



Bureau Chief  
Office of State Assessment

March 2024

**TO:** Principals of Public, Religious, and Independent Schools  
Leaders of Charter Schools

**FROM:** Clara DeSorbo Clara DeSorbo

**SUBJECT:** Procedures for Administrating the Spring 2024 New York State Grades 3-8 English Language Arts and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests

This memorandum provides information concerning the Spring 2024 Grades 3-8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests.

**GENERAL INFORMATION**

[The Office of State Assessment \(OSA\)'s website](#) contains the *Deputy and Proctor Certificate*, the *Test Storage Certificate*, the *Exam Scoring Confidentiality Agreement*, and the *Scoring Operations Certificate*. These certificates must be

obtained from the Office of State Assessment (OSA)'s website. The *Deputy and Proctor Certificate*, the *Test Storage Certificate*, the *Exam Scoring Confidentiality Agreement*, and the *Scoring Operations Certificate*. These certificates must be

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## RETURN SHIPPING MATERIALS FOR TEST BOOKLETS

All used and unused ELA Test Session 1 booklets and all used and unused Mathematics Test Session 1 booklets must be returned to NWEA using the return shipping materials (including UPS return shipping labels), provided in the Return Kit. Schools will receive Return Kits in a separate shipment that will be delivered on May 1, 2024.

Once return shipping materials are received, schools must return all used and unused ELA Test Session 1 booklets and all used and unused Mathematics Test Session 1 booklets to NWEA between May 29, 2024, and June 10, 2024. NWEA will send notifications to schools that fail to return these materials by June 10, 2024.

Schools are responsible for ensuring that the materials being returned to NWEA do not include student answer sheets, used Test Session 1 constructed-response answer booklets (ELA only), used Test Session 2 booklets (ELA and math), and used science test booklets. If you have any questions about the above process, please contact NWEA Customer Support at 866-997-0695 or via email to [NYTesting@nwea.org](mailto:NYTesting@nwea.org).

### Destruction of Secure 2024 Test Materials

Return to NWEA:	Securely Destroy Upon Completion of Test Administration	Store Securely in School or District for <b>One Year</b> , then Securely Destroy
<p><b>All used and unused</b> printed English Language Arts Test Session 1 booklets.</p> <p><b>All used and unused</b> printed Mathematics Test Session 1 booklets.</p>	<p><b>All used</b> Mathematics Test reference sheets (Grades 5-8).</p> <p><b>All used</b> scratch/graph paper for CBT and Math PBT.</p> <p>Student login tickets, session access codes, and Proctor PINs (for CBT only).</p>	<p><b>All used</b> printed English Language Arts Test Session 1 constructed-response answer booklets.</p> <p><b>All used</b> printed English Language Arts Test Session</p>




The Grades 3-8 ELA and Mathematics Computer-based Field Tests must be administered within the field test window. Each school will determine the specific date(s) to administer the field tests during this prescribed time frame. Schools can choose to administer the field test on as many days as they choose, within the field test window. The field test does not need to be administered on the same day to every student in the field-tested grade.

If a student is absent on the day(s) the ss)

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**Attachment A**

**SHIPMENT AND CHECKING OF THE 2024 OPERATIONAL TEST MATERIALS**

<b>Contents</b>	<b>Sender</b>	<b>Delivery Dates</b>
<b>Secure</b> and non-secure 9111i664 re 48 <del>se</del> secure		

