Student ID CD School Level Form Page 1

DO NOT WRITE IN THIS AREA

Session 1

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

USE A No. 2 PENCIL CORRECT: INCORRECT:

Math 3

1	A B C D	10	A B C D	18	A B C D
2	A B C D	11	A B C D	19	A B C D
3	A B C D	12	A B C D	20	A B C D
4	A B C D	13	A B C D	21	A B C D
5	A B C D	14	A B C D	22	A B C D
6	A B C D	15	A B C D	23	A B C D
7	A B C D	16	A B C D	24	A B C D
8	A B C D	17	A B C D	25	A B C D
9	A B C D				

Accommodations, Reason Not Tested & Alternate Language Bubbles have been moved to the bottom

Absent/Refused codes located on the bottom half of the sheet. Still need to be bubbled on both sheets



FOR ADMINISTRATOR USE ONLY

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

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (excluding Braille/Large type/Test read)
- Method of response
- Use of spell-checking device/software
- Other
- Braille
- Large type
- Test read

ELL Accommodations (Fill in as many as apply.)

- Separate location
- Bilingual dictionaries and glossaries
- Translated edition
- Oral Translation
- Responses written in native language

Session Codes

- Absent Session 1
- Refused Session 1

Reason Not Tested

- Administrative error, no score
- Not enrolled at time of test
- Medically excused
- Taking NYSAA

Alternate Language

- Arabic
- Bengali
- Chinese (Simplified)
- Chinese (Traditional)
- Haitian Creole
- Korean
- Russian
- Spanish

NYS Grade 3 Mathematics Test



Grade 3 Mathematics Test

**DO NOT
WRITE
ON THIS SIDE**

3

District	Student ID	CD	School	Level	Form
DO NOT WRITE IN THIS AREA					

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



CORRECT: ●

INCORRECT: ✓ ✗ ○

NYS Grade 3 Mathematics Test

Session 2	
Session Codes	
<input type="radio"/> Absent Session 2 <input type="radio"/> Refused Session 2	
26	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
27	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
28	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
29	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
30	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

3

NYS Grade 3 Mathematics Test

FOR SCORER USE ONLY

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

 USE A No. 2 PENCIL
 CORRECT: ●
 INCORRECT: ✗ ⊗ ⊙



Session 2		
Constructed Response		
Question	Score Points	No Response
31	Ⓐ ①	Ⓐ
32	Ⓐ ①	Ⓐ
33	Ⓐ ①	Ⓐ
34	Ⓐ ① ②	Ⓐ
35	Ⓐ ① ②	Ⓐ
36	Ⓐ ① ②	Ⓐ
37	Ⓐ ① ②	Ⓐ
38	Ⓐ ① ② ③	Ⓐ

REQUIRED
Scoring Model Code
① Regional Scoring
② Schools from two districts
③ Three or more schools within a district
④ Two schools within a district (PBT only)
⑤ One school (PBT only)
⑥ Scored by a private contractor (not a BOCES)

**Scoring
Committee #**

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3

Materials Needed for ELA Paper-Based Administration Grades 3-8

English Language Arts		
	Session 1	Session 2
Grades 3-8	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklets (one per student and one for the teacher) • English Language Arts Test Answer Sheet (one per student) • Student identification labels (one per student to be used on Session 1 test booklet) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklets (one per student and one for the teacher) • English Language Arts Test Answer Sheet (one per student) • Student identification labels (one per student to be used on Session 2 test booklet)

Student identification labels are only necessary when using OSCWorld as a scoring vendor.

English Language Arts Average Completion Time

The 2025 Grades 3–8 English Language Arts Tests will be untimed. Students should be given as much time as they need to complete them within the confines of the regular school day.

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	60–70 Minutes	70–80 Minutes
Grade 4	60–70 Minutes	70–80 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	90–100 Minutes
Grade 7	80–90 Minutes	90–100 Minutes
Grade 8	80–90 Minutes	90–100 Minutes

Materials Needed for Math Paper-Based Administration Grades 3-8

		Mathematics	
		Session 1	Session 2
Grades 3-4	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) • One piece of graph paper per student <p>Grade 4 only:</p> <ul style="list-style-type: none"> • Protractors (one per student) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Student identification labels (one per student to be used on Session 2 test booklet) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) • One piece of graph paper per student <p>Grade 4 only:</p> <ul style="list-style-type: none"> • Protractors (one per student) 	

Student identification labels are only necessary when using OSCWorld as a scoring vendor.

Materials Needed for Math Paper-Based Administration Grades 3-8

Mathematics		
	Session 1	Session 2
Grades 5-6	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) • Protractors (one per student) • One piece of graph paper per student 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Student identification labels (one per student to be used on Session 2 test booklet) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) • Protractors (one per student) • One piece of graph paper per student <p>Grade 6 Session 2 only:</p> <ul style="list-style-type: none"> • Scientific or four-function calculators with a square root key (one per student)

Student identification labels are only necessary when using OSCWorld as a scoring vendor.

Materials Needed for Math Paper-Based Administration Grades 3-8

Mathematics		
	Session 1	Session 2
Grades 7-8	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) • Protractors (one per student) • One piece of graph paper per student • Scientific calculators (one per student) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Student identification labels (one per student to be used on Session 2 test booklet) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) • Protractors (one per student) • One piece of graph paper per student • Scientific calculators (one per student)

Student identification labels are only necessary when using OSCWorld as a scoring vendor.

Math Language Arts Average Completion Time

The 2025 Grades 3–8 Mathematics Tests will be untimed. Students should be given as much time as they need to complete them within the confines of the regular school day.

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	55–65 Minutes	60–70 Minutes
Grade 4	65–75 Minutes	65–75 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	75–85 Minutes
Grade 7	80–90 Minutes	75–85 Minutes
Grade 8	80–90 Minutes	75–85 Minutes

Important Notes

All public/charter school students in Grades 3 - 8 must take all State tests administered for their grade level.

The 2025 Grades 3-8 English Language Arts and Mathematics Tests consist of two sessions. Except for make-up testing, the tests must be administered in session order.

Materials must be collected from testing rooms as soon as the session is complete.

Used answer sheets may not be reviewed, scanned or scored outside of the official scoring setting or process.

Additional Notes

Students who finish their test before others may check their work.

Upon completion of the test, materials are collected by the proctor.

Students may be permitted to read at the discretion of the school after test materials have been collected.

Talking or completing other schoolwork is not permitted.

Once all students finish, proctors may end the session.

If administered in a large group setting, students may be permitted to hand in their test materials as they finish and leave the room.

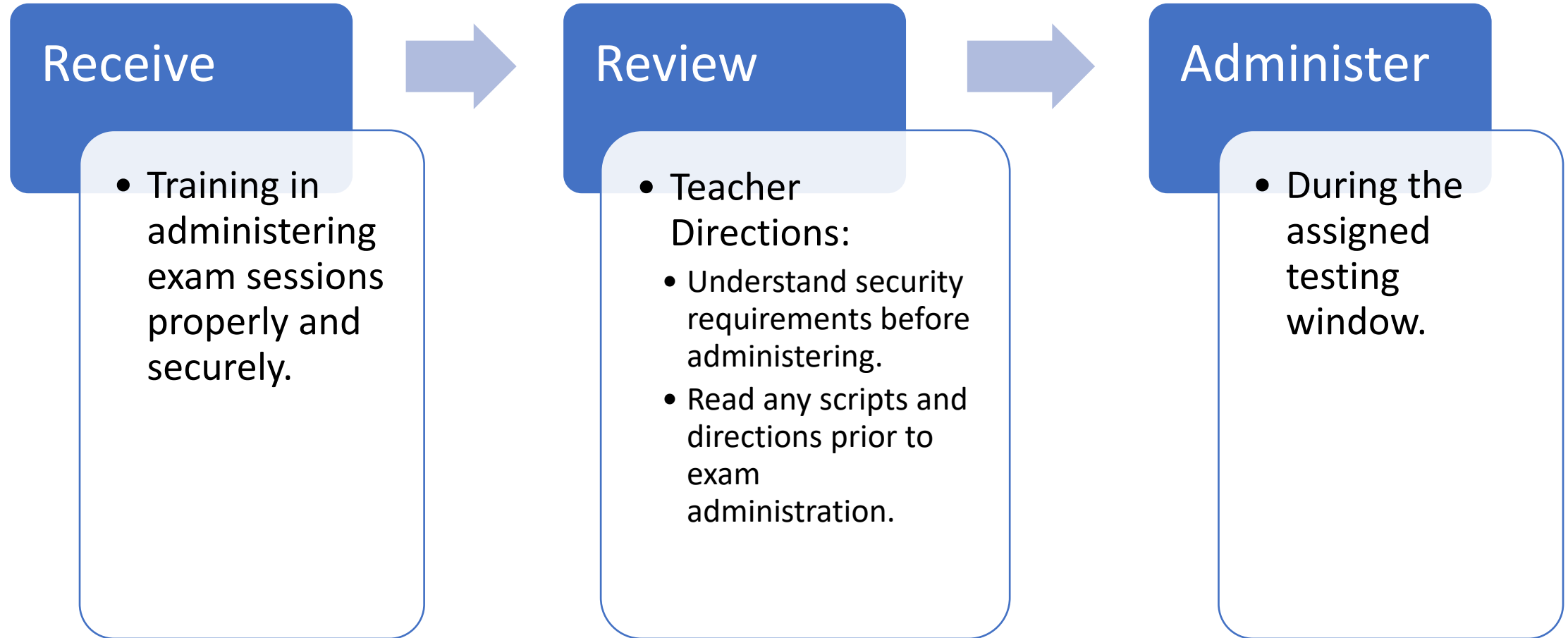
Students should leave the testing room as quietly as possible to not disturb students who are still working.

An orange pencil is positioned diagonally across the left side of the image, resting on a test paper. The test paper features multiple-choice questions with options A, B, C, and D. The background is a light blue and white pattern, possibly representing a test environment. The pencil is sharp and has a dark eraser at the top.

Test Security: Responsibilities

- Teachers & proctors may not discuss exam items or other specific exam content online via email, listserv or through any other electronic means.
- Teachers and test administrators may not use cell phones or other photographic devices to duplicate test materials and should keep their own communication devices put away during exam administration.
- Shrink-wrapped packages of test booklets cannot be opened prior to the distribution of tests to students.

Test Security: Proctors



Do Not:

- Leave secure materials unattended when tests are not being administered.
- Read, reveal, review or duplicate the contents of secure test materials before, during, or after a test administration.
- Duplicate any portion of the test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.
- Remove secure printed test materials from the school without authorization.
- Read, review or change student responses.

Security of Exam Questions



Secure Test Environment

- Ensure room is well lit, ventilated and quiet.
- Reduce noise and interruptions.
- Place “Do Not Disturb” signs on exam room doors.
- Clear desks of all books, papers and other materials.
- Cover or remove wall charts, graphic organizers, board work etc. related to the content being tested.
- Make sure students are always visible to the proctor.
- Seating of students in alternate rows is recommended.



Unauthorized Materials

Students should be always under close supervision during the administration of the tests and may not use any unauthorized notes, printed material, or tools.

Communication devices are prohibited in the exam room:

- Cell phones, iPads, tablets, eReaders, etc.
- Headphones, headsets
- Any audio or video recording devices
- Any use or possession of these devices during testing must be reported to the school principal

Proctors must read the statement regarding the use of communication devices to all students before starting the test.





Permitted Math Tools

Grade	Tool(s)	Day 1	Day 2
Grade 3	Ruler	✓	✓
Grade 4	Ruler, Protractor	✓	✓
Grade 5	Ruler, Protractor, Reference Sheet	✓	✓
Grade 6	Ruler, Protractor, Reference Sheet, Scientific or 4-Function calculator with a square root key	✓ No calc.	✓
Grade 7/8	Ruler, Protractor, Reference Sheet, Scientific calculator	✓	✓

Proctoring: Aid To Students

Proctors may:

Respond to student inquiries, by advising students to “use their best judgment.”

Offer assistance on the mechanics of taking the exam such as where to bubble in or write responses.

Proctors may not:

Interpret or explain test questions.

Review or comment on student responses.

Proctoring: Best Practices

- Circulate periodically around the room during the administration of each session of the test to ensure students are recording responses to test questions properly and in the proper place.
- Make sure students are recording answers on the answer sheet, not in the exam booklet.
- Point out if one or more answers have been left blank or more than one answer has been bubbled in for a question.
- Students must be escorted by a proctor if temporarily leaving the testing room.

Proctoring: Student Cheating

Proctors must not permit students to obtain information from or give information to other students in any way during the tests. At the conclusion of the tests, all suspected cheating must be reported to the principal.

If a proctor suspects such an attempt has occurred, the following actions should be taken:

- Warn the students any further attempts will result in the termination of their tests.
- Move students to another location, if necessary.

If these steps fail to end attempts to obtain or give information, the proctor must notify the principal immediately and terminate the students' tests.

If the principal deems a student attempted to give aid to or obtain aid from another person during the tests, the principal must follow the school's disciplinary procedure for cheating and invalidate the student's test.

Proctoring: Illness During the Administration

- Excuse the student until they are well enough to continue.
- When the student is well enough to complete the test (if the testing or make-up period has not ended), the student may be given the remaining part of the test.
- If the student is taking a partially completed part of the test, the student must be closely supervised so that the student does not go back to previously completed questions on the test.
- If the make-up period has not ended, administer any other unadministered parts of the test according to the Teacher's Directions.

Building Evacuation

If an emergency evacuation is required, school administrators should observe the following procedures:

- If it is possible, keep students under supervision during the emergency.
- When work can be resumed safely, allow the students the necessary time to complete the test.
- Following the test, a written report of the circumstances should be sent by mail, email, or fax to OSA.

Quality Control 3-8 Exams

Be sure to document refusals, absences and other important information on the daily roster.

Do not use rubber bands, paper clips or sticky notes directly on student answer sheets or booklets.

Please Note:

Any misadministration and/or irregularities in administration must be reported to the principal immediately.

Further Information

Further information regarding NYS Examinations can be found in the School Administrator Manual for 3-8 ELA & Math and the Directions for Administering Regents Examinations.

[2025 School Administrator's Manual](#)