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August 9, 2017

TO: District Superintendents
Superintendents of Public, Religious, and Independent Schools
Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Angelica Infante-Green *A. Infante-Green*

SUBJECT: Update on the 2017-18 Elementary-and Intermediate-level Testing Schedule

This memorandum provides clarification concerning the administration windows for the Spring 2018 New York State Grades 3–8 English Language Arts (ELA) and Mathematics Tests, in view of the recently announced change in the number of test sessions associated with each of these tests from three to two. Along with this memorandum, the Department has posted an updated [2017–18 Elementary- and Intermediate-level Testing Schedule](#).

The range of dates for the administration of the elementary- and intermediate-level tests remains unchanged from the dates for these tests originally posted in January 2017. However, since the number of sessions associated with each of the Grades 3–8 ELA and Mathematics Tests has been reduced from three to two, each Local Education Agency (LEA — district, charter, religious, or independent school) should choose two consecutive school days for the primary test administration for each grade of the test within the established testing window. These two days may differ by grade. For example, a school district may schedule the ELA testing for Grade 3 on Wednesday, April 11 and Thursday, April 12 and for Grade 4 on Thursday, April 12 and Friday, April 13. All schools within the LEA that are administering the paper-based tests (PBT) to students should adhere to the same locally selected primary testing days to the extent this is feasible.

The primary testing window for computer-based testing (CBT) continues to be six school days long, in order to provide greater flexibility. Since each test will be two sessions long, a school may administer CBT to three different grade levels without overlapping the testing days. Whether administering the tests via CBT or PBT, the two test sessions must be administered in consecutive order, with session one on the first LEA-selected day of testing and session two on the next school day.

Makeups may begin on the school day immediately following the last day of the primary test administration. If an LEA chooses the first and second days of the testing window as its primary testing days for a certain grade, makeups may begin on the third day. Students who are absent from school for session one, and who return on the day session two is being administered, should participate in session two with their class and be administered session one during the makeup period. Students should participate in only one makeup session per day during the makeup period.

If you have any questions about the information in this memorandum, please call the Office of State Assessment at 518-474-8220 or send an email to emscassessinfo@nysed.gov.