

New York State Testing Program


2022 Grades 3–5 Mathematics Paper-Based Tests

Teacher's Directions
April 26–28, 2022

Grades 3, 4, and 5
2022

.....	1
.....	2
Security.....	2
Unauthorized Materials.....	3
Aid to Students.....	3
Temporary Absence from Testing Room.....	4
Emergency Evacuation of a School Building.....	4
Student Cheating.....	4
Illness.....	4
Proctoring.....	4
Misadministration.....	5
.....	5
Test Format and Schedule.....	5
Testing Accommodations for Students with IEPs and 504 Plans.....	8
Use of Mathematics Spatial Boards with Large Type or Braille Editions.....	8
Use of Calculators and Other Devices.....	8
More Information on Testing Accommodations for Students with IEPs and 504 Plans.....	8
Testing Accommodations for English Language Learners.....	8
.....	9
Use Standardized Testing Procedures.....	9
.....	10
Answer Sheets, Biographical Data, and Labels.....	10
Mathematics Tools.....	10
2022 3	11

It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.



The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2022 Grades 3–8 Mathematics Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2022 Grades 3–5 Mathematics Tests are administered in two sessions on two consecutive school days. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, the tests consist of multiple-choice (1-point) and short- (2-point) and extended-response (3-point) questions.

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

F

- *Paper-Based Tests Teacher's Directions*
- Classroom roster
- Session 1 booklet
- Session 2 booklet
- Extra Answer Sheet 1 and Answer Sheet 2
- Student identification labels for test booklets (received from a Regional Information Center or Large-City Scanning Center)
- Identification labels and instructions for completing biographical data for new students
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

F

- Precoded Answer Sheet 1 and Answer Sheet 2 or generic Answer Sheet 1 and Answer Sheet 2 requiring the completion of the demographic section
- Session 1 booklet
- Session 2 booklet
- No. 2 pencil with eraser (not provided)
- Ruler (not provided)
- Protractor (for Grades 4 and 5, not provided)
- Mathematics reference sheet (for Grade 5, provided in the test booklets)

SA

The 2022 Grades 3–5 Mathematics Paper-Based Tests include secure materials. School personnel responsible for testing must ensure that all test materials are secured at all times. The test booklets may be photocopied or duplicated. No section of any test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the tests and the testing schedule to the students.

- On each day of the administration, you should receive the test booklets that correspond to the session being administered that day.
- Contact your principal or the principal's designee if you do not have a sufficient number of test booklets or answer sheets.

- When not in use, the test booklets must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the test booklets in this manner ensures that the security of the test is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused test materials.
- At no time may the contents of the test booklets be reviewed, discussed, or shared (this includes

T A a A b A A T A y R

No student may be permitted to leave and then return to the testing room during any session of the test unless the student is accompanied by a proctor for the duration of their absence from the testing room.

E A A E a a a S A B y

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual*.)

S A C A a y

Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students’ tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

I y A

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test.

P y

Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions on their answer sheets and their constructed-responses in their test booklets. Students are not to record their multiple-choice responses in their test booklets. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, calculators for Grades 3–5) and engaging in other types of nonstandard test administration (for example, cheating). (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual*.)



- The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **2022 Mathematics Paper-Based Tests Teacher’s Directions**, page 14.
- Review Step Six, “Administer the Test,” before administering each session of the test. Refer to the “Table of Contents” to locate the appropriate section.

Each student testing in Grade 5 mathematics will have a mathematics reference sheet for their exclusive use during each test session. The mathematics reference sheets are included in the Session 1 and Session 2 test booklets. Students will be instructed to remove the mathematics reference sheets from the test booklets prior to the start of each session. All mathematics reference sheets must be collected after each test session and returned to the school administrator with the test booklets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

For the Spring 2022 tests, there are no time limits. Below is a table of the average time it will take students to complete each session by grade.

	Session 1	Session 2
3	55–65 Minutes	60–70 Minutes
4	65–75 Minutes	65–75 Minutes
5	80–90 Minutes	70–80 Minutes

Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test,

The following charts provide information about the format of the tests, and where and how students are to record their answers.

2022

3



Day 1, Session 1	25 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

2022

4



Day 1, Session 1	30 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

2022

5



Day 1, Session 1	30 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted for elementary- and intermediate-level tests. In administering the paper-based 2022 Grades 3–8 Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator’s Manual*.

The use of scribes is an allowable accommodation for the mathematics tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator’s Manual*.

Both sessions of the test may be read aloud to students whose IEPs or 504 Plans include this testing accommodation.

Use of Mathematics Spatial Boards

Students whose IEPs or 504 Plans specify the use of mathematics spatial boards are permitted to use these devices with the large type and braille editions of the 2022 Grades 3–8 Mathematics Tests.

Use of Calculators, Counters, and Abacus

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices for all booklets associated with the 2022 Grades 3–8 Mathematics Tests.

Because the 2022 Grades 3–5 Mathematics Tests measure students’ proficiencies involving calculations, the use of a calculator or mathematics tables is allowed.

More Information on Testing Accommodations for Students with Disabilities

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education’s *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html>).

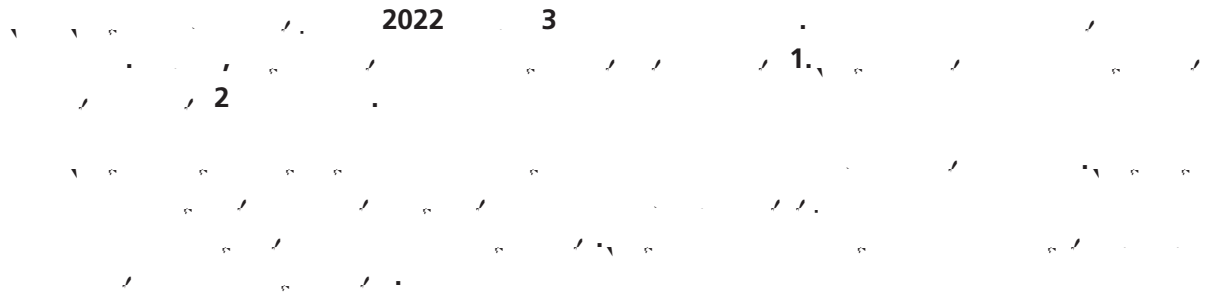
Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator’s Manual*.

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the test is being administered.
- Completely cover—or remove from the walls—mathematics aids or charts and all board work pertaining to mathematics.
- Eliminate distractions such as bells or telephones.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Make sure students’ desks and the shelves under desks are cleared of all extraneous materials.

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.

Repeat list of devices. Pick up devices from students and return them after testing.



Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.



2022

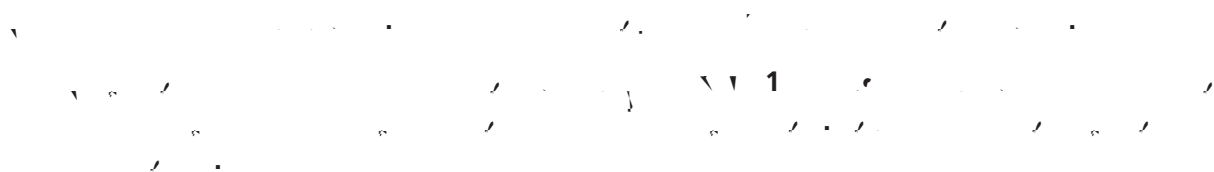
Check to make sure each student has written their name on the front cover of the test booklet.



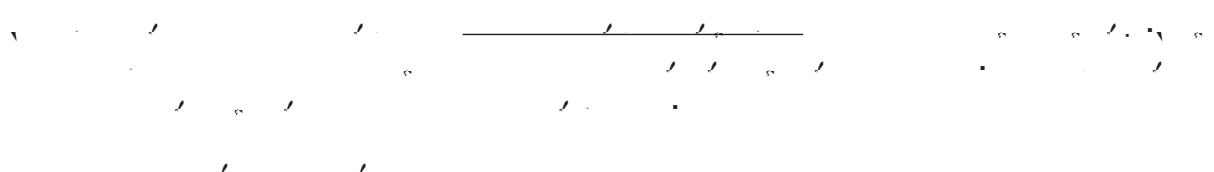
Pause for questions. When you are confident that all students understand the directions,



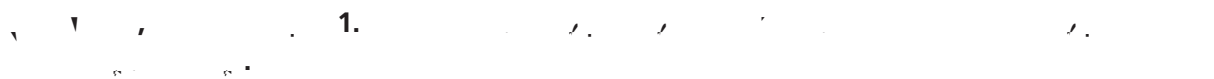
Check that all students are looking at the correct page.



Pause as students find the area on their answer sheet. When you are certain that all students have located the correct area,



Pause for questions, then circulate around the room and verify that each student has filled in the correct form.



Read the Tips for Taking the Test aloud as the students follow along.



Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

Grade 3, Data, Session 2

Make sure you have a copy of the Session 2 booklet.

Make sure each student has a No. 2 pencil and a ruler. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Answer Sheet 2. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must only write their answers to the short- and extended-response questions in their test booklet. Only answers to short- and extended-response questions written in the test booklet will be scored.

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

“I, the undersigned, certify that I have read the test directions to all students taking the test and that I have explained the directions to them. I have also explained to all students that they must use only a No. 2 pencil to mark their answers on the answer sheet and that they must write their answers to the short- and extended-response questions in the test booklet. I have also explained to all students that they must not use highlighters to mark their answers on the answer sheet and that they must not use scratch paper to write their answers to the short- and extended-response questions. I have also explained to all students that they must not use any other materials to mark their answers on the answer sheet or to write their answers to the short- and extended-response questions in the test booklet.”

■

2022

3

2.

2

Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

3.

2.

2

not

2.

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

2.

2022

2.

3.

Check to make sure each student has written their name on the front cover of the test booklet.

2 1.

Check that all students are looking at the correct page in Session 2.

Read the Tips for Taking the Test aloud as the students follow along.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by *Read aloud*. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.

Grade 4, Data 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.

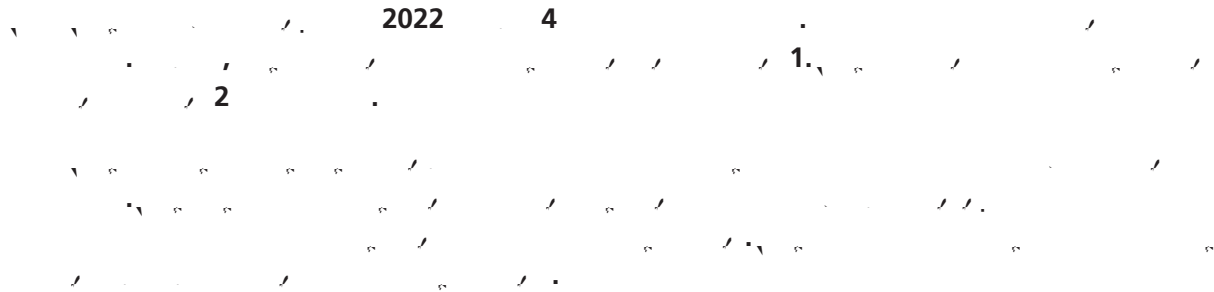
Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

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

Read aloud I am going to read you the directions for the test. Please listen carefully. I will read the directions that you should hear. I will not read the directions that are for my eyes only. If you have any questions, please ask me now.

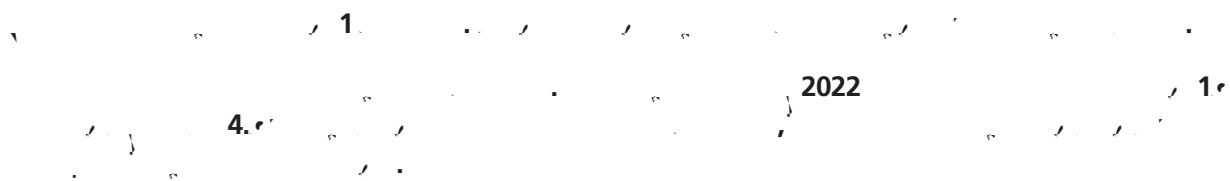
Repeat list of devices. Pick up devices from students and return them after testing.



Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.



Check to make sure each student has written their name on the front cover of the test booklet.

Pause for questions. When you are confident that all students understand the directions,

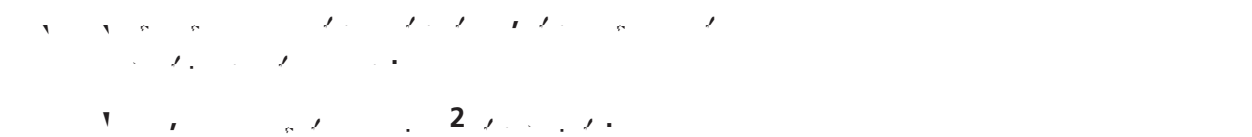
1.

Check that all students are looking at the correct page.

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,



Pause for questions. When you are confident that all students understand how to take the test,



Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2022 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 4, Data, Session 2

Make sure you have a copy of the Session 2 booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.

Students are **not** to be given scratch paper.

Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

3.

2.

2

not

2.

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

2.

2022

2.

4.

Check to make sure each student has written their name on the front cover of the test booklet.

Session 2

Check that all students are looking at the correct page in Session 2.

Read the Tips for Taking the Test aloud as the students follow along.

- Read the test directions aloud to the students.
- Read the test questions aloud to the students.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

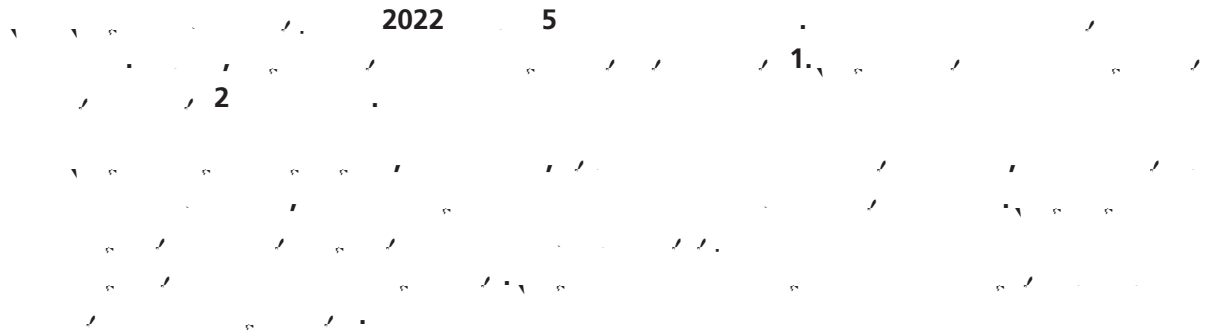
Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2022 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Repeat list of devices. Pick up devices from students and return them after testing.



Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

1.

Check that all students are looking at the correct page in Session 2.

Read the *Tips for Taking the Test* aloud as the students follow along.

- Read the *Tips for Taking the Test* aloud as the students follow along.
- Read the *Tips for Taking the Test* aloud as the students follow along. ()
- Read the *Tips for Taking the Test* aloud as the students follow along.

Pause for questions. When you are confident that all students understand the *Tips for Taking the Test*,

2

2

2

2

2.

Pause for questions. When you are confident that all students understand how to take the test,

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2022 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

