



New York State Testing Program

English Language Arts Writing Field Tests

**Teacher's Directions
for Forms W1–W7**

Grades 3–8

June 5–8, 2012

For any questions regarding the New York State 3–8 Field Tests, please contact the Pearson Customer Support Center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com. The Customer Support hours of operation are Monday through Friday, 7:00 a.m. to 8:30 p.m. ET.

The State Education Department does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation in its educational programs, services and activities.

Developed and published under contract with the New York State Education Department by Pearson. Copyright © 2012 by the New York State Education Department.

Table of Contents

	Introduction	Page 1
STEP 1	Check Your Secure Field Test Materials	Page 2
	Security	Page 2
	Unauthorized Materials	Page 2
STEP 2	Plan Your Field Testing Schedule	Page 3
	Test Format and Schedule	Page 3
	Testing Accommodations	Page 3
	Misadministration	Page 3
STEP 3	Prepare Your Classroom	Page 4
STEP 4	Prepare Your Students	Page 4
	Use Standardized Testing Procedures	Page 4
STEP 5	Prepare Secure Field Test Materials	Page 4
	Field Test Books and Labels.....	Page 4
STEP 6	Administer the Field Tests	Page 5

It is important to read this entire document prior to administering the field tests.

Field test books must be kept secure. You are not to discuss the field tests, show them to anyone, or photocopy the materials, as the security of the field tests could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has a partnership with Pearson for the development of the elementary- and intermediate-level assessments in English language arts. Teachers from across the State work with us in a variety of activities to ensure that the tests are appropriate measures of student achievement of the New York State Learning Standards. The Department and Pearson have worked collaboratively to create stand-alone field tests to try out the newly developed questions prior to their inclusion in operational tests.

The field tests consist of forms with only multiple-choice questions (Forms R1–R12) or forms with only constructed-response questions (Forms W1–W7). These teacher directions are for administering the Writing Field Tests (Forms W1–W7).

The short-response and extended-response questions require students to write, rather than select, an appropriate response. Students write their answers to these questions directly in their field test books.

By following the guidelines in this document, you help ensure that the field tests are valid and equitable for all students. A series of instructions has been provided to help you organize the materials and the field testing schedule.

IMPORTANT DATES

Field Testing Dates June 5–8, 2012



CHECK YOUR SECURE FIELD TEST MATERIALS

To administer these field tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- This *Teacher's Directions*
- English Language Arts Writing Field Test Book
- Student pre-identification labels for field test books
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- English Language Arts Writing Field Test Book
- No. 2 pencil with eraser (not provided)

Security

The New York State Testing Program includes secure materials. School personnel responsible for testing must ensure that all field test materials are secure at all times. The field test books may not be photocopied or duplicated. No specific content on the field tests may be discussed with the students before or after they have been administered.

- On the day of field test administration, you will receive the field test books from the principal or the principal's designee.
- Contact your principal or the principal's designee if you do not have a sufficient number of field test books.
- When not in use, the field test books must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the field test books in this manner ensures that the security of the field tests is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused secure field test materials.
- At no time may the contents of the field test books be reviewed or discussed, or shared through any electronic means.

NOTE: No one, *under any circumstances*, including the student, may alter the student's responses on these field tests once the student has handed in his or her secure field test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized notes, printed material, scrap paper, or tools that might give them an unfair advantage on the field tests. Students should be informed that they may not use cell phones or other communication devices during the field tests. These must be turned off and put away before field test books are handed out. Although these are field tests, the same process and protocol should be used to administer them as with the April 2012 Grades 3–8 Operational Tests.



STEP
2

PLAN YOUR FIELD TESTING SCHEDULE

- The field tests must be administered during the week of June 5–8, 2012.
- Schedule testing to allow time for instructions and preparations. Students should be allowed 40 minutes to take the tests plus an additional 10 minutes of preparation time.
- **Read the *Teacher’s Directions* in its entirety prior to administering the field tests.**
- Review Step 6, “Administer the Field Test,” before administering the field tests.
- Before the field test is administered, each student must have either a field test book with a student pre-identification label or a generic field test book, which will require the completion of the demographic section. If a pre-identification label is missing for any student, allow sufficient time before the field test administration to complete the demographic section on a generic field test book.
- Read directions at a moderate, steady pace.
- Adhere to testing time limits.
- Call time if all students complete the field tests early.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

Forms W1–W7 contain constructed-response questions only. Students will write their responses directly in their field test books.

The field test will take approximately 40 minutes of testing time. If all students complete the field test before the allotted time, the administration of the field test may be ended early. Except as an accommodation for students with disabilities and English language learners, students who have not completed their field tests within the designated time should **not** be given additional time to finish.

Testing Accommodations

In administering the Grades 3–8 English Language Arts Field Tests to students with disabilities and to English language learners, schools should follow the guidelines on testing accommodations provided in the 2012 *School Administrator’s Manual*.

For specific questions regarding providing testing accommodations to students when administering these field tests, which are not addressed in the April 2012 Grades 3–8 Operational Test Manuals, please contact the Pearson Customer Support center by phone at 888-705-9415 or via e-mail to NYSTestingPrograms@support.pearson.com.

Misadministration

Notify your principal immediately if any part of the field tests are administered improperly. Examples of misadministration include the following: permitting students to have unauthorized/inappropriate testing accommodations or tools (for example, spell-checking devices) and engaging in other types of nonstandard field test administration (for example, student cheating).

A rectangular box with a double border. The top half contains the word "STEP" in a bold, sans-serif font. The bottom half contains the number "3" in a large, bold, sans-serif font.

PREPARE YOUR CLASSROOM

- Plan for the distribution and collection of materials.
- Provide a well-lighted, well-ventilated, and quiet classroom.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during field testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field tests are being administered.
- Completely cover or remove from the walls all charts and blank or completed graphic organizers pertinent to English language arts and all board work.
- Eliminate distractions such as bells or telephones.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ desks and shelves under desks are cleared of all extraneous materials, and all cell phones or electronic communication devices have been turned off and put away.
- On the board, indicate starting and ending times for the field tests.

A rectangular box with a double border. The top half contains the word "STEP" in a bold, sans-serif font. The bottom half contains the number "4" in a large, bold, sans-serif font.

PREPARE YOUR STUDENTS

- Help students approach the field testing in a relaxed, positive way.
- Explain that the purpose of taking these field tests is to try out newly developed questions prior to placing them on an operational test.
- Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and how to record their short- and extended-response answers in the field test book. Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any field test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

These are timed field tests that are to be administered under standard conditions. Follow the directions carefully. The same test administration procedures must be used with all students so that valid conclusions can be drawn from the field test results. Ensure that students follow directions for where to record their responses in the field test books.

A rectangular box with a double border. The top half contains the word "STEP" in a bold, sans-serif font. The bottom half contains the number "5" in a large, bold, sans-serif font.

PREPARE SECURE FIELD TEST MATERIALS

Field Test Books and Labels

- For each student in your class, verify that you have the correct field test book with the applied student pre-identification label.
- If there is no student pre-identification label for a student, complete the demographic section on a generic test book for the student.

STEP
6

ADMINISTER THE FIELD TESTS

*Please read these directions carefully before administering the field tests. When you administer the field test, the directions you are to read aloud are preceded by **SAY**. The italicized instructions to teachers should **not** be read aloud.*

*Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this field test. You must, however, monitor student use of highlighters to ensure that they are **not** being used by students to record their responses to questions.*

*Do **not** distribute any answer sheets; students will write all answers directly on their field test books.*

*Students may **not** use scrap paper for their responses or for note-taking.*

SAY Today, you will take the English Language Arts Writing Field Test. You will be given 40 minutes to read all the passages carefully and answer questions about what you have read. You must write your answers directly in your test book inside the box with the lines.

Use only a No. 2 pencil. You may not use a pen.

Write your answers clearly and legibly.

If you make a mistake, erase it completely or draw a line through it.

You may not use additional paper for your answers.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute a field test book to each student. If, earlier today, you affixed the student labels to the back covers of the student test books or completed the demographic section, make sure each student receives the correct field test book.

SAY This is your English Language Arts Writing Field Test Book. Do not open your test book until I tell you to do so.

Look at the cover of your test book. Make sure it says “English Language Arts Writing Field Test Book” followed by Form W1–W7. If you do not have the correct field test book, please raise your hand and I will give you the correct one.

Find the word NAME at the bottom of your test book. Write your first and last name on the blank line.

Check to be sure each student has written his or her name on the front cover of the test book.

SAY Now, open your test book and look at the page opposite Page 1. Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

- Be sure to read carefully all the directions in the test book.
- Plan your time.
- Read each question carefully and think about the answer before writing your response.
- Answer using complete sentences.

After you have read the Tips for Taking the Test,

SAY Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY Now, look at the box below the Tips for Taking the Test. Please follow along while I read what is in the box.

Point to the box. Read the information in the box aloud to the students.

SAY In this test, you will be writing about texts that you will be reading. Your writing will be scored on:

- how clearly you organize your writing and express what you have learned;
- how accurately and completely you answer the questions being asked;
- how well you support your responses with examples or details from the texts;
- how well you write in complete sentences, including your use of correct spelling, grammar, capitalization, and punctuation.

Whenever you see the paper and pencil symbol, be sure to plan and check your writing.

After you have read the information in the box,

SAY Today, you will be doing some reading and writing. Read the passages and answer the questions. All of your answers must be written in your field test book in the space provided for each question. Also make sure that you are not using space that has been provided for another question. You may not use additional paper for your answers; only answers written in the test book will be scored.

Remember to write complete and thorough answers and include details and examples from each passage. When you see the words GO ON at the bottom of the page, go on to the next page. When you come to the word STOP, you have reached the end of the test. You may go back and check your work.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY Now, look at Page 1 in your test book. Let's read the directions together.

Read the directions aloud as the students follow along.

After you have read the directions,

SAY Since this part of the test measures your understanding of the reading passages, you should answer the questions based on the passages you have read.

Now, please turn to Page 2. Read each passage and answer the questions. For each question, write your answer in your test book. You will have 40 minutes to read the passages and answer the questions about what you have read. I will write the starting and ending times on the board.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY You must work independently, and you may not speak with each other while the field test is being administered.

Now, please turn to Page 2 and begin.

Record the starting and ending times.

After 30 minutes have passed,

SAY You have 10 more minutes to complete the test.

After 40 minutes have passed,

SAY This is the end of the field test. Please close your test books. Now, I will collect the test books.

Collect all field test books. Follow security procedures established by your principal or school administrator for returning secure field testing materials.

Field test books must be kept secure. You are not to discuss the field tests, show them to anyone, or photocopy the materials, as the security of the field tests could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.



English Language Arts Writing Field Tests Teacher's Directions for Forms W1–W7 June 5–8, 2012