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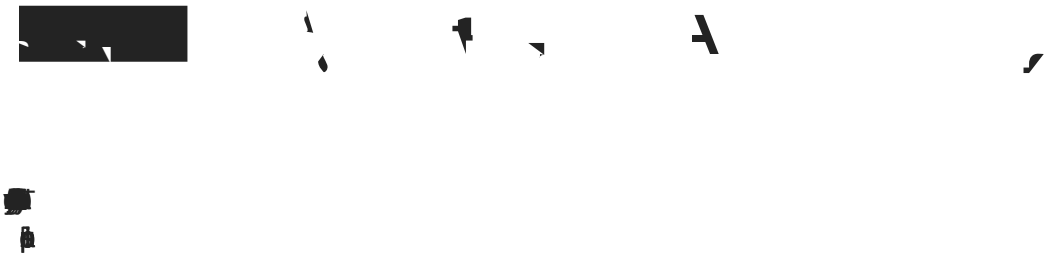
It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.

Test booklets and scoring materials must be kept secure. You are not

No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.



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Unauthorized Materials

Temporary Absence from Testing Room

Emergency Evacuation of a School Building

Misadministration

chool Administrator's Manual)

v202 Mathematics Paper-Based Tests Teacher's Directions

Test Format

	1	2
	55–65 Minutes	60–70 Minutes
	65–75 Minutes	65–75 Minutes
	80–90 Minutes	70–80 Minutes

Day 1, Session 1	19 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Day 1, Session 1	23 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Day 1, Session 1	23 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Use Standardized Testing Procedures

Answer Sheets, Biographical Data, and Labels

Mathematics Tools

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by . Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should not be read aloud.

Grade 3 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil and a ruler. Students may not use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.

Students are not to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

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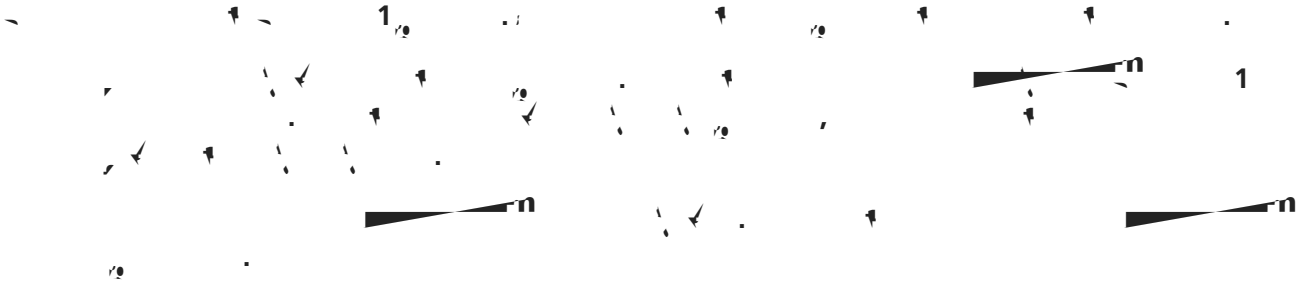
Q



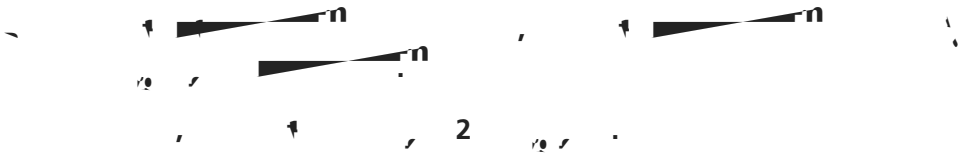
Check to make sure each student has written their name on the front cover of the test booklet.

Pause for questions. When you are confident that all students understand the directions,

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

Read the Tips for Taking the Test aloud as the students follow along.

Q Q



Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

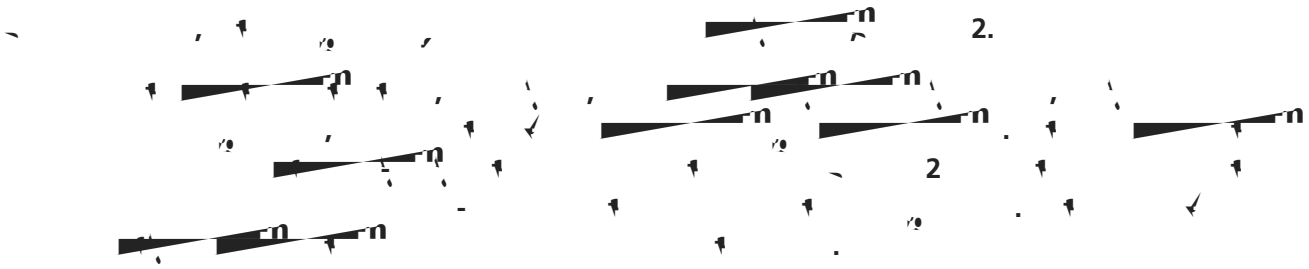
Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5 — Day 2, Session 2

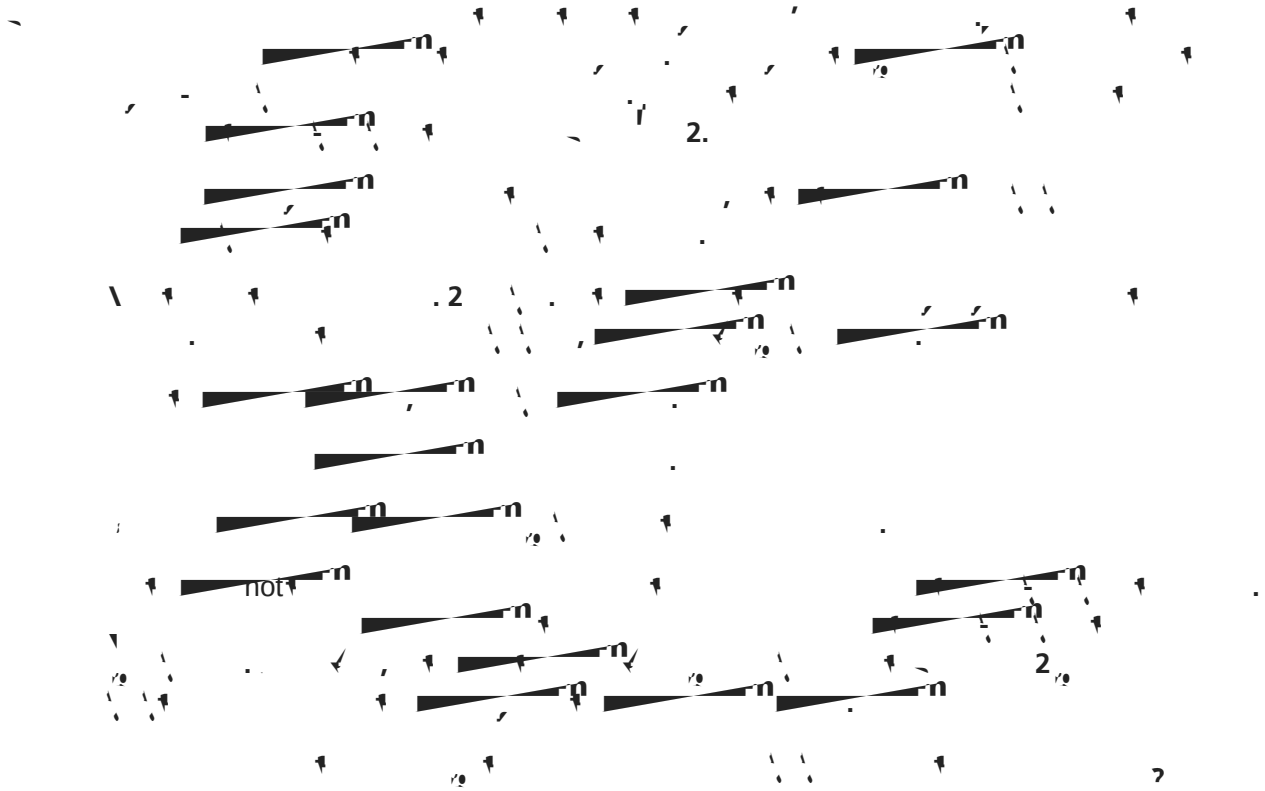
Make sure you have a copy of the Session 2 booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may not use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.

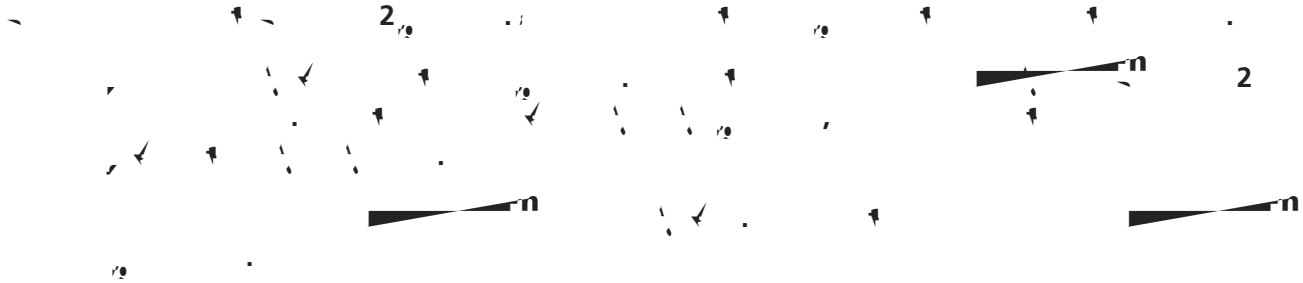
Students are not to be given scratch paper.



Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.



Check to make sure each student has written their name on the front cover of the test booklet.

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

1.

Check that all students are looking at the correct page in Session 2.

Read the Tips for Taking the Test aloud as the students follow along.

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

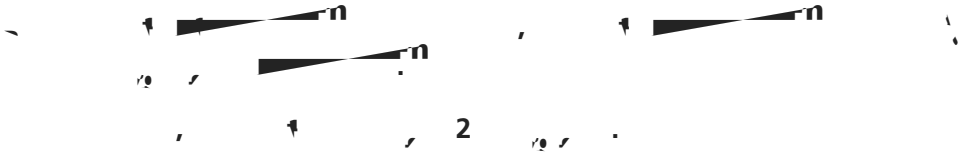
2

2

2

2.

Pause for questions. When you are confident that all students understand how to take the test,



Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

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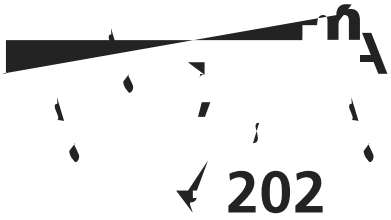
If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this Teacher's Directions if additional copies are needed.



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