



Assistant Commissioner  
Office of State Assessment

March 2021

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

**FROM:** Steven E. Katz *Steven E. Katz*

**SUBJECT:** Spring 2021 New York State English as a Second Language Achievement Test

This memorandum provides essential information about the administration of the Spring 2021 New York State English as a Second Language Achievement Test (NYSESLAT).

The New York State Education Department (NYSED) and the Board of Regents continue to make our primary focus the physical and mental health, safety, and well-being of the children and adults in our schools. NYSED and the Board of Regents have been closely monitoring the feasibility and fairness of administering the State assessments this spring.

NYSED plans to make its Spring 2021 NYSESLAT available for administration to those English Language Learners (ELLs) who are able to test in-person (while not requiring it for those who cannot safely and fairly participate). This will offer students the opportunity to exit ELL status, if appropriate, and ensure that the appropriate levels of English as a New Language services continue to be provided to ELLs in the upcoming school year.

NYSED has determined that it will not be possible to administer any of this year's State assessments remotely. However, being mindful of the variability in the manner that instruction is being provided to students across the State in response to COVID-19, NYSED is extending the end date for the administration of all components of the NYSESLAT from Friday, May 28, 2021 to Wednesday, June 9, 2021. In addition, NYSED is providing schools more flexibility than had been necessary in past years in the local in-school scheduling of the Spring 2021 NYSESLAT. This flexibility includes:

- The Spring 2021 tests for Speaking will be administered on Monday, April 19 through Wednesday, June 9, with make-up tests to be given within the administration window. The Spring 2021 testing sessions for Listening/Reading/Writing may be administered on any dates of the school's choosing from Monday, May 17 through Wednesday, June 9, with make-up tests to be administered within the administration window.
- Schools will be allowed to administer the tests to students who are receiving hybrid instruction on the days that they are ordinarily attending school in person. Schools are not required to choose three specific school days for the administration of the Listening/Reading/Writing sessions for students testing in the same grade band.
- 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 ELLs to inquire as to whether they would like to make arrangements to have their child participate in person in the school building in the NYSESLAT during the testing window.

- NYSED recommends that the administration of the NYSESLAT be broken up into multiple days to minimize student fatigue; however, school administrators will be allowed to approve the administration to a student of up to two testing sessions per day.

All persons coordinating the administration of the Spring 2021 tests should be familiar with the NYSESLAT [School Administrator's Manual](#), which will be 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.

#### **SHIPMENT OF TEST MATERIALS**

The boxes containing the Spring 2021 NYSESLAT will be delivered to your school or storage location by United Parcel Service (UPS). Speaking session materials will be delivered between Tuesday, April 13 and Thursday, April 15. Listening/Reading/Writing session materials will be delivered between Monday, May 10 and Wednesday, May 12. Writing scoring materials will be delivered between Tuesday, May 25 and Thursday, May 27.

Boxes containing these materials will be delivered to schools or storage locations between 8:00 a.m. and 5:00 p.m. 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 delivery is a shipping 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. It is the principal's responsibility to maintain these excess materials under the same security as the tests that your school will be administering, as outlined under "Safeguarding Examination 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 2021 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**

### **OSA:**

For questions regarding storing and administering of the Spring 2021 NYSESLAT, please call the 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](mailto:emscassessinfo@nysed.gov).

### **MetriTech Customer Service:**

E-mail: [nyseslat@metritech.com](mailto:nyseslat@metritech.com)

Phone: 800-747-4868

Fax: 217-398-5798