

## THE UNIVERSITY OF THE STATE OF NEW YORK Regents of The University

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#### **STEP TWO:**

Plan Your Paper-Based Testing Schedule

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## Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2023 Grades 3–8 English Language Arts 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 2023 Grades 6–8 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their knowledge and skills in the areas of reading and writing. 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-credit) and constructed-response (2- and 4-credit) questions. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students record their multiple-choice responses on a separate answer sheet. For Session 1, students will write their responses to the constructed-response questions in their separate answer booklets. For Session 2, students will write their responses to these questions directly in their test booklets.

By following the guidelines in this document, you help ensure that the test is valid, reliable, and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

#### **IMPORTANT DATES**

Paper-Based Testin Dates	April 19–21, 2023
Paper-Based Testin Make-up Dates	April 24–28, 2023

<sup>\*</sup>Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the test within this testing window.



<sup>\*\*</sup>Make-ups may begin on the school day immediately following the last day of the primary test administration. If the first and second days of the testing window are chosen as the primary testing days for a certain grade, make-ups may begin on the third day.

# **STEP ONE** Check Your Paper-Based Testing Materials

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

#### For the teacher



Classroom roster

Session 1 test booklet

Session 2 test booklet

Multiple-choice Session 1 Answer Sheet and Multiple-choice Session 2 Answer Sheet

Session 1 Answer Booklet for constructed-response questions

Student identification labels for Session 1 Answer Booklet and Session 2 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)

#### For each student

Precoded Session 1 and Session 2 Answer Sheets or generic Session 1 and Session 2 Answer Sheets requiring the completion of the demographic section

Session 1 Answer Booklet for constructed-response questions

Session 1 test booklet

Session 2 test booklet

No. 2 pencil with eraser (not provided)

#### Security

The 2023 Grades 6–8 English Language Arts 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 **not** 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, answer sheets, or answer booklets.

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 through any electronic means.

#### **Unauthorized Materials**

Students should be under close supervision at all times during the administration of the tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited personal electronic devices prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by <u>e-mail</u> (emscassessinfo@nysed.gov), as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

**Note:** Some students with disabilities may use certain recording/playback devices **only** if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

#### Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the test, such as understanding that their multiple-choice responses and their constructed-responses must be recorded in the appropriate answer sheet, answer booklet (Session 1 only), or test booklet (Session 2 only).

#### **Temporary Absence from Testing Room**

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.

# Step Two Plan Your Paper-Based Testing Schedule

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.

## Read the 2023 English Language Arts Paper-Based Tests Teacher's Directions in its entirety prior to administering the test.

Review Step Six, "Administer the Test," before administering each session of the test. Refer to the "Table of Contents" to locate the appropriate test directions for your grade and test session.

Both Session 1 and Session 2 require answer sheets. Each student must have either an answer sheet precoded with student information or a generic answer sheet, which will require the applicable circles to be darkened in the demographic section. If a precoded answer sheet is missing for any student, allow sufficient time before test administration to darken the applicable circles in the demographic section on a generic answer sheet.

Avoid testing just after students have had strenuous physical activity.

#### Test Format and Schedule

The 2023 Grades 6–8 English Language Arts Paper-Based Tests each consist of two sessions, Session 1 and Session 2, that will be administered on two consecutive school days. Session 1 contains multiple-choice questions and constructed-response questions; Session 2 contains multiple-choice questions and constructed-response questions.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' level of effort, New York St

For the Spring 2023 tests, there are no time limits. On average, students in Grades 6–8 will likely need an estimated time of 80–90 minutes to complete Session 1 and 90–100 minutes to complete Session 2. 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, within the confines of the regular school day, regardless of the time approximations listed above. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them. These time estimates are for planning purposes only.

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

#### 2023 Grade 6 English Language Arts Paper-Based Test

Day 1, Session 1	Readin <sup>9</sup> : 26 multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 1 Answer Sheet.)  Writin <sup>9</sup> : 2 two-credit constructed-response questions (Students write their answers in their constructed-response answer booklet.)
	Readin <sup>9</sup> : multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 2 Answer Sheet.)
Day 2, Session 2	Writin <sup>9</sup> : 3 two-credit constructed-response questions and 1 four-credit constructed-response question (Students write their answers directly in their Session 2 test booklet.)

#### 2023 Grade 7 English Language Arts Paper-Based Test

Day 1, Session 1	Readin <sup>9</sup> : 26 multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 1 Answer Sheet.)  Writin <sup>9</sup> : 2 two-credit constructed-response questions (Students write their answers in their constructed-response answer booklet.)
	Readin <sup>9</sup> : 14 multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 2 Answer Sheet.)
Day 2, Session 2	Writin <sup>9</sup> : 3 two-credit constructed-response questions and 1 four-credit constructed-response question (Students write their answers directly in their Session 2 test booklet.)

### 2023 Grade 8 English Language Arts Paper-Based Test

Day 1, Session 1	Readin <sup>9</sup> : 26 multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 1 Answer Sheet.)
	Writin : 2 two-credit constructed-response questions (Students write their answers in their constructed-response answer booklet.)

#### 2023 Grade 8 English Language Arts Paper-Based Test

	Readin <sup>9</sup> : 14 multiple-choice questions (Students record their answer choices by darkenin <sup>9</sup> the circles on their Session 2 Answer Sheet.)
Day 2, Session 2	Writin <sup>9</sup> : 3 two-credit constructed-response questions and 1 four-credit constructed-response question (Students write their answers directly in their Session 2 test 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. In administering the 2023 Grades 3–8 English Language Arts Paper-Based Tests to students with disabilities schools should follow the guidelines on testing accommodations provided in the

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's A

(http://www.p12.nysed.gov/specialed/publications/test-accommodations-guide-february-2018.html).

#### **Testing Accommodations for English Language Learners**

## STEP SIX

Look at the cover of your test booklet. Make sure it says "2023 English Language Arts Test Session 1" and "Grade 6." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

SAY All of your answers must be marked on your answer sheet and in your answer booklet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

SAY Now, open your test booklet and look at the page opposite page 1.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

SAY Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

Are there any questions?

SAY Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.

SAY Here are some suggestions to help you do your best:

Be sure to read all the directions carefully.

Most questions will make sense only when you <u>read the whole passage</u>. You may need to read the passage more than once to answer a question.

When a question includes a quotation from a passage, you <u>may</u> need to review <u>both</u> the quotation and the whole passage in order to answer the question correctly.

Read each question carefully and think about the answer before making your choice or writing your response.

In writing your responses, be sure to

- z clearly organize your writing;
- z completely answer the questions being asked;
- z support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.
- SAY Are there any questions?

SAY Before each written-response question you will see the sentence, "This question is worth 2 credits."

Are there any questions?

SAY When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet and answer booklet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

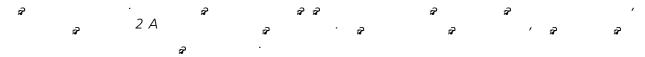
SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

SAY Today, you will be taking the 2023 Grade 6 English Language Arts Test, Session 2. You will read the passages carefully and answer questions about what you have read. You will mark your answers to multiple-choice questions on your Session 2 Answer Sheet and you will write your responses to the written-response questions directly in your test booklet. Only responses written in your test booklet will be scored. You will have as much time as you need today to answer the questions.

Use only a No. 2 pencil. You may not use a pen.

Are there any questions?



SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

Are there any questions about how to darken the circles on your answer sheet?



SAY This is your Session 2 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 English Language Arts Test Session 2" and "Grade 6." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.



SAY Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

SAY Here are some suggestions to help you do your best:

Be sure to read all the directions carefully.

Most questions will make sense only when you <u>read the whole passage</u>. You may need to read the passage more than once to answer a question.

When a question includes a quotation from a passage, you <u>may</u> need to review <u>both</u> the quotation and the whole passage in order to answer the question correctly.

Read each question carefully and think about the answer before making your choice or writing your response.

In writing your responses, be sure to

- z clearly organize your writing;
- z completely answer the questions being asked;
- z support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

For the last question in this test book, you may plan your writing on the Planning Page provided, but do NOT write your final answer on this Planning Page. Writing on this Planning Page will NOT count toward your final score. Write your final answer on the lined response pages provided.

Are there any questions?

SAY Before each written-response question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

Are there any questions?

SAY Read the passages and answer the questions. All of your answers to the multiple-choice questions must be marked on your answer sheet. All of your written answers must be

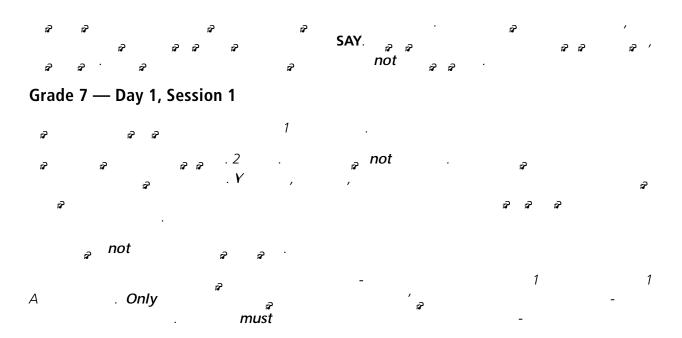
go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

SAY Are there any questions?

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

# Administer the 2023 Grade 7 English Language Arts Paper-Based Test



SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 English Language Arts Test Session 1" and "Grade 7." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

SAY All of your answers must be marked on your answer sheet and in your answer booklet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

SAY Now, open your test booklet and look at the page opposite page 1.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

SAY Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

Are there any questions?

SAY Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.

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SAY Here are some suggestions to help you do your best:

Be sure to read all the directions carefully.

Most questions will make sense only when you <u>read the whole passage</u>. You may need to read the passage more than once to answer a question.

When a question includes a quotation from a passage, you <u>may</u> need to review <u>both</u> the quotation and the whole passage in order to answer the question correctly.

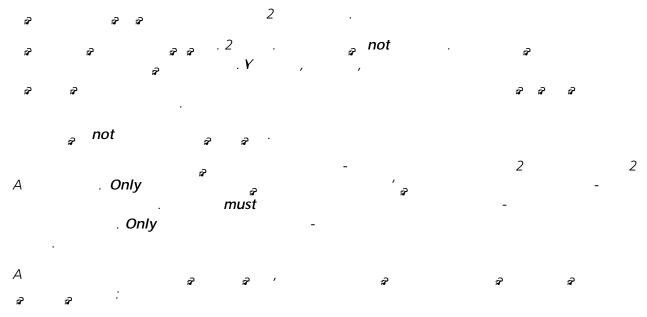
Read each question carefully and think about the answer before making your choice or writing your response.

In writing your responses, be sure to

- z clearly organize your writing;
- z completely answer the questions being asked;
- z support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

**SAY** 

#### Grade 7 — Day 2, Session 2



SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

**Cell phones** 

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables with a display

Headphones, headsets, or in-ear headphones such as earbuds, and

Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

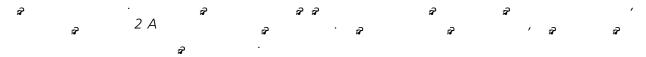
This is your last opportunity to do so before the test begins.

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SAY Today, you will be taking the 2023 Grade 7 English Language Arts Test, Session 2. You will read the passages carefully and answer questions about what you have read. You will mark your answers to multiple-choice questions on your Session 2 Answer Sheet and you will write your responses to the written-response questions directly in your test booklet. Only responses written in your test booklet will be scored. You will have as much time as you need today to answer the questions.

Use only a No. 2 pencil. You may not use a pen.

Are there any questions?



SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

Are there any questions about how to darken the circles on your answer sheet?



SAY This is your Session 2 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 English Language Arts Test Session 2" and "Grade 7." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

SAY Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

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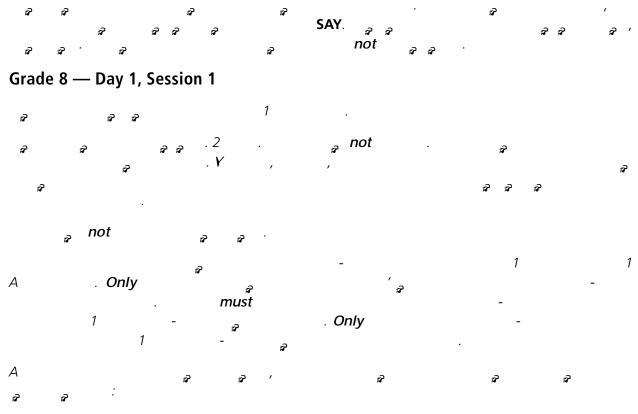
go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

# Administer the 2023 Grade 8 English Language Arts Paper-Based Test



SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

**Cell phones** 

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables with a display

Headphones, headsets, or in-ear headphones such as earbuds, and

Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it

SAY

SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 English Language Arts Test Session 1" and "Grade 8." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

SAY All of your answers must be marked on your answer sheet and in your answer booklet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

SAY Now, open your test booklet and look at the page opposite page 1.

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Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

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Most questions will make sense only when you <u>read the whole passage</u>. You may need to read the passage more than once to answer a question.

When a question includes a quotation from a passage, you <u>may</u> need to review <u>both</u> the quotation and the whole passage in order to answer the question correctly.

Read each question carefully and think about the answer before making your choice or writing your response.

In writing your responses, be sure to

- z clearly organize your writing;
- z completely answer the questions being asked;
- z support your responses with examples or details from the text; and
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- SAY Are there any questions?

SAY Before each written-response question you will see the sentence, "This question is worth 2 credits."

Are there any questions?

SAY When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet and answer booklet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

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SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

SAY Here are some suggestions to help you do your best:

Be sure to read all the directions carefully.

Most questions will make sense only when you <u>read the whole passage</u>. You may need to read the passage more than once to answer a question.

When a question includes a quotation from a passage, you <u>may</u> need to review <u>both</u> the quotation and the whole passage in order to answer the question correctly.

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- z completely answer the questions being asked;
- z support your responses with examples or details from the text; and
- write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

For the last question in this test book, you may plan your writing on the Planning Page provided, but do NOT write your final answer on this Planning Page. Writing on this Planning Page will NOT count toward your final score. Write your final answer on the lined response pages provided.

Are there any questions?

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Now, please turn to page 2 and begin.



2023 Grades 6–8
English Language Arts
Paper-Based Tests
Teacher's Directions
April 19–21, 2023

