

## **Directions for Administering Regents Examinations August 2012 Administration**

### **INTRODUCTION**

All proctors who will be administering Regents Exams must be given a copy of this booklet several days in advance of the Regents Exam period so they can have sufficient time to familiarize themselves with its contents.

Additional information concerning New York State's secondary-level assessment programs can be found in the *School Administrator's Manual, 2012 Edition*. You may access this manual on the Department's web site at <http://www.p12.nysed.gov/apda/sam/secondary/>.

Four publications (Information Booklets) provide detailed information concerning the scoring of Regents Exams administered in August in the following content areas: English; Mathematics; the Sciences; and Global History and Geography, and United States History and Government. These publications are also available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>. Schools must print sufficient copies to provide to the teachers involved in the scoring of these exams several days in advance of the Regents Exam period.

Note: **All** schools must use answer sheets and exam data processing services from a Regional Information Center (RIC) or large-city scanning center in order to administer any of the Regents Exams. See "Use of Machine-Scorable Answer Sheets" on page 4 for further details.

**IMPORTANT:** The Department's policy concerning the prohibition of student use of communications devices during State exams has been revised effective with the August 2012 administration. Please see page 6.

### **CONDUCTING THE EXAMS**

#### **Preparation of Exam Room**

The room in which exams are administered should be well lit, well ventilated, and quiet. Make preparations before the testing period to keep noise and other distractions to a minimum. Place a "Do Not Disturb" sign on the door to prevent interruptions.

If exams are to be administered in a classroom, the room must be properly prepared. Clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove all charts or maps pertinent to the subject being tested and all board work.

Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and so that there will be no opportunity for any unobserved communication between students. Seating of students in alternate rows is recommended.

#### **Materials Provided by Students and the School**

Inform students before each exam that they are expected to provide their own pens, pencils, erasers, and rulers. Inform them also about the use of calculators and bilingual dictionaries and glossaries. This booklet provides information about the use of such materials.

The Department is no longer providing printed copies of the essay booklets for the Regents Comprehensive Examination in English or for the Regents Examinations in social studies. Schools must print

sufficient copies to provide one to each student. The essay booklets are available on the Department's web site at <http://www.p12.nysed.gov/apda/resources/home.html>.

The Department is no longer providing printed copies of the regular and translated edition science reference tables. Schools are required to use the online versions to print sufficient copies to supply one clean copy of the reference tables to each student during the administration of the exam. Additional information can be found later in this booklet under Directions for Specific Exams. Additional information, as well as the online versions of the reference tables, is also available at <http://www.p12.nysed.gov/apda/reftable/home.html>. Note that the Department will continue to provide schools with the braille and large-type editions of reference tables in the shipment of secure test materials.

Schools must also provide other materials required by students, such as ruled answer paper, scrap paper, and coordinate graph paper for students who need to change their work on graphs on the mathematics Regents Exams.

### **Use of Calculators**

Schools must ensure that each student has the appropriate type of calculator specified below when taking a Regents Exam in science or mathematics.

When students enter the testing room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Remove any applications that have been added to graphing calculators. Students may **not** use calculators that are capable of symbol manipulation or that can be used to communicate with other calculators through any means, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the exams. Symbol manipulation calculators are calculators capable of doing symbolic algebra or symbolic calculus (for example, factoring, expanding, or simplifying given variable output).

*Mathematics Regents Exams.* Each student taking the Regents Examinations in Integrated Algebra or Geometry must have a graphing calculator without symbol manipulation.

*Science Regents Exams.* For the Regents Examination in Living Environment, all students who wish to use a four-function or scientific calculator must have one. Each student taking the Regents Examination in Physical Setting/Earth Science must have a four-function or scientific calculator. Students are not permitted to use graphing calculators when taking the Regents Examinations in Living Environment or Physical Setting/Earth Science.

### **Administering Exams to Students with Disabilities**

Principals must ensure that students with disabilities receive the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State exams. Under certain circumstances, special accommodations may be made for general education students taking State exams. The guidelines to be followed in such circumstances are provided in Section Two, pages 14–15 of the 2012 edition of the [\*School Administrator's Manual\*](#).

*Large-Type Exams.* In general, large-type exams should be administered according to the same procedures used for regular exams. Large-type exams are exact reproductions (136% enlargements) of the regular exams. They have the same directions, questions, etc., as the regular exams. They may be administered in the same room, at the same time, and with the same directions used for the regular exams.

*Braille Exams.* The braille exams require no special directions to students. The proctor administering a braille exam does not need to be able to read braille. The exam booklet provides the student with complete directions and descriptions. Special restricted braille editions are provided for the Regents Examinations in Living Environment and Physical Setting/Earth Science. For these restricted braille editions, the machine scannable answer sheets provided by the RICs and large-city scanning centers are not suitable. The questions on all other braille exams are the same as those on the printed exams with certain exceptions, which are described in the next paragraph. The questions are numbered the same as those on the printed exams.

The braille edition of the Regents Examination in Physical Setting/Earth Science incorporates the material from the separate secure answer booklet in the regular edition directly into the braille exam booklet. Separate or special answer sheets are not provided with copies of braille editions of Regents Exams. Students may use any special equipment that they use in the classroom to take the test, such as special rulers and calculators. The student may answer the questions in any manner appropriate and familiar to the student. The student may write, type, or braille the answers, dictate them to a proctor or a mechanical recording device, or use any combination of these methods.

When the Department transcribes an exam into braille, questions that contain material that cannot be reproduced in a manner understandable to a blind student are modified. The questions are reworded or replaced with questions that measure skills similar to those measured by the original questions. Unless otherwise noted, the scoring key provided by the Department can be used for both the printed and braille editions of the exam. Separate scoring keys are provided for braille editions of the Regents Examinations in Living Environment and Physical Setting/Earth Science.

*Reader-Administered Exams.* A proctor should use the regular exam booklet when reading an exam to a student with a disability. The principal should provide the proctor with an exam booklet *one hour prior* to the required starting time so that the proctor can become familiar with the exam questions before reading them to the student.

When test items are to be read, the entire test must be read, including reading passages, questions, and answer choices. The test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word-for-word, without any clarification or explanation. (However, such content may be read more than once.)

*Reference Materials for Regents Exams.* Provide for students with disabilities all information normally provided to students. All reference materials for Regents Exams—tables, charts, and graphs—are available in large type and braille. These materials will be supplied with the braille or the large-type exams. When reading a test to a student in accordance with the student’s IEP or 504 Plan, the proctor may read the required reference information to the student as long as it does not give the student an unfair advantage. Students may **not** use English language dictionaries, either printed or electronic.

### **Administering Exams to 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 half that amount), 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 Regents Exams to English language learners individually or in small groups in a separate location.
- *Third Reading of Listening Selection.* Proctors may read the listening passage (Part One) of the Regents Comprehensive Examination in English a third time to English language learners.
- *Bilingual Dictionaries and Glossaries.* English language learners may use bilingual dictionaries and glossaries when taking Regents Exams. 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 the Spanish editions of Regents Exams offered in August for which the Department provides direct written translations, English language learners may use both the English and the Spanish translated 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 editions of the RCTs provided by the Department are often **not** direct translations of the

English language editions: student may **not** be given both. The alternative language edition used by the student should be indicated on the student's answer sheet.

- *Oral Translation for Lower Incidence Languages.* Schools may provide English language learners with an oral translation of a Regents Exam when there is no translated edition provided by the Department. This accommodation is permitted for State exams in all subjects **except** English. 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 edition of the tests *one hour prior* to administration. The Department's Office of Bilingual Education and Foreign Language Studies (telephone: 518-474-8775) and the Regional Bilingual Education Resource Networks (RBE-RNs), formerly BETACs, can assist schools in locating suitable translators. A list of RBE-RNs is available at <http://www.p12.nysed.gov/biling/bilinged/betac.html>.
- *Writing Responses in the Native Language.* English language learners making use of alternative language editions or of oral translations of Regents Exams 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 RBE-RNs 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 also may provide the testing accommodations listed on the previous page under the heading "Administering Examinations to 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 2010 or Spring 2011. These accommodations may not be provided to former English language learners who were identified as English language proficient prior to the 2010 NYSESLAT administration.

### **Use of Machine-Scorable Answer Sheets**

Schools must make arrangements for answer sheets and exam data processing services for **all** Regents Exams. The Department no longer provides answer sheets for any of the Regents Exams. All schools are required to arrange to receive their answer sheets and exam data processing services from a RIC or a large-city scanning center. The standardized scannable answer sheets provided by the RICs and large-city scanning centers are the only answer sheets that schools are permitted to use for the Regents Exams.

The use of a standardized scannable answer sheet will allow for collection of student demographic information and student response data for each test question. Schools must work with their RICs or large-city scanning centers to develop instructions for using the answer sheets. Each school must develop uniform written directions about the completion of the grids to be used for recording various types of student identification information and provide these directions to all teachers administering the exams. Such directions should be based on careful consideration of the student and score information needed, as well as on the processing requirements of the scoring center that the school is using. Schools must also develop directions to students on what type of writing implement to use and how to fill in the answer sheets. These directions must be provided to all proctors administering the exams.

In order to preserve answer sheet quality for audit purposes, they should be scanned only once. If a school has appropriate scanning equipment, it may elect to scan the answer sheets provided by the regional scanning center and provide a data file to its scanning center in a format that is compatible with the center's data system. Scanning must occur within three months of the administration of the Regents Exams.

Questions about the requirement to scan Regents Exams 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 the regional data center contact or the Office of Information and Reporting Services at 518-474-7965.

## Time Regulations

The exam schedules and the exams themselves indicate the specific hours during which Regents Exams must be administered. August exams are scheduled for 8:30 a.m. or for 12:30 p.m. To allow sufficient time for giving directions and distributing exam materials, instruct students to be in their seats at least 15 minutes before the time specified for starting each exam.

At the discretion of the principal, schools may begin Regents Exams earlier than the specified time. Regardless of the starting time, do not permit any student under any circumstances to hand in his or her test materials and leave the exam room before the Uniform Statewide Admission Deadline, which is 9:15 a.m. for the morning session and 1:15 p.m. for the afternoon session.

The school must admit all students who arrive at the exam room before the Uniform Statewide Admission Deadline, even if the students arrive after the starting time scheduled by the school. Students who arrive at the exam after the Uniform Statewide Admission Deadline but who have been under the supervision of school personnel since the admission deadline should be admitted to the exam if the principal is certain that the students did not have an opportunity to exchange information with other students who had already left the exam. Do not admit students who arrive after the deadline and who have not been under the supervision of school personnel since the deadline. The purpose of the Uniform Statewide Admission Deadline is to eliminate any possibility of the exchange of information between students at different exam centers. All school personnel must strictly comply with these regulations.

Latecomers for Regents Exams are not generally entitled to have the closing time extended. However, if students started an exam late because of extenuating circumstances beyond their control, the principal is permitted, but not required, to authorize an extension of the closing time of the Regents Exam for these students. Furthermore, when a Regents Exam is administered under special conditions to a student who is injured or ill or who has a disability, the principal has the discretion to extend the time in order to allow the student reasonable time to complete the Regents Exam under the special exam conditions. Please refer to Section Two, page 9 of the 2012 edition of the [\*School Administrator's Manual\*](#) for more specific information about such situations. A full report about each such authorization must be sent to the Department at the end of the Regents Exam period.

## Distribution of Teacher Dictation Copy

The Regents Comprehensive Examination in English has a listening passage. The Teacher Dictation Copy should be distributed to the teachers who will administer the exam no earlier than *one hour prior* to the scheduled starting time. This will give the teachers sufficient time to familiarize themselves with this material before the beginning of the exam.

## Supervision of Students

1. *Identification of Students.* Schools must verify the identity of each student who enters the exam room, especially students who are not enrolled in the school in which they are taking the exams. Keep accurate records of the students who take each exam so that it will be possible to confirm the presence or absence of a student for each exam.
2. *Checking for Unauthorized Materials.* Provide close supervision of students who are taking Regents Exams at all times during the exam session. Inspect all materials students bring into the exam room as they enter to make sure that the materials do not contain any unauthorized notes or printed material that would give the user an unfair advantage. See page 1, "Materials Provided by Students and the School," for information concerning the materials that students may bring into the exam room.
3. *Obtaining Information from or Giving Information to Other Students.* Do not permit students to obtain information from or give information to other students in any way during the exam. If a proctor suspects that such an attempt has occurred, students must be warned that any further attempts will result in the termination of their exams. If necessary, move the students to another location. If the steps described above fail to end attempts to obtain or give information, notify the principal immediately and terminate

the students' exams. At the conclusion of the exam, all suspected acts of fraud must be reported to the principal. No score may be earned by a student who, in the judgment of the principal, has attempted to obtain aid from or give aid to another student or has otherwise committed fraud during an exam.

4. *Student Use of Communications Devices.*

**PLEASE NOTE: This procedure has been revised effective with the August 2012 administration.**

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

***At the beginning of each test administration, proctors must read the following statement to all students taking secondary-level State exams:***

You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? [*proctor: repeat list of devices*]. This is your last opportunity to do so before the test begins.

*For Principals and Proctors:*

- a. Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test **must** be invalidated. No score may be calculated for that student.
- b. The incident must be promptly reported, in writing, to APDA by fax to 518-474-1989 or by e-mail to [emscassessinfo@mail.nysed.gov](mailto:emscassessinfo@mail.nysed.gov), as is the case for all testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices ONLY IF this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device

during testing. Without such documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

5. *Proctoring.* Proctors must circulate periodically around the room during the administration of each exam to ensure that students are recording their responses to test questions in the proper manner. While circulating around the room, proctors should point out to students if they have left one or more answers blank, if they have recorded more than one choice for the same multiple-choice question, or if they do not appear to be recording their answers in the proper place. However, proctors may **not** comment to the student on the correctness or sufficiency of any answer. No additional time is to be provided to students to transfer answers from test books to answer sheets at the end of a Regents Exam, and no one other than the student may transfer answers marked in his or her test book to the multiple-choice answer sheet. (The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test book to the answer sheet.)
6. *Aid to Students.* No one, under any circumstances, may interpret or explain exam questions to students, nor may anyone review or comment on the answer paper of a student while an exam is in progress. In response to inquiries by students concerning the meaning or interpretation of questions, proctors must advise students to use their own best judgment.
7. *Clock.* A clock should be in sight of all students. If this is not possible, it is the duty of the proctors to indicate the time on the board at intervals not exceeding  $\frac{1}{2}$  hour throughout the exam period.
8. *Temporary Absence from Exam Room.* Do not permit any student to leave and then return to the exam room during any session of the exam unless accompanied by a proctor. Students who withdraw from the sight of the proctor during any exam session must have their exams for that session terminated. Any exam paper that is removed from the exam room without authorization must be invalidated.
9. *Emergency Evacuation of a School Building.* Evacuation of a school building during an exam may be required because of an emergency, such as a fire alarm or a bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the exam immediately. If possible, keep the students under supervision during the emergency. Then, if work can be resumed, extend the time for the exam so that the students will be allowed their full time for the exam.
10. *Check In Student Answer Papers.* When a student has completed a Regents Exam, all the student's answer material (both used and unused, including scrap paper) must be collected and checked in by logging the material onto a list of examinees. This should be done before the student is permitted to leave the testing room.
11. *Preserving the Integrity of Students' Responses.* No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in his or her test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State exams may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.
12. *Preserving the Integrity of the Test Materials.* Staff are not permitted to discuss test questions or other specific test content with others online via e-mail or LISTSERV, or through any other electronic means prior to or during the test session in which the exam is being administered. Test books cannot be opened prior to the distribution of tests to students.

## **Student Declaration**

Each student taking a Regents Exam is required to sign the following declaration at the completion of the examination:

I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination and that I have neither given nor received assistance in answering any of the questions during the examination.

The declaration for each exam is printed on the answer sheet. Check to be sure that each student has signed the declaration before the student leaves the room. The declaration can be signed with pencil or pen. Do not score papers lacking a signed declaration until the student's signature has been obtained.

## **Fraud**

Fraud includes the use of unfair means in taking an exam, such as obtaining aid from or giving aid to another person during an exam. Section 225 of the Education Law makes fraud in exams a misdemeanor, whether perpetrated by a student or by a teacher or administrator.

A student should be considered to have committed fraud only when there is evidence that he or she attempted to either obtain or give aid while taking an exam. If a student violates one of the prescribed State and/or local policies for taking exams, but did not attempt to either obtain or give aid, the student should not be accused of fraud. For example, if a student leaves the exam room without the permission of a proctor but is under the supervision of school personnel at all times while out of the room and there is no evidence that the student attempted to either obtain or give aid, the student should be disciplined only for leaving the exam room without permission and not for having committed fraud.

Pursuant to Section 102.4 of the Regulations of the Commissioner of Education, if, in the judgment of the principal, a student has committed or attempted to commit fraud during a State exam, the principal must cancel the student's exam. Before any penalty may be applied pursuant to section 102.4, the student accused of fraud must be given an opportunity to make satisfactory explanations and to meet with the local board of education or its designee. The student, together with the student's parent(s) or guardian and (if so desired by the parents) an attorney, shall be given the opportunity to ask questions of the school officials and any other person having direct personal knowledge of the facts.

A student who has been judged by the principal to have committed or attempted to commit fraud must be excluded from any subsequent exams until he or she has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, that he or she is entitled to restoration of this privilege. When an exam is canceled, no score may be entered on the student's permanent record. The principal shall report promptly to APDA via fax to 518-474-1989 the name of each student penalized under section 102.4, together with a brief description of circumstances and the final action taken.

## **Directions to Students**

Before a Regents Exam begins, advise students:

- to remove all books, notes, or other aids from their reach or sight during the exam;
- to read the questions carefully and to follow instructions;
- to make sure that they have completely filled in the heading of the answer sheet or answer booklet;
- to use a pencil when they are making drawings and diagrams;
- not to erase answers written in ink;
- to sign the student declaration at the proper time;
- that any attempt either to obtain or give aid will result in the termination of their exams; and
- that the possession or use of any communications device such as a cell phone or pager is prohibited and will result in the invalidation of their exam.

Be sure that students follow the appropriate directions for filling in answer sheets, as developed by the school and RIC or scanning center for all Regents Exams.

## **DIRECTIONS FOR SPECIFIC EXAMS**

The following sections provide specific directions for administering each Regents Exam.

### **Comprehensive Examination in English**

The Comprehensive Examination in English is administered in one three-hour session. Distribute one answer sheet and one exam booklet, face up, to each student. Also distribute to each student one essay booklet in which the student is to write answers to the constructed-response questions. The Department no longer provides printed copies of the essay booklet for the Regents Comprehensive Examination in English. The essay booklets are available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/home.html#fui>. Schools must print sufficient copies to provide one to each student. Students may use scrap paper, provided by the school, for planning essays.

**Before allowing students to begin the test, have them check the cover of the exam booklet to be sure it has the correct title, date, and time.**

Instruct the students to read the directions on the cover of the exam booklet. Instruct the students on how to complete the answer sheet and to fill in the heading on each page of the essay booklet that has space for it.

Students should use black or dark blue ink to write their answers to the constructed-response questions and essay question.

The starting time is the time when the proctor begins the reading of the teacher dictation copy. Conclude the exam exactly three hours after the time when the proctor begins the administration of the listening section. Instruct any students who remain in the testing room at the end of the three-hour period to stop working, close their exam booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, essay booklets, exam booklets, and scrap paper and dismiss the students.

The *Information Booklet for Scoring the Regents Comprehensive Examination in English* provides information about the scoring of this exam and is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

### **Integrated Algebra and Geometry**

Schools must ensure that each student has exclusive use of a graphing calculator without symbol manipulation (see page 2 for additional information) when taking the Regents Examinations in Integrated Algebra and Geometry. Schools must also ensure that students taking the Regents Examinations in Integrated Algebra and Geometry have a ruler or other straightedge. In addition, be sure that students taking the Regents Examination in Geometry have a compass.

For each exam, distribute one answer sheet and one exam booklet, face up, to each student. Instruct the students to complete the heading on both the answer sheet and the exam booklet cover.

**Before allowing students to begin the test, have them check the cover of the exam booklet to be sure it has the correct title, date, and time.**

Instruct the students to read the directions on the cover. Make sure that students understand that they are to record their answers to questions in Part I on the answer sheet and to write their answers and calculations for questions in Parts II, III, and IV in the exam booklet. Students should write all work in the exam booklet in pen except for graphs and drawings, which should be done in pencil. When all students seem to understand these directions, instruct them to begin the exam.

Scrap paper is *not* permitted. Students may use the blank spaces and the page of graph paper included in the exam booklet as scrap paper. The proctor should have a supply of graph paper available for students who request it in the event that they need to change their work on graphs.

Conclude the exam exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their exam booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets and the exam booklets and dismiss the students.

The *Information Booklet for Scoring the Regents Examinations in Mathematics* provides information about the scoring of these exams and is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

## **Global History and Geography United States History and Government**

Distribute one answer sheet and one exam booklet, face up, to each student. Also distribute to each student one essay booklet in which the student is to write their answers to the Parts II and III B essay questions. The Department is no longer providing printed copies of the essay booklets. The essay booklet is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/home.html#fui>. Schools must print sufficient copies to provide one to each student.

**Before allowing students to begin the test, have them check the cover of the exam booklet to be sure it has the correct title, date, and time.**

Instruct the students to read the directions on the cover of the exam booklet.

Instruct the students to complete the headings on the cover of the exam booklet, and on the cover and each sheet of the essay booklet. Also instruct the students to fill in any information on the answer sheet as may be necessary.

Make sure that students understand that they are to record their answers to the Part I questions on the answer sheet, to write their answers to the Part III A (scaffold) questions in the exam booklet, and to write their responses to the Parts II and III B essay questions in the essay booklet. When all students seem to understand these directions, instruct them to begin the exam.

Students should use black or dark blue ink to write their answers to the essay questions and the scaffold questions. Students may use scrap paper, provided by the school, for planning essays.

Conclude each exam exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their exam booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, the essay booklets, the exam booklets, and scrap paper and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in Global History and Geography and United States History and Government* provides information about the scoring of these exams and is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

## **Living Environment**

Distribute one answer sheet and one exam booklet, face up, to each student.

**Before allowing students to begin the test, have them check the cover of the exam booklet to be sure it has the correct title, date, and time.**

Instruct the students to read the directions on the cover. Instruct the students to complete the heading on the exam booklet cover. Also instruct the students to fill in any information on the answer sheet as may be necessary. Make four-function or scientific calculators available for use by all students who wish to have them during the entire scheduled time period for this exam. Students are not permitted to use graphing calculators or to have access to any science reference materials such as class notes or written reports of any of their laboratory activities when taking this exam.

Make sure that students understand that they are to record their answers to all questions in Part A and Part B-1 as well as the multiple-choice questions in Part B-2 and Part D, on the answer sheet and to write their answers for all of the constructed-response questions in Part B-2, Part C, and Part D in the exam

booklet. Students should write all work in the exam booklet in pen except for graphs and drawings which should be done in pencil. Students may use scrap paper to work out their answers to the questions, but they must record all answers on the answer sheet and in the exam booklet. When all students seem to understand these directions, instruct them to begin the exam.

Conclude the exam exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their exam booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, exam booklets, and scrap paper and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this exam and is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

### **Physical Setting/Earth Science**

The *Reference Tables for Physical Setting/Earth Science, 2011 Edition* has been revised. The 2011 edition replaces all previous editions and must be provided to students to use when taking the Regents Examination in Physical Setting/Earth Science.

Distribute one answer sheet, one answer booklet, one exam booklet, one copy of the 2011 edition of the *Reference Tables for Physical Setting/Earth Science*, and scrap paper to each student. (The answer booklets are printed on ivory paper and are shrink-wrapped in the same package with the exam booklets.) The Department is no longer providing printed copies of the reference tables. The reference tables are available on the Department's web site at [www.p12.nysed.gov/apda/reftable/home.html](http://www.p12.nysed.gov/apda/reftable/home.html). Schools must print enough copies to supply one to each student. Each student must be provided with a four-function or scientific calculator for his or her exclusive use during the entire exam. Students are not permitted to use graphing calculators when taking this exam.

**Before allowing students to begin the test, have them check the cover of the answer booklet and of the exam booklet to be sure they have the correct title, date, and time.**

Have the students fill in the heading on the answer sheet and answer booklet. Instruct the students to read the directions for recording their answers. Make sure that students understand that they are to record their answers to the questions in Part A and Part B-1 on the answer sheet and to record their answers to the questions in Part B-2 and Part C in the answer booklet. Students should write all work in the answer booklet in pen except for graphs and drawings which should be done in pencil. Students may use scrap paper to work out their answers to the questions, but they must record all answers on the answer sheet and in the answer booklet. When all students seem to understand these directions, instruct them to begin the exam.

Conclude the exam exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their exam booklets, sign the declaration on the answer sheet, and put their pens and pencils down. Then collect the answer sheet, answer booklet, exam booklet, reference tables, and scrap paper from each student and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this exam and is available on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

## RATING REGENTS EXAMINATIONS

### General Information

At least two teachers must rate the answer papers for the Comprehensive Examination in English, Global History and Geography, United States History and Government, Living Environment, and Physical Setting/Earth Science. Raters must follow the procedures described in the appropriate *Information Booklet for Scoring* posted on the Department's web site at <http://www.p12.nysed.gov/apda/hsgen/>.

At least three teachers must rate the answer papers for the Regents Examinations in Integrated Algebra and Geometry. Raters must follow the procedures described in the *Information Booklet for Scoring the Regents Examinations in Mathematics*.

Schools machine scoring any exam must hand score a sample of answer sheets after the machine scoring is completed to ensure that the scoring was done accurately.

### Rating Exam Papers

As soon as the testing of each exam is completed, the principal must arrange for the collection and secure storage of **all** used answer sheets. Used answer sheets must not be left unattended and must not pass from the custody of the teacher during scoring. Except when answer papers are being scored in cooperation with another school, answer papers must not be removed from the school building until the rating has been completed and the test scores have been recorded on each student's permanent record. When the papers are being scored in cooperation with another school, it remains the principal's responsibility to ensure the security of the answer papers while they are out of the building.

The teachers rating each answer paper must write their name or initials clearly on the answer paper or scoring record, as required. Teachers must rate strictly according to the key provided by the Department. They may allow credit for other answers to open-ended questions only if those answers are clearly equivalent to the key answer. Schools must obtain permission from the Department before students can be given credit for any answer that is not clearly equivalent to the key answer. A teacher may not give credit for answers that the teacher considers merely "possible" or "reasonable."

To maintain uniform rating standards, all teachers involved in rating Regents Exams must be thoroughly familiar with the rating instructions provided by the Department. The scoring key that accompanies each Regents Exam provides directions for rating multiple-choice and short-answer questions, as well as guidelines for rating the essays.

**Schools are not permitted to rescore any of the open-ended questions on any Regents Exam after each question has been rated the required number of times as specified in the rating guide, regardless of the final exam score. Schools are required to ensure that the raw scores have been added correctly and that the resulting scale score has been determined accurately.**

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be entered onto students' permanent records. In addition, each rater must sign the *Examination Scoring Certificate* attesting that he or she fully and faithfully observed the rules and regulations for scoring the exams. The principal must also sign to attest that the rules and regulations for scoring were fully and faithfully observed.

Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student exam papers or to change any scores assigned through the procedures described in this document, the *School Administrator's Manual*, and in the scoring materials provided by the Department. Any principal or administrator found to have done so, except in the circumstances described below, will be in violation of Department policy regarding the scoring of State exams. Teachers and administrators who violate Department policy with respect to scoring State exams may be subject to disciplinary action in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

On rare occasions, an administrator may learn that an error occurred in the calculation of a final score for a student or in recording students' scores in their permanent records. For example, the final score may have been based on an incorrect summing of the student's raw scores for parts of the test or from a misreading of the conversion chart. When such errors involve the final scores on any Regents Exam of no more than 5% of the school's test takers for that exam or five students, whichever is greater, and when such errors are detected within four months of the test date, the superintendent of a public school district or the chief administrative officer of a nonpublic or charter school may arrange for the corrected score to be recorded in the student's permanent record. However, in all such instances, the superintendent or chief administrative officer must advise the Department in writing that the student's score has been corrected. The written notification to the Department must be signed by the superintendent or chief administrative officer and must include the names of the students whose scores have been corrected, the name of the exam, the students' original and corrected scores, and a brief explanation of the nature of the scoring error that was corrected.

If an administrator has substantial reason to believe that the teacher scoring committee has failed to accurately score more than 5% or five student answer papers, whichever is greater, on any exam, or when errors are detected more than four months after the test date, the administrator must first obtain permission in writing from the Department before arranging for or permitting a rescoring of student papers. The written request to the Department must come from the superintendent of a public school district or the chief administrative officer of a nonpublic or charter school and must include the exam title, date of administration, and number of students whose papers would be subject to such rescoring. This request must also include a statement explaining why the administrator believes that the teacher scoring committee failed to score appropriately and, thus, why he or she believes rescoring the exam papers is necessary. As part of this submission, the school administrator must make clear his or her understanding that such extraordinary re-rating may be carried out only by a full committee of teachers constituted in accordance with the scoring guidelines presented above and fully utilizing the scoring materials for this test provided by the Department.

The Department sometimes finds it necessary to notify schools of a revision to the scoring key and rating guide for an exam. Should this occur after the scoring committee has completed its work, the principal is authorized to have appropriate members of the scoring committee review students' responses only to the specific question(s) referenced in the notification and to adjust students' final exam scores when appropriate. Only in such circumstances is the school not required to notify or obtain approval from the Department to correct students' final exam scores.

### **Rating Papers of Students with Disabilities**

For students with disabilities, the only permissible testing accommodations that have any bearing on the scoring of answer papers are the IEP or 504 Plan exemption(s) from spelling, paragraphing, and/or punctuation requirements for the Regents Comprehensive Examination in English. Otherwise, the answer papers written by students with disabilities must be scored according to the same standards used to score answer papers for all students.

### **Passing Scores**

The minimum passing score on a Regents Exam taken to satisfy the testing requirements for a Regents diploma is 65. For students who first entered Grade 9 prior to September 2008, public school districts, nonpublic, and charter schools had been permitted to establish a lower passing score at or above 55 for each Regents Exam to satisfy the testing requirements for a local diploma, subject to the limitations specified in Section 100.5 of the Regulations of the Commissioner of Education. These regulations are available on the Department's web site at <http://www.p12.nysed.gov/part100/pages/1005.html#c>.

In accordance with Section 100.5(a)(5) of the Regulations of the Commissioner of Education, students with disabilities who first enter Grade 9 in September 2005 and thereafter may meet the exam requirements for a local diploma by earning scores between 55 and 64 on the five Regents exams required for high school graduation.

Students taking Regents Exams to earn course credit in accordance with Section 100.5(d)(1) of the Regulations of the Commissioner of Education must earn a score of 85 for credit to be awarded. All State exam scores earned in each attempt to earn credit in this manner, including those below 85 must be entered into the student's permanent record.

### **Recording Examination Scores**

Schools must maintain complete and accurate permanent records. Each time a student takes an exam at the scheduled time under proper supervision, the school must enter the name of the exam, the date of the administration, and the score on the student's permanent record.

No score should be entered in the permanent record as a Regents Exam score unless it has been obtained on a Regents Exam; that is, scores obtained on Department-approved alternative exams must not be recorded on the permanent record as Regents Exam scores.

### **Preventing Loss of Student Answer Papers**

Each student's answer papers should be checked in before the student leaves the testing room. As an added precaution, all used and unused test materials including all scrap paper must be collected as part of this check-in process. None of these materials should be discarded until all students' answer papers for all exams have been scored and the scores have been recorded in the students' permanent records.

### **Individual Student Results**

At the school's earliest opportunity after tests have been scored, schools are expected to provide results to each student's parent/guardian.

### **Retention of Answer Papers**

All the papers not requested for Department Review must be retained in the school files for at least one year. Any or all of these papers may be called for review during this period.