



Every child is a work of art.
Create a masterpiece.

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Pre-Assessment Information for ELA and Math grades 3-8 September & October 2016 **Revised as of 10/06/16** Shared via email with Assessment Coordinators & School Secretaries

Page 3 and 4 of this document are a logistical communication originally sent to Assessment Coordinators, Principals, and Assistant Principals on September 15, 2016. Any changes since then have been highlighted in **green**. The information below on pages 1 and 2 is being provided to answer some frequently asked questions and as a quick reference.

Who takes the pre-assessments?

All students in grades 3 through 8 who would normally sit for the NYS Math and ELA assessments should take the pre-assessment. Please note these specific circumstances:

- ELL students will be administered the pre-assessments.
- 8th grade students enrolled in Algebra IR and projected to take the Algebra I Regents exam in June 2016, are not required to sit for the Math 8 pre-assessment.
- NYSAA students do not take these pre-assessments.

How is the pre-assessment data used?

The results of pre-assessments are intended to be used for advisory purposes for teachers when engaging in the target-setting process. Examination of the resulting item-analyses can be used to plan and inform instructional decisions at the classroom, grade, and building levels.

How long are the pre-assessments?

As long as students are productively working, they should be allowed as much time as they need to complete their pre-assessment. Please refer to the chart below for approximate testing times to be used for planning purposes. For detailed test specifications that include the standards being assessed, please refer to the blueprints posted on [SharePoint](#).

Questions?

May be directed to Margaret Crowley at margaret.crowley@rcsdk12.org or 262-8648.

	ELA	Math
Grade 3	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler</p>
Grade 4	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler and protractor</p>
Grade 5	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler and protractor</p>
Grade 6	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler, protractor and four-function or scientific calculator</p>
Grade 7	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 2 class periods</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler, protractor and scientific calculator</p>
Grade 8	<p>Approximate administration time: 60 minutes</p> <ul style="list-style-type: none"> • 15 multiple choice questions • 3 two-point open ended questions (text analysis) 	<p>Approximate administration time: 2 class periods</p> <ul style="list-style-type: none"> • 15 Multiple Choice Questions • 2 two-point open ended questions • 2 three-point open ended questions <p>Math Tools Needed: ruler, protractor and scientific calculator</p>

In the 2016-2017 school year, students in grades 3 through 8 will sit for both pre- and post-assessments in ELA and Math. Please reference the information below when planning for the pre-assessment process at your building.

Pre-assessment Dates & Scheduling

- **The pre-assessment window opens on Monday, September 19 and will close on Friday, October 14.**
- In order to give buildings the flexibility needed to create a positive environment, scheduling which day during the window to administer assessments is at the discretion of building administration. **Buildings are strongly encouraged to set firm schedules for pre-assessment administration that include setting aside specific days for specific assessments.**
- Students who are absent during the administration of a pre-assessment should be asked to make-up that assessment within the existing window. In accordance with guidelines for state assessments, no score will be calculated for students who were completely absent for all parts of an assessment. In cases where students partially sit for an assessment, a score will be calculated based on the parts of the assessment the student has completed.

Exam Distribution & Storage

- **Please treat the pre-assessment administration period with the same level of security and integrity that you would any state-testing event.** The same general rules and guidelines for proctoring, security, and confidentiality apply.
 - All testing materials must be stored securely in a building's vault/secure location. Test materials should not be stored in teachers' classrooms before administration and they must be returned to the building's vault/secure location after test administration.
- Hard copies of all pencil-and-paper tests and answer sheets will be printed centrally and delivered to schools beginning on Thursday, September 15.
 - Please secure the shipments of assessments as soon as they arrive and conduct an inventory. Do not open any individual exam packages. **Exam packages should not be opened earlier than is necessary to permit the distribution of materials prior to the scheduled start time of the exam.**
- **Each student who should be sitting for a pre-assessment will have a pre-headed answer sheet generated for them.** These answer sheets will be specific to each assessment and cannot be substituted. A number of blank answer sheets for each assessment will be included in the delivery to account for any students not receiving pre-headed answer sheets due to unexpected circumstances.
 - **Students should use #2 pencils to record answers on these pre-headed answer sheets.** If students make a mistake or wish to change an answer during the test, they should be sure to **completely erase their mistake and bubble in the intended answer.**
- Shipments of answer sheets and hard copies of pre-assessments will require a signature. Please alert your receiving and/or custodial staff that they will be delivered so materials are secured immediately.

Scoring Pre-assessments and Reporting Results

- **Open-ended responses must be scored at the building level. Teachers may score their own students' exams.** Students' scores on open-ended questions should be recorded directly on students' answer sheets. Answer keys and rubrics will be posted on [SharePoint](#).
- **Multiple choice questions will be machine-scored;** school staff should not hand-score any multiple choice items.
- After any open-ended questions are scored at the building-level, **completed answer sheets must be delivered to room 121 at 30 Hart Street for central collection and scanning.** The Assessment Center will be staffed with personnel to collect and scan pre-assessment answer sheets from **8AM to 4PM Wednesday, October 12th through Monday, October 17th.** When dropping off exams...
 - Please ensure that all open-ended responses have been scored and that scores have been appropriately bubbled onto students' answer sheets.
 - Alphabetize all bubble sheets for each exam:
 - Pack all ELA assessments from a particular grade together (i.e. all grade 6 ELA assessments from every teacher in the building should be packed together in one stack)
 - Pack all Math assessments from a particular grade together (i.e. all grade 4 math assessments from every teacher in the building should be packed together in one stack)
 - **Attach a roster** listing the student names for which bubble sheets are being submitted and **include a total count** of bubble sheets (per exam) that are being dropped off. This roster may be a combined alphabetical roster showing a comprehensive list of all student answer sheets submitted or multiple class lists indicating which student answer sheets are contained within the package.
 - **You may drop-off answer sheets as soon as all sheets for a particular exam are complete or wait until all building assessments are complete and scored.**
 - All answer sheets must be dropped off according to the deadlines listed above.
- **Student scores from dropped-off answer sheets will be accessible through the eDoctrina system** within 24-48 hours after drop-off. The sooner exams are scored and answer sheets dropped off, the sooner teachers will have access to their students' scores.