NYSESLAT Testing Procedures
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)
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.

• **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)
Why is this important?

• Students will be counted in the participation calculation for accountability purposes (AYP) as participating in an ELA assessment if they have valid scores on all 4 NYSESLAT testing sessions.
Prior to Testing

• All NYSESLAT materials were 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

Materials will arrive in three different shipments:

**Shipment 1: Speaking Subtest**
- Administration and Scoring materials

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

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

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

No!
Prior to Testing

- Upon receipt of answer sheets (around April 10th), 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.
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.
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.
Indicate "Tested" or the "Not Tested" reason (Absent, etc.). For ELA and Math only, indicate the Book Form(s) used by each student. Return class rosters to your Test Scoring Coordinator.

*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 or Book 1 Form: ________ Book 2 Form: ________ back of the booklet.
3. For students without barcode labels, write student’s first name, last name, grade, and section number.

<table>
<thead>
<tr>
<th>Pre-Printed Student ID</th>
<th>Student Name</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tested</td>
<td>Tested</td>
<td>Tested</td>
</tr>
<tr>
<td>1)</td>
<td></td>
<td>A</td>
<td>R</td>
<td>O</td>
</tr>
<tr>
<td>2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number Of Students Listed: 2

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

1) Name__________________________ Actual ID _______ _______ _______ BK Form _____ _____ DOB ____/____/____

Sheet 1 _______ _______ _______ Sheet 2 _______ _______ _______ Sheet 3 _______ _______ _______
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 for 2018-19.
<table>
<thead>
<tr>
<th>Assessments</th>
<th>Birth Dates</th>
<th>Reaches This Age Between September 1, 2018 and August 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade K: NYSESLAT</td>
<td>Any date after August 31, 2012</td>
<td>6</td>
</tr>
<tr>
<td>Grade 1: NYSESLAT</td>
<td>September 1, 2011—August 31, 2012</td>
<td>7</td>
</tr>
<tr>
<td>Grade 2: NYSESLAT</td>
<td>September 1, 2010—August 31, 2011</td>
<td>8</td>
</tr>
<tr>
<td>Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2009—August 31, 2010</td>
<td>9</td>
</tr>
<tr>
<td>Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT</td>
<td>September 1, 2008—August 31, 2009</td>
<td>10</td>
</tr>
<tr>
<td>Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2007—August 31, 2008</td>
<td>11</td>
</tr>
<tr>
<td>Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2006—August 31, 2007</td>
<td>12</td>
</tr>
<tr>
<td>Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT</td>
<td>September 1, 2005—August 31, 2006</td>
<td>13</td>
</tr>
<tr>
<td>Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT</td>
<td>September 1, 2004—August 31, 2005</td>
<td>14</td>
</tr>
<tr>
<td>Grade 9: NYSESLAT</td>
<td>September 1, 2003—August 31, 2004</td>
<td>15</td>
</tr>
<tr>
<td>Grade 10: NYSESLAT</td>
<td>September 1, 2002—August 31, 2003</td>
<td>16</td>
</tr>
<tr>
<td>Grade 11: NYSESLAT</td>
<td>September 1, 2001—August 31, 2002</td>
<td>17</td>
</tr>
<tr>
<td>Grade 12: NYSESLAT</td>
<td>Born on or before August 31, 2001</td>
<td>18</td>
</tr>
<tr>
<td>Secondary-Level NYSAA ELA, mathematics, and science</td>
<td>September 1, 2000—August 31, 2001</td>
<td>18</td>
</tr>
</tbody>
</table>
When to Use 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 to Use 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 now 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"
NYS English as a Second Language Achievement Test
2019 NYSESLAT Grade K

<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Transcriber's Name</strong></td>
<td><strong>Session Codes</strong></td>
</tr>
<tr>
<td>1</td>
<td>A B C</td>
</tr>
<tr>
<td>2</td>
<td>A B C</td>
</tr>
</tbody>
</table>

**Reason Not Tested**
- Absent for entire test
- Refused to take entire test
- Administrative error, no score
- Not enrolled at time of test
- Medically excused
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.

- Use either a pen or a pencil for the constructed-response items, depending on the student’s preference.
Testing Protocol

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.
After Testing, cont’d

• Return answer sheets and count sheet **on or before May 30** 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.
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.

<table>
<thead>
<tr>
<th>Follow Grade 3-4 instructions for Grades 5-6, 7-8 &amp; 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3-4 – Class Rosters with corrections</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 1 Student Answer Sheets w/ “Reason Not Tested”</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 1 All Used Extra Student Answer Sheets</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 1 All Used Answer Documents</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 2 Student Answer Sheets w/ “Reason Not Tested”</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 2 All Used Extra Student Answer Sheets</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 2 All Used Answer Documents</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 3 Student Answer Sheets w/ “Reason Not Tested”</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 3 All Used Extra Student Answer Sheets</td>
</tr>
<tr>
<td>Grades 3-4 – Sheet 3 All Used Answer Documents</td>
</tr>
<tr>
<td>Grades 1-2 – Class Rosters with corrections</td>
</tr>
<tr>
<td>Grades 1-2 – Sheet 1 Student Answer Sheets w/ “Reason Not Tested”</td>
</tr>
<tr>
<td>Grades 1-2 – Sheet 1 All Used Extra Student Answer Sheets</td>
</tr>
<tr>
<td>Grades 1-2 – Sheet 1 All Used Answer Documents</td>
</tr>
<tr>
<td>Kindergarten – Class Roster with corrections</td>
</tr>
<tr>
<td>Kindergarten – Sheet 1 Student Answer Sheets w/ “Reason Not Tested”</td>
</tr>
<tr>
<td>Kindergarten – Sheet 1 All Used Extra Student Answer Sheets</td>
</tr>
<tr>
<td>Kindergarten – Sheet 1 All Used Answer Documents</td>
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</tbody>
</table>

- Package by District, not by school.
- Place the completed count 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.
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.
Thank You!

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