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Bureau Chief  
Office of State Assessment

October 2022

**TO:** Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Clara DeSorbo Clara DeSorbo

**SUBJECT:** Procedures for Requesting, Shipping, and Storing of Materials for the Spring 2023  
Administration of the New York State Grades 3-

Detailed directions for using the online examination request system are included in the [Instructions for Submitting Online Requests for the Grades 3-8 English Language Arts and Mathematics Tests \(DET 902\)](#) and in the [Instructions for Submitting Online Requests for the Intermediate-level \(Grade 8\) Science Test \(DET 902S\)](#).

The Department does **not** provide answer sheets. All schools administering New York State tests by PBT must contract with a Regional Information Center (RIC) or large-city scanning center to obtain answer sheets and scanning services. This applies to all schools administering the Intermediate-level (Grade 8) Science Test as well as to those schools choosing to administer with PBT any of the Grades 3-8 ELA and/or Mathematics Tests. Schools choosing to administer any of the Grades 3-8 ELA and/or Mathematics Tests by CBT must contract with a RIC or large-city scanning center to obtain test results at the conclusion of testing. When requesting tests on the online examination request system, schools must verify the RIC or large-city scanning center with which they have contracted. A complete [list of RICs and large-city scanning centers](#)

## STUDENTS TO BE TESTED

Except as noted below, all public and charter school students in Grades 3-8 must take all State tests administered for their grade level. This includes students who have been retained in these grades. The chronological ages of students with disabilities who are ungraded should be used to determine who must be tested and which [grade-level tests](#) they must take.

- **The Grades 6-8 Mathematics Tests.** Grades 6-8 students who are receiving instruction in a commencement-level mathematics course and will take a Regents Examination in mathematics are not required to take the respective Grade 6, 7, or 8 Mathematics Test. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.
- **The Intermediate-level (Grade 8) Science Test** should be administered to students in the grade in which they will have received instruction in all of the material in the *Intermediate-level Science Core Curriculum (5-8)*. While this is typically Grade 8, the test may also be administered t 8eru2.998 (e)1ntdvhe

languages will also be available for the mathematics tests in CBT format: Chinese (Simplified), Haitian Creole, Korean, Russian, and Spanish. The Intermediate-level (Grade 8) Science Test will be available in Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish in PBT format. The tests can be translated orally into other languages for those ELLs whose home language is one for which an alternate language edition is not available from the Department.

- **Students with Disabilities.** The Committee on Special Education (CSE) must decide for each student, on a case-by-case basis, whether the student will participate in the general State test or in the New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities. The criteria that the CSE must use to determine eligibility for the [NYSAA](#) Individualized Education Program (IEP).

#### **OPERATIONAL TESTING VIA CBT**

## STORAGE OF SECURE TEST MATERIALS

The printed secure ELA, mathematics, and science tests must be stored in the safe or vault of the building to which the tests will be shipped. All secure test materials must be placed in the storage location as soon as they are received. Access to the test materials must be restricted to ensure that test security is maintained. If the building where the tests will be administered does not have a safe or vault large enough to hold the tests, arrangements must be made to store these tests at a school or district location with an appropriate safe or vault. If a tests will be stored at an alternate storage location other than the one indicated in the shipping information on the Sc(e )TjETQq0 0 612 792 reW\*nBT/TT1 11.04 Tf4pop2 792 reW\*nB