

# NERIC Testing Service - Frequently Asked Questions

## What are the codes that are associated with the 'Reasons Not Tested?'

- 50 - Taking NYSAA (ELA, Math, Science 4/8)
- 51 - First-yr LEP student (ELA only)
- 52 - Took Science 8 in Grade 7 (Science 8)
- 53 - Taking Regents (Math 7 & 8 and Science 8)
- 91 - Took another assessment (NYSAA only)
- 93 - Medically Excused (ELA, Math, Science 4/8, NYSAA, NYSESLAT)
- 94 - No Valid Score
- 95 - Not enrolled at time of test (ELA, Math, Science 4/8, NYSAA, NYSESLAT)
- 96 - Refused to take entire test (ELA, Math, Science 4/8, NYSESLAT)
- 97 - Administrative error, No score (ELA, Math, Science 4/8, NYSAA, NYSESLAT)
- 99 - Absent (ELA, Math, Science 4/8, NYSAA, NYSESLAT)

## How do I get an answer sheet for a newly enrolled student?

- NERIC provides a quantity of Extra Answer Sheets for each test administration. These Extra Sheets can be found at the end of the package of preprinted answer sheets.
- For a newly enrolled student select an Extra Sheet with the location where the student is enrolled.
- Print the student Name, Student ID, Date of Birth, Grade, and Home Room on the underlined blank fields on the answer sheet. Click [HERE](#) to see a sample of a completed extra answer sheet.
- Do not cross out or make any marks in the area at the top of the answer sheet where the District Number, Extra Sheet Number, Check Digit, School Number, Level & Form number are printed.**

TS0522				Page 1	
District	Student ID	CD	School	Level	Form
0999	200500002	6	009	4	0

- Fill out an N24-2 Form and record the District Name and School Name at the top of the form. Fill in the Extra Sheet number, Last Name, First Name, Grade, Home Room, and Actual Student ID.
- On the Extra Sheet Roster Report record the Student Name and Actual Student ID next to the Extra Sheet Number used to administer the test.
- Remember each Extra Sheet has a corresponding set of Booklet Labels that match the Extra Sheet Number. These labels are to be placed on the Test Booklets. Be sure to print the student's name and student ID on each label.
- After the test scoring is completed the Extra Answer Sheets are to be gathered together and placed on top of the rest of the answer sheets before shipment to NERIC for scanning.

## I have more newly enrolled students in my school than Extra Answer Sheets and Booklet Labels. How do I get more Extra Sheets and Booklet Labels?

- All Extra 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 in a District.
- If there are no Extra Answer sheets and Extra Labels left in a District for new students, the District Test Coordinator should contact Jason Stern, NERIC Operations Manager at 518-862-5417 or via email at [Jason.Stern@neric.org](mailto:Jason.Stern@neric.org) to order additional Extra Answer Sheets and Extra Labels. Please cc [Testing@neric.org](mailto:Testing@neric.org).

## I have a student who transferred to another school within my district?

- On the preprinted answer sheet bubble "Not enrolled at time of test."
- Use an Extra Answer Sheet for the location the student has transferred to.

- Print the student Name, Student ID, Date of Birth, Grade, and Home Room in the underlined blank fields on the answer sheet. Click [HERE](#) to see a sample of a completed extra answer sheet.
- Do not cross out or make any marks in the area at the top of the answer sheet where the District Number, Extra Sheet Number, Check Digit, School Number, Level & Form number are printed.
- Fill out an N24-2 Form and record the District Name and School Name at the top of the form. Fill in the Extra Sheet number, Last Name, First Name, Grade, Home Room, and Actual Student ID.
- On the Extra Sheet Roster Report record the Student Name and Actual Student ID next to the Extra Sheet Number used to administer the test.
- Remember each Extra Sheet has a corresponding set of Booklet Labels that match the Extra Sheet Number. These labels are to be placed on the back of the Test Booklets. Be sure to print the student's name and student ID on each label.

**A student is placed in an out-of-state residential placement with an enrollment code of 0011. How does the district send the test booklet 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.
- On the day **AFTER** the testing starts, the test booklet and answer sheet must be mailed by secure method (FedEx or UPS) to the out-of-state location requiring a signature.
- The out-of-state location administers the test to the student.
- The out-of-state location must return the test booklet and answer sheet by secure method, as mentioned above. The test booklet and answer sheet must reach the home district 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.

**What do we do with answer sheet(s) for Students who were never enrolled but data was sent to the DW?**

- On the answer sheet bubble "Not enrolled at Time of Test."
- Write, "not enrolled" on the roster report.
- Return the answer sheet according to the instructions on the return packing slip.
- In the Data Warehouse change these students to "Inactive" in Demographics. In Enrollment enter an Exit date and Exit reason.

**I am short test booklets or I need a special test booklet such as a Large Print or Braille test booklet, what do I do?**

- In the School Administrator's Manual (SAM) look in the Table of Contents for, "Emergency Supply of Test Materials." The SAM can be found [HERE](#), click on the assessment, click on the SAM.
- Fill out the fax form and fax it to the Office of State Assessment.
- Contact the [Regional Center](#) for your county.
- Make arrangements to pick up the booklet(s) at the Regional Center.

**What does the district do with answer sheets for students who were added to the DW but attend non-pub schools?**

- DO NOT write or bubble anything on the answer sheet.
- On the roster report write, "Non-Public Student, Not Tested."
- Return the answer sheet according to the instructions on the return packing slip.

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

- DO NOT write or bubble anything on the answer sheet.
- On the roster report write, "Home Schooled, Not Tested."
- Return the answer sheet according to the instructions on the return packing slip.
- DW states to leave these students active in the DW. These Home Schooled students do not count toward participation or accountability.

### **A student is taking the NYSAA, what do I indicate on the answer sheet and corresponding documents?**

- Bubble "Taking NYSAA" on the answer sheet.
- Next to the student's name on the Answer Sheet Roster Report write "Taking NYSAA".
- In the Data Warehouse this student:
  - MUST have a program service code of 0220 (Eligible for Alternate Assessment).
  - MUST be ungraded (13=K-6, or 14=7-12) in both Demographics and Enrollment. Refer to the Birth Date/Age chart in the [SIRS Manual](#) to determine the level of test to be administered to this student.

### **I have a disabled student who does not qualify for the NYSAA; what level of test is administered to this student?**

- If the student is in grade K-12 you test the student at the grade level he/she is enrolled.
- If the student is **ungraded** (13=K-6, or 14=7-12), test the student at the grade level determined by their DOB. Refer to the Birth Date/Age chart in the [SIRS Manual](#).

### **Who should be tested?**

- Refer to the [SIRS Manual](#) (see chapter entitled Testing Rules).

### **I received an answer sheet for a student who has an Enrollment Code of 5905; what do I do?**

- In the shaded area on the answer sheet write, "Enrollment Code 5905 - student not tested."
- Write the same on the line after the student's name on the roster report.
- Return the answer sheet according to the instructions on the return packing slip.
- FYI - The Enrollment Code 5905 (*CSE responsibility only*), is used for a student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and is placed by a parent/guardian in another public school district. Also use this code for a home-schooled student with disabilities for whom the district has CSE responsibility and must report special education records. This enrollment code is reserved for use by public school districts to report students for whom they have CSE responsibility but for whom they do not provide general instruction and for whom they do not have accountability under the State accountability system.

### **Do you have to test Foreign Exchange Students?**

- Foreign Exchange Students do not need to be tested. However, if the school administers the exam- then they have to report it.
- In Level 0 the student should have an enrollment code of "0022 (Foreign exchange student enrollment in building or grade)."
- If a preprinted answer was issued and student was not tested write in the shaded area on the answer sheet, "Foreign Exchange Student - Not Tested." On the line after his/hers name on the roster report write "Foreign Exchange Student - Not Tested."
- Return the answer sheet according to the instructions on the return packing slip.

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

- If a student is absent for any part of a state exam the student is considered absent-not tested. Refer to the [SIRS Manual](#) (see chapter entitled Reporting Rules).
- On the report(s) generated by NERIC, the student will be listed with a Performance Level of '99.' Any recorded responses captured by the scanner will be included on the report
- On the report(s) generated by nySTART, the student will be listed as NOT TESTED.
- These students count against the district in participation for the ELA 3-8, Math 3-8, Science 4 and Science 8. It is in the best interest of the district that any students who are absent for part of a test attend a make-up session and sit for the missed part.

### **Testing and reporting elementary- and middle-level students who transfer to a different school during the testing period.**

- Refer to the [SIRS Manual](#), see the table of contents.

### **Who is administered the NYSESLAT (New York State English as a Second Language Achievement Test)?**

- An ESL student in a United States school for less than a total of 12-months is administered the NYSESLAT test only, he/she is not administered the ELA test.
- An ESL student in a United States school 1 or more years takes both the ELA and NYSESLAT until the student has tested proficient on the NYSESLAT.
- In the Data Warehouse this student MUST:
  - have a program service code of 0231 (LEP Eligible)
  - have the LEP duration field populated in Demographics
  - have the correct grade in both Demographics and Enrollment for the level of test administered.
- Additional Question - **What do I do when an ESL student tests proficient with the NYSESLAT?**
  - In Program Services add an exit date and include an Exit Reason of 849 (Student Achieved English Proficiency)

### **An ESL student did not get a score for the NYSESLAT. What would be the reason for that?**

- The student has to answer at least one (1) question in each modality in order to get a combined score.
- Any student who is absent for any part of the assessment and does not make that part up will not receive a valid score for the combined modality Listening/Speaking or Reading/Writing.

### **Can a 7<sup>th</sup> grade student take the Science 8 test?**

- Yes.

### **Can an 8<sup>th</sup> grade student take a Science Regents test?**

- Yes.

### **Can an accelerated student take the Math or ELA test at a higher grade level?**

- NO. Accelerated students must be tested on the assessments appropriate to their actual grade level or, if ungraded, their age-equivalency grade level.

### **Can a 7<sup>th</sup> or 8<sup>th</sup> grade student take the Math Regents test?**

- Yes, the student may be exempted from take the Math 7 or 8 test by the building principal according to the waiver granted SED by USDE. However, if a student takes both the Math 7 or Math 8 exam and a Regents Math exam the participation and accountability determinations for the school such students attend in grade 7 or 8 shall be based on the student's performance on the grade 7 or 8 mathematics assessment.

**If a student takes a test but is off by one (1) or a couple questions can the student erase and re-bubble or can the teacher give the student an extra answer sheet and have the student transfer the bubbles to the extra answer sheet? The teacher would then write the reason the student used an extra answer sheet on the roster report." If this scenario is noticed by the teacher/proctor can they mention it to the student or is this something ONLY the student can make the teacher/proctor aware of? In the SAM (School Administrators Manual) it states, "Teachers may give students assistance only in the mechanics of taking the tests such as understanding where to record their responses," does this statement refer to this scenario?**

- If the proctor discovers while the test is underway that a student has skipped bubbling one or more questions, and as a result is bubbling answers on the wrong line(s), it is the proctor's responsibility to point this out to the student. (This falls under the category of helping with the mechanics of taking the test.) Providing this direction may only be done during the test-- as once the student's test is handed in, it is considered final. Obviously, it is important for this to be caught quickly (rather than later) by the proctor as he or she is moving through the classroom so the student will not have misbubbled many

answers and will have time to transfer answers. (Students may not be given additional test time to make these transfers.) Although it should be obvious, proctors should not be reviewing students' tests for correctness of answers. That is inappropriate. Lastly, if the student has misbubbled his/her answer sheet beyond a quick fix, the teacher may provide a replacement answer sheet for the student to transfer answers to. Again, students may not be given additional time to make these transfers. Per David K. Moore, Associate In Educational Testing, Office of State Assessment, NYSED; 12/ 2007.

- Transferring bubbles from the test booklet to the answer sheet. Refer to the School Administrator's Manual (SAM); section Test Preparation and Other Guidelines, Proctoring.

### **What is the 3<sup>rd</sup> academic indicator?**

- Science at the elementary/middle level and graduation rate at the secondary level.
- Science - For schools/districts to meet the participation criterion for making AYP in science, they must have valid scores for at least 80% of students in the All Students group, as long as it has 40 or more students enrolled during the test administration period. Refer to the [SIRS Manual](#), search on participation criterion for science.
- Graduation Rate - For a school/district to make AYP in graduation rate, the graduation rate of the All Students group (all students in the graduation-rate cohort), as long as it has 30 or more students in the group, must equal the State Standard or the group's Progress Target. Refer to the [SIRS Manual](#), search on Graduation Rate.
- SED is looking into changing the 3<sup>rd</sup> academic indicator to Attendance sometime in the future.

### **How long do school districts have to retain the test booklets?**

- SED requires that schools keep their students' Constructed Response test booklets and answer sheets on file in the school for one year from the test date. *“Store securely in school or district for one year, then securely destroy.”* Refer to the School Administrator's Manual (SAM), [Destruction of Secure Test Materials](#).

### **How is the PI (Performance Index) calculated?**

- Refer to the [SIRS Manual](#). Search on Performance Index.