

N Y S a
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2022 G a 3

THE UNIVERSITY OF THE STATE OF NEW YORK

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a a **Teacher's Directions** a a



Unauthorized Materials

Students should be under close supervision at all times during the administration of the field 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 field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

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Any student observed with any prohibited device while taking a State field 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 field test. The incident must be reported promptly to the school principal.

N : 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 field test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response.

Emergency Evacuation of a School Building

Evacuation of a school building during a field 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 field 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 field test.

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' field tests. At the conclusion of the field test session, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field 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 in their field test booklets. Proctors should point out to students if they have left one or more answers blank.

STEP TWO

Paper-Based Field Test

The paper-based field test must be administered May 23–June 3, 2022.

Schedule field testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.

Read *Teacher's Directions for Paper-Based Field Testing*

Review Step Six, “Administer the 2022 Grade 3 English Language Arts Paper-Based Field Test,” before administering the field test.

Before the field test is administered, each student must have a field test booklet with a pre-printed student identification label. If a field test booklet is missing a pre-printed student identification label for a student, allow sufficient time on the day of the field test administration to fill in the demographic section of the field test booklet.

Avoid testing just after students have had strenuous physical activity.

Paper-Based Field Test Format and Schedule

The 2022 Grade 3 English Language Arts Paper-Based Field Test will take approximately 40 minutes of testing time. The field test contains one extended-response question. Students will write their answer in the field test booklet. The field test can be administered to groups or classes of students in a single class period.

Students who finish the field test before other students should check their work. Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. After a student's field 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 field test, you may end the session.

Testing Accommodation for Students with IEP and 504 Plan

In general, students with disabilities must be provided with the testing accommodations specified in their Individual Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these field tests. In administering the 2022 Grade 3 English Language Arts Paper-Based Field Test to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual for Paper-Based Field Testing*.

Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-revised-sept-2019.pdf>).

Use of Spell Checking Device / Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2022 Grade 3 English Language Arts Field Test.

Use of Scribe or Tape Recorder

The use of scribes and tape recorders are allowable accommodations for the 2022 Grade 3 English Language Arts Field Test. However, the Department encourages the use of a word processor in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over their environment, fosters independence, and is less labor intensive than using a scribe. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual for Paper-Based Field Testing*.

More Information on Testing Accommodation for Students with IEP and 504 Plan

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-revised-sept-2019.pdf>).

Testing Accommodation for English Language Learners


Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator's Manual for Paper-Based Field Testing*.

STEP THREE

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Plan for the distribution and collection of materials.

Provide a well-lit, well-ventilated, and quiet testing room.

STEP SIX**A**  **2022 G a** **3 E**,
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*Please read these directions carefully before administering the field test. When you administer the field test, the directions you are to read aloud are preceded by **SAY**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

Make sure you have a copy of the field test 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 field test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their response to the question or in a way that obscures their response to the question.*

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

Students must write their answer directly in their field test booklets.

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

SAY

SAY Y a m , a m a , m a , m
 , ba a , . l a , a m
 ? m
 T a , b b , .

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

SAY T a , b a , 2022 G a 3 E , La , a A W , F T .
 Y a , a a a a a a ab a a / a .
 Y m a b .
 Y a m a N . 2 . . Y a m .
 A a ?

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

SAY T b . D b l
 .
 L a / b . Ma a 2022 E , La , a
 A W , F T a r G a 3. l a / b , a
 a a a l , / .
 F r Na m , / . W a a a m
 b a .

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

SAY N , b a a a 1. Y T Ta ,
 T .

Check that all students are looking at the correct page.

SAY P a a a , a l a T Ta , T a .

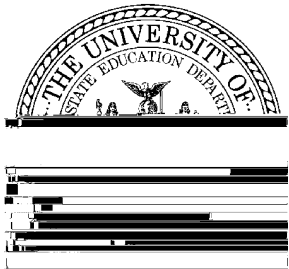
Read the Tips for Taking the Test aloud as the students follow along.

SAY H a m b :
 B a a a .
 R a a a b a . Y a m
 a a m a . W a a
 a a a b m a a m
 a a . Y a m b a a a a
 a .
 R a a 124.TT/6 ,

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

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

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