

Grades 3–8

**English Language Arts and
Mathematics Tests**

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

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Introduction

Scoring Leader Handbook

38

A

(B)

B

A

Handbook

Important Information for Scoring the Tests

Scoring Models

A B
B, W W 4) 5)

Training Set

A B W ()

Practice Set

A B W , W

Consistency Assurance Set

A A B () W
: ;
W

Dates for Scoring and Returning PBT Student Answer Sheets

W A W (// / -3-8-)

Scoring Materials

2023 3 8 A W W
3 8 A W

Adherence to Scoring Protocol

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No one, *under any circumstance*, including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020

PBT Scoring Site Organization

Scoring Site Coordinator

- Supervision and management of the site
- Support for scoring
- Logistics for operations
- Security
- Coordination of site personnel
- Collection of audit papers

Operations

Scoring Site Assistants

- Check-in printed test booklets
- Prepare printed test booklets for scoring (organize and randomize)
- Deliver and collect scored test booklets
- Quality check PBT answer sheets
- Return PBT answer sheets to scanning centers
- Return test booklets to schools
- Monitor and maintain security
- Maintain quality control
- Ship completed materials to schools

Scoring

Scoring Leader

- Acts as a scoring trainer
- Monitors scoring sessions
- Supports Table Facilitators and Scorers
- Administers CAS to Table Facilitators and Scorers

Table Facilitators

- Monitor scoring progress to ensure scoring of all papers by the end of scoring period
- Conduct read-behinds to ensure accurate and reliable scoring
- Are a resource for rubric and training material clarification

Scorers

- Score student constructed responses

All scoring personnel are responsible for maintaining the confidentiality of student responses.

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Scoring Site Assistants for PBT Scoring

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Scoring Leaders

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Note:



Handwritten notes in a cursive script, including the letter 'A' and various symbols.

Scoring Site Layout and Resources

General Facility Requirements

A scoring site must be a secure location where all test materials and scoring equipment are protected from unauthorized access. The site must be free of distractions and interruptions, and must have adequate lighting, ventilation, and temperature control. The site must be clean and free of clutter. All test materials and scoring equipment must be stored in a secure location. The site must be accessible to all scorers. The site must be free of any potential safety hazards. The site must be free of any potential distractions and interruptions. The site must be free of any potential security risks. The site must be free of any potential conflicts of interest. The site must be free of any potential bias. The site must be free of any potential discrimination. The site must be free of any potential harassment. The site must be free of any potential retaliation. The site must be free of any potential retaliation.

Space Requirements

The scoring site must have sufficient space for all scorers and scoring equipment. The site must be free of any potential safety hazards. The site must be free of any potential distractions and interruptions. The site must be free of any potential security risks. The site must be free of any potential conflicts of interest. The site must be free of any potential bias. The site must be free of any potential discrimination. The site must be free of any potential harassment. The site must be free of any potential retaliation.

Ancillary Materials for the Scoring Site Coordinator

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- $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

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To ensure

accurate and consistent scoring, Scorers need to use only the standards defined in the training materials and rubric.

Condition Code A:

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Condition Code A

Crossed out responses:

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Practice Set

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Consistency Assurance Set

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Recommended Assignment of Test Questions to Scorers for Mathematics Tests



Scoring Model Codes

(1, 2, 3, 4, 5, 6)

Scoring Model Code	The Scorers for the school's tests include the following:
1. Regional scoring	a) Scorers from three or more school districts, or b) Scorers from two or more charter, religious, or independent schools in an affiliation group (charter, religious, or independent schools may participate in regional scoring with public school districts, and each charter, religious, or independent school may be counted as one district)
2. Schools from two districts*	a) Scorers from two school districts, b) Scorers from two religious or independent schools, c) Scorers from two charter schools, or d) A combination of staff from two of the following: a school district, charter school, religious school, or independent school
3. Three or more schools within a district	Scorers from three or more schools in a district
4. Two schools within a district (PBT only)	Scorers from two schools in a district
5. One school (PBT only)	Three or more Scorers for each grade being scored, all from the same school
6. Private Contractor	Scored by a private contractor (not a BOCES)

* B

Regardless of the scoring model being used, a minimum of three Scorers is necessary to score each student's test. However, to comply with a State requirement, none of the Scorers assigned to score a student's test responses may be that student's teacher (refer to "Randomizing and Building PBT Booklet Folders/Boxes" on pages 31–32 for further details).

Assigning Scorers to Scoring Tables

W. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Backup Scoring Plan

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Scoring Site Setup

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Opening Remarks

15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Scoring Site Security

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NOTE: No one is permitted, for any reason, to remove any printed test booklets, PBT answer sheets, ScorePoint login credentials, or scoring materials from the scoring site without authorization from the Scoring Site Coordinator.

Room Security

Materials Room Security

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Confidentiality

Scoring Leader Handbook

Checking In PBT Materials from Schools

Schoolwide Scoring (Scoring Model 5) and Districtwide Scoring (Scoring Models 2-4)

1. A student has written "1." and a triangle pointing down. There are several symbols scattered around, including the letter 'K' and the letter 'W'.
2. A student has written "2." There are several symbols scattered around, including the letter 'K' and the letter 'W'.
3. A student has written "3." There are several symbols scattered around, including the letter 'K' and the letter 'W'.
4. A student has written "4." There are several symbols scattered around, including the letter 'K' and the letter 'W'.
5. A student has written "5." There are several symbols scattered around, including the letter 'K' and the letter 'W'.

Regional Scoring (Scoring Model 1) and Private Contractor Scoring (Scoring Model 6)

1. A student has written "1." and a triangle pointing down. There are several symbols scattered around, including the letter 'K' and the letter 'W'.
2. A student has written "2." There are several symbols scattered around, including the letter 'K' and the letter 'W'.
3. A student has written "3." There are several symbols scattered around, including the letter 'K' and the letter 'W'.
4. A student has written "4." There are several symbols scattered around, including the letter 'K' and the letter 'W'.

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6. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
7. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
8. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

No Double Scoring

B $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

B $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

Forwarding PBT Answer Sheets to Scanning Centers and Returning PBT Booklets to School Administrators

1. Verify that the total number of answer sheets equals the number of test booklets.
2. Verify that the total number of answer sheets equals the number of test booklets.
3. Verify that the total number of answer sheets equals the number of test booklets.
4. Verify that the total number of answer sheets equals the number of test booklets.
5. Verify that the total number of answer sheets equals the number of test booklets.
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9. Verify that the total number of answer sheets equals the number of test booklets.
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11. Verify that the total number of answer sheets equals the number of test booklets.
12. Verify that the total number of answer sheets equals the number of test booklets.

Scoring Support

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- ☒ ▲ A - - A A
1. ☒ A A (*Scoring Leader Handbook*, A ☒ , A ☒ , A)
 2. ☒ A A (A ☒ , A ☒ , A A A ☒)

Questar

Scoring Helpline:

888-382-4246

2023 Scoring Window Dates:

April 24 - April 25, 2023
April 17 - April 18, 2023
Hours: 7:30 a.m. - 4:30 p.m. (EST)
Weekends

Appendices

Appendix A: Exam Scoring Confidentiality Agreement

The University of the State of New York
Office of State Assessment
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

EXAM SCORING CONFIDENTIALITY AGREEMENT

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2023 3 8

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Appendix B: Scoring Operations Certificate

The University of the State of New York
Office of State Assessment
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

Appendix C: Guidelines for Including Special Education Teachers in Scoring Committees

Note: A
W

Special Education Teaching Titles Awarded Prior to February 2, 2004



Special Education Teaching Titles Awarded On or After February 2, 2004

| Certificate Titles Awarded
On or After February 2, 2004 | May Score English
Language Arts Tests and/
or Mathematics Tests in
these Grades | Additional
Requirements |
|---|--|---|
| Students with Disabilities
Grades 1–6 | 3–6 | — |
| Students with Disabilities
Grades 5–9—Generalist | 5–8 | — |
| Students with Disabilities
Grades 5–9—Content Specialist | 5–6
7–8 | Grades 7–8 if English language arts and/
or mathematics is the content
specialization on certificate, or if highly
qualified at middle/secondary level in
English language arts and/or
mathematics |
| Students with Disabilities
Grades 7–12—Content
Specialist | 7–8 | Only if English language arts and/or
mathematics is the content
specialization on certificate, or if highly
qualified at middle/secondary level in
English language arts and/or
mathematics |
| Deaf and Hard of Hearing | 3–6
7–8 | Grades 7–8 if highly qualified at middle/
secondary level in English language arts
and/or mathematics |
| Blind and Visually Impaired | 3–6 | |
| | | |

Appendix D: PBT Scorer Assignment List

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New York State

English Language Arts

Mathematics

Scorer Assignment List for Grade ____

| Scorer Name | Scoring Committee Number |
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| Scorer Name | Scoring Committee Number |
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Appendix E: Sign-In Log Template

| Scoring Sign-In Log | | | |
|---|----------------|--------------------------|--------------|
| Name: _____ | | | |
| <input type="checkbox"/> English Language Arts <input type="checkbox"/> Mathematics | | | |
| Scoring Site: _____ | | Grade: _____ | |
| Scoring Site | Scoring Method | Scoring Committee Member | Scoring Date |
| | | | |

Appendix H: PBT Box Label Template

Box Label

New York State
GRADE _____

CONTENT:

English Language Arts
Session 2 Booklet

Appendix I: PBT Return to Scorer Template

New York State
RETURN TO SCORER

GRADE: _____

BOX #: _____

CONTENT:

Appendix J: PBT Secure Materials Tracking Log

Grades 3-8 English Language Arts and Mathematics Tests
Secure Printed Materials Tracking Log

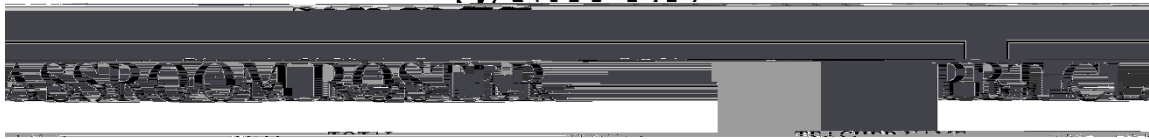
Proctor's Name: _____ Subject/Sessions: _____ Room Number: _____

Grade: _____

| Materials Moved from Secure Storage Location to Room | | | | | | | | | |
|--|---------------------|--------|------------------------------------|--------------------|------------------------------------|--|---|------|------|
| Principal's or Designee's Signature | Proctor's Signature | Room # | # of Regular Edition Test Booklets | # of Answer Sheets | # of ELA Session 1 Answer Booklets | # and Type of Accommodated Test Booklets | Tracking #s for English Language Arts Session 1 booklets and Mathematics Session 1 booklets | Date | Time |
| | | | | | | | | | |
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| Materials Moved from Room to Secure Storage Location | | | | | | | | | |
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| Materials Moved from Secure Storage Location to Scoring Site | | | | | | | | | |
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| Materials Moved from Scoring Site to Secure Storage Location | | | | | | | | | |
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Appendix K: Sample PBT Classroom Roster

SAMPLE



School/Group List

| | | | | | | | |
|-------------------------------------|------|---|-----|---|---|---|---|
| <input checked="" type="checkbox"/> | 2023 | A | 3 8 | A | A | A | A |
| <input checked="" type="checkbox"/> | 2023 | A | 3 8 | A | A | A | A |

Appendix N: PBT Folder Label Template

Folder Label

| Item | Scorer Number |
|------|---------------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |



Appendix O: Approximate Read Times for Scoring English Language Arts

Note: All indicated times are in minutes and/or part of a minute.

| Average Read Times: English Language Arts | | | | |
|---|--------------------|--------------|--------------------|--------------|
| Grade | 2-Credit Questions | | 4-Credit Questions | |
| | Electronic | Pencil/Paper | Electronic | Pencil/Paper |
| 3 | 0.62 | 1.23 | | |
| 4 | 0.46 | 0.92 | 1.32 | 2.12 |
| 5 | 0.65 | 1.3 | 1.47 | 2.27 |
| 6 | 0.64 | 1.27 | | |
| | | | | |
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| Approximate Read Tim | | | | | | | |
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Appendix P: Approximate Read Times for Scoring Mathematics

Note: All indicated times are in minutes and/or part of a minute.

| Average Read Times: Mathematics | | | | | | |
|---------------------------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|
| Grade | 1-Credit Questions | | 2-Credit Questions | | 3-Credit Questions | |
| | Electronic | Pencil/Paper | Electronic | Pencil/Paper | Electronic | Pencil/Paper |
| 3 | 0.17 | 0.35 | 0.42 | 0.83 | 0.53 | 1.06 |
| 4 | 0.21 | 0.41 | 0.38 | 0.76 | 0.58 | 1.16 |
| 5 | 0.19 | 0.38 | 0.47 | 0.93 | 0.82 | 1.62 |
| 6 | 0.28 | 0.57 | 0.5 | 1 | 0.58 | 1.16 |
| 7 | 0.17 | 0.33 | 0.33 | 0.67 | 0.4 | 0.8 |
| 8 | 0.18 | 0.37 | 0.4 | 0.81 | 0.52 | 1.04 |

| Approximate Read Times for Each Question: Mathematics Grade 3 and 4 | | | | | | | |
|---|---------|------------|--------------|----------|---------|------------|--------------|
| Grade 3 | | | | Grade 4 | | | |
| Question | Credits | Electronic | Pencil/Paper | Question | Credits | Electronic | Pencil/Paper |
| Q. 31 | 1 | 0.17 | 0.34 | Q. 36 | 1 | 0.22 | 0.44 |
| Q. 32 | 1 | 0.18 | 0.36 | Q. 37 | 1 | 0.2 | 0.4 |
| Q. 33 | 1 | 0.17 | 0.34 | Q. 38 | 1 | 0.2 | 0.4 |
| Q. 34 | 2 | 0.37 | 0.74 | Q. 39 | 2 | 0.28 | 0.56 |
| Q. 35 | 2 | 0.53 | 1.06 | Q. 40 | 2 | 0.7 | 1.4 |
| Q. 36 | 2 | 0.38 | 0.76 | Q. 41 | 2 | 0.33 | 0.66 |
| Q. 37 | 2 | 0.38 | 0.76 | Q. 42 | 2 | 0.25 | 0.5 |
| Q. 38 | 3 | 0.53 | 1.06 | Q. 43 | 2 | 0.33 | 0.66 |
| | | | | Q. 44 | 3 | 0.58 | 1.16 |

| Approximate Read Times for Each Question: Mathematics Grade 5 and 6 | | | | | | | |
|---|---------|------------|--------------|----------|---------|------------|--------------|
| Grade 5 | | | | Grade 6 | | | |
| Question | Credits | Electronic | Pencil/Paper | Question | Credits | Electronic | Pencil/Paper |
| Q. 36 | 1 | 0.22 | 0.44 | Q. 37 | 1 | 0.2 | 0.4 |
| Q. 37 | 1 | 0.18 | 0.36 | Q. 38 | 1 | 0.37 | 0.74 |
| Q. 38 | 1 | 0.17 | 0.34 | Q. 39 | 1 | 0.28 | 0.56 |
| Q. 39 | 2 | 0.4 | 0.8 | Q. 40 | 2 | 0.35 | 0.7 |
| Q. 40 | 2 | 0.48 | 0.96 | Q. 41 | 2 | 0.5 | 1 |
| Q. 41 | 2 | 0.5 | 1 | Q. 42 | 2 | 0.42 | 0.84 |
| Q. 42 | 2 | 0.48 | 0.96 | Q. 43 | 2 | 0.55 | 1.1 |
| Q. 43 | 2 | 0.47 | 0.94 | Q. 44 | 2 | 0.63 | 1.26 |
| Q. 44 | 3 | | | | | | |

Approximate Read Times for Each Question: Mathematics Grade 7 and 8

| Approximate Read Times for Each Question: Mathematics Grade 7 and 8 | | | | | | | |
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Appendix R: ScorePoint System Requirements

| | Windows | Macintosh | Chromebooks |
|--------------------------|---|---|-------------------------|
| Operating System | Windows 10
Windows Server 2016
(latest service pack) | macOS 10.13.4 to 10.13.6,
10.14.x, 10.15.x | Chromebook OS v67+ |
| Processor | Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU | | 1.4 Ghz + or equivalent |
| System Memory | Minimum 512MB Ram
Recommended 2GB RAM with 1GB free RAM
Minimum 1GB free storage space | | |
| Supported Browsers | Google Chrome 67+ | | |
| Screen Size & Resolution | Recommend 11.6" or larger screen size for desktops,
9.7" or larger for Chromebooks
Minimum 1024 X 768 screen resolution | | |
| Local Area Network (LAN) | Minimum General Requirement: 802.11g Wireless 54 Mbps or greater
100 Mbps LAN for desktops
Minimum available LAN bandwidth at each workstation: 1 Mbps
Recommended General Settings: 802.11n Wireless 150 Mbps or higher
1 Gbps LAN for desktops
Recommended available LAN bandwidth at each workstation: 2 Mbps | | |
| Internet Speed | Minimum per device: 150 Kbps
Recommended: 300 Kbps | | |



**Grades 3–8
English Language Arts
and Mathematics Tests**

**Scoring Leader Handbook
2023 Edition**