



September 2013

TO: Principals of Public, Nonpublic, and Charter Schools

FROM: Barbara Wallis *Barbara M. Wallis*

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2014 Administration of the New York State English as a Second Language Achievement Test

This memorandum provides information concerning procedures for requesting, shipping, and storing materials for the New York State English as a Second Language Achievement Test (NYSESLAT), which is scheduled to be administered **April 9 through May 16, 2014**. The NYSESLAT is designed to measure the English language proficiency of students who have been identified as English language learners. This memorandum and all information in subsequent e-mail communications pertaining to this test will be available on the New York State Education Department's (NYSED) web site at <http://www.p12.nysed.gov/assessment/nyseslat/>.

The Speaking component of the test will be administered April 9 through May 16, 2014. The Listening, Reading, and Writing components will be administered May 5 through May 16, 2014. Test booklets, *Directions for Administration*, and the *School Administrator's Manual* are being prepared by Questar Assessment, Inc. under contract with NYSED. The purpose of this memorandum is to provide you with guidance on ordering these test materials.

#### REQUESTING INFORMATION

NYSESLAT materials must be requested through the NYSED's online examination request system. You must have a username and password in order to enter your school's examination requests online. If you were the principal of the same school during the 2012–13 school year, the expectation is that you have previously been issued a valid username and password for ordering other State exams. Use that login information to access the online examination request system. Telephone requests will not be accepted.

If you were the principal of the same school during the 2012–13 school year, but you have forgotten your password or you need to reset your password, access the "Reset Password" utility available from <http://portal.nysed.gov>. More information on this utility may be obtained from the NYSED's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov).

If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you in order to obtain them.

- **Principals of New York City Public Schools.** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.
- **Leaders of New York City Charter Schools.** Contact the New York City Charter Schools Accountability Office at 212-374-5419.

- **Nonpublic Schools and Non-New York City Charter Schools:** Contact NYSED's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov). If you have not yet done so, you must notify NYSED's Office of Information and Reporting Services via fax, 518-402-5361 or 474-4351, that you are the new principal. This notice must be written on school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, your previous position, and, for purposes of future password confirmations, your city of birth.

#### GENERAL INFORMATION

All schools administering the NYSESLAT **must** contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. When ordering tests on the online examination request system, schools must identify the RIC or large-city scanning center with whom they have contracted. Schools will **not** be able to proceed with ordering State tests until this information has been entered. A complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/assessment/ei/2013/1506-13rev.pdf>.

All NYSESLAT materials must be requested through NYSED's online examination request system. Online requests must be submitted no later than **January 31, 2014**. Requests for two or more schools in a district must *not* be combined into one request. Within three business days after your request has been entered, you will be sent a confirmation notice via e-mail indicating the number of exams requested and the address to which they will be shipped. **It is of the utmost importance that you carefully check all e-mailed confirmation notices as soon as they are received to ensure that the correct quantities of materials will be shipped and to determine whether additional materials are needed.**

Administrators who find they need additional test materials may return to the online examination request system to revise or add any supplemental quantities needed up until the time the order window has ended for revising requests online. 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.

An updated confirmation notice will be e-mailed to the school. It should be checked immediately to ensure that the materials to be shipped include the additional request.

#### STUDENTS TO BE TESTED

- **English Language Learners.** The Elementary and Secondary Education ACT (ESEA) requires that the language arts proficiency of all English language learners (as defined in Part 154 of the Regulations of the Commissioner of Education) be tested annually.

All public (including charter) schools must administer the NYSESLAT to all English language learners in Grades K–12 regardless of physical location of the student, classification as disabled, or number of years of service (including six or more years), until proficiency is attained as reflected in the score achieved on NYSESLAT. Nonpublic schools are strongly encouraged to administer the test to their English language learners. If a nonpublic school receives Title III funds, it must administer the NYSESLAT or an equivalent to its English language learners annually. General Educational Development (GED) programs are not required to administer the NYSESLAT to any of their students. Valid scores cannot be provided for students enrolled in GED programs who take the NYSESLAT.

- **Students with Disabilities.** All English language learners with disabilities, identified by the Committee on Special Education (CSE) or by a multidisciplinary team, including those participating in the New York State Alternate Assessment (NYSAA), must participate in NYSESLAT. Use the chart at <http://www.p12.nysed.gov/assessment/nyseslat/> to ascertain the appropriate NYSESLAT grade test to administer to those English Language Learners with disabilities or are ungraded.

#### ADDITIONAL REQUESTING AND PACKING INFORMATION

- *Braille Test Materials:* Braille editions of NYSESLAT are available but cannot be requested via the online examination request system. Braille editions must be requested in a separate letter signed by the principal and faxed to NYSED at 518-474-2021. The letter must specify the exact quantity needed for students whose IEP and 504 Plans specifically require this accommodation.
- *Large-Type Test Materials:* Request large-type materials only for the **exact number** of students who will need them.
- *School Administrator's Manual:* Available online at <http://www.p12.nysed.gov/assessment/nyseslat/>.
- *Answer Sheets:* NYSED no longer provides NYSESLAT answer sheets for nonpublic schools. All schools—public, nonpublic, and charter—must make arrangements with a RIC or large-city scanning center for these.

#### SHIPPING OF TEST MATERIALS

The NYSESLAT materials will be sent in three shipments to arrive in schools as follows:

Shipment 1 (Speaking subtest administration and scoring materials): April 7–8, 2014

Shipment 2 (Listening, Reading, and Writing subtest administration materials): April 30–May 2, 2014

Shipment 3 (Scoring materials for Writing subtest): May 15–16, 2014

#### STORAGE OF TEST MATERIALS

The NYSESLAT must be stored in a secure location in the building where the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained.

If the building where the tests will be administered does not have a secure location large enough to store the NYSESLAT materials, arrangements must be made to store these at another school. Tests stored at such a location must not be transferred to the school where the tests will be administered until the day scheduled for the administration of that part of the test.

When requesting tests via the online examination request system, if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information on the School Information page, you will be required to complete the *Examination Storage Plan* form, found on the online examination request system, and fax it to the Office of State Assessment (OSA) at 518-474-2021.

Tests and secure materials may not be removed from the secure storage location until the day scheduled for the administration of each part of the test, other than the scoring materials for the Speaking subtest. Teachers who have been given the scoring materials for the Speaking subtest must safeguard these materials and must not leave them unattended. The sealed packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the test administration date. All scoring key packages must remain sealed until the tests have been administered in the school.

Additional information about NYSESLAT is available on the NYSED web site at <http://www.p12.nysed.gov/assessment/nyseslat/>. If you have any questions about NYSESLAT, please e-mail OSA at [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov), or call 518-474-5902. If you need assistance with the identification of English language learners, please contact the Office of Bilingual Education and Foreign Language Studies at 518-474-8775. If you have specific questions concerning the requesting of test materials, or any of the other information in this memorandum, please call 518-474-8220.

As a reminder, the security of all tests is paramount. All secure materials distributed by Questar Assessment, Inc. for the Spring 2013 NYSESLAT were to be returned to Questar Assessment, Inc. immediately following testing. If you have not already done so, please return all secure testing materials from Spring 2013 to Questar Assessment, Inc. immediately. Please contact NYSESLAT Customer Support at [NYSESLATSupport@questarai.com](mailto:NYSESLATSupport@questarai.com) or 1-866-644-6648 for assistance and directions regarding the return of materials.