



Assistant Commissioner
Office of State Assessment

September 2020

TO: Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Steven E. Katz *Steven E. Katz*

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2021 Administration of the New York State Grades 3-8 English Language Arts and Mathematics Tests and Information on Computer-Based Testing for Spring 2021

This memorandum provides information concerning Grades 3-8 English Language Arts and Mathematics testing program and procedures for requesting, shipping, and storing materials for the Spring 2021 Grades 3-8 English Language Arts (ELA) and Mathematics Tests.

As the 2020-21 school year gets underway, NYSED and the Board of Regents continue to make our primary focus the physical and mental health, safety, and well-being of the children and adults in our schools. We continue to be mindful of the many uncertainties faced statewide and nationally, and we will continuously monitor the situation and provide updated guidance, as the situation requires.

This will include NYSED and the Board of Regents closely monitoring the feasibility and fairness of administering the Grades 3-8 English Language Arts and Mathematics Tests next spring. At this time, no final decision regarding the 2021 Grades 3-8 English Language Arts and Mathematics Tests has been made. Keeping this in mind, we are sharing the following information as a means to prepare should it be deemed feasible to proceed with the Spring 2021 test administrations in person in schools throughout the State.

This [memorandum](#) and all information in subsequent e-mailings pertaining to these tests, will be available [website](#). Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on page 8 of this memorandum.

All editions of the Grades 3-
[online examination request system](https://portal.nysed.gov/abp) (<https://portal.nysed.gov/abp>). Directions for using the online examination request system are included in this memorandum and in the *Instructions for Submitting Requests for Grades 3-8 English Language Arts and Mathematics Tests* (DET 902).

You will receive a separate memorandum providing information concerning the procedures for the requesting, shipping, and storing of materials for the Grades 4 and 8 Science Tests.

approved schools may choose to administer any content area and grade level of the 2021 operational tests by CBT. All schools are encouraged to administer the stand-alone field tests (SAFTs) by CBT.

Approved schools, as per the above notifications, requesting operational CBT tests must then select the CBT Simulation Period(s) that their school will participate in and the name of their scoring co-lead Scoring Entity. Schools may change their selections up until the closing of the online examination request system on December 11, 2020.

Next, you will proceed to the operational test requesting section where you will be able to indicate each grade for the selected content area that your school will be administering by PBT or CBT. (The default is PBT.) Then enter the quantities of tests needed by your school. You will find several help messages throughout the system to assist you in your request. Be sure to read all the help messages.

Administrators who find that they need additional test materials for any of the tests may return to the online

test administration period. Details about the Questar Secure Browser can be found in the _____

BEDS



Secure test materials may not be removed from any secure storage location until the day scheduled for the administration of each part of the test, except during the inventory of test materials when the test shipment is received. The shrink-wrapped packages of secure test materials must not be opened during the inventory. All secure test materials must remain sealed until the initial test administration date.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of the New York State Grades 3-8 English Language Arts and Mathematics Tests and information on Computer-Based Testing, please call the Operations Group at 518-474-8220.

For other questions regarding State assessments, please
