



TESTING SERVICE – FAQ for PBT 2017

Use this document to find answers to frequently asked questions about the paper 3-8 NYS Assessments

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How do I know who should be taking the tests?

- All students enrolled in your district in grades 3 - 8 should be taking the ELA and Math tests, see more information in the SAM (School Administrators Manual) [here](#), pg 9
- Exceptions are any students taking the NYSAA, NYSESLAT or Regents

Can students test out of their grade?

- **NO**, but there are some noted exceptions
 - 7th graders in accelerated Science can take the 8th grade Science test
 - 8th graders in accelerated Math or Science can take the Regents

What does the district do with answer sheets for students who are home-schooled but don't take a test?

- Bubble in "Not enrolled at time of test"
- Work with your DDC/CIO to determine how these students should be coded in Level 0/DW. You can find guidance in the SIRS Manual found [HERE](#), on page 58, titled "Home-schooled Students".

Do you have to test Foreign Exchange students?

- Foreign Exchange student do **NOT** need to be tested.
- If they are tested, the school must report it. The student should have a code of "0022 Foreign Exchange Student enrollment in building or grade".
- If a pre-printed answer sheet was issued and student is NOT testing, bubble in "Not enrolled at time of test" and return the answer sheet to NERIC.

How should I bubble a NYSESLAT answer sheet for a student who tested out of ELL?

- Not enrolled at time of test

A student is taking the NYSAA, but I got a preprinted answer sheet for ELA/Math/Science, what do I put on the answer sheet/roster?

- Bubble "Taking NYSAA" on their answer sheet
- Write NYSAA next to students name on the roster and "O" for other reason not tested
- Check the students program codes in Level 0/DW
 - Must have 0220 (Eligible for Alternate Assessment)
 - Must be Ungraded (grade 13 for K-6, or grade 14 for 7-12)
 - Refer to Birth Date/Age Chart in the [SIRS Manual](#) to determine test level

How do I code students in the Data Warehouse who take the NYSAA, or the NYSESLAT?

- NYSAA students need to be in the Data Warehouse as Ungraded (UG) with the 0220 program service code. More information can be found in the SIRS manual [here](#), pg 60
- NYSESLAT students need to be in the Data Warehouse with the 0231 and if needed the 0242 program service code. More information can be found SIRS manual [here](#), pg 50



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What do I do if a student LEFT my district before testing began, but we have a pre-printed answer sheet?

- Bubble in “Not enrolled at time of test” on their answer sheet
- Check the “O” box on the class roster for Other
- Make sure to return all their answer sheets to NERIC
- Check Level 0/DW to verify the student’s enrollment exit information

What should my district do if the preprinted demographic information is incorrect for my student?

- Make any needed changes within box it is printed with pencil – do NOT write outside the designated area – unless it is grade level
 - If the grade level is wrong bubble “Not Enrolled at time of test” on the wrong grade level answer sheet
 - Give the student an extra/blank answer sheet for the correct grade level
- Have your DDC/CIO check and update the students information in Level 0, then make sure they push any changes to Level 1 ASAP

The wrong location is on a student’s preprinted answer sheet because they transferred to another school within my district, what do I do?

- Use the original answer sheet for that student
- In #2 pencil cross out the incorrect location and write the correct location within the box
- Update the class roster to reflect the new location for that student

How does the out-of-district placement (OODP) get answer sheets for another (my) districts student(s)?

- The HOME district of the student must supply the district of instruction any/all needed answer sheets
- The district of instruction/OODP **cannot** use one of their extra/blank answer sheets

A student is placed in an out-of-state placement with an enrollment code at your district of 0011. How does your district send the test booklet(s) and answer sheet to an out-of-state location?

- The district should contact the out-of-state location ahead of time to give them the dates for administering the test and the date the test booklet and answer sheet must be returned to the district.
- Send all three books for all three sessions, and answer sheets overnight delivery by secure method (FedEx or UPS) requiring a signature, **on the last day of initial administration** to the out-of-state location.
- The out-of-state location administers the test to the student during the make-up period.
- The out-of-state location must return the test booklet and answer sheet to the home district by secure method, as mentioned above **within** the scoring period.
- The home district scores the test and sends the answer sheet along with all other answer sheets to the scanning center by the specified date.



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How do I use an extra/blank answer sheet for a newly enrolled student?

- NERIC provides extra/blank answer sheets for each test in your original shipment
- Select an extra/blank answer sheet of the location where the student is enrolled – if you do not have any more for the correct location but the DISTRICT is correct, you can use that extra/blank sheet
- Print the student name, student ID, date of birth, grade, and home room on the empty fields on the answer sheet. Click [here](#) for a sample in the cover documents
- Do NOT cross out or make any marks in the area at the top of the answer sheet
- Fill out an N24-2 Form for each test/grade, found [here](#), and record the District, School Name and Grade at the top of the form. Fill in the extra/blank Sheet number, Last Name, First Name, Grade, Home Room, and actual student ID for each sheet used
- On the Class Roster for the correct grade/building record the Student Name and Actual Student ID next to the extra/blank sheet number used to administer the test on the blank lines underneath
- Each extra/blank sheet has a corresponding set of Booklet Labels that match the extra/blank sheet Number. Place these labels on the Test Booklets and print the student's name and student ID on each label.
- Place blank/extra **USED** answer sheets on the top of the pile for each grade

What if I have MORE new students than Extra Answer Sheets? How do I get more?

- All extra/blank answer sheets and extra labels from within a district may be used to test newly enrolled students no matter what building is printed on them
- The correct school should be written on the N24-2 form
- There should be only one N24-2 form for each building, grade and test in a District
- If there are no more extra/blank answer sheets and labels left in a district for new students, the District Test Coordinator should contact NERIC at Testing@neric.org or 518-862-5314

I need more test booklets, or special test booklets, such as Large Print or Braille, what do I do?

- Follow the directions in the SAM, [here](#) on pg 18, look for the section on “Request Emergency Supply of Secure Test Books”
- You may need to go to your regional center to pick up more test booklets. You can find the list of regional centers [here](#)

What if a student is absent for a portion of the test?

- See Cover Documents “Reasons Not Tested – What they mean” for specific exam found [here](#)
- Only bubble in absent bubble(s) only AFTER student is unable to attend make-up sessions

A student leaves due to illness after completing a part of the test, what do I bubble in?

- If the student is unable to attend the make-up sessions there are 2 options that the school principal/official must choose (see the [SAM](#), pg 30)
 - Mark the student as “Absent” – student will NOT receive a valid score (999)
 - Do not mark or bubble anything else on the test, the student will receive a score based on the answers they have completed, with a score and performance level of 70



Why would I use the Partial Refusal bubble?

- Best efforts should be made by the district to have ALL students complete the NYS assessments.
- The partial refusal bubble should be filled in for any student who submits a note from a parent/guardian refusing any specific day of the exam. It is up to the district to work with the parent for any student who refuses any day of the exam without a note.
- If a student partially refuses all 3 days, they will be coded as a “Refused entire test” by the scanner software – no need to fill in both
- If the student answered at least one question in any Book, the student will receive a valid score based on questions answered

What does the A, R and O stand for on the class roster?

- A = Absent
- R = Refusal
- O = Other (Medically Excused, Not enrolled, Taking NYSAA or Regents, etc.)

What are the Reason Not Tested codes?

REASONS NOT TESTED		
50	Taking NYSAA	ELA, Math, Science 4/8
51	First-year ELL student	ELA
52	Took Science 8 in Grade 7	Sci. 8
53	Taking Regents	Math 7-8, Science. 8
91	Took another assessment	NYSAA
93	*Medically Excused	ELA, Math, Science 4/8, NYSAA, NYESLAT
95	Not Enrolled at time of test	ELA, Math, Science 4/8, NYSAA, NYESLAT
96	*Refused to take entire test	ELA, Math, Science 4/8, NYESLAT
97	*Administrative error	ELA, Math, Science 4/8, NYSAA, NYESLAT
99	Absent	ELA, Math, Science 4/8, NYSAA, NYESLAT

***Only codes that go to L2**

How do I fill out the Book Form 1 and 2 lines on the class rosters?

- ELA – only has a Book 1 form, fill out the letter AND number (ex. A5 or J12), leave Book Form 2 blank
- Math – will have both Book form 1 and 2, fill out both lines with the letter and number
- NYSESLAT – there are NO Book Forms, leave both lines blank
- Science – there are NO Book Forms, leave both lines blank



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How do I fill out the Return Test Count Sheet(s)?

- Each exam and grade should have its own sheet
- Make sure to fill out the number of SHEETS returned, not number of students, these should be manually counted
- The Total Number of Answer Sheets Sent should be the total of **ALL** answers sheets, including those sent to a separate location for scoring and not directly to NERIC
- There will be updates to this process in 2018

After the test is over, what do I do with my test booklets and answer sheets?

- All ELA Book 1's, and Math Book 1 and 2's, even unused, should be returned to Questar, see the SAM [here](#), page 33, following the test scoring window and when you are confident all your answer sheet have been returned to NERIC
- After scoring all used ELA Book 2 and 3's and Math Book 3's, they should be kept in a secure location for 1 year from the test date, then can be securely destroyed
- All used/marked or preprinted answer sheets should be sent to NERIC
- Any UNUSED extra/blank answer sheets should be kept by the district until their answer sheet processing is completed, then they can be securely disposed of