



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

BUREAU CHIEF, TEST ADMINISTRATION AND OPERATIONS  
Office of State Assessment

October 2012

TO: Principal of Secondary Schools

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

SUBJECT: Procedures for Requesting and Storing the January 2013 Regents Examinations and Regents Competency Tests

Essential information is provided in this memorandum concerning requesting and storing the January 2013 exams. In addition, all persons coordinating the administration of State exams should be familiar with the 2012 edition of the *School Administrator's Manual*. The manual is available on the Department's web site at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

This memorandum is accompanied by the *School Record of Examinations Requested* (DET 501) and *Instructions for Submitting Your Examination Request Online* (DET 502). These forms are also available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.

**All schools administering Regents Exams must contract with a Regional Information Center (RIC) or large-city scanning center for answer sheets and exam data processing services for ALL Regents Exams. For details regarding this requirement, please see the information on answer sheets on page 3.**

**Regents Competency Tests (RCTs) may be administered only to students with disabilities who first entered Grade 9 prior to the September 2011-12 school year and who have completed the unit of study requirements specified under "Admission Requirements" in Section One of the [School Administrator's Manual](#). Further information on this topic can be found in the memorandum "Local Diploma Safety Net Options for Students with Disabilities who Enter Grade 9 in September 2011 and Thereafter" available at <http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm>.**

### 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 2011-12 school year, and submitted your school's exam requests, the expectation is that you know your user name and password.

If you have forgotten or need to reset your password, use the "Reset Password" utility available at <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](mailto:seddas_help@mail.nysed.gov).

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

- **Principals of New York City Public Schools and New York City Charter Schools.** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your user name and password.
- **Principals of Public Schools or BOCES Programs Located Outside of New York City.** Contact your School Superintendent or Delegated Administrator to request a user name and password.
- **Nonpublic Schools and Non-New York City Charter Schools.** Contact the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov) to obtain a user name and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via fax to 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.

All questions regarding user names and passwords for public schools **must** be directed to your Delegated Administrator in your local school district or for nonpublic schools the SEDDAS Help Desk at 518-473-8832 or [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov).

## REQUESTING EXAM MATERIALS

Prior to being allowed to place requests in the online examination request system, all secondary schools must have submitted the *Charge Back or Invoice for Regents Exam Overages* form, an agreement regarding charges invoked for ordering excess quantities of Regents Exam materials. If this form was not submitted for your school during either the 2010-11 or the 2011-12 school years, please contact the Operations Group at 518-474-8220.

Request only those quantities of exams actually needed for administration to students in January. **Note that schools are no longer permitted to request exams for other schools.** The quantity of exams requested should match your school's course enrollment plus the quantity needed for students who have completed the course of study and are retaking the exam.

**Online requests for January exam materials must be submitted no later than November 16.** Specific directions for using the online examination 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 exams to be shipped to the school. **It is of the utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of exam materials will be shipped to your school.**

Principals who find that they need additional materials may return to the online examination request system until November 16 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 exams or quantities that cannot, because of

Department policies, be submitted online by the school. For example, alternative-language editions of the Regents Competency Tests (RCTs) cannot be requested online.

Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than November 16. Administrators determining the need for additional exam materials after that date will likely have to obtain them from a nearby regional center on the day of the exam.

## GUIDELINES FOR REQUESTING SPECIFIC MATERIALS

- *Regular test booklets:* Request the exact quantity needed, plus not more than 10% for unanticipated increases.
- *Restricted editions:* The Regents Examination in Physical Setting/Physics (all editions); the RCTs in Global Studies, Mathematics, Science, and United States History and Government; the braille editions of the Regents Examinations in Living Environment and Physical Setting/Earth Science and the RCT in Reading 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 student answer booklets and the rating guides for all restricted exams are also restricted and must be returned to the Department. Photocopying and/or school retention of copies of restricted exam 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 2013. **Administrators are responsible for returning to the Department all restricted exam 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 exams. Request the EXACT number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodations Plans (504 Plans) specifically require either of these accommodations. Sample copies of past exams in large-type and braille may be obtained from the New York State Resource Center for the Visually Impaired, 2-A Richmond Avenue, Batavia, New York 14020 (585-343-5384).
- *Answer sheets:*
  - ◆ *Regents Exams:* The Department no longer provides hand-scorable answer sheets for **any** Regents Exams. Schools are required to contract with a Regional Information Center (RIC) or large-city scanning center for answer sheets and exam data processing services. The complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>. New York City nonpublic schools must contract with a scanning center outside the city. For additional information, please see the memorandum "Scanning Regents Examination Answer Sheets: June 2011" (<http://www.p12.nysed.gov/assessment/ac-general/scanning-101810.pdf>). Questions about the requirement to scan Regents Exam answer sheets should be directed to the Office of State Assessment (OSA) at 518-474-5900. Questions about data collection and reporting services should be directed to your RIC or the Office of Information and Reporting Services at 518-474-7965.
  - ◆ *RCTs:* The Department does not provide machine-scorable answer sheets for RCTs. Instead, the Department provides a hand-scorable answer sheet as the last page of the test booklet. Schools may substitute other types of answer sheets that have been designed for use with the test.

- *Essay Booklets*: The Department no longer provides printed copies of essay booklets for the Regents Examinations in Comprehensive English, Global History and Geography, and United States History and Government or the answer booklet for the RCT in Writing. The essay booklets and answer booklet are available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/home.html#fui>. Schools must print enough copies to supply one to each student during testing.
- *Scoring keys for restricted RCTs, the RCT in Reading, the restricted Regents Examination in Physical Setting/Physics, and the restricted braille editions of the Regents Examinations in Living Environment and Physical Setting/Earth Science and the RCT in Reading*: Sufficient quantities of these materials will be included in the exam shipment, based on the number of test booklets requested. Scoring materials for all other exams will be available online. Printed copies of scoring keys for all of the nonrestricted Regents Exams will not be sent to schools.
- *Performance test for the Regents Examination in Physical Setting/Earth Science*: Sufficient quantities of the performance tests materials will be included in the shipment of nonsecure materials, based on the number of test booklets requested.
- *Regents-endorsed diplomas*: These may be requested online along with the school's request for Regents Exams and will be shipped with the nonsecure materials for the January 2013 exam period.
- *Braille or large-type auxiliary test materials*: Teacher directions, teacher dictation copies, scoring keys, etc., for English editions of State exams may be requested 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 no later than November 16.
- *Reference tables for Regents Exams in the Physical Setting/Sciences*: The Department no longer provides printed copies of the reference tables. The reference tables are available on the Department's web site at <http://www.p12.nysed.gov/assessment/reftable/home/html>. The online editions must be used during testing and schools must print sufficient copies to supply one clean copy to each student for use during the exam. Note that the Department will continue to provide schools with the braille and large-type editions in the shipment of nonsecure test materials. Additional information on the online editions of the reference tables can be found at <http://www.p12.nysed.gov/assessment/reftable/rt-memo-11.pdf>.
- *Teacher's Directions*: The Department no longer provides printed copies of Directions for Administering Regents Exams, RCTs, or the Information Booklets for Scoring Regents Exams. These materials are available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/home.html>. Schools must print sufficient copies to supply one to each staff member involved in the administration and/or scoring of the exams.

## **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 New York State English as a Second Language Achievement Test (NYSESLAT). Therefore, in January 2013, schools may provide these accommodations to former English language learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2011 or spring 2012. Schools may not provide testing accommodations to former English language learners who achieved the proficient level prior to the spring 2011 NYSESLAT administration.

Current and eligible former English language learners may take State exams 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. All translated editions of Regents Exams must be requested using the online examination request system. Only English-language editions are provided for the Regents Examinations in Algebra 2/Trigonometry, Comprehensive English, Geometry, Physical Setting/Chemistry, and Physical Setting/Physics.

The alternative-language editions of the RCTs cannot be requested via the online examination 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 and United States History and Government is offered in six languages other than English: Chinese (Traditional), French, Haitian Creole, Korean, Spanish and Vietnamese. The RCT in Science 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 below:

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

The translated editions of Regents Exams offered in January 2013 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 may not be direct translations of the English-language editions, students *may not* be given both.

## SHIPPING OF EXAM MATERIALS

Exam 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 prior to the ordering deadline.

- *Early January:* Nonsecure testing materials, including the Regents-endorsed diplomas and the Physical Setting/Earth Science performance tests requested for your school
- *Just prior to the exam dates:* Locked Regents boxes containing the secure exam materials

## EXAM STORAGE REQUIREMENTS

Every principal requesting State exams must provide any information or affirmations required on the online examination request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to comply with the exam security requirements described in this memorandum and in the [School Administrator's Manual](#).

Secure exam 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 arrange for an inspection by faxing a written request on school letterhead signed by the principal to OSA at 518-474-1989. Once your school's safe or vault is approved by the Department, your school will be notified and the secure storage location will be reflected on the School Information page of the online examination request system.

**WALK-IN VAULTS** must have all of the following: **SAFES** must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have:

- 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-hatch (deadbolt) combination or key lock that allows exiting at all times
- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- capacity to store the Regents boxes for the school's largest exam request (minimum acceptable unobstructed inside dimensions of 11" x 20" x 27" to store one Regents box)

Principals of schools with approved storage facilities must inform all school building personnel permitted to accept delivery of Regents boxes of the procedures for safeguarding secure exam shipments whether they arrive during or after school hours. 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 exams to ensure that they have remained secure. Schools with approved storage facilities that are storing exams materials for another school may not remove those materials from the locked Regents boxes or release them to the school until the morning of the day on which the exam is scheduled to be administered.

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure exam 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 exam materials should notify this office at 518-474-8220.

Please review the "School Information" page on the online examination request system. If the fields indicating where your exams will be shipped are blank, your school must submit a new *Examination Storage Plan* (DET 599) for the January 2013 Regents Exam period. (See the message at the bottom of the "School Information" page for instructions; Adobe Reader® required.) Your school also should submit a new *Examination Storage Plan* if you need to amend pre-approved storage information. Your *Examination Storage Plan* must be sent via fax to 518-474-2021 complete with the school name and address where you have arranged for the exams 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 exam materials can be shipped to that address.