



Administering & Proctoring
2022 Paper - Based
New York State Assessments

Student Support Services

Grades 3-8 ELA Administration Dates

ELA Administration Window

Tuesday, March 29 - Thursday, March 31

Make-up Dates

Friday, April 1 - Friday, April 8

Grades 3-8 Math Administration Dates

Math Administration Window

Tuesday, April 26 - Thursday, April 28

Make-up Dates

Friday, April 29 - Monday, May 9

NYSESLAT Administration Dates

NYSESLAT Speaking

Monday, April 11 - Friday, May 20

(Make-ups must be given within the testing window)

NYSESLAT Listening, Reading, & Writing

Monday, May 9 - Friday, May 20

(Make-ups must be given within the testing window)

Grades 4 & 8 Science Administration Dates

Science Performance

Tuesday, May 24 - Friday, June 3

(Make-ups must be given within the testing window)

Science Written

Monday, June 6

Make-up Dates

Thursday, June 7 - Friday, June 10

2022 Grades 3-8 Scantron

MARKING INSTRUCTIONS: Make heavy **BLACK** marks. Erase cleanly. Make no stray marks.

 **USE A No. 2 PENCIL** **CORRECT:** ● **INCORRECT:** ✓ ✗ ○

IEP or 504 Plan Accommodations
(Fill in as many as apply.)

- Flexibility in scheduling
- Flexibility in setting
- Method of presentation (excluding Braille/Large type/Test read)
- Method of response
- Use of spell-checking device/software
- Other

- Braille
- Large type
- Test read

ELL Accommodations
(Fill in as many as apply.)

- Separate location
- Bilingual dictionaries and glossaries
- Translated edition
- Oral translation
- Responses written in native language

Reason Not Tested

- Administrative error, no score
- Not enrolled at time of test
- Medically excused
- Taking NYSAA
- Receiving Entirely Remote Instruction

Alternate Language

- Arabic
- Bengali
- Chinese (Simplified)
- Chinese (Traditional)
- Haitian Creole
- Korean
- Russian
- Spanish

If applicable, be sure to fill in "Reason Not Tested"

Book Forms are back!!!

2022 NYS Grade 3 Mathematics Test

Session 1

	Session 1 Form																Session Codes	
Letter	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Y	Absent Session 1		
Number	3	4	5	6	7	8	9	10	11	12	13	14	15	16	R	Refused Session 1		

3

2022 Grades 3-8 Scantron

2022 NYS Grade 3 Mathematics Test

For
3

Be sure to erase
absent or refusal
bubbles if a student
makes up the test
session.

Session 2	
Session Codes	
<input type="radio"/> Absent Session 2	
<input type="radio"/> Refused Session 2	

26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

You must bubble **for each session** when students are absent from or refuse the entire test.
Please make sure this is communicated in advance to all parties involved.

English Language Arts Average Completion Time

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	60–70 Minutes	70–80 Minutes
Grade 4	60–70 Minutes	70–80 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	90–100 Minutes
Grade 7	80–90 Minutes	90–100 Minutes
Grade 8	80–90 Minutes	90–100 Minutes

Math Language Arts Average Completion Time

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	55–65 Minutes	60–70 Minutes
Grade 4	65–75 Minutes	65–75 Minutes
Grade 5	80–90 Minutes	70–80 Minutes
Grade 6	80–90 Minutes	75–85 Minutes
Grade 7	80–90 Minutes	75–85 Minutes
Grade 8	80–90 Minutes	75–85 Minutes

Additional Notes

Students who finish their test before others may check their work.

Upon completion of the test, materials are collected by the proctor.

Students may be permitted to read at the discretion of the school after test materials have been collected.

Talking or completing other schoolwork is not permitted.

Once all students are finished, proctors may end the session.

Important Notes

As noted in the NYS School Administrator's Manual (2022), all public & charter school students enrolled in Grades 3 - 8 must take all State tests administered for their grade level.

Materials must be collected from testing rooms as soon as the session is complete.

Used answer sheets may not be reviewed, scanned or scored outside of the official scoring setting or process.

Plan to seat students so that each student will be always clearly visible to the proctor and so that there will be the least possible opportunity for any communication between students. Seating of students in alternate rows is recommended.

An orange pencil lies diagonally across a test paper. The paper features multiple-choice questions with options A, B, C, and D. The pencil is sharpened and has a dark eraser at the top. The background is a soft-focus view of the test paper.

Test Security Responsibilities

- Teachers & proctors may not discuss exam items or other specific exam content online via email, listserv or through any other electronic means.
- Teachers and test administrators may not use cell phones or other photographic devices to duplicate test materials and should keep their own communication devices put away during exam administration.
- Shrink-wrapped packages of test booklets cannot be opened prior to the distribution of tests to students.

Test Security Proctors

Receive

training in administering exam sessions properly and securely.

Review

Teacher Directions:

- Understand security requirements before administering.
- Read any scripts and directions prior to exam administration.

Administer

during the assigned testing window.

Security of Exam Questions



Do Not:

- Leave secure materials unattended when tests are not being administered.
- Read, reveal, review or duplicate the contents of secure test materials before, during, or after a test administration.
- Duplicate any portion of the test, including but not limited to audiotaping, videotaping, photographing, photocopying, and copying by hand.
- Remove secure printed test materials from the school without authorization.
- Read, review or change student responses.

Secure Test Environment

- Make sure room is well lit, ventilated and quiet.
- Reduce noise and interruptions.
- Place “Do Not Disturb” signs on exam room doors.
- Clear desks of all books, papers and other materials.
- Cover or remove wall charts, graphic organizers, all board work etc. related to the content being tested.
- Make sure students are always visible to the proctor.
- Seating of students in alternate rows is recommended.



Unauthorized Materials

Students should be always under close supervision during the administration of the tests and may not use any unauthorized notes, printed material, or tools.

Communication devices are prohibited in the exam room:

- cell phones, iPads, tablets, eReaders, etc.
- headphones, headsets
- any audio or video recording devices
- any use or possession of these devices during testing must be reported to the school principal

Proctors must read the statement regarding the use of communication devices to all students before starting the test.





Math Tools

- Grade 3 – Ruler for both days
- Grade 4 – Ruler & Protractor for both days
- Grade 5 – Ruler, Protractor, & Math Reference Sheet for both days
- Grade 6 – Ruler, Protractor, & Math Reference Sheet for both days as well as Scientific or 4-Function Calculator with a square root key for Day 2 **(ONLY)**
- Grade 7 & 8 – Ruler, Protractor, & Math Reference Sheet for both days as well as Scientific Calculator for both Days 1 & 2

Proctoring Aid To Students

Proctors may:

-respond to student inquiries, by advising students to “use their best judgment.”

-offer assistance on the mechanics of taking the exam such as where to bubble in or write responses.

Proctors may not:

-interpret or explain test questions.

-review or comment on student responses.

Proctoring - Best Practices

- As stated in the NYS School Administrator's Manual (2022), "Circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place."
- Make sure students are recording answers on the answer sheet, not in the exam booklet.
- Point out if one or more answers have been left blank or more than one answer has been bubbled in for a question.
- Students must be escorted by a proctor if temporarily leaving the testing room.

Proctoring Student Cheating

Proctors must not permit students to obtain information from or give information to other students in any way during the tests. At the conclusion of the tests, all suspected cheating **must** be reported to the principal.

If a proctor suspects that such an attempt has occurred, the following actions should be taken:

- The student(s) should be warned that any further attempts will result in the termination of their tests.
- Move students to another location, if necessary.
- If these steps fail to end attempts to obtain or give information, the proctor must notify the principal immediately and terminate the students' tests.

If, in the judgment of the principal, a student has attempted to give aid to or obtain aid from another person during the tests, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's test.

Proctoring Illness During the Administration

- Excuse the student until they are well enough to continue.
- When the student is well enough to complete the test (and as long as the testing or make-up period has not ended), the student may be given the remaining part of the test.
- If the student is taking a partially completed part of the test, the student must be closely supervised so that the student does not go back to previously completed questions on the test.
- As long as the make-up period has not ended, administer any other unadministered parts of the test according to the Teacher's Directions.

Building Evacuation

If the building must be evacuated:

- If it is possible, keep students under supervision during the emergency.
- Then, when work can be resumed safely, allow the students the necessary time to complete the test.
- Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section “Reporting Irregularities and/or Misadministration” on page 51.)

Please Note...

Any misadministration and/or irregularities in administration must be reported to the principal immediately.

Quality Control 3-8 Exams

Be sure to document refusals, absences and other important information on the daily roster.

Do not use rubber bands, paper clips or sticky notes directly on student answer sheets or booklets.

Further Information

Further information regarding NYS Examinations can be found in the School Administrator Manual for 3-8 ELA & Math and the Directions for Administering Regents Examinations.

<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>