

## Checklist for MLS Administration

Before the test, please have the following information, equipment, and staff prepared:

Information	Equipment/Tools	Personnel
<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up MLS account at <a href="http://mls.slalab.org">mls.slalab.org</a></li> <li><input type="checkbox"/> MLS master password</li> <li><input type="checkbox"/> Access to Chrome or Firefox</li> <li><input type="checkbox"/> Your official school e-mail</li> <li><input type="checkbox"/> Your district or school's BEDS code (from principal)</li> <li><input type="checkbox"/> Your district or school's MLS password</li> <li><input type="checkbox"/> Student Information (see worksheet below)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A quiet administration room</li> <li><input type="checkbox"/> Stable internet connection</li> <li><input type="checkbox"/> Sufficient number of computers with Google Chrome or Firefox installed. A mobile device, such as an iPad, phone or a tablet may also be used</li> <li><input type="checkbox"/> Sufficient number of earphones / headphones</li> <li><input type="checkbox"/> Paper and pencil for math test</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A trained MLS point person to set up the required accounts and registrations (please see the sheet linked below)</li> <li><input type="checkbox"/> An exam proctor (the test is untimed, and each test may take one hour, depending on student level. The test is auto-saved in case of technical issues or emergency interruptions.)</li> <li><input type="checkbox"/> Establish District contact to get NYSSIS or OSIS numbers</li> </ul>

Once you have the above information, equipment, and staff ready, please follow the steps described in "Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)" to be prepared for administering the MLS. The Quick Sheet and a webinar providing information about the MLS are available on the MLS homepage: [mls.slalab.org](http://mls.slalab.org).

Technical support is available from the MLS Support Team at  
[MLS.email.server@gmail.com](mailto:MLS.email.server@gmail.com)

Office of Bilingual Education and World Languages (OBEWL)  
 New York State Education Department



## Proctor Preparation Guide

Topic	District or School Information
BEDS Code	
Password	
Who will administer MLS?	
Who to contact for student NYSSIS or OSIS Number?	
Who initiates scheduling a student to take the MLS?	
Where will MLS be taken?	
What time of day will MLS be taken?	
Any other logistics that need to happen?	
Who will analyze the teacher reports?	
What's the process for sending reports to teachers? How often will this happen?	
Other notes	

## Student Registration Worksheet

Required Field	Student Information
Student first and last name	
Student NYSSIS ID or OSIS number from principal (If not available, this can be submitted later)	
Student date of birth	
A guardian's name and address	
Student's education language (language of materials and textbooks at school – this is the language the MLS should be administered in)	
Student's home language (Language student speaks in the home)	
Student date of enrollment in NYS schools	
Has the Oral Interview Questionnaire been administered to this student?	
According to the SIFE Questionnaire, does the student have a gap of two or more years below grade level in literacy in their home language and/or two or more years below grade level in Math prior to arrival in the United States?	