



December 2015

**TO:** District Superintendents  
Superintendents of Public and Nonpublic Schools  
Principals of Public and Nonpublic Secondary Schools  
Leaders of Charter Schools

**FROM:** Steven E. Katz, Director  
Office of State Assessment

**SUBJECT: Special Administrations of the Regents Examination in Integrated Algebra (2005 Learning Standard), February 25, 2016 and June 1, 2016**

To assist those students who had already begun or completed instruction in an integrated algebra course aligned to the Mathematics Core Curriculum (Revised 2005) prior to September 2013, two special administrations of the Regents Examination in Integrated Algebra (2005 Learning Standard) will be provided. These special administrations will take place on February 25, 2016 and June 1, 2016. **Consistent with §100.5(g)(1)(ii)(b) of the Commissioner's regulations, only those students who first began or completed instruction in an integrated algebra course aligned to the Mathematics Core Curriculum (Revised 2005) prior to September 2013 may take the Regents Examination in Integrated Algebra during these special administrations.** Provided in this memorandum are instructions for requesting the February 25, 2016 examination. The online examination request system will be open from receipt of this memorandum through January 15, 2016 for requesting this examination.

Essential information is provided in this memorandum concerning the requesting and storing of the February 25, 2016 Special Administration of the Regents Examination in Integrated Algebra. In addition, all persons coordinating the administration of secondary-level State examinations should be familiar with the *School Administrator's Manual*. The manual is available on the Department's web site at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

The February 25, 2016 special administration is scheduled for 9:15 a.m. and the Uniform Statewide Admission Deadline is 10:00 a.m. In the event that any schools are unable to administer the February 25 administration due to inclement weather, the only makeup that will be available will be the June 1 administration. Information concerning the requesting of and administration of the special June 1 administration will be provided at a later date as part of the instructions for requesting all June 2016 Regents Examinations.

This memorandum is accompanied by the *School Record of Examinations Requested - February 25, 2016 Special Administration* (DET 501Sp) and the *Instructions for Submitting Your Examination Request Online* (DET 502Sp). These forms are also available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.

## ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access into the online examination request system, available at <http://portal.nysed.gov>. If you have already placed a request in the system for January 2016 or were the principal of the same school during the 2014-15 school year and submitted your school's examination requests, the expectation is that you know your username and password.

If you have forgotten or need to reset your password, use the "Reset Password" utility available at <http://portal.nysed.gov>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or [seddas\\_help@nysed.gov](mailto:seddas_help@nysed.gov).

If you are a new principal for your school and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of New York City Public Schools.** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.
- **Leaders of New York City Charter Schools.** Contact the New York City Charter Schools Accountability Office at 212-374-5419.
- **Principals of Public Schools or BOCES Programs Located Outside of New York City.** Contact your School Superintendent or Delegated Administrator to request a username and password.
- **Principals of Nonpublic Schools and Non-New York City Charter Schools.** Contact the (SEDDAS) Help Desk at 518-473-8832 or [seddas\\_help@nysed.gov](mailto:seddas_help@nysed.gov) to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via fax to 518-402-5361 or 518-474-4351 that you are the new principal. This notice must be written on school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, your previous position, and, for purposes of future password confirmations, your city of birth.

All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district or, for nonpublic schools, the SEDDAS Help Desk at 518-473-8832 or [seddas\\_help@nysed.gov](mailto:seddas_help@nysed.gov).

## REQUESTING EXAMINATION MATERIALS

Request only those quantities of the February 25, 2016 Regents Examination in Integrated Algebra actually needed for administration to eligible students. See the information in the box on the first page of this memorandum for guidance on eligibility. The quantity of examinations requested should match the number of students eligible for this examination and for proctor(s) who will be reading the test to student(s) with this testing accommodation.

**Online requests for the February 25, 2016 Special Administration Regents Examination in Integrated Algebra materials must be submitted no later than January 15.** Specific directions for using the online examination request system are included with this memorandum. Within three business days after your request has been processed, you will be sent a confirmation notice via e-mail indicating the number of examinations to be shipped to the

school. **It is of the utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped to your school.**

Principals who find that they need additional materials may return to the online examination request system until January 15 to revise or add any supplemental quantities needed. Telephone requests will not be accepted. Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than January 15. Administrators determining the need for additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

#### **GUIDELINES FOR REQUESTING SPECIFIC MATERIALS**

- *Regular test booklets:* Request the exact quantity needed of English or Spanish editions, plus not more than 10% for unanticipated increases.
- *Large-type and braille test booklets:* Large-type (English edition only) and braille test booklets are available for this examination. Request the EXACT number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodations Plans (504 Plans) specifically require either of these formats. Sample copies of past examinations in large type and braille may be obtained from the New York State Resource Center for the Visually Impaired, 2-A Richmond Avenue, Batavia, New York 14020 (585-343-5384).
- *Answer sheets:* The Department does not provide hand-scorable answer sheets for this Regents Examination. Schools are required to contract with a Regional Information Center (RIC) or large-city scanning center for answer sheets and examination data processing services. The complete list of RICs and large-city scanning centers is available on the Department's web site at <http://www.p12.nysed.gov/irs/sirs/ricbig5.pdf>.
- New York City nonpublic schools must contract with a scanning center outside the city. For additional information, please see the memorandum "Scanning Regents Examination Answer Sheets: June 2011" (<http://www.p12.nysed.gov/assessment/ac-general/scanning-101810.pdf>). Questions about the requirement to scan Regents Examination answer sheets should be directed to the Office of State Assessment (OSA) at 518-474-5900. Questions about data collection and reporting services should be directed to your RIC or the Office of Information and Reporting Services at 518-474-7965.
- Scoring materials for this examination will be available online. Access to the scoring materials posted for this examination will require Adobe Reader® 9 or higher (available at <http://get.adobe.com/reader/>). At this time, schools should check and update, as necessary, the version of Adobe Reader available on school computers to avoid any difficulty accessing the scoring key and rating guide posted on the day of this examination.
- *Braille or large-type auxiliary test materials:* Teacher directions, scoring keys, etc., for English editions of State examinations may be requested for use by teachers with visual disabilities. These materials will be provided only when a written request from the principal is submitted via fax to 518-474-2021 no later than January 15.
- *Teacher's Directions:* These materials will be available on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>. Schools must print sufficient copies to supply one to each staff member involved in the administration and/or scoring of the examinations.

## REQUESTING MATERIALS FOR CURRENT AND ELIGIBLE FORMER ENGLISH LANGUAGE LEARNERS

The testing accommodations that may be provided to English Language Learners may also be provided to former English Language Learners who achieved the proficient level on either of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT). Therefore, on February 25, 2016 schools may provide these accommodations to former English Language Learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2014 or spring 2015. Schools may not provide testing accommodations to former English Language Learners who achieved the proficient level prior to the spring 2014 NYSESLAT administration.

Current and eligible former English Language Learners may take the February 25, 2016 Regents Examination in Integrated Algebra either in Spanish or in English, whichever is more appropriate to the student's reading skills. The Spanish edition of the Regents Examination in Integrated Algebra offered on February 25, 2016 is a direct translation of the English edition, so current and eligible former English Language Learners may be permitted to use both editions simultaneously. Because of the brevity of time available to prepare for this special administration no other alternative language editions will be available.

## SHIPPING OF EXAMINATION MATERIALS

Contingent upon submission of your school's online request prior to the ordering deadline of January 15, examination materials will be delivered in one shipment just prior to the February 25 examination date in locked Regents boxes.

## EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State examinations must provide any information or affirmations required on the online examination request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to comply with the examination security requirements described in this memorandum and in the [School Administrator's Manual](#).

Secure examination materials must be stored in locked Regents boxes, which must in turn be stored in a Department-approved safe or walk-in vault that meets *all* of the specifications listed below.

**WALK-IN VAULTS** must have all of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) with combination or key lock that allows exiting at all times

**SAFES** must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have:

- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the Regents boxes or the school's largest examination request (minimum acceptable unobstructed inside dimensions of 11"H x 20"W x 27"D to store one Regents box)

Principals of schools with approved storage facilities must inform all school building personnel permitted to accept delivery of Regents boxes of the procedures for safeguarding secure examination shipments whether they arrive during or after school hours. Access to any safe or vault where locked Regents boxes are stored must be restricted so as to prohibit entry by students and other unauthorized persons. The locked Regents boxes must be visually inspected daily by the person in charge of the examinations to ensure that they have remained secure. Schools with approved storage facilities that are storing examination materials for another school may not remove those materials from the locked Regents boxes or release them to the school until the morning of February 25, 2016.

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure examination materials in an approved safe or vault in another school, school district building, or BOCES building. Principals experiencing difficulty making arrangements for secure storage of examination materials should notify this office at 518-474-8220.

Please review the "School Information" page on the online examination request system. If the fields indicating where your examinations will be shipped are blank, your school must submit a new *Examination Storage Plan* (DET 599Sp) for the February 25, 2016 Regents Examination special administration. (See the message at the bottom of the "School Information" page for instructions; Adobe Reader<sup>®</sup> required.) Your school also should submit a new *Examination Storage Plan* if you need to amend pre-approved storage information. Your *Examination Storage Plan* must be sent via fax to 518-474-2021 complete with the school name and address where you have arranged for the examinations to be securely stored. This office will then request written verification of the storage arrangements from the person in charge of your proposed "host" storage location before secure examination materials can be shipped to that address.

The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**  
Office of State Assessment  
Albany, New York 12234

# **FEBRUARY 2016 SPECIAL ADMINISTRATION**

*Students must verify with their schools the exact time that they are to report for this special administration.*

<b>Thursday February 25</b>
<b>9:15 a.m.</b>
RE in Integrated Algebra (2005 Learning Standard)

### **Uniform Admission Deadline**

Morning Administration — 10:00 a.m.

## **Frequently Asked Questions on the Two 2016 Special Administrations of the Regents Examination in Integrated Algebra**

To assist those students who had already begun or completed instruction in an integrated algebra course aligned to the Mathematics Core Curriculum (Revised 2005) prior to September 2013, two special administrations of the Regents Examination in Integrated Algebra (2005 Learning Standard) will be provided. These special administrations will take place on February 25, 2016 and June 1, 2016. **Consistent with §100.5(g)(1)(ii)(b) of the Commissioner's regulations, only those students who first began or completed instruction in an integrated algebra course aligned to the Mathematics Core Curriculum (Revised 2005) prior to September 2013 may take the Regents Examination in Integrated Algebra during these special administrations.**

**1) Why are these special administrations being offered?**

There are a small number of students who were enrolled in integrated algebra courses prior to the 2013-14 school year who have not yet passed a Regents Examination in mathematics, which is necessary for graduation. These special administrations are being offered to provide only these students with additional opportunities to meet the graduation requirement by passing the examination aligned with their instruction.

**2) Why is the examination not being offered during the normal Regents Examination week?**

These examinations are being offered through a special administration and only to a select group of students. In order to allow schools sufficient time to determine eligibility, order, administer and score the examinations, the Department has determined that it would be best to offer the examinations outside of the normal Regents Examination administration periods.

**3) Which students are eligible to take the examination during these special administrations?**

Only those students who began instruction in an integrated algebra course prior to the 2013-14 school year may take the Regents Examination in Integrated Algebra during these special administrations.

**4) If a student began a two-year course in Integrated Algebra in September 2012 and completed this course during the 2013-14 school year, may he or she take the Regents Examination during this special administration?**

Yes. Because the student began instruction in the integrated algebra course prior to the 2013-14 school year, he or she is eligible to take the special administration of the Regents Examination in Integrated Algebra.

**5) If a student began a two-year course in algebra in September 2013, may he or she take the Regents Examination in Integrated Algebra during this special administration?**

No. This student is not eligible because this student did not begin integrated algebra coursework prior to the 2013-14 school year. This student should have received instruction in the Common Core Learning Standards and have taken the Regents Examination in Algebra I (Common Core).

- 6) Is a student who began Algebra I (Common Core) in 2013 or thereafter and was allowed, at district discretion, to take the Regents Examination in Integrated Algebra in addition to the Regents Examination in Algebra I (Common Core), eligible to take the special administration of the Regents Examination in Integrated Algebra?**

No. Unless a student began an integrated algebra course prior to September 2013, he or she is not eligible to take the special administration of the Regents Examination in Integrated Algebra.

- 7) If a student previously began or completed a course in integrated algebra prior to the 2013-14 school year, but later took a course in Algebra I (Common Core), may the student take the Regents Examination in Integrated Algebra during these special administrations?**

Yes, this student is eligible because the student began or completed the integrated algebra course prior to the 2013-14 school year.

- 8) Are students who were preparing for algebra coursework for one or more years leading up to the 2013-14 school year (e.g., pre-algebra in seventh grade) eligible for these special administrations?**

No, these students are not eligible because they did not begin an integrated algebra course prior to the 2013-14 school year.

- 9) May a school administer the Regents Examination in Integrated Algebra to a transfer student who completed coursework in algebra in another state or country?**

While the Regents Examination in Integrated Algebra continues to be available, the school should administer to the new entrant whichever of the two algebra Regents Examinations more closely aligns with the algebra coursework that the student completed in another state or country.