

## WORKSHEET FOR DEVELOPING ONLINE REQUESTS FOR THE GRADES 3–8 ENGLISH LANGUAGE ARTS AND MATHEMATICS TESTS

This worksheet may be copied & used for the following:

- As a worksheet for preparing your school's online request for submission to the Department.
- For circulation to teachers, department chairpersons, special education coordinators, and other school staff for reporting their exam needs to your school's central office on a subject-by-subject basis.

Be sure to retain in your files the final version of this worksheet, which needs to match the online request your school will submit to the Department. You will need to use that version to check the confirmation notice, which will be sent to your principal by email within three business days of the submission of your online request.

**Do not submit this worksheet to the State Education Department.**

School Name \_\_\_\_\_ Date \_\_\_\_\_

Test Title	Paper-based	Computer-based	Large Type	Braille	Test Read*	Oral Translation**
Grade 3 ELA						
Grade 4 ELA						
Grade 5 ELA						
Grade 6 ELA						
Grade 7 ELA						
Grade 8 ELA						
Grade 3 Math						
Grade 4 Math						
Grade 5 Math						
Grade 6 Math						
Grade 7 Math						
Grade 8 Math						

Alternate Languages (available in paper-based format only)								
Test Title	Arabic	Bengali	Chinese (Simplified)	Chinese (Traditional)	Haitian Creole	Korean	Russian	Spanish
Grade 3 Math								
Grade 4 Math								
Grade 5 Math								
Grade 6 Math								
Grade 7 Math								
Grade 8 Math								

\*For Test Read, enter the total number of students requiring the accommodation of Test Read who will test on paper or with the Read Aloud (by human) accommodation on computer. Computer-based testing (CBT) schools with students in a CBT grade who must test on paper pursuant to an IEP or 504 Plan should request Test Read booklets for those students.

\*\*For the mathematics tests, enter the total number of students who require an oral translation for a lower-incidence language. Add this total to the Test Read total and enter their sum in the online examination request system under Test Read.