



not be used by schools until June 1, 2018. This level is only to be administered to new students who will first be attending kindergarten between September 1 and January 31.

Answer Sheets: Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the 2018 Edition of the NYSITELL. The complete [list of RICs and large-city scanning centers](#) is available on the Department's website. New York City religious and independent schools must contract with a scanning center outside of the city. Questions about the requirement to scan answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or to the Office of Information and Reporting Services at 518-474-7965.

#### SECURITY OF TEST MATERIALS

Except for taking inventory of the test shipment, schools must keep all test materials in a secure location. The school administrator of each school requesting tests is responsible for making the necessary arrangements for safeguarding the materials received by the school. The combination or key to the secure location must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized persons. Test materials may be stored in the classroom if they are kept in a securely locked cabinet, drawer, or closet.

The NYSITELL may not be removed from the secure storage location until the day scheduled for the administration of the test. The Level I NYSITELL has both Listening and Speaking questions in one test booklet. Since the teachers score the Speaking questions as they are administering them individually to students, teachers must be given the opportunity to familiarize themselves with the materials for the test prior to beginning administration. Principals must caution teachers to safeguard these materials whenever they are outside the secure storage location.

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. However, the school principal may authorize school personnel to make photocopies of secure NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for the NYSITELL remain secure after the test is administered and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year. NYSITELL test materials should not be returned to the Department. Any schools that believe they have reason to return NYSITELL test materials should contact OSA.

#### STUDENTS TO BE TESTED

The purpose of the NYSITELL is to assess the English language proficiency of new entrants whose home language is a language other than English, as indicated on their Home Language Questionnaire. It is used to determine whether the student is in need of bilingual and/or English as a New Language (ENL) services. Based on NYSITELL results, students will be categorized into one of five levels (Entering, Emerging, Transitioning, Expanding, and Commanding), which will determine the number of minutes of services each student will receive. Students who score at the Commanding level on the NYSITELL should be placed in a general education program unless the parent/guardian requests that his or her child participate in a Bilingual Education program.

#### TESTING ACCOMMODATIONS

##### Students with Disabilities

Students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs or 504 Accommodation Plans when taking the NYSITELL. It is the school administrator's responsibility to ensure that this occurs and that all staff members who will be providing these testing accommodations are appropriately trained. Plan all necessary arrangements for implementing testing accommodations well in advance of the test date.

The Department's Office of Special Education provides more [information on test access and accommodations for students with disabilities](#) on its website. If you have questions on this topic for which you are unable to find answers on the website, you may contact the Office of Special Education via [e-mail](#).

#### ADMINISTERING THE NYSITELL

Only qualified persons should administer the NYSITELL. Qualified persons include either an ENL or a bilingual education teacher, or a teacher trained in language development, the needs of English Language Learners/Multilingual Learners, and knowledge of diversity to address the needs of students. In public and charter schools, the persons administering the NYSITELL should be certified teachers; in religious and independent schools, it is highly recommended that the persons administering the NYSITELL be certified teachers. In addition, the persons responsible for administering the NYSITELL must have special training in administering the NYSITELL and/or NYSESLAT. An examiner who has administered

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