



October 2010

TO: Principals of Secondary Schools

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

SUBJECT: Procedures for Requesting and Storing the January 2011 Regents Examinations and Regents Competency Tests

This memorandum provides essential information about requesting and storing the January 2011 examinations. In addition, all persons coordinating the administration of State examinations should be familiar with the publication *Regents Examinations, Regents Competency Tests, and Second Language Proficiency Examinations: School Administrator's Manual, 2008 Edition*. The manual is available on the Department's web site at: <http://www.emsc.nysed.gov/osa/sam/secondary/home.html>.

Accompanying this memorandum are the School Record of Examinations Requested (DET 501) and Instructions for Submitting Your Examination Request Online (DET 502). In a separate e-mail, schools will receive a memorandum concerning the new one-day, three hour Regents Comprehensive Examination in English. In order to reduce the cost of mailings, all future correspondence regarding the ordering of secondary tests will be done via e-mail.

NOTE: All regular, large-type, and braille editions of examinations administered during the January 2011 Regents Examination period and all translated editions of Regents Examinations must be requested online. Directions for using the Department's online examination request system are included in this memorandum and in the Instructions for Submitting Your Examination Request Online (DET 502).

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A user name and password is required for access into the online examination request system available at <http://portal.nysed.gov>. If you were the principal of the same school during the 2009–10 school year, and submitted your school's examination requests, the expectation is that you know your user name and password.

If you were the principal of the same school during the 2009–10 school year, but you have forgotten your password or you need to reset your password, access the "Reset Password" utility available from <http://portal.nysed.gov>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

If you are a new principal and do not have a valid user name and password, determine which of the following situations applies to you in order to obtain them:

- **Principals of New York City Public Schools and New York City Charter Schools.** If you are a public school or charter school principal in New York City, your user name and password must be obtained from your Borough Assessment Director (BAD) at your Borough Assessment Center.

- **Principals of Public Schools or BOCES programs located outside of New York City.** If you do not have a user name and password, you must contact your School Superintendent or Delegated Administrator to request new ones.
- **Nonpublic Schools and Non-New York City Charter Schools.** Nonpublic school principals and non-New York City charter school principals who do not have a user name and password should contact the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov. If you are a new principal for your school and have not done so, you must notify the Department's Office of Information and Reporting Services via fax, 518-402-5361 or 474-4351, that you are the new principal. This notice must be written on the school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, your previous position, and, for purposes of future password confirmations, your city of birth.

NOTE: All questions regarding user names and passwords *must* be directed to your Delegated Administrator in your local school district or the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

REQUESTING EXAMINATION MATERIALS

All regular, translated, large-type, and braille editions of examinations administered during the January 2011 Regents Examination period **must** be requested through the Department's online examination request system.

Initial online requests for January examination materials must be submitted no later than November 12. Specific directions for using the online request system are included with this memorandum. Within three business days after your request has been processed, you will be sent a confirmation notice via e-mail indicating the number of examinations to be shipped for the school. **It is of utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped for your school.**

Principals who find that they need additional materials after the November 12 submission deadline may return to the online examination request system to revise or add any supplemental quantities needed. Telephone requests will not be accepted. The Department will accept and enter on the school's behalf *only* those requests submitted by fax for examination editions or quantities that cannot, because of Department policies, be submitted online by the school (for example, alternative-language editions of the Regents Competency Tests). Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than November 24.

Administrators determining they need additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

Schools requesting the Regents Examinations in Physical Setting/Physics and Comprehensive French should note that these will be restricted editions during each January administration period. The Regents Competency Tests in Global Studies, Mathematics, Science, and United States History and Government will also be restricted. Each copy of each restricted examination booklet, answer booklet, and rating guide is numbered, and all copies of these materials, whether used or unused, must be returned to the Department along with all student answer booklets. Photocopying and/or school retention of copies of restricted examination booklets and/or notes pertaining to their contents is strictly prohibited. Schools must not request any more copies of these editions than they require for administration to students in January 2011.

REQUESTING ENGLISH LANGUAGE EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for administration to students in January. The quantity of examinations requested should match your school's course enrollment plus the quantity needed only for students who have completed the course of study and are retaking the examination. Schools will not be permitted to request quantities of examinations that substantially exceed the number of reported administrations in January 2010.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed plus no more than 5%.
- *Restricted editions:* The Regents Comprehensive Examination in French; the Regents Examination in Physical Setting/Physics; the braille edition of the Regents Examination in Physical Setting/Earth Science; the Regents Competency Tests (RCTs) in Global Studies, Mathematics, Science, and United States History and Government are available only in restricted form. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department. The teacher dictation copies, answer booklets, and the rating guides for the Regents Comprehensive Examination in French, the student answer booklets and the rating guides for the Regents Examination in Physical Setting/Physics, and the answer booklets and rating guides for the RCTs in Global Studies and United States History and Government are also restricted and must be returned to the Department. Therefore, request only the EXACT number of restricted editions required. *Do not request sample copies or extra copies.* **Administrators are responsible for returning to the Department all restricted examination materials shipped to their school.**
- *Large-type and braille test booklets:* With the exception of translated editions, large-type and braille test booklets are available for all examinations. Request the EXACT number of booklets needed for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires either of these accommodations. Sample copies of past examinations in large type and braille may be obtained from the New York State Resource Center for the Visually Impaired, 2-A Richmond Avenue, Batavia, NY 14020 (585-343-5384).
- *Answer sheets:*
 - *Regents Examinations:* Hand-scorable answer sheets are part of most test booklets. Schools may substitute other types of answer sheets. Separate answer booklets will be provided for the Regents Comprehensive Examinations in French and Spanish. Essay booklets will be provided for the Regents Examinations in English, Global History and Geography, and United States History and Government. A separate answer sheet will be provided for the Regents Comprehensive Examination in English.
 - *Regents Competency Tests:* All schools will be sent answer booklets for the RCT in Writing. Separate answer sheets, which may be machine scored or hand scored using scoring overlays provided by the Department, are provided for the other RCTs. Schools may substitute other types of answer sheets. When submitting your online request, indicate on the RCT request page whether you want the Department to send the machine-scorable answer sheets for those examinations.¹
- *Teacher dictation copies, scoring keys for RCTs and the restricted Regents Examinations in Physical Setting/Physics and the Comprehensive Examination in French, and teacher directions:* Sufficient quantities of these materials will be included in the examination shipment, based on the number of test booklets requested. Scoring materials for all other examinations will be available online.

¹ *Answer sheets for New York City public schools:* New York City public schools will be sent the answer booklets for the RCT in Writing, but will not be sent machine-scorable answer sheets for the other RCTs. Special machine-scorable answer sheets for these tests will be provided to New York City public schools by the New York City Division of Accountability and Achievement Resources.

Printed copies of scoring keys for all of the nonrestricted Regents Examinations will not be sent to schools.

- *Performance test for the Regents Examination in Physical Setting/Earth Science:* Sufficient quantities of the performance test materials will be included in the shipment of nonsecure materials, based on the number of test booklets requested.
- *Part One materials for the Regents Comprehensive Examinations in French and Spanish:* Sufficient quantities of *Part One: Speaking* for the modern languages will be sent to each school based on the number of test booklets requested.
- *Regents-endorsed diplomas:* These may be requested online along with the school's request for Regents Examinations and will be shipped with the nonsecure testing materials for the January 2011 examination period.
- *Braille or large-type auxiliary test materials:* Teacher directions, teacher dictation copies, scoring keys, etc., for English editions of State examinations may be requested only for use by teachers with visual disabilities. These materials will be prepared only when a written request from the principal is received via fax to 518-474-2021 by November 12.
- *Reference tables for the Regents Examinations in the Physical Setting/Sciences:* Sufficient quantities of reference tables will be sent to each school based on the number of test booklets requested. Schools should retain reference tables for use in classroom activities. Additional quantities may be downloaded at: <http://www.p12.nysed.gov/osa/reftable/home.html>.

REQUESTING MATERIALS FOR CURRENT AND ELIGIBLE FORMER ENGLISH LANGUAGE LEARNERS

The testing accommodations that may be provided to English language learners may also be provided to former English language learners who achieved the proficient level on either of the two most recent administrations of the NYSESLAT. Therefore, in January 2011, schools may provide these accommodations to former English language learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2009 or spring 2010. Schools may not provide testing accommodations to former English language learners who achieved the proficient level prior to the spring 2009 NYSESLAT administration.

Current and eligible former English language learners may take State examinations either in an alternative-language edition or in English, whichever is more appropriate to the student's reading skills. The Regents Examinations in Integrated Algebra, Global History and Geography, United States History and Government, Living Environment, and Physical Setting/Earth Science are available in five languages other than English: Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. Only English-language editions are provided for other Regents Examinations. All translated editions of Regents Examinations must be requested using the online request system.

The alternative-language editions of the RCTs cannot be requested via the online request system. These editions must be requested in a separate letter signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the exact quantity of each test needed in each language. The RCT in Global Studies is offered in six languages other than English: Chinese (Traditional), French, Haitian Creole, Korean, Spanish, and Vietnamese. The RCT in Science is offered in Spanish only. The RCT in United States History and Government is offered in four languages other than English: Chinese (Traditional), Haitian Creole, Korean, and Spanish. The alternative-language editions of the RCT in Mathematics are available in the 29 languages listed on the next page:

Albanian	Farsi	Hindi	Malay	Spanish
Amharic	French	Italian	Polish	Tagalog
Arabic	German	Japanese	Portuguese	Thai
Burmese	Greek	Khmer	Romanian	Turkish
Chinese	Haitian Creole	Korean	Russian	Urdu
(Traditional)	Hebrew	Lao	Serbo-Croatian	Vietnamese

The translated editions of Regents Examinations offered in January 2011 are direct translations of the English editions, so current and eligible former English language learners may be permitted to use both editions simultaneously. Because the alternative-language editions of the RCTs in Mathematics, Science, Global Studies, and United States History and Government are not direct translations of the English-language editions, students *may not* be given both.

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

All students taking the January 2011 Regents Examination in Physical Setting/Earth Science, including those retaking the written examination, must take the performance test. Scores earned on the Earth Science Performance Test taken in conjunction with prior administrations of this written examination may not be carried forward and applied to the student’s final examination score for this Regents Examination. Only the performance test score earned by the student in the weeks immediately preceding the January 2011 written examination may be used to determine the student’s final examination score for this Regents Examination.

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 examination to take the Physical Setting/Earth Science Performance Test 2008 Edition (revised 2010) 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 examination. This requirement applies both to students enrolled in the course of study and to students who plan only to retake the examination. All schools administering this examination must notify students of the date and time to appear for the performance test.

SHIPPING OF EXAMINATION MATERIALS

Examination materials may be delivered in up to five separate shipments; approximate delivery dates are indicated on the following list. These delivery dates are contingent upon submission of your school’s online request by the November 12 deadline.

- *Mid-November:* Materials for Part One of the Comprehensive Regents Examinations in French and Spanish
- *Early January:* Schools requesting the Regents Comprehensive Examination in English will receive a separate shipment providing the special answer sheets that must be used with the new examination.
- *Early January:* Nonsecure testing materials, including the Regents-endorsed diplomas, the Physical Setting/Earth Science performance tests, and nonsecure materials for the examinations requested for your school
- *Just prior to the examination dates:* Locked Regents boxes containing the secure examination materials

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State examinations must provide any information or affirmations required on the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to comply with the examination security requirements described in this memorandum and in the *School Administrator’s Manual*.

Secure examination materials must be stored in locked Regents boxes, which must in turn be stored in a Department-approved safe or walk-in vault that meets *all* of the specifications listed below. Newly constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative and approved by the Department before secure materials may be stored in any such facility. Approval of such a storage facility is contingent upon its having met *all* of the criteria outlined below. If your school's safe or vault has not been approved, but you believe it meets the criteria outlined below, please contact the Office of Assessment Policy, Development and Administration by fax (518-474-1989) to arrange for an inspection.

WALK-IN VAULTS must have all of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) combination or key lock that allows exiting at all times

SAFES must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have:

- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the Regents boxes for the school's typical examination request (minimum acceptable unobstructed inside dimensions: 11"× 20"× 27")

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure examination materials in an approved safe or vault in another school, school district building, or BOCES building. Principals experiencing difficulty making arrangements for secure storage of examination materials should notify this office at 518-474-8220.

Principals must inform all school building personnel permitted to accept delivery of Regents boxes, either during or after school hours, of the procedures for safeguarding secure examination shipments. Access to any safe or vault where locked Regents boxes are stored must be restricted so as to prohibit entry by students and other unauthorized persons. The locked Regents boxes must be visually inspected daily by the person in charge of the examinations to ensure that they have remained secure.

The vast majority of schools administering secondary examinations have found it convenient to establish, with only a single round of correspondence, an "ongoing" storage plan. Such a plan continues from one academic year to the next, unless and until a school's principal notifies us of the need for change. Please review the "School Information" page on the online examination request system to determine whether your school must submit a new Examination Storage Plan (DET 599) for the January 2011 Regents Examination period. If a new storage plan is required, please help us simplify your paper flow and ours by initiating an ongoing storage plan. To amend the storage information for your school, you must send a fax to 518-474-2021 with the school name and address where you have arranged for the examinations to be securely stored. This office will then request written verification of the storage arrangements from the person in charge of your proposed "host" storage location before secure examination materials can be shipped to that address.