



2017 NYS Grades 3-8 ELA & Math Exams Administration and Scoring Overview

This overview provides a summary of test administration and scoring relating to the 2017 grades 3-8 New York State English Language Arts (ELA) & Mathematics exams.

The procedures outlined are a redacted version of a document created by the NYC Office of Assessment for district schools. The information presented in this memo only includes directions that are applicable to Charter Schools to lessen the confusion of our charter partners on the protocols to be followed for the administration and scoring of the Grades 3-8 ELA & Math.

This document is not meant to supersede any information from the NY State Education Department.

Paper-Based and Computer-Based Testing Options

In September 2015, NYSED published this [memo](#) regarding the introduction of computer-based testing (CBT) for the 3–8 ELA and Math exams. CBT was first offered in the 2015–16 school year, for the stand-alone field tests only, but is now also being offered for the operational tests this school year.

The information contained in this memo pertains to paper-based testing (PBT) only. NYC district schools will not be offering CBT this year. If you are offering CBT and need support, please email CharterSchools@schools.nyc.gov.

Test Administration Dates

All paper-based 3-8 ELA and Math exams must be administered on the dates listed below; testing for all grades should begin no later than 9:15 AM. Both exams will be administered for three days for all grades; similarly, the make-up period for each exam is three days.

Paper-based Testing

EXAM	ADMINISTRATION	MAKE-UP ADMIN.
ELA	March 28 – 30	April 3 – 5
MATH	May 2 – 4	May 8 – 10

In-School Printing & Scanning

Schools will be responsible for printing their own 3-page answer documents from ATS on 24-lb paper. The printing window for answer documents usually opens two weeks prior to testing. Exact details for printing will be published in the upcoming Grades 3-8 ELA/Math Charter Assessment Memo that will be released in early March. We recommend that you have a sufficient supply of 24-lb paper (available at any office supply store). We also recommend that you purchase ink for, and check the functioning status of, your ATS printer.

Schools should scan students' multiple choice answer documents into ATS by 5pm on the afternoons of days 1 and 2 of exam administration. Schools should also review ATS reports immediately after scanning to ensure that the data was properly captured via the EMDS report.

Schools participating in the scoring consortium ONLY print and scan [Answer Document 3](#) if a student does not complete Day 3 testing with the "reason not tested" bubbled. Students' constructed response exam materials must be packaged and delivered to the consortium scoring site according to the instructions set forth by the Charter Center (these directions will be available in the Grades 3-8 ELA/Math Charter Assessment Memo that will be released in early March).



As in previous years, there is no courier service provided to pick up your exams and deliver exams to the scoring site. Please do not give your materials to the DOE courier or follow packing directions outlined in any document other than the upcoming Grades 3-8 ELA/Math Charter Assessment Memo that will be released in early March.

Additional information about in-school printing and scanning will be provided at upcoming Test Coordinator Training Session, and shared in the *Charter Schools Weekly* and via the Charter Center’s Operations Community of Practice.

Please also refer to the [ELA/Math Scanning Handbook](#) which can be accessed using your DOE username and password.

Untimed Testing

As a reminder following NYSED’s transition to untimed testing in 2016, testing sessions will continue to be untimed. In general, the transition to untimed testing means that as long as students are productively working, they should be allowed as much time as they need within the confines of the regular school day to complete each day’s test booklet.

Scoring Dates – Charter Center Consortium Participants Only

The Charter Center, in partnership with Strategic Measurement Evaluation (SME), hosts a Test Scoring Consortium to coordinate the scoring of the constructed responses of the statewide Grades 3-8 English Language Arts and Mathematics Exams.

EXAM	DATES	SCORING DAYS
ELA	April 18 - 28	9
Math	May 15 - 22	6

Scoring Dates are still TENTATIVE

Scorer Assignment

The scoring grids provided by SME will indicate the scoring date, grade level, and number of scorers required for the school. Grids will be sent via email to the school contact that was provided to SME. A school will only be asked to provide scorers for the grade levels that they are testing.

Number of Scorers Required

NYC Charter Schools participating in the scoring consortium provide teachers for scoring based on the number of students enrolled in each grade for their particular school. School administrators make the final decision as to who can score tests after a review of the teacher’s certification and present teaching assignment.

Additional Information

- The [NYSED](#) and [EngageNY](#) web sites contain information about test administration, structure and content, and related resources and memos.
- The [Charter Center’s Test Scoring](#) web site contains information about packing, collection, and scoring guidance.
- Additional information relating to specific exam administration and scoring activities will be distributed on a rolling basis through *Charter Schools Weekly*.