

New York State Testing Program

2023 Grades 6–8



THE UNIVERSITY OF THE STATE OF NEW YORK

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ZACHARY WARNER

The State Education Department is pleased to announce the following appointments to the Board of Regents, effective July 1, 2023. The appointments are: Lester W. Young, Jr., Chancellor; Josephine Victoria Finn, Vice Chancellor; Roger Tilles; Christine D. Cea; Wade S. Norwood; Kathleen M. Cashin; James E. Cottrell; Judith Chin; Catherine Collins; Elizabeth S. Hakanson; Luis O. Reyes; Susan W. Mittler; Frances G. Wills; Ruth B. Turner; Aramina Vega Ferrer; Shino Tanikawa; and Roger P. Catania. The appointments are subject to the approval of the Board of Regents. For more information, please contact the Office of Human Resources, Room 528 EB, Education Building, Albany, New York 12234.

Effective July 1, 2023, the New York State Education Department has appointed the following individuals to the Board of Regents: Lester W. Young, Jr., Josephine Victoria Finn, Roger Tilles, Christine D. Cea, Wade S. Norwood, Kathleen M. Cashin, James E. Cottrell, Judith Chin, Catherine Collins, Elizabeth S. Hakanson, Luis O. Reyes, Susan W. Mittler, Frances G. Wills, Ruth B. Turner, Aramina Vega Ferrer, Shino Tanikawa, and Roger P. Catania. These appointments are subject to the approval of the Board of Regents.

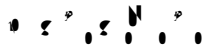
It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.

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

STEP ONE

Check Your Paper-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.



Paper-Based Tests Teacher's Directions

Classroom roster

Session 1 test booklet

Session 2 test booklet

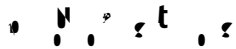
Multiple-choice Session 1 Answer Sheet and Multiple-choice Session 2 Answer Sheet

Student identification labels for test booklets (received from a Regional Information Center or Large-City Scanning Center)

Identification labels and instructions for completing biographical data for new students

"Do Not Disturb" sign (not provided)

Extra No. 2 pencils with erasers (not provided)



Precoded Session 1 Answer Sheet and Session 2 Answer Sheet or generic Session 1 Answer Sheet and Session 2 Answer Sheet requiring the completion of the demographic section

Session 1 test booklet

Session 2 test booklet

No. 2 pencil with eraser (not provided)

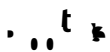
Ruler (not provided)

Protractor (not provided)

Mathematics reference sheet (provided in Session 1 and Session 2 test booklets)

Scientific or four-function calculator with a square root key for Grade 6 (Session 2 only, not provided) **NOTE:** Graphing calculators are **not** permitted

Scientific calculator for Grades 7 and 8 (Session 1 and Session 2, not provided) **NOTE:** Graphing calculators are **not** permitted



The 2023 Grades 6–8 Mathematics Paper-Based Tests include secure materials. School personnel responsible for testing must ensure that all test materials are secured at all times. The test booklets may **not** be photocopied or duplicated. No section of any test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the tests and the testing schedule to the students.

On each day of the administration, you should receive the test booklets that correspond to the session being administered that day.

Contact your principal or the principal's designee if you do not have a sufficient number of test booklets or answer sheets.

When not in use, the test booklets must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the test booklets in this manner ensures that the security of the test is not breached.

See your principal or school administrator for instructions regarding the processing of all used and unused test materials.

At no time may the contents of the test booklets be reviewed, discussed, or shared (this includes through any electronic means).

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Interpreting Test Questions

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the test, such as understanding that their multiple-choice responses must only be recorded on the answer sheet and their constructed-responses must be recorded in the test booklet.

Leaving the Testing Room

No student may be permitted to leave and then return to the testing room during any session of the test unless the student is accompanied by a proctor for the duration of their absence from the testing room.

Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

Reporting Cheating

Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

Ill Students

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test.



Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions on their answer sheets and their constructed-responses in their test booklets. Students are not to record their multiple-choice responses in their test booklets. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the test, unless an emergency situation arises.



Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, calculators in Session 1 for Grade 6) and engaging in other types of nonstandard test administration (for example, cheating). (See the section “Reporting Irregularities and/or Misadministrations” in the *School Administrator’s Manual*.)

STEP TWO Plan Your Paper-Based Testing Schedule

The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.

Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.

Read the ***2023 Mathematics Paper-Based Tests Teacher’s Directions*** in its entirety prior to administering the test.

Review Step Six, “Administer the Test,” before administering each session of the test. Refer to the

The following charts provide information about the format of the tests, and where and how students are to record their answers.

STEP THREE Prepare Your Paper-Based Testing Room

Plan for the distribution and collection of materials.

Provide a well-lit, well-ventilated, and quiet testing room.

Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the test is being administered.

STEP FIVE Prepare Paper-Based Testing Materials

For each student in your class, verify that you have the correct precoded answer sheets. You will have two answer sheets for each student, Session 1 Answer Sheet and Session 2 Answer Sheet.

If there are no precoded answer sheets for a student, complete the demographic section on the generic answer sheets for that student.

Verify that you have the correct precoded labels for each student in your class. Prior to testing, affix the precoded labels to the back cover of each student's Session 2 test booklet on the day the session is administered. The affixing of the labels to the booklets may occur no earlier than the day Session 2 will be administered.

Each student must have a ruler and protractor for their exclusive use during each session of the test (not provided). Specifications for mathematics tools can be found in Appendix E of the *School Administrator's Manual* (<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

Each student must have a ruler and protractor for their exclusive use during each session of the test (not provided). Specifications for mathematics tools can be found in **Appendix E** of the *School Administrator's Manual* (<http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals>).

Before administering the test, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.

Administrators should ensure that each student has a ruler and protractor for their exclusive use during each session of the test.

STEP SIX Administer the 2023 Grade 6 Mathematics Paper-Based Test

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

Make sure you have a copy of the Session 1 test 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 the answer sheet.*

*Students are **not** to be given scratch paper.*

*Students in Grade 6 are **not** permitted the use of a calculator or mathematics tables for Session 1.*

*Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. **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:

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

Cell phones

iPods and MP3 players

iPads, tablets, and other eReaders

SAY If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY You will be taking the 2023 Grade 6 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

You may use your ruler, protractor, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 test booklet to each student.

SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 Mathematics Test Session 1" and "Grade 6." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

SAY Are there any questions?



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

Make sure each student has a No. 2 pencil, a ruler, a protractor, and a four-function calculator with a square root key or a scientific calculator. 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.

Make sure to clear, reset, or disable the memory of any calculator with programming capability. Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their answers to the constructed-response questions in their test booklet. **Only** answers to constructed-response questions written in the test booklet will be scored.

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

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

Cell phones

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables with a display

Headphones, headsets, or in-ear headphones such as earbuds, and

Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it

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

SAY Now, look at page 1.

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

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

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

SAY Here are some suggestions to help you do your best:

Read each question carefully and think about the answer before making your choice or writing your response.

You have been provided with mathematics tools (a ruler, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

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

SAY Before each written-response question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well .5 completely and dagu6 (en-US)/

SAY Find the word “Name” at the top of the cover. Write your first and last name on the blank line.

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

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

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

SAY Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.

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

SAY Now, look at the page opposite page 1.

Check that all students are looking at the correct page.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled “SESSION 1 Form” located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

Pause as students find the area on their answer sheet. When you are certain that all students have located the correct area,

SAY Darken the circles to indicate the letter and the number of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

Are there any questions?

Pause for questions, then circulate around the room and verify that each student has filled in the correct form.

SAY Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.

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

SAY Here are some suggestions to help you do your best:

Read each question carefully and think about the answer before making your choice.

You have been provided with mathematics tools (a ruler, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics

SAY Today, you will be taking the 2023 Grade 7 Mathematics Test, Session 2.

You may use your ruler, protractor, calculator, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Session 2 Answer Sheet

may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.



SAY Find the word “Name” at the top of the cover. Write your first and last name on the blank line.

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

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

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

SAY Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.

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

SAY Now, look at the page opposite page 1.

Check that all students are looking at the correct page.

SAY Look at the shaded box. Please follow along while I read what is in the box.

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tools and the reference sheet whenever you think they will help you to answer the question.

SAY Are there any questions?

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

SAY When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

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

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

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 is finished, 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 Spring 2023 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. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

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.

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

SAY Now, look at page 1.

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

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

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

SAY Here are some suggestions to help you do your best:

Read each question carefully and think about the answer before making your choice or writing your response.

You have been provided with mathematics tools (a ruler, a protractor, and a calculator) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

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

SAY Before each written-response question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 2. You

may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

SAY Are there any questions?

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

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

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

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.



2023 Grades 6–8
Mathematics Paper-Based Tests
Teacher's Directions
May 2–4, 2023

