

New York State Testing Program

2022 Grades 4–8 English Language Arts Short- and Extended- Response Writing Field Tests

**Teacher's Directions for
Paper-Based Field Testing
May 23–June 3, 2022**

**Grades 4–8
2022**



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It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the field test.

Field test booklets must be kept secure. You are not to discuss the

STEP ONE

Check Your Paper-Based Field Test Materials

To administer these field tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

Teacher's Directions for Paper-Based Field Testing

Classroom roster

Field test booklet

Student identification labels for field test booklets (received from Questar)

"Do Not Disturb" sign (not provided)

Extra No. 2 pencils with erasers (not provided)

For each student

Field test booklet

No. 2 pencil with eraser (not provided)

Security

The 2022 Grades 4–8 English Language Arts Paper-Based Field Tests include secure materials. School personnel responsible for field testing must ensure that all field test materials are secured at all times. The field test booklets may **not** be photocopied or duplicated. No section of any field test may be discussed

Unauthorized Materials

Students should be under close supervision at all times during the administration of the field tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that might give them an unfair advantage on the field tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State field test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited personal electronic devices prior to the start of the field test administration.

Any student observed with any prohibited device while taking a State field test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the field test. The incident must be reported promptly to the school principal.

Note: Some students with disabilities may use certain recording/playback devices **only** if this

Emergency Evacuation of a School Building

Evacuation of a school building during a field test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the field test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the field test.

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the field test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their field test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' field tests. At the conclusion of the field test session, all suspected cheating must be reported to the principal.

Proctoring

Proctors must circulate periodically around the room during the administration of the field test to ensure that students are recording their responses to field test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses in their field test booklets. Proctors should point out to students if they have left one or more answers blank. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the field test, unless an emergency situation arises.

STEP TWO Plan Your Paper-Based Field Testing Schedule

The paper-based field test must be administered May 23–June 3, 2022.

Schedule field testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace. Students should be allowed approximately 40 minutes to take the field test.

Read the *Teacher’s Directions for Paper-Based Field Testing* in its entirety prior to administering the field test.

Review Step Six, “Administer the 2022 Grades 4–8 English Language Arts Paper-Based Field Test,” before administering the field test.

Before the field test is administered, each student must have a field test booklet with a pre-printed student identification label. If a field test booklet is missing a pre-printed student identification label for a student, allow sufficient time on the day of the field test administration to fill in the demographic section of the field test booklet.

Avoid testing just after students have had strenuous physical activity.

Paper-Based Field Test Format and Schedule

The 2022 Grades 4–8 English Language Arts Paper-Based Field Test will take approximately 40 minutes of testing time. The field tests contain short- and extended-response questions. Students will write their answers in the field test booklet. The field tests can be administered to groups or classes of students in a single class period.

Students who finish the field test before other students should check their work. Once the student checks their work, or chooses not to, field test materials may be collected by the proctor. After a student’s field test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the field test, you may end the session.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individual Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these field tests. In administering the 2022 Grades 4–8 English Language Arts Paper-Based Field Test to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator’s Manual for Paper-Based Field Testing*.

Test Read

The field test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found in the Office of Special Education’s *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-revised-sept-2019.pdf>).

Use of Spell Checking Devices/Software

Students whose IEPs or 504 Plans specify the use of spell checking devices or software are permitted to use such devices with the 2022 Grades 4–8 English Language Arts Field Tests.

Use of Scribes or Tape Recorders

The use of scribes and tape recorders are allowable accommodations for the 2022 Grades 4–8 English Language Arts Field Tests. However, the Department encourages the use of a word processor in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over their environment, fosters independence, and is less labor intensive than using a scribe. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual for Paper-Based Field Testing*.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found in the Office of Special Education's *Testing Accommodations for Students with Disabilities Guidance Document* (<http://www.p12.nysed.gov/specialed/publications/documents/testing-accommodations-guide-revised-sept-2019.pdf>).

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) and former ELLs can be found in the *School Administrator's Manual for Paper-Based Field Testing*.

STEP THREE Prepare Your Paper-Based Field Testing Room

Plan for the distribution and collection of materials.

Provide a well-lit, well-ventilated, and quiet testing room.

Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during field testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the field test is being administered.

Completely cover—or remove from the walls—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.

Eliminate distractions such as bells or telephones.

SAY You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

This is our last opportunity to do so before the field test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY Today, you will be taking the 2022 Grade [select appropriate grade] English Language Arts Field Test. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in our field test booklet.

You may use only a No. 2 pencil. You may not use a pen.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a field test booklet. If earlier today the student identification labels were affixed to the back covers of the student field test booklets, make sure each student receives the correct field test booklet.

SAY This is our field test booklet. Do not open your field test booklet until I tell you to do so.

Look at the cover of your field test booklet. Make sure it says "2022 English Language Arts Writing Field Test" and "[select appropriate grade]." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the field test booklet.

SAY Now, open your field test booklet and look at page 1. You will see Tips for Taking the Test.

Check that all students are looking at the correct page.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

Be sure to read all the directions carefully.

Most questions will make sense only when you read the whole passage. You may read the passage more than once to answer a question. When a question includes

If the field test is administered in a large-group setting, school administrators may prefer to allow students to hand in their field test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the field test.

Follow security procedures established by your principal or school administrator for returning secure field test materials.

Field test booklets must be kept secure. You are not to discuss the field test, show it to anyone, or photocopy the materials, as the security of the field test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.



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