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THE UNIVERSITY OF THE STATE OF NEW YORK

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A C , O! S A
 STEVEN E. KATZ

D , O! S A
 ZACHARY WARNER



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STEP ONE:

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Security **2**

Unauthorized Materials

In mathematics, a function is a rule that assigns to each element in a set a unique element in another set.

For example, the function $f(x) = 2x + 1$ maps the number 3 to the number 7.

Teacher's Directions

STEP ONE

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

For the teacher

- *Teacher Direct* *Paper-Based Field Testing*
- Classroom roster
- Field test booklet
- Student identification labels for field test booklets (received from Questar)
- “Do Not Disturb” sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- Field test booklet
- No. 2 pencil with eraser (not provided)
- Ruler (not provided)
- Protractor (not provided)
- Mathematics reference sheet (provided in the field test booklets)
- Scientific or four-function calculator with a square root key (not provided) **NOTE:** Graphing calculators are permitted

Security

The 2022 Grades 6 and 8 Mathematics Paper-Based Field Tests include secure materials. School personnel responsible for testing must ensure that all field test materials are secured at all times. The field test booklets may be photocopied or duplicated. No section of any field test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the field tests and the field testing schedule to the students.

- On the day of the field test administration, you should receive the field test booklets being administered that day.
- Contact your principal or the principal’s designee if you do not have a sufficient number of field test booklets.
- When not in use, the field 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 field test booklets in this manner ensures that the security of the field test is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused field test materials.
- At no time may the contents of the field test booklets be reviewed, discussed, or shared (this includes through any electronic means).

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field 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' field tests. At the conclusion of the field test session, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field 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 and constructed-response questions in their field test booklets. Proctors should also point out to students if they have left one or more answers blank. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the field test, unless an emergency situation arises.



- The paper-based field test must be administered May 23–June 3, 2022.
- Schedule field testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.
- **R** *Teacher's Directions for Paper-Based Field Testing*
- Review Step Six, “Administer the 2022 Mathematics Paper-Based Field Test,” before administering the field test. Refer to the “Table of Contents” to locate the appropriate field test directions for your grade.
- Before the field test is administered, each student must have a field test booklet with a pre-printed student identification label. If a field test booklet is missing a pre-printed student identification label for a student, allow sufficient time on the day of the field test administration to fill in the demographic section of the field test booklet.
- Avoid testing just after students have had strenuous physical activity.

Paper-Based Field Test Format and Schedule

The 2022 Grades 6 and 8 Mathematics Paper-Based Field Tests will take approximately 40 minutes of testing time. The field tests consist of multiple-choice questions and short- and extended-response questions. Students will answer the multiple-choice questions by darkening circles in their field test booklets. Students will write their answers to the short- and extended-response questions directly in their field test booklets. The field tests can be administered to groups or classes of students in a single class period.

Each student field testing in Grades 6 and 8 mathematics will have a mathematics reference sheet for their exclusive use during the field test. The mathematics reference sheets are included in the field test booklets. Students will be instructed to remove the mathematics reference sheets from the field test booklets prior to the start of the field test. All mathematics reference sheets must be collected after the field test and returned to the school administrator with the field test booklets.

Students who finish the field test before other students should check their work. Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. After a student's field 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 field test, you may end the session.

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 field tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted for elementary- and intermediate-level field tests. In administering the paper-based 2022 Grades 6 and 8 Mathematics Field Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *Section 504 Accommodation Plan for the Paper-Based Field Testing*.

Scribes : The use of scribes is an allowable accommodation for the 2022 Grades 6 and 8 Mathematics Field Tests. More detailed information about the procedures to follow for the use of scribes may be found in the *Section 504 Accommodation Plan for the Paper-Based Field Testing*.

Read Aloud : The field test may be read aloud to students whose IEPs or 504 Plans include this testing accommodation.

Use of Mathematics Spatial Boards with Large Type or Braille Editions

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 6 and 8 Mathematics Field Tests.

Use of Calculators and Other Devices

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 6 and 8 Mathematics Field Tests.

- For Grade 6, the use of a four-function calculator with a square root key or a scientific calculator is required. For Grade 8, the use of a scientific calculator is required. **Graphing Calculators** . The use of mathematics tables is permitted if specified in a student's IEP or 504 Plan.

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Students may not use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the field tests.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

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* (http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-revised-sept-2019.pdf).

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *Section 504 Accommodation Plan for the Paper-Based Field Testing*.

STEP THREE



Biographical Data and Labels

- For each student in your class, verify that you have a pre-printed student identification label and apply it to the correct field test booklet before testing.
- If there is not a pre-printed student identification label for a student, complete the demographic section on the back cover of a field test booklet for that student.

Mathematics Tools

- Each student must have a ruler and protractor for their exclusive use during the field test (not provided). Specifications for mathematics tools can be found in **A** - **C** of the [Scoring Manual Paper-Based Field Testing](http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals) (<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).
- Before administering the field test, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
- All field test booklets for Grades 6 and 8 contain removable mathematics reference sheets that the students can use during testing. The mathematics reference sheets include the necessary formulas and reference information students need to assist them in answering certain mathematics questions.
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STEP 1

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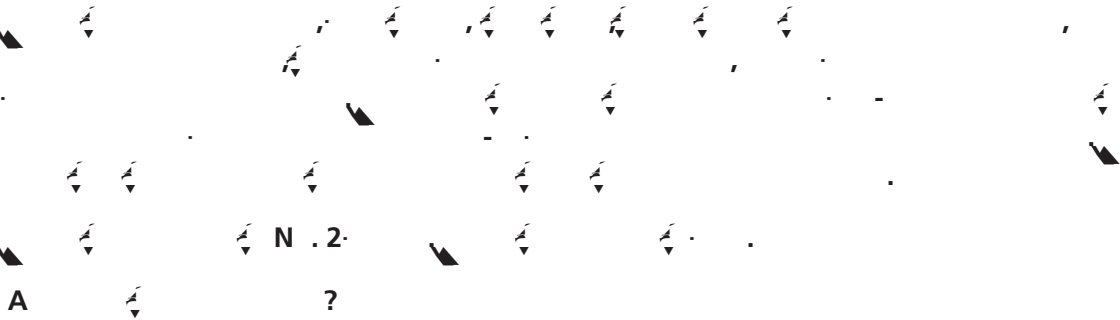
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