NYSESLAT Testing Procedures
Important Dates

• Speaking - April 19th – June 9th

• Listening, Reading & Writing – May 17th – June 9th

• Make ups must be given during the testing window

• Return Answer Sheets to BOCES by June 24th
How to Get a Valid Score

NYSESLAT Students must be coded correctly in order to receive an answer sheet and to get a valid score.

- A LEP eligible code of 0231 and a LEP Program code

- For first year LEP students only NYSESLAT code 0242 is required if taking NYSESLAT in lieu of ELA

- First year LEP students are students that have been in a US school for less than a year on April 1, 2021
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)

• 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)
Prior to Testing

• Answer Sheets are ordered from Nassau BOCES using ASOFT

• All NYSESLAT materials (except answer sheets) are 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

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

No!
Prior to Testing

Materials will arrive in three different shipments:

Shipments 1: Speaking Subtest
Administration and Scoring materials

Shipments 2: Listening, Reading & Writing Subtest
Administration materials *(All grade bands)*

Shipments 3: Listening, Reading & Writing Subtest
Scoring materials for Writing Subtest *(All grade bands)*
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.
Prior to Testing

• Upon receipt of answer sheets, 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.
Class Roster

BOCES
Class Roster
2020 - 2021
NYSESLAT - Level 4

District: 0000
Location/School: 000

Date: 04/09/21 09:38 AM
Grade: 05

Indicate “Tested” (T) or the “Not Tested” reason (Absent, etc.-see legend below).
For Science Only: Session 1 is Perf. Test and Session 2 is Written Test.
Return class rosters to your Test Scoring Coordinator.
Place barcode label on FRONT cover of the booklet.
*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.

Session 1  
Session 2  
Session 3  

Pre-Printed Student ID  
Student Name  

1) 0000000000 Last, First  

Total Number Of Students Listed: 1

* Enter information below for students who used extra answer sheets (Some fields may not apply)

1) Name ____________________________ Actual ID ____________________________ DOB __/__/___  
   Sheet 1 ____________________________ Sheet 2 ____________________________ Sheet 3 ____________________________  

2) Name ____________________________ Actual ID ____________________________ DOB __/__/___  
   Sheet 1 ____________________________ Sheet 2 ____________________________ Sheet 3 ____________________________  

3) Name ____________________________ Actual ID ____________________________ DOB __/__/___  
   Sheet 1 ____________________________ Sheet 2 ____________________________ Sheet 3 ____________________________  

4) Name ____________________________ Actual ID ____________________________ DOB __/__/___  
   Sheet 1 ____________________________ Sheet 2 ____________________________ Sheet 3 ____________________________  

5) Name ____________________________ Actual ID ____________________________ DOB __/__/___  
   Sheet 1 ____________________________ Sheet 2 ____________________________ Sheet 3 ____________________________
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.
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 in 2020-21.
# Grade Band/Levels

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten - K</td>
<td>Level 1</td>
</tr>
<tr>
<td>Grades 1-2</td>
<td>Level 2</td>
</tr>
<tr>
<td>Grades 3-4</td>
<td>Level 3</td>
</tr>
<tr>
<td>Grades 5-6</td>
<td>Level 4</td>
</tr>
<tr>
<td>Grades 7-8</td>
<td>Level 5</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>Level 6</td>
</tr>
<tr>
<td>Assessments</td>
<td>Birth Dates</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Grade K: NYSESLAT</td>
<td>Any date after August 31, 2014</td>
</tr>
<tr>
<td>Grade 1: NYSESLAT</td>
<td>September 1, 2013—August 31, 2014</td>
</tr>
<tr>
<td>Grade 2: NYSESLAT</td>
<td>September 1, 2012—August 31, 2013</td>
</tr>
<tr>
<td>Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2011—August 31, 2012</td>
</tr>
<tr>
<td>Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT</td>
<td>September 1, 2010—August 31, 2011</td>
</tr>
<tr>
<td>Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2009—August 31, 2010</td>
</tr>
<tr>
<td>Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2008—August 31, 2009</td>
</tr>
<tr>
<td>Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2007—August 31, 2008</td>
</tr>
<tr>
<td>Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT</td>
<td>September 1, 2006—August 31, 2007</td>
</tr>
<tr>
<td>Grade 9: NYSESLAT</td>
<td>September 1, 2005—August 31, 2006</td>
</tr>
<tr>
<td>Grade 10: NYSESLAT</td>
<td>September 1, 2004—August 31, 2005</td>
</tr>
<tr>
<td>Grade 11: NYSESLAT</td>
<td>September 1, 2003—August 31, 2004</td>
</tr>
<tr>
<td>Grade 12: NYSESLAT</td>
<td>Born on or before August 31, 2003</td>
</tr>
<tr>
<td>Secondary-Level NYSAA ELA, mathematics, and science</td>
<td>September 1, 2002—August 31, 2003</td>
</tr>
</tbody>
</table>
When Using 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 Using 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 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"
### NEW YORK STATE TESTING PROGRAM

**NYS English as a Second Language Achievement Test**

(NYSESLAT) Grade K

Spring 2018

<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 🌍 🌍 🌍</td>
<td>11 🌍 🌍 🌍</td>
</tr>
<tr>
<td>2 🌍 🌍 🌍</td>
<td>12 🌍 🌍 🌍</td>
</tr>
<tr>
<td>3 🌍 🌍 🌍</td>
<td>13 🌍 🌍 🌍</td>
</tr>
</tbody>
</table>
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.

• CR bubbles should also be recorded using a **No. 2 pencil**.
**Reason Not Tested Code**

Only 1 code should be bubbled

1. Absent for entire test
2. Refused to take entire test
3. Administrative error, no score
4. Not enrolled at time of test
5. Medically excused
6. Receiving Entirely Remote Instruction
Accommodations

Only accommodations actually used should be bubbled

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

USE A No. 2 PENCIL

CORRECT: ●

INCORRECT: ☒ × ☐

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
- Receiving Entirely Remote Instruction

Robert E. Lupinskie Center for Curriculum, Instruction and Technology   One Merrick Ave., Westbury, NY 11590   (516) 608-6612  Fax: (516) 608-6616
Pause instructions: Make sure to mark only the correct answers.}

Unable to Respond only applies to Level 1 Kindergarten.

Print Transcriber's Name Only for Grades K, 1 and 2 Listening and Reading.
### Back of Page 1

Be sure each item for Speaking and Writing has a score bubble.

No Response bubble is not available for speaking, but it is available for writing.

Skipping Rule (SIRS)

<table>
<thead>
<tr>
<th>Question</th>
<th>Score Points</th>
<th>Skipped</th>
<th>Score Points</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each session has its own Absent bubble.

Print Scorers’ Code Letters

Print Scorers’ Names in box
Skipping Rule

Page 90 of the SIRS Manual

Skipping Rule

- Applies to Speaking questions 3, 4, 7, 8, 11, and 12.
- Applies to all grades (K-12) (same questions for each grade).
- Skipped questions will have an “S” darkened-in. When the contractor is scoring, the contractor will treat the “S” as a zero when calculating a Speaking Modality score.
- For any items that are skipped, pursuant to the Skipping Rules, the letter ‘S’ should be written on the Speaking Score Sheet in the column titled “Write Student Score.”
After Testing

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.
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.

| Grades 3-4 – Class Rosters with corrections |
| Grades 3-4 – Sheet 1 Student |
| Grades 3-4 – Sheet 1 |
| Grades 3-4 – Sheet 2 |
| Grades 3-4 – Sheet 2 |
| Grades 3-4 – Sheet 3 |
| Grades 3-4 – Sheet 3 |
| Grades 1-2 – Class Rosters with corrections |
| Grades 1-2 – Sheet 1 Student |
| Grades 1-2 – Sheet 1 |
| Grades 1-2 – Sheet 1 |
| Kindergarten – Class Roster with corrections |
| Kindergarten – Sheet 1 Student |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |
| Kindergarten – Sheet 1 |

- Package by District, not by school.
- Place the completed cover 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.
After Testing, cont’d

• Return answer sheets and count sheet **on or before June 24** 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.
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.
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.
Preparing NYSESLAT Test Booklets for OSCWorld

- Place “Listening/Reading/Writing” Session booklets 1, 2, & 3 one after another for each student.

- Example: John Smith book 1, 2, 3, Sara Samson book 1,2,3, etc.

- Place booklets in rubber bands in packs of 25 students (75 booklets) each. (If you have a group less than 25 just label with a post – it note.)

- If a student did NOT take all three booklets, please do not submit any of them. Make sure however that that answer sheet absent, refused or reason not tested bubble(s) are filled out.

- If a student took 1 or more of the booklets, you must submit all 3.

- OSCWorld labels must be affixed to the back of the NYSESLAT booklet/s.

**Special Note:** Kindergarten: Only the Writing booklet 1 is submitted.
Thank You!

Fran Werner
fwerner@nasboces.org
(516) 608 6688

Tammy Mazza
tmazza@nasboces.org
(516) 608 6633