# Grades 3–8 English Language Arts and Mathematics Tests

### THE UNIVERSITY OF THE STATE OF NEW YORK Regents of The University

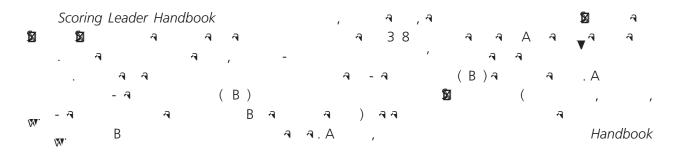
| LESTER W. YOUNG, JR., <i>Chancellor</i> , B.S., M.S., Ed.D. | Beechhurst |
|---|------------|
| JOSEPHINE VICTORIA FINN, Vice Chancellor, B.A., J.D.        | Monticello |
| ROGER TILLES, B.A., J.D.                                    | Manhasset  |
| CHRISTINE D. CEA, B.A., M.A., Ph.D.                         |            |

# **Table of Contents**

| Introdu    | ction  | 1     |        |          | • • • • • • • • • |       |       |     | <br>1 |
|------------|--------|-------|--------|----------|-------------------|-------|-------|-----|-------|
| Importa    | ant Ir | nform | natior | n for S  | corin             | g the | Tests |     | <br>2 |
|            |        |       |        |          |                   |       |       |     | <br>2 |
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### Introduction

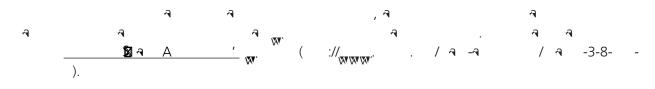


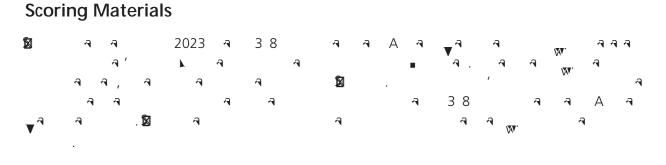
### Important Information for Scoring the Tests

#### **Scoring Models**

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#### Dates for Scoring and Returning PBT Student Answer Sheets





#### Adherence to Scoring Protocol

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No one, *nder an\_circ m ance*, including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020

# **PBT Scoring Site Organization**

#### Scoring Site Coordinator

- Supervision and management of the site
- Support for scoring
- Logistics for operations
- Security
- Coordination of site personnel
- Collection of audit papers

#### Operations

#### **Scoring Site Assistants**

- Check-in printed test booklets
- Prepare printed test booklets for scoring (organize and randomize)
- Deliver and collect scored test booklets
- Quality check PBT answer sheets
- Return PBT answer sheets to scanning centers
- Return test booklets to schools
- Monitor and maintain security
- Maintain quality control
- Ship completed materials to schools

#### Scoring

#### Scoring Leader

- Acts as a scoring trainer
- Monitors scoring sessions
- Supports Table Facilitators and Scorers
- Administers CAS to Table Facilitators and Scorers

#### **Table Facilitators**

- Monitor scoring progress to ensure scoring of all papers by the end of scoring period
- Conduct read-behinds to ensure accurate and reliable scoring
- Are a resource for rubric and training material clarification

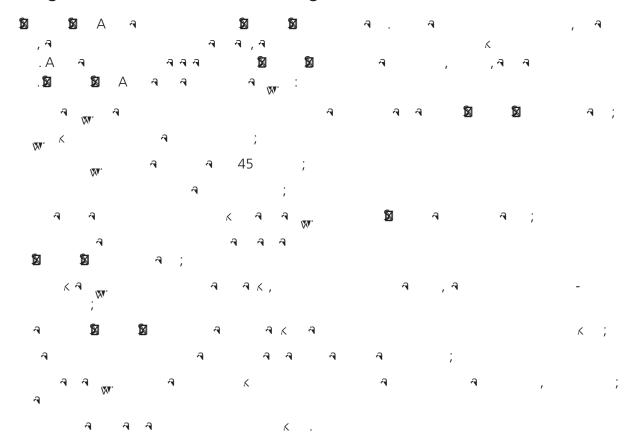
#### Scorers

Score student constructed responses

All scoring personnel are responsible for maintaining the confidentiality of student responses.

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Scoring Site Assistants for PBT Scoring

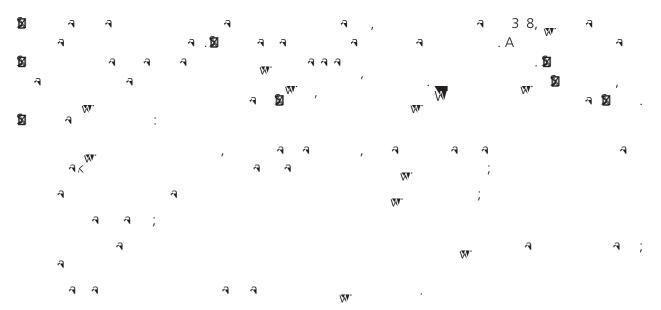


### **Scoring Leaders**

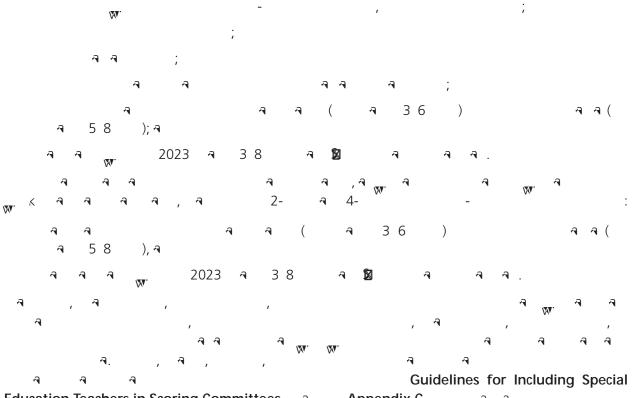
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#### **Scorers**



### General Requirements for Scoring Committee Member

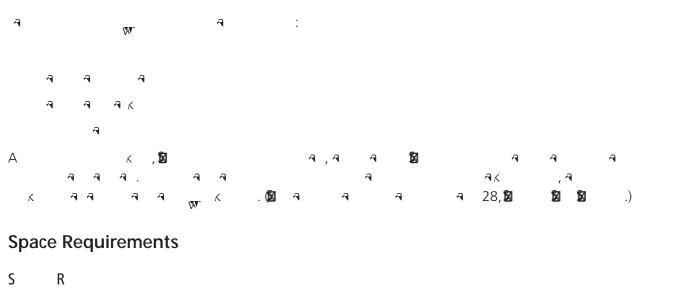


Education Teachers in Scoring Committees Appendix C a a.



# Scoring Site Layout and Resources

#### **General Facility Requirements**



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#### Ancillary Materials for the Scoring Site Coordinator

# **Preparation for Training**

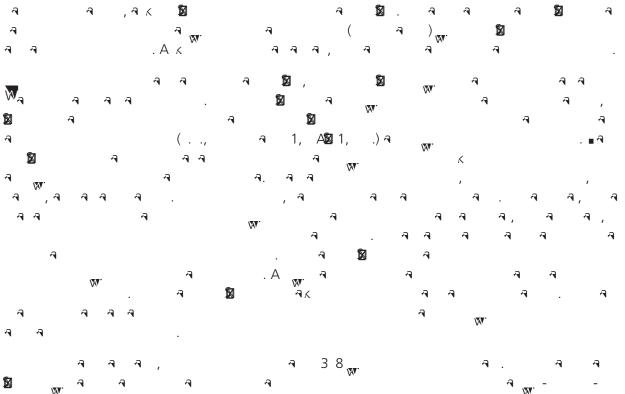
### **Training Materials**

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#### Scoring Leader Handbook

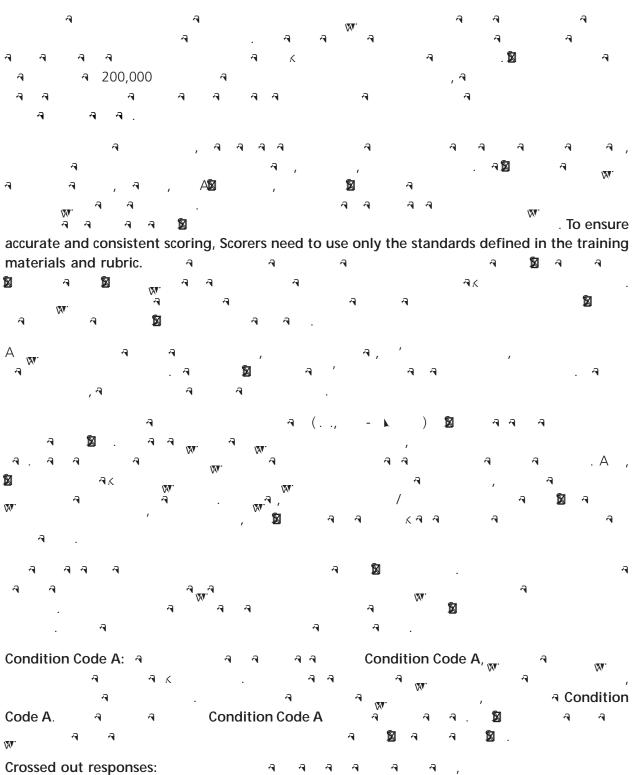
Scoring Leader Handbook a a a a w

#### **Training Set**

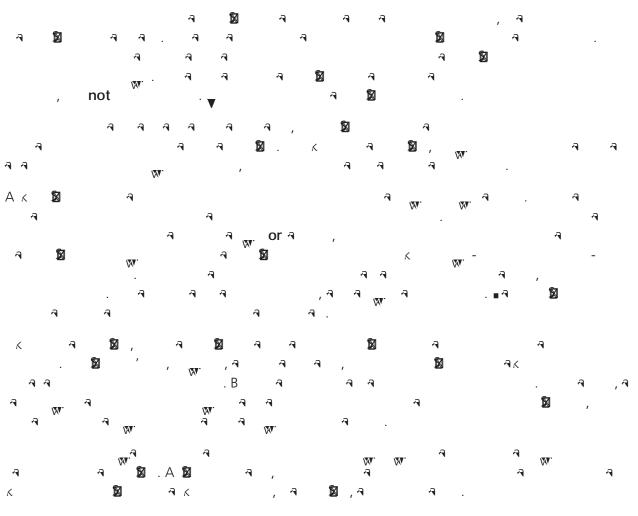


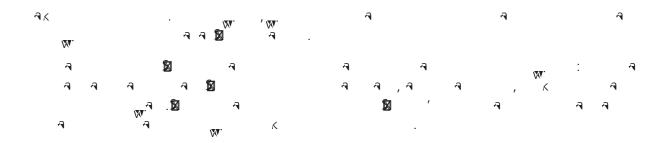




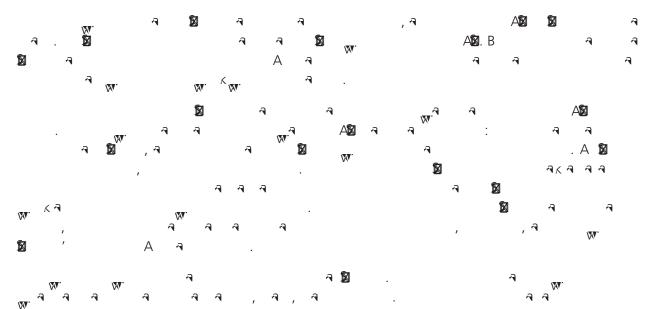


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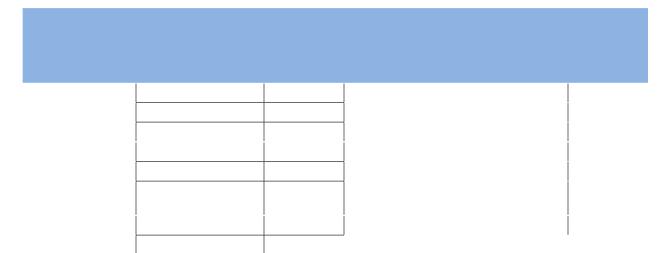




### **Consistency Assurance Set**



# Recommended Assignment of Test Questions to Scorers for Mathematics Tests



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# **Training for Scoring**

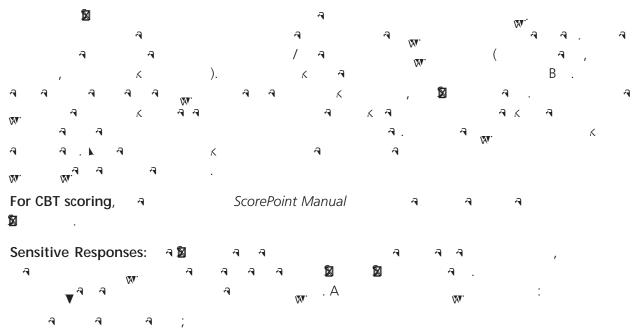
### Scoring Leader Training

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#### **Scorer Training**

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#### PBT Responses That Should Be Flagged





### **Scoring Model Codes**

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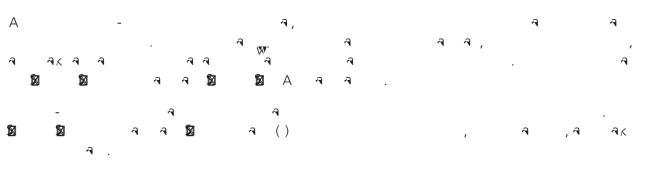
| Scoring Model Code                          | The Scorers for the school's tests include the following:   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| 1. Regional scoring                         | <ul> <li>a) Scorers from three or more school districts, or</li> <li>b) Scorers from two or more charter, religious, or independent schools in an affiliation group (charter, religious, or independent schools may participate in regional scoring with public school districts, and each charter, religious, or independent school may be counted as one district)</li> </ul> |  |  |  |  |  |  |  |
| 2. Schools from two districts*              | <ul> <li>a) Scorers from two school districts,</li> <li>b) Scorers from two religious or independent schools,</li> <li>c) Scorers from two charter schools, or</li> <li>d) A combination of staff from two of the following: a school district, charter school, religious school, or independent school</li> </ul>  |  |  |  |  |  |  |  |
| 3. Three or more schools within a district  | Scorers from three or more schools in a district  |  |  |  |  |  |  |  |
| 4. Two schools within a district (PBT only) | Scorers from two schools in a district  |  |  |  |  |  |  |  |
| 5. One school<br>(PBT only)                 | Three or more Scorers for each grade being scored, all from the same school   |  |  |  |  |  |  |  |
| 6. Private Contractor                       | Scored by a private contractor (not a BOCES)  |  |  |  |  |  |  |  |
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Regardless of the scoring model being used, a minimum of three Scorers is necessary to score each student's test. However, to comply with a State requirement, none of the Scorers assigned to score a student's test responses may be that student's teacher (refer to "Randomizing and Building PBT Booklet Folders/Boxes" on pages 31–32 for further details).

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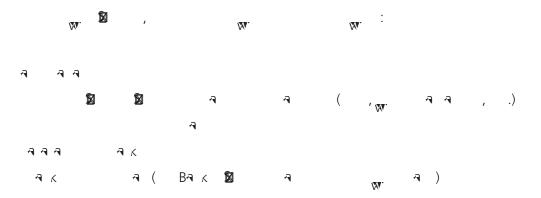
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# **Preparation for Scoring**



#### **Optional Pre-Scoring Meeting**

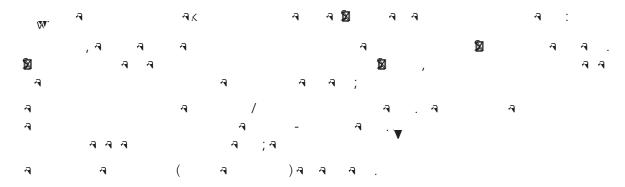
#### **Correspondence with Scorers**



# Assigning Scorer Numbers and Questions to PBT Scoring Committee Members



#### Assigning Scorers to Scoring Tables



### Backup Scoring Plan

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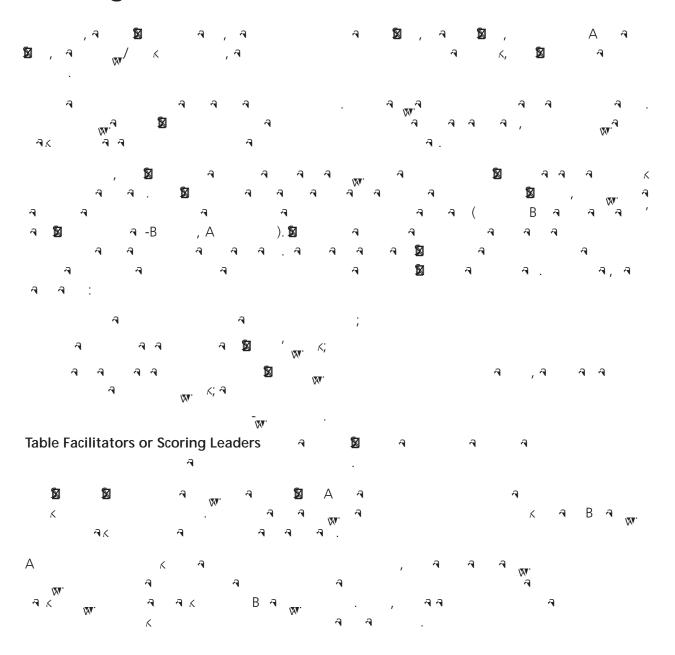
### Scoring Site Setup

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### **Opening Remarks**

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# Scoring



# Scoring Site Security



NOTE: No one is permitted, <u>for any reason</u>, to remove any printed test booklets, PBT answer sheets, ScorePoint login credentials, or scoring materials from the scoring site without authorization from the Scoring Site Coordinator.

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#### **Room Security**

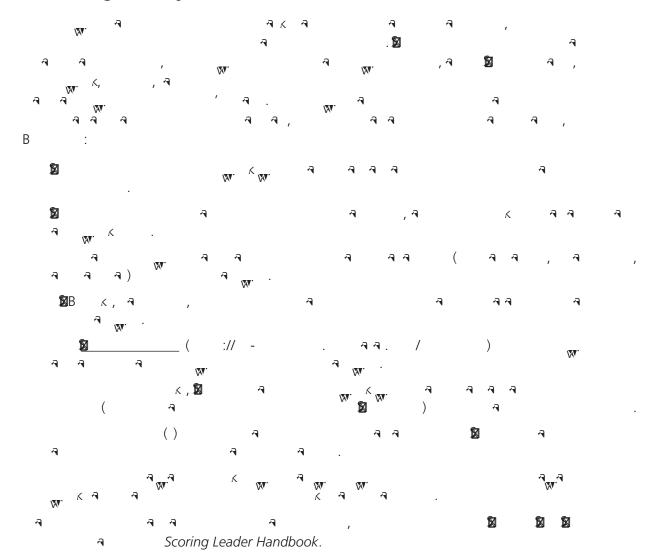
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#### Materials Room Security

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#### Confidentiality





### **CBT Scoring Security Recommendations**

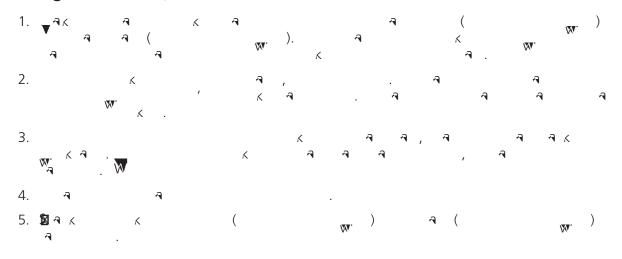
# **PBT Operations/Logistics**

#### Overview

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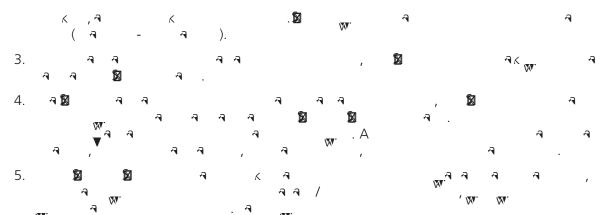
# Checking In PBT Materials from Schools

Schoolwide Scoring (Scoring Model 5) and Districtwide Scoring (Scoring Models 2–4)



Regional Scoring (Scoring Model 1) and Private Contractor Scoring (Scoring Model 6)



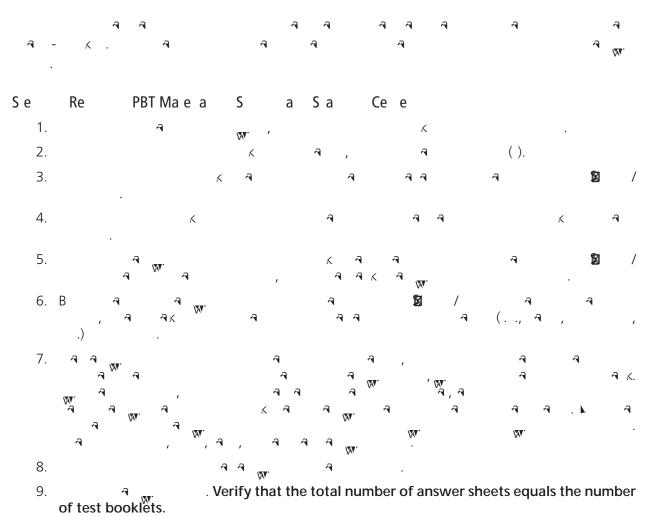




#### No Double Scoring

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# Forwarding PBT Answer Sheets to Scanning Centers and Returning PBT Booklets to School Administrators





# Audit Scoring

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# **Return of Scoring Ancillary Materials**

# **Scoring Support**

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**Scoring Helpline:** 

888-382-4246

2023 Scoring Window Dates: a a  $A : \bigvee A, A = 24$ a  $A : \bigvee A, A = 24$ a  $A : \bigvee A = 5$ a  $A : \bigvee A = 17$ Hours: 7:30 A. 4:30 . (),  $\bigvee A = A$ ,  $\bigotimes W : \bigotimes A$ 

# Appendices

#### Appendix A: Exam Scoring Confidentiality Agreement

The University of the State of New York Office of State Assessment THE STATE EDUCATION DEPARTMENT Albany, New York 12234

#### EXAM SCORING CONFIDENTIALITY AGREEMENT

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2023 Scoring Leader Handbook

# Appendix B: Scoring Operations Certificate

The University of the State of New York Office of State Assessment THE STATE EDUCATION DEPARTMENT Albany, New York 12234

# Appendix C: Guidelines for Including Special Education Teachers in Scoring Committees

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#### Special Education Teaching Titles Awarded On or After February 2, 2004

| Certificate Titles Awarded<br>On or After February 2, 2004      | May Score English<br>Language Arts Tests and/<br>or Mathematics Tests in<br>these Grades | Additional<br>Requirements  |
|---|--|---|
| Students with Disabilities<br>Grades 1–6                        | 3–6  | —   |
| Students with Disabilities<br>Grades 5–9—Generalist             | 5–8  | _   |
| Students with Disabilities<br>Grades 5–9—Content Specialist     | 5–6<br>7–8   | Grades 7–8 if English language arts and/<br>or mathematics is the content<br>specialization on certificate, or if highly<br>qualified at middle/secondary level in<br>English language arts and/or<br>mathematics |
| Students with Disabilities<br>Grades 7–12—Content<br>Specialist | 7–8  | Only if English language arts and/or<br>mathematics is the content<br>specialization on certificate, or if highly<br>qualified at middle/secondary level in<br>English language arts and/or<br>mathematics        |
| Deaf and Hard of Hearing  | 3–6<br>7–8   | Grades 7–8 if highly qualified at middle/<br>secondary level in English language arts<br>and/or mathematics   |
| Blind and Visually Impaired                                     | 3–6  |   |
|   |  |   |

# Appendix D: PBT Scorer Assignment List

#### **X**:

#### New York State

#### English Language Arts

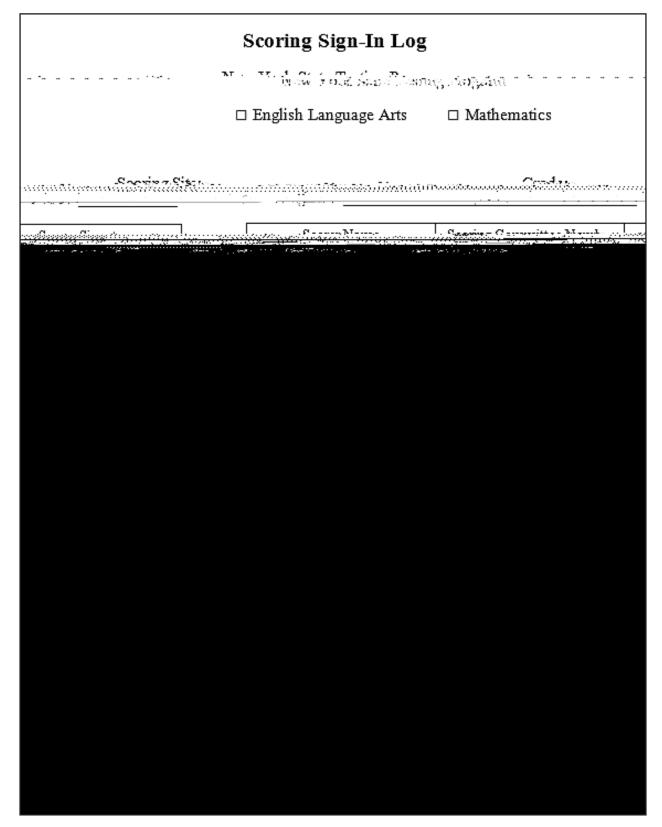
Mathematics

#### Scorer Assignment List for Grade \_\_\_\_

| 1           | <b>1</b>             |
|-------------|----------------------|
| Scorer Name | Scoring<br>Committee |
|             | Number               |
|             |                      |
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| Scorer Name | Scoring<br>Committee<br>Number |
|-------------|--------------------------------|
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# Appendix E: Sign-In Log Template



# Appendix G: PBT Table Facilitators' Tally Sheet for Read-Behinds

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|----------|--------------------|---|-----|---|-----|---|-----|-------|
|          |                    |   |     |   |     |   |     |       |
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|          |                    |   |     |   |     |   |     |       |
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|          |                    |   |     |   |     |   |     |       |
|          |                    |   |     |   |     |   |     |       |
|          |                    |   |     |   |     |   |     |       |

Appendix H: PBT Box Label Template

# **Box Label**

# New York State GRADE \_\_\_\_

### **CONTENT:**

English Language Arts Session 2 Booklet Appendix I: PBT Return to Scorer Template

| New York State<br>RETURN TO SCORER |  |
|------------------------------------|--|
| GRADE:                             |  |
| BOX #:                             |  |
| CONTENT:                           |  |
|                                    |  |
|                                    |  |

Appendix J: PBT Secure Materials Tracking Log

|   |                 |                   |  | Time  |  |  |  |  |  |  |  |  |
|---|-----------------|-------------------|--|---|--|--|--|--|--|--|--|--|
|   |                 |                   |  | Date  |  |  |  |  |  |  |  |  |
|   |                 |                   |  | Tracking #s for<br>English Language Arts<br>Session 1 booklets<br>and Mathematics<br>Session 1 booklets |  |  |  |  |  |  |  |  |
| atics Tests<br>g  |                 |                   | to Room  | # and Type of<br>Accommodated<br>Test Booklets  |  | · Location   |  | Scoring Site   |  | age Location   |  |  |
| Grades 3-8 English Language Arts and Mathematics Tests<br>Secure Printed Materials Tracking Log |                 |                   | Materials Moved from Secure Storage Location to Room | # of ELA<br>Session 1<br>Answer<br>Booklets   |  | Materials Moved from Room to Secure Storage Location |  | Materials Moved from Secure Storage Location to Scoring Site |  | Materials Moved from Scoring Site to Secure Storage Location |  |  |
| lish Language <i>A</i><br>e Printed Mater   | Room Number:    |                   | ed from Secure                                       | # of Answer<br>Sheets   |  | ed from Room to                                      |  | rom Secure Sto   |  | rom Scoring Sit  |  |  |
| Grades 3-8 Eng<br>Secur   |                 | ssions:           | Materials Move                                       | # of Regular<br>Edition Test<br>Booklets  |  | Materials Move                                       |  | laterials Moved f  |  | laterials Moved f  |  |  |
|   |                 | Subject/Sessions: |  | Room #  |  |  |  | 2  |  | 2  |  |  |
|   |                 |                   |  | Proctor's<br>Signature  |  |  |  |  |  |  |  |  |
|   | Proctor's Name: | Grade:            |  | Principal's or<br>Designee's<br>Signature   |  |  |  |  |  |  |  |  |

# Appendix K: Sample PBT Classroom Roster

# **SAMPLE**

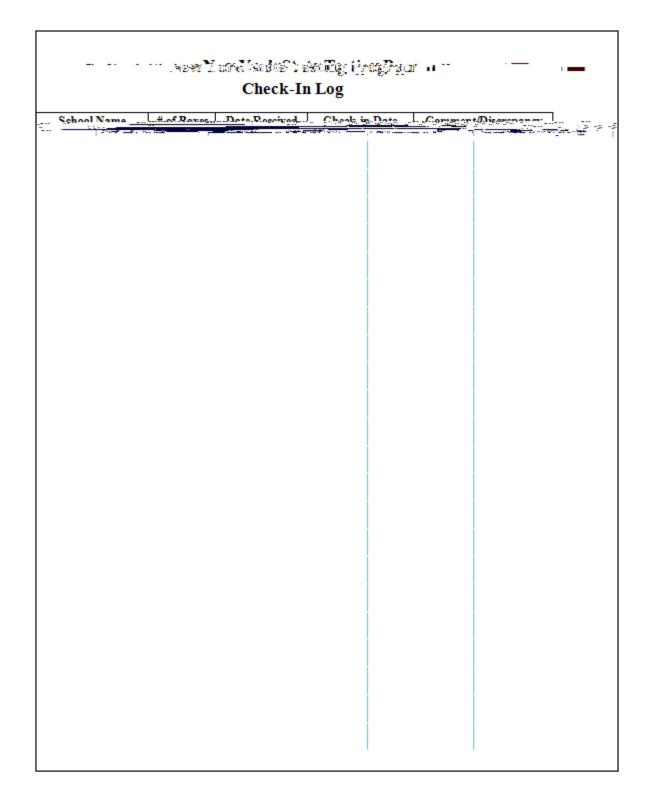


# School/Group List

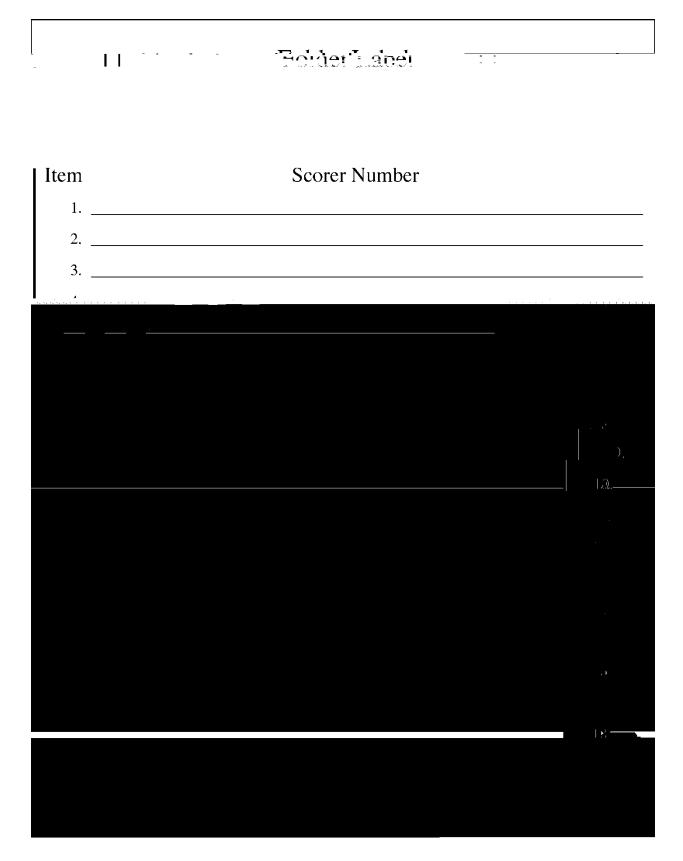


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# Appendix M: PBT Check-In Log Template



# Appendix N: PBT Folder Label Template



## Appendix O: Approximate Read Times for Scoring English Language Arts

No e: All indica ed ime are in min e and/or par of min e.

|       | Average Read Times: English Language Arts |              |                    |              |  |  |  |  |  |  |  |
|-------|---|--------------|--------------------|--------------|--|--|--|--|--|--|--|
|       | 2-Credit                                  | Questions    | 4-Credit Questions |              |  |  |  |  |  |  |  |
| Grade | Electronic                                | Pencil/Paper | Electronic         | Pencil/Paper |  |  |  |  |  |  |  |
| 3     | 0.62                                      | 1.23         |                    |              |  |  |  |  |  |  |  |
| 4     | 0.46                                      | 0.92         | 1.32               | 2.12         |  |  |  |  |  |  |  |
| 5     | 0.65                                      | 1.3          | 1.47               | 2.27         |  |  |  |  |  |  |  |
| 6     | 0.64                                      | 1.27         |                    |              |  |  |  |  |  |  |  |
|       |   |              |                    |              |  |  |  |  |  |  |  |
|       |   |              |                    |              |  |  |  |  |  |  |  |

| Approximate Read Tim |             |                  |                  |                  |                  |  |  |  |  |  |  |  |
|----------------------|-------------|------------------|------------------|------------------|------------------|--|--|--|--|--|--|--|
|                      |             |                  |                  |                  |                  |  |  |  |  |  |  |  |
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|                      | oximate Rea | oximate Read Tim | oximate Read Tim | oximate Read Tim | oximate Read Tim | Image: symmetry with the |  |  |  |  |  |  |

## Appendix P: Approximate Read Times for Scoring Mathematics

| Average Read Times: Mathematics |            |                  |            |                  |                    |                  |  |
|---------------------------------|------------|------------------|------------|------------------|--------------------|------------------|--|
|                                 | 1-Credit ( | Questions        | 2-Credit   | Questions        | 3-Credit Questions |                  |  |
| Grade                           | Electronic | Pencil/<br>Paper | Electronic | Pencil/<br>Paper | Electronic         | Pencil/<br>Paper |  |
| 3                               | 0.17       | 0.35             | 0.42       | 0.83             | 0.53               | 1.06             |  |
| 4                               | 0.21       | 0.41             | 0.38       | 0.76             | 0.58               | 1.16             |  |
| 5                               | 0.19       | 0.38             | 0.47       | 0.93             | 0.82               | 1.62             |  |
| 6                               | 0.28       | 0.57             | 0.5        | 1                | 0.58               | 1.16             |  |
| 7                               | 0.17       | 0.33             | 0.33       | 0.67             | 0.4                | 0.8              |  |
| 8                               | 0.18       | 0.37             | 0.4        | 0.81             | 0.52               | 1.04             |  |

No e: All indica ed ime are in min e and/or par of min e.

| Approximate Read Times for Each Question: Mathematics Grade 7 and 8 |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
|   |  |  |  |  |  |  |
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# Appendix R: ScorePoint System Requirements

|                             | Windows   | Macintosh                                     | Chromebooks        |  |  |  |
|-----------------------------|---|---|--------------------|--|--|--|
| Operating System            | Windows 10<br>Windows Server 2016<br>(latest service pack)  | macOS 10.13.4 to 10.13.6,<br>10.14.x, 10.15.x | Chromebook OS v67+ |  |  |  |
| Processor                   | Intel Core 2 Duo 1.6 Ghz equivalent or higher CPU 1.4 Ghz + or equivalent   |   |                    |  |  |  |
| System Memory               | Minimum 512MB Ram<br>Recommended 2GB RAM with 1GB free RAM<br>Minimum 1GB free storage space  |   |                    |  |  |  |
| Supported<br>Browsers       | Google Chrome 67+   |   |                    |  |  |  |
| Screen Size &<br>Resolution | Recommend 11.6" or larger screen size for desktops,<br>9.7" or larger for Chromebooks<br>Minimum 1024 X 768 screen resolution   |   |                    |  |  |  |
| Local Area<br>Network (LAN) | Minimum General Requirement: 802.11g Wireless 54 Mbps or greater<br>100 Mbps LAN for desktops<br>Minimum available LAN bandwidth at each workstation: 1 Mbps<br>Recommended General Settings: 802.11n Wireless 150 Mbps or higher<br>1 Gbps LAN for desktops<br>Recommended available LAN bandwidth at each workstation: 2 Mbps |   |                    |  |  |  |
| Internet Speed              | Minimum per device: 150 Kbps<br>Recommended: 300 Kbps   |   |                    |  |  |  |



# Grades 3–8 English Language Arts and Mathematics Tests

Scoring Leader Handbook 2023 Edition