

## NYS Testing Program Grades 3-8 Exam Requests

The [NYSED Online Examination Request System](#) opens for entry of Grades 3-8 exam requests each fall (typically October through November). NYSED publishes information and procedures to support schools with requesting test materials on the [Office of State Assessment web page](#).

### Selecting your *Lead Scoring Entity*

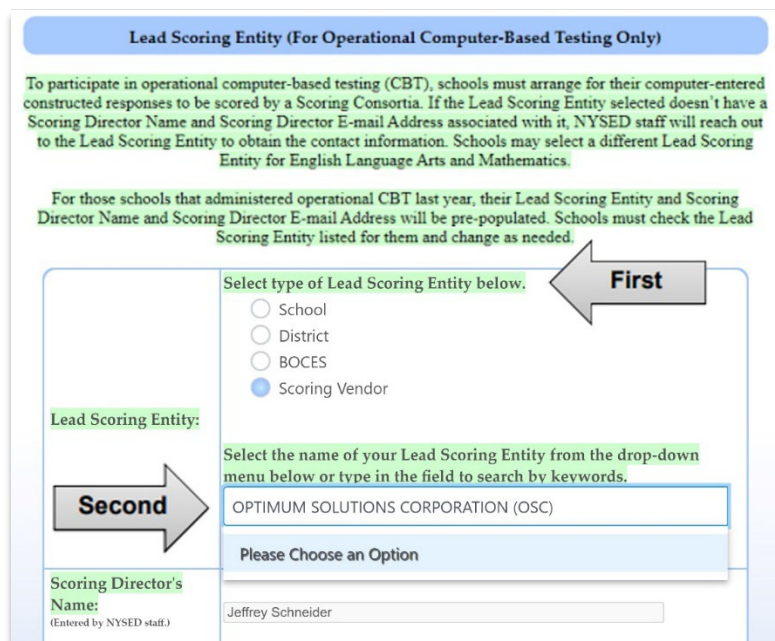
During this exam request process, buildings must identify their “*Lead Scoring Entity*”.

If your district is scoring the NYS 3-8 Assessments through contracts with ESBOCES Assessment Services, buildings ordering tests **must select the correct Lead Scoring Entity** in the Examination Request System:

1. Select the **type** of Lead Scoring Entity: **“Scoring Vendor”**.
2. Select the **name** of the Lead Scoring Entity: **“Optimum Solutions Corporation (OSC)”**.

### Ordering Paper-Based Tests

Additionally, **buildings must order paper-based accommodated editions (PBT)** that will be needed for spring testing.



The screenshot shows the 'Lead Scoring Entity (For Operational Computer-Based Testing Only)' form. It includes instructions for schools to select a Scoring Consortium. A 'First' arrow points to the 'Select type of Lead Scoring Entity below' section, where 'Scoring Vendor' is selected. A 'Second' arrow points to the 'Lead Scoring Entity' section, where 'OPTIMUM SOLUTIONS CORPORATION (OSC)' is selected from a drop-down menu. The 'Scoring Director's Name' field is pre-populated with 'Jeffrey Schneider'.

### Frequently Asked Question:

***Which students can take the NYS 3-8 assessments via PBT?***

### Answer:

***Those students with IEP, 504 Plan, or language\* accommodations requiring they be tested on paper.***

- ***Accommodations must be pre-determined*** by your Special Education and/or ENL Department.
- Students **must use the same administration mode for the entire exam (all parts/sessions)**. Students may not take one part of the exam on paper, and another part on the computer.
- **\*Alternate Language Reminders:**
  - **ELA exams must be taken in English only** (there are no alternatives or translations permitted). Therefore, ELL students will take the ELA assessment via CBT unless they have an IEP/504 accommodation specifying they must test on paper.
  - **PBT must be used by students responding in a language other than English.** This includes students requiring an oral translation for a lower-incidence language.
  - **If testing via CBT, students must respond using only English**—even if they are using an alternate language edition question booklet as a support.