

Welcome! Thanks for your interest in How to Simplify Administering the 2024 NYSESLAT. My ultimate goal is to set you up for success during a busy testing season. All recommendations below are suggestions. I guide, but you ultimately decide what best serves your needs and the policies and procedures of your location. Please make certain to confer with your administration about who will organize which part of the NYSESLAT. **Ask firs**t is my best recommendation! It's silly to do what has already been done.

In the next few pages of this document, there are many links to outside websites. (Most are NYSED ones because I want you to get accurate information from the most reliable sources). First of all, sometimes websites can change location. That is outside my control, but feel free to email me at the.intentional.tesol@gmail.com so I can rectify that if possible. Second, please proceed at your own risk and use your best judgment about following any recommendations listed below. Again, I guide, but you ultimately decide what best serves your needs and the policies and procedures of your district. You know your situation better than I do. Finally, I do throw in a couple pro tips as you go throughout the document. You may find them a bit odd, but I have experienced some interesting things in my 18 years in the field (or I have a crazy imagination… you decide! 😉)

I appreciate your support accessing this document! Please also listen to my podcast The Intentional TESOL on Apple or Spotify (links below) for more pro tips and other angles to consider under the umbrella of teaching English Language Learners!

My Podcast on Spotify My Podcast on Apple Podcast

I have so much to be proud of as I serve the NYS community and beyond! I'm so grateful for the support of others as I have grown as a teacher and teacher leader and want to encourage and grow the success of our profession!

2024 MATERIALS OVERVIEW:

- School Administrator's Manual (Contains all the policies and procedures explained in great detail!)
- Important Testing Dates (when to give and assess the NYSESLAT)
- NYSESLAT Materials Shipping Dates (There are separate shipments for the various parts… all info inside this memo, in case questions arise.)
- Assessments by Birth Date/Age for Ungraded Students in 2023–24 (Pro Tip: You can use this chart to help determine grade level of SIFE too)
- Practice Tests from NYSED (audio scripts and correct answers are in the "Directions" document)
- Brentwood Union Free School District's NYSESLAT Practice Materials
- Parent Guide to the New York State English as a Second Language Achievement Test (NYSESLAT) Translated into 22 Languages
    - *NYSESLAT Parent Guide* (Albanian)
    - *NYSESLAT Parent Guide* (Arabic)
    - *NYSESLAT Parent Guide* (Bengali)
    - *NYSESLAT Parent Guide* (Burmese)
    - *NYSESLAT Parent Guide* (Chinese Simplified)
    - *NYSESLAT Parent Guide* (Chinese Traditional)
    - *NYSESLAT Parent Guide* (English)
    - *NYSESLAT Parent Guide* (French)
    - *NYSESLAT Parent Guide* (Haitian)
    - *NYSESLAT Parent Guide* (Hindi)
    - *NYSESLAT Parent Guide* (Japanese)
    - *NYSESLAT Parent Guide* (Karen)
    - *NYSESLAT Parent Guide* (Korean)
    - *NYSESLAT Parent Guide* (Nepali)
    - *NYSESLAT Parent Guide* (Portuguese)
    - *NYSESLAT Parent Guide* (Punjabi)
    - *NYSESLAT Parent Guide* (Russian)
    - *NYSESLAT Parent Guide* (Somali)
    - *NYSESLAT Parent Guide* (Spanish)
    - *NYSESLAT Parent Guide* (Swahili)
    - *NYSESLAT Parent Guide* (Ukrainian)

- *NYSESLAT Parent Guide* (Urdu)

Helpful Templates: (included with the purchase of Administering the NYSESLAT Course)

- Scheduling matrix for your district/building
- Parent Notification of Assessment
- Rewards chart for completing the NYSESLAT
- Do Not Disturb signs (Thank you to google for providing this link… source unknown)
- Group Scoring Training and Suggested Schedule

NOTE: Please proceed at your own risk and use your best judgment about following any recommendations.

Tip videos

- Speaking: https://m.youtube.com/watch?v=rGrnonPDz1E&fbclid=IwZXh0bgNhZW0CMTEAAR2tjYd45DLVnglFzHLys77UeytXARseIT2ng32J_6svUG7aHqBYGTM3q_k_aem_m2J4jUu0wst0KkVG7h1muA
- Writing: https://m.youtube.com/watch?v=Br1L9g0j0UM&t=9s&pp=2AEJkAIB

Have you? (***Ahead of Time*** To Do List):

- ☐ Scheduled when you will administer the test? Keep in mind:
  - ☐ NYS 3-8 ELA exam times
  - ☐ NYS 3-8 Math Exam times
  - ☐ NYS grades 5&8 Science exam times
  - ☐ assemblies, field trips
- ☐ Shared, gotten approval, & confirmed no scheduling conflicts for the NYSESLAT schedule with administrators?
- ☐ Notified parents? (PRO TIP: Keep the date range listed, rather than specific dates in case of absences or other scheduling conflicts)
- ☐ Included a copy or link to the NYSESLAT Parent Guide? (see template above with example)
- ☐ Picked and booked your testing location with office staff? (if it cannot be given in your own classroom)
- ☐ Gotten appropriate log in credentials for the listening section of the test (see building administrator)

- ☐ Notified classroom teachers of the exam administration schedule with specifics as to individual or group participation?
- ☐ Scheduled for more desks to be delivered (if needed) with custodian services? (if appropriate in your building)
- ☐ Removed or covered any educational content from the walls
- ☐ Celebrated yourself for all you have organized and accomplished?

Have you? (***Day Before OR Same Day*** To Do List):

- ☐ Reminded administrators of the NYSESLAT exam occurring and asked that they not run fire drills during that time?
- ☐ Reminded classroom teachers of the NYSESLAT exam times and how/when students will be pulled (if it will be individually or groups – which students (not commanding))
- ☐ Removed or covered any educational content from the walls?
- ☐ Tested how you will administer the listening component (prerecorded in grades 3-12)?
- ☐ Sharpened extra pencils?
- ☐ Put up “offices” (or other visual dividers), if needed?
- ☐ Reminded yourself to have patience? (This is overwhelming to classroom teachers so they might make mistakes and/or forget to send students! This is overwhelming to you because there are so many moving pieces! Everyone deserves grace.)
- ☐ Celebrated yourself for all you have organized and accomplished?

Did you find this helpful?

- You can sign up for my mailing list here.
- Please listen to my podcast The Intentional TESOL on Apple or Spotify (links below) for more pro tips and other angles to consider under the umbrella of teaching English Language Learners! There you will find upcoming (generally free) PD classes that I offer through local educational organizations! My Podcast on Spotify My Podcast on Apple