



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

Richard A. Carranza, *Chancellor*

DIVISION OF TEACHING AND LEARNING - Scan Center  
44 -36 Vernon Boulevard, 2nd Floor - Long Island City, NY 11101

## ASSESSMENT MEMORANDUM #17, 2017-2018

DATE: Updated May 16, 2018

TO: CHARTER PRINCIPALS OF ALL ELEMENTARY AND MIDDLE SCHOOLS

FROM: Jonathan Ortiz, ELA/Math Program Manager (Revised by the Charter Schools Office)  
Division of Teaching and Learning

SUBJECT: GRADE 4 ELEMENTARY-LEVEL SCIENCE TEST  
GRADE 8 INTERMEDIATE-LEVEL SCIENCE TEST

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**THE PROCEDURES IN THIS MEMO SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE OR DOWNLOAD FOR DISTRICT SCHOOLS. ALL AVAILABLE TESTING RESOURCES ARE AVAILABLE IN THE [ASSESSMENTS PAGE OF THE CHARTER WIKI KNOWLEDGEBASE](#) BY USING YOUR DOE CREDENTIALS.**

### **OVERVIEW**

The Regulations of the Commissioner of Education provide that an elementary-level science test is to be administered in Grade 4 and an intermediate-level science test in Grade 8 to serve as a basis for determining students' needs for academic intervention services in science.

These assessments are designed to measure the content and skills contained in the Science Core Curriculum. The core curriculum is based on the New York State Learning Standards for Mathematics, Science, and Technology.

The Grade 4 Elementary-Level Science Test consists of two required components: a Written Test and a Performance Test. Students who are in attendance and who respond to at least one item on both the Written Test and the Performance Test will receive a valid score and a valid performance level.

**Grade 4 Performance Test, Form A:** The Performance Test consists of hands-on tasks at three stations. All three stations of the Performance Test must be administered in one continuous session. Allot at least 75 minutes for administration of the Performance Test. The Performance Test is hand scorable only. Students write their answers to Performance Test questions within the test booklet.

**Grade 4 Written Test:** The Written Test booklet has two parts and must be administered in one sitting. Part I contains multiple-choice questions, and Part II contains open-ended questions. The test is not timed. Most students will complete the Written Test in approximately 45–60 minutes of working time. In addition, the test administrator will need approximately 15 minutes to give directions to students. As long as they are working productively, students should be allowed as much time as they need only within the confines of the regular school day to complete the Written Test.

The New York State Grade 8 Intermediate-Level Science Test consists of two required components: a Written Test and a Performance Test. Students who are in attendance and who respond to at least one item on both the Written Test and the Performance Test will receive a valid score and a valid performance level.

**Grade 8 Performance Test, Form A:** The Performance Test consists of tasks at three stations. Each station requires 15 minutes of testing time, for a total testing time of 45 minutes, plus the time needed to provide instructions to students and for students to move between stations. All three stations of the Performance Test must be administered in one continuous session. Allot at least one hour for administration of the Performance Test. The Performance Test is hand scorable only. Students write their answers to Performance Test questions within the test booklet.

**Grade 8 Written Test:** The Written Test booklet has two parts and should be administered in one sitting. Part I contains multiple-choice questions, and Part II contains open-ended questions. Students are allowed two hours of working time to complete the Written Test.

## **STUDENTS TO BE TESTED**

Every student on register (whether tested, absent, or exempt) must be accounted for with an answer document, including Special Education students who took the New York State Alternate Assessment (NYSAA).

- Students repeating Grade 8 are required to take the test again.
- All students on register, including all part-time and full-time students in Special Education (all students with an IEP) must be tested in accordance with their official grade designation. There is no off-level testing.
- Students who have been evaluated for Special Education and are awaiting placement are to be tested with appropriate test modifications as indicated on their IEPs. Students who are "awaiting placement" are students whose parents, or persons in parental relationship, have consented to the student's placement, or those students for whom there is an uncontested hearing officer's decision ordering such placement. Their answer documents are to be bubbled "Special Education" and submitted with Special Education answer documents.
- All ELLs regardless of how long they have been enrolled in a school in the United States (including Puerto Rico) must take subject area exams (mathematics and science). When exams are not available in a student's native language, the exam may be translated orally. This policy is the same for State and Citywide exams.
- Accelerated Grade 7 Students: The Grade 8 Intermediate-Level Test should be administered to students in the grade in which they received instruction in all the material included in the Intermediate-Level Science Core Curriculum (5-8). While this is typically Grade 8, the test may also be administered to students in Grade 7 who received instruction in all the material in the Intermediate-Level Science Core Curriculum (5-8) and are being considered for placement in an accelerated high school-level science course when they are in Grade 8. The school may **not** use this assessment to retest any students who participated in this assessment last school year while in Grade 7. Schools are required to administer this assessment to those students in Grade 8 who did not take this assessment last school year while in Grade 7, unless such students will be taking a Regents examination in science at the end of this school year.
- School principals have the discretion to either require or waive the Grade 8 Intermediate-Level Science Test for those accelerated Grade 8 students who did not take this examination during the last school year but who will be taking a Regents examination in science at the end of this school year. For those accelerated students for whom the school waives the Grade 8 Intermediate-Level Science Test, the student's achievement in science will be measured by the student's performance on the Regents examination in science.

## **ADMINISTRATION CALENDAR**

<u>ADMINISTRATION</u>	<u>DATE</u>	<u>TEST</u>	<u>GRADES</u>	<u>PREPARATION TIME BEFORE EXAM BEGINS</u>	<u>FORMAT</u>
Main Administration	Wednesday May 23 – Friday, June 1	Elementary & Intermediate- Level Science Performance Test	4 & 8	Included In Testing Time	Lab Test *
Main Administration	Monday, June 4	Elementary & Intermediate- Level Science Written Test	4 & 8	~15 minutes	Multiple Choice & Extended Responses
Make-up Administration	Wednesday May 23 – Friday, June 1	Elementary & Intermediate- Level Science Performance Test	4 & 8	Included In Testing Time	Lab Test *
Make- up Administration**	Tuesday June 5 – Wednesday June 6	Elementary & Intermediate- Level Science Written Test	4 & 8	~15 minutes	Multiple Choice & Extended Responses

\*Schools may administer the Lab Performance Test anytime within the test administration window.

\*\*The make-up period for the Written Test ends on June 6, 2018.

## ADMINISTRATION SCHEDULE FOR PERFORMANCE EXAMS

<p>May 18 – 22</p>	<p>SED (UPS) delivers all non-secure &amp; secure materials and teacher’s directions to schools.</p> <p>Schools must open cartons immediately to verify quantities of test booklets they contain but <b>DO NOT OPEN SHRINK-WRAPPED TEST PACKAGES</b>. Notify your Borough Assessment Implementation Director (BAID) of any problems, or the need for additional test materials. (Please note that Teacher’s Directions are considered non-secure materials and may be photocopied if necessary.) Reseal cartons and place in a secure, locked facility (to be done by a school supervisor).</p>
<p>May 21 – June 6</p>	<p>Schools print Answer Documents using the SC48 function in ATS. For printing directions, please refer to the <a href="#">Grades 4 &amp; 8 Science Test Printing and Scanning Handbook</a>.</p>
<p>May 24 – June 2</p>	<p>Administer Grades 4 &amp; 8 Performance Science Test. Adhere to the estimated 75 minute time limit for the administration of this exam.</p> <p>Please note that individual schools may select the dates &amp; grades to be tested anytime within the test administration window.</p> <p>All Performance Test materials must be kept secure at all times except during the actual administration and scoring of the Performance Test. The same Performance Test (Form A) will be administered for several years. All Performance Test materials except used student test booklets and Performance Test Station Diagrams are to be returned to the Department. The DOE will pick up Performance Test Materials for secure destruction in September 2019.</p>

## ADMINISTRATION SCHEDULE FOR WRITTEN EXAMS

<p>May 30 – June 1</p>	<p>UPS delivers Grades 4 &amp; 8 Written Science Test materials on behalf of SED.</p> <p>After students have been dismissed on June 2, Grades 4 &amp; 8 Science Written, cartons may be opened. UNOPENED shrink-wrapped packages may be placed in envelopes to begin to make class sets, but <b>DO NOT OPEN SHRINK WRAPPED TEST PACKAGES</b>. Class sets must be returned to a secure, locked facility (to be done by a school supervisor). (Alternatively, class sets may be prepared on the morning of June 5.) Notify your Borough Assessment Implementation Director (BAID) for additional test materials.</p>
<p>June 4 (or June 5-6 for the make-up administration)</p>	<p>Administer Grades 4 &amp; 8 Science Written Test no later than 9:15 AM.</p> <p><u>Grade 4:</u> As long as they are working productively, students should be allowed as much time as they need only within the confines of the regular school day to complete the Written Test. Schools are not expected to extend the school day in order for students to complete the Written Test. In addition, schools may not extend the Written Test beyond its scheduled day unless the student has multiple-day testing as a specified testing accommodation in his or her Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan).</p> <p><u>Grade 8:</u> Students are allowed two hours of working time to complete the Written Test. In addition, the test administrator will need approximately 15 minutes to give directions to students.</p> <p><b>Immediately following administration (and no later than 5pm)</b>, scan page 1 (Part I multiple choice) answer documents into ATS. Check the ATS <a href="#">SCDS (Science Exam Document Status) report</a> to ensure that the scans were correctly processed. (Scan the page 1 answer document for make-up exams as they are completed.)</p>
<p>June 7-15</p>	<p>Score grades 4 &amp; 8 Science Tests at schools.</p> <p>All performance assessment student answer booklets must be stored in a secure, locked facility during the scoring period except for when they are being scored.</p> <p><b>Following Part II scoring (and no later than 5pm on June 15)</b>, scan the page 2 (Part II and Performance Test) answer document into ATS. Check the ATS <a href="#">SCDS (Science</a></p>

[Exam Document Status](#)) report to ensure that the scans were correctly processed.

After scoring is finished, unused written test booklets (only) may be used for instruction and professional development.

## **PRINTING & SCANNING ANSWER DOCUMENTS**

Schools administering the Grade 4 Elementary-Level Science Test or Grade 8 Intermediate-Level Science Test **must print their own answer documents** using the **SC48** function in ATS. The function will become available on **May 21**, and schools may begin to print their Science answer documents at that time. The Grades 4 & 8 Science Test Printing and Scanning Handbook may be found [HERE](#).

## **TEST SECURITY**

In order to maintain the integrity of this test administration, security procedures must be strictly observed. All instructions and schedules must be followed exactly.

- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- You may not make copies of any tests; to do so is a violation of copyright laws and may invalidate test results.
- Test materials must be placed in a secure, locked facility when they are first received and also after the completion of the day's testing. The security of test materials in the school is the responsibility of the principal.
- Tests may not be distributed to teachers for administration until the morning of the test.
- Each teacher and test coordinator will be required to sign the Test Material Security Form (found [here](#)) indicating the number of test booklets picked up and the number of test booklets returned. The original Test Material Security Form signed by the principal, along with the original packing slip which verifies the number of test booklets received, must be kept in the school for one year.
- Tests and testing materials will be delivered according to the calendar on page 2.
- After verifying contents of cartons, return them to the secure location. **DO NOT OPEN SHRINK-WRAPPED PACKAGES.** Materials have been packaged according to orders submitted to the Scan Center. After inspection, cartons must be resealed and securely stored. Unannounced inspections before, during, and after testing will be conducted by staff from the City and State Education Departments. Test results will also be reviewed to determine possible security violations.

## **REPORT AND INVESTIGATE FRAUD**

Under Section 8.5 of the Rules of the Board of Regents, fraud includes the use of unfair means in taking an examination; giving aid to or obtaining aid from another person during an examination; alteration of any Regents credential; and intentional misrepresentation in connection with examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, by a teacher or administrator, or by any other person.

School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. In **cases of adult misconduct**, security violations must be reported immediately to:

- NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email [intake@nycsci.org](mailto:intake@nycsci.org)

Upon receiving any information of **suspected/observed student cheating** or the presence or use of a cell phone/prohibited electronic device, the principal must immediately:

- Conduct an investigation, in alignment with NYSED and school policy for any incident of suspected/observed student misconduct, to determine whether the incident is substantiated or unsubstantiated:
  - If the principal determines that the incident is **unsubstantiated**, no further action is necessary.
  - If the principal determines that the incident is **substantiated**, the principal must immediately:

- Invalidate the student's test results (for assistance, contact NYCDOE Charter Schools Office at [CharterSchools@schools.nyc.gov](mailto:CharterSchools@schools.nyc.gov)).
- Notify NYSED's Office of State Assessment by e-mailing [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov). If submitting the report as an email attachment, ensure the attachment is written on school letterhead. The report must include:
  - The school's name and BEDS code
  - The student's name and NYC ID number
  - Grade level and subject of the impacted test(s)
  - A brief description of incident and the final action taken
  - Confirmation that the student's exam(s) have been/will be invalidated
- Notify the student and his/her parents/guardians of the invalidation of the exam, and of any other consequences for the student, in accordance with the school's discipline policy
- Enter in OORS

**If the incident involves the presence or use of a cell phone/prohibited electronic device** for any purpose during a New York State assessment, invalidate the student's test results and notify NYSED's Office of State Assessment by e-mailing [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov).

**FINDING ASSISTANCE**

Questions regarding this test memorandum should be addressed Rosanna Castro at the Charter Schools Office: [CharterSchools@schools.nyc.gov](mailto:CharterSchools@schools.nyc.gov).

**Please note:** You should only reach out to the BAID if you are in need of testing materials.

<b>Office of Assessment, Division of Teaching &amp; Learning</b>		
Manhattan BAID • Comprising Districts 1, 2, 3, 4, 5, & 6	Louise Smith (212) 356-3784 (PHONE) (212) 356-7523 (FAX) <a href="mailto:LSmith2@schools.nyc.gov">LSmith2@schools.nyc.gov</a>	333 Seventh Avenue Room 722 New York, NY 10001
Bronx BAID • Comprising Districts 7, 8, 9, 10, 11, & 12	Sharon Cahr (718) 741-5559 (PHONE) (718) 741-7971 (FAX) <a href="mailto:SCahr@schools.nyc.gov">SCahr@schools.nyc.gov</a>	1 Fordham Plaza Room 749 Bronx, NY 10458
Brooklyn BAID • Comprising Districts 13, 14, 15, 16, 19, 23, & 32	Laura Dalla Betta (718) 935-5795 (PHONE) (718) 935-2104 (FAX) <a href="mailto:LDallaBetta@schools.nyc.gov">LDallaBetta@schools.nyc.gov</a>	131 Livingston Street Room 310C Brooklyn, NY 11201
Queens BAID • Comprising Districts 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak (718) 391-8352 (PHONE) (718) 391-6088 (FAX) <a href="mailto:BMarcis@schools.nyc.gov">BMarcis@schools.nyc.gov</a>	28-11 Queens Plaza North Room 304 Long Island City, NY 11101
Staten Island/Brooklyn BAID • Comprising Districts 17, 18, 20, 21, 22, & 31	Jose Garcia (718) 390-1579 (PHONE) (718) 420-5665 (FAX) <a href="mailto:JGarcia17@schools.nyc.gov">JGarcia17@schools.nyc.gov</a>	715 Ocean Terrace Building A, Room A127 Staten Island, NY 10301
Assessment Operations & Scan Center • NYC Public Schools	Grace Pepe (718) 349-5627 (PHONE) (718) 349-5632 (FAX)	44-36 Vernon Boulevard Room 206 Long Island City, NY 11101
<b>Additional NYCDOE Assessment Contacts</b>		
Special Education – District 75	Judy Chan (212) 802-1560 (PHONE) <a href="mailto:JChan14@schools.nyc.gov">JChan14@schools.nyc.gov</a>	400 First Avenue 6 <sup>th</sup> Floor New York, NY 10010
Alternative Schools & Programs – District 79	Joanne Mitchell (917) 521 – 3635 (PHONE) (917) 521 – 3649 (FAX) <a href="mailto:JMitchell5@schools.nyc.gov">JMitchell5@schools.nyc.gov</a>	4360 Broadway Room 428 New York, NY 10033
Charter Schools – District 84	Rosanna Castro (212) 374 – 5419 (PHONE) (212) 374 – 2324 (FAX) <a href="mailto:RCastro12@schools.nyc.gov">RCastro12@schools.nyc.gov</a>	100 Gold Street New York, NY 10038
Homebound Instruction	Angela Velez (718) 794 - 7236 (PHONE) (718) 794 – 7237 (FAX) <a href="mailto:AVelez16@schools.nyc.gov">AVelez16@schools.nyc.gov</a>	3450 E. Tremont Ave. 1 <sup>st</sup> Floor Bronx, NY 10465
Hospital Instruction	Keri Kaufmann (718) 794 – 7266 (PHONE) (718) 794 – 7263 (FAX) <a href="mailto:KKaufmann@schools.nyc.gov">KKaufmann@schools.nyc.gov</a>	3450 E. Tremont Ave. 1 <sup>st</sup> Floor Bronx, NY 10465

For more information on exam administration, please see the [2018 Grade 4 Science Test Manual for Administrators and Teachers](#) or the [2018 Grade 8 Science Test Manual for Administrators and Teachers](#).