



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

Office of the Assistant Commissioner for Assessment, Standards, and Curriculum
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December 1, 2015

TO: BOCES District Superintendents
Superintendents of Public Schools
Administrators of Public and Nonpublic Schools
Charter School Leaders

FROM: Peter Swerdzewski, Assistant Commissioner
Office of Assessment, Standards, and Curriculum

SUBJECT: Training and Resources to Prepare for Computer-Based Testing

The purpose of this memorandum is to provide district and school administrators with additional information on computer-based testing (CBT). It includes details on data requirements for CBT, technical readiness resources, and upcoming training opportunities. This memo should be shared with your offices of data, technology and special education.

Starting in 2016, New York State will begin administering some statewide assessments on computer. The New York State Alternate Assessment (NYSAA) for English Language Arts (ELA) and Mathematics will be assessed using Dynamic Learning Maps (DLM), a computer-delivered adaptive assessment (note that the NYSAA for Science and Social Studies will continue in the same format as in past years). In addition, schools that elect to do so will administer field tests in Grades 3-8 ELA and Mathematics on computers using a test administration system developed by Questar Assessment, Inc. The New York State Education Department (NYSED) is working closely with both contractors to provide districts and schools with resources and training to prepare for the new computer-based tests.

Data Requirements for Computer-Based Testing

The 2016 administration of both the NYSAA for ELA and Math and the grade 3-8 ELA and Math Computer-Based Field Tests will require the submission of data files to each assessment contractor to create pre-id files and user codes for the computer-based test administration systems. Please note that this information pertains to all LEAs (public schools and districts, charter schools and BOCES) and has been shared with the Regional Information Center and Big 5 Data Liaisons. Details regarding NYSAA data files for nonpublic schools was distributed to nonpublic schools who administer the NYSAA.

District Test Coordinator

Each LEA must identify a NYSAA District Test Coordinator and a 3-8 ELA and Math District Test Coordinator. A District Test Coordinator role is required in both computer-based

testing systems, and can be an individual who has played a similar role with New York State 3-8 Assessments or NYSAA in the past.

The District Test Coordinator:

- is the highest role in the hierarchy and will have the most rights within the assessment systems;
- receives all communications from the contractors;
- ensures all student data is correct in the system; and
- has permission to assign and delegate roles within the testing systems.

CEOs have been asked to submit their Coordinators by **December 4, 2015** via the following link: <http://forms.datasupport.nysed.gov/datasupport/DistrictTestCoordinator>. LEAs may submit the same name for the District Test Coordinator for NYSAA and 3-8 Assessments. For LEAs that do not respond by December 4th, the Superintendent will be entered as the default for both District Test Coordinator Roles. Changes to the District Test Coordinator must be made through NYSED after the initial file is submitted to the contractors. The District Test Coordinator data collected will be uploaded to SEDREF.¹ Please note that nonpublic CEOs should use the following form for their submission of their Test Coordinator: https://form.jotform.com/datasupport/NYSED_nonpubdistrict-test-coord.

NYSAA ELA and Math Computer-Based Testing

- NYSED will send files directly to the contractor. The files will be populated with data submitted by LEAs to the Student Information Repository System (SIRS) and SEDREF.
- A required field for the NYSAA file upload is teachers' email addresses. NYSED will extract the email addresses provided by teachers as part of their account credentials for Teacher Access and Authorization (TAA) (<https://eservices.nysed.gov/taa/>). The email addresses are based on the email addresses provided by the teacher and may include personal e-mail accounts. Email addresses can be modified during a modification window.²
- NYSED will pre-populate the following user roles in the NYSAA test administration platform (Educator Portal) based on data extracted from SEDREF: District Superintendent (default to Superintendent), Building Test Coordinator (default to Building Principal) and Building Principal.
- **December 4, 2015:** LEAs must have accurate enrollment, program service codes, demographic data and staff-student-course roster data loaded to SIRS for students who will participate in NYSAA. Accurate data within the assessment tools is dependent upon accurate data loaded for NYSAA eligible students by the LEA with responsibility for accountability and CSE. This includes having each NYSAA student record submitted properly with a Program Service Code 0220: Eligible for Alternate Assessment.

¹ NYC DOE is coordinating a central identification and submission processes for NYSAA and Grades 3-8 ELA and Math District Test Coordinators. Additional information for Superintendents and Principals is forthcoming from the NYC DOE. Questions should be directed to ServiceCenter@schools.nyc.gov.

² NYC DOE teachers do not currently participate in Teacher Access and Authorization (TAA). NYC DOE will provide teacher email addresses directly to NYSED.

3-8 ELA and Math Field Tests

- NYSED will send files directly to the contractor. The files will be populated with data submitted by LEAs to SIRS and SEDREF.
- **January 8, 2016:** LEAs must have accurate enrollment and grade-level data for 3-8 assessments loaded to SIRS. These data will be used to finalize field testing selection.
- Staff-student-course roster data will need to be loaded to SIRS for schools that have elected to participate in the computer-based Grades 3-8 ELA and Math field tests; additional information and timelines will be forthcoming.

Technical Readiness Resources

NYSED, Questar Assessment, Inc., and DLM will provide districts and schools with resources to prepare for the upcoming computer-based tests. The table below describes the resources and their expected availability. In addition to this memo, the field will receive notification when the resources are posted online and are available for use. Some resources are specific to the contractor and their testing system, as noted in the table below.

NYSED has worked with both contractors to outline the minimum technology requirements. That document is posted online at <http://www.p12.nysed.gov/technology/CBT>. NYSED will continue to publish CBT resources and documentation on this website.

Resource	Purpose	Availability
Provided for both NYSAA and Grades 3-8 Computer-Based Tests		
Computer-Based Question Samplers	Question samplers of the new NYSAA computer-based test in ELA and Math allow educators, families, and students to preview new NYSAA test questions. Users must download DLM’s secure test browser (KITE Client) to access question samplers. Sample logins will be available from the DLM website at http://dynamiclearningmaps.org/newyork The Grades 3-8 ELA and Math CBT Question Samplers allow users to complete a short sample test on computer using previously released New York State items. Users can practice and get experience with testing tools and accommodations in the computer-based testing environment.	Early December 2015 (NYSAA) January 5, 2016 (Grades 3-8)
System Documentation and Manuals	Technical manuals specific to computer-based testing for each contractor will be posted online. They will outline all technical components and requirements of the test administration and test delivery systems.	Early December 2015 (NYSAA) January 2016 (Grades 3-8)
Available for Grades 3-8 Computer-Based Tests Only		
System Scan & Test Readiness Check	System scan provides immediate feedback on device and browser information for each workstation. System scan tool displays system specifications, and visual confirmation of whether the system meets each technical requirement.	December 1, 2015

	<p>Test Readiness Check allows users to determine their local download/upload speed. It will help users determine the number of concurrent testers allowed without reducing testing quality.</p> <p>The tools are available at: http://www.questarai.com/support/</p>	
Test Administration Training Site	A practice environment of the Questar test administration system will be made available to district and school administrators to gain experience with the administration system used to manage the Grades 3-8 computer-based tests.	January 2016
Secure System Trials	Secure browser testing allows schools to ensure test forms load properly via the secure browser for Grades 3-8 computer-based field tests. A sample form will be made available in the secure browser before testing begins. This will also allow districts to conduct additional load testing.	March 2016

Technical support for the computer-based NYSAA in ELA and Math is available from DLM by phone at (844) 261-6481 or by email at DLM-support@ku.edu. Technical support for the Grades 3-8 ELA and Math computer-based tests is available from Questar by phone at (866) 997-0695 or by email at NY.3-8.help@questarai.com.

Training Opportunities for Computer-Based Testing

For the NYSAA, training will be available as in the past. Turnkey training will be provided by NYSED and DLM to the Alternate Assessment Training Network (AATN) specialists in December and January followed by local trainings in January and early February. AATNs and teachers will be trained on administering the ELA and Math portions of the NYSAA in a computer-based environment. All test administrators will be asked to complete the training in order to administer the assessment. NYSED and DLM will provide webinars specific to district technical liaisons beginning in January.

For the Grade 3-8 assessments, Questar Assessment, Inc. will host a series of regional trainings for districts participating in the computer-based field tests in January. The trainings are intended for district-level technology staff and will focus on device readiness, network readiness, and preparation for computer-based testing. The trainings will also provide an overview of the test administration and test delivery platforms. Space at regional trainings may be limited and priority will be given to districts participating in the 2016 computer-based field tests. Registration information is provided in the table below.

In March, Questar Assessment, Inc. will begin hosting webinars for test administrators to review the test administration system used to manage computer-based testing. The test administration webinars are intended for district- and school-level staff responsible for test administration and training test proctors. The webinars will be recorded for individuals who are not able to participate in live webinars.

A summary of all training materials, dates, and opportunities is provided in the table below.

Training	Purpose	Availability														
NYSAA Training Opportunities																
NYSAA Test Administration Training	As in the past, NYSED and its NYSAA contractors will provide test administration training to AATNs. These AATNs will then work with schools and districts to train local educators who will serve as administrators of the NYSAA. In addition to details on the new assessment, the training will cover details of the test administration site (known as “Educator Portal”) including user accounts, student information, and administration of the computer-based assessment through the student portal (known as “KITE Client”).	December 2015 and January 2016														
NYSAA Online Training Modules	DLM has developed a professional development site for educators working with students with significant cognitive disabilities. It focuses on teaching and learning in the areas of ELA and Math, while also providing important information regarding components of the DLM system. Modules on the site are available as self-directed learning modules or facilitated materials for local trainings. Users will be able to access the modules at http://dlmpd.com/ .	December 2015														
NYSAA Technical Liaison Training	DLM will provide recorded webinars for district and school technical liaisons responsible for downloading the secure test browser (KITE Client) used to administer the NYSAA. The webinar will cover technical requirements, proctor caching, and whitelisting details. The webinar will be recorded and provided for later viewing.	January 2016														
Grades 3-8 Computer-Based Field Test Training Opportunities																
Regional Technology Coordinator Training for Grades 3-8 Computer-Based Field Tests	<p>In-person technical training for district representatives will cover system requirements and set up, network requirements, the test administration system, data uploads, and other topics as needed. Training will be from 8:30 a.m. to 12:30 p.m.</p> <table border="0" data-bbox="435 1520 964 1772"> <thead> <tr> <th data-bbox="435 1520 509 1549">Date</th> <th data-bbox="764 1520 889 1549">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1549 597 1583">January 12th</td> <td data-bbox="764 1549 878 1583">Buffalo*</td> </tr> <tr> <td data-bbox="435 1583 597 1617">January 14th</td> <td data-bbox="764 1583 894 1617">Syracuse*</td> </tr> <tr> <td data-bbox="435 1617 597 1650">January 15th</td> <td data-bbox="764 1617 878 1650">Albany*</td> </tr> <tr> <td data-bbox="435 1650 597 1684">January 19th</td> <td data-bbox="764 1650 922 1684">Binghamton</td> </tr> <tr> <td data-bbox="435 1684 597 1717">January 20th</td> <td data-bbox="764 1684 922 1717">Long Island</td> </tr> <tr> <td data-bbox="435 1717 597 1751">January 21st</td> <td data-bbox="764 1717 964 1751">New York City</td> </tr> </tbody> </table> <p>Full meeting details and exact locations are available at: http://www.p12.nysed.gov/technology/CBT/</p>	Date	Location	January 12 th	Buffalo*	January 14 th	Syracuse*	January 15 th	Albany*	January 19 th	Binghamton	January 20 th	Long Island	January 21 st	New York City	January 2016
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	<p>To register for the Grades 3-8 CBT training, please go to this survey: https://www.surveymonkey.com/r/Y7TZTLW</p> <p>*Remote access may be available in a limited number of regional locations.</p>	
<p>Test Administrator Training for Grades 3-8 Computer-Based Field Tests</p>	<p>Webinars will be provided for district and school test administrators. The training will cover test administrator tasks in the test administration system, such as adding students, adding student accommodations, editing test sessions, and managing test administration.</p> <p>Dates, times, and registration information will be announced at a later date. Webinars will be recorded for later viewing.</p>	<p>March 2016</p>

Signing Up for Grades 3-8 ELA and Math Computer-Based Field Tests

Schools were offered the opportunity to sign up for the 2016 computer-based field testing while ordering their Spring 2016 Grades 3-8 ELA and math operational tests. NYSED has compiled and shared the list of schools that have signed up for computer-based field tests with the Big 5, the BOCES, and the RICs. If your school determines that it does not have the appropriate technology or devices to administer the computer-based field tests or if it wishes to change its request from paper to computer, the school may revise its choice through December 31, 2015. Requests must be submitted in writing by email to examrequest@nysed.gov.

Computer-based testing requires significant collaboration across district and school departments. Schools are encouraged to work with their district assessment, data, and IT offices to prepare for computer-based tests and to ensure that technology meets minimum requirements for testing. In addition, there are a number of regional resources available to districts and schools preparing for computer-based testing in 2016. Regional Information Centers (RICs) and BOCES are coordinating closely with NYSED and will be working with districts and schools in preparing for computer-based testing in 2016 and beyond. Districts may wish to contact their local RIC or BOCES for additional technical support and training. Schools may need to work with their district to access these services, where available.

If you are a representative from an LEA and you need to contact NYSED about the District Test Coordinator role, please contact the P-12/IRS office via email at dataquest@nysed.gov. For questions specific to computer-based testing or related to assessment policies, please contact the Office of State Assessment at emscassessinfo@nysed.gov.