



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

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Office of Elementary, Middle, Secondary and Continuing Education  
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August 2003

TO: Principals of Selected Public and Nonpublic Schools

FROM: Gerald E. DeMauro

SUBJECT: Department Review of the August 2003 Regents Examinations

After each Regents examination period, principals of randomly selected schools that administer State examinations are asked to submit all answer papers for specific examinations to CTB/McGraw-Hill for the Department Review. The purpose of the rescoring provided by the Department Review is to help schools evaluate how their raters compare to the State's rater (CTB/McGraw-Hill). All requested answer papers must be received by CTB/McGraw-Hill **no later than August 29, 2003**.

Enclosed with this memo you will find the following:

- ❑ Notice of Department Review: lists the examination titles selected for August 2003 Department Review, for which your school must provide answer papers.
- ❑ Record of Department Review: one copy has been provided for each examination title requested.
- ❑ Green labels: for the purpose of identifying your shipment
- ❑ Checklist for Department Review: provides important instructions to follow when submitting examination answer papers – please follow these instructions carefully to ensure proper handling and processing of your shipment.

All papers for the specific examinations are collected to assure that no systematic bias is introduced in paper selection. Papers from each school are then randomly selected. After this random selection, you will immediately be provided with A) all examinations not selected and B) photocopies of the answer sheets containing student information and teacher part scores for those examinations selected.

If you have any questions concerning this request, please contact CTB/McGraw-Hill Customer Service at 888-282-0059 to speak with a New York State Regents team member. Alternatively you may view a list of Frequently Asked Questions at the NYSED web site at:  
[www.emsc.nysed.gov/ciai/assess.html](http://www.emsc.nysed.gov/ciai/assess.html)

Enclosures