



2023-24 NYS 3-8 Exam Ordering

Attn: DDCs, Principals,
Testing Coordinators

Due Date: Nov. 10, 2023

Helpdesk:
examrequest@nysed.gov

The Grades 3-8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests must be requested through the [online examination request system](#) by **November 10, 2023**.

- [2023-24 NYS 3-8 Exam Ordering Procedure Memo](#)
 - [Instructions for submitting NYS 3-8 Online Exam Order](#)
 - [NYS 3-8 Exam Order Worksheet](#)
 - [NYS Grade 8 Science Order Work Sheet](#)
- [NYS Office of State Assessment Info Page](#)

Districts must choose the Scoring Entity

- Districts who use a scoring vendor (OSC, Ed Vistas, etc...) should select that company
- If you contract with Eastern Suffolk BOCES for test scoring, you **MUST** select **OSC** as your vendor

Ordering 'Test Read' & Alternate Language Exams

- For any students requiring the accommodation of Test Read
 - The Principal must enter quantities for "Test Read" booklets
 - All "Test Read" booklets are the same form
 - Schools will receive tests for these students in packets of two, one for the student and one for the proctor
 - Schools testing a grade level by CBT should request Test Read editions for any students in that grade level that must test on paper pursuant to an IEP or 504 Plan
- When requesting mathematics tests or science tests, also enter the number of students requiring alternate-language editions of the tests
 - All alternate language editions of the tests will be paper format. Alternate language computer editions are no longer available

Summary

Due Date	<u>November 10, 2023</u>
Key Information	The Grades 3-8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests must be requested through the online examination request system by November 10, 2023 .
Next Steps	<input type="checkbox"/> Principals should begin to gather information for their exam order <input type="checkbox"/> Be sure to account for Test Read and Alt. languages <input type="checkbox"/> Place NYS 3-8 Orders by Nov. 10

Support & Documents

An email will be sent (3) days later to the Principal confirming your order

- [CBT Implementation Memo](#)