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

ACTING EXECUTIVE DIRECTOR
Office of Assessment Policy, Development and Administration

July 2012

TO: Principals of Secondary Schools

FROM: Candace Shyer *Candace Shyer*

SUBJECT: August 2012 Regents Examinations and Regents Competency Tests

This memorandum provides helpful information concerning the format, content, and credit allotment of the Regents Exams and the Regents Competency Tests to be held in August 2012. Please make the information for each subject area available immediately to the teachers who will be administering these exams.

The publication, *School Administrator's Manual, 2012 Edition*, contains the general procedures to follow in administering these exams. This manual is available on the Department's web site at http://www.p12.nysed.gov/apda/sam/secondary/home.html. Information concerning administering exams to students with disabilities or to English language learners is also provided in this manual.

Also available online are four Information Booklets pertinent to the scoring of the Regents Exams administered in August. These booklets address the scoring of Regents Exams in the following content areas: English, Mathematics, the Sciences, Global History and Geography, and United States History and Government. School administrators should print and photocopy these booklets and distribute copies to school personnel who will be involved in the scoring of these exams.

A separate booklet, *Directions for Administering Regents Examinations, August 2012 Administration*, contains specific instructions for administering each Regents Exam. Each Regents Competency Test also has separate detailed directions for its administration and scoring. All directions are available on the Department's web site at http://www.p12.nysed.gov/apda/hsgen/. Schools should print and distribute these directions to teachers and administrators. All persons involved in administering the August 2012 exams must read these specific directions prior to the exam.

Schools are not permitted to rescore any of the open-ended questions (including essays) 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.

IMPORTANT: When student papers for any State exam are scored in cooperation with other schools, answer papers may be transported to the collaborative scoring site. It remains the principal's responsibility to ensure the security of such papers while they are out of the building.

Thank you for your assistance in administering exams to New York State students.

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:
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> • 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 the Office of Assessment Policy, Development and Administration (APDA) by fax to 518-474-1989 or by e-mail to 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 Individualized Education Program (IEP)

or Section 504 Accommodation Plan (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.

ENGLISH

Regents Comprehensive Examination in English

The August 2012 Regents Comprehensive Examination in English is similar in format to the test administered in June 2012. The exam consists of 4 parts. Part 1 consists of a listening passage with 8 multiple-choice questions. Part 2 consists of one literary and one informational passage, each with 6 multiple-choice questions. Part 3 consists of two literary passages linked by a common theme and contains a total of 5 multiple-choice questions and two short constructed-response questions. One short constructed-response question is on the controlling idea of the passages and one is on a literary element or technique from one of the passages. Part 4, the Critical Lens, consists of one 6-credit essay question in which students apply a quotation to literature read for school. Distribute the teacher dictation copy for this exam, printed on blue paper, to the proctors *one hour* prior to the scheduled starting time so that proctors will have sufficient time to become familiar with the dictation materials before the start of the exam.

Prior to the date of the exam, schools must obtain for each student a scannable answer sheet provided by the regional scanning center. Students must record their answers to the multiple-choice questions on the separate answer sheet provided by the proctor. Students must write their answers to the short constructed-response and essay questions in pen in the essay booklet.

The following table shows the types of questions and the credit allotment for each part of the exam.

Regents Comprehensive Examination in English

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
1	multiple choice	1–8	0 or 1	8
2	multiple choice	9–20	0 or 1	12
3	multiple choice	21–25	0 or 1	5
	short constructed response	26, 27	0, 1, or 2	4
4	essay	28	0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, or 6.0	6

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

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Posting time for these scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. The scoring key and rating guide contains the answers to the multiple-choice questions, scoring rubrics for the short constructed-response questions and the essay question, annotated anchor papers for each score level for each written response, and prescored practice papers with commentary for the short constructed responses and without commentary for the essays. A chart for converting students' raw scores to scale scores will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one administration to another, it is crucial that *only* the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

The *Information Booklet for Scoring the Regents Comprehensive Examination in English* provides further information about the scoring of this exam. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/english/. This booklet includes detailed procedures for training scorers, resolving discrepant scores, and managing the logistics of the scoring process. School administrators should provide a copy of this booklet to all school personnel involved in scoring and coordinating the scoring of the Regents Comprehensive Examination in English prior to the date of the exam.

Only one rater is to rate each student's short constructed response for Questions 26 and 27. Each student's essay response, Question 28, must be scored independently by two raters, with a third rater available to rate essays with discrepant scores. (A discrepant score is one that varies by more than one credit on the six-credit rubric.) 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.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Regents Competency Test in Reading

The August 2012 Regents Competency Test in Reading is a ***restricted*** test. The test booklet for each student is enclosed in a sealed envelope. Only students taking the test may open an envelope. School personnel are ***not*** permitted to open an envelope containing a test booklet or to examine a test booklet for any reason other than to read the test to students with disabilities whose IEPs or 504 Plans call for this accommodation. **Each copy of the test booklet is numbered, and all test booklets *must* be returned to the Department.**

The August 2012 Regents Competency Test in Reading is similar in format to the test administered in June 2012. It uses the Degrees of Reading Power (DRP) test methodology to measure a student's ability to understand written material. It contains a total of 10 nonfiction prose passages and 70 multiple-choice test items, numbered 1–70. Each test item has five choices, labeled a, b, c, d, and e.

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

A student's raw score on the test is the total number of items that the student answers correctly. The student must obtain a raw score of 47 in order to pass the August 2012 test. The passing score is printed on the scoring key. There is no conversion chart for the Regents Competency Test in Reading.

Detailed directions for administering and scoring the ***restricted*** Regents Competency Test in Reading are available on the Department's web site at: http://www.p12.nysed.gov/apda/hsgen/. Each person involved in the administration of the examination should become thoroughly familiar with these special directions prior to the date of administration.

Regents Competency Test in Writing

The August 2012 Regents Competency Test in Writing is similar in format to the test administered in June 2012. It is designed as a direct measure of a student's ability to organize and present ideas in written form. The tasks are set in a context that is related to the experience of students and that clearly indicates the purpose for the piece of writing and the specific audience for whom the piece is intended.

The test consists of three separate writing tasks: a business letter of complaint, a report based on information provided, and a composition. The Part III composition may be expository, narrative, descriptive, or persuasive in purpose. Teachers should keep in mind, however, that rarely are tasks *purely* of a single type. For example, a task might require students to *describe* an object and then *explain* something significant about it or *narrate* an incident related to it. Whatever the purpose(s) of the task, information provided to the students makes clear what is expected.

Each of the three tasks requires a relatively brief piece of writing, about 100–200 words. For each task, students are directed to prepare a first draft and then to edit and revise the draft before producing their final response. Students are to write their final responses in the answer booklet.

Each student must be provided with a copy of the RCT in Writing Answer Booklet. The answer booklets for the Regents Competency Test in Writing can be found on the Department's web site at http://www.p12.nysed.gov/apda/resources/325-12.pdf.

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

Printed copies of the rating guide for this test will **not** be sent to schools. Instead, the rating guide will be made available on the Department's web site on the day of the test. 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 exam 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. The rating guide contains a detailed outline of the procedure to follow in rating the students' answer papers. It also contains criteria for rating each of the three writing tasks. The criteria for the letter and the report remain the same for all administrations of the test; the criteria for the composition are task-specific for each new administration. The rating guide will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Detailed directions for administering and scoring the Regents Competency Test in Writing are available on the Department's web site at http://www.p12.nysed.gov/apda/hsgen/#rct-812.

If you have questions about the Regents Comprehensive Examination in English, the Regents Competency Test in Reading, or the Regents Competency Test in Writing for which you are unable to find answers on the Department's web site, send an inquiry by e-mail to emscassessinfo@mail.nysed.gov or you may call APDA at 518-474-5912.

MATHEMATICS

Regents Examination in Integrated Algebra

The August 2012 Regents Examination in Integrated Algebra is similar in format to the exam administered in June 2012. Prior to the date of the exam, schools must obtain for each student a scannable answer sheet provided by the regional scanning center.

Schools *must* make graphing calculators available for the exclusive use of each student while taking the Regents Examination in Integrated Algebra. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. No students may use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the exam. Symbol manipulation calculators are calculators capable of doing symbolic algebra or symbolic calculus (for example, factoring, expanding, or simplifying given variable output).

Schools must be sure that each student has a straightedge (ruler) while taking the Regents Examination in Integrated Algebra.

Students should write their answers to the questions in Part I on the separate answer sheet, provided by the proctor. They should write their answers to questions in Parts II, III, and IV in the exam booklet. Students must clearly indicate the necessary steps, including appropriate formula substitutions, diagrams, graphs, charts, etc., they used in arriving at their answers to questions in Parts II, III, and IV.

Students should write all work in the exam booklet in pen except for graphs and drawings, which should be done in pencil.

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. Schools 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.

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

The Regents Examination in Integrated Algebra has four parts, with a total of 39 questions. Students must answer all 39 questions. The following table shows the types of questions and the credit allotment for each part of the exam.

Regents Examination in Integrated Algebra

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
I	multiple choice	1–30	0 or 2	60
II	open ended	31–33	0, 1, or 2	6
III	open ended	34–36	0, 1, 2, or 3	9
IV	open ended	37–39	0, 1, 2, 3, or 4	12
	TOTAL	—	—	87

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Posting time for the scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. The scoring key and rating guide will include answers to the Part I multiple-choice questions and rubrics for scoring the open-ended questions. A chart for converting the student's total-test raw score to a scale score will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one exam administration to another, it is crucial that *only* the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

Each answer paper for all State exams in mathematics should be rated by a committee with a minimum of three mathematics teachers to ensure the accuracy of the scores. Each rater is to score no more than approximately one-third of the open-ended questions on any student's answer paper. Schools are **not permitted** to rescore any of the open-ended questions on any Regents Exam in mathematics after each question has been rated once, 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.

The *Information Booklet for Scoring the Regents Examinations in Mathematics* provides further information about the scoring of this exam. Schools should provide a copy of this booklet to all school personnel involved in the scoring of this exam. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/math.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Regents Examination in Geometry

The August 2012 Regents Examination in Geometry is similar in format to the exam administered in June 2012. Prior to the date of the exam, schools must obtain for each student a scannable answer sheet provided by the regional scanning center.

Schools *must* make a graphing calculator available for the exclusive use of each student while taking the Regents Examination in Geometry. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. No students may use calculators that are capable of symbol manipulation or that can 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 exam. Symbol manipulation calculators are calculators capable of doing symbolic algebra or symbolic calculus (for example, factoring, expanding, or simplifying given variable output).

Schools must be sure that each student has a compass and straightedge (ruler) while taking the Regents Examination in Geometry.

Students should write their answers to the questions in Part I on the separate answer sheet, provided by the proctor. They should write their answers to questions in Parts II, III, and IV in the exam booklet. Students must clearly indicate the necessary steps, including appropriate formula substitutions, diagrams, graphs, charts, etc., they used in arriving at their answers to questions in Parts II, III, and IV.

Students should write all work in the exam booklet in pen except for graphs and drawings, which should be done in pencil.

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. Schools 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.

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

The Regents Examination in Geometry has four parts, with a total of 38 questions. Students must answer all 38 questions. The following table shows the types of questions and the credit allotment for each part of the exam.

Regents Examination in Geometry

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
I	multiple choice	1–28	0 or 2	56
II	open ended	29–34	0, 1, or 2	12
III	open ended	35–37	0, 1, 2, 3, or 4	12
IV	open ended	38	0, 1, 2, 3, 4, 5, or 6	6
	TOTAL	—	—	86

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Posting time for the scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. The scoring key and rating guide will include answers to the Part I multiple-choice questions and rubrics for scoring the open-ended questions. A chart for converting the student's total-test raw score to a scale score will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one exam administration to another, it is crucial that *only* the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

Each answer paper for all State exams in mathematics should be rated by a committee with a minimum of three mathematics teachers to ensure the accuracy of the scores. Each rater is to score no more than approximately one-third of the open-ended questions on any student's answer paper. Schools are **not permitted** to rescore any of the open-ended questions on any Regents Exam in mathematics after each question has been rated once, 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.

The *Information Booklet for Scoring the Regents Examinations in Mathematics* provides further information about the scoring of this exam. Schools should provide a copy of this booklet to all school personnel involved in the scoring of this exam. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/math.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Regents Competency Test in Mathematics

The August 2012 Regents Competency Test in Mathematics is a ***restricted*** test. The test booklet for each student is enclosed in a sealed envelope. Only students taking the test may open an envelope. School personnel are ***not*** permitted to open an envelope containing a test booklet or to examine a test booklet for any reason other than to read the test to students with disabilities whose IEPs or 504 Plans call for this accommodation. **Each copy of the test booklet is numbered, and all test booklets, both used and unused, *must* be returned to the Department.**

The August 2012 Regents Competency Test in Mathematics is based on the first seven units of the course described in the Department publication *General High School Mathematics.* The test is similar in format to the test administered in June 2012. It is divided into two parts and contains a total of 60 questions. Part A consists of 20 completion questions for which students are to provide the answer. Each of the questions in Part A is worth one raw-score credit. Part B consists of 40 multiple-choice questions for which students are to select the correct answer from among the four choices given. The choices are labeled 1, 2, 3, and 4. Each of the questions in Part B is worth one raw-score credit.

Please note that only students with disabilities who first entered grade 9 prior to September 2011 are eligible to take this test. Students may use calculators when taking this test *only* if the use of these devices is included as a testing accommodation in the student's IEP or 504 Plan.

Before allowing students to begin this test, have them check the cover of the test booklet to be sure it has the correct title, month, and year.

Detailed directions for administering and scoring the ***restricted*** Regents Competency Test in Mathematics are provided to schools on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html.

The passing score for this test is a raw score (total number of correct answers) of 39. A table for converting total test raw scores to percents can be found in the directions.

If you have questions about any of the Regents Exams in mathematics or the Regents Competency Test in Mathematics for which you are unable to find answers on the Department's web site, send an inquiry by e-mail to emscassessinfo@mail.nysed.gov or call APDA at 518-474-5902.

SCIENCE

Regents Examination in Living Environment

The August 2012 Regents Examination in Living Environment is based on the *Living Environment Core Curriculum.* It is similar in format to the exam administered in June 2012. The exam has five parts, with a total of 85 questions. Students must answer all questions in all parts. Four-function or scientific calculators must be available to all students who wish to have them during the entire scheduled time for this exam. Students are not permitted to use graphing calculators when taking this exam. The following table shows the types of questions and credit allotment for each part of the August 2012 exam.

August 2012 Regents Examination in Living Environment

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
A	multiple choice	1–30	0 or 1	30
B–1	multiple choice	31–43	0 or 1	13
B–2	1-credit open ended	44–46, 48, 51–55	0 or 1	12
	multiple choice	47, 49–50	0 or 1	
C	1-credit open ended	56–72	0 or 1	17
D	multiple choice	73–76, 81–82	0 or 1	13
	1-credit open ended	77–80, 83–85	0 or 1	
	TOTAL	—	—	85

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

Prior to the date of the exam, schools must obtain for each student a standardized scannable answer sheet provided by the regional scanning center. Students are to record their answers to all multiple-choice questions, including those in Parts B–2 and D, on the separate answer sheet. The answers to all open-ended questions are to be recorded in the exam booklet in pen, except for graphs and diagrams which should be done in pencil.

While the exam is being administered, proctors should check to make sure that students are recording their answers to all multiple-choice questions, including those in Parts B–2 and D, on their separate answer sheets.

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/science/home.html. Posting time for the scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. The scoring key and rating guide includes the answers to the multiple-choice questions and rubrics for scoring each of the open-ended questions. A chart for converting the student's total raw score to a scale score will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one administration to another, it is crucial that only the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

Each answer paper for all State exams in science should be rated by a committee with a minimum of two science teachers to ensure the accuracy of the scores. Each rater is to score no more than approximately one-half of the open-ended questions on any student's answer paper. Schools are **not permitted** to rescore any of the open-ended questions on any Regents Exam in science after each question has been rated once, 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.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides further information about the scoring of this exam. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/science/. Prior to the administration date, all school personnel involved in the scoring of this exam should receive a copy of this publication.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Laboratory Requirement

Laboratory experience is required in each of the four Regents science courses. This requirement follows directly from the fact that these courses are laboratory sciences, and successful completion of any one of them earns for the student one unit of credit for a laboratory science. Students must be engaged in laboratory activities for at least thirty 40-minute periods or the equivalent (1200 minutes), as certified by the secondary school principal.

Students must prepare satisfactory written reports of these laboratory experiences. Schools should keep these reports for six months following the date of the exam, except in instances where a senior requests such reports for further work.

Please note that Section 8.2 of the Rules of the Board of Regents states: "Only those persons who have satisfactorily met the laboratory requirements as stated in the State syllabus for a science shall be admitted to a Regents Examination in such science."

Regents Examination in Physical Setting/Earth Science

The August 2012 Regents Examination in Physical Setting/Earth Science is similar in format to the exam administered in June 2012. It is based on the *Earth Science Core Curriculum* and consists of two components: a laboratory performance test (Part D) and a written test.

The 2008 Edition (Revised 2010) Physical Setting/Earth Science Laboratory Performance Test features three stations. The total number of raw-score credits for the 2008 Edition (Revised 2010) Performance Test is 16. The student's raw score on the performance test should be recorded on the cover of the student's performance-test answer booklet and, after the written test has been administered, in the designated space on the student's answer sheet. As indicated below, a conversion chart will be provided for converting the student's score on the performance test and score on the written test to the final exam score.

The secure performance test is shipped to schools with the nonsecure test materials so that the Earth science staff can prepare for the administration of this performance component. The performance test is to be administered to all students, including those retaking the exam, during the last two weeks of the course but no later than the day before the administration of the written test.

Scores earned on the Earth Science performance test in conjunction with prior administrations of the written exam may *not* be carried over and applied to the student's final exam score for this Regents Exam. This requirement applies both to students enrolled in the course of study and to students who are registered only to retake the exam. All schools administering this exam must notify students of the date and time to appear for the performance test.

The *Directions for Administration*, printed on green paper, and the performance test rating guide, printed on yellow paper, provide specific directions for administering and scoring the 2008 edition (revised 2010). Teachers must review these directions before administering or rating the performance test.

All parts of the performance test are considered secure materials and must ***not*** be shared with students prior to or after the performance test administration. Once the performance test is administered, all unused performance tests must be securely destroyed.

The written test for August 2012 has four parts, with a total of 85 questions. Students must answer all questions. The table on the next page shows the types of questions and credit allotment for each part of the August 2012 exam.

Regents Examination in Physical Setting/Earth Science

Performance Test Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
Performance Test	7-credit open ended	station 1	0, 1, 2, 3, 4, 5, 6, or 7	16
	4-credit open ended	station 2	0, 1, 2, 3, or 4	
	5-credit open ended	station 3	0, 1, 2, 3, 4, or 5	
Written Test Part	**Question Type**	**Question Numbers**	**Raw-Score Credits Attainable for Each Question**	**Total Number of Raw-Score Credits**
A	multiple choice	1–35	0 or 1	35
B–1	multiple choice	36–50	0 or 1	15
B–2	1-credit open ended	51–65	0 or 1	15
C	1-credit open ended	66–85	0 or 1	20

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

Prior to the date of the written exam, schools must obtain for each student a standardized scannable answer sheet provided by the regional scanning center. Students are to record their answers to all the multiple-choice questions in Part A and Part B-1 on the scannable answer sheet. The answers to all the open-ended questions in Part B-2 and Part C in the written test must be recorded in the answer booklet provided in pen, except for graphs and diagrams which should be done in pencil. The answer booklets are printed on ivory paper and are shrink-wrapped in the same package with the exam booklets.

At the administration of the written test, each student *must* be provided with a copy of the 2011 Edition *Reference Tables for Physical Setting/Earth Science* along with an exam booklet, an answer sheet, and an answer booklet. Some of the questions on the written test require the use of the reference tables. Schools are required to use the online version of the 2011 edition, including translations, and to print sufficient copies for the use of each student. The reference tables can be found on the Department's web site at http://www.p12.nysed.gov/apda/reftable/home.html. *Schools may want to consider collecting the reference tables at the end of the written test and keeping clean copies for future use in the school's instructional program.*

In addition, each student *must* have a four-function or scientific calculator to use while taking the Regents Examination in Physical Setting/Earth Science. Students are not permitted to use graphing calculators when taking this exam.

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Posting time for the scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. The scoring key and rating guide provides answers to the multiple-choice questions and rubrics for scoring the open-ended questions. A chart for converting the student's total raw scores on the performance test and the written test to a scale score will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one administration to another, it is crucial that *only* the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

Each answer paper for all State exams in science should be rated by a committee with a minimum of two science teachers to ensure the accuracy of the scores. Each rater is to score no more than approximately one-half of the open-ended questions on any student's answer paper. Schools are **not permitted** to rescore any of the open-ended questions on any Regents Exam in science after each question has been rated once, 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.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides further information about the scoring of this exam. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/science/. Prior to the administration date, all school personnel involved in the scoring of this exam should receive a copy of this publication.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Laboratory Requirement

Laboratory experience is required in each of the four Regents science courses. This requirement follows directly from the fact that these courses are laboratory sciences, and successful completion of any one of them earns for the student one unit of credit for a laboratory science. Students must be engaged in laboratory activities for at least thirty 40-minute periods or the equivalent (1200 minutes), as certified by the secondary school principal.

Students must prepare satisfactory written reports of these laboratory experiences. Schools should keep these reports for six months following the date of the exam, except in instances where a senior requests such reports for further work.

Please note that Section 8.2 of the Rules of the Board of Regents states: "Only those persons who have satisfactorily met the laboratory requirements as stated in the State syllabus for a science shall be admitted to a Regents Examination in such science."

Regents Competency Test in Science

The August 2012 Regents Competency Test in Science is a ***restricted*** test. The test booklet for each student is enclosed in a sealed envelope. Only students taking the test may open an envelope. School personnel are ***not*** permitted to open an envelope containing a test booklet or to examine a test booklet for any reason other than to read the test to students with disabilities whose IEPs or 504 Plans call for this accommodation. **Each copy of the test booklet is numbered, and all test booklets, both used and unused, *must* be returned to the Department.**

Please note that only students with disabilities who first entered grade 9 prior to September 2011 are eligible to take this test. Students may use calculators when taking this test *only* if the use of these devices is included as a testing accommodation in the student's IEP or 504 Plan.

The August 2012 Regents Competency Test in Science is similar in format to the test administered in June 2012 and is based on the 10 blocks of the *Science Syllabus for Middle and Junior High Schools* identified in the publication *Information Bulletin: Regents Competency Testing Program in Science, A Guide to the Core Process Skills and Content Understandings.*

The test consists of 70 questions, all of which the students must complete. The passing score is a minimum of 46 correct answers. The test gives equal coverage to the life, physical, and Earth sciences. About 10 percent of the test covers the core material from *Block J: Science, Technology, and Society*. Questions test knowledge of basic vocabulary and specific core understandings, comprehension of those understandings and their application to new situations, and mastery of the core process (inquiry) skills. A scoring key that accompanies the exam includes the answers to the multiple-choice questions and rubrics for scoring question 70.

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

The answer sheet is printed as the last page of the test booklet. Instruct students to detach this answer sheet from the test booklet prior to beginning work. Students are to record their answers to Questions 1 through 69, which are multiple-choice questions, on the first page of this answer sheet. Question 70 may require students to construct a data table, complete a graph, explain a described activity, or demonstrate mastery of other core science process (inquiry) skills. Students are to write their responses to Question 70 on the reverse side of the multiple-choice answer sheet.

Copies of the detailed directions for administering and scoring the ***restricted*** Regents Competency Test in Science are available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html.

If you have questions about scoring any of the Regents Exams in the sciences for which you are unable to find answers on the Department's web site, send an inquiry by e-mail to emscassessinfo@mail.nysed.gov or call APDA at 518-474-5900. Please direct questions concerning the Regents Competency Test in Science to Judy Pinsonnault at 518-474-5902.

SOCIAL STUDIES

Regents Examination in Global History and Geography
Regents Examination in United States History and Government

The Regents Examinations in Global History and Geography and in United States History and Government assess student achievement of the New York State Learning Standards in social studies at the commencement level. The Regents Examination in Global History and Geography is based on the content column of the *Global History and Geography Core Curriculum*. The Regents Examination in United States History and Government is based on the content column of the *United States History and Government Core Curriculum*. Some of the questions are designed to test the student's ability to apply the social studies skills listed in the core curriculum.

Both exams have three parts. Students are to answer all questions in all parts. Part I contains 50 multiple-choice questions. Part II contains one thematic essay question. Part III A contains open-ended questions based on several documents, and Part III B contains one essay question based on the documents and the student's knowledge of specific social studies content.

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

Prior to the date of the exam, schools must obtain for each student a standardized scannable answer sheet provided by the regional scanning center. Students are to write their answers to the Part I questions on the answer sheet provided by the proctor. Students are to write their answers to Part III A open-ended questions in pen directly in the exam booklet. They are to write their answers to Parts II and III B essay questions in pen in a separate essay booklet made available to schools on the Department's web site at http://www.p12.nysed.gov/apda/resources/635-12.pdf. Schools must provide copies of these essay booklets to students. Students may use scrap paper, provided by the school, for planning essays. Be sure students write their names on their scrap paper.

The following tables show the types of questions and the credit allotment for each part of the August 2012 exams.

August 2012 Regents Examination in Global History and Geography

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
I	multiple choice	1–50	0 or 1	50
II	essay	Part II thematic essay	0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, or 5.0	5
III A	1-credit open ended	1, 2, 3a, 3b, 4a, 4b, 5a, 5b, 6, 7, 8a, 8b, 9	0 or 1	13
III B	essay	Part III DBQ essay	0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, or 5.0	5

August 2012 Regents Examination in United States History and Government

Part	Question Type	Question Numbers	Raw-Score Credits Attainable for Each Question	Total Number of Raw-Score Credits
I	multiple choice	1–50	0 or 1	50
II	essay	Part II thematic essay	0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, or 5.0	5
III A	2-credit open ended	1, 6	0, 1, or 2	14
	1-credit open ended	2, 3a, 3b, 4, 5a, 5b, 7, 8a, 8b, 9	0 or 1	
III B	essay	Part III DBQ essay	0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, or 5.0	5

Printed copies of the scoring key and rating guide will ***not*** be sent to schools. Instead, the scoring materials will be made available on the Department's web site at http://www.p12.nysed.gov/apda/scoring/home.html. Schools must print sufficient copies of the scoring key and rating guide to supply one to each rater. Posting time for the scoring materials for the August Regents Exams will be approximately 10:30 a.m. for morning exams and approximately 2:30 p.m. for afternoon exams. 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 exam 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.

The scoring materials for these exams provide the answers to the multiple-choice questions, content-specific rubrics for the Parts II and III B essay questions, and the answers to each Part III A open-ended question. For each essay question, the Department provides annotated anchor papers for each score level and annotated prescored practice papers. A chart for converting students' raw scores to scale scores will be provided on the Department's web site at http://www.p12.nysed.gov/apda/. The scale score is the student's final exam score. **Because the scale scores corresponding to raw scores change from one administration to another, it is crucial that *only* the conversion chart provided for the *August 2012* administration be used to determine the student's final score.**

Two teachers must rate each essay response independently, with a third teacher available to rate essays with discrepant scores. (A discrepant score is one that varies by more than one credit on a 5-credit rubric.) Only one rater is to rate each student response to a scaffold question. If staffing is sufficient, separate teams of teachers should rate the Part II thematic essay, the Part III A scaffold questions, and the Part III B essay. Schools are **not permitted** to rescore any of the open-ended questions (including essays) 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.

The *Information Booklet for Scoring Regents Examinations in Global History and Geography and United States History and Government* provides further information about the scoring of these exams. This booklet is available on the Department's web site at http://www.p12.nysed.gov/apda/hsgen. This booklet includes detailed procedures for training scorers, resolving discrepant scores, and managing the logistics of the scoring process. Prior to the date of the exams, all school personnel involved in coordinating the scoring process, as well as scoring, should receive a copy of this booklet.

Online Teacher Evaluation Form

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State exams. It contains spaces for teachers to respond to several specific questions and to make suggestions. This form is available on the Department's web site at http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm.

Regents Competency Test in Global Studies
Regents Competency Test in United States History and Government

The August 2012 Regents Competency Tests in Global Studies and United States History and Government are ***restricted*** tests. The test booklets (Part 1 and Part 2) for each student are enclosed in a sealed envelope. Only students taking the test may open an envelope. School personnel are ***not*** permitted to open an envelope containing the test booklets or to examine the test booklets for any reason other than to read the tests to students with disabilities whose IEPs or 504 Plans call for this accommodation. **Each copy of the test booklets is numbered, and all test booklets *must* be returned to the Department. Each rating guide for scoring the essay section of these tests is also numbered and *must* also be returned to the Department.**

The Regents Competency Test in Global Studies is based on the syllabus *Social Studies 9 & 10: Global Studies*. The questions on this test are based on the "Content Outline" and "Major Ideas" sections of the syllabus. The Regents Competency Test in United States History and Government is based on the syllabus *Social Studies 11: United States History and Government*. The questions on this test are based on the "Content Outline" and "Major Ideas" sections of the syllabus. Some of the questions on these tests are designed to test the student's ability to apply the social studies skills listed in the syllabi.

Before allowing students to begin the test, have them check the covers of the test booklets to be sure they have the correct title, date, and time.

Each of these tests has two parts. Part 1 consists of 50 multiple-choice questions, numbered 1–50, for which a total of 50 credits is allowed. Students are to record their answers to this part on a detachable answer sheet, which is included as the last page of the Part 1 test booklet. Part 2 consists of four 10-credit essay questions. Students are required to answer a total of *two* essay questions, worth a maximum of 20 credits. They are to write their responses to the essay questions directly in the test booklet.

In Part 1, some of the questions require students to interpret and to draw conclusions from data presented in various forms.

Each Part 2 essay question consists of two parts. Part A, worth a maximum of 4 credits, is designed to elicit data. Part B is a writing component worth a total of 6 credits. Scorers are to rate the Part B writing activity on a holistic basis using the chart "Criteria for Rating Student Responses: Essay Questions, Part B" provided with the rating guide for the test.

The essay questions in Part 2 are drawn from the total curriculum in global studies and in United States history and government, respectively. Some essay questions may be based on specific units; while others may be more broadly based and reflect major ideas from several units or subunits. Some of the questions may give students an opportunity to show an understanding of the processes involved in interpreting information presented in a variety of forms.

The maximum total raw score on each of theses two tests is 70 (50 on Part 1 and 20 on Part 2). The passing score is a minimum raw score of 46 credits.

A ***restricted*** rating guide accompanies each test to enable scorers to evaluate Part 2 answers. In addition to the criteria for rating essays, each guide includes a listing of some objectives tested by the question and sample data for each question. It also includes a table for converting total test raw scores to percentages. The *Table for Converting Total Test Raw Scores to Percents* can be found on the last page of the *Rating Guide for Part 2 Essay Questions*.

Detailed directions for administering and scoring the ***restricted*** Regents Competency Test in Global Studies and the ***restricted*** Regents Competency Test in United States History and Government are available on the Department's web site at http://www.p12.nysed.gov/apda/hsgen/home.html. Each person

involved in the administration of these tests must become thoroughly familiar with these special directions prior to the date of administration.

Please direct questions (e-mail is preferred) concerning exams in social studies to the following Department staff:

Donna Merlau	dmerlau@mail.nysed.gov	518-474-0556
Greg Wilsey	gwilsey@mail.nysed.gov	518-474-0556