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administer the tests to students, whether the testing is paper based or computer based. Additional flexibility that will be available to schools for the Spring 2021 administration of these tests is as follows:

Schools are not expected to bring students into the building to participate in the tests if the students are receiving entirely remote instruction during the testing windows



Check the safe or vault daily to ensure that the test materials stored there have not been tampered with and remain secure.

Safeguard the combination or key to the safe or vault to preclude access to the test materials by unauthorized persons.

Keep all scoring materials under lock and key in a secure location (except when being used for scoring).

Keep all shrink-wrapped packages of the optional Session 2 test booklets in the safe or vault for the full duration of the testing window if the school is choosing not to administer this optional session to students.

## SCHEDULING OF TEST SESSIONS AND SUPERVISION OF STUDENTS DURING TESTING

It is recommended that schools schedule the test session either at the start of the school day or immediately after lunch so that most students will have a sufficient block of time to complete the test session. It is further recommended that schools schedule together for testing those students who are expected to require more time to complete the test session than the pre-lunch or post-lunch block of time provides. Schools should arrange for such students to have a carefully supervised lunch break during any of the test sessions if necessary.

Secure test materials should be collected from the students prior to the start of the lunch break and returned following the supervised lunch break to those who had not completed the test. The school may permit these students to talk with each other and with the supervising adults during the lunch break, but the students must be instructed to be respectful and to remain on task during the break. (eak)8.9 (

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.

Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided in the [2021 Grades 3-8 English Language Arts and Mathematics Tests School Administrator's Manual](#) is in effect, and the school may not allow the student to retain any such equipment while testing.

#### SCRATCH PAPER FOR THE CBT TESTS

Schools that will be administering the ELA and Mathematics Tests on the computer should prepare to furnish(i)2.7 caw 34.77 039 Tw 11.04 0 0 11.045 (c)-29mTJ 0.002 T2P8 (r)-5.9 ( t)-6.6 too ( t)-6(c)-1.9 (os)-2 (

Destruction of Secure Test Materials for the 2021 Grades 3–8 ELA and Mathematics Tests

Securely Destroy Upon Completion of Test Administration (for CBT only)	Store Securely in School or District for One Year, then Securely Destroy
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Attachment A

SHIPMENT AND CHECKING OF THE 2021 ELA AND MATHEMATICS TEST MATERIALS

Contents	Sender	Delivery Dates
<u>Secure</u> Grades 3–8 ELA Regular, Test Read, Braille, and Large-Type Edition Test Session 1 and 2 Booklets; Nonsecure Teacher’s Directions	Questar	April 12 – April 14
<u>Secure</u> Grades 3–8 ELA Scoring CD containing PDF files of the scoring materials for schools	Questar	April 20
<u>Secure</u> Grades 3–8 Mathematics Regular, Test Read, Braille, Large-Type, and Chinese (Traditional), Haitian-Creole, Korean, Russian and Spanish Language Edition Test Session 1 and 2 Booklets; Nonsecure Teacher’s Directions	Questar	April 26–April 28
<u>Secure</u> Grades 3–8 Mathematics Arabic, Bengali, and Chinese (Simplified) Language Edition Test Session 1 and 2 Booklets	NYSED	April 26–April 28

Secure Grades 3–