

Administering & Proctoring NYS Assessments 2021

Broome-Tioga BOCES Professional Learning & Innovation Center

3-8 Key Changes for 2021

ELA and Math:

- **Book 1** only required to be administered
 - Not required to test grade level within a building on same day
- **Book 2 optional** – no data will be collected or provided
- During testing window all materials should be considered secure

3-8 Key Changes for 2021

Session 1 Booklet for ELA and Math:

- Only multiple choice questions
 - There are no short-response questions

ELA		
Grade Level	Passages	Number of MC Questions
Grade 3-4	3	18
Grades 5-8	4	28

Math	
Grade Level	Number of MC Questions
Grade 3	19
Grades 4-5	23
Grade 6	24
Grades 7-8	26

3-8 Key Changes for 2021

Scoring Impact (Session 2): relevant for teacher scoring and/or vendor scoring:

PBT: open to district how scoring would be managed

CBT: requires adherence to the scoring consortium identified

Remote students:

- Not **required** to participate
- Option to test made available,
 - SED suggests communication with parents to determine if will participate

3-8 Key Changes for 2021

Security of the 3-8 Assessments:

- The 2021 assessments does not include embedded field test questions. Therefore, unused Session 1 and 2 booklets may be retained by the district and used for instructional or staff development after the testing administration window has closed
- No used or unused booklets need to be returned to Questar
- Unused Session 1 and 2 booklets may be retained by the district
- Used Session 1 booklets may be stored securely in the school for 1 year or destroyed upon completion of the test and scoring
- All used answer sheets must be stored securely for a minimum of 1 year and then securely destroyed

School Administration Manual

- Full Manual can be accessed at <http://www.p12.nysed.gov/assessment/sam/ei/2021/ei-sam-21ac.pdf>
- Manual Contains:
 - Part 1: Preparing for the tests
 - Part 2: Administering the tests
 - Part 3: After Testing
 - Appendices
- Manual addresses Computer-Based Testing (CBT) and Paper-Based Testing (PBT)

Teacher's Directions for the 2021 Assessments

- Teachers should review the Teacher's Directions for important information regarding the design and administration of the exams.
- The Paper-Based and Computer-Based Teacher's Directions can be accessed at <http://www.p12.nysed.gov/assessment/manuals/>.

Scheduling of Computer Based Testing Sessions

In order to balance the daily load on the computer-based testing platform statewide, schools testing on computers are expected to adhere to the following guidelines in developing the school's testing schedule.

Total Number of Grade Levels Testing on Computer in the School	Recommended Number of Grade Levels That Test on Computer in the School on Any Given Day
1 to 3 grade levels	1 grade level
4 or more grade levels	2 grade levels

School and district leaders who have any questions regarding this matter should contact OSA by fax at 518-474-1989 or email to emscassessinfo@nysed.gov.

Preparing for Testing

Pages 11-29

ELA Estimated Times

Day/Book	3-8 ELA Dates	Item Type(s)	Estimated Time	
			Grades 3-4	Grades 5-8
Session 1	April 9- April 29	Multiple Choice	60-70 min.	80-90 min.
Session 2 Optional		Short & Extended Response	70-80 min.	90-100 min.

Note: The test administrator will need approximately 15 minutes to distribute materials and give directions to students prior to the start of each session.

Math Estimated Times

Day/Book	3-8 Math Dates	Item Type(s)	Estimated Time	
			Grades 3-4	Grades 5-8
Session 1	May 3- May 14	Multiple Choice	Gr. 3 55-65 min	80-90 min.
Session 2			Gr. 4 65-75 min	
		Multiple Choice Short & Extended Response	Gr. 3 60-70 min.	Grade 5 70-80 min
			Gr. 4 65-75 min.	Grades 6-8 75-85 min.

Note: The test administrator will need approximately 15 minutes to distribute materials and give directions to students prior to the start of each session.

Embedded Field Test Questions Update - 2021

For this year, the 3-8 Assessments do not include embedded field test questions.

For 2021, there is a reduction in the total number of multiple choice questions by the removal of the embedded field test questions.

ELA		
Grade Level	Passages	Number of MC Questions
Grade 3-4	3	18
Grades 5-8	4	28

Math	
Grade Level	Number of MC Questions
Grade 3	19
Grades 4-5	23
Grade 6	24
Grades 7-8	26

Important Notes

- Session 1 booklet must be administered within the assigned dates
- The principal must arrange for the collection and storage of all used and unused test booklets as soon as each session is completed.
- Used answer sheets may not be reviewed, scanned or scored outside of the official scoring setting or process

Test Security Reminders

- Teachers & proctors may not discuss exam items or other specific exam content online via email or listserv or through any other electronic means.
- Teachers and test administrators may not use cell phones or other photographic devices to duplicate test materials and should keep their own communication devices put away during testing, using them only in emergency situations.
- Shrink-wrapped packages of test booklets cannot be opened prior to the distribution of tests to students.

Test Security~ Principal Responsibilities

- Authorize specific personnel to serve as proctors, and train them properly to administer the tests
- Designate other school personnel permitted to access secure test materials, and train them in test security requirements
- Prior to delivery of secure materials, make arrangements to:
 - Be notified when the secure materials arrive
 - Inventory the secure materials- p. 18
 - Store the secure test materials in a secure location- p. 20
- Develop additional local policies and procedures necessary to ensure maximum test security at all times
- Deliver a copy of the *Teacher's Directions* (not secure) to each teacher administering the test
- Conduct a review of the test administration procedures prior to each test administration with all personnel who will be involved in the test administration and scoring
- Review, comply, and sign the **Test Storage Certificate**- Appendix B
- Review, circulate, and collect signatures for the **Deputy and Proctor Certificate**- Appendix D

Test Security~ Principal Responsibilities

Computer-Based Testing

- For CBT administration, maintain security of all secure materials associated with CBT, including printed student login tickets, session access codes, and Proctor PINs.
- For CBT administration, after the conclusion of the test, securely destroy all used scratch paper, printed student login credentials, access codes, and proctor PINS

Test Security ~ Proctor Responsibilities

- Receive training in administering exam sessions properly and securely
- Review Teacher's Directions and:
 - Understand security requirements before administering
 - Read any scripts and directions prior to test administration
- Administer the tests during the assigned testing window, on the assigned days, and in the assigned order.

Test Security ~ Proctor Responsibilities

- Make arrangement in advance to seat students and prepare a **secure testing environment** (see “Prepare the Testing Room” on p. 20 for PBT and p.A-42 of Appendix W for CBT)
- Provide required materials
- Prevent the use of **unapproved materials** (see pp. 30-31)
- Review, comply with and sign **Deputy & Proctor Certificate** (Appendix D)
- Follow proper procedures for **Testing Accommodations for Students with Disabilities** (Appendix G)
- For CBT administration only:
 - obtain proctor PINS and session access codes from your administrator for each test session (Appendix Y)
 - Provide students with all required test materials, including student login credentials and session access codes

Ensure the Security of ALL Test Materials

- Ensure all staff receive training in test security requirements and test administration protocols
- Document the location of secure printed materials at all times using the **Secure Materials Tracking Log** (Appendix C)
- Ensure the Security of the testing environment (see p. 20)
- **Do NOT:**
 - Leave materials unattended while administering exams
 - Read, reveal, review, or duplicate the contents of secure test materials at any time
 - Duplicate any portion of the exam, including audiotaping, videotaping, photographing, photocopying, or copying by hand
 - Remove secure materials from the school without authorization
 - Read, review or change student responses

Testing Irregularities

- Testing irregularities are incidents that represent a deviation from the assigned testing procedures
- These may include confirmed cases of student cheating, student possession or use of a cell phone or other communication device, or the mishandling of secure test materials.
- Such incidents must be promptly reported, in writing, to OSA by fax at 518-474-1989 or email emscassessinfo@nysed.gov

Unauthorized Materials

- Students may not use any unauthorized notes, printed materials, scrap paper or tools
- Communication devices are prohibited in the exam room:
 - Cell phones, iPads, tablets, eReaders, iPods, laptops, etc.
 - Headphones, headsets, earbuds
 - Any audio or video recording devices
- Any use or possession of these devices during testing must be reported to the school principal

Preparing Test Materials

Math Tools

- Grade 3 – Ruler for entire test
- Grade 4 – Ruler & protractor for entire test
- Grade 5 – Ruler, protractor & Math Reference Sheet for entire test
- Grade 6 – Ruler, protractor, Math Reference Sheet for entire test and a Scientific or 4-function calculator for Session 2 ONLY
- Grade 7 & 8 – Ruler, protractor, Math Reference Sheet for entire test and a Scientific calculator for both sessions

For CBT:

- Schools **MUST** provide students with hand-held calculators.
- Rulers and protractors are available to students in the test delivery system as needed
- Printed mathematics reference sheets will be provided for students in Grades 5-8 taking Math CBT

General Tools for CBT

ELA and Math

- Highlighter
- Bookmark
- Zoom
- Answer Eliminator
- Notepad
- Line Reader

Math ONLY

- Drawing Tool (Grades 3-8; session 2 only)
- Ruler (Grades 3-8)
- Equation Editor (Grades 3-8 ; session 2 only)
- Protractor (Grades 4-8)
- Mathematics Reference Sheet (Grades 5-8)
- Calculator (Grade 6 session 2 only and Grades 7-8 both sessions)

Scratch Paper for CBT (p. viii)

- If you will be administering ELA or Math with CBT, prepare to furnish scratch paper to students for use when taking the tests
- Proctor should hand out paper to students at the start of the test session
- Students should be provided with the following:
 - ELA- at least one sheet of lined ruled paper
 - Math- at least one sheet of plain paper and one sheet of graph paper
- Proctor should have an extra supply of scratch paper available to students who request additional sheets during the test session
- Students should be advised that any work done on the scratch paper will NOT be counted
- The scratch paper must be collected at the end of the session whether used or unused, and securely destroyed by the school

Inventory Secure Test Materials

- ELA and Math Test materials will arrive from Questar in separate shipments
- **The shrink-wrapped packages of secure materials must not be opened during inventory, and must remain sealed until the test administration date**
- Answer sheets will be sent from the RIC
- Inventory the following:
 - Precoded answer sheets
 - Blank answer sheets
 - Precoded student ID labels
 - Blank student ID labels
 - Preprinted classroom rosters
 - Shipping Notice
 - Teacher's Directions
 - Test Booklets

Request Emergency Supply of Secure Test Booklets

School personnel are forbidden to make or authorize photocopies of secure state test materials without the written approval of OSA. Such approval will be considered only when it is not feasible for the school to obtain the secure test materials from a regional center.

After taking inventory, if:	Then:
An item or items are missing from the shipment listed on the shipping notice	Contact Questar Customer Support at: Telephone: 866-997-0695 Email (ny.3-8.help@questarai.com)
The school requires items that were not originally requested or items necessary to accommodate students whose needs were previously unknown to the school	Contact the official in charge of the regional center to arrange for pickup of test materials on the day of test administration. Notify Questar Customer Support, by email, which test materials will be picked up at the regional center. Questar will work with the regional center to ensure they have sufficient quantities of test materials for distribution.

Regional Centers

BROOME

Royce A. Harford
Broome-Tioga BOCES
435 Glenwood Road
Binghamton 13905
607-763-3469
607-763-3614 (fax)

TIOGA

Phil Schofield
Owego Free Academy
1 Sheldon Guile Boulevard
Owego 13827
607-687-6231
607-687-6253 (fax)

Storing Secure Test Materials

- ❑ Paper-based secure test materials must be stored in the safe/vault of the building where tests are shipped.
- ❑ For CBT- Student login tickets, access codes, and proctor PINs for CBT must also be stored in the safe/vault if they are printed prior to administration
- ❑ Place all secure test materials in the storage location as soon as they are received/printed
- ❑ If your building does not have a safe/vault, make arrangements to store secure materials at a school/district with an appropriate safe/vault. Do not transfer tests to the school where the test will be administered until the scheduled day of administration
- ❑ Restrict access to test materials
- ❑ Do not remove shrink-wrapped packages until the scheduled day of administration
- ❑ Use the [Secure Materials Tracking Log](#) (Appendix C) to document movement of materials and account for all secure materials
- ❑ Check the safe/ vault daily to ensure the test materials have not been tampered with

Preparing the Testing Room(s)

- Make sure room is well-lit, well-ventilated and quiet
- Make preparations to keep noise and distractions to a minimum
- Place “Do Not Disturb” signs on testing room doors
- Clear desks, shelves, under desk areas etc. of all books, papers and other materials
- Completely cover or remove wall charts, graphic organizers, all board work etc. related to ELA and math. This includes any materials that pertain to the CBT system tools
- Arrange seating so that students are visible to the proctor at all times. Seating of students in alternate rows is recommended

Computer-Based Testing Environment

- A seating chart is recommended (with identified devices)
- Seating of students in alternate rows is recommended
- See Appendix W for additional Suggestions for **Creating a Secure Computer-Based Testing Environment**
- Each student must have his or her own device that has been configured for testing. The Setup and Installation Guide includes detailed instructions for setting up devices.
- CBT proctors should have printed student login tickets, proctor PINs, and session access codes prior to testing.

For additional information on how to do the above, see the pages below:

- Print Student Log-in Tickets- p. A-75
- Accessing session access codes- p. A-72

Administering the Tests

Pages 31-45

School Administrator Responsibilities

- Inventory all test materials
- Store secure test materials in a safe or vault
- Distribute materials while ensuring test security
- Ensure paper-based secure test materials remain sealed until the dates in which they will be administered
- Advise all teachers administering and scoring the test that they are not to discuss test questions or other specific content
- Ensure that students with disabilities are provided allowable testing accommodations as indicated on their IEP or 504 plan
- Ensure that teachers, aides, and assistant receive training on the correct implementation of testing accommodations

English Language Arts Paper-Based Test Materials

	English Language Arts	
	Session 1	Session 2
Grades 3–8	<ul style="list-style-type: none">• <i>PBT Teacher's Directions</i>• Classroom roster• Session 1 test booklets (one per student and one for the teacher)• English Language Arts Test Answer Sheet (one per student)	<ul style="list-style-type: none">• <i>PBT Teacher's Directions</i>• Classroom roster• Session 2 test booklets (one per student and one for the teacher)• Student identification labels (one per student to be used on Session 2 test booklet)

English Language Arts Computer-Based Test Materials

- Printed log-in tickets for all students who will be testing
- The session access codes to begin the applicable planned sessions found on the Nextera Administration system Tests tab
- The proctor PIN found on the Nextera administration system Home Page
- Scratch paper

English Language Arts		
	Session 1	Session 2
Grades 3–8	<ul style="list-style-type: none">• <i>CBT Teacher's Directions</i>• Classroom roster• Student login tickets for students who will be testing• Access code for students to begin applicable sessions• Proctor PIN for reactivating paused tests• Scratch paper (one piece of lined paper per student)• Individual student device	<ul style="list-style-type: none">• <i>CBT Teacher's Directions</i>• Classroom roster• Student login tickets for students who will be testing• Access code for students to begin applicable sessions• Proctor PIN for reactivating paused tests• Scratch paper (one piece of lined paper per student)• Individual student device

Mathematics Paper-Based Test Materials

	Mathematics	
	Session 1	Session 2
Grades 3–4	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) <p>Grade 4 only:</p> <ul style="list-style-type: none"> • Protractors (one per student) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) <p>Grade 4 only:</p> <ul style="list-style-type: none"> • Protractors (one per student)
Grades 5–6	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) • Protractors (one per student) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) • Protractors (one per student) <p>Grade 6 only:</p> <ul style="list-style-type: none"> • Scientific or four-function calculators with a square root key (one per student)
Grades 7–8	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 1 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 1 (one per student) • Rulers (one per student) • Protractors (one per student) • Scientific calculators (one per student) 	<ul style="list-style-type: none"> • <i>PBT Teacher's Directions</i> • Classroom roster • Session 2 test booklet (one per student and one for the teacher) • Mathematics Test Answer Sheet 2 (one per student) • Rulers (one per student) • Protractors (one per student) • Scientific calculators (one per student)

Mathematics

Computer-Based Test Materials

- Printed log-in tickets for all students who will be testing
- The session access codes to begin the applicable planned sessions found on the Nextera Administration system Tests tab
- The proctor PIN found on the Nextera administration system Home Page
- Scratch paper
- Math Reference Sheet (Gr 5-8)

	Mathematics	
	Session 1	Session 2
Grades 3–8	<ul style="list-style-type: none"> • <i>CBT Teacher's Directions</i> • Classroom roster • Student login tickets for students who will be testing • Session access code for students to begin applicable sessions • Proctor PIN for reactivating paused tests • Scratch Paper (one piece of lined or plain paper and one piece of graph paper per student) 	<ul style="list-style-type: none"> • <i>CBT Teacher's Directions</i> • Classroom roster • Student login tickets for students who will be testing • Session access code for students to begin applicable sessions • Proctor PIN for reactivating paused tests • Scratch Paper (one piece of lined or plain paper and one piece of graph paper per student)
Grades 5–8	<ul style="list-style-type: none"> • Mathematics Reference Sheet 	<ul style="list-style-type: none"> • Mathematics Reference Sheet Grade 6 only: • Scientific or four-function calculators with a square root key (one per student)*
Grades 7–8	<ul style="list-style-type: none"> • Scientific calculators (one per student)* 	<ul style="list-style-type: none"> • Scientific calculators (one per student)*

Supervision of Students

Unauthorized Materials

Students should be under close supervision at all times during the administration of the tests and may not use any unauthorized notes, printed materials, scratch paper, or tools.

At the beginning of each test administration, proctors must read the following statement to all students taking State examinations:

You cannot have any communications device, including a cell phone, with you during this examination or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

This is your last opportunity to do so before the test begins.

Proctoring- Aid to Students

- No one may interpret or explain test questions to students
- No one may review or comment to students about the correctness or sufficiency of students' responses
- In response to student inquiries, proctors should advise students to use their own best judgment
- Proctors MAY:
 - Give assistance in the mechanics of taking the test
 - Prior to concluding test, point out if students have left one or more answers completely blank, or for PBT, have darkened more than one circle for the same MC question

Proctoring

- Temporary absence from testing room- must be accompanied by a proctor
- Evacuation of the building
- Student cheating
 - If suspected, provide a warning (any further attempts will result in termination of the test). Move student to another location, if necessary.
 - If it continues, report to the principal immediately and terminate student's test
- Illness during the administration
 - Excuse until well enough to continue
 - Closely monitor to ensure that student only continues in part of exam not complete. Students cannot go back to previously completed questions.

Proctoring

- Circulate periodically during testing to ensure students are recording responses in the proper manner and in the proper place
- For PBT, make sure students are recording MC answers on the answer sheet, not in the test booklets
- For CBT, make sure students are recording their MC and CR answers in the Nextera Test Delivery System
- Point out if one or more answers have been left blank or more than one answer bubbled in for a question
- Do NOT comment to the student on the correctness or sufficiency of any answer
- Do NOT use cell phones or other devices to duplicate test materials
- Proctors should keep their own personal communication devices put away during testing

Proctoring

□ Paper-Based Testing:

- Make sure each student has recorded their answers to MC questions on answer sheet before collecting materials
- No one other than the student may transfer MC answers marked in the test booklet to answer sheet

□ Computer-Based Testing:

- Proctors should review the **Review Screen** with the student to ensure the student has answered all of the questions before the student selects **Submit Test**

Untimed Tests

- Students who finish their test before others may check their work
- Once students finish working & checking tests, materials are collected by the proctor
- Students may be permitted to read silently once the materials are collected.
- No talking or other school work is permitted
- Once all students are finished, proctors may end the session

Untimed Testing

- Testing Accommodation – Extended Time
- Supervised Lunch Breaks
- Limitations in Timing- “Productively working”

Make-up Secure Testing

- Make-up Testing:
 - For students who were absent during the designated administration dates
 - Can be used to complete initial administration if schools are closed due to an unexpected event (ie. Power outage)

Concluding Test Sessions

- As soon as the testing of each session is completed, the principal must arrange for the collection and secure storage of all used and unused secure and used answer sheets.
- Used answer sheets may NOT be reviewed, scanned, or scored by anyone before the official scoring process has been completed and the answer sheets have been scanned by the RIC.
- All used and unused test books and used answer sheets must be kept secure
- All student login tickets, session access codes, and proctor PINs for CBT administrations must be securely destroyed
- All of the test questions in ELA and Math Test Session 2 will be released shortly after the scoring window has closed. Paper-based versions of these test books may be used for instructional purposes after the scoring window has closed.
- ELA and Math Session 1 Books MUST NOT be copied or retained in the school after testing. They MUST be returned to Questar using the return shipping materials provided.

After Testing

Pages 47-54

Destruction of Secure 2021 Test Materials

Securely Destroy Upon Completion of Test Administration (for CBT only)	Store Securely in School or District for One Year , then Securely Destroy
<ul style="list-style-type: none">• All used scratch paper• Student login tickets, session access codes, and Proctor PINs	<ul style="list-style-type: none">• All used printed English Language Arts Test Session 2 booklets• All used printed Mathematics Test Session 2 booklets• All used printed answer sheets after their return from the scanning center

Please Note...

- Misadministration and/or irregularities in administration must be reported to the principal
- The principal must report testing irregularities and misconduct by students to OSA
- See pp. 51-53 in SAM for details about what and how to report

“Building principals are responsible for administering department examinations and maintaining the integrity of examination content and programs, in accordance with directions and procedures established by the commissioner.”

Additional Information

Additional information regarding NYS 3-8 ELA and Math Tests can be found in the School Administrator Manual for 3-8 ELA & Math

[School Administrator's Manual](#)



Questions?

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