




**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

David Abrams, Assistant Commissioner  
Office of Standards, Assessment and Reporting

January 2009

**TO:** Principals of Public, Nonpublic, and Charter Schools

**FROM:** David Abrams 

**SUBJECT:** Scoring and Answer Sheet Submission to Regional Information Centers (RICs)/Big 5 Scanning Centers for the 2009 Grades 3-8 English Language Arts and Mathematics Tests

Because of the short timeline available for providing electronic files to our contractor for data analysis and score reporting, it is essential that all answer sheets submitted by schools to their respective RICs/Big 5 Scanning Centers are submitted on time and are complete and free from errors.

It is extremely important that schools adhere to the following schedule:

- Grades 3-5 English Language Arts Test answer sheets must be submitted on or before February 5, 2009.
- Grades 6-8 English Language Arts Test answer sheets must be submitted on or before February 12, 2009.
- Grades 3-5 Mathematics Test answer sheets must be submitted on or before March 25, 2009.
- Grades 6-8 Mathematics Test answer sheets must be submitted on or before April 2, 2009.

See the final page for additional information on the 2009 Grades 3-8 English Language Arts and Mathematics Important Dates.

The best way to ensure that answer sheets are complete and error-free is to follow the four-step process outlined below:

### **Step 1: Review Answer Sheets Before Testing**

When your school receives the precoded answer sheets from your school's RIC/Big 5 scanning center, please have appropriate school personnel verify that all student information is correct, including Name, ID number, and school demographics. Fill in the applicable IEP Accommodations, LEP Accommodations, Reason Not Tested, and Language (mathematics tests only). If errors are found or if fields are incomplete, contact your RIC or Big 5 Scanning Center before the test administration date(s) to determine how to correct any problems.

Your school's RIC/Big 5 Scanning Center will provide blank answer sheets and book labels (two per student) for any recently enrolled students for whom your school does not have precoded answer sheets and labels. Complete all student information and school demographics on the student answer sheets and labels prior to the test administration date. Do not affix the labels to the books before the day each book will be administered. For more detailed information, see your School Administrator's Manual.

Use only a No. 2 pencil when completing student information. Resolve all data collection issues well before the first day of administration.

**Step 2: Review Answer Sheets After Scoring**

Prior to the final packaging of scoring materials, lead scoring personnel should designate staff to **review each answer sheet individually**, following the steps below:

1. Remove all answer sheets from the test books (note that some tests have two answer sheets per student).
2. Count the answer sheets. Verify that the total number of answer sheets equals the number of students enrolled, with the exception of the Grades 3, 5, and 7 English Language Arts Tests which require two answer sheets per student.
3. Check again to verify that all student information is complete.
4. If an answer sheet is soiled or mutilated in some manner, the school must transcribe all student information and test responses onto an extra/blank answer sheet, which is then added to the stack.
5. DO NOT fold, bend, tape, or staple any answer sheets.
6. Make sure the scoring model code is filled in.
7. **Make sure that scores for all constructed responses\* are filled in.** All constructed responses MUST have a score point value assigned; the Condition Code "A" darkened to indicate no response; or "Absent" darkened for Book 1, Book 2 and/or Book 3.

\* *Failure to assign a score point value to a constructed response item will result in that item being scored as 0. If "Absent" is darkened, the entire test will be invalidated and no scale score will be given.*

**Step 3: Forward Answer Sheets to Scanning Centers**

Once it is confirmed that each answer sheet is complete and all answer sheets are accounted for and included, please place them into a box or cardboard mailing envelope. Make sure to follow the instructions provided by your RIC or Big 5 Scanning Center to return the answer sheets to them.

**Step 4: Submit Used Test Booklets for Department Audit and Store Used Test Materials**

If your school has been selected to participate in the Department's audit, please follow the instructions given to you by Pearson and send only the used test booklets to Pearson. After Pearson returns the used booklets to you, they must be kept for at least one year from the date of administration. If your school has not been selected to participate in the Department's audit, follow the New York State Records Retention Policy that requires that all used test booklets and answer sheets returned from scanning centers must be kept on file in the school for at least one year from the date of administration.

**Important Dates for the 2009 Grades 3–8  
English Language Arts Tests**

<b>Activity</b>	<b>Grades 3–5</b>	<b>Grades 6–8</b>
<b>Administration of Tests</b>	January 12 - 16	January 20 - 23
<b>Makeup Testing</b>	January 20 - 23	January 26 – 30
<b>Scoring of Constructed Responses</b>	January 26 – February 5	February 2 – 12
<b>Final Date to Submit Answer Sheets to Scanning Centers</b>	Close of Business February 5	Close of Business February 12

**Important Dates for the 2009 Grades 3–8 Mathematics Tests**

<b>Activity</b>	<b>Grades 3–5</b>	<b>Grades 6–8</b>
<b>Administration of Tests</b>	March 2 – 6	March 9 – 13
<b>Makeup Testing</b>	March 9 – 13	March 16 – 20
<b>Scoring of Constructed Responses</b>	March 16 - 25	March 23 – April 2
<b>Final Date to Submit Answer Sheets to Scanning Centers</b>	Close of Business March 25	Close of Business April 2

c: Alan Ray  
Directors of Regional Information Centers/Big 5 Scanning Centers