

Appendices

Appendix A: Important Reminders Regarding Test Administration and Scoring for 2005

Test Administration

Trend Tests

The Trend Test is used to verify the accuracy of the test results. It provides a measure for deriving the scale scores that enable test results to be compared from one year to the next. The Trend Test uses small numbers of test questions. Trend Tests will be administered in 2005 by a sample of schools using the following criteria:

- The Trend Tests will be administered during a 15–20 minute test session within the test administration window (one day before the operational test through the end of the makeup period). The test will be given on one day with no makeups and can be administered any time throughout the day during regular class periods.
- A sample of approximately 100 schools each will be selected for the English Language Arts Trend Test and the Mathematics Trend Test. There will be two separate sample groups of 100 schools. Schools that are selected to be part of the Trend Test sample are expected to participate.

Dates for Scoring and Returning Student Answer Sheets

CTB/McGraw-Hill will not be accepting data submitted late by the scanning centers. Therefore, in order to receive their official individual student score reports from CTB/McGraw-Hill, public school districts and nonpublic schools must adhere to specific dates for scoring and returning accurately coded student answer sheets to the scanning centers. These important dates can be found on this web site: <http://www.emsc.nysed.gov/osa/elintgen.html>.

Districts and schools that return their answer sheets to the scanning centers after the specified dates will have their student scores computed by the scanning centers and can still report those scores to the Department through the LEAP system. **Such schools will not receive their individual student score reports from CTB/McGraw-Hill.** Student scale scores and performance levels, however, will be available from the scanning centers.

Adherence to Scoring Protocol

In order to maximize standardization of the scoring process, a Scoring Operations Certificate is included in this 2005 edition of the *School Administrator's Manual* (see Appendix B). Persons responsible for overall scoring operations are required to sign this certificate, which states that each of the scoring procedures listed was “fully and faithfully implemented.”

Appendix B: Certificates

Three certificates follow: Examination Storage Certificate, Deputy and Proctor Certificate, and Scoring Operations Certificate.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

EXAMINATION STORAGE CERTIFICATE
Grades 4 & 8 English Language Arts & Mathematics Tests

BEDS Code: _____ School Name: _____

City: _____ Examination Period: _____

I, the undersigned principal of the school named above, do hereby declare that each of the security procedures listed below was fully and faithfully observed for the current administration of the Grades 4 and 8 English Language Arts and Mathematics Tests.

1. The sealed packages of secure test materials were stored in a safe or vault at the location indicated on the Examination Storage Plan submitted for the above examination period.
2. The safe or vault was maintained under strict security conditions.
3. An inventory of the test materials was conducted as soon after delivery as was practical. The State Education Department was notified if any of the packages of secure test materials were not properly sealed when received. The sealed packages of secure test materials were replaced inside the safe or vault immediately after the inventory was completed.
4. The sealed packages of secure materials were not removed from the safe or vault, except for the inventory of test materials shipped to the school, until the day on which the test was scheduled to be administered.
5. The sealed packages of secure test materials were not opened until the day on which the test was scheduled to be administered.

Name of Principal (print or type): _____

Signature of Principal: _____ Date: _____ / _____ / _____

After completion, retain in school files for one year.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

DEPUTY AND PROCTOR CERTIFICATE
Grades 4 & 8 English Language Arts & Mathematics Tests

School Name: _____

Examination Date: _____
(Month/Year)

We, the undersigned deputies and proctors who assisted in the administration of the _____
Test, hereby declare our belief in the correctness of the following:

The rules and regulations for administering the test were fully and faithfully observed, and in particular:

1. The rules for administering the test were read to or read by each person who assisted in administering the test.
2. The test was held within the prescribed dates.
3. The tests were kept in the sealed packages until the administration date.
4. The students were given appropriate instructions and orientation before beginning the test.
5. The students were so seated as to prevent collusion.
6. Adequate supervision was maintained throughout the administration of the test.
7. The answer papers were collected from the students immediately at the close of the test.
8. All test books and scoring keys for the test were collected from the students immediately at the close of the test and stored in a secure location until the date that the answer sheets were due to be sent to scanning centers.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

(Make additional copies as necessary.)
After completion, retain in school files for one year.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment, 761 EBA
Albany, New York 12234

SCORING OPERATIONS CERTIFICATE

School Name: _____

District/BOCES Name: _____ Examination Period: _____
(Month/Year)

Grade 4 English Language Arts Test

Grade 4 Mathematics Test

Grade 8 English Language Arts Test

Grade 8 Mathematics Test

I, the undersigned leader of the scoring operations, do hereby declare that each of the procedures listed below was fully and faithfully implemented:

1. The scoring committee included a minimum of three scorers.
2. Test questions were assigned to scorers according to the criteria described in the *School Administrator's Manual*.
3. Scorers were trained using the procedures and materials described in the *Scoring Leader Handbook*.
4. Table Facilitators conducted read-behinds.
5. The answer sheets were subjected to a quality review as described in the *School Administrator's Manual*.
6. The answer sheets and test books were kept secure.
7. The scoring sessions were conducted during dates specified by the Department.
8. The answer sheets were submitted by the date specified by the Department.

Name: _____ Title: _____

Signature: _____ Date: _____ / _____ / _____

After completion, retain in school files for one year.

Appendix C: Important Dates for the Grades 4 and 8 English Language Arts (ELA) and Mathematics Tests in 2005

Activity	Grade 4 ELA	Grade 8 ELA	Grade 4 Mathematics	Grade 8 Mathematics
Book 1 and Book 2 (and Listening Selection for ELA) arrive at schools from Department #	Jan 26–28	Jan 5–7	May 4–6	May 4–6
Administration of Book 1 and Book 2	Jan 31–Feb 4*	Jan 10–14*	May 10–12	May 10–11
Makeup testing for Book 1 or Book 2	Feb 7–11	Jan 18–21	May 13–17	May 12–16
Item map posted on Department web site	Feb 14	Jan 24	May 18	May 18
Scoring materials arrive at schools from Department #	Feb 10–11	Jan 20–21	May 16–17	May 13–16
Videotapes for scorer training arrive at districts/nonpublic schools from Measurement, Inc. #	Feb 10–11	Jan 20–21	May 16–17	May 13–16
Help line for scoring (877-516-2403) available weekdays (8 A.M.–5 P.M.)^	Feb 11–18, Feb 28–March 4	Jan 21–Feb 7	May 17–27	May 16–27
Questions and Answers for scoring posted on Department web site (http://www.emsc.nysed.gov/osa)	Feb 11	Jan 21	May 17	May 16
Scoring by districts/regions and nonpublic schools **	Feb 11–March 4	Jan 21–Feb 7	May 17–27	May 16–27
Quality check of answer sheets completed by districts/schools +	March 8	Feb 9	June 1	May 26
Answer sheets returned by districts to scanning centers and by nonpublic schools to Department: Office of Information and Reporting Services **	March 9	Feb 10	June 2	May 27
Answer key for multiple-choice questions posted on Department web site (http://www.emsc.nysed.gov/osa)	March 25	Feb 28	June 3	June 3
Scanning Centers FTP (File Transfer Protocol) scanned data to CTB/McGraw-Hill	April 19	March 22	July 18	July 14
Expected Standard Performance Indexes posted on Department web site	May 4	May 4	August 15	August 15
Score reports to schools	May 4–9	May 4–9	August 15–19	August 15–19

#Tests and scoring materials must be stored in a secure location until the date that the answer sheets are due to be returned to scanning centers.

*Public school districts and nonpublic schools should select specific dates within the testing periods specified for administration of the ELA tests in their schools.

^Schools that have difficulty accessing the 877 area code should fax questions to the help line fax number: 919-425-7733. The help line for ELA Grade 4 will be closed February 21–25, but will accept faxes and respond to the faxes the morning of February 28.

**Public school districts and nonpublic schools must adhere to these dates in order to receive their official individual student score reports. Districts that return their answer sheets to the scanning centers past the dates specified will have their scores computed by the scanning centers and reported to the Department through the LEAP system. Answer sheets returned to the Department by nonpublic schools past the dates specified will not be included in the calculation of the schools' mandated services aid.

+Refer elsewhere in this *School Administrator's Manual* for details.

Appendix D: Contacts for Assistance

FOR ASSISTANCE WITH:	CONTACT:
Shortages of test materials, such as <i>Teacher's Directions</i> , <i>School Administrator's Manuals</i> , test books (including alternative language, large-type, and braille editions), and Listening Selection booklets	The Office of State Assessment, by completing the Test Materials Fax Form in Appendix M and faxing it to 518-474-2021. Then contact your regional center (see Appendix G) to arrange for pickup of test materials. Remember, a photo ID and the principal's signature are required.
Precoded answer sheets, precoded student identification labels, generic answer documents, and generic student identification labels	Your scanning center (see Appendix I)
Completing or changing biographical student data	Your scanning center (see Appendix I)
Testing policies regarding accommodations, security breaches, sensitive student responses, etc.	The Office of State Assessment at 518-474-8220 or 518-474-5099
Sending completed Mathematics Test answer sheets to scanning centers after scoring of Book 2s	Your scanning center (see Appendix I)
Sending completed English Language Arts Test Book 2s with answer sheets for scoring	Your scoring coordinator
Shortages of scorer training materials	The Office of State Assessment via fax at 518-474-2021
Questions about scoring	The scoring help line at 877-516-2403 between 8 A.M. and 5 P.M. daily during specified dates

Important Reminder: Check the Department's web site regularly for updates on the Grades 4 and 8 testing program (www.emsc.nysed.gov/osa).

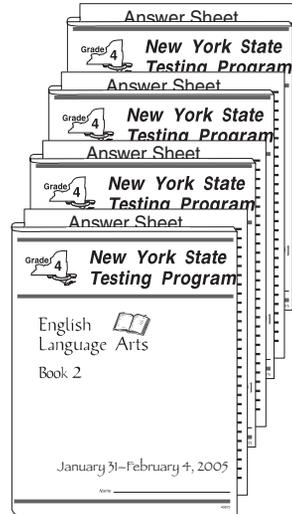
Appendix E: Teacher Instructions for English Language Arts Tests

Organizing Materials for Return to School Administrator



Step 1:

Insert the student answer sheet inside the front cover of the student's corresponding Book 2. Be sure the student ID label is affixed to the back of the student's Book 2.

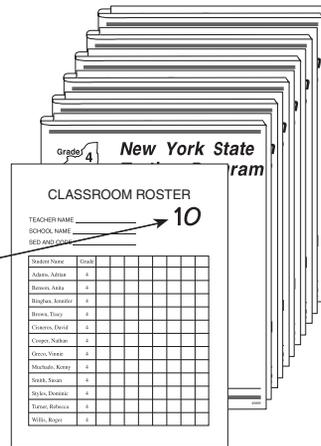


Step 2:

Stack all Book 2s with answer sheets inside.

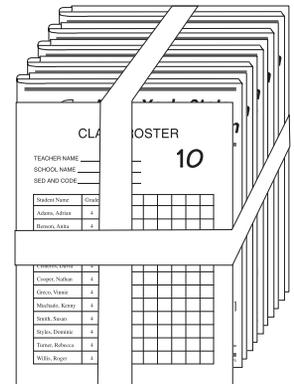
Step 3:

Place the updated Classroom Roster on top of the stack of Book 2s, and indicate the number of students tested in the upper right-hand corner of the roster. Retain a copy for your records.



Step 4:

Band the stack of Book 2s together using adding-machine tape or something similar.

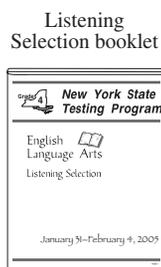


Step 5:

Stack all other test materials.



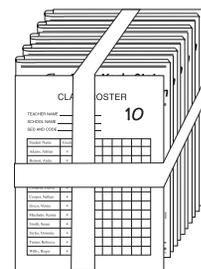
Teacher's Directions
Teachers may retain *Teacher's Directions*.



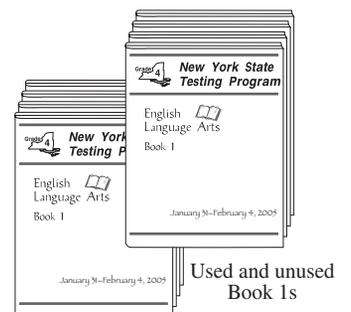
Step 6:

Return banded Book 2s and used and unused Book 1s to the School Administrator.

The used and unused Book 1s and Listening Selection must be collected and stored securely until the date that answer sheets are due to be returned to scanning centers.



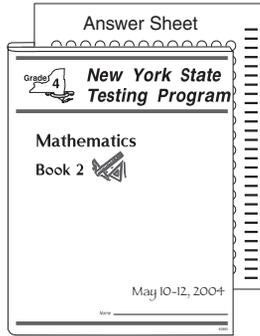
Used Book 2s



Used and unused Book 1s

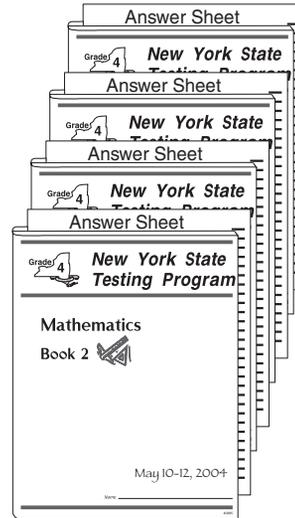
Appendix E: Teacher Instructions for Mathematics Tests

Organizing Materials for Return to School Administrator



Step 1:

Insert the student answer sheet inside the front cover of the student's corresponding Book 2. Be sure the student ID label is affixed to the back of the student's Book 2.

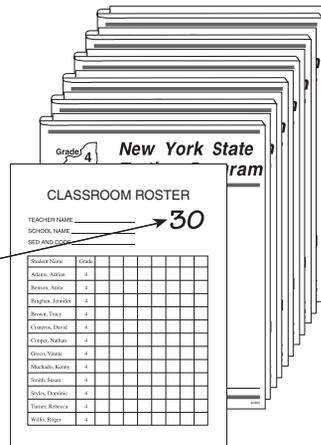


Step 2:

Stack all Book 2s with answer sheets inside.

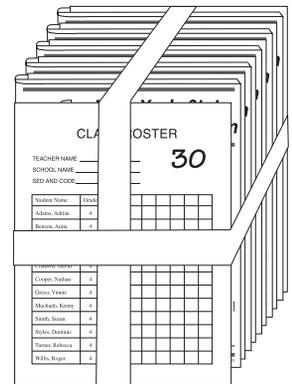
Step 3:

Place the updated Classroom Roster on top of the stack of Book 2s, and indicate the number of students tested in the upper right-hand corner of the roster. Retain a copy for your records.



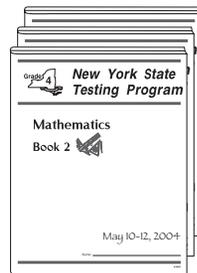
Step 4:

Band the stack of Book 2s together using adding-machine tape or something similar.



Step 5:

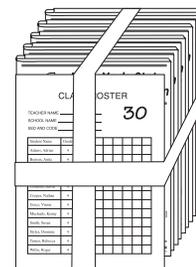
Stack unused Book 2s, and keep them secure until the date that the answer sheets are due to be returned to scanning centers.



Unused Book 2s

Step 6:

Return banded Book 2s to the School Administrator.



Used Book 2s

Appendix F: Instructions for Student Answer Sheets

Student Absences

If a student has missed any of the test sessions shown below and has not had the opportunity to take a makeup test, locate the student’s answer sheet and fill in the “Absent” circle corresponding to the session missed. Rules that determine whether or not the student receives a valid score can be found in Appendix S of this manual.

Grade 4 English Language Arts Test

Session 1
Session 2, Parts 1 and 2
Session 3

Grade 4 Mathematics Test

Session 1
Session 2
Session 3

Grade 8 English Language Arts Test

Session 1, Part 1
Session 1, Part 2
Session 2

Grade 8 Mathematics Test

Session 1, Part 1
Session 1, Part 2
Session 2

Score of Zero and Condition Code A

Grade 4 English Language Arts Test: Score of Zero

Responses to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster are scored a zero if the **entire** response

- is illegible or consists only of scribbling,
- consists of an indication of the student’s refusal to respond,
- is written in a language other than English,
- corresponds to a description of a score of zero in the English Language Arts Scoring Considerations, or
- corresponds to a description of a score of zero in the English Language Arts scoring rubrics.

Responses to question 33, question 34, or question 35 individually receive a score of zero under the same circumstances described above.

Grade 4 English Language Arts Test: Condition Code A

Condition Code A is applied to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster when a student who is present for a test session leaves **all** of the questions in that section blank (no response). Condition Code A is also applied to question 33, question 34, or question 35 individually when a student who is present for a test session leaves the question blank (no response).

Grade 8 English Language Arts Test: Score of Zero

Responses to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or Writing Mechanics cluster are scored a zero if the **entire** response:

- is illegible or consists only of scribbling,
- consists of an indication of the student’s refusal to respond,
- is written in a language other than English,
- corresponds to a description of a score of zero in the ELA Scoring Considerations, or
- corresponds to a description of a score of zero in the ELA scoring rubrics.

Grade 8 English Language Arts Test: Condition Code A

Condition Code A is applied to the Listening/Writing cluster, Reading/Writing cluster, Independent Writing question, or the Writing Mechanics cluster when a student who is present for a test session leaves **all** of the questions in that section blank (no response).

Grades 4 and 8 Mathematics Tests: Score of Zero

A response to an open-ended question is scored a zero if the response:

- is illegible or consists only of scribbling,
- consists of an indication of the student’s refusal to respond,
- corresponds to a description of a score of zero in the Mathematics Scoring Policies, or
- corresponds to a description of a score of zero in the Mathematics holistic scoring rubrics.

Grades 4 and 8 Mathematics Tests: Condition Code A

Condition Code A is applied whenever a student who is present for a test session leaves an open-ended question in that session blank (no response).

Testing Accommodations Categories

The categories provided on answer sheets delineating the testing accommodations that a student received are defined in Appendix R of this manual. Please note that not all the accommodations listed in Appendix R are permitted on all parts of the Grades 4 and 8 English Language Arts and Mathematics Tests. Testing accommodations that change the constructs measured by the test are not permitted. (For more details, see <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm> and pages 5–8 of this manual.)

Scoring Model Codes

Scorers must indicate a scoring model code on the student answer sheet. Details about entering the appropriate code as defined for English Language Arts and Mathematics Tests can be found on page 31 of this manual. The Department will analyze these data and issue guidance to schools regarding the scoring models that will be employed with the new Grades 3–8 English Language Arts and Mathematics Tests in 2006.

Appendix G: Regional Centers for Emergency Test Supplies

1. **ALBANY**
Richard Bishop
Operations Group
Office of State Assessment
Room 771, Education Building Annex
NYS Education Department
Albany 12234
518-474-8220
518-474-2021 (fax)
3. **ALLEGANY**
Constance Synakowski
Wellsville Senior High School
126 W. State Street
Wellsville 14895
585-596-2182
585-596-2180
4. **BROOME**
Kendra Hansen
Broome-Tioga BOCES
435 Glenwood Road
Binghamton 13905
607-763-3340
607-763-3614 (fax)
5. **CATTARAUGUS**
Sherry Dunkleman
Ellicottville Middle-High School
5873 Route 219
Ellicottville 14731
716-699-2316
716-699-5423 (fax)
6. **CATTARAUGUS**
Jeffrey Andreano
Olean Senior High School
410 West Sullivan Street
Olean 14760
716-375-8029
716-375-8048
7. **CATTARAUGUS**
Carrie Bartoszek
Yorkshire-Pioneer Central Schools
County Line Road
Yorkshire 14173
716-492-9305
716-492-9322 (fax)
8. **CAYUGA**
James Palumbo
Union Springs Central School District
239 Cayuga Street
Union Springs 13160
315-889-4110
315-889-4133 (fax)
9. **CHAUTAUQUA**
Pam Brown
Jamestown City Schools
201 East Fourth Street
Jamestown 14701
716-483-4392
716-483-4421 (fax)
10. **CHAUTAUQUA**
Melissa Evingham
LoGuidice Vo-Tech Center
9520 Fredonia Stockton Road
Fredonia 14063
716-672-4371, ext. 2066
716-672-3363 (fax)
11. **CHEMUNG**
Mimi Heher
Schuyler-Chemung-Tioga BOCES
459 Philo Road
Elmira 14903
607-739-3581 ext. 2302
607-795-5346 (fax)
12. **CHENANGO**
Michele Batie
Delaware-Chenango-Madison BOCES
6678 County Road 32
East River Road
Norwich 13815
607-335-1213
607-334-9828 (fax)
13. **CLINTON**
Mary Easter
Champlain Valley Educational Services
1585 Military Turnpike Extension
Plattsburgh 12901
518-561-0100 ext. 236
518-561-0494 (fax)

Regional Centers (continued)

14. COLUMBIA
Michael Therio
Germantown Central School
123 Main Street
Germantown 12526
518-537-6281 ext. 212
518-537-3690 (fax)
15. CORTLAND
Kenneth Brafman
Cortland Junior-Senior High School
8 Valley View Drive
Cortland 13045
607-758-4100
607-758-4119 (fax)
16. DELAWARE
Bernyce Cash
Robert W. Harrold Education Center
270 BOCES Drive
Sidney Center 13839
607-865-2547
607-865-8685 (fax)
17. DELAWARE
Gregory Sanik
Stamford Central School
1 River Street
Stamford 12167
607-652-7301
607-652-3446 (fax)
18. DUTCHESS
Sonia Troupe
Franklin D. Roosevelt Senior High School
South Cross Road
Hyde Park 12538
845-229-4022 ext. 201
845-229-4029 (fax)
19. ERIE
Constance M. Moss
Buffalo City School District
Room 2008
City Hall
Buffalo 14202
716-851-3035
716-851-3044 (fax)
20. ERIE
Michelle Lane
Erie 1 BOCES Service Center
355 Harlem Road
West Seneca 14224
716-821-7007
716-821-7212 (fax)
21. ERIE
Colleen Taggerty
Erie 2-Chautauqua-Cattaraugus BOCES
8685 Erie Road
Angola 14006
716-549-4454 ext. 4034
716-549-5181 (fax)
22. ESSEX
Sharon O'Hara
Ticonderoga High School
Calkins Road
Ticonderoga 12883
518-585-6661 ext. 118
518-585-5282 (fax)
23. ESSEX – FRANKLIN
Pamela B. Martin
Tupper Lake Middle-High School
27 Chaney Avenue
Tupper Lake 12986
518-359-3322 ext. 2001
518-359-9636 (fax)
24. FRANKLIN
Donald Merrick
Franklin Academy High School
42 Huskie Lane
Malone 12953
518-483-7807
518-483-7813 (fax)
25. FULTON
Claudia Jurica
Johnstown High School
2 Wright Drive
Johnstown 12095
518-762-4661
518-736-1489 (fax)

Regional Centers (continued)

26. GENESEE

Bobbi Norton
Batavia City Schools
39 Washington Avenue
Batavia 14020
585-343-2480 ext. 7397
585-344-8204 (fax)

27. GREENE

William Toussaint
Cairo-Durham High School
Route 145
Cairo 12413
518-622-8543 ext. 5303
518-622-8857 (fax)

28. HERKIMER

Terry M. Dangle
Herkimer High School
801 West German Street
Herkimer 13350
315-866-2230 ext. 1309
315-866-8595 (fax)

29. JEFFERSON

Russell Berger
Jefferson-Lewis-Hamilton-Herkimer-Oneida
BOCES
20104 State Route 3
Watertown 13601
315-779-7200
315-779-7209 (fax)

30. LEWIS

Kenneth McAuliffe
Lowville Academy
7668 State Street
Lowville 13367
315-376-9000
315-376-1933 (fax)

31. LIVINGSTON

John Cima
Genesee Valley BOCES
27 Lackawanna Avenue
Mount Morris 14510
585-658-7827
585-658-7986 (fax)

32. MADISON

Christopher Salinas
Cazenovia Central School District
31 Emory Avenue
Cazenovia 13035
315-655-5330
315-655-1371 (fax)

33. MONROE

Lawrence Conte
Monroe 1 BOCES
41 O'Connor Road
Fairport 14450
585-383-2237
585-383-6404 (fax)

34. MONROE

Jeanette Silvers
Rochester City School District
131 West Broad Street
Rochester 14614
585-262-8480
585-262-8684 (fax)

35. MONROE

Barbara Tomasso
Monroe 2-Orleans BOCES
3599 Big Ridge Road
Spencerport 14559
585-352-2793
585-349-8801 (fax)

36. MONTGOMERY

Dorothy Phoenix
Amsterdam City School District
11 Liberty Street
Amsterdam 12010
518-843-5217
518-842-0012 (fax)

37. NASSAU

Valerie D'Aguanno
BOCES Administrative Center
71 Clinton Road
Garden City 11530
516-396-2530
516-334-6707 (fax)

Regional Centers (continued)

38. NIAGARA

Bonnie Baudendistle
Lockport City School District
130 Beattie Avenue
Lockport 14094
716-478-4836
716-478-4823 (fax)

39. NIAGARA

Marcia Capone or Annie Carr
Niagara Falls City School District
607 Walnut Avenue
Niagara Falls 14301
716-286-4285
716-286-4123 (fax)

40. ONEIDA

Ann Pangburn
Rome City School District
112 East Thomas Street
Rome 13440
315-338-6547
315-338-6514 (fax)

41. ONEIDA

Sandra Covey
Oneida-Herkimer-Madison BOCES
502 Court Street
3rd Floor
Utica 13502
315-793-8503
315-793-8554 (fax)

42. ONONDAGA

Penny Czyz
Syracuse City Schools
725 Harrison Street
Syracuse 13210
315-435-4281
315-435-4978 (fax)

43. ONTARIO

L. Rick Bley
Midlakes High School
1554 Route 488
Clifton Springs 14432
315-548-6300
315-548-6319 (fax)

44. ORANGE

Kathleen Carmody
Orange-Ulster BOCES
Special Education Building
Gibson Road
Goshen 10924
845-291-0220
914-291-0205 (fax)

45. ORLEANS

Carol D'Agostino
Albion High School
302 East Avenue
Albion 14411
585-589-2040
585-589-8994 (fax)

46. OSWEGO

Jean Lynch
Pulaski Elementary School
2 Hinman Road
Pulaski 13142
315-298-2412
315-298-7464 (fax)

47. OTSEGO

Nancy Osborn
Oneonta Senior High School
130 East Street
Oneonta 13820
607-433-8253
607-433-8204 (fax)

PUTNAM: See center number 73.

48. RENSSELAER

Gladys Cruz
Questar III BOCES
10 Empire State Boulevard
Castleton 12033
518-477-8771
518-477-3230 (fax)

49. ROCKLAND

Katherine Mistele
Rockland BOCES
131 Midland Avenue North
Nyack 10960
845-348-3500
845-348-3559 (fax)

Regional Centers (continued)

50. ST. LAWRENCE

Deborah Dunning
St. Lawrence-Lewis BOCES
30 Court Street
Canton 13617
315-386-2226
315-386-2828 (fax)

52. SARATOGA

Jean Tedesco
South Glens Falls High School
42 Merritt Road
South Glens Falls 12803
518-792-9987
518-792-5412 (fax)

53. SCHENECTADY

Christine Angione
Schenectady High School
The Plaza
Schenectady 12308
518-370-8200
518-370-8169 (fax)

54. SCHOHARIE

Lori Petrosino
Middleburgh High School
291 Main Street
Middleburgh 12122
518-827-5155
518-827-5192 (fax)

55. SCHUYLER

Nancy Loughlin
Watkins Glen Central High School
301 12th Street
Watkins Glen 14891
607-535-3221
607-534-4629 (fax)

56. SENECA

Michael Midey
Romulus Central School
705 Main Street
Romulus 14541
866-810-0345 ext. 330
607-869-5961 (fax)

57. STEUBEN

Melody Troy
Arkport Central School
35 East Avenue
Arkport 14807
607-295-9823
607-295-7473 (fax)

58. STEUBEN

Dodie Briggs
Corning City School District
165 Charles Street
Painted Post 14870
607-936-3704 ext. 1083
607-936-0536 (fax)

60. SUFFOLK

Doreen Vannes
Eastern Suffolk BOCES
215 Old Riverhead Road
Westhampton Beach 11978
631-288-6609
631-288-6513 (fax)

61. SUFFOLK

Stanley Packman
Eastern Suffolk BOCES
201 Sunrise Highway
Patchogue 11772
631-687-3038
631-687-3166 (fax)
631-288-6847 (fax)

62. SUFFOLK

Susan Smith
Western Suffolk BOCES
507 Deer Park Road
P.O. Box 8007
Huntington Station 11746
631-549-4900 ext. 224
631-623-4996 (fax)

63. SULLIVAN

Arleene Siegel-Lerner
Monticello High School
150 Wood Avenue
Monticello 12701
845-794-8840
845-794-8133 (fax)

Regional Centers (continued)

64. **TIOGA**
Robert Devan
Owego Free Academy
1 Sheldon Guile Boulevard
Owego 13827
607-687-6236
607-687-6253 (fax)
65. **TOMPKINS**
Chauquita Bailor
Tompkins-Seneca-Tioga BOCES
555 Warren Road
Ithaca 14850
607-257-1551 ext. 272
607-266-0498 (fax)
66. **ULSTER**
Shila Beck
Ulster BOCES
175 Route 32 North
New Paltz 12561
845-255-3040
845-255-7942 (fax)
67. **WARREN**
Theresa Andrew
North Warren Central School
Main Building
6110 State Route 8
Chestertown 12817
518-494-3015 ext. 0753
518-494-2323 (fax)
68. **WASHINGTON**
Jessica Balch
Cambridge Junior-Senior High School
24 South Park Street
Cambridge 12816
518-677-8527 ext. 1421
518-677-3508 (fax)
70. **WAYNE**
Carol Boyce
Newark High School
625 Peirson Avenue
Newark 14513
315-332-3242
315-332-3567 (fax)
71. **WESTCHESTER**
Wally Maher
Yorktown High School
2727 Crompond Road
Yorktown Heights 10598
914-243-8045
914-245-0546 (fax)
72. **WESTCHESTER**
Eileen Bloom
Southern Westchester BOCES
65 Grasslands Road
Valhalla 10595
914-761-3400 ext. 306
914-761-8099 (fax)
73. **NORTH WESTCHESTER-PUTNAM**
Adam Pease
Mahopac High School
421 Balwin Place Road
Mahopac 10541
845-628-3256 ext. 533
845-628-4380 (fax)
74. **WYOMING**
Gregory Feller
Warsaw Middle High School
81 Court Street
Warsaw 14569
585-786-8000 ext. 2508
585-786-3193 (fax)
75. **YATES**
Rose Woodard
Dundee Junior-Senior High School
55 Water Street
Dundee 14837
607-243-5534
607-243-7912 (fax)

Appendix H: NYC Senior Assessment Coordinators

REGION	REGION OFFICE ADDRESS	REGIONAL SUPERINTENDENT	SENIOR ASSESSMENT COORDINATOR
1	1 FORDHAM PLAZA 7th FLOOR BRONX, NY 10458	IRMA ZARDOYA	MARISA SORBARO 718-741-7842 718-329-8054 718-584-5502 FAX PAUL LOBOEN 718-741-7067 718-584-5502 FAX
2	1230 ZEREGA AVENUE ROOM #69 BRONX, NY 10462	LAURA RODRIGUEZ	NANCY SAFFER 718-828-5643 718-828-6239 FAX 718-828-6280 DEENA ABU-LUGHOD 718-828-5417 718-828-6239 FAX PETER OROSZLANY 718-828-5489 718-828-6239 FAX
3	30-48 LINDEN PLACE FLUSHING, NY 11354	JUDITH J. CHIN	RITA MAGIER 718-281-3431 718-281-3491 FAX RONALD BENEVENTO 718-281-3434 718-281-3491 FAX
4	28-11 QUEENS PLAZA NORTH, 5th FLOOR LONG ISLAND CITY, NY 11101	REYES IRIZARRY	JOHN SUTTON 718-391-8352 718-391-8436 FAX DAVID RAPHEAL 718-391-8351
5	82-01 ROCKAWAY BLVD. ROOM #460 OZONE PARK, NY 11416	KATHLEEN M. CASHIN	CYNTHIA MARCIANO 718-642-5822 718-642-5705 FAX SHELLY ZAHLER 718-642-5723
6	5619 FLATLANDS AVENUE BROOKLYN, NY 11234	GLORIA BUCKERY	JUDY COHEN 718-968-6148 718-968-6168 FAX ERICA SHATZ 718-968-6147

NYC Senior Assessment Coordinators (continued)

REGION	REGION OFFICE ADDRESS	REGIONAL SUPERINTENDENT	SENIOR ASSESSMENT COORDINATOR
7	415 89TH STREET, ROOM #402 BROOKLYN, NY 11209 715 OCEAN TERRACE BUILDING A, ROOM #135 STATEN ISLAND, NY 10310	MICHELLE FRATTI	JEAN S. ISHIZUKA 718-759-4846 718-759-4850 FAX MARIE T. BUSIELLO 718-420-5679 718-420-5665
8	131 LIVINGSTON STREET, ROOM #330A BROOKLYN, NY 11201	MARCIA LYLES	MARY BURKE 718-935-3710 718-935-4354 FAX LUZ SOLOMITA 718-935-3711 718-935-4354 FAX
9	333 SEVENTH AVENUE FLOOR 7 NEW YORK, NY10001	PETER HEANEY	SUZANNE MULLER 212-356-3754 212-356-7575 FAX PAUL EVANS 212-356-3784 212-356-7514 FAX
10	4360 BROADWAY, ROOM #520 NEW YORK, NY 10033	LUCILLE SWARNS	DEBRA SPIVAK 917-521-3725 917-521-3709 FAX SHARON CAHR 917-521-3724
75	400 FIRST AVENUE ROOM 662C NEW YORK, NY 10010	SUSAN ERBER	STEVEN WEINRICH 212-802-1521 917-256-4245 FAX
79	ALTERNATIVE SCHOOLS AND PROGRAMS 90-27 SUTPHIN BLVD. ROOM #210 JAMAICA, NY 11435	BERNARD GASSAWAY	MARIA SINGH 718-557-2815 718-557-2730 FAX
84	52 CHAMBERS STREET ROOM #405 NEW YORK, NY 10007		LANCE CRAIGWELL 212-374-5418 212-374-5581 FAX
Homebound	3450 E. TREMONT AVENUE BRONX, NY 10465		MOIRA MAGRO 718-794-7241 718-794-7237 FAX

Appendix I: Scanning Centers (Regional Information Centers, or RICs)

Location	Primary Contact	
Albany BOCES NERIC 1031 Watervliet-Shaker Road Albany, NY 12205	Bill Adam 518-862-5310 518-862-5378 FAX wadam@gw.neric.org LEAP@gw.neric.org	Bob Frawley 518-862-5315 Denise Graminski 518-862-5303
Broome-Tioga (So. Tier) BOCES Mail Drop #31 435 Glenwood Road Binghamton, NY 13905	Kelly Carley 607-757-3009 kcarley@btboces.org	Tim Clark 607-757-3017 607-757-3000 FAX tclark@btboces.org
Buffalo Public Schools Dept. of Standards, Research and Assessment Attn: Constance Moss 2008 City Hall Buffalo, NY 14202	Constance Moss 716-851-3035 716-851-3894 FAX cmoss@buffalo.k12.ny.us	Sharon Bradley 716-851-3035 sbradley@buffalo.k12.ny.us
Eastern Suffolk BOCES Regional Information Center 15 Andrea Road Holbrook, NY 11741	Andrew Setzer 631-244-4240 or 4243 631-244-4003 FAX Asetzer@esboces.org	Elaine Rosa 631-244-4221 erosa@esboces.org Lorraine Harrington 631-244-4285 Lharring@esboces.org
Erie 1 (Western) BOCES Assessment, Test Scoring and Analysis Services Computer Services 355 Harlem Road West Seneca, NY 14224-1892	Jenifer Gilson 716-821-7466 716-821-7432 FAX jgilson@e1b.org	Barbara Burgstahler 716-821-7088 Johnnie Vinson 716-821-7429 Bonnie Fosbury 716-821-7189 Vera Colson 716-821-7152
Madison-Oneida BOCES Mohawk Regional Information Center 4937 Spring Road Verona, NY 13478	Katie Duell/Christina Lohr/Barb Tessina 1-800-522-0083 315-361-5760 or 5761 315-361-5566 FAX kduell@moric.org/Clohr@moric.org/btessina@moric.org	
Monroe 1 BOCES 41 O'Connor Road Fairport, NY 14450	Steve Jackson 585-249-7221 585-377-1959 FAX Steve_Jackson@boces.monroe.edu	Gregg Gleba 585-387-3894 Gregg_Gleba@boces.monroe.edu
Monroe 2 BOCES 3625 Buffalo Road Rochester, NY 14624	Christine Nowakowski 585-349-9025 585-349-9065 FAX cnowakow@monroe2boces.org	

Scanning Centers (continued)

Location	Primary Contact	
Nassau BOCES Curriculum, Instruction and Technology The Hawthorne Center–Room 11 200 Second Ave. Massapequa Park, NY 11762	Rona Port 516-832-2730 516-832-2843 FAX rport@mail.nasboces.org	Alice deGroot 516-832-2744 adegroot@mail.nasboces.org
New York City Board of Education Tweed Courthouse 52 Chambers Street, Room 309 New York, NY 10007	Dereck Walcott 212-374-3466 212-374-5908 FAX dwalcott@nycboe.net	Cassandra Johnson 212-374-3492 crjohns@nycboe.net
New York City Public Schools Division of Assessment and Accountability 44-36 Vernon Blvd. Room 206 Long Island City, NY 11101	Pauline Dipietro 718-349-5600 Stanley Winograd 718-349-5613 Joan Flig 718-349-5627 Juliana Lupu 718-349-5601 718-349-5642 FAX jflig@nycboe.net	
OCM BOCES Central New York Regional Information Center 6820 Thompson Road P.O. Box 4866 Syracuse, NY 13221-4866	Bill Heppeler 315-433-8317 315-433-8368 FAX wheppeler@cnyric.org	Lori West 315-433-8370 Lwest@cnyric.org
Rochester City School District Coordinating Director Research Evaluation and Testing 131 West Broad Street Rochester, NY 14614	Michael Christman 585-262-8551 585-262-8684 FAX Michael.christman@rcsdk12.org	Bonnie Sale 585-262-8567 Bonnie.sale@rcsdk12.org Annabelle Tescione 585-262-8345
Schuyler Chemung Tioga BOCES Computer Services Center 459 Philo Road Elmira, NY 14903	Paula Smith 607-795-5338 607-795-5307 FAX psmith@sctboces.org	
Southern Westchester BOCES Lower-Hudson RIC 44 Executive Blvd. Elmsford, NY 10523	Rob Mahig 914-592-4203 x287 914-592-2259 FAX rmahig@lhric.org	Jim Maher 914-592-4203 x245 Maureen McCarthy 914-592-4203 x337

Scanning Centers (continued)

Location	Primary Contact	
Syracuse City Schools Office of Accountability and Information Services 725 Harrison Street Syracuse, NY 13210	Donald Spaulding 315-435-4284 315-435-4281 FAX dspaul36@scsd.us	
Ulster BOCES Mid-Hudson Regional Computer Services Center 175 Route 32 North New Paltz, NY 12561	Monika Colandrea 845-255-1450 x1233 845-256-9587 FAX mcolandr@mhrhc.org	Lisa Pullaro 845-255-1450 x1246
Wayne-Finger Lakes BOCES EduTech Newark Office Eisenhower Building 131 Drumlin Court Newark, NY 14513	Laurel Skellett 315-332-7365 315-331-7045 FAX lskellett@edutech.org	Chris Voit 315-332-7460 Cvoit@edutech.org Help Desk 1-800-722-5797
Yonkers City School District Executive Director Research, Evaluation and Testing 1 Larkin Center Yonkers, NY 10705	David Weinberger 914-376-8232 914-376-9144 FAX DWeinberger@Yonkerspublicschools.org	Maura Reilly 914-376-8023 MReilly@Yonkerspublicschools.org Anita Akroush 914-376-8023 AAkroush@Yonkerspublicschools.org

Appendix J: School Administrator's Checklist

Test Administration

Before Testing

- Announce testing dates and scoring schedules in advance.
- Collect test materials on the days they will be administered from the locked, secure storage location.
- Familiarize yourself with all test materials, including this manual and the *Teacher's Directions*.
- Inventory the materials, noting any discrepancies on the appropriate Test Materials Fax Form (see Appendix M), and fax it to the Office of State Assessment at 518-474-2021.
- Remind teachers about preparation of the classroom for testing.
- Replace any missing test materials by contacting a regional center. (Test materials can be obtained from a regional center only on the day tests are administered.)
- Ensure a smooth method for distributing and collecting the test materials (*Teacher's Directions*, answer sheets, etc.) each day. Provide additional test books as needed.
- Keep test materials secure throughout the testing and scoring processes.
- Prepare class packets.

After Testing

- Collect and verify the return of all test books and answer sheets.
 - Make sure Book 1s are separate from Book 2s.
 - Make sure answer sheets are inserted in the front of the Book 2s.**
- Check the condition of the answer sheets.
 - Student information must be correct and match student labels on the back of the Book 2s.
 - Bubbles/circles must be dark.
 - No stray marks may appear on the answer sheet.
 - Absentees and exempt status must be recorded.

Appendix K: Folder Label

Folder Label

Scorer Number: _____ Date: _____

Item	Scorer Number
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____

Scoring Leader's Signature

Appendix M: Fax Forms for Schools

Test Materials Fax Forms for Grade 4 and Grade 8 follow.

Grade 4 Test Materials Fax Form

Orders shipped in more than one box may arrive on different days.

If you have inventoried the test materials received using your shipping notice and need additional test materials, or if there is a problem with the shipment of materials you received:

1. Complete this form and fax it to the Office of State Assessment at **518-474-2021**.
2. Call your Regional Center (see Appendix G) and arrange for pickup of test materials.

Date: _____ Contact Person: _____
 Telephone: _____ Fax Number: _____
 Regional Center Number: _____ 12-Digit BEDS Code: _____
 Name of Your School: _____

Testing Materials Requested from the Regional Center

Grade 4 English Language Arts Test		Grade 4 Mathematics Test	
Description	Quantity Needed	Description	Quantity Needed
Book 1		Book 1	
Book 2		Book 2	
Listening Selection		Manipulatives	
Large-Type Book 1		Large-Type Book 1	
Large-Type Book 2		Large-Type Book 2	
Braille Book 1		Braille Book 1	
Braille Book 2		Braille Book 2	
Orange Box Labels for storing Book 2s until scoring begins		Orange Box Labels for storing Book 2s until scoring begins	
<i>Teacher's Directions</i>		Chinese Book 1	
		Chinese Book 2	
		Haitian Creole Book 1	
		Haitian Creole Book 2	
		Korean Book 1	
		Korean Book 2	
		Russian Book 1	
		Russian Book 2	
		Spanish Book 1	
		Spanish Book 2	
		<i>Teacher's Directions</i>	

Grade 8 Test Materials Fax Form

Orders shipped in more than one box may arrive on different days.

If you have inventoried the test materials received using your shipping notice and need additional test materials, or if there is a problem with the shipment of materials you received:

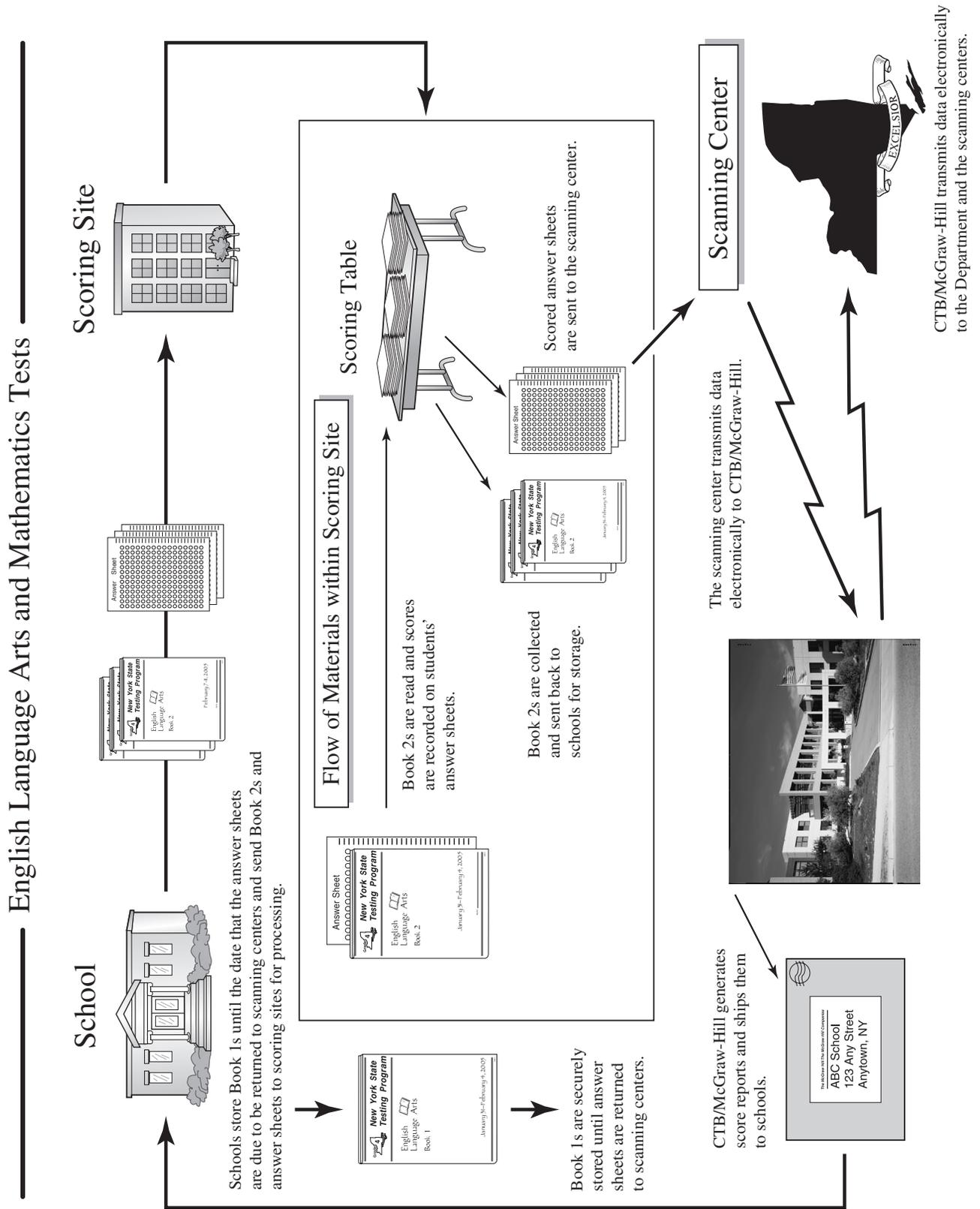
1. Complete this form and fax it to the Office of State Assessment at **518-474-2021**.
2. Call your Regional Center (see Appendix G) and arrange for pickup of test materials.

Date: _____ Contact Person: _____
 Telephone: _____ Fax Number: _____
 Regional Center Number: _____ 12-Digit BEDS Code: _____
 Name of Your School: _____

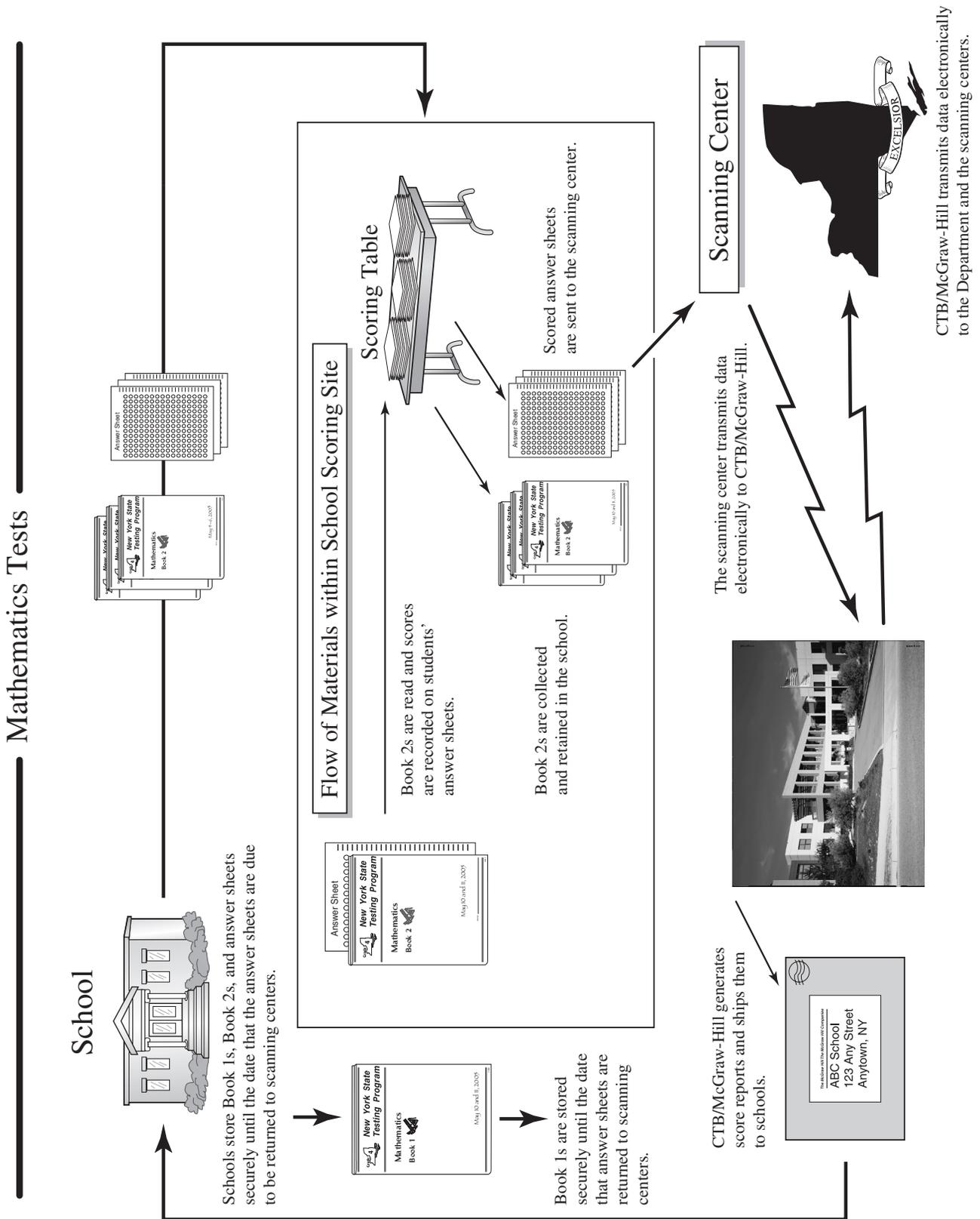
Testing Materials Requested from the Regional Center

Grade 8 English Language Arts Test		Grade 8 Mathematics Test	
Description	Quantity Needed	Description	Quantity Needed
Book 1		Book 1	
Book 2		Book 2	
Listening Selection		Manipulatives	
Large-Type Book 1		Large-Type Book 1	
Large-Type Book 2		Large-Type Book 2	
Braille Book 1		Braille Book 1	
Braille Book 2		Braille Book 2	
Orange Box Labels for storing Book 2s until scoring begins		Orange Box Labels for storing Book 2s until scoring begins	
<i>Teacher's Directions</i>		Chinese Book 1	
		Chinese Book 2	
		Haitian Creole Book 1	
		Haitian Creole Book 2	
		Korean Book 1	
		Korean Book 2	
		Russian Book 1	
		Russian Book 2	
		Spanish Book 1	
		Spanish Book 2	
		<i>Teacher's Directions</i>	

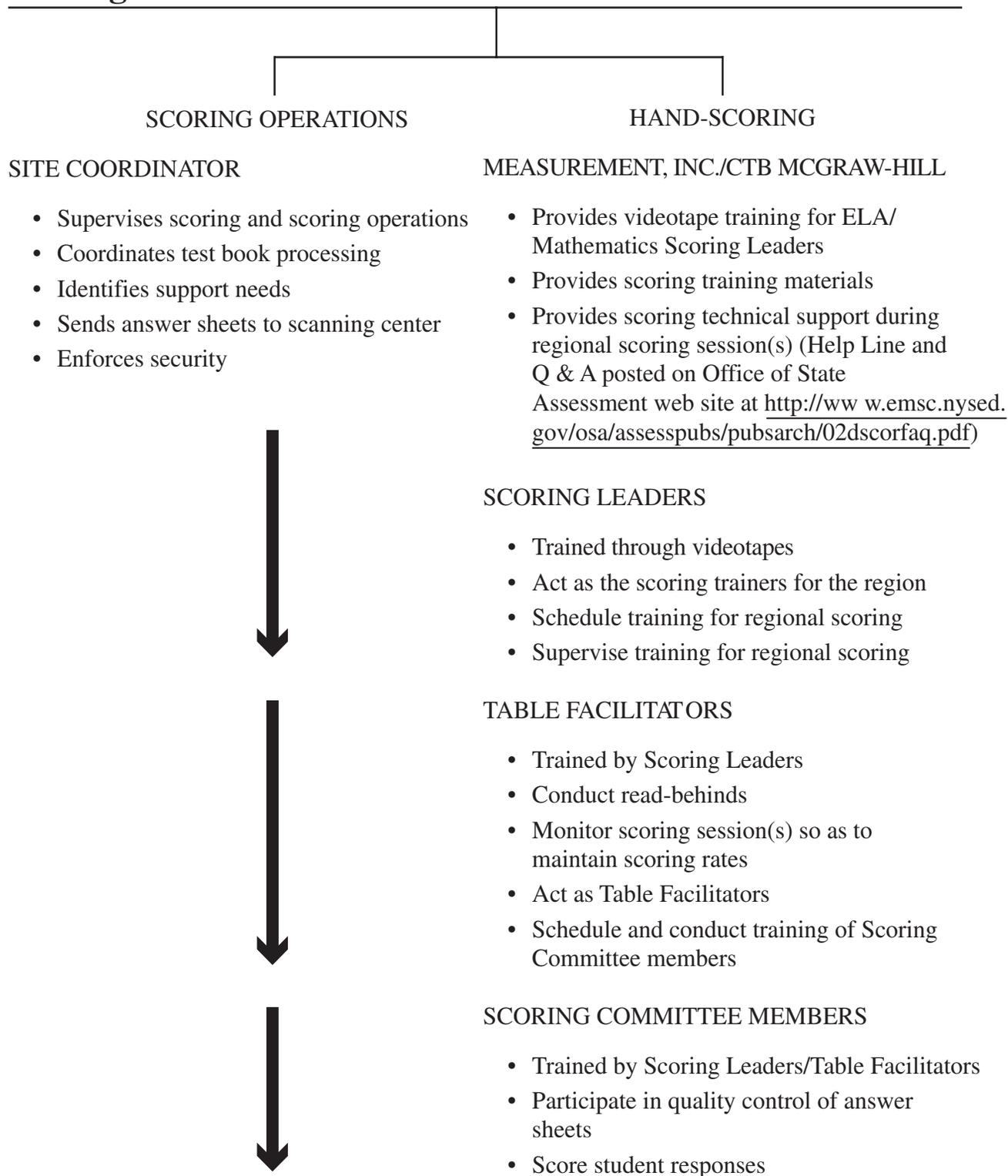
Appendix N: Overview of Regional (Scoring Model 1) and Districtwide (Scoring Models 2–4) Scoring Process



Appendix O: Overview of Schoolwide (Scoring Model 5) Scoring Process

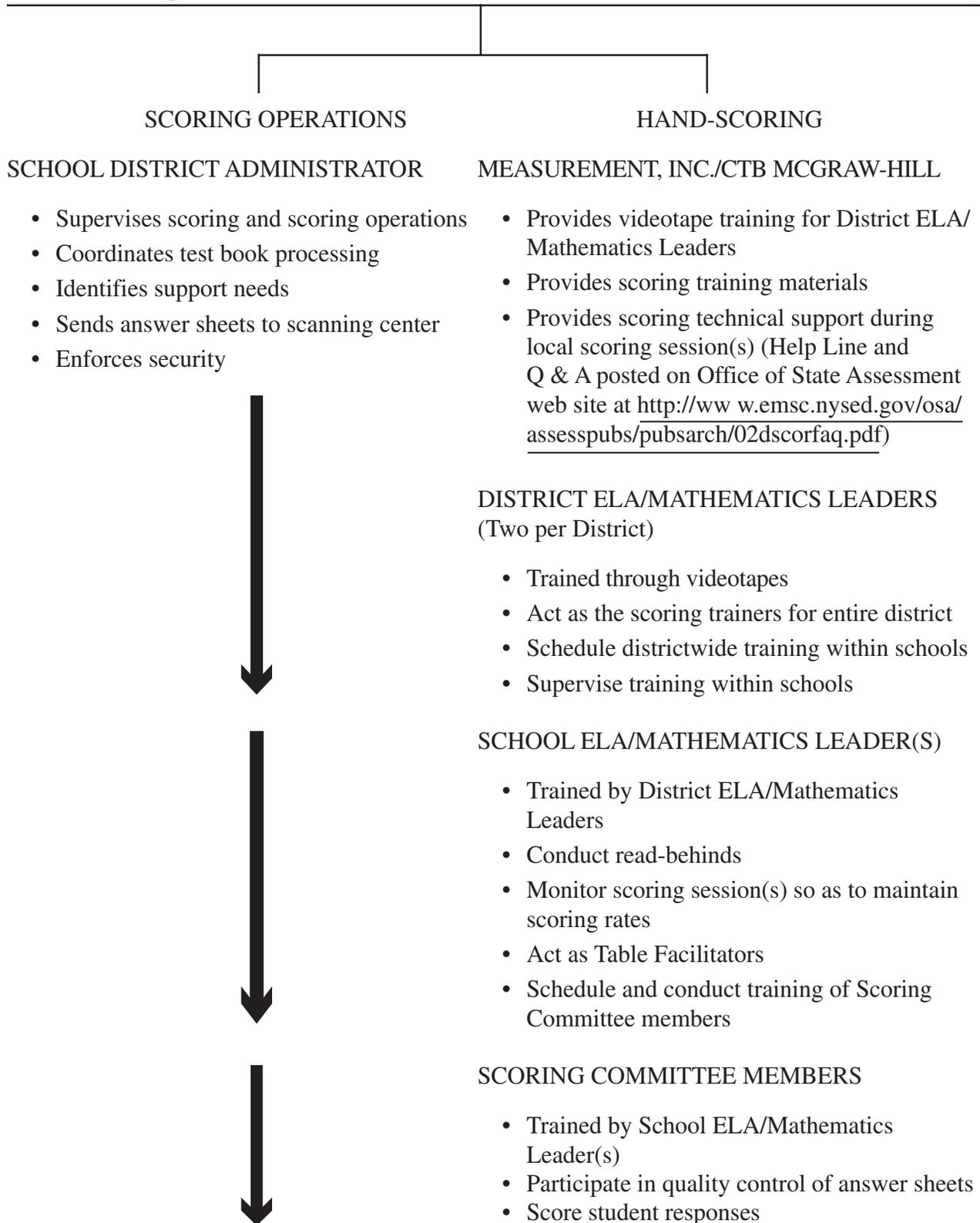


Appendix P: Regional (Scoring Model 1) Organization for Scoring Book 2s



Note: Districts have the option of regional, districtwide, or schoolwide scoring for Mathematics Tests, and regional or districtwide scoring for English Language Arts Tests.

Appendix Q: Districtwide (Scoring Models 2–4) Organization for Scoring Book 2s



Note: Districts have the option of regional, districtwide, or schoolwide scoring for Mathematics Tests, and regional or districtwide scoring for English Language Arts Tests.

Appendix R: Testing Accommodations Categories

The types of testing accommodations that a student may receive are listed on pages 14–17 of *Test Access and Accommodations for Students with Disabilities, Tools to Guide Decision-Making*, published by the Department’s Office of Vocational and Educational Services for Individuals with Disabilities, and reproduced here. To access the complete online publication, see <http://www.vesid.nysed.gov/specialed/publications/policy/testaccess/guide.htm>.

Please note that not all accommodations defined in that publication and reproduced here are permitted on all parts of the Grades 4 and 8 English Language Arts and Mathematics Tests. For these tests, testing accommodations that change the constructs measured by the test are not permitted. For further information, see <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm> and pages 5–8 of this manual.

FLEXIBILITY IN SETTING

- Separate location/room—administer test individually
- Separate location/room—administer test in small group (3–5 students)
- Provide adaptive or special equipment/furniture (specify type, e.g., study carrel)
- Special lighting (specify type, e.g., 75 Watt incandescent light on desk)
- Special acoustics (specify manner, e.g., minimal extraneous noises)
- Location with minimal distraction (specify type, e.g., minimal visual distraction)
- Preferential seating

FLEXIBILITY IN SCHEDULING/TIMING

- Extended time (specify amount, as in “time and a half”)
- Administer tests with frequent breaks (specify duration, e.g., sessions not to exceed 30 minutes with 10-minute breaks)
- Administer State examinations over successive administrations (permitted for certain RCTs only)
- Administer State examinations over multiple days (requires SED approval)

METHOD OF PRESENTATION

Revised Test Format¹

- Braille editions of tests
- Large-type editions of tests
- Increased spacing between test items
- Increase size of answer blocks/bubbles
- Reduce number of test items per page
- Multiple-choice items in vertical format with answer bubble to right of response choices
- Reading passages with one complete sentence per line

¹ For State assessments, any reproduction and/or reformatting of test books requires the advance written permission of the Office of State Assessment.

Revised Test Directions²

- Directions read to student
- Directions reread for each page of questions
- Language in directions simplified
- Verbs in directions underlined or highlighted
- Cues (e.g., arrows and stop signs) on answer form
- Additional examples provided

Use of Aids/Assistive Technology

- Audio tape
- Tape recorder
- Computer (including talking word processor)
- Listening section repeated more than the standard number of times
- Listening section signed more than the standard number of times
- Masks or markers to maintain place
- Papers secured to work area with tape/magnets
- Test passages, questions, items, and multiple-choice responses read to student
- Test passages, questions, items, and multiple-choice responses signed to student
- Magnification devices (specify type)
- Amplification devices (specify type)

METHOD OF RESPONSE

- Allow marking of answers in book rather than answer sheet
- Use of additional paper for math calculations

Use of Aids/Assistive Technology

- Amanuensis (scribe)
- Tape recorder
- Word processor

OTHER

- On-task focusing prompts
- Waiving spelling requirements
- Waiving paragraphing requirements
- Waiving punctuation requirements

²Revision of test directions is an accommodation that is limited to oral or written instructions provided to all students that explain where and how responses must be recorded, how to proceed in taking the test upon completion of sections, and what steps are required upon completion of the examination. The term “test directions” never refers to any part of a question or passage that appears on a State assessment.

Use of Aids/Assistive Technology

- Calculator
- Abacus
- Arithmetic tables
- Spell-checking device
- Grammar-checking device

Appendix S: Rules to Determine Whether a Student Receives a Valid Score

The following rules will determine whether the student receives a performance level and whether the student will be counted as participating in the Grades 4 and 8 English Language Arts and Mathematics Tests.

1. Students who were present for an administration (including makeup) of all sessions of the test and who responded to at least one multiple-choice question will receive scores and be counted as tested in calculating the school's rate of participation.
2. Students will be considered to have been present for all sessions unless they are marked as absent for the entire test or for any session.
3. Students with a final score of "999" will be counted as not tested in calculating the school's rate of participation. A final score will be "999" only if:
 - a. the student was absent for the entire test,
 - b. the student refused to take the entire test,
 - c. the student was absent for any session (multiple-choice or extended-response),
 - d. the student's results were invalidated due to an administrative error, or
 - e. the student was present but did not respond to at least one multiple-choice question.
4. In the case where a student leaves the test administration without completing the session, the school must decide whether to mark the student as absent.
 - a. If the absent bubble is filled in, the student will receive a final score of "999."
 - b. If the absent bubble is not filled in, the student will receive a score based on the questions completed. Any missing responses will receive a condition code of "A," indicating no response (question left blank), and the response will receive a score of zero. The final raw score will be the sum of the number of multiple-choice questions answered correctly and the score points awarded on extended-response questions.

