



# Multiple Day Administration of State Assessments: IEP/504 & ELLs



**Attn:** DDC, Spec Ed, ENL Admins, Principals, Testing Coordinators

**Due Date:** Before Testing Begins

**Helpdesks:**  
Special Ed: [MultipleDayTesting@nysed.gov](mailto:MultipleDayTesting@nysed.gov)  
ELLs: [NextDayCompletion@nysed.gov](mailto:NextDayCompletion@nysed.gov)  
District Data: [DWTShelp@esbores.org](mailto:DWTShelp@esbores.org)

**Multiple Day Test Administration** is a testing accommodation for **students with an IEP/504** who, because of their disability-related needs, are unable to complete a State assessment in a single day or testing session.

- This accommodation should be made/reviewed by the CSE on an annual basis
  - Each student will require an [Assurance form](#) to be emailed to NYSED and a copy kept on file at the school
    - Please note: a student requires one form be submitted **ONCE** for all exams in that School Year
  - Assurance Forms must be emailed to [MultipleDayTesting@nysed.gov](mailto:MultipleDayTesting@nysed.gov) **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - [Multi Day Admin Security Certification](#)
    - [Multi Day Parents Security Certification](#)
- In the subject line of the email you must include:
  - **Multiple Day Administration**
  - [The Testing Location BEDS Code](#)
    - In the SEDREF query enter the name of the testing location
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

**Next-Day Completion of Testing** is reserved for **English Language Learners (ELLs) and eligible former ELLs**, to extend the time to take multiple Regents Examinations.

- ELLs and former ELLs who have been granted the **accommodation of extended time AND** are scheduled to **take two Regents Examinations on the same day**, may also be granted the Next-Day Completion of Testing accommodation.
- This accommodation can be given to ELL Students who have already been given the [extended time accommodation](#)
  - Each **school/location** must complete the [Next Day ELL Assurance form](#)
    - Each student known to eligible for the accommodation can be included
    - Schools who submit the form on time, may give the accommodation to those students
  - Assurance Forms must be emailed to [NextDayCompletion@nysed.gov](mailto:NextDayCompletion@nysed.gov) **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - [Next Day Admin Security Certification](#)
    - [Next Day Parents Security Certification](#)
- In the subject line of the email you must include:
  - **Next Day Administration**
  - [The Testing Location BEDS Code](#)
    - In the SEDREF query enter the name of the testing location followed by % (EX. School Name%)
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

## Summary

<b>Due Date</b>	<b><u>Before Exam Begins</u></b>
<b>Key Information</b>	Students who require multiple days of testing must have the proper assurances completed and returned to NYSED before testing begins
<b>Next Steps</b>	<input type="checkbox"/> Districts should identify any SWD/504/ELL student who may qualify for these accommodations <input type="checkbox"/> Districts should complete the assurances as stated in their respective NYSED memo and email to the respective mailbox <input type="checkbox"/> Copies of the assurance form, Exam Security Cert, and Parent Cert must be kept for future audit purposes
<b>Support &amp; Documents</b>	<a href="#">ELL Testing Accommodations</a> <a href="#">SIRS Manual</a>