



BUREAU CHIEF, TEST ADMINISTRATION AND OPERATIONS
Office of Assessment Policy, Development and Administration

January 2011

TO: Principals of Public, Nonpublic, and Charter Schools
FROM: Barbara M. Wallis *Barbara M. Wallis*
SUBJECT: Administration of the January 2011 Regents Examinations and Regents Competency Tests

IMPORTANT: Test booklets for the January Regents Examination period will be shipped so as to arrive at schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on January 10 for the Regents Comprehensive Examination in English and on January 20, 21, or 24 for all other examinations. See "Shipment of Examination Materials" below for further information.

This memorandum provides essential information about the administration of the January examinations. In addition, all persons coordinating the administration of the January 2011 examinations should be familiar with the publication *Regents Examinations, Regents Competency Tests, and Second Language Proficiency Examinations: School Administrator's Manual, 2008 Edition*. This manual may be accessed on the Department's web site at <http://www.p12.nysed.gov/osa/sam/secondary/home.html>.

Accompanying this memorandum is the list of regional centers, a memorandum regarding the content of each January examination, and the schedule for the January 2011 examination period.

SHIPMENT OF EXAMINATION MATERIALS

Testing materials are delivered to schools in several shipments, depending on the examinations requested. The performance test (Part One) of the Comprehensive Regents Examinations in foreign languages has already been shipped to schools that requested those examinations.

Nonsecure materials for the January examinations are shipped to schools in cardboard cartons and/or padded mailers and are delivered in early January. This shipment includes answer booklets for the Regents Competency Test (RCT) in Writing; answer sheets for all other RCTs; answer booklets for the Regents Examinations in English, social studies, and Spanish; Earth Science performance test materials; science reference tables; directions for administering and scoring all examinations; and Regents diplomas.

Note: Schools will receive printed scoring materials for the RCTs, the restricted Regents Examinations in Comprehensive French and Physical Setting/Physics, and scoring key overlays for the Regents Comprehensive Examination in English but will not receive printed copies of scoring materials for any of the other January 2011 Regents Examinations. Instead, for each non-restricted examination, the scoring keys and rating guides will be made available on the Department's web site at <http://www.p12.nysed.gov/osa/scoring/home.html> at approximately 11 a.m. for morning examinations and at approximately 3 p.m. for afternoon examinations on the scheduled administration date. Schools must print sufficient copies of the non-restricted scoring materials to supply one to each rater. (See page 4.)

The shipment containing secure materials for the January 11, 2011 Regents Comprehensive Examination in English will be delivered in locked Regents boxes to arrive at schools or approved storage locations between 8:00 a.m. and 5:00 p.m. on January 6, 7, or 10. The final shipment, comprising secure materials for all other January examinations, will be delivered in locked Regents boxes to arrive at schools or approved storage locations between 8:00 a.m. and 5:00 p.m. on January 20, 21, or 24. Please be sure that someone is

available in your school or approved storage location during those hours to accept the examination shipment. Should any problems occur in connection with the delivery of examination materials, please call this office at 518-474-8220 or 474-5902 immediately.

The locked plastic sliding-lid 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 January 7, 2011 for the Regents Comprehensive Examination in English and January 20 for all other examinations. Please call the Test Distribution Unit at 518-474-5914 if padlock keys have not been received by 12:00 noon on these dates.

CHECKING THE EXAMINATION 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 confirmation notice to ensure that all appropriate examination materials have been received for each subject. If your inventory shows that the shipment contains excess examination materials or that it contains examination materials that you did not request, please notify the Office Assessment Policy, Development and Administration 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 examinations that your school will be administering, as outlined on the following page under "Safeguarding Examination Materials." Under no circumstances may the sealed packages of secure examination materials be opened during this inventory. The number of test booklets contained in each of the sealed packages is indicated below:

- *English editions of RCTs and Regents Examinations (except for the restricted examinations: the Regents Examination in Physical Setting/Physics, the Regents Comprehensive Examination in French, and the restricted RCTs in Global Studies, United States History and Government, Mathematics, and Science).* Each sealed package contains 25 booklets.
- *Spanish editions of 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 Regents Examinations.* The exact quantity requested will be shipped to the school.
- *Restricted editions—the Regents Examination in Physical Setting/Physics; the Regents Comprehensive Examination in French; the RCTs in Global Studies, United States History and Government, Mathematics, Reading (braille only) and Science; and the alternative language editions of these RCTs.* Each test booklet is numbered and sealed in a separate envelope. Exact quantities requested are shipped to the school.

EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

If a shipment for your school does not include all the materials needed, additional materials may be obtained from a nearby regional center. Please note that due to severe fiscal constraints, only limited quantities of examination booklets are being provided to regional centers. Please contact the official in charge of the regional center before sending a representative to pick up test materials. We ask your cooperation in only asking the regional center to provide the exact number of test booklets that your school will be administering and to understand if the regional center is not able to provide as many test booklets as your school requests. If you are unable to receive as many copies of examination booklets from your regional center as your school requires to administer to eligible students, you may contact the Department by e-mail at printquan@mail.nysed.gov or by fax to 518-474-1989 for guidance.

A list of regional centers accompanies this memorandum. Supplies will be available at regional centers of all examination materials other than braille, large-type, and alternative language editions of all examinations. If you require an emergency supply of materials that are not ordinarily available at the

regional centers or if you require more than 25 booklets of an examination that is ordinarily available at the regional center, please send a fax to the Office of Assessment Policy, Development and Administration at 518-474-2021.

Examination materials are available at the regional centers only on the day of the examination. Secure materials for morning examinations will be released in the morning; secure materials for afternoon examinations will not be released until after 11:00 a.m. Scoring materials will not be released by regional centers until after the Uniform Statewide Admission Deadline, which is 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. 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 examination materials at a regional center, an individual must present a letter of authorization written on his or her 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 examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

School personnel are forbidden to make or authorize photocopies of secure State examination booklets or teacher dictation copies without the express written prior approval of the Office of Assessment Policy, Development and Administration. Such approval will be considered only when it is not feasible for the school to obtain the secure examination materials from a regional center.

SAFEGUARDING EXAMINATION MATERIALS

The principal of each school requesting examinations 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. Examination materials may be removed from locked Regents boxes only for inventory and for administration of the examinations on the scheduled date.

If the locked Regents boxes containing a school's shipment of secure examination materials are found to be too large for the approved storage location, the principal who requested the examinations 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 examinations 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 examinations to ensure that they have not been tampered with and that their contents remain secure.

The sealed packages containing examination booklets and teacher dictation copies must not be opened until the day each examination is scheduled to be administered, and no earlier than is necessary for distribution to proctors. Scoring key packages must be kept secure and may not be opened until after the Uniform Statewide Admission Deadline of 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations.

Department personnel will make unannounced visits to some schools after the examination materials have been delivered in order to verify that they are being properly stored. If a violation of storage procedures is found, all examination 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 examination materials from that location each morning and afternoon during the Regents Examination period and to pick up scoring keys after the morning and afternoon Uniform Statewide Admission Deadline on the appropriate days. The school will then be required to store all examination 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 examinations.

Following the examination period, in addition to other materials, the principal must return to the Department the completed **Examination Scoring Certificate**, **Examination Storage Certificate**, and **Deputy and Proctor Certificate** (received in the 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, pages 1-2, of the *School Administrator's Manual*.

ADMINISTERING AND SCORING EXAMINATIONS

The general administration procedures for secondary-level examinations are provided in the *School Administrator's Manual*. Specific directions for administering regular and restricted examinations are included in the shipment of nonsecure test materials. These materials must be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

The Department is no longer providing printed scoring materials for any examinations other than the scoring key overlay for the Regents Comprehensive Examination in English, and scoring materials for the RCTs and the restricted Regents Examinations in Comprehensive French and Physical Setting/Physics. Schools must print sufficient copies of the non-restricted scoring materials to supply one to each rater.

Beginning in January 2011, all scoring keys and rating guides posted on the Department's web site will be password protected. The school principal will receive an e-mail from the Department on the day of the examination that provides the password to be used to access all scoring keys and rating guides being posted that day. In order to access these documents, all schools will be required to enter the password sent by the Department.

Scoring materials for all editions of restricted Regents Examinations and RCTs may **not** be photocopied. Should the necessity arise, all other scoring materials may be photocopied, but only after the Uniform Statewide Admission Deadline for the corresponding examination.

To ensure that correct scores are obtained, make certain that all persons responsible for rating examinations are provided the appropriate scoring materials, as detailed below:

- *Regents Examinations*. The same scoring materials are provided to score the regular English editions and the braille and alternative language editions.
- *RCT in Mathematics*. Two scoring keys are provided — one for the restricted English edition, the second for the restricted alternative language and braille editions.
- *RCT in Science*. Two scoring keys are provided — one for the restricted English edition and the restricted Braille edition, and the second for the restricted alternative language editions.
- *RCT in Reading*. Two scoring keys are provided — one for the regular English edition, and the second for the restricted braille edition.
- *RCT in Writing*. A single scoring key is provided for the regular English edition and for the braille edition.
- *RCT in Global Studies*. One set of scoring materials is provided for all editions — the semi-transparent overlay for the Part One multiple-choice questions, and the restricted sequentially numbered rating guide for the Part Two essays.
- *RCT in United States History and Government*. One set of scoring materials is provided for all editions — the semi-transparent overlay for the Part One multiple-choice questions, and the restricted sequentially numbered rating guide for the Part Two essays.

PROCEDURES FOR STUDENTS RETAKING THE REGENTS EXAMINATION IN EARTH SCIENCE

All students taking the January 2011 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 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 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 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.

REPORTING ADMINISTRATION AND SCORING IRREGULARITIES TO THE DEPARTMENT

The building principal is responsible for all aspects of the school's administration of State examinations 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 examinations. In addition, the principal must report the following events in writing to the Office of Assessment Policy, Development and Administration:

- All student infractions of the Department's policy prohibiting the use of cell phones and other communications devices during State examinations.
- All confirmed cases of students having committed fraud on State examinations.
- All interruptions of testing sessions including those caused by power outages or fire alarms.
- All suspected or confirmed cases of teachers, administrators or paraprofessionals giving aid to students during a State examination or altering student responses on an examination paper.
- All instances in which a State examination 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 examination.
- All instances in which scorers do not rate State examinations in accordance with the scoring materials provided by the Department.
- All cases in which a school official does not adhere to the Department policy concerning the finality of examination scores as determined by the teacher scoring committees. This policy is explained in the *Directions for Administering Regents Examinations, January Administration* under the heading "Rating Examination Papers" on pages 13 and 14.
- All cases in which a school official or staff member alters or otherwise misrepresents a student's earned examination score during scoring, recording, or reporting.
- All cases in which student answer papers are lost prior to the recording of scores in students' permanent records. (See page 7.)

Principals must report all such events in writing by fax to 518-474-1989 or via e-mail to emscassessinfo@mail.nysed.gov.

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*.

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 examinations. Under certain conditions, special examination arrangements may be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided in Section Two, pages 15-16, 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 one-half of that amount of time), 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 tests 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. This accommodation is **not** permitted on State examinations in foreign languages.
- *Bilingual Dictionaries and Glossaries:* English language learners may use bilingual dictionaries and glossaries when taking State examinations in all subjects **except** foreign languages. 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 State examinations 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 examination 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 examination when there is no translated edition provided by the Department. This accommodation is permitted for State examinations in all subjects **except** English language arts and foreign languages. 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 and the Bilingual/ESL Technical Assistance Centers (BETACs) can assist schools in locating suitable translators.

- *Writing Responses in Native Language:* English language learners making use of alternative language editions or of oral translations of State examinations may write their responses to the open-ended questions in their native language. Scoring the tests is the responsibility of the school. However, the Department’s Office of Bilingual Education and Foreign Language Studies and the BETACs 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 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 2009 or Spring 2010. These accommodations may not be provided to former English language learners who were identified as English language proficient prior to the 2009 NYSESLAT administration.

MATERIALS RETURNED IN THE REGENTS BOX

The materials that must be returned to the Department in the Regents boxes are listed in Section Four, pages 1-2, 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 whenever possible.

Return all Regents boxes no later than February 18. Please check all storage locations for any boxes remaining from previous examination 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.

ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMINATIONS

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 examination (except restricted editions) on the Department’s web site at: <http://www.p12.nysed.gov/osa/teacher/evaluation.html>.

DEPARTMENT REVIEW

Selected principals requesting examinations will receive notice concerning Department review by the end of the January Regents Examination 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 after end of school year with the exception of restricted edition examinations. Schools asked to submit answer papers for Regents Examinations should produce and retain, in the school, photocopies of all answer papers prior to being submitted to the Department.

HANDLING OF STUDENTS’ COMPLETED EXAMINATION MATERIALS

When a student has completed a State examination, 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 examinations 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 student

papers are scored in cooperation with another school, answer papers 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 examinations 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 examination 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 examination 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.

SPECIAL PROCEDURES FOR SCORING THE REGENTS COMPREHENSIVE EXAMINATION IN ENGLISH AND SUBMITTING THE ANSWER SHEETS

As part of the January 2011 score collection process for the Regents Comprehensive Examination in English, schools are required to:

1. Score all of the students' responses strictly in accordance with the scoring key and rating guide for the examination provided by the Department. Scorers record the scores for each constructed-response question (Questions 26, 27, and 28), the students' total score for the multiple-choice questions and total score for the constructed-response questions in the designated places on the back of each answer sheet. Use only a No. 2 pencil to record the scores. Do **not** use pen. Do **not** affix any labels to the answer sheets.
2. Make a careful record to be retained in the school of the total multiple-choice and constructed-response scores earned by each student. The Department will provide a recordkeeping form for this purpose as part of the Information Booklet for Scoring the January 2011 Regents Comprehensive Examination in English.
3. Photocopy **both sides** of each scored answer sheet to provide a temporary record while the answer sheets are being scanned by Pearson and as a safeguard should the answer sheets become lost in transit.
4. Return only the completed original answer sheets; **do not** return to Pearson blank answer sheets or any answer sheets on which the student declaration is unsigned.
5. Use the white box in which the school's answer sheets were delivered for their return to Pearson. Affix both labels (UPS and Pearson) to the box. If the box or the shipping label in the box are lost or damaged, contact the Office of Assessment Policy, Development and Administration by fax at 518-474-2021.
6. Have the boxes containing the original scored answer sheets ready for pick up by 2:00 p.m. on Wednesday, January 12. UPS will arrive between the hours of 2:00 p.m. and 5:00 p.m. It is the principal's responsibility to ensure that a staff member is available during that time to provide the box(es) to the UPS driver. If UPS arrives for pick up prior to 2:00 p.m. and before the answer sheets are scored and ready to ship, or if UPS does not arrive by 4:45 p.m., please call UPS at 800-742-5877. Please have your confirmation number ready when you call.

c: David Abrams