

N

Y

Stat

T

т

P

am

E

La

a

A т

a

Mat

mat

F

T т

S

A m

т at

'

Ma

a

Pa

-Ba

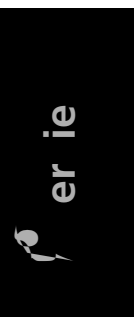
Table of Contents

er ie

Admini ering
the Field Te t



er ie



2022 Confidential Information

For a i fan e i th:	Conf a t:
<ul style="list-style-type: none"> Requesting additional secure field test materials such as field test booklets (including large type, braille, and alternative language editions [for Math—Spanish only]) Returning secure field test materials 	Questar Assessment Inc. (Questar) Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 <u>Email</u> (ny.3-8.help@questarai.com)
<ul style="list-style-type: none"> Errors in the school’s shipment of secure field test materials, such as field test booklets (including large type, braille, and alternative language editions [for Math—Spanish only]) 	Questar Assessment Inc. (Questar) Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 <u>Email</u> (ny.3-8.help@questarai.com) See page 12.
<ul style="list-style-type: none"> Administration of the field test Testing policies regarding accommodations and security of field test materials 	The Office of State Assessment Telephone: 518-474-5902

Important reminder: Check the Serial g (3.8 653P141) / P Lang (en-U1) Langg / PI 313 PD 2) / BT/

How to Use This School Administrator's Manual for Paper-Based Field Testing

School Administrator's Manual for Paper-Based Field Testing

W

Arts Field Tests Teacher's Directions for Paper-Based Field Testing
Teacher's Directions for Paper-Based Field Testing

2022 English Language
2022 Mathematics Field Tests

Part 1

Preparing for the Paper-Based Field Test

General Features of the 2022 Grade 3–8 English Language Arts and Mathematics Field Tests

Preparing for the Paper-Based Field Tests

March 23 – June 3, 2022

Field Test Site Preparation Requirements and Responsibilities

Teacher's Directions for Paper-Based Field Testing

Field Test Preparation Responsibilities of Principals:

Teacher's Directions for Paper-Based Field Testing

Testing Accommodation for Students with Disabilities

Appendix E: Paper-Based Field

Students to Be Field Tested

English Language Learner

-

-

-

-

-

available only in Spanish

Appendix E

Appendix E

Administrator Planning Step for Paper-Based Field Test Preparation

for Paper-Based Field Testing

Appendix A: School Administrator Checklist

Long-Term Planning

Announce Field Test Date

-
-



Tool for the 2022 Grade 3–8 Mathematics Paper-Based Field Test Administration

Use of Reference Sheet

Short-Term Planning

Review Field Test Material

School Administrator's Manual for Paper-Based Field Testing
Teacher's Directions for Paper-Based Field Testing

- *School Administrator's Manual for Paper-Based Field Testing*
- *Teacher's Directions for Paper-Based Field Testing*
- *Teacher's Directions for Paper-Based Field Testing*

Teacher's

- Paper-Based Field Testing Setup Pre-Material Tracking Log

-

-

Prepare the Field Testing Room()

-

-

-

-

-

-

Part 2

Administering the Paper-Based Field Test

School Administrator Responsibilities

The responsibilities of the school administrator are:

-
-
-
-
-
-
-
-

Prepare the 2022 Grade 3–8 Paper-Based Mathematics Separate Field Test Material

- Do not open the shrink-wrapped package until the day of the field test.
- Do not remove the identification label from the field test booklet until the day of the field test.
- Do not remove the identification label from the field test booklet until the day of the field test.
- Do not remove the identification label from the field test booklet until the day of the field test.

Under no circumstances may a school open the shrink-wrapped package and affix the identification label to the field test booklet prior to the date that the field test will be administered.

Super i ion of S tudent

Unauthorized Materials

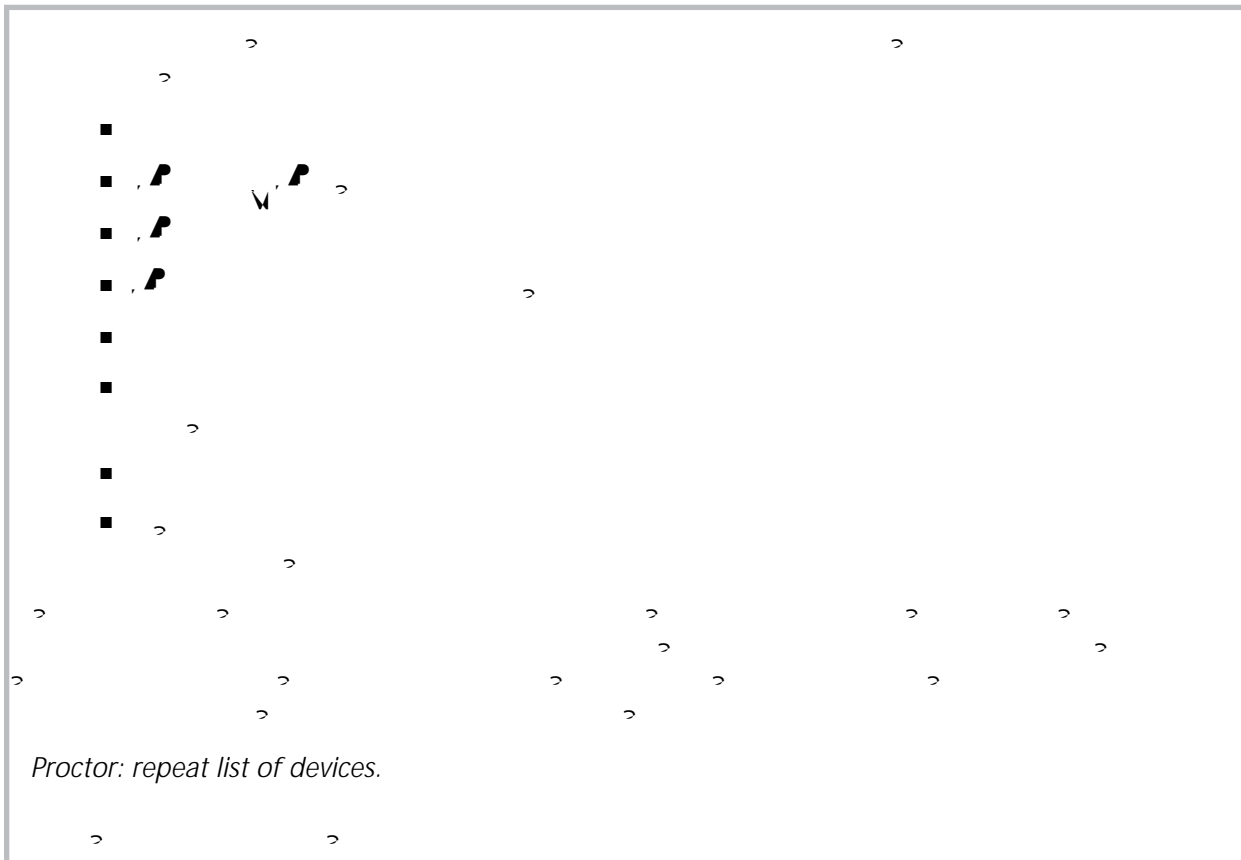
2 2

Use of Communications Devices

2

2

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



Note:

only

Student Cheating



•

•

•

•

Proctoring



•

•

•

•

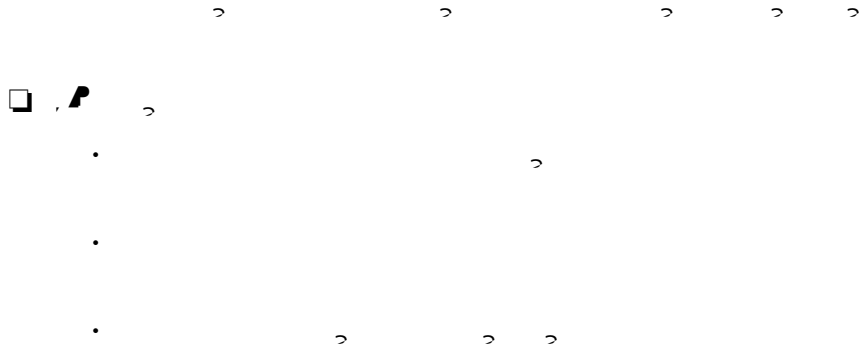
Part 3

After Paper-Based Field Testing

Concluding the Field Test Session

Administrator's Checklist for Returning Secure Field Test Material

-
-
-
-
-
-
-
-



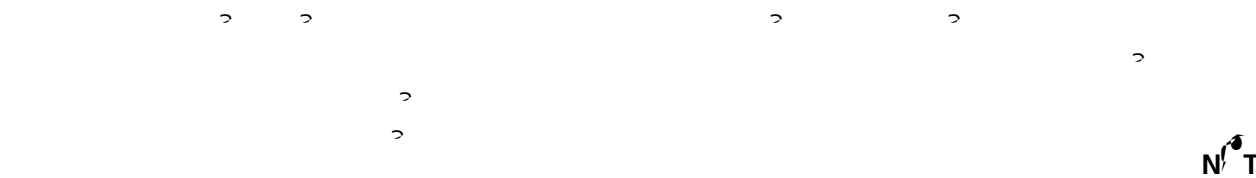
Appendi^e

Appendix C: Paper-Based Field Testing Mathematics Tool

Rulers and Protractors



Calculators



Grade 3-5

Grade 6

Grade of a form-function indicator with a core root or a
scientific indicator
N/T

Grade 7-8

Grade of a scientific indicator
N/T

Appendix D: Paper-Based Field Testing Accommodations for English Language Learners

English Language Learners

- *Separate Location*

- *Translated Editions (Mathematics only)*—

- *Bilingual Dictionaries and Glossaries*

Former English Language Learners

Appendix F: Specific Paper-Based Field Testing Accommodations

Accommodations Specific to the 2022 Grades 3–8 English Language Arts Field Tests

Use of Spell Checking Devices/Software

✓ P ✓ P ✓ P ✓ P

Test Read

✓ P ✓ P ✓ P ✓ P

✓ P ✓ P ✓ P ✓ P

Use of Scribes

W

after

• ✓ P ✓ P ✓ P ✓ P

• ✓ P ✓ P ✓ P ✓ P

-
-
-

Accommodations Specific to the 2022 Grades 3–8 Mathematics Field Tests

Test Read

Accommodation	3	4	5	6	7	8
Large Print	✓	✓	✓	✓	✓	✓
Read Aloud	✓	✓	✓	✓	✓	✓
Extended Time	✓	✓	✓	✓	✓	✓
Calculator	✓	✓	✓	✓	✓	✓
Handwritten Responses	✓	✓	✓	✓	✓	✓
Other	✓	✓	✓	✓	✓	✓

Use of Manipulative Devices

Use of Mathematics Spatial Boards with Large Type or Braille Editions

Use of Calculators and Mathematics Tables

Grade 3-5

Grade 6

Use of a four-function calculator with a square root key or a scientific calculator

Grade 7-8

Use of a scientific calculator



**Grade 3-8
English Language Arts
and Mathematics Field Test
School Administrator's Manual
for Paper-Based Field Testing**

2022 Edition



QAI27041