

**INSTRUCTIONS FOR SUBMITTING ONLINE REQUESTS FOR THE
GRADES 3 8 ENGLISH LANGUAGE ARTS AND MATHEMATICS TESTS AND THE
ELEMENTARY-LEVEL (GRADE 5) AND INTERMEDIATE-LEVEL (GRADE 8) SCIENCE TESTS**

Once you have completed the [Worksheet for Developing Online Requests for the Grades 3 8 English Language Arts and Mathematics Tests](#) (DET 901) and the [Worksheet for Developing Online Requests for the Elementary-level \(Grade 5\) and Intermediate-level \(Grade 8\) Science Tests](#) (DET 901S), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

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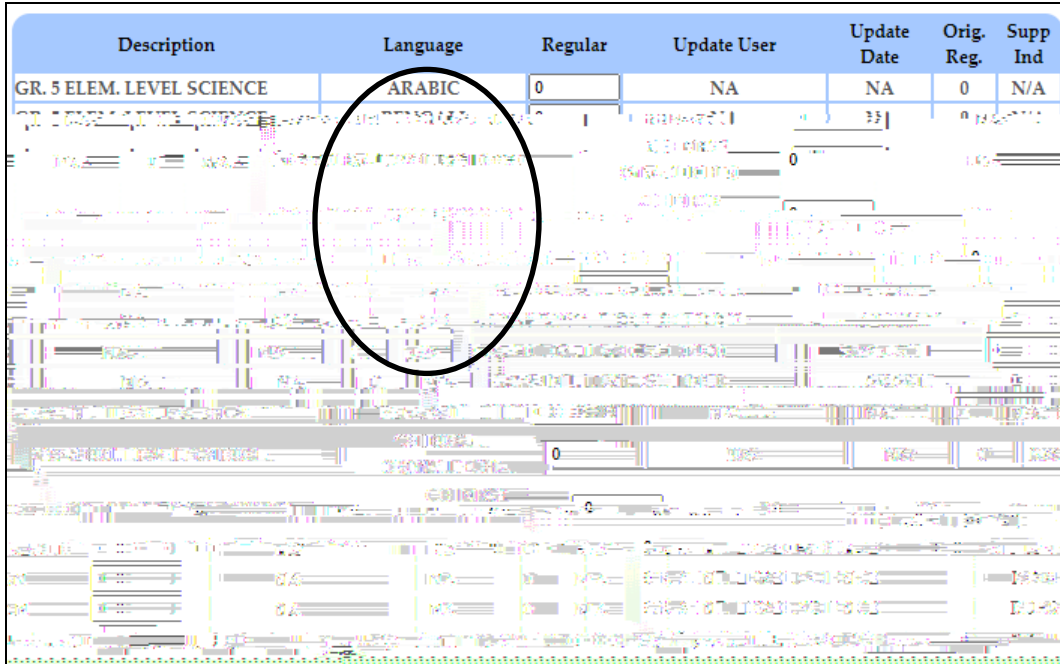
5. Carefully review the “School Information” page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update, as needed, the phone and fax numbers for your school and the email addresses for the principal and an alternative contact. **It is imperative that email addresses are kept up to date as the Department sends important communications by email.** The online examination request system has the capacity to receive and store two email addresses for each school—the principal and an alternative contact. Only the text highlighted in green (phone number, fax number, and email address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting [Information and Reporting Services](#). Schools must also fax such changes to 518-474-2021.
6. For the English Languages Arts (ELA) and Mathematics Examinations Cycles, scroll down to the section titled “Elementary/Intermediate Field Testing Information.” Select from the drop-down menu the format your school is planning to administer its assigned field test, either computer-based stand-alone field test (SAFT) or paper-based SAFT. The SAFT format selected applies to the ELA and Mathematics Examination Cycles.
7. In the section titled “District/BOCES/Regional Center Data,” select from the drop-down menu next to “Scanning Center” the center with which your school has contracted for scanning services. You must enter this information to proceed with ordering tests.
8. Schools requesting operational CBT must then select the name of their scoring consortium’s Lead Scoring Entity. To make your selection for Lead Scoring Entity, first select the type of Lead Scoring Entity (School, District, BOCES, or Scoring Vendor) and then select the organization.

**NYSED Online Examination Request System
2023 24 School Year**

Grades 3

5. Request Alternate-Language Editions of Mathematics or Science Tests.

Enter the number of students requiring alternate language editions of the tests. **All alternate language editions of the tests will be paper editions. Alternate language computer editions are no longer available.** When requesting alternate language editions, schools will also receive the corresponding paper copies of the English editions of the tests to provide as a testing accommodation.



The image shows a screenshot of a data entry interface. A table with a blue header is visible. The header row contains the following columns: Description, Language, Regular, Update User, Update Date, Orig. Reg., and Supp Ind. The first row of data shows 'GR. 5 ELEM. LEVEL SCIENCE' in the Description column, 'ARABIC' in the Language column, '0' in the Regular column, 'NA' in the Update User column, 'NA' in the Update Date column, '0' in the Orig. Reg. column, and 'N/A' in the Supp Ind. column. A black circle is drawn around the 'ARABIC' entry in the Language column. Below the table, there are several rows of input fields and buttons, some of which are partially obscured by a large, faint watermark.

Description	Language	Regular	Update User	Update Date	Orig. Reg.	Supp Ind
GR. 5 ELEM. LEVEL SCIENCE	ARABIC	0	NA	NA	0	N/A

6. Submit and Certify Your Request.

All school information and examination quantities entered will be saved ONLY IF they were submitted to the Department via the “Submit and Certify Your Request” button on the “Review and Submit” page. Please “Submit and Certify Your Request” again if you log back in to make changes before the online examination system closes for the ELA, mathematics, and science tests on November 10, 2023.

