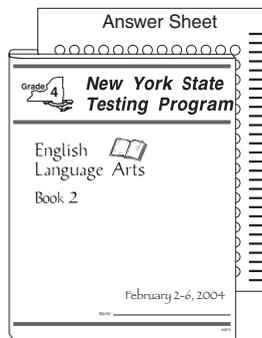


Appendices

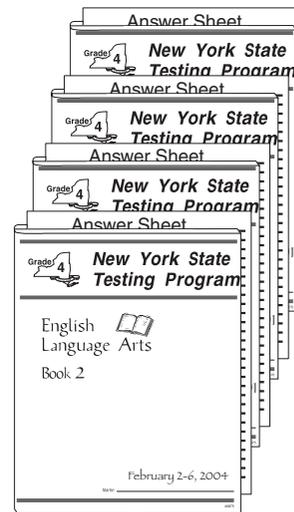
Appendix A: Teacher Instructions for English Language Arts

Organizing Materials for Return to School Administrator



Step 1:

Insert 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.

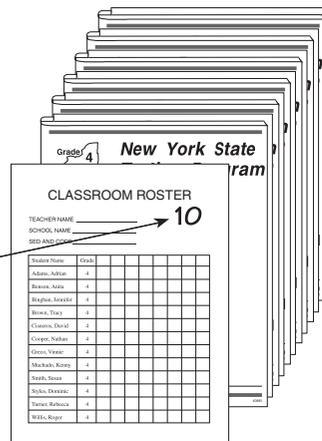


Step 2:

Stack all Book 2s with answer sheets inside.

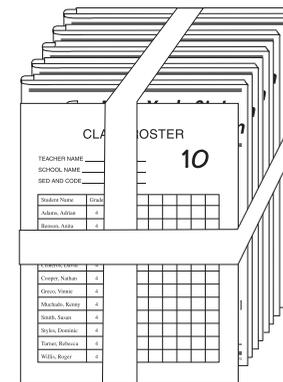
Step 3:

Place 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.



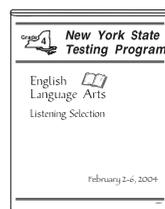
Step 5:

Stack all other test materials



Teacher's Directions
Teachers may retain Teacher's Directions

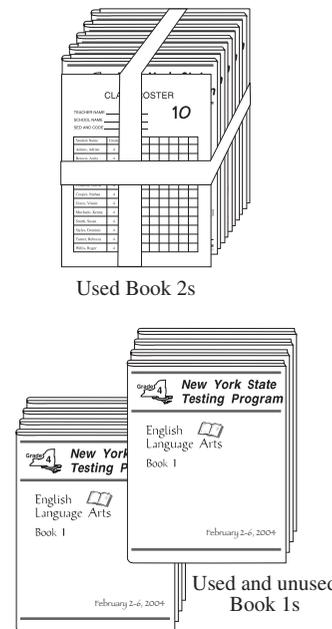
Listening Selection booklet



Step 6:

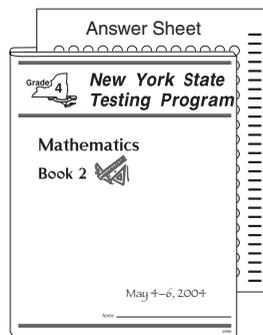
Return banded Book 2s and used and unused Book 1s to the School Administrator.

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



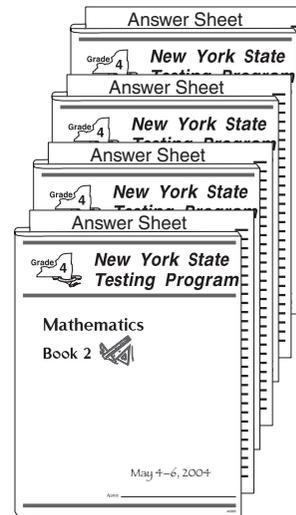
Appendix A: Teacher Instructions for Mathematics

Organizing Materials for Return to School Administrator



Step 1:

Insert 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.

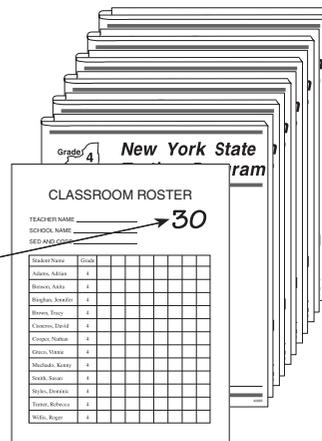


Step 2:

Stack all Book 2s with answer sheets inside.

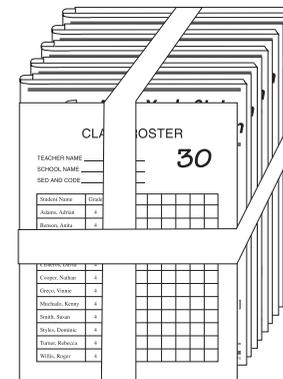
Step 3:

Place 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.



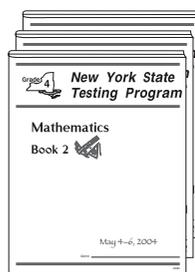
Step 4:

Band the stack of Book 2s together using adding-machine tape or other material.



Step 5:

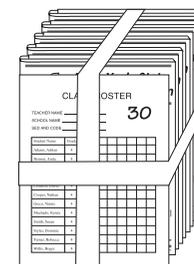
Stack unused Book 2s, and keep them secure until the date that the answer sheets are due to be returned to scanning centers



Unused Book 2s

Step 6:

Return banded Book 2s to School Administrator.



Used Book 2s

Appendix B: 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 darken the “Absent” circle corresponding to the session missed. Rules that determine whether the student receives a valid score are found in Appendix O.

ELA, Grade 4

Session 1
Session 2, Parts 1 and 2
Session 3

Mathematics, Grade 4

Session 1
Session 2
Session 3

ELA, Grade 8

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

Mathematics, Grade 8

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

Score of Zero and Condition Code A

Score of Zero and Condition Code A

Grade 4 ELA: 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 of only 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.

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

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 Number 33, Number 34, or Number 35 individually when a student who is present for a test session leaves the question blank (no response).

Grade 8 ELA: 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 of only 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.

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 Math: Score of Zero

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

- is illegible or consists of only 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.

Condition Code A

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

Mathematics Responses Written in a Language Other than English

Limited English Proficient students making use of alternative language editions or of oral translations of the Grade 4 or 8 Mathematics test may write their responses to the open-ended questions in their native language. Translating and scoring the responses to open-ended questions on the Mathematics tests written in the students' native language is the responsibility of the school.

Testing Accommodations Categories

The categories provided on answer sheets to note the testing accommodations that a student received are defined in Appendix N of this manual. Please note that not all the accommodations in Appendix N 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. (See <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm> and pages 4 and 5 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 ELA and Mathematics are found on pages 31 and 32 of this manual. The Department will analyze these data and issue guidance to schools about the scoring models that will be allowed with the new NCLB Grades 3 through 8 tests in 2006.

Appendix C: 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**
Tom Larson
Cuba-Rushford (SI)
5476 Route 205
Cuba, NY 14727
585-968-2650 ext. 4417
585-968-2651 (fax)
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**
Therese Shook
Union Springs Central High School
239 Cayuga Street
Union Springs 13160
315-889-4124
315-889-4133 (fax)
9. **CHAUTAUQUA**
Daniel Kathman
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
716-679-3363 (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-Otsega BOCES
6678 County Road 32
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
Route 206, 270 BOCES Drive
Sidney Center 13839
607-865-2547
607-865-8685 (fax)
17. DELAWARE
Gregory Sanik
Stamford Central School District
1 River Street
Stamford 12167
607-652-7301
607-652-3446 (fax)
18. DUTCHESS
Sonia McLean
Franklin D. Roosevelt SHS
South Cross Road
Hyde Park 12538
845-229-4022 ext. 201
845-229-4029 (fax)
19. ERIE
Constance Moss
Buffalo City School District
701 City Hall
Buffalo 14202
716-851-3035
716-851-3044 (fax)
20. ERIE
Michelle Lane
Erie 1 BOCES
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
716-549-5188 (fax)
22. ESSEX
Sharon O'Hara
Ticonderoga High School
Calkins Place
Ticonderoga 12883
518-585-6661 ext. 118
518-585-5282 (fax)
23. ESSEX – FRANKLIN
Gene Johnson
Tupper Lake Middle-High School
25 Chaney Avenue
Tupper Lake 12986
518-359-3322 ext. 2001
518-359-9636 (fax)
24. FRANKLIN
Donald Merrick
Malone Middle School
15 Francis Street
Malone 12953
518-483-7807
518-483-7813 (fax)
25. FULTON
Michael Beatty
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 City School District
801 West German Street
Herkimer 13350
315-866-2230
315-866-8595 (fax)
29. **JEFFERSON**
Russell Berger
Jefferson-Lewis-Hamilton-Herkimer-Oneida
BOCES
20104 State Route 3
Watertown 13601
315-779-7204
315-779-7209 (fax)
30. **LEWIS**
Kenneth McAuliffe
Lowville Academy
7668 State Street
Lowville 13367
315-376-9000
315-376-1933 (fax)
31. **LIVINGSTON**
Ted Hale
Genesee Valley BOCES
27 Lackawanna Avenue
Mount Morris 14510
585-658-7827
585-658-7986 (fax)
32. **MADISON**
John Durkee
Cazenovia Central School District
31 Emory Avenue
Cazenovia 13035
315-655-1328
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**
Cheryl Blount
Monroe 2-Orleans BOCES
3599 Big Ridge Road
Spencerport 14559
585-352-2411
585-352-2442 (fax)
36. **MONTGOMERY**
Dorothy Phoenix
Amsterdam City School District
11 Liberty Street
Amsterdam 12010
518-843-5217
518-842-0012 (fax)
37. **NASSAU**
Audery Pullo
Levittown Mem. Educ. Center
150 Abbey Lane
Levittown 11756
516-876-7450 ext. 660
516-861-4408 (fax)

Regional Centers (continued)

38. **NIAGARA**
Bonnie Baudendistle
Lockport City School District
130 Beattie Avenue
Lockport 14904
716-478-4836
716-478-4823 (fax)
39. **NIAGARA**
Marcia Capone
Niagara Falls City School District
607 Walnut Avenue
Niagara Falls 14301
716-286-4285
716-286-4123 (fax)
40. **ONEIDA**
John Vero, Jr.
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
Utica 13502
315-793-8503
315-793-8554 (fax)
42. **ONONDAGA**
Penny Czyz
Syracuse City School District
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
Gibson Road
Goshen 10924
845-291-0220
845-291-0205 (fax)
45. **ORLEANS**
Kenneth Smith
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**
Walter Baskin
Oneonta Senior High School
130 East Street
Oneonta 13820
607-433-8253
607-433-8204 (fax)
- PUTNAM: See center number 71.
48. **RENSSELAER**
Stevan Abelson
Questar III BOCES
10 Empire State Boulevard
Castleton 12033
518-477-8771
518-477-9833 (fax)
49. **ROCKLAND**
Albert Moschetti
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 ext. 100
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 ext. 8100
607-535-4629 (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 District
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
607-936-0536 (fax)
60. **SUFFOLK**
Doreen Vones
Eastern Suffolk BOCES
215 Old Riverhead Road
Westhampton Beach 11978
631-288-9568
631-288-6224 (fax)
61. **SUFFOLK**
Stanley Packman
Eastern Suffolk BOCES
201 Sunrise Highway
Patchogue 11772
631-687-3038
631-687-3166 (fax)
62. **SUFFOLK**
Susan Smith
Western Suffolk BOCES
507 Deer Park Road
Dix Hills 11746
631-549-4900 ext. 224
631-423-1821 (fax)
63. **SULLIVAN**
Arlene 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

Jane Kokoletsos
Johnsburg Central School
Main Street
North Creek 12853
518-251-2810
518-251-2562 (fax)

68. WASHINGTON

Jessica Balch
Cambridge Junior-Senior High School
24 South Park Street
Cambridge 12816
518-677-8527 ext. 421
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 Junior/Senior High School
81 Court Street
Warsaw 14569
585-786-8000 ext. 2508
585-786-3193 (fax)

75. YATES

Michael Chirco
Dundee Junior-Senior High School
55 Water Street
Dundee 14837
607-243-5534
607-243-7912 (fax)

Appendix D: NYC Senior Assessment Coordinators

REGION	REGION OFFICE ADDRESS	REGION SUPERINTENDENT	SENIOR ASSESSMENT COORDINATOR
1	1 FORDHAM PLAZA ROOM #821 A BRONX, NY 10458	IRMA ZARDOYA	RENAY MOSS 718-741-7067 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 JOSE RUIZ 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 RAPHAEL 718-391-8351
5	82-01 ROCKAWAY BLVD. ROOM #460 OZONE PARK, NY 11416	KATHLEEN M. CASHIN	JOAN FLIG 718-642-5822 718-642-5705 FAX SHELLY ZAHLER 718-642-5723
6	5619 FLATLANDS AVENUE BROOKLYN, NY 11234	GLORIA BUCKERY	ABDO ZANDANI 718-968-6148 718-968-6168 FAX JUDY HENRY 718-968-6147

NYC Senior Assessment Coordinators (continued)

REGION	REGION OFFICE ADDRESS	REGION 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	CARMEN FARINA	MARY BURKE 718-935-3710 718-935-4354 FAX LUZ SOLAMITA 718-935-3711 718-935-4354 FAX
9	333 SEVENTH AVENUE FLOOR 7 NEW YORK, NY10001	PETER HEANEY	GABRIEL FELDBERG 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	ALEX RAMADANIS 212-802-1610 917-256-4245 FAX STEVEN WEINRICH 212-802-1591
79	ALTERNATIVE SCHOOLS AND PROGRAMS 90-27 SUTPHIN BLVD. ROOM #210 JAMAICA, NY 11435	BERNARD GASSAWAY	KAMPTA PERSAUD 718-557-2666 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 E: Scanning Centers (Regional Information Centers—RICs)

Location	Primary Contact	
Erie 1 BOCES Computer Services 355 Harlem Road West Seneca, NY 14224-1892	Jenifer Gilson 716-821-7466 716-821-7432 FAX jgilson@e1b.org	
Monroe 1–BOCES 41 O’Connor Rd. Fairpoint, NY 14450	Chris Nowakowski 585-349-9025 585-349-9065 Fax cnowakow@monroe2boces.org	Gregg Gleba 585-387-3894 Gregg_Gleba@boces.monroe.edu
GV/WFL BOCES EduTech Newark Office 131 Drumlin Court Newark, NY 14513	Laurel Skellett 315-332-7365 315-331-7045 FAX lskellett@edutech.org	
Schuyler Chemung Tioga BOCES Computer Services Center 459 Philo Road Elmira, NY 14903	Paula Smith 607-795-5338 607-795-5307 FAX psmith@mail.sctboces.org	
OCM BOCES CNYRIC 6820 Thompson Road P.O. Box 4866 Syracuse, NY 13221-4866	Bill Heppeler 315-433-8317 315-433-8368 FAX wheppele@cnyric.org	Lori West 315-433-8370 Lwest@cnyric.org
Madison-Oneida BOCES Mohawk RIC Spring Road Verona, NY 13478	Katie Duell/Christina Lohr/Tracy Sharlette 1-800-522-0083 315-361-5760 or 5761 315-361-5566 FAX kduell@moric.org/Clohr@moric.org/Tsharlette@moric.org	
Broome-Tioga BOCES Mail Drop #31 435 Upper Glenwood Road Binghamton, NY 13905-1699	Kelly Carley 607-757-3009 kcarley@btboces.org	
Capital Region BOCES NERIC 1031 Watervliet-Shaker Road Albany, NY 12205	Bill Adam 518-456-9234 518-456-9287 FAX wadam@gw.neric.org	
Ulster BOCES Mid-Hudson Regional Computer Services Center 175 Route 32 North New Paltz, NY 12561	Monika Colandrea 845-255-1450x233 845-256-9587 FAX mcolandr@mhric.org	Lisa Pullaro 845-255-1450x246

Scanning Centers (continued)

Location

Southern Westchester BOCES
Lower-Hudson RIC
44 Executive Blvd.
Elmsford, NY 10523

Nassau BOCES
Curriculum, Instruction and Technology
Hawthorne Center–Room A
200 Second Ave.
Massapequa Park, NY 11762

Eastern Suffolk BOCES
Regional Information Center
15 Andrea Road
Holbrook, NY 11741

Rochester City Schools
131 West Broad Street
Rochester, NY 14614

Yonkers City Schools
Administrative Annex, Room 4069
Yonkers, NY 10705

Syracuse City Schools
Office of Accountability and
Information Services
725 Harrison Street
Syracuse, NY 13210

Buffalo Public Schools
2008 City Hall
Buffalo, NY 14206

New York City Public Schools
New York City Board of Education
Tweed Courthouse
52 Chambers Street, Room 309
New York, NY 10007

Primary Contact

Rob Mahig/Pat Carey/Jim Maher
914-592-4203x287
914-592-2259 FAX
rmahig@ric.lhric.org

Rona Port
516-832-2730
516-832-2843 FAX
rport@mail.nasboces.org

Andrew Setzer
516-244-4240 or 4243
631-244-4003 FAX
asetzer@srabicoces.org

Michael Christman
585-262-8551
585-262-8571 FAX
michael.christman@rcsdk12.org

Bonnie Sale
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Bonnie.sale@rcsdk12.org

David Weinberger
914-376-8232
914-376-9144 FAX
dweinberger@yonkerspublicschools.org

Richard List
315-435-4281
315-435-4978 FAX
rilist@freeside.scsd.us

Constance Moss
716-851-3035
716-851-3894 FAX
cmoss@buffalo.k12.ny.us

Sharon Bradley
716-851-3035
sbradley@buffalo.k12.ny.us

Dereck Walcott
212-374-3466
212-374-5908 FAX
dwalcott@nycboe.net

Appendix F: 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 Directions.
- Inventory the materials, noting any discrepancies on the appropriate Test Materials Fax Form (A-25 or A-27), and fax it to the office of State Assessment at 518-474-1989.
- 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 each day (Teacher's Directions, answer sheets, etc.). 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 front of 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 G: 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 I: 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 C) 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		Grade 4 Mathematics	
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	
Teacher's Directions		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	
		Teacher's Directions	

Grade 8 Test Materials Fax Form

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

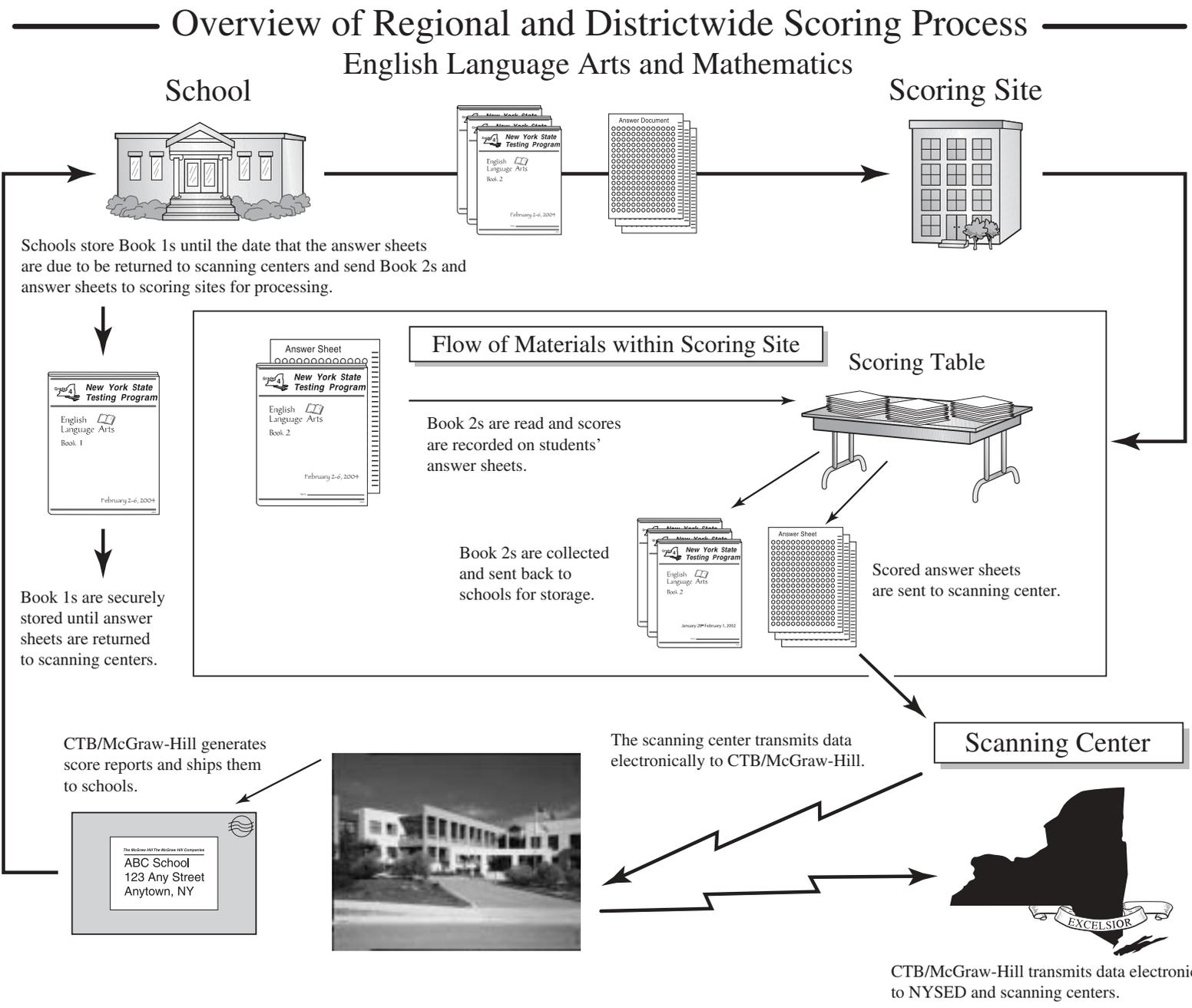
If you have inventoried the test materials received using your shipping notice and need additional test materials, or if there is a problem with the shipment of materials you received:

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

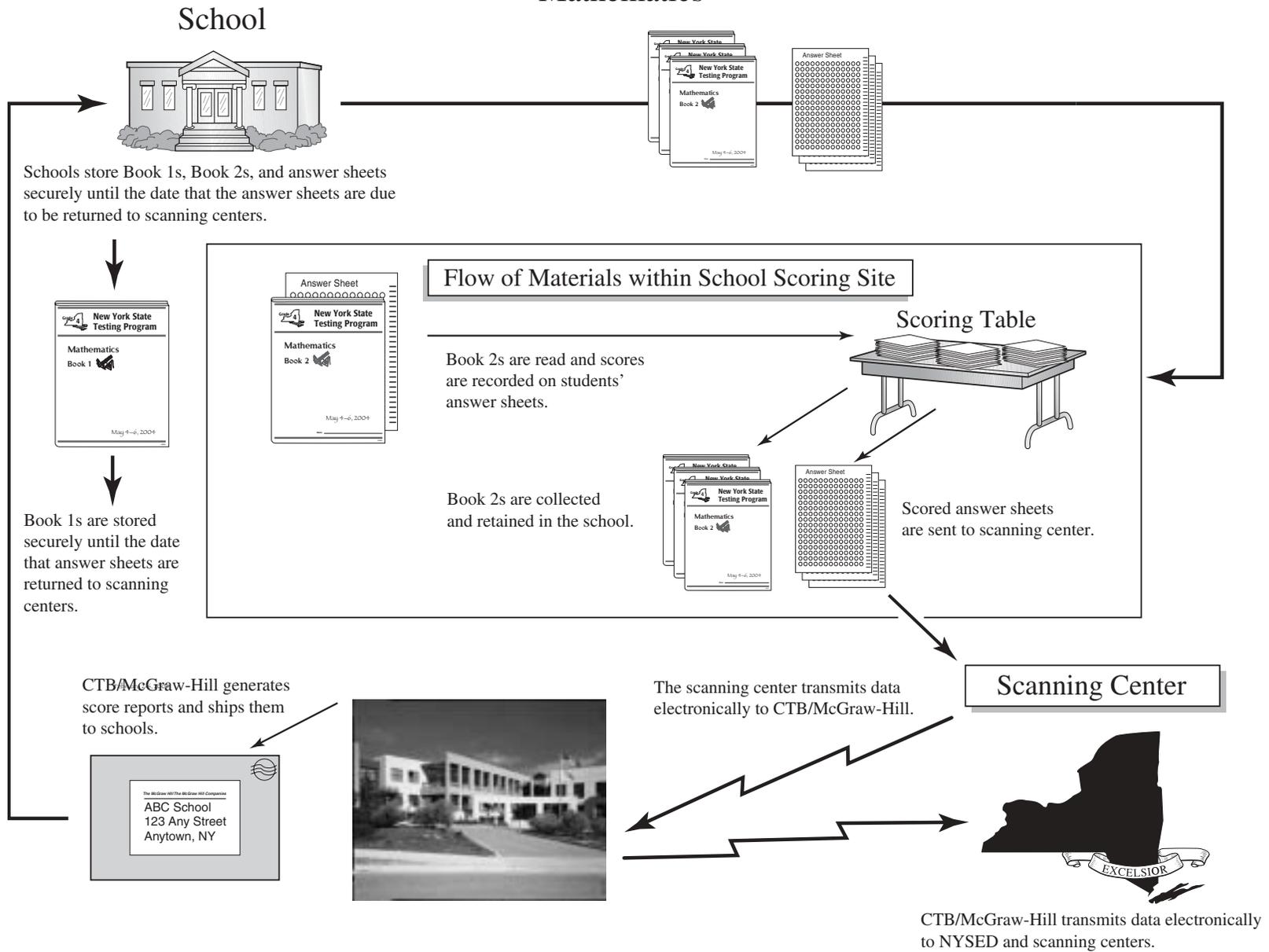
Date _____ Contact Person _____
 Telephone _____ Fax Number _____
 Regional Center Number _____ 12-Digit BEDS Code _____
 Name of Your School _____

Testing Materials Requested from the Regional Center:

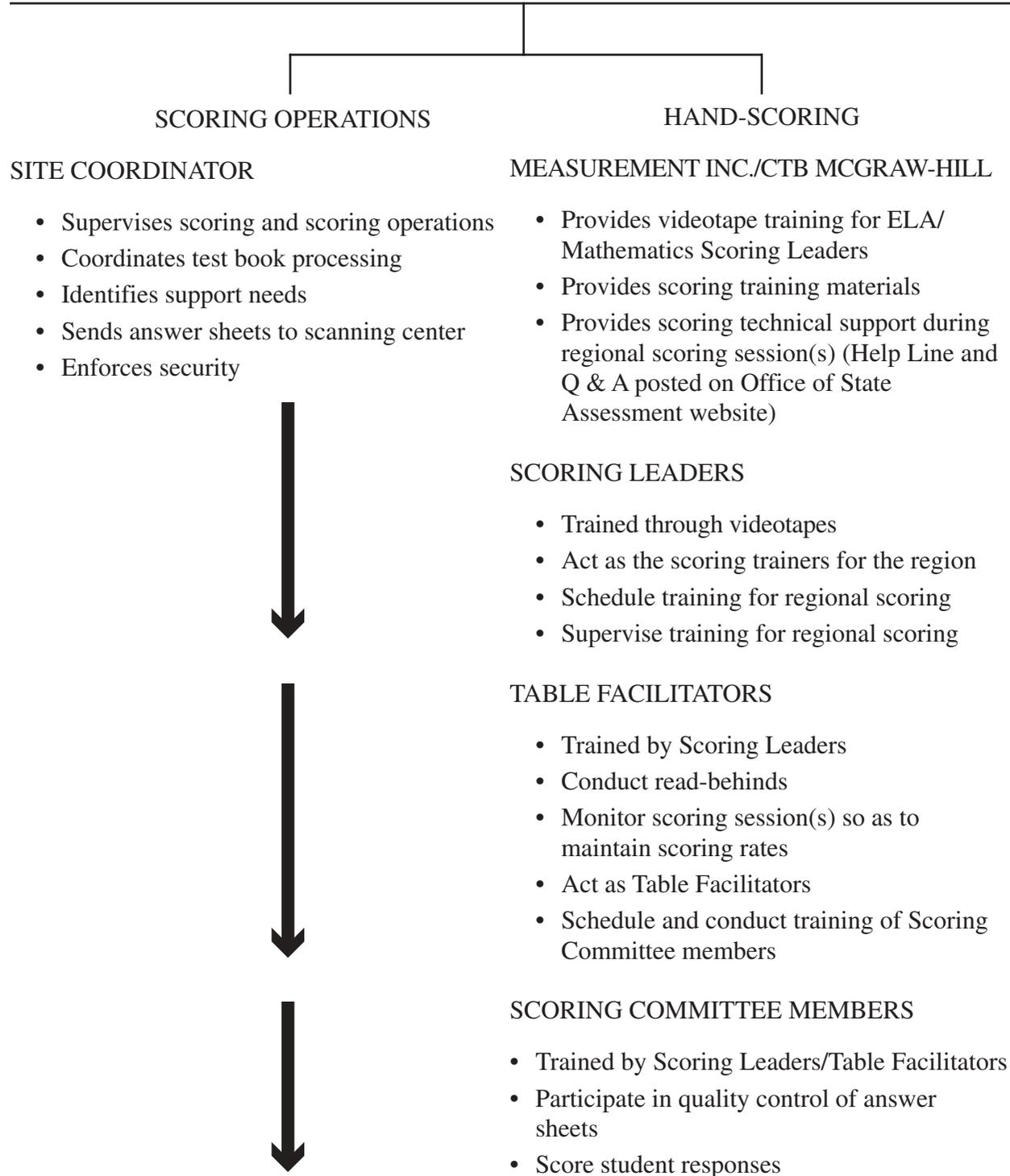
Grade 8 English Language Arts		Grade 8 Mathematics	
Description	Quantity Needed	Description	Quantity Needed
Book 1		Book 1	
Book 2		Book 2	
Listening Selection		Manipulatives	
Large-Type Book 1		Large-Type Book 1	
Large-Type Book 2		Large-Type Book 2	
Braille Book 1		Braille Book 1	
Braille Book 2		Braille Book 2	
Orange Box Labels for storing Book 2s until scoring begins		Orange Box Labels for storing Book 2s until scoring begins	
Teacher's Directions		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	
		Teacher's Directions	



Overview of Schoolwide Scoring Process Mathematics

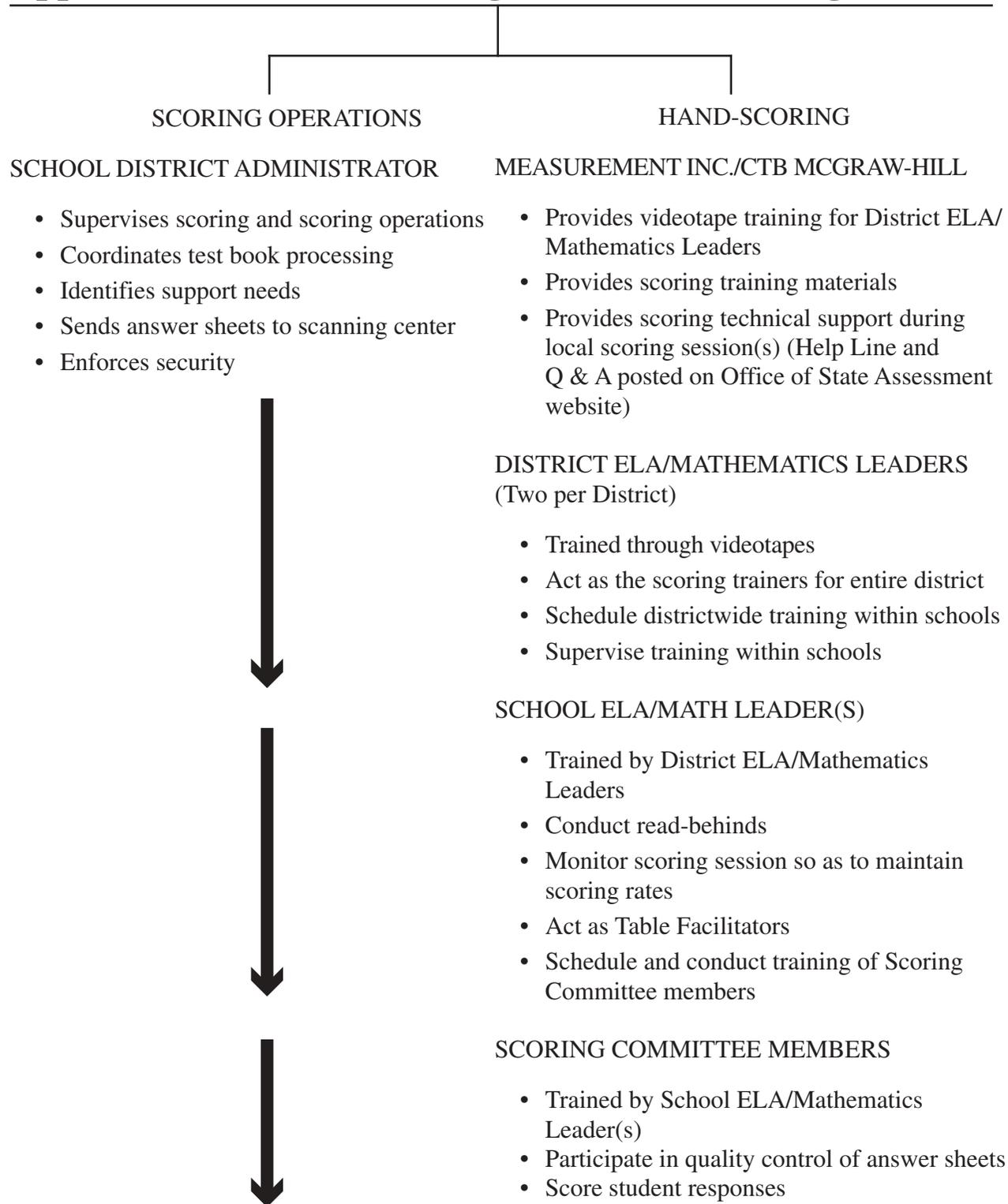


Appendix L: Regional Organization for Scoring Book 2s



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

Appendix M: Districtwide Organization for Scoring Book 2s



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

Appendix N: Testing Accommodations Categories

The categories of testing accommodations that a student may receive are defined on pages 22–24 of *Test Access and Modifications for Individuals with Disabilities*, published in 1995 by the Office of Vocational and Educational Services for Individuals with Disabilities. Except for some accommodations that are no longer permitted on these examinations, they are reproduced below.

Please note that not all accommodations defined on those pages and reproduced below are permitted on all parts of the Grade 4 and 8 ELA and Mathematics tests. Testing accommodations that change the constructs measured by the test are not permitted. See <http://www.vesid.nysed.gov/specialed/publications/policy/changeaccom.htm>, and pages 4 and 5 of this manual.

Flexible Scheduling

- extended time to complete tests, specify amount (e.g., double time)
- administer tests over several sessions, specify duration (e.g., sessions not to exceed 40 minutes)
- administer tests in several sessions over several days

Flexible Setting

- administer tests individually in separate location
- administer tests to a small group in separate location
- provide special lighting, specify type (e.g., 75 Watt incandescent light on desk)
- provide special acoustics during testing, specify manner (e.g., minimal extraneous noises)
- administer tests in location with minimal distraction, specify manner (e.g., minimal visual distraction)

Revised Test Format

- Braille editions of tests
- large print editions of tests
- increase spacing between test items
- increase size of answer blocks
- reduce number of test items per page
- increase size of answer bubbles
- arrange multiple-choice test items in vertical format with answer bubble to right of each possible choice
- read directions to student
- reread directions for each page of questions
- simplify language in directions
- highlight (or underline) verbs in instructions
- provide cues (e.g., arrows and stop signs) on answer form
- provide additional examples

Use of Aids

- amanuensis
- tape recorder
- typewriter
- word processor
- visual magnification devices (specify type)
- auditory amplification devices (specify type, e.g., FM system)
- auditory tape of questions
- repeat oral comprehension items more than specified in standard administration directions (e.g. repeat oral comprehension test items four times)
- marks (or markers) to maintain place
- passages read to student – test passages, questions, items, and multiple-choice responses read to student
- test passages, questions, items, and multiple-choice responses signed to student

Other Accommodations

- record answers in test booklet

Appendix O: 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 ELA 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 item will receive valid scores and be counted as tested in calculating participation rate.

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 participation rate. A final score will be “999” only if

- a. student was absent for the entire test,
- b. student refused to take the entire test,
- c. the student’s results were invalidated due to an administrative error,
- d. student was absent for any session (multiple-choice or extended-response), or
- e. student was present but did not respond to at least one multiple-choice item.

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 any 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 items completed. Any missing responses will receive a condition code of “A,” indicating no response (item 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 items answered correctly and the score points awarded on extended-response items.

