



Director of Test Administration
Office of State Assessment

March 2025

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

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Administrating the Spring 2025 New York State Grades 3–8 English Language Arts and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests

This memorandum provides information concerning the Spring 2025 Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests.

GENERAL INFORMATION

The [2025 Grades 3–8 English Language Arts, Mathematics, and Science Tests School Administrator’s Manual](#) provides information needed for the administration of the ELA, mathematics, and science tests and is available on the Office of State Assessment (OSA)’s website. The *School Administrator’s Manual* contains the *Deputy and Proctor Certificate*, the *Test Storage Certificate*, the *Exam Scoring Confidentiality Agreement*, and the *Scoring Operations Certificate*. These certificates must be completed and signed (as applicable to each form) by the principal, all persons who serve as proctors, the scoring leader, and all persons who serve as scorers for these exams. The *Deputy and Proctor Certificate* and the *Test Storage Certificate* must be retained in the school’s files for one year. The *Exam Scoring Confidentiality Agreement* and the *Scoring Operations Certificate* must be retained for one year at the location where the tests are scored.

DELIVERY OF TEST MATERIALS

Test materials for the Grades 3–8 ELA and Mathematics Tests will be sent to schools by the Department’s contractor, NWEA, and will be delivered by UPS. Test materials for the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests will be sent to schools by OSA and will be delivered by FedEx. Deliveries may occur at any time between the hours of 8:00 a.m. and 5:00 p.m. For ELA and mathematics, schools that do not receive their shipments of test materials by 5:00 p.m. on the last date indicated in the below table should contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org; for science shipments of test materials, schools should contact OSA’s Operations Group at 518-474-8220 or via email to examrequest@nysed.gov.

Contents	Sender	Delivery Dates
Secure PBT and CBT Grades 3–8 ELA and Mathematics Tests materials arrive at schools (Paper Accommodated Editions).	NWEA	Monday, March 24 – Friday, March 28
Secure PBT Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests materials arrive at schools (Paper Accommodated Editions).	OSA	Monday, March 24 – Friday, March 28

All schools administering paper-based tests must have made arrangements to receive their answer sheets and scanning services from a Regional Information Center (RIC) or large-city scanning center.

Answer sheets will be shipped directly to schools from the RIC or large-city scanning center. OSA does not ship answer sheets to any schools. A complete [list of RICs and large-city scanning centers](#) is available on the Department's website.

CHECKING THE SHIPMENT OF TEST MATERIALS

As soon as each shipment of test materials arrives at your school or approved storage location, conduct an inventory to verify that you have received all materials indicated on the shipping notice. **Do not open shrink-wrapped packages of secure test materials until the day on which that session of the test is scheduled to be administered.** You must store the test materials in a safe or vault except while they are being inventoried.

Large-type, braille, and alternate-language editions are often shipped to schools in separate cartons or padded mailers and may not be delivered at the same time as regular editions. If your school receives its shipment, and you find that any item(s) listed on the shipping notice are missing, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org for ELA and mathematics test shipments and OSA's Operations Group at 518-474-8220 or via email to examrequest@nysed.gov for science test shipments. If your school requires items that were not originally requested, including any unexpected need for additional test materials for students with accommodations, please contact NWEA Customer Support for additional ELA and mathematics test materials and OSA's Operations Group for additional science test materials. They will determine whether your regional center has the materials necessary to satisfy the additional request. After contacting NWEA and/or OSA, your school should contact the official in charge of the regional center to arrange pickup of test materials on each day of test administration. Please note, requests for additional ELA test materials placed before April 22, 2025, and requests for additional mathematics test materials placed before April 29, 2025, will continue to be shipped to schools.

- The official school representative picking up secure test materials must present to the regional center official a photo ID and a printed letter of authorization signed by the principal listing the materials to be picked up. This letter, authorizing the school representative to pick up test materials, must be on school stationery. Note: Secure test materials can be obtained from the regional center only on the day that they will be administered.
- The school representative must countersign the authorization letter and leave it with the regional center official before the emergency supply of materials can be released.
- [Information on regional centers](#) is available on OSA's website.

SECURITY OF THE TESTS BEFORE TESTING

The principal of each school ordering tests is responsible for making the necessary arrangements to safeguard all test materials by taking the following actions:

- Place all test booklets in a safe or vault as soon as they arrive at the storage site.
- Distribute only the nonsecure *Teacher's Directions* to proctors as soon as is practical after the shipment arrives.
- Ensure that no one opens the shrink-wrapped packages of secure test materials prior to the first day that each session of the test is scheduled to be administered in the school. Open the packages of test booklets just early enough to permit distribution of materials for each session being administered.
- 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.

TESTING SCHEDULE

Schools must arrange to administer the ELA, mathematics, and science tests to students during the specified “Administration Dates” and “Make-up Dates” in the charts below. The ELA and mathematics tests are two sessions each per grade and must be administered over two consecutive school days. The science tests each consist of a single session that is administered in one day. Make-up dates are to be used for administering the tests to students who were absent during the designated administration dates. The make-up dates can also be used to complete the initial administrations in schools that were closed due to religious observance or unexpected events, such as power outages. A school district shall not penalize a student for refusing to participate in the Grades 3–8 State assessments.

Operational Test		Administration Window	Make-up Dates
Computer-based testing	Grades 3-8 English Language Arts	Monday, April 7 – Friday, May 16	Make-ups must be given within the testing window
	Grades 3-8 Mathematics		
	Grades 5 & 8 Science		
Paper-based testing	Grades 3 and 7 English Language Arts	Tuesday, April 29 – Thursday, May 1	Friday, May 2 – Tuesday, May 6
	Grades 3 and 7 Mathematics	Wednesday, May 7 – Friday, May 9	Monday, May 12 – Wednesday, May 14

TESTING ACCOMMODATIONS

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted on elementary- and intermediate-level State tests. In administering the tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the [2025 Grades 3–8 English Language Arts, Mathematics, and Science Tests School Administrator’s Manual](#). Additional guidance on testing accommodations for students with disabilities can be found in the [Office of Special Education’s Testing Accommodations for Students with Disabilities Guidance Document](#).

Information on testing accommodations for English Language Learners (ELLs) and Former ELLs can be found in the [2025 Grades 3–8 English Language Arts, Mathematics, and Science Tests School Administrator’s Manual](#).

Please note, if a student with accommodations needs to take the constructed-response items on paper, they should take the full test on paper and therefore a “Test Read” copy should be requested for them. An ELL student can take the mathematics and science test in English on the computer with an alternate language paper copy to use as a reference or they can test solely on paper. If an ELL student needs to take the constructed-response items on paper, they must take the full test on paper. For the ELA and mathematics tests this means that **both Session 1 and Session 2** must be administered to a student in the same mode. If a student needs to test on paper for Session 2, then the student must also test on paper for Session 1. Schools can use the [Question Sampler](#) and the [Secure Browser Practice Tests](#) to help determine which format (computer or paper) is best based

on the individual student’s needs for both students with accommodations or ELL students. ELLs requiring an oral translation for a lower-incidence language must test solely on paper.

SCORING MATERIALS

The scoring materials for the ELA, mathematics, and science tests will be posted on NWEA’s secure online platform, [Nextera Admin](#), under the “Help” tab, on Tuesday, April 8, 2025. Superintendents, principals, and district test coordinators of all schools and districts with students enrolled in grades 3–8 were sent a “Welcome to Nextera” email from NWEA in October 2024 that provided temporary login credentials to Nextera Admin. Users were required to change their temporary password upon first login with their credentials. For assistance with accessing these materials, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org.

It is the school’s responsibility to print all scoring materials needed for training and scoring. Schools are not permitted to share secure scoring materials with third party scoring vendors. Vendors must work directly with OSA to obtain secure scoring materials by emailing examrequest@nysed.gov.

SCORING OF THE TESTS

Test	Scoring Dates
Scoring Window for schools testing computer-based tests (CBT).	Tuesday, April 8 - Friday, May 23
Scoring Window for schools testing paper-based tests (PBT).	<p style="text-align: center;">ELA must be completed by Monday, May 19</p> <p style="text-align: center;">Mathematics must be completed by Thursday, May 29</p>

Teachers are **not** permitted to score their own students’ answer papers. In addition, teachers may not begin to train for scoring or rate student responses until the primary administration of the specific grade-level test that the teacher is rating has been administered in that teacher’s school. The [2025 Scoring Leader Handbook](#) provides information needed for the scoring of the ELA, mathematics, and science tests. Schools conducting CBT scoring activities should use this *Handbook* in conjunction with the [2025 ScorePoint Manual](#). Both the *Handbook* and *Manual* will be available on [OSA’s website](#).

Like last year, the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Computer-based Tests will again be sent to NYSED’s contractor for statewide scoring. Schools do not need to make arrangements for the scoring of the Science computer-based tests. However, schools will still be responsible for the scoring of Science paper-based tests (i.e., accommodated editions).

SECURITY OF THE TESTS FOLLOWING TESTING

The Department will be releasing at least 75% of the test questions that appear on the ELA and mathematics tests (including all constructed-response questions) that count toward student’s scores, and all test questions on the science tests shortly after the scoring window has ended. With the exception of the braille editions, all unused paper-based versions of the ELA, mathematics, and science tests booklets may be used for instructional or staff development purposes after the scoring window has closed. Please note that beginning with this school year, schools are not required to return used or unused printed Session 1 test booklets for ELA and mathematics.

However, all unused ELA and mathematics braille editions must be returned to NWEA using the return shipping materials provided in the Return Kit. Schools will receive Return Kits in a separate shipment. All unused science braille editions must be returned to OSA’s Test Distribution Unit.

Test Distribution Unit
 New York State Education Department
 Cultural Education Center
 Empire State Plaza
 222 Madison Avenue
 Albany, New York 12230

Return to NWEA	Return to OSA	Securely Destroy Upon Completion of Test Administration	Store Securely in School or District for One Year, then Securely Destroy
<ul style="list-style-type: none"> • Unused English Language Arts and Mathematics Braille editions 	<ul style="list-style-type: none"> • Unused Science Braille editions 	<ul style="list-style-type: none"> • All used Mathematics Test Reference Sheets (Grades 5–8). • All used scratch/graph paper for CBT and Mathematics PBT. • Student login tickets, session access codes, and Proctor PINs (for CBT only). 	<ul style="list-style-type: none"> • All used printed English Language Arts Test Sessions 1 and 2 booklets. • All used printed Mathematics Test Sessions 1 and 2 booklets. • All used printed Grades 5 and 8 Science Test Booklets. • All used printed answer sheets after their return from the scanning center.

SECURE STAND-ALONE FIELD TESTS

A critical part of the test development process is the field testing of questions in schools throughout the State in order to ensure the validity and reliability of the New York State Testing Program. The Department’s goal is to require the least amount of field testing necessary to build and administer high quality New York State assessments that provide accurate information about students’ achievement. These field tests contain questions that may only be used on New York State tests and benefit only New York students and schools. The field tests are designed to be completed by students in a single 40-minute class period. [Field test assignments](#) will be posted on OSA’s website and emailed to principals of the selected schools by the end of March. All field tests are being administered via computer, except for those students in selected schools that require accommodated paper editions.

Field Test		Administration Dates
Grades 3–8 ELA and Mathematics	Computer-based	Monday, May 19, 2025 – Friday, May 30, 2025

The Grades 3–8 ELA and Mathematics Computer-based Field Tests must be administered within the field test window. Each school will determine the specific date(s) to administer the field tests during this prescribed time frame. Schools can choose to administer the field test on as many days as they choose, within the field test window. The field test does not need to be administered on the same day to every student in the field-tested grade. If a student is absent on the day(s) the school administers the field test, there is no need for the student to make it up. Additional information will be available in

the [Field Tests School Administrator's Manual](#) and [Field Tests Teacher's Directions](#) that will be posted on OSA's website. Schools are expected to administer the assigned field test to all students in the selected grade who are participating in the Spring 2025 Grades 3–8 ELA and Mathematics Tests, subject to the availability of special formats that some students may require.

Accommodated paper editions will be provided in test read, large-type, and braille editions, as well as Spanish editions (for mathematics only). Schools are not expected to include students in the field test who are making use of an alternate-language edition during the operational test (for mathematics only) that is not available for the field testing. Field test materials will be delivered to schools by NWEA between Thursday, May 15 and Friday, May 16, 2025. NWEA will use the information your school submitted through the Department's online examination request system to determine the appropriate quantity of field test materials to be shipped. The field tests will be shipped to the approved secure storage site indicated by the principal in the online examination request system.

After the delivery of the field test materials, principals must inventory the test materials and compare the number received with the quantities listed on the packing list. If any discrepancy is found between the packing list and the materials received, please contact NWEA Customer Support at 866-997-0695 or via email to NYTesting@nwea.org. Please note that shrink-wrapped packages of field test booklets must not be opened prior to the distribution of field tests to students.

Following the administration of the stand-alone Grades 3–8 ELA and Mathematics Computer-based Field Tests, schools must collect all of the field test materials and store them in a secure location. NWEA will provide schools with instructions for arranging the pre-paid pickups of the Grades 3–8 ELA and Mathematics Field Tests. All used and unused field test paper accommodated editions must be returned to NWEA. Schools should follow the detailed instructions for returning the field test materials provided by NWEA. The scoring of the Grades 3–8 ELA and Mathematics Field Tests will be conducted by NWEA. Schools are not permitted to score or retain any copies of them.

CONTACT INFORMATION

If you have questions about any information appearing in this memorandum, please call 518-474-5902 or send an email to emscassessinfo@nysed.gov for assistance.