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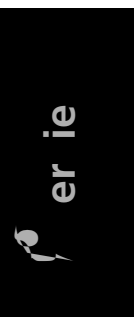
Table of Contents

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Admini ering
the Field Te t



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2022 Confidential Information

For a i fan e i th:	Conf a t:
<ul style="list-style-type: none"> Requesting additional secure field test materials such as field test booklets (including large type, braille, and alternative language editions [for Math—Spanish only]) Returning secure field test materials 	Questar Assessment Inc. (Questar) Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 <u>Email</u> (ny.3-8.help@questarai.com)
<ul style="list-style-type: none"> Errors in the school’s shipment of secure field test materials, such as field test booklets (including large type, braille, and alternative language editions [for Math—Spanish only]) 	Questar Assessment Inc. (Questar) Customer Support Telephone: 866-997-0695 Fax: 866-688-0419 <u>Email</u> (ny.3-8.help@questarai.com) See page 12.
<ul style="list-style-type: none"> Administration of the field test Testing policies regarding accommodations and security of field test materials 	The Office of State Assessment Telephone: 518-474-5902

Important reminder: Check the Serial g (3.8 653P141) / P Lang (en-U1) Langg / PI 313 PD 2) / BT/

How to Use This School Administrator's Manual for Paper-Based Field Testing

School Administrator's Manual for Paper-Based Field Testing

W

Arts Field Tests Teacher's Directions for Paper-Based Field Testing
Teacher's Directions for Paper-Based Field Testing

2022 English Language
2022 Mathematics Field Tests

Part 1

Preparing for the Paper-Based Field Test

General Features of the 2022 Grade 3–8 English Language Arts and Mathematics Field Tests

Preparing for the Paper-Based Field Tests

March 23 – June 3, 2022

Field Test Site Preparation Requirements and Responsibilities

Teacher's Directions for Paper-Based Field Testing

Field Test Preparation Responsibilities of Principals:

Teacher's Directions for Paper-Based Field Testing

Testing Accommodation for Students with Disabilities

Appendix E: Paper-Based Field

Students to Be Field Tested

English Language Learner

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available only in Spanish

Appendix E

Appendix E

Administrator Planning Step for Paper-Based Field Test Preparation

for Paper-Based Field Testing

Appendix A: School Administrator Checklist

Long-Term Planning

Announce Field Test Date

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Tool for the 2022 Grade 3–8 Mathematics Paper-Based Field Test Administration

Use of Reference Sheet

Short-Term Planning

Review Field Test Material

School Administrator's Manual for Paper-Based Field Testing
Teacher's Directions for Paper-Based Field Testing

- *School Administrator's Manual for Paper-Based Field Testing*
- *Teacher's Directions for Paper-Based Field Testing*
- *Teacher's Directions for Paper-Based Field Testing*

Teacher's

- Paper-Based Field Testing Set-Up Pre-Material Tracking Log

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Prepare the Field Testing Room()

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Part 2

Administering the Paper-Based Field Test

School Administrator Responsibilities

The responsibilities of the school administrator are:

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Supervision of Students

Unauthorized Materials

Use of Communications Devices

At the beginning of each field test administration, proctors must read the following statement to all students taking State examinations:

- cell phones
- smart phones
- pagers
- PDAs
- digital voice recorders
- calculators
- watches
- any other electronic devices

Proctor: repeat list of devices.

Note:

only

Student Cheating



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Proctoring



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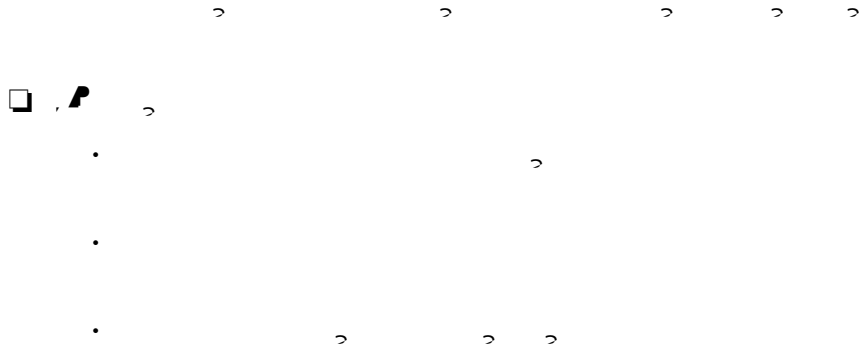
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Part 3

After Paper-Based Field Testing



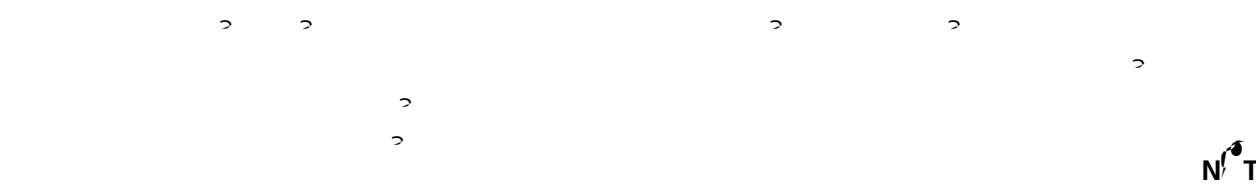
Appendi^e

Appendix C: Paper-Based Field Testing Mathematics Tool

Rulers and Protractors



Calculators



Grade 3-5

Grade 6

Scientific Method
 Use of a four-function calculator with a square root key or a
 N/T

Grade 7-8

Scientific Method
 Use of a Scientific Calculator
 N/T

Appendix D: Paper-Based Field Testing Accommodations for English Language Learners

English Language Learners

- *Separate Location*

- *Translated Editions (Mathematics only)*—

- *Bilingual Dictionaries and Glossaries*

Former English Language Learners

Appendix F: Specific Paper-Based Field Testing Accommodations

Accommodations Specific to the 2022 Grades 3–8 English Language Arts Field Tests

Use of Spell Checking Devices/Software

P P P P

Test Read

P P P P

P P P P

Use of Scribes

W

after

• P P P P

P P

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Accommodations Specific to the 2022 Grades 3–8 Mathematics Field Tests

Test Read

Accommodation	3	4	5	6	7	8
Read aloud						
Read aloud with a peer						
Read aloud with a teacher						
Read aloud with a parent						
Read aloud with a volunteer						
Read aloud with a peer and a teacher						
Read aloud with a peer and a parent						
Read aloud with a peer and a volunteer						
Read aloud with a teacher and a parent						
Read aloud with a teacher and a volunteer						
Read aloud with a parent and a volunteer						
Read aloud with a peer, a teacher, and a parent						
Read aloud with a peer, a teacher, and a volunteer						
Read aloud with a peer, a parent, and a volunteer						
Read aloud with a teacher, a parent, and a volunteer						
Read aloud with a peer, a teacher, a parent, and a volunteer						

Use of Manipulative Devices

Use of Mathematics Spatial Boards with Large Type or Braille Editions

Use of Calculators and Mathematics Tables

Grade 3-5

Grade 6

Use of a four-function calculator with a square root key or a scientific calculator

Grade 7-8

Use of a scientific calculator



**Grade 3-8
English Language Arts
and Mathematics Field Test
School Administrator's Manual
for Paper-Based Field Testing**

2022 Edition



QA127041