



THE NEW YORK CITY DEPARTMENT OF EDUCATION

DENNIS M. WALCOTT, *Chancellor*

DIVISION OF ACADEMICS, PERFORMANCE AND SUPPORT - Scan Center
44-36 Vernon Boulevard, 2nd Floor - Long Island City, NY 11101

ASSESSMENT MEMORANDUM #2, 2012-2013

DATE: August 27, 2012

TO: COMMUNITY SUPERINTENDENTS
AND PRINCIPALS OF ALL SCHOOLS

FROM: Grace Pepe, Director of Assessment Operations *GP*
Division of Academics, Performance and Support (DAPS)

SUBJECT: Administration of the Language Assessment Battery-Revised (LAB-R) and
the Spanish LAB for General and Special Education Students

PURPOSE

The revised Language Assessment Battery reflects the current diagnostic trends in determining if a student is in need of bilingual education or English as a Second Language (ESL) services. LAB-R will be administered only once to a student to determine eligibility for bilingual education or ESL services. New York State developed the New York State English as a Second Language Achievement Test (NYSESLAT), which is administered in the spring, to determine whether the student will continue to receive services for the next school year.

All LAB-R eligible new entrants must be tested in fall 2012. **LAB-R eligible students must be tested within the first ten days of initial enrollment.** Refer to LAB-R Teacher Directions regarding procedures for administering the exam.

Service eligibility for new entrants is determined by cut scores on LAB-R. For Levels III, IV, & V, neither the Speaking Subtest nor the Writing Rubric for Level V is mandatory. If a student has been administered the LAB-R in error, the student must test out of services on the NYSESLAT. LAB-R may not be given again.

The following procedures for the identification and placement of new English Language Learners (ELLs) must be used for all new entrants who are starting school in 2012-2013. Please refer to Attachment #1 for details regarding procedures from the New York State Education Department (SED) for details regarding procedures for identification and placement of new ELLs.

NOTE: REMEMBER TO USE ONLY FORM "B" OF THE LAB-R AND THE REVISED

HOME LANGUAGE IDENTIFICATION SURVEY (HLIS) INCLUDING INTERVIEW (Attachment #2).

IMPORTANT:

DO NOT SEPARATE GENERAL AND SPECIAL EDUCATION; USE ONE ENVELOPE.

PRE-K STUDENTS ARE NOT TESTED WITH LAB-R.

STUDENTS THAT ARE REGISTERED DURING THE SUMMER, WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH ARE NOT TESTED BEFORE SEPTEMBER.

LAB- R IS ADMINISTERED TO A STUDENT ONCE. IF THE STUDENT LEAVES THE COUNTRY FOR A YEAR OR MORE, THE STUDENT CANNOT BE RE-TESTED.

ELLs who scored below a State-designated level of proficiency on a test of English language skills, and left the NYC school system for more than a year will continue taking NYSESLAT until Proficient.

The LAB-R is the only assessment instrument in New York City Department of Education's for measuring the English language proficiency of a student and identifying them as an ELL. All new entrants that are LAB-R eligible must be tested **within the first ten days of initial enrollment**.

Only the revised 2006 home language identification survey and criteria may be used to determine whether new entrants are LAB-R eligible.

CALENDAR

PLEASE NOTE: ALL LAB-R SCORES WILL BE POSTED IN ATS AS FALL 12 LABR

Week of August 27th A supply of test booklets and blank answer documents for LAB-R (Form B) and Spanish LAB (Form B) will be **DELIVERED** to schools.

Within the first ten days of entrance **ADMINISTER** LAB-R (Form B) or Spanish LAB (Form B) when appropriate to new entrants who were admitted within the first ten days of school.

September 28th by 12:00 noon Completed answer documents are to be **RETURNED** to your Borough Assessment Office (BAO). (Attachment # 6)

October 1st through October 25th **ADMINISTER** LAB-R (Form B) Spanish LAB (Form B) when appropriate to new entrants who were admitted between October 1st through October 25th.

October 25th by 12:00 noon Completed answer documents are to be **RETURNED** to your BAO.

October 26th through November 30th **ADMINISTER** LAB-R (Form B) Spanish LAB (Form B) when appropriate to new entrants who were admitted between October 26th through November 30th.

November 30th by 12:00 noon Completed answer documents are to be **RETURNED** to your BAO.

December 3rd through December 20th **ADMINISTER** LAB-R (Form B) Spanish LAB (Form B) when appropriate to new entrants who were admitted between December 3rd through December 20th.

December 20th by 12:00 noon Completed answer documents are to be **RETURNED** to your BAO.

******THIS MEMO WILL BE UPDATED IN JANUARY 2013******

TESTS TO BE ADMINISTERED**LAB-R (Form B)**

LEVEL	TEST	GRADE	TIME (MINUTES) *	ITEMS	TEST ANSWER DOCUMENT COLOR
I	Listening & Speaking	K-1	25	25	Green
I	Reading	K-1	12	15	Green
II	Listening Speaking Reading Writing	2-3	8 10 15 15	16 16 16 16	Orange

* There is no time limit for any subtest in Levels I or II.
Times shown are approximate administration times.
All parts of Levels I and II are individually administered.

III	Listening (Parts I & II) Reading Writing Speaking (Individually Administered)	4-5	30 35 20 20	20 25 25 26	Blue
IV	Listening (Parts I & II) Reading Writing Speaking (Individually Administered)	6-8	30 35 20 20	20 25 25 26	Blue
V	Listening (Parts I & II) Reading Writing Writing Sample Speaking (Individually Administered)	9-12	30 35 20 20 20	20 25 25 1 26	Blue

For Spanish LAB (Form B), see Examiner's Directions for times, items, and group/individual administration.

CUT SCORES (LAB-R)

FALL 2012

Students Scoring At or Below These Cut Scores Are Entitled to Bilingual/ESL Services.

LEVEL	GRADE	ENTITLED Including Speaking	Beg/Inter	Advanced
I	K	0-26	0-17	18-26
I	1	0-33	0-21	22-33
II	2	0-48	0-32	33-48
II	3	0-53	0-37	38-53

LEVEL	GRADE	ENTITLED Not Including Speaking	Beg/Inter	Advanced
III	4	0-54	0-29	30-54
III	5	0-58	0-33	34-58
IV	6	0-53	0-28	29-53
IV	7	0-56	0-31	32-56
IV	8	0-59	0-34	35-59

LEVEL	GRADE	ENTITLED Not Including Speaking	Beginner	Intermediate	Advanced
V	9	0-51	0-11	12-25	26-51
V	10	0-53	0-14	15-28	29-53
V	11	0-57	0-16	17-32	33-57
V	12	0-58	0-17	18-33	34-58

LAB-R AND SPANISH LAB ANSWER DOCUMENTS

GRADE and ADMINISTRATION DATE MUST be bubbled on all LAB-R and Spanish LAB Documents

On LAB-R answer documents; there is a bubble in the Test Status field that says **“Tested but Unable to Answer Any Questions.”** If you fill in this bubble on the LAB-R answer document, the student’s score will automatically be entered as a score of 0.

EXTENT OF THE TESTING PROGRAM (including Special Education students)

NOTE: Parents of all new first time entrants are required to complete the Home Language Identification Survey (HLIS.) All new entrants whose HLIS form indicates a language other than English must take the LAB-R. Refer to Attachment #2.

HLIS Identification

A student is considered to have a home language other than English when:

- One question (Part I: questions 1-4) indicates that student uses a language other than English.
- AND
- Two questions (Part I: questions 5-8) indicate that student uses a language other than English.

All new entrants whose HLIS responses indicate a home language of Spanish and scores at or below LAB-R cut scores must be administered the Spanish LAB only once at the time of initial enrollment.

English Creole speakers are NOT LAB-R eligible under the "Lau Plan." LAB-R may be administered to identify special program needs, but ANSWER DOCUMENTS MUST NOT BE SUBMITTED FOR MACHINE SCORING.

ABSENTEES

If a student who is officially on your register should be LAB-R tested and is absent during the entire fall testing period, an answer document must be submitted. Fill out the biographical information on the appropriate answer document and fill in the bubble next to "Absent." If Absent is not filled in and no response is indicated for one or more test items, no score (NSC) will be reported on rosters and no entitlement decision will be made. See LAB-R AND SPANISH LAB ANSWER DOCUMENTS on page 5 for students who are unable to answer any questions. Only one answer document for each version (English/Spanish) must be submitted for any one student. A student either took a version of the LAB-R test or was absent.

ADMINISTRATION PROCEDURES

Be familiar with instructions in the LAB-R Administration Manuals.

LAB-R must be scored in the school in order to expedite appropriate student placement, and to determine whether or not there is a need to test students with the Spanish LAB. Be sure that No extraneous marks were made on the answer documents. Verification of hand scoring will take place by machine scanning all documents.

For Fall 2012 new entrant entitlement decisions, you must use the LAB-R (Form B).

Fall 2012 Spanish LAB (Form B) norms were issued in Fall 1991.

LAB –R (Form B) is administered only once within the first ten days of initial enrollment.

For information on the use of test modifications, please refer to Assessment Memorandum #1, dated August 27, 2012.

TESTING SEQUENCE AND PROGRAM ENTITLEMENT

If you have any questions regarding LAB-R, Spanish LAB eligibility, and/or ELL entitlement, call your ELL Content Specialist or your Borough Assessment Implementation Director (BAID).

The testing sequence for program entitlement for General Education students appears below. (Note: The following procedures for program entitlement have been developed by the Office of English Language Learners in accordance with current legal decisions.) Refer to Assessment Memorandum #1, dated August 27, 2012 for test modifications for students with disabilities, students who have been decertified from Special Education with test accommodations, and General Education students with 504 Plans, for test accommodations.

State Education Commissioner's Regulations/CR Part 154 states that schools must administer the LAB-R to all new entrants whose home language is other than English.

Spanish LAB

All Spanish-speaking new entrants to a NYC school who score at or below the cut scores on the LAB-R must be administered the Spanish LAB only once during the same testing period in order to determine language dominance for instructional planning in providing bilingual and ESL services.

Spanish LAB scores are NOT used to determine entitlement under CR Part 154.

Continued Entitlement

Students who come from a home where a language other than English is spoken and who are entitled based on LAB-R testing, remain entitled until they test out by scoring at the appropriate level on a spring administration of the NYSESLAT.

TEST SECURITY

All test materials must be stored in a secure, locked facility at all times whether in the BAO or in the school. The security of test materials in the school is the responsibility of the principal. This responsibility begins with the receipt of test materials. Under no circumstances should test materials be removed from the school or used for classroom instruction.

All test materials, including answer documents, must be collected and secured by the principal or designee at the end of each day's testing.

SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS (BAIDS, ATTACHMENT #6).

Student 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 tests. 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, all suspected cheating must be reported to the principal. If, in the judgment of the principal, a student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's test. In addition, the principal must report the incident to the BAID (Attachment #6). Invalidated tests may not be scored.

RETURN OF ANSWER DOCUMENTS

In order to ensure the return of accurate test results, bubble in the following information on every answer document: Name, ID, Borough, District, School, Grade, Primary Language, Sex, Date of Birth and Date of Administration.

NOTE: IF YOUR ANSWER DOCUMENTS ARE NOT FILLED OUT CORRECTLY, THEY WILL NOT BE SCANNED.

PACKING OF ANSWER DOCUMENTS

Assemble the answer documents by grade, separating English from Spanish documents. Separate General Education from Special Education and include answer documents for absent students. Include in one of the envelopes a signed copy of the Principal's Certification (Attachment # 3).

Schools should package score documents following procedures found in Attachments #4 and 5.

QUESTIONS

Refer any questions regarding this testing program to your ELL Content Specialist or to your BAID.

Your continuing cooperation is greatly appreciated.

This memorandum is available at:

<http://intranet.nycboe.net/Accountability/Assessment/YearlyTesting/MemorandaProcedures>

GP: vs
Attachments

c: Shael Suransky
Niket Mull
Gary Hecht
Borough Assessment Implementation Directors

New York State – LEP Identification Process

1. SCREENING

ENROLLMENT – Administer Home Language Questionnaire

Home language is other than English or student’s native language is other than English.

Home language is English. Student’s only language is English.
STOP – Student is NOT LEP.
Student enters general education program.

Conduct Informal Interview in Native Language and English.

Student speaks language other than English and student speaks little or no English.
Go to #2 Initial Assessment.

Student does not speak any language other than English
STOP – Student is NOT LEP.
Student enters general education program.

2. INITIAL ASSESSMENT

Administer Language Assessment Battery-Revised (LAB-R)

Student scores at:
Beginning, Intermediate or Advanced Level
Student **IS LEP.**
Go to #3, Program Placement.

Student scores at:
Proficient Level
STOP – Student is NOT LEP.
Student enters general education program.

3. PROGRAM PLACEMENT

Place Student in Appropriate Program

Student **IS LEP.**
Place student in bilingual education or freestanding ESL Program.

4. ANNUAL ASSESSMENT

Spring – Administer the New York State English as a Second Language Achievement Test (NYSESLAT)

Student scores at:
Beginning, Intermediate or Advanced Level
Student **IS LEP.**
CONTINUE SERVICES

Student scores at:
Proficient Level
Student is **NOT LEP.**
Student enters general education program.

For webpage click link below:

http://schools.nyc.gov/NR/rdonlyres/0C11683B-D763-4764-9F31-0577F07B77F8/48052/HLIS_5_24_07_ENGLISH.pdf

**The New York City Department of Education
Parent/Guardian Home Language Identification Survey**

Dear Parent or Guardian,

In order to provide your child with the best education possible, we need to determine how well he or she understands, speaks, reads, and writes English. In order to keep you informed, we would also like to know your language preference when receiving important information from the school. Your assistance in answering the questions below is greatly appreciated.

Thank You

TO BE COMPLETED BY ENROLLMENT OR SCHOOL PERSONNEL		
District:	Date:	
School:	Name of Student:	
Grade:	Class:	Student ID No.:
Relationship of person providing information for survey (check one):		
Mother <input type="checkbox"/>	Guardian <input type="checkbox"/>	
Father <input type="checkbox"/>	Other <input type="checkbox"/>	(specify):
If an interview is conducted, list interviewer's name and title or relationship.		
In what language?		
If an interpreter is provided, list name and position/relationship:		
Is the interpreter trained/qualified (e.g., bilingual teacher, Translation & Interpretation Unit staff)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Eligible for LAB-R testing? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Person determining LAB eligibility and signature:		
Lab Coordinator name and signature:		
OTELE ALPHA CODE:		
Program Placement: Transitional Bilingual Education <input type="checkbox"/>		
(Is this a transfer? Yes <input type="checkbox"/> No <input type="checkbox"/>)		
Dual Language <input type="checkbox"/>		
Freestanding ESL <input type="checkbox"/>		

PART 1. LAB-R ELIGIBILITY: This information will establish eligibility for the English Language Assessment Battery-Revised (LAB-R). (✓) the box that applies. If another language is used, please specify.

1. What language does the child <u>understand</u> ?		
English <input type="checkbox"/>	Other <input type="checkbox"/>	
2. What language does the child <u>speak</u> ?		
English <input type="checkbox"/>	Other <input type="checkbox"/>	
3. What language does the child <u>read</u> ?		
English <input type="checkbox"/>	Other <input type="checkbox"/>	Does not read <input type="checkbox"/>
4. What language does the child <u>write</u> ?		
English <input type="checkbox"/>	Other <input type="checkbox"/>	Does not write <input type="checkbox"/>

**The New York City Department of Education
Parent/Guardian Home Language Identification Survey**

5. What language is spoken in the child's home or residence <u>most of the time</u> ?
English <input type="checkbox"/> Other <input type="checkbox"/>
6. What language does the child speak with parents/guardians <u>most of the time</u> ?
English <input type="checkbox"/> Other <input type="checkbox"/>
7. What language does the child speak with brothers, sisters, or friends <u>most of the time</u> ?
English <input type="checkbox"/> Other <input type="checkbox"/>
8. What language does the child speak with other relatives or caregivers (e.g., babysitters) <u>most of the time</u> ?
English <input type="checkbox"/> Other <input type="checkbox"/>

PART 2. INSTRUCTIONAL PLANNING: Responses to these supplementary questions will be used for instructional planning. Enter the correct response for each of the following questions concerning your child.

1. Is this the first time the child has attended a school in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF NO:
Where did he/she go to school?
How long did he/she attend school?
Which language was used for instruction?
2. Has the child attended school in <u>another country</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES:
Where did he/she go to school?
How long did he/she attend school?
Which language was used for instruction?
3. Did the child participate in any group experience prior to entering school (e.g., daycare, pre-school)? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES: What language was used?
4. Does the child use any other form(s) of communication, such as American Sign Language or Augmentative Communication Device (e.g., Communication Board-manual/electronic)? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES: Which ones?

PART 3. PARENT INFORMATION: Responses to these supplementary questions will be used so that the NYC Department of Education can communicate with you in the language of your choice.

1. In what language would you like to receive written information from the school?
2. In what language would you prefer to communicate orally with school staff?
Parent Signature _____ Date _____

LAB-R (ENGLISH)
AND
SPANISH LAB SHORT TEST – FALL 2012

Principal's Certification
(Return with answer documents)

TO: Division of Academics, Performance and Support (DAPS) Testing Section

The LAB-R and Spanish LAB answer documents enclosed have been completed and assembled according to directions. The answer documents have been carefully checked to see that the following information has been entered:

- Student Name
- Student NYC ID Number
- Grade of Student
- Primary Language
- Special Education or Resource Room (if appropriate)

All answer documents are placed in an Office of Accountability pre-printed envelope with the appropriate information entered on the envelopes.

I am aware that **GRADE** information is absolutely necessary to compute final student scores. If this information is not correct on each answer document, no entitlement decision will be made.

The school contact person is _____ Phone # _____

Borough _____ District _____ School _____

Principal's Signature

Date

It is the teacher’s responsibility to make certain that the biographical side of each answer document is complete and correct. Before each test administration begins, all biographical information must be completed for all students. The teacher must verify each student’s NYC ID Number, Name, and Date of Birth. This can be accomplished by consulting the student’s official record card ID label. See your Pupil Accounting Secretary when questions arise.

ALL BIOGRAPHICAL INFORMATION MUST BE EXACTLY THE SAME ON BOTH THE ENGLISH VERSION AND SPANISH ANSWER DOCUMENTS, if both are needed.

FOR VERIFIED PRE-SLUGGED/PRE-PRINTED ANSWER DOCUMENTS, ONLY ENTER THE CHECKED (✓) ITEMS INDICATED BELOW. FOR BLANK ANSWER DOCUMENTS, ALL ITEMS MUST BE ENTERED AND BUBBLED.

1. **NAME (Last, First, MI)** – Left-justify. Enter and fill in. Make certain that the first letter of the last name is entered in the first box. **DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.**
2. **NYC ID NUMBER** – Carefully enter the 9 digit number. **DO NOT OMIT.** This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise, OR refer to student’s official record card ID label
3. **SEX** – Fill in Male or Female.
4. **DATE OF BIRTH** – Fill in month, day and year.
- ✓ 5. **GRADE** – Fill in the grade. If grade is not filled in, the test can not be scored.
- ✓ 6. **PRIMARY LANGUAGE** – (Home Language) – Fill in the appropriate bubble for the student’s Home Language. If this item is omitted, entitlement cannot be determined.
- ✓ 7. **TEST STATUS**
 - TESTED WITH MODIFICATION** – Fill in for Resource and Special Education students who are tested with modification (See other codes)
 - ABSENT** – Fill in only for a student who is not present during the scheduled test administration.
- ✓ 8. **CATEGORY** – Fill in for any students participating in a Resource Room or Special Education program.
- ✓ 9. **FORM** – BUBBLE IN “B “.
10. **BOROUGH, DISTRICT, SCHOOL # and CLASS** – Fill in the appropriate bubbles. (Only three digit class codes may be used).
- ✓ 11. **TEST DATE** – Date that test is administered to student.

M E M O R A N D U M

DATE: September, 2012

TO: **PRINCIPALS OF ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, HIGH SCHOOL PRINCIPALS, ASSESSMENT IMPLEMENTATION DIRECTORS, AND BILINGUAL COORDINATORS**

FROM: Grace Pepe, Director of Assessment Operations
Division of Academics, Performance and Support (DAPS)

SUBJECT: **RETURN OF SCORE DOCUMENTS
LANGUAGE ASSESSMENT BATTERY (LAB-R) & SPANISH LAB
GRADES K - 12**

General Education, Special Education and District 75 score documents are to be grouped together by grade, one grade per polybag with a completed grade header sheet inserted on top. Bubble "Grade Number" (i.e. Grade One) for teachers name and 000 for the class. All General Education and Special Education answer documents are inserted into one Answer Document Return Envelope.

Completed grade sets of score documents must be placed into individual polybags and then in the Document Return envelopes with Borough, District, and School clearly marked. A separate envelope is needed for LAB-R and Spanish LAB documents.

Your cooperation is greatly appreciated since the proper and orderly return of your school's score documents will assist us in processing these documents quickly and accurately.

Questions pertaining to the use of these materials should be directed to the Borough Assessment Implementation Directors (BAIDs) at your Borough Assessment Office (BAO).

GP: vs
Enclosures

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF ACADEMICS, PERFORMANCE AND SUPPORT

ASSESSMENT SUPPORT
2012-2013 BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS

BOROUGH ASSESSMENT OFFICE	BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS
MANHATTAN COMPRISING DISTRICTS: 1, 2, 3, 4, 5, & 6	
333 7th Avenue	Marie T. Busiello
7 th Floor	(212) 356-3784
New York, N.Y. 10001	(212) 356-7523 (FAX)
	MBusiel@schools.nyc.gov
BRONX COMPRISING DISTRICTS: 7, 8, 9, 10, 11, & 12	
1 Fordham Plaza	Sharon Cahr
7 th Floor	(718) 741-5559
Bronx, N.Y. 10458	(718) 741-7954 (FAX)
	SCahr@schools.nyc.gov
BROOKLYN COMPRISING DISTRICTS: 13, 14, 15, 16, 19, 23 & 32	
131 Livingston Street	David Rapheal
Sixth Floor, Room 608	(718) 935-5965
Brooklyn, N.Y. 11201	(718) 935-2246 (FAX)
	DRaphea@schools.nyc.gov
QUEENS COMPRISING DISTRICTS: 24, 25, 26, 27, 28, 29, & 30	
28-11 Queens Plaza North	Barbara Marcisak
2 nd Floor, Room #43	(718) 391-8352
L.I.C., N.Y. 11101	(718) 391-6088 (FAX)
	BMarcis@schools.nyc.gov
STATEN ISLAND COMPRISING DISTRICTS: 17, 18, 20, 21, 22, & 31	
715 Ocean Terrace	Jose Garcia
Building A, Room #A127	(718) 390-1579
Staten Island, N.Y. 10301	(718) 420-5665 (FAX)
	JGarcia17@schools.nyc.gov