

May 2023

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

FROM: Clara DeSorbo Clara DeSorbo

SUBJECT: Spring 2023 Grade 8 Intermediate-Level Science Test and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests

This memorandum provides you with essential information regarding the Spring 2023 Grade 8 Intermediate-Level Science Test and the Grade 5 Elementary-Level and Grade 8 Intermediate-Level Science Field Tests.

GENERAL INFORMATION

The [2023 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#) provides information needed for the administration of the science test and is available on the [Office of State](#) _____. If you have questions about any information appearing in this memorandum or the manual, please call OSA at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance. The *Test Manual* contains the *Test Storage Certificate*, *Deputy and Proctor Certificate*, and the *Test Scoring Certificate*. These certificates must be completed and signed, as applicable to each form, by the principal, all persons who serve as proctors, and all persons who serve as scorers for the science test. The certificates must be retained in the school _____ for one year.

DELIVERY OF TEST MATERIALS

The supply of test materials for schools will be sent in two shipments. Shipments will be delivered by FedEx and may arrive at any time between the hours of 8:00 a.m. and 5:00 p.m.

The dates on which shipments will be delivered to schools are as follows:

Test	Delivery Dates
Grade 8 Science Performance Test	Wednesday, May 17, 2023 Friday, May 19, 2023
Grade 8 Science Written Test	Wednesday, May 31, 2023 Friday, June 2, 2023

Schools _____ located in the [online examination request system](#) on the *School Information Page*. Schools that do not receive their

CHECKING THE SHIPMENT OF TEST MATERIALS

As soon as each shipment of test materials arrives at the school or approved storage location, the principal should conduct an inventory to verify that all materials indicated on the shipping notice have been received. If the results of the inventory determine that some materials are missing from a shipment of secure test materials, please contact the Operations Group for assistance. **Shrink-wrapped secure test materials must *not* be opened until the day the test is scheduled to be administered.** Except for taking inventory, all test materials must be kept in a secure location.

If your school requires items that were not originally requested, please contact the Operations Group via e-mail to examrequest@nysed.gov. Under the direction of the Operations Group, schools should contact the official in charge of their regional center to arrange for pickup of test materials. [Information on regional centers](#)

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 authorizing letter must be on school stationary.

The school representative must countersign the authorization letter and leave it with the regional

SCORING OF THE GRADE 8 SCIENCE TEST

Schools will receive two printed copies of the rating guide for the Grade 8 Intermediate-Level Science Performance Test. Schools must print additional copies for each rater. The [scoring key and rating guide](#) for the Grade 8 Intermediate-Level Science Written Test will be available approximately 3:00 p.m. on Wednesday, June 7, 2023. The scoring key and rating guide posted on the Department of Education's website is password-protected. Principals and/or their designees will need to access the Department of Education's [online examination request system](#) 4 683.6to2.998 (esi)6.005 (gn)2.998 (ee)2.998 (s)-25 (w)5 (i)

SECURE STAND-ALONE GRADES 5 AND 8 SCIENCE 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 build and administer high

These field tests contain questions that may only be used on New York State tests and benefit only New York State students and schools.