



Bureau Chief  
Office of State Assessment

October 2022

**TO:** Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Clara DeSorbo *Clara DeSorbo*

**SUBJECT:** Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2023 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and the Intermediate-level (Grade 8) Science Test

This memorandum provides information concerning the Spring 2023 Grades 3-8 English Language Arts (ELA) and Mathematics Tests and the Intermediate-level (Grade 8) Science Test. There will not be an administration of the Elementary-level (Grade 4) Science Test in 2023. This is to support the transition to the new Elementary-level (Grade 5) Science Test which commences in Spring 2024.

## STATEWIDE IMPLEMENTATION OF COMPUTER-BASED TESTING

In the June 16, 2022, [Statewide Implementation of Computer-Based Testing memorandum](#), the New York State Education Department (NYSED or “the Department”) set forth details regarding plans for statewide implementation of computer-based testing (CBT) for the Grades 3-8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests. The model and timeline for the Department’s planned implementation is detailed in the memorandum.

## GENERAL INFORMATION

The Grades 3-8 ELA and Mathematics Tests and the Intermediate-level (Grade 8) Science Test must be requested through the Department’s [online examination request system](#) by **December 9, 2022**. Schools must submit examination requests under their own BEDS code. Requests for two or more schools in a district must **not** be combined into one request. Within three business days after a school’s request has been submitted, the school will be sent a confirmation notice, via e-mail, indicating the number of students being tested, number of printed tests being shipped, and the address to which they will be shipped. Principals are reminded to carefully check all e-mail confirmation notices to ensure that they accurately reflect the correct field test format selection, the correct quantities of materials to be shipped, and to determine whether additional materials are needed.

**Please note for the Grades 3-8 ELA and Mathematics Tests only, schools must carefully check the selection of paper versus computer format for the operational tests for each grade level requested in addition to their field test format selection.**

Administrators who find that they need additional test materials for any of the tests may return to the online examination request system to revise or to add any supplemental quantities needed up until the closing of the online examination request system on December 9, 2022. Administrators who wish to make a change to their selection of PBT or CBT format for either the operational (ELA and mathematics tests only) or for the stand-alone field tests may do so until December 9, 2022. After any updates or changes are made to a school’s request, an updated confirmation notice will be e-mailed to the principal.

Detailed directions for using the online examination request system are included in the [Instructions for Submitting Online Requests for the Grades 3-8 English Language Arts and Mathematics Tests \(DET 902\)](#) and in the [Instructions for Submitting Online Requests for the Intermediate-level \(Grade 8\) Science Test \(DET 902S\)](#).

The Department does **not** provide answer sheets. All schools administering New York State tests by PBT must contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. This applies to all schools administering the Intermediate-level (Grade 8) Science Test as well as to those schools choosing to administer with PBT any of the Grades 3-8 ELA and/or Mathematics Tests. Schools choosing to administer any of the Grades 3-8 ELA and/or Mathematics Tests by CBT must contract with a RIC or large-city scanning center to obtain test results at the conclusion of testing. When requesting tests on the online examination request system, schools must verify the RIC or large-city scanning center with which they have contracted. A complete [list of RICs and large-city scanning centers](#) is available on the Department's website.

## STUDENTS TO BE TESTED

Except as noted below, all public and charter school students in Grades 3-8 must take all State tests administered for their grade level. This includes students who have been retained in these grades. The chronological ages of students with disabilities who are ungraded should be used to determine who must be tested and which [grade-level tests](#) they must take.

- **The Grades 6-8 Mathematics Tests.** Grades 6-8 students who are receiving instruction in a commencement-level mathematics course and will take a Regents Examination in mathematics are not required to take the respective Grade 6, 7, or 8 Mathematics Test. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.
- **The Intermediate-level (Grade 8) Science Test** should be administered to students in the grade in which they will have received instruction in all of the material in the *Intermediate-level Science Core Curriculum (5-8)*. While this is typically Grade 8, the test may also be administered to students in Grade 7 who will have completed all of the material in the *Intermediate-level Science Core Curriculum (5-8)* and are being considered for placement in an accelerated high-school-level science course when they are in Grade 8. The school may not use this assessment to retest any Grade 8 students who participated in this assessment during the previous school year as Grade 7 students.

Grades 7 and 8 students who are receiving instruction in a commencement-level science course and will take a Regents Examination in science are not required to take the Intermediate-level (Grade 8) Science Test. School districts are allowed to administer only the Regents Examination in science to these students, eliminating the need for students accelerated in science to take both tests.

- **English Language Learners (ELLs).** Schools are permitted to exempt from the 2023 Grades 3-8 ELA Tests only those ELLs (including those from Puerto Rico) who, on April 1, 2023, will have been attending school in the United States for the first time for less than one year. Recently arrived ELLs may be eligible for *one exemption* from the administration of the Grades 3-8 ELA Tests. Subject to this limitation, schools may administer the New York State English as a Second Language Achievement Test (NYSESLAT) in lieu of the Grades 3-8 ELA Tests to recently arrived ELLs who meet the criterion above. All other ELLs must participate in the Grades 3-8 ELA Tests, as well as in the NYSESLAT. Instructions for requesting the NYSESLAT are e-mailed separately to schools.

All ELLs are required to participate in the State's mathematics and science tests. ELLs may take the mathematics or science tests in English or an alternate language, whichever is most beneficial for the student. The Grades 3-8 Mathematics Tests will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish in PBT format. Five of these

languages will also be available for the mathematics tests in CBT format: Chinese (Simplified), Haitian Creole, Korean, Russian, and Spanish. The Intermediate-level (Grade 8) Science Test will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish in PBT format. The tests can be translated orally into other languages for those ELLs whose home language is one for which an alternate language edition is not available from the Department.

- **Students with Disabilities.** The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State test or in the New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities. The CSE's decision must be documented in the student's Individualized Education Program (IEP). The criteria that the CSE must use to determine eligibility for the [NYSAA](#) is available on the Department's website.

## **OPERATIONAL TESTING VIA CBT (ELA AND MATHEMATICS ONLY)**

All schools that are prepared and technologically ready may choose to administer any content area(s) and grade level(s) of the 2023 Grades 3-8 ELA and Mathematics Operational Tests by CBT. The Intermediate-level (Grade 8) Science Test will only be available in paper format in 2023. If a school is testing a grade level with CBT, all students in that grade level must test by CBT. The only exceptions are for those students who according to their IEP or Section 504 Accommodation Plan must test on paper, and for the mathematics tests only, those students who require an alternate language edition of the test that is not available on computer.

CBT schools with students who must test on paper should request "Test Read" booklets for those students in the online examination request system. Detailed directions for requesting computer-based tests are included in the [Instructions for Submitting Online Requests for the Grades 3-8 English Language Arts and Mathematics Tests \(DET 902\)](#).

- **Scoring of Computer-Entered Student Responses / Selection of a Lead Scoring Entity**  
ScorePoint must be used to score all constructed responses for operational CBT. Access to Questar's ScorePoint computer-based scoring system is provided at no charge for schools participating in operational CBT. Schools must designate a Lead Scoring Entity when placing their request for operational CBT. The Lead Scoring Entity can be a school, district, BOCES, or scoring vendor. Scoring models permitted by the Department for CBT are strictly limited to: Regional Scoring, Three or More Schools from Two Districts, Three or More Schools Within a District, and Private Contractors (Third-party vendors must contact the Office of State Assessment to sign a non-disclosure agreement in order to receive secure scoring materials and access to the ScorePoint system). For CBT scoring, teachers will not score assessments from their own school. Please note that schools may select a different Lead Scoring Entity for mathematics than for ELA.
- **Verification of Technology Readiness and Participation in the Statewide CBT Simulation**  
All schools participating in Operational CBT must complete the Technology Readiness Checklist within the Nextera Administration System (Nextera Admin) by **December 30, 2022**. Information regarding the Technology Readiness Checklist and information on how to log into Nextera Admin will be emailed to schools. The [checklist](#) is also available on CBT Support. Schools are also required to participate in the Statewide CBT Simulation. The Statewide CBT Simulation will take place from **January 17, 2023 – January 27, 2023**. Additional information can be found on [CBT Support](#).

## STORAGE OF SECURE TEST MATERIALS

The printed secure ELA, mathematics, and science tests must be stored in the safe or vault of the building to which the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained. If the building where the tests will be administered does not have a safe or vault large enough to hold the tests, arrangements must be made to store these tests at a school or district location with an appropriate safe or vault. If a school's tests will be stored at an alternate storage location other than the one indicated in the shipping information on the School Information page on the online examination request system, they will be required to complete the *Examination Storage Plan* form, found on the online examination request system. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of that part of the test.

## STAND-ALONE FIELD TESTS

Schools will select their preference for paper or computer field tests in the online examination request system. The field test format preference (paper or computer) selected applies to all three content areas: ELA, mathematics, and science. Schools may change their selection up until **December 9, 2022**. Each school will be assigned by the Department to test a specific grade and content area to ensure that the needed representative sampling of New York State students is achieved. It is not possible for schools to select a grade or content area for stand-alone field testing.

All schools are strongly encouraged, especially those that have not yet administered CBT, to participate in computer-based field testing in Spring 2023 as field testing offers the opportunity for schools to assess their technology readiness for CBT and provides administrators, teachers, and students an opportunity to become familiar with CBT in a low-stakes testing environment.

## CONTACT INFORMATION

For questions regarding the requesting of the Grades 3-8 ELA and Mathematics Tests or the Intermediate-level (Grade 8) Science Test, please contact the Operations Group at 518-474-8220 or via e-mail to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

For other questions regarding State assessments, please contact OSA at 518-474-5902 or via e-mail to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).

Online requests the Grades 3-8 ELA and Mathematics Tests must be submitted by December 9, 2022. After December 9, 2022, please contact Questar via e-mail to [ny.3-8.help@questarai.com](mailto:ny.3-8.help@questarai.com) for assistance.

Online requests for the Intermediate-level (Grade 8) Science Test must be submitted by December 9, 2022. After December 9, 2022, please contact the Operations Group via e-mail to [examrequest@nysed.gov](mailto:examrequest@nysed.gov) for assistance.