

New York State Testing Program

2022 Grade 7 Mathematics Short- and Extended- Response Writing Field Tests

Teacher's Directions for
Paper-Based Field Testing
May 23–June 3, 2022

Grade 7
2022



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

Field test booklets must be kept secure. You are not to discuss the field test, show it to anyone, or photocopy the materials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher’s Directions* if additional copies are needed.

Introduction

The New York State Department of Education (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2022 Grades 3–8 Mathematics Field 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 Grade 7 Mathematics Field Test can be administered to groups or classes of students in a single class period. The field test does not need to be administered on the same day to every student in the field-tested grade. Schools can elect to administer the field test on as many days as they choose, within the field test window.

For Grade 7, the field test consists of short-response (1- and 2-point) questions and an extended-response (3-point) question.* The short- and extended-response questions require students to write appropriate responses. Students write their answers to these questions directly in their field test booklet.

By following the guidelines in this document, you help ensure that the field test is valid, reliable, and

STEP ONE

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, 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

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 Grade 7 Mathematics Field Test to students with disabilities, schools should follow the guidelines on testing accommodations provided in the [A](#) [M](#) [-B](#) [F](#).

Use of Scribes: The use of scribes is an allowable accommodation for the 2022 Grade 7 Mathematics Field Test. More detailed information about the procedures to follow for the use of scribes may be found in the [A](#) [M](#) [-B](#) [F](#).

Test Read: 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 Grade 7 Mathematics Field Test.

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 Grade 7 Mathematics Field Test.

For Grade 7, the use of a scientific calculator is required. **Graphing calculators are not permitted.** The use of mathematics tables is permitted for Grade 7 only 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 test.

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 [A](#) [D](#) [G](#) [D](#) (<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 [A](#) [M](#) [-B](#) [F](#).

STEP THREE Prepare Your Paper-Based Field Testing Room

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 field 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 field 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.

STEP FIVE

Prepare Paper-Based Field Test Materials

Biographical Data and Labels

For each student in your class, verify that you have the correct 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 a protractor for their exclusive use during the field test (not provided). Specifications for mathematics tools can be found in **Appendix C** of the _____
 A _____ M _____ $-B$ _____ F _____ (

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

You have been provided with mathematics tools (a ruler, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

SAY You must write your answers directly in your field test booklet in the space provided for the question. You may not use additional paper for your answers. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your field test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a field test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of the field test. You may go back and check your work. When you are finished, please close your field test booklet.

Are there any questions?

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

Now, please turn to page 2 and begin.

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