

Marlboro Central School District

Test Administration Handbook

2018-2019



INTRODUCTION

NEW YORK STATE & DISTRICT-WIDE TEST PROTOCOLS

This document is designed to assist administrators, teachers, and staff who oversee and administer New York State and district-Wide Assessments and the safeguards that should be in place to ensure the validity and security of all New York State Assessments.

The procedures and guidelines appearing in this document apply to all staff involved in the administration of New York State and District-Wide Assessments, including directors, principals, assistant principals, department chairs, teachers, support staff and proctors. This document should be photocopied and given to all staff members involved in the administration of these tests and referred to when discussing these tests prior to their administration.

Most of the information presented in this booklet is taken directly from the New York State Testing Program – School Administrator’s Manual for *Public Schools* for Grades 4 and 8 English Language Arts Tests, Grades 4 and 8 Mathematics Tests and the NYS Regents Manuals.

<http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

Test Manuals: This page links to both Gr 3-8 testing and Regents/RCT testing. The HS document was last updated in 2015

<http://www.p12.nysed.gov/assessment/manuals/>

Testing Accommodations: This document is an update for 2016:

[Testing Accommodations for Students with Disabilities for the Spring 2016 Grades 3-8 English Language Arts and Mathematics Tests.](#)

[Testing Accommodations for Students with Disabilities and English Language Learners](#)

<http://www.p12.nysed.gov/specialed/publications/policy/testaccess/policyguide.htm>

There is a document that relates specifically to students with disabilities and issues on RCT conflicts and multiple day testing of regents examinations that you should discuss with your CSE chair since getting these permissions takes time and school administration would have to start working on the process several months prior to the administration period.

The document and attached forms are at:

<http://www.p12.nysed.gov/specialed/publications/policy/rct1003.htm>

2016 Memos specific to each test administration period are the most current for administration and have specific to each exam can be found on the general information pages.

Gr. 3-8 testing:

<http://www.p12.nysed.gov/assessment/ei/eigen.html>

High School testing:

<http://www.p12.nysed.gov/assessment/hsgen/>

Tests for English Language Learners at:

NYSESLAT 2016: <http://www.p12.nysed.gov/assessment/nyseslat/>

New entrance testing: NYSITELL

<http://www.p12.nysed.gov/assessment/nysitell/>

NYSAA: New York State Alternate Assessment

<http://www.p12.nysed.gov/assessment/nysaa/>

Test Security Requirements/Responsibilities – See Page 6

<http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

2019 CBT Teacher Directions

*The 2019 CBT Teacher Directions for ELA grades 3-5 can be found at

<http://www.p12.nysed.gov/assessment/ei/directions/2019/computer/td-ela-g35-19.pdf>

*The 2019 CBT Teacher Directions for ELA grades 6-8 can be found at

<http://www.p12.nysed.gov/assessment/ei/directions/2019/computer/td-ela-g68-19.pdf>

Safeguarding Test Materials

Schools must store test materials in a **safe or vault** at the secure delivery site. The **Principal/Assistant Principal** is responsible for safeguarding all materials.

Secure test materials will arrive the week before testing at the secure facility designated by the principal on the order form. Prior to these delivery dates, the **Principal/Assistant Principal** should make arrangements to:

- be notified when the test materials arrive,
- **have the materials inventoried upon delivery** by checking the contents of each box against the shipping notice, and (see page 15 in School Administrators Manual)
<http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>
- store the test materials immediately in the secure location. (page 17)

Note: Do not open the shrink-wrapped packages of test materials until you are ready to assemble class packets on the day of test administration.

All secure test materials must be stored in a **safe or vault** as designated in the **Examination Storage Plan** for your school. Test materials must be placed in the **safe or vault** as soon as they are received, and access to the test materials must be restricted to ensure that **test security is maintained**.

If the building where these tests will be administered does not have a **safe or vault** large enough to hold the examinations, arrangements must be made to store the test materials at a location with an appropriate **safe or vault**. Test materials stored at such a location must not be removed from the **safe or vault** and transferred to the school where the tests will be administered **until the day scheduled for the administration of each test**. The sealed packages of secure text materials must not be opened during the inventory.

Note: All secure test materials must remain sealed until the test administration date.

The **safe or vault** where test materials are being stored should be checked daily to ensure that the test materials have not been tampered with and that they remain secure. The combination or key to the **safe or vault** must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized people. Please note that after the tests have been administered, all test books must be collected and stored securely.

Inspection of Test Booklets

- On dates specified in the New York State Education Department, principals or designees may open cartons and inspect the contents to verify that appropriate test levels and quantities have been received.
- **Do not open shrink-wrapped packages.** Materials have been packaged according to orders submitted by building principals. **After inspection, cartons must be resealed and securely stored.**
- Boxes of materials received at schools that are labeled “**DO NOT OPEN UNTIL ...**” must not be opened until the specified date.
- Tests may **not be distributed** to proctors for administration **until the morning of the test.**

Note: Due to copyright laws and for test security, YOU MAY NOT MAKE COPIES OF ANY TESTS OR ANY PART OF THE TEST, BEFORE, DURING, OR AFTER THE TEST. : Unused test books may not be used for instructional or staff development purposes. No section of the tests may be discussed with the students before it has been administered. You may, however, describe the format of the tests and the testing schedule to the students.

Test Answer Sheets

- Student answer sheets will be pre-slugged with students’ demographic information by the Mid-Hudson Regional Information Center (RIC). **Note:** A supply of non pre-slugged answer documents will also be delivered to schools to be used for students who do not have a pre-slugged form or for absentees on the day of the assessment.
- All non pre-slugged answer documents delivered to schools will have the school number and a generic student ID number preprinted in the student information field. **These answer documents must be accounted for using building protocol.**
- Upon arrival at the school, **all answer sheets must be checked** against class/grade rosters.
- **Any student who has moved** should be bubbled in on answer sheet and kept until tests are completed and returned with all completed answer sheets to Central office.
- **All pre-slugged answer sheets must be returned** to the main office in each building, to then be delivered to Central Office.

Regents and RCT Examinations

For New York State Regent’s examinations, the shrink-wrapped examinations and Regents Competency Tests are to remain sealed until distribution to students by proctors, the test administrator, or Department Coordinator on the state mandated date and time of the examination.

Regents Competency Test (RCT) for Global History, U.S. History, Science and Math are controlled tests and procedures for safeguarding must be strictly followed.

CBT Schools

[2018-19 Elementary and Intermediate Testing Schedule](#)

Test Preparation and Other Guidelines

Preparation of Students for Testing

If these tests are to provide an accurate measure of each student's achievement of the learning standards, all students should be properly prepared for taking the test. The administration of the test should be announced to students before the date that the test is scheduled to be administered. All announcements should be made in such a way as to increase the students' interest in the test without causing them to become overly nervous and tense.

In addition, parents should be informed of the date(s) of testing and the purpose of the test. *Confer with building principals regarding the communication of the assessments with parents.* Parents should be requested to encourage students to do their best on the test and to ensure that students are well rested on the days of testing. Each student should be familiar with the general types of questions on the test and the procedures that they should follow when recording the answers to the test questions.

- Parents should have been notified regarding the test dates and times.
- Children have been reminded to bring #2 pencils to the exam location.
- Teachers have read all test administration procedures (i.e., timing, test modifications, etc.) prior to the administration of the assessments.
- Teachers, proctors & scribes have read Administration Handbook and signed *Test Administration sign-off*.

Preparation of the Testing Room(s)

The room(s) in which the tests are administered should be well lit, well ventilated, and quiet. Make preparations before the testing period to keep noise and other distractions to a minimum. If tests are to be administered in a classroom, clear desks and shelves under the desks of all books, papers, and other materials. ***Completely cover or remove all charts, posters, or maps pertinent to the subject being tested and all board work.*** Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended. Testing signs should be posted on each classroom door to minimize distractions.

Note: Classes are not to be divided into small groups and/or tested in different rooms without the approval From building principal or if indicated on a student's IEP, 504 Plan or other extraordinary reason.
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Supervision of Students

Unauthorized Materials

Students should be under close supervision at all times during the test. When students enter the testing room, *proctors must ensure that students do not bring any cell phones or other communication devices, unauthorized notes, printed material, scrap paper, Post-it® notes, or tools that would give them an unfair advantage on the test.* Prohibited devices include, but are not limited to: cell phones, Blackberry devices and other PDAs, iPods and MP3 players, iPads, tablets, and other eReaders, laptops, notebooks or any other personal computing devices, cameras or other photographic equipment, headphones, headsets, or in-ear headphones such as earbuds, any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content. **The materials that students are permitted to use during the test are identified in the *Teacher's Directions* for each assessment.**

All students are prohibited from bringing cell phones and certain other 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 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 his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student. The incident must be promptly reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov, as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures. 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 Programs (IEPs) or Section 504 Accommodation Plans (504 Plans). In addition, a student may be allowed to retain an otherwise prohibited device in his or her 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.

For CBT: Highlighting is function within Nextera

For PBT (Paper-based tests)

Schools may permit students to use highlighters when taking State examinations. Proctors must monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions that must be answered in pencil and that the use of highlighters does not obscure the students' responses to open-ended questions.

Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment on the answer sheet of a student 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. Teachers may give students assistance only in the mechanics of taking the tests such as understanding where to record their responses.

Temporary Absence from Testing Room

PBT: No student may be permitted to leave and then return to the testing room during any part of the test *unless* the student is accompanied by a proctor for the duration of his/her absence from the testing room. This includes the use of the restroom. For CBT, the proctor will assist the student in pausing their test using the **||/Sign Out** function in the Nextera browser. When the student returns to the test, they will re-enter their NYSSIS ID and their password, both of which will be located on the student's index card. The student will then have to re-enter the session access code. The **PROCTOR** will then need to enter the Proctor Pin before the student can access their test. **DO NOT GIVE STUDENTS THE PROCTOR PIN UNDER ANY CIRCUMSTANCES.**

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, **the principal has full authority to interrupt the test immediately.** If it is possible, the students should be kept under supervision during the emergency and all testing materials need to be secured (lock doors upon leaving). Then, if work can be resumed, the time for the test should be extended so that the students will be allowed their full time for the test. Following the test, the building principal or designee should notify the Director of Curriculum and Instruction. **In a true emergency during CBT, students will leave the testing location; do not worry about pausing tests in a true emergency.** If the student is able to return to the test, they will re-enter their NYSSIS ID and their password, both of which will be located on the student's index card. The student will then have to re-enter the session access code. The **PROCTOR** will then need to enter the Proctor Pin before the student can access their test. **DO NOT GIVE STUDENTS THE PROCTOR PIN UNDER ANY CIRCUMSTANCES**

Student Cheating

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

If, in the judgment of the principal, the student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the students' tests.

Illness

If a student becomes ill during a part of the test, the student should be excused until he or she is well enough to continue. The principal should estimate the time that the student had remaining to complete that part of the test. When the student is well enough to complete the test (and as long as the testing or makeup period has not ended), the student may be given the remaining time for that part. For 3-8 testing, other un-administered parts should be administered according to the *Teacher's Directions* as long as the testing or makeup period has not ended. When the student is taking a partially completed part of the test, the student must be closely supervised so that he or she does not go back to previously finished questions on the test.

Active Proctoring

- **CBT: Proctor passes out index cards to students. The student will enter their NYSSIS ID and their password, both of which will be located on the student's index card. The student will then have to enter the session access code, provided by the proctor.**
- **Devote** your full attention to proctoring an exam and ensuring that all testing procedures are followed! **(Proctors should not read materials, grade papers, be on a computer, or use cell phones to text, etc. They must constantly circulate throughout the testing room/remain with student if in a single student setting.)**
- Provide close supervision of students who are taking examinations at all times during the examination session. An examination room should never be left unattended during an exam.
- Do not permit students to obtain information from or give information to other students in any way during the examination.
- **No one, under any circumstances, may interpret or explain examination questions to students, nor may anyone review or comment on the answer paper of a student while an examination is in progress. In response to inquiries by students concerning the meaning or interpretation of questions, proctors should advise students to use their own best judgment.**
- **No one, under any circumstances, may explain how to use any of the testing tools within the Nextera browser to students during the assessments. Proctors may direct students to where a specific tool is located, but cannot provide any guidance on how to or how not to use the tools.**
- Students who need to be excused from the exam room *must be escorted by security aides or relief proctors. Only one student may leave the room at a time.*

- **Do not permit any student to leave and then return to the examination room during any session of the examination unless accompanied by a proctor.** Students who withdraw from the sight of the proctor during any examination session must have their examinations for that session terminated. Any examination paper that is removed from the examination from without authorization must be invalidated.
- **A clock should be in sight of all students.** If this is not possible, it is the duty of the proctor to indicate the time on the board at intervals not exceeding one-half hour throughout the examination period. Proctor must be familiar with regulations for the exam and the student(s).
- **Proctors must be familiar with the parts of the exam being administered** what sections students must complete and check for completion of those sections. Students should be directed to check their own work prior to collection of the exam.
- **No one, under any circumstances, may review student responses to individual questions. Proctors are expected to check each student’s “Review” box to determine if any questions have not been answered. If any questions are left unanswered, the proctor may alert the student to this fact. It is then the student’s decision to go back and complete any unanswered questions, or to leave them unanswered.**
- Evacuation of a school building during an examination may be required because of an emergency, such as a fire alarm or a bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the examination immediately. If possible, keep the students under supervision during the emergency. Then, if work can be resumed, extend the time for the examination so that the students will be allowed their full time for the examination. **If you need assistance, please call the Main Office.**

Proctors must circulate periodically around the room during the administration of each session of the test in a *non-distracting manner*, to ensure that students are recording their responses to test questions in the proper manner. While circulating around the room, proctors should point out to students if they have left one or more answers blank, if they have darkened more than one circle for the same multiple-choice question, or if they do not appear to be recording their answers in the proper place (on the answer sheet for multiple-choice questions or in the test booklet for constructed-response questions.). **However, proctors may not comment to the student on the correctness or sufficiency of any answer.**

No additional time is to be provided to students to transfer answers from test books to answer sheets at the end of the test, and no one other than the student may transfer answers marked in his or her test book to the multiple-choice answer sheet. (The latter does not apply to students whose IEP or 504 Plan allows scribes to transfer answers from the test book to an answer sheet.)

Note: No one, under any circumstances, including the student, may alter the student’s responses on the test once the student has handed in his or her test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

During the Test

- **Read all directions verbatim. Do not paraphrase directions** unless indicated on student’s IEP or 504 Plan.
- **Answer only student questions that pertain to the directions.** Read only the portion of the directions that is addressed by the student’s question. **Do not interpret the directions for your students.**

- **Do not give help on specific questions.** Do not give clues that indicate an answer. Do not help to eliminate answer choices. Do not tell a student to review an answer.
- **Adhere to all time limits.** Make sure beginning, remaining, and ending times are displayed in a location where all students can see them. **The state assessment is untimed** therefore students have to the end of the day.
- **No longer a section of the test: Read listening passages at a moderate, steady pace, and the specified number of times.**
- **Computer-based testing tools:** Features such as answer eliminator, zoom, and line reader are embedded in the testing platform of some computer-based testing environments and may be selected by any student during testing. It is not necessary for a CBT tool that is available to all test takers to be identified as a testing accommodation on a student's IEP.
- **Text-to-Speech accommodation:** Testing accommodations should not be provided for the first time during a State examination. It is expected that the student has had adequate experience with certain testing accommodations prior to using those accommodations on a State test.
- **Testing Accommodations for Students with Disabilities**
- **Submitting the test: Student raises their hand when done testing and will submit the test with proctor present. The proctor must be sure the internet is functioning by finding the green checkmark in top left corner. If a red x is in the top left corner, do not submit and call main office.**

After the Test

- **Report all unusual circumstances to your principal**, such as defective test booklets, problematic answer documents, children getting sick, etc.
- *When in doubt, report all perceived test administration irregularities to your principal.*
- **Make sure you sign the “Test Material Security Form” when/if you pick up and return test booklets. If the number of booklets returned is not equal to the number given out, notify the principal immediately. All booklets and answer sheets must be returned immediately following test administration each day.**

This statement must be read to students prior to the start of any state exam (3-8 test), Regents, or RCT:

You cannot have any communication devices, including a cell phone, with you during this exam or during any breaks (such as restroom visits). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- 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

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 exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? [*Proctor: repeat list of devices*]. This is your last opportunity to do so before the test begins.

Security Guidelines

Security Breaches

If a security breach occurs prior to, during, or after testing, notify the principal immediately. The principal **MUST** contact the Assistant Superintendent for Curriculum & Instruction immediately after verifying a security breach to any New York State Assessment. Faculty and/or staff involvement in a security breach must be investigated to determine if disciplinary action is warranted.

If it is determined that students have had access to the contents of a test prior to the actual administration of the test the test results for those students must be cancelled.

No Staff member, under any circumstance shall look ahead in any test booklet and review, address or discuss its contents. If a staff member deliberately looks ahead and discusses, reviews or addresses the test material, it will constitute a breach of security and an investigation will take place.

For Paper- Based testing:

Test Books

When testing is completed, **all** test booklets with student responses and answer sheets are to be collected and sent to the main office. They will then be sent to the office of the Director of Curriculum & Instruction.

Destruction of Secure Examination Materials for paper- based testing materials

3-8 NYS Exams

English Language Arts

For Secure Destruction: Return Immediately to the Department Contractor via UPS	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> • All used and unused Book 1s • All unused Book 2s 3s • All scoring CDs including any copies • All scoring materials printed from the CDs 	<ul style="list-style-type: none"> • All used Book 2s and 3s • All used answer sheets after their return from the scanning center

3-8 NYS Exams

Mathematics

For Secure Destruction: Return Immediately to the Department Contractor via UPS	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> • All used and unused Book 1s and 2s • All unused Book 3s 	<ul style="list-style-type: none"> • All used Book 3s

<ul style="list-style-type: none"> • All scoring CDs including any copies • All scoring materials printed from the CDs 	<ul style="list-style-type: none"> • All used answer sheets after their return from the scanning center
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Regents and RCT

All NYS Regents and RCT exams are to be kept in a secure location for one year after administration.

Misadministration/Administrative Errors

If one or more parts of the test were misadministered – for example, a part was administered out of order (except for makeup testing), students were provided unauthorized/inappropriate testing accommodations or tools (such as calculators where not permitted), or students had other nonstandard test administrations unrelated to cheating – student papers, at the *principal's discretion*, may be submitted for scoring.

Note: It is the responsibility of those individuals proctoring the test to ensure that students are monitored closely, that students are not provided unauthorized testing accommodations or tools, and that they do not start the test before being instructed to do so.

Note: No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in his or her test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary action in accordance with Sections 3018 and 3020 of Education Law.

Makeup Testing (3-8 testing only)

It is the principal's/assistant principal's responsibility to facilitate the testing during the makeup period for those students who were absent on the regularly scheduled testing dates. See page 28 in <http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

Students *must* be given every opportunity to make up any missed test session. Unless the student sits for all sessions of the test, the student will not receive a performance level score and will not be counted as participating in the assessment. Rules that will determine whether or not the student receives a valid score are found in the appendix of the School Administrators' Manual for Public Schools.

Apply the following guidelines for makeup testing for Book 1s and Book 2s:

- Students who are absent during part of the regularly scheduled test administration should take the testing session that is scheduled for the day they return. Administer the missed sessions to them during the makeup testing period.
- Students who are absent throughout the regularly scheduled test administration should complete all testing sessions during makeup testing. Administer these sessions in the same order as indicated in the *Teacher's Directions* for each New York State Assessment.

For students who are absent for any session and do not take a makeup test, check their answer sheets to verify that the absences have been recorded for the open-ended sessions. Instructions for recording information about absences on the answer sheets are addressed in each assessment's Teacher's Manual.

See Administrators Checklist on page 30 at: <http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

Concluding Test Sessions

As soon as the testing of each session is completed, the principal must arrange for the collection and secure storage of all used and unused test books (regular, translated, large type, and braille) and used answer sheets.

Used answer sheets may not be reviewed, scanned, or scored by anyone before the official scoring process has been completed and the answer sheets have been scanned by the RIC or large-city scanning center.

All used and unused test books (regular, translated, large type, and braille) and used answer sheets must be kept secure.

Test books may not be used for instructional or staff development purposes. Instead, they must either be returned to the Department secure-destruction contractor, Empire Recycling, using the shipping label provided by the Department or retained securely at the school for one year, then securely destroyed.

Administrator's Checklist for Collecting, Storing, and Organizing Secure Test Materials

Before repacking secure test materials, please read the following instructions:

- Collect all secure test materials, including used and unused test books, answer sheets, completed biographical data, and student identification labels. Place these in a secure location until they are to be assembled for scoring.
 - Teacher's Directions should be left in the classrooms with the teachers so that they may review the instructions for the remaining test session(s).
 - Request that each teacher provide updated classroom rosters for the 2015 Grades 3–8 Common Core English Language Arts and Mathematics Tests. These rosters should include all students currently in each teacher's class.
 - Advise all staff that they are not to discuss test questions or other specific test content with each other, with others online via e-mail, or by any other electronic means.
 - When collecting the test materials from each student for the English language arts test at the conclusion of session one, have each student insert his or her answer sheet inside the front cover of his or her Book 1. For session two, have each student insert his or her answer sheet inside the front cover of his or her Book 2. When collecting the test materials from each student for sessions one and two of the mathematics test, have each student insert his or her answer sheet inside the front cover of the test book administered that day (Book 1 for session one, Book 2 for session two).
 - At the conclusion of the English language arts tests, separate used Book 1s, Book 2s, and Book 3s. English Language Arts Test Book 2s and Book 3s need to be sent to the scoring site, along with Answer Sheet 2, unless locally scored. Check to ensure that each student's Answer Sheet 2 has been inserted inside the front cover of his or her Book 2.
 - At the conclusion of the mathematics tests, separate used Book 1s and Book 2s from used Book 3s. Remove each student's Answer Sheet 2 from the student's Mathematics Test Book 2 and insert it inside the front cover of that student's Book 3. Mathematics Book 3s need to be sent to the scoring site, along with Answer Sheet 2, unless locally scored.
- 30 2015 Grades 3–8 Common Core English Language Arts and Mathematics Tests School Administrator's Manual Administering the Tests
- Securely store all unused test books for all grades and all used English Language Arts Test Book 1s and Mathematics Test Book 1s and Book 2s. Keep all English Language Arts Test books separate from all Mathematics Test books.

- ❑ Stack the used test books to be scored by classroom. Place the appropriate classroom roster on top of each stack and band them together.
- ❑ Use the box(es) in which secure test materials arrived for storing the secure test materials and for sending them to the scoring site. Remove any previous markings and labels from the box(es). If original boxes are not available, use substitutes.
- ❑ Ensure unused 2015 Grades 3–8 Common Core English Language Arts and Mathematics Testbooks are not used for instructional or staff development purposes and are returned to the Department’s secure-destruction contractor, Empire Recycling

Chain of Custody

If tests need to be moved from one location to another, a chain of custody must be maintained at all times. Tests will be signed out in the Main Office with the date and time that they leave the building. Tests will then be signed in and time stamped at the new location by an administrator. Tests may not be left unattended at any time during this process. **The district’s Chain of Custody must be maintained at all times.**

Test Security and Educator Integrity

About TSU

Established in March 2012, the New York State Education Department’s Test Security Unit is responsible for ensuring the security and integrity of New York State assessments. The TSU works to deter and remedy testing misconduct by educators and administrators who are involved in the administration and scoring of New York State assessments. TSU’s legal and investigative personnel review and investigate allegations of cheating submitted to the Department from sources that include school districts, educators, parents, and the public. The TSU carefully determines whether testing misconduct occurred, and if so, what corrective actions are warranted, including potential disciplinary proceedings pursuant to Part 83 and/or Education Law §3020-a. The TSU serves an important training and educational function as well, developing model testing policies and practices, and educating district personnel about them.

The TSU’s responsibilities include:

- Ensuring security and integrity of New York State assessments;
- Developing model New York State test security policies and procedures;
- Intake on complaints about educator cheating via Incident Report Form found on the TSU website and from other sources;
- Reviewing alleged testing irregularities involving educators;
- With Integrity Officers, conducting comprehensive investigations into complaints;
- Pursuing discipline and corrective action where testing misconduct is verified;
- Providing training materials to New York State educators; and
- Reporting to the public about TSU activities and the results of its investigations.

(source NYSED.gov)

Scoring of secure test materials

See page 32 at <http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

See pages A-1 through A29 at <http://www.p12.nysed.gov/assessment/sam/ei/eisam16.pdf>

for information on: School Administrator’s Checklist, Test Storage Certificate, Secure Materials Tracking Log, Deputy and Proctor Certificate, Mathematics Tools, Testing Accommodations for English Language Learners,

Testing Accommodations for Students with Disabilities, Specific Testing Accommodations, Information on Ungraded Students, School/Group List, Box Labels for Scoring Center, Confidentiality Agreement, Guidelines for Including Special Education Teachers in Scoring Committees, Scoring Operations Certificate, Rules to Determine Whether a Student Receives a Valid Score.

**MARLBORO CENTRAL SCHOOL DISTRICT
Test Administration Sign-Off**

I have read the Marlboro Central School District Test Administration Handbook regarding security, administration procedures, and supervision of students for all NYS Examinations. I agree to abide by its provisions.

Return this page only. Keep your test administration handbook available for any questions you may have. Please return two copies this page to your building principal; one will be kept in your building and the other will be kept in the Curriculum and Instruction Office.

Name (Print)

Date

Signature

School