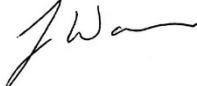




Director
Office of State Assessment

March 2022

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

FROM: Zachary Warner 

SUBJECT: Spring 2022 New York State English as a Second Language Achievement Test

This memorandum provides you essential information about the administration of the Spring 2022 New York State English as a Second Language Achievement Test (NYSESLAT).

The Spring 2022 NYSESLAT will be administered on Monday, April 11 through Friday, May 20 for Speaking, with make-ups given within the testing window; and on Monday, May 9 through Friday, May 20 for Listening, Reading, and Writing, with make-ups given within the testing window.

All persons coordinating the administration of the Spring 2022 tests should be familiar with the [NYSESLAT School Administrator's Manual](#), which is available on the Department's website. Important telephone numbers, fax numbers, and e-mail addresses for the Office of State Assessment (OSA) and MetriTech Customer Service are listed on the third page of this memorandum.

STUDENTS RECEIVING ENTIRELY REMOTE INSTRUCTION

Schools are not expected to bring students into the building to participate in the tests if they are receiving entirely remote instruction; however, schools should conduct outreach to the parents/guardians of English language learners (ELLs) to inquire as to whether they would like to make arrangements to have their child participate in the NYSESLAT in person during the testing window.

2022 LISTENING AUDIO ENHANCEMENT

Beginning this year, MetriTech will provide access to the audio for the Listening sections of the NYSESLAT for grades 3-12 using an audio streaming platform. This option is being provided as an alternative to the Listening Test CDs that are included with the NYSESLAT test materials. The CDs will still be provided to all schools that ordered NYSESLAT materials. To access the audio via this streaming platform, a principal or other school administrator will be required to set up an account for test examiners under "NYSESLAT Listening Test Audio" in MetriTech's online ordering system. Once an account is established, the test examiner/user will be sent an e-mail containing an access link, username and password information, and detailed instructions for using the platform. The specific instructions for using the new NYSESLAT audio streaming platform can be found on MetriTech's website at <https://nyeslat.metritech.com>.

SHIPMENT OF TEST MATERIALS

The boxes containing the Spring 2022 NYSESLAT will be delivered to your school or storage location by United Parcel Service (UPS). Speaking session materials will be delivered between Monday, April 4 and Thursday, April 7. Listening/Reading/Writing session materials will be delivered between Monday, May 2 and Thursday, May 5. Writing scoring materials will be delivered between Tuesday, May 17 and Friday, May 20.

Please be sure that someone in your school or storage location is available to accept the shipments when deliveries are expected. Should any problems occur with the delivery of test materials, call MetriTech Customer Service immediately at 800-747-4868.

CHECKING THE TEST SHIPMENT

Enclosed in each shipment is a notice listing the materials included. As soon as you receive the shipment, use the shipping notice and your confirmation notice to inventory the materials received. Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.

If your inventory shows that the shipment contains excess test materials or that it contains test materials that you did not request, please notify MetriTech immediately using the contact information at the end of this memo. Principals are responsible for maintaining these excess materials under the same security as the tests that your school will be administering, as outlined under "Security of Test Materials" in this memorandum. If you find that you need additional test materials, either due to a packing error or an unexpected increase in your school's need, notify MetriTech immediately.

School personnel are forbidden to make or authorize photocopies of secure State test booklets without the express written prior approval of the OSA. Such approval will be considered only when it is not feasible for the school to otherwise obtain the secure test materials.

SECURITY OF TEST MATERIALS

The sealed packages of secure test materials, except for the scoring materials for the Speaking session, may not be opened until the first day(s) on which the test is administered. Proctors may not use cell phones or other electronic devices to duplicate test materials and should keep their own communications devices put away during testing, using them only in emergency situations.

USE OF COMMUNICATIONS DEVICES

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

TESTING ACCOMMODATIONS

Students with Disabilities

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State tests. The guidelines to be followed in such circumstances are provided in the Testing Accommodations section of the 2022 NYSESLAT [School Administrator's Manual](#).

HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS

When a student has completed a test session, the student's answer materials should be collected and confirmed, or "checked in," by a proctor.

CONTACT INFORMATION for OSA:

For questions regarding the storing and administering of the Spring 2022 NYSESLAT, please call OSA's Operations Group at 518-474-8220.

For other questions regarding State assessments, please call OSA's main number at 518-474-5900.

Faxes regarding test administration may be sent to 518-474-1989.

OSA can also be reached via e-mail at emscassessinfo@nysed.gov.

MetriTech Customer Service:

E-mail: nyseslat@metritech.com

Phone: 800-747-4868

Fax: 217-398-5798