



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

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TO: Principals of Secondary Schools
FROM: Barbara M. Wallis *Barbara M. Wallis*
SUBJECT: Procedures for Requesting and Storing the January 2012 Regents Examinations and Regents Competency Tests

This memorandum provides essential information about requesting and storing the January 2012 exams. In addition, all persons coordinating the administration of State exams should be familiar with the *School Administrator's Manual*. 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 order to reduce the cost of mailings, all correspondence regarding the ordering of secondary tests will be done via e-mail.

All schools administering the Regents Exams in Comprehensive English, Integrated Algebra, Global History and Geography, U.S. History and Government, Living Environment, and Physical Setting/Earth Science must contract with a Regional Information Center (RIC) or large city scanning center for answer sheets and exam data processing services. For details regarding this requirement see the information on answer sheets on page 3.

ACCESSING THE ONLINE EXAM REQUEST SYSTEM

A user name and password is required for access into the online exam request system available at <http://portal.nysed.gov>. If you were the principal of the same school during the 2010–11 school year, and submitted your school's exam requests, the expectation is that you know your user name and password.

If you were the principal of the same school, but you have forgotten or need to reset your password, use 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 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 at your Borough Assessment Center 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 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, 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.

REQUESTING EXAM MATERIALS

Prior to being allowed to place requests in the online 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 exam materials. If this form was not submitted for your school during the 2010–11 school year, please contact the Operations Group at 518-474-8220.

Online requests for January exam materials must be submitted no later than November 10. 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 exams 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 exam materials will be shipped for your school.**

Principals who find that they need additional materials may return to the online exam request system until November 10 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 10. Administrators determining they need additional exam materials after that date will likely have to obtain them from a nearby regional center on the day of the exam.

REQUESTING ENGLISH LANGUAGE EXAM MATERIALS

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 only for students who have completed the course of study and are retaking the exam.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed plus no more than 10%.

- *Restricted editions:* The Regents Examination in Physical Setting/Physics; 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 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 2012. **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 Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires 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, NY 14020 (585-343-5384).
- *Answer sheets:*
 - *Regents Exams:* The Department no longer provides hand-scorable answer sheets for the Regents Examinations in Comprehensive English, Integrated Algebra, Global History and Geography, U.S. History and Government, Living Environment, and Physical Setting/Earth Science. For these exams, all schools are required to contract with a Regional Information Center (RIC) or large city scanning center for answer sheets and exam data processing services. (Note that this is phase one of a two phase process that will include all Regents Exams beginning in June 2012.) 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>. New York City nonpublic schools must contract with a scanning center outside the city. Questions about the requirement to scan Regents Exam answer sheets should be directed to the Office of Assessment Policy, Development and Administration (APDA) 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.

For the January 2012 Regents Examinations in Geometry, Algebra 2/Trigonometry, Physical Setting/Chemistry, and Physical Setting/Physics hand-scorable answer sheets will be printed as part of the test or answer booklet. Except for Physical Setting/Physics, schools may substitute other types of answer sheets for these exams. All schools must use the Department provided answer booklets for students to record their responses to all questions on the Regents Exam in Physical Setting/Physics. Except as an accommodation for a student with a disability, no substitute answer sheets may be provided by the school for this restricted exam.

 - *Regents Competency Tests:* The Department no longer provides machine-scorable answer sheets for RCTs. The Department will provide a hand-scorable answer sheet as the last page of the test booklet. Schools may substitute other types of answer sheets.
- *Essay Booklets:* The Department no longer provides printed copies of the 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/apda/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 Living Environment and Physical Setting/Earth Science:* 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 test 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 testing materials for the January 2012 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 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 10.
- *Reference tables for the Regents Exams in the Physical Setting/Sciences:* The Department is no longer providing printed copies of the reference tables. The reference tables are available on the Department web site at <http://www.p12.nysed.gov/osa/reftable/home.html>. The online versions 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 versions of the reference tables can be found at <http://www.p12.nysed.gov/apda/reftable/rt-memo-11.pdf>.
- *Teacher's Directions:* The Department is no longer providing printed copies of Directions for Administering Regents Exams, RCTs, or the Information Booklets for Scoring Regents Exams. These materials are available on the Department web site at <http://www.p12.nysed.gov/apda/hsgen/>. Schools must print sufficient copies to supply one to all school personnel 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 NYSESLAT. Therefore, in January 2012, schools may provide these accommodations to former English language learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2010 or spring 2011. Schools may not provide testing accommodations to former English language learners who achieved the proficient level prior to the spring 2010 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. Only English-language editions are provided for other Regents Exams. All translated editions of Regents Exams 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 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	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 Exams offered in January 2012 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.

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, the Physical Setting/Earth Science performance tests, and nonsecure materials for the exams 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 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 APDA, 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 request system.

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
- capacity to store the Regents boxes for the school's largest exam request (minimum acceptable unobstructed inside dimensions of 11"× 20"× 27" to store one Regents box)

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 and complete the Examination Storage Plan (DET 599). Principals experiencing difficulty making arrangements for secure storage of exam 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 exam 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 exams to ensure that they have remained secure.

Please review the "School Information" page on the online exam request system to determine whether your school must submit a new Examination Storage Plan (DET 599) for the January 2012 Regents Exam period. 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 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.

Schools with an approved storage facility that are storing exam materials for another school may not remove these 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.