

# New York State Testing Program

Updated information regarding the administration of these examinations is posted on NYSED's Office of State Assessment website  
<http://www.p12.nysed.gov/assessment/ei/2021/3-8-administration-memo-2021.pdf>

## Grades 3–5 English Language Arts Paper-Based Tests

Teacher's Directions  
v202

Grades 3, 4, and 5



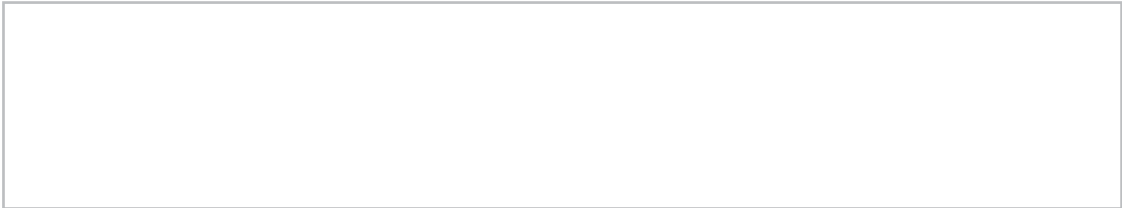
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C - -

! - **B** - .....1

E \ E:  
C **B** \ -B - .....  
- -

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





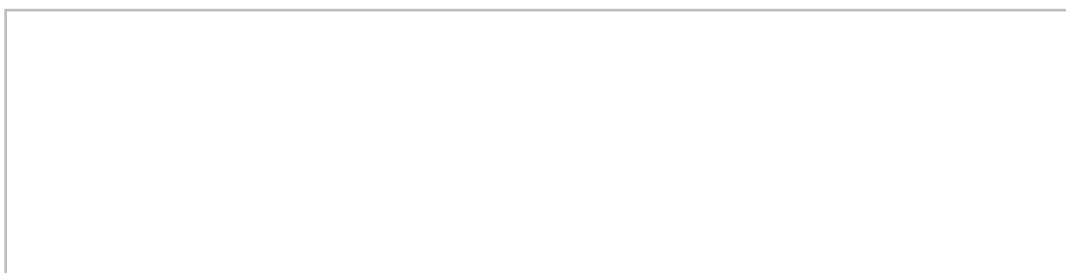
The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the Grades 3–8 English Language Arts Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

As in previous years, the Grades 3–5 English Language Arts Tests are administered in two sessions. 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, each test consists of multiple-choice (1-point) and short-response (2-point) questions and an extended-response (4-point) question.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students record their responses on a separate answer sheet. The short- and extended-response questions require students to write (rather than select) appropriate responses. Students write their answers 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



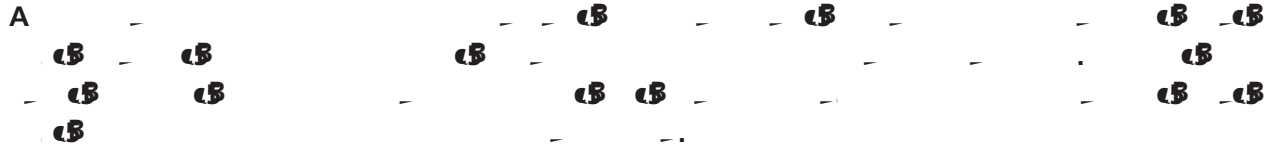
To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

**For the teacher**

- *Paper-Based Tests Teacher's Directions*
- Classroom roster
- Session 1 booklet
- Session 2 booklet
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## 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 such as those listed above.



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 [e-mail](mailto:emscassessinfo@nysed.gov) ([emscassessinfo@nysed.gov](mailto:emscassessinfo@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 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 for Session 1 must only be recorded on the answer sheet and their constructed-responses for Session 2 must be recorded in the test booklet.

## 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.

## 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. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual*.)

## 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 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’ tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

## Illness

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test.

## Proctoring

Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions in Session 1 on their answer sheets and their constructed-responses in Session 2 in their test booklets. Students are not to record their multiple-choice responses in their test booklets. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the test, unless an emergency situation arises.

## Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, a dictionary) and engaging in other types of nonstandard test administration (for example, cheating). (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual*.)



- The test sessions must be administered in order, on consecutive days.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- ***v202 English Language Arts Paper-Based Tests Teacher's Directions***
- 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.
- For Session 1, which requires an answer sheet, 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

The Grades 3–5 English Language Arts Paper-Based Tests each consist of two sessions, Session 1 and Session 2. Session 1 contains multiple-choice questions; Session 2 contains short-response questions and an extended-response question.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students will answer the multiple-choice questions by darkening circles on their answer sheets. Students will write their answers to the short- and extended-response questions directly in their test booklets.

Students who finish the test before other students should check their work. Once the student checks

For these tests, there are no time limits. On average, students in Grades 3 and 4 will likely need approximately 60–70 minutes of working time to complete Session 1 and 70–80 minutes of working time to complete Session 2. For Grade 5, most students will need approximately 80–90 minutes of working time to complete Session 1 and 90–100 minutes of working time 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. These approximations are estimates that can be used for planning purposes only.

The following charts provide information about the format of the tests and where and how students record . aice qu.054C -




# Testing Accommodations for Students with IEPs and 504 Plans

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- 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 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 test is being administered.
- Completely cover—or remove from the walls—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.
- Eliminate distractions such as bells or telephones.
- Place a “Do Not Disturb” sign on the door of the testing room.
-

E R

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Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **A**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.

### Grade 3 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

**A** *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*

- **C** *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*
- **3** *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*
- *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*
- **C** *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*
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- **A** *Teachers should read these directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.*

A

1. ?

Repeat list of devices. Pick up devices from students and return them after testing.

A

3 E

A

1.

Distribute an answer sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

A

1.

B

2.

D

A

?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

A

1. D

E

A

F

Check to make sure each student has written their name on the front cover of the test booklet.





*Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.*

*Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.*

*If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.*

*Follow security procedures established by your principal or school administrator for returning secure test materials.*





A A - ?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

A - 2 . A  
! - B B - B  
B - B - 2 . B  
B - . A  
B  
B  
B B B B  
A - ?

Pause for questions. When you are confident that all students understand how to take the test,

A B  
2

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **A**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.

### Grade 4 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

**A** *Students are not to be given scratch paper.*

**A** *Students will be recording the answers to the multiple-choice questions in Session 1 on the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.*

**A** *At the beginning of the test administration, proctors must read the following statement to all students taking State tests:*

**A** *Make sure each student has a No. 2 pencil. Students may not use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.*

**A** *Make sure you have a copy of the Session 1 booklet.*

A

Repeat list of devices. Pick up devices from students and return them after testing.

A 4 E A 1.

Distribute an answer sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

A 1. B 2. D A ?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

A 1. D E A F

Check to make sure each student has written their name on the front cover of the test booklet.

A A  
A ?

Pause for questions. When you are confident that all students understand the directions,

A 1

Read the Tips for Taking the Test aloud as the students follow along.

A  
■ B  
■

*Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.*

*Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.*

*If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.*

*Follow security procedures established by your principal or school administrator for returning secure test materials.*



## Grade 4 — Day 2, Session 2

Make sure you have a copy of the Session 2 booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to write their responses to questions or in a way that obscures their responses to questions.

Do **not** distribute any answer sheets; students will write all answers directly in their test booklets.

Students are **not** to be given scratch paper. Only the responses in their test booklets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

A

C

3

C

A

4 E

A

2

Repeat list of devices. Pick up devices from students and return them after testing.

A

4 E

A

2

A 2 B

A ?

Pause for questions. When you are confident that all students understand the instructions, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

A 2 D

B 4 E A

F B

Check to make sure each student has written their name on the front cover of the test booklet.

A 1

Check that all students are looking at the correct page.

A

Read the Tips for Taking the Test aloud as the students follow along.

A :

B B

B

B B

B B

B

B ;

B ;

B ;

B B B B B ;

F

B B



Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **A**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.

### Grade 5 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

**A** *Students are not to be given scratch paper.*  
*Students will be recording the answers to the multiple-choice questions in Session 1 on the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.*  
**C** *At the beginning of the test administration, proctors must read the following statement to all students taking State tests:*

A

Repeat list of devices. Pick up devices from students and return them after testing.

A

Distribute an answer sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

A

B

D

A

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

A

F

Check to make sure each student has written their name on the front cover of the test booklet.

A A

A ?

Pause for questions. When you are confident that all students understand the directions,

A 1

Read the Tips for Taking the Test aloud as the students follow along.

A :

- B
- 
- 
- 
- 

A ?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

A

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

A ?

Pause for questions. When you are confident that all students understand how to take the test,

A

2

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

*Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.*

*Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.*

*If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.*

*Follow security procedures established by your principal or school administrator for returning secure test materials.*

## Grade 5 — Day 2, Session 2

Make sure you have a copy of the Session 2 booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to write their responses to questions or in a way that obscures their responses to questions.

Do **not** distribute any answer sheets; students will write all answers directly in their test booklets.

Students are **not** to be given scratch paper. Only the responses in their test booklets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

A

- C
- 3
- C
- C
- A

?

Repeat list of devices. Pick up devices from students and return them after testing.

A

- 5 E
- A
- 2



A .2 B

A ?

Pause for questions. When you are confident that all students understand the instructions, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

A 2 D

B E A

2 5 B B

B B

F B

Check to make sure each student has written their name on the front cover of the test booklet.

A 1

\_\_\_\_\_

\_\_\_\_\_

A A - ?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

A

2

Ⓟ Ⓟ Ⓟ

Ⓟ Ⓟ 2 Ⓟ

Ⓟ . A Ⓟ

Ⓟ Ⓟ

Ⓟ

Ⓟ Ⓟ Ⓟ

Ⓟ Ⓟ

A - ?

Pause for questions. When you are confident that all students understand how to take the test,

A

Ⓟ

2

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own



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



E 3 5 A  
-B  
B ' D B  
202

