



BUREAU CHIEF
OFFICE OF STATE ASSESSMENT

May 2014

TO: Principals of Public and Nonpublic Schools
Leaders of Charter Schools

FROM: Barbara M. Wallis *Barbara M. Wallis*

SUBJECT: Administration of the June 2014 Regents Exams and Regents Competency Tests (RCTs)

This memorandum provides essential information about the administration of the June 2014 exams. In addition, all persons coordinating the administration of the June 2014 exams should be familiar with the *School Administrator's Manual*. This publication is available on the Department's web site at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

Accompanying this memorandum is a list of the regional centers, a memorandum regarding the content of each June exam, and the schedule for the June 2014 exam period.

For the June 2014 administration, each scoring key and rating guide posted on the Department's web site will be protected by two levels of password protection. On May 30, principals will receive the first password in an e-mail message from the Department. This password will be needed to access the Word documents that will be attached to e-mail messages that principals will receive on the mornings of the eight days of exams, June 3, June 17–20, and June 23–25. Each of the password-protected Word documents will provide a list of the exam-specific passwords needed to access the scoring materials for those exams being administered that day.

Access to the scoring materials posted for each exam will require Adobe Reader® 9 or higher (available at <http://get.adobe.com/reader/>). At this time, schools should check and update, as necessary, the version of Adobe Reader available on school computers to avoid any difficulty accessing the scoring keys and rating guides posted on the days of the June exams.

SHIPMENT OF EXAM MATERIALS

Test booklets for the June 2014 Regents Common Core Exams in English and Algebra I will be shipped so as to arrive schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on **Friday, May 30 or Monday, June 2**. Test booklets for the remainder of the Regents Exam period will be shipped so as to arrive schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on **Friday, June 13 or Monday, June 16**.

In late May, a shipment of the Earth Science performance test materials and Regents diplomas will be delivered to each school in cardboard cartons and/or padded mailers. The Department does not provide printed copies of the following nonsecure materials, which will be available on the Department's web site. Schools must print sufficient copies to supply each student with:

1. **Regular edition reference tables** for Physical Setting/Earth Science, Physical Setting/Chemistry, and Physical Setting/Physics, **and the translated editions of the reference tables** for Physical Setting/Earth Science. The reference tables can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/reftable/>. Note that the Department will continue to provide schools with the braille and large-type editions of the reference tables.

2. The **essay booklets** for the Regents Examinations in English Language Arts (Common Core), Comprehensive English, Global History and Geography, and U.S. History and Government. All essay booklets can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/#fui>.
3. The **RCT in Writing Answer Booklets**. The answer booklets for the RCT in Writing can be found at <http://www.p12.nysed.gov/assessment/hsgen/#fui>.

The following materials must be printed by the school and supplied to all school personnel involved in the administration and scoring of Regents Exams and RCTs:

4. **Directions for Administering Regents Exams** and the **Directions for Administering and Scoring RCTs**. These materials can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.
5. **Information Booklets for Scoring Regents Exams** and **Information Booklets for Scoring Regents Exams (Common Core)**. These materials can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.
6. **Scoring Keys and Rating Guides** for all Regents Exams or for the RCT in Writing. These materials will be made available on the Department's web site at <http://www.p12.nysed.gov/assessment/scoring/> at approximately 11 a.m. for morning exams and at approximately 3 p.m. for afternoon exams on the scheduled administration date. Note that schools will receive printed scoring materials for the restricted RCTs and the RCT in Reading in the shipment of secure materials.

The shipment containing secure materials for the June 3 administration of the Regents Examinations in Algebra I (Common Core) and English Language Arts (Common Core) will be delivered in locked Regents boxes to arrive at schools or Department-approved storage locations between 8:00 a.m. and 5:00 p.m. on **May 30 or June 2**. Shipments of the remainder of the June exams will be delivered between 8:00 a.m. and 5:00 p.m. on **June 13 or June 16**. Please be sure that someone is available in your school or approved storage location during those hours to accept the exam shipment. Should any problems occur in connection with the delivery of exam materials, please call this office at 518-474-8220 or 474-5902 immediately.

All packages containing secure exam materials for your school will be shipped via United Parcel Service (UPS) and will be delivered between 8:00 a.m. and 5:00 p.m. on one or more of the dates indicated above.

The locked Regents boxes will be shipped with either two locks and a plastic crimp or one lock and two plastic crimps. Padlock keys are mailed to the principal and should arrive no later than May 30 for the Regents Common Core administrations and June 10 for the remainder of the exam period. Please call the Test Distribution Unit at 518-474-5914 if padlock keys have not been received by 12:00 noon on May 30 or June 10.

CHECKING THE EXAM SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included. As soon as you receive the Regents box(es), use the shipping notice and your school's confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure exam materials be opened during this inventory.** The number of test booklets contained in each of the sealed packages is indicated below.

- *English editions of Regents Exams and RCTs in Reading and Writing.* Each sealed package contains 25 booklets.
- *Spanish editions of the Regents Examinations in Algebra 1 (Common Core), Integrated Algebra, Living Environment, Physical Setting/Earth Science, Global History and Geography, and United States History and Government.* Each sealed package contains 25 booklets.

- *Braille and large-type editions, and translations (other than Spanish) of most Regents Exams.* The exact quantity requested will be shipped to the school.
- *Restricted editions—the RCTs in Global Studies, United States History and Government, Mathematics, and Science; the alternative-language editions of these RCTs; and the braille editions of the Regents Examinations in Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics and of all RCTs except Reading and Writing.* Each test booklet is numbered and sealed in a separate envelope. Exact quantities requested are shipped to the school.

If your inventory shows that the shipment contains excess exam materials or that it contains exam materials that you did not request, please notify the Office of State Assessment (OSA) immediately via fax to 518-474-2021. It is the principal's responsibility to maintain these excess materials under the same strict security as the exams that your school will be administering, as outlined on the following page under "Safeguarding Exam Materials."

EMERGENCY SUPPLIES OF EXAM MATERIALS

A list of regional centers accompanies this memorandum. If a shipment for your school does not include all the materials needed, additional materials may be obtained from a nearby regional center. Supplies will be available at regional centers of all exam materials other than braille, large-type, and alternative-language editions of all exams.

If your school requires an emergency supply of materials not ordinarily available at the regional centers or more than 25 booklets of an exam that is ordinarily available at the regional center, please send a fax to OSA at 518-474-2021.

Exam materials are available at the regional centers only on the day of the exam. Secure materials for morning exams will be released in the morning; secure materials for afternoon exams will not be released until after 11:00 a.m. Scoring materials for the RCTs will not be released by regional centers until after the Uniform Statewide Admission Deadline, which is 10:00 a.m. for morning exams and 2:00 p.m. for afternoon exams. Subject to these limitations, materials may be picked up at regional centers between 8:00 a.m. and 3:00 p.m.

In order to obtain exam materials at a regional center, an individual must present a letter of authorization written on the requesting school's letterhead and signed by the principal. The letter must identify the person picking up the materials and list the specific materials requested. Anyone obtaining exam materials must provide identification with a photograph and countersign the authorization letter before the exam materials will be released.

School personnel are forbidden to make or authorize photocopies of secure State exam booklets without the express written *prior* approval of OSA. Such approval will be considered only when it is not feasible for the school to obtain the secure exam materials from a regional center.

SAFEGUARDING EXAM MATERIALS

The principal of each school requesting exams must make the necessary arrangements to safeguard the materials requested for the school. Upon delivery, the locked Regents boxes must immediately be placed in the Department-approved safe or vault at the storage location designated by the school. Exam materials may be removed from locked Regents boxes only for inventory and for administration of the exam on the scheduled date.

If the locked Regents boxes containing a school's shipment of secure exam materials are found to be too large for the approved storage location, the principal who requested the exams must contact this office immediately at 518-474-8220 or 474-5902 to make arrangements for storage of the boxes in an alternative approved location.

The Regents box keys and the combination or key to the safe or vault must be maintained under strict security conditions to preclude access to exams by students and other unauthorized persons. When the safe or vault where the Regents boxes are stored is unlocked, it must be kept under continuous supervision by school personnel. Additionally, the locked Regents boxes must be visually checked daily by the person in charge of the administration of the exams to ensure that they have not been tampered with and that their contents remain secure.

The sealed packages containing exam booklets and teacher dictation copies must not be opened until the day each exam is scheduled to be administered, and no earlier than is necessary for distribution to proctors. Scoring key packages for RCTs must be kept secure and may not be opened until after the Uniform Statewide Admission Deadlines of 10:00 a.m. for morning exams and 2:00 p.m. for afternoon exams. The principal must notify the Department via fax to 518-474-2021 if any of the packages of secure exam materials were not sealed properly when received.

Department personnel will make unannounced visits to some schools after the exam materials have been delivered in order to verify that they are being properly stored. If a storage violation is found, all exam materials will immediately be removed from the school and transferred to a location designated by the Department. The school principal will have to arrange to pick up exam materials from that location each morning and afternoon during the Regents Exam period and to pick up printed RCT scoring materials after the morning and afternoon Uniform Statewide Admission Deadlines on the appropriate days. The school will then be required to store all exam materials at a location designated by the Department for a period of at least one year. In addition, the Department may rescind the school's authorization to administer exams.

Following the exam period, in addition to other materials, the principal must return to the Department the completed **Examination Scoring Certificate, Deputy and Proctor Certificate,** and **Examination Storage Certificate** (received in the first shipment of secure materials). For a complete list of items to be returned, refer to the *Checklist for Return of Examination Materials in Regents Boxes* (DET 536) or to Section 4 of the [School Administrator's Manual](#).

STUDENT USE OF COMMUNICATIONS DEVICES

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script on the next page, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

At the beginning of each test administration, proctors must read the following statement to all students taking secondary-level State exams:

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

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- 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

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 exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

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

For Principals and Proctors:

- a. Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test **must** be invalidated. No score may be calculated for that student.
- b. The incident must be promptly reported, in writing, to OSA by fax to 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov, as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices ONLY IF this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

ADMINISTERING AND SCORING EXAMS

NOTE: Teachers are **not** permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Exam or RCT may not score those students' answer papers for that exam. This prohibition includes special education and academic intervention services (AIS) teachers. The following examples are

intended to offer guidance to school administrators who will be making determinations as to a teacher's eligibility to score specific students' exam papers.

- A teacher providing AIS to a student in preparation for the Regents Examination in U.S. History and Government may not score that student's answer paper for this exam.
- An English teacher who is a student's homeroom teacher but is not the student's current year English teacher may score that student's answer paper for a Regents Exam in English.
- A mathematics teacher who taught a student algebra the year before but is not currently instructing a student in the coursework in geometry may score the student's answer paper for the Regents Examination in Geometry.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' exam papers based on this scoring policy. A principal may establish rules that are more prohibitive than the illustrations above suggest.

The general administration procedures for secondary-level exams are provided in the [*School Administrator's Manual*](#). Specific directions for administering regular and restricted exams are available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>. These materials must be distributed to teachers before the exam date in order to give them time to become familiar with the instructions.

The Department does not provide printed scoring materials for any exams other than the scoring materials for the restricted RCTs and the RCT in Reading. Schools must print sufficient copies of the nonrestricted scoring materials to supply one to each rater.

All scoring keys and rating guides posted on the Department's web site will be password protected (see page 1).

- *Regents Exams*. The same scoring materials are provided to score the regular English editions and the braille and alternative-language editions for all Regents Exams except Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics. Separate scoring materials are provided for the braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics.
- *RCT in Mathematics*. Two scoring keys are provided—one for the restricted, regular English edition, the second for the restricted alternative-language and braille editions.
- *RCT in Science*. One scoring key is provided for all editions.
- *RCT in Reading*. One scoring key is provided for the regular English edition and for the braille edition.
- *RCT in Writing*. One scoring key, posted online, is provided.
- *RCT in Global Studies*. One set of restricted scoring materials is provided for all editions—the semi-transparent overlay for the Part One multiple-choice questions, and the sequentially numbered rating guide for the Part Two essays.
- *RCT in United States History and Government*. One set of restricted scoring materials is provided for all editions—the semi-transparent overlay for the Part One multiple-choice questions, and the sequentially numbered rating guide for the Part Two essays.

SAFEGUARDING THE INTEGRITY OF THE TEST MATERIALS

Staff are not permitted to discuss test questions or other specific test content with each other, with others online via e-mail or listserv, or through any other electronic means prior to or while the exams are being administered or following the administration in the case of those exams that are restricted. Proctors may not use cell phones or other electronic devices to duplicate test materials, and should keep their own communication devices put away during testing, using them **only** in emergency situations. Test booklets cannot be opened and read prior to the distribution of tests to students.

PROCEDURES FOR STUDENTS RETAKING THE REGENTS EXAMINATION IN PHYSICAL SETTING/EARTH SCIENCE

All students taking the June 2014 Regents Examination in Physical Setting/Earth Science must take the performance test even if they have taken it in conjunction with a prior administration of the written exam. Only the performance test score earned by the student in the weeks immediately preceding the June 2014 written exam may be used to determine the student's final exam score for this Regents Exam.

Consequently, all schools planning to administer the Regents Examination in Physical Setting/Earth Science must make arrangements for all students who will be taking the written exam to take the performance test as well. The performance test must be administered during the last two weeks of the Earth Science course and no later than the day before the written exam. This requirement applies both to students enrolled in the course of study and to students who plan only to retake the exam. All schools administering this exam must notify students of the date and time to appear for the performance test.

REPORTING TESTING MISCONDUCT AND IRREGULARITIES TO THE DEPARTMENT

The principal is responsible for all aspects of the school's administration of State exams and must take appropriate measures both to prevent, as much as possible, and to investigate all irregularities associated with the administration and scoring of these exams.

Reporting Student Testing Misconduct and other Testing Irregularities

The principal must report the following misconduct by students and testing irregularities in writing on school letterhead to OSA via fax to 518-474-1989 or by e-mail to emscassessinfo@mail.nysed.gov:

- All student infractions of the Department's policy prohibiting the possession or use of cell phones and other communications devices during State exams.
- All confirmed cases of students having committed fraud on State exams.
- All interruptions of testing sessions including those caused by power outages or fire alarms.
- All instances in which a State exam is administered without Department authorization at a time outside the published Statewide schedule.
- All instances in which a school does not conform to the Uniform Statewide Admission Deadline in administering a State exam.
- All instances in which scorers do not rate State exams in accordance with the scoring materials provided by the Department.
- All cases in which student answer papers are lost prior to the recording of the scores in students' permanent records.

Mandatory Reporting of Testing Improprieties by Adults

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. Reports should be made via the TSU web site at <http://www.highered.nysed.gov/tsei/> by submitting the incident report form located on the main page under "Report Educator Test Fraud." The following are examples of improper testing conduct that must be reported to the TSU:

- All suspected or confirmed cases of a school official or staff member giving aid to students during a State exam or altering student responses on an exam paper.
- All cases in which a school official or staff member alters or otherwise misrepresents a student's earned exam score during scoring, recording, or reporting.
- Any instance of an administrator or teacher instructing another administrator or teacher to alter or interfere with a student's exam score.

More complete information on strategies for avoiding the occurrences listed above and for addressing them should they occur may be found in the [School Administrator's Manual](#) and in the [Directions for Administering Regents Examinations, June and August 2014 Administrations](#).

TESTING ACCOMMODATIONS

Students with Disabilities

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs or Section 504 Accommodation Plans when they take State exams. Under certain conditions, special exam arrangements may be made for general education students taking State exams. The guidelines to be followed in such circumstances are provided in Section Two, page 2–16, of the [School Administrator's Manual](#).

English Language Learners

Schools may provide the following testing accommodations to English language learners:

- *Time Extension:* Schools may extend the test time for English language learners. Principals may use any reasonable extensions, such as “time and a half” (the required testing time plus half that amount), in accordance with their best judgment about the needs of the English language learners. Principals should consult with each student’s classroom teacher in making these determinations.
- *Separate Location:* Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer State exams to English language learners individually or in small groups in a separate location.
- *Third Reading of Listening Selection:* Proctors may read the listening passage a third time to English language learners who are taking the Regents Comprehensive Examination in English.
- *Bilingual Dictionaries and Glossaries:* English language learners may use bilingual dictionaries and glossaries when taking State exams. The bilingual dictionaries and glossaries may provide **only** direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations are **not** permitted.
- *Simultaneous Use of English and Alternative-Language Editions:* For those Regents Exams for which the Department provides direct written translations, English language learners may use both an English and an alternative-language edition of the test simultaneously. However, they should be instructed to record all of their responses in only one of the two editions. The alternative-language edition used by the student should be so indicated on the student’s answer document. (Note: the alternative-language editions of RCTs provided by the Department are often not direct translations of the English editions being administered during the same exam period and may **not** be used simultaneously with an English edition.)
- *Oral Translation for Lower Incidence Languages:* Schools may provide English language learners with an oral translation of a State exam when there is no translated edition provided by the Department. This accommodation is permitted for State exams in all subjects **except** English/English Language Arts. All translations must be oral, direct translations of the English editions—written translations are not allowed. No clarifications or explanations may be provided. Translators should receive copies of the English editions of the tests *one hour prior* to administration. The Department’s Office of Bilingual Education and Foreign Language Studies (telephone 518-474-8775) and the Regional Bilingual Education Resource Networks (RBE-RNs) can assist schools in locating suitable translators. A list of RBE-RNs is available at <http://www.p12.nysed.gov/biling/bilinged/betac.html>.
- *Writing Responses in Native Language:* English language learners making use of alternative-language editions or of oral translations of State exams may write their responses to the open-ended questions in their native language. This accommodation is permitted for State exams in

all subjects **except** English/English Language Arts. Scoring the tests is the responsibility of the school. However, the Department's Office of Bilingual Education and Foreign Language Studies and the RBE-RNs can assist schools in locating persons who can translate the students' responses into English to facilitate scoring of the answer papers.

Former English Language Learners

Schools also may provide the testing accommodations listed above under the heading "English Language Learners" only to former English language learners who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2012 or Spring 2013. These accommodations may not be provided to former English language learners who were identified as English language proficient prior to the 2012 NYSESLAT administration.

HANDLING OF STUDENTS' COMPLETED EXAM MATERIALS

When a student has completed a State exam, the student's answer materials should be collected and confirmed, or "checked in," by a proctor and logged in to a list of examinees before that student is permitted to leave the testing room. When they are hand scored, answer papers for all State exams must remain in the custody of teachers or administrators in the school building or regional scoring site until the rating process is complete and scores are recorded on the students' permanent records. When answer papers are scored in cooperation with another school, they may be transported to the cooperating school for such scoring. It remains the principal's responsibility to ensure the security of such papers while they are out of the building. Answer papers that are sent to a scanning center for scoring may be stored either at the scanning location or in the schools where the exams were administered, as long as storage conditions are maintained that will not limit the principal's access to an individual student's answer paper. As an additional precaution, all scrap paper should be retained until all exam scores have been recorded.

If a student's answer paper is lost, the principal or superintendent must conduct an inquiry and file a written report with this office. This report must include (1) a description of the loss or disappearance, including a list of all students whose papers are missing; (2) the exam title and administration date; (3) the likely cause of the loss or disappearance; and (4) what steps will be taken to prevent a similar occurrence in the future.

MATERIALS RETURNED IN THE REGENTS BOX

The materials that must be returned to the Department in the Regents boxes are listed in Section Four of the [School Administrator's Manual](#) and on the checklist provided to schools in the shipment of secure test materials. Please combine all materials to be returned to the Department in one Regents box when possible. Return all Regents boxes no later than July 16. Please check all storage locations for any boxes remaining from previous exam periods and return those boxes as well. Each school must pay for the return shipment of its own Regents boxes; the boxes may not be returned collect. The boxes may be returned by United Parcel Service (UPS) or any other carrier. Regardless of the carrier, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. If the Regents boxes for a school are returned collect, the Department will refuse delivery.

DEPARTMENT REVIEW

Selected principals requesting exams will receive notice concerning Department review by the end of the June Regents Exam period. This notice will indicate each subject for which answer papers must be submitted in the Regents box to the Department. All answer papers not requested must remain on file in the school for one year with the exception of restricted edition exams. The latter must be returned to the Department. Schools asked to submit answer papers for Regents Exams should produce and retain, in the school, photocopies of all answer papers prior to submitting them to the Department.

ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMS

Suggestions and feedback from teachers are an important contribution to the test development process. The Department provides an online evaluation form for State assessments where teachers may respond to several specific questions and may make suggestions. Complete and submit your evaluation of any exam (except restricted editions) on the Department's web site at <http://www.p12.nysed.gov/assessment/teacher/evaluation.html>.