



Assistant Commissioner
Office of State Assessment

November 2020

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

FROM: Steven E. Katz

SUBJECT: Procedures for Requesting, Shipping, and Storing of Materials for the 2021 Administration
of the New York State Grade 4 Elementary-Level and Grade 8 Intermediate-Level
Science Tests EMC Q /P <</MCID 7 >>BDC EMC/MCI710 7 509.998(.4.004 (st)-4.004 (s))TJ ET Q q 0

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Schools will be able to track their shipments of Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Tests examination materials through a “Track Packages” feature available on the school’s information page in the [online examination request system](http://portal.nysed.gov) (<http://portal.nysed.gov>). Please contact the Operations Group at 518-474-8220 with any questions.

GENERAL INFORMATION

All editions of the Grade 4 Elementary-Level and the Grade 8 Intermediate-Level Science Tests must be requested through the [online examination request system](http://portal.nysed.gov) (<http://portal.nysed.gov>). Directions for using this system are included in this memorandum and in the *Instructions for Submitting Requests for the Grades 4 and 8 Science Tests* (DET 902S). Online requests for these tests must be submitted by February 5, 2021. Schools must submit their examination requests under their own BEDS code. Requests for two or more schools in a district must **not** be combined into one request. Within three business days after your request has been entered, you will be sent a confirmation notice via e-mail indicating the number of examinations requested and the address to which they will be shipped. It is of the utmost importance that you

administered to students in Grade 7 who will have completed all of the material in the *Intermediate-Level Science Core Curriculum (5-8)* and are being considered for placement in an accelerated high-school-level science course when they are in Grade 8. The school may not use this assessment to retest any Grade 8 students who participated in this assessment during the previous school year as Grade 7 students. Schools are expected to administer this assessment to those Grade 8 students who did not take this assessment during the previous school year as Grade 7 students, unless such students will be taking a Regents Examination in science at the end of the sch

- *Performance Test Kits:* The Department does not provide performance test kits. Details on the equipment and materials needed and a list of suppliers for performance test kits are included in the respective manuals.

Shipping of Test Materials

All test shipments will be delivered by UPS and may be delivered at any time between the hours of 8:00 a.m. and 5:00 p.m.

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