



Bureau Chief
Office of State Assessment

February 2016

TO: Principals of Public and Nonpublic Schools
Leaders of Charter Schools

FROM: Clara DeSorbo *Clara DeSorbo*

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

This memorandum provides essential information about the February 25, 2016 Special Administration of the Regents Examination in Integrated Algebra. In addition, all persons coordinating this Administration should be familiar with the [School Administrator's Manual](#). This publication is available on the Department's web site at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

Accompanying this memorandum is the list of regional centers, the Checklist for the Return of Examination Materials, the *Directions for Administering the Regents Examination in Integrated Algebra (2005 Standard) 2016 Special Administrations*, and the *Information Booklet for Scoring the Regents Examination in Mathematics (2005 Standard) 2016 Special Administrations Integrated Algebra*.

For the February 2016 special administration, the scoring key and rating guide posted on the Department's web site will be password protected. Principals and/or their designees will need to access the Online Examination Request System to obtain the passwords required for the scoring materials on February 25.

SHIPMENT OF EXAMINATION MATERIALS

Test booklets for the February 25, 2016 Special Administration of the Regents Examination in Integrated Algebra will be shipped so as to arrive at schools (or approved storage locations) between 8:00 a.m. and 4:00 p.m. on February 22 or 23.

The following materials must be printed by the school and supplied to all school personnel involved in the scoring of the Special Administration of the Regents Examination in Integrated Algebra:

1. **Directions for Administering Regents Examination in Integrated Algebra (2005 Standard) 2016 Special Administrations.** This material can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.
2. **Information Booklet for Scoring the Regents Examination in Mathematics--2005 Standard 2016 Special Administrations in Integrated Algebra--February and June.** This material can be found on the Department's web site at <http://www.p12.nysed.gov/assessment/hsgen/>.
3. **The Scoring Key and Rating Guide** for the Regents Examination will be made available on the Department's web site at <http://www.p12.nysed.gov/assessment/scoring/> at approximately 11:00 a.m. for this administration.

The shipment containing secure materials for the February Special Administration of the Regents Examination in Integrated Algebra will be delivered in locked Regents boxes to arrive at schools, or approved storage locations, between 8:00 a.m. and 4:00 p.m. on February 22 or 23. Please be sure that someone is available in your school, or approved storage location, during those hours to accept the examination shipment. Should any problems occur in connection with the delivery of examination materials, please call this office at 518-474-8220 or 474-5902 immediately.

All packages containing secure exam materials for your school will be shipped via United Parcel Service (UPS) and will be delivered between 8:00 a.m. and 4:00 p.m. on one or more of the dates indicated above.

The locked Regents boxes will be shipped with either two locks and a plastic crimp or one lock and two plastic crimps. Padlock keys are mailed to the principal and should arrive no later than one day before the arrival of the locked Regents Boxes. Please call the Test Distribution Unit at 518-474-5914 if padlock keys have not been received by 12:00 noon on the expected date.

CHECKING THE EXAMINATION SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included. As soon as you receive the Regents box(es), use the shipping notice and your confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.** The number of test booklets contained in each of the sealed packages is indicated below:

- *The English edition of the Special Administration of the Regents Examination in Integrated Algebra.* Each sealed package contains 25 booklets.
- *Spanish editions of the Special Administration of the Regents Examination in Integrated Algebra.* Each sealed package contains 25 booklets.
- *Braille and large-type editions of the Special Administration of the Regents Examination in Integrated Algebra.* The exact quantity requested will be shipped to the school.

If your inventory shows that the shipment contains excess examination materials or that it contains examination materials that your school did not request, please notify the Office of State Assessment (OSA) immediately via fax to 518-474-2021. It is the principal's responsibility to maintain these excess materials under the same strict security as the examination that your school will be administering, as outlined on the following page under "Safeguarding Examination Materials."

EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

A list of regional centers accompanies this memorandum. If a shipment for your school does not include all the materials needed, additional materials may be obtained from a nearby regional center.

Supplies of the English edition of the February 25, 2016 Special Administration of the Regents Examination in Integrated Algebra will be available at regional centers. If your school requires an emergency supply of materials that are not ordinarily available at the regional centers or more than 10 booklets of an examination that is ordinarily available at the regional center, please send a fax to OSA at 518-474-2021.

Examination materials are available at the regional centers only on the day of the examination. Secure materials for this examination will be released in the morning and may be picked up at regional centers after 8:00 a.m.

In order to obtain examination materials at a regional center, an individual must present a letter of authorization written on school letterhead and signed by the principal. The letter must identify the person picking up the materials and list the specific materials requested. Anyone obtaining examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

School personnel are forbidden to make or authorize photocopies of secure State examination booklets without the express written prior approval of OSA. Such approval will be considered only when it is not feasible for the school to obtain the secure examination materials from a regional center.

SAFEGUARDING EXAMINATION MATERIALS

The principal of each school requesting this examination must make the necessary arrangements to safeguard the materials requested for the school. Upon delivery, the locked Regents boxes must immediately be placed in the Department-approved safe or vault at the storage location designated by

the school. Examination materials may be removed from locked Regents boxes only for inventory upon receipt of delivery and for the administration of this examination on February 25.

If the locked Regents boxes containing a school's shipment of secure examination materials are found to be too large for the approved storage location, the principal who requested the examination must contact this office immediately at 518-474-8220 or 474-5902 to make arrangements for storage of the boxes in an alternative approved location.

The Regents box keys and the combination or key to the safe or vault must be maintained under strict security conditions to preclude access to examination by students and other unauthorized persons. When the safe or vault where the Regents boxes are stored is unlocked, it must be kept under continuous supervision by school personnel. Additionally, the locked Regents boxes must be visually checked daily by the person in charge of the administration of the examination to ensure that they have not been tampered with and that their contents remain secure.

The sealed packages containing examination booklets must not be opened until February 25 and no earlier than is necessary for distribution to proctors. The principal must notify the Department via fax to 518-474-2021 if any packages of secure examination materials were not sealed properly when received.

Department personnel will make unannounced visits to some schools after the examination materials have been delivered in order to verify that they are being properly stored. If a storage violation is found, all examination materials will immediately be removed from the school and transferred to a location designated by the Department. The school principal will have to arrange to pick up examination materials from that location on February 25. The school will then be required to store all examination materials at a location designated by the Department for a period of at least one year. In addition, the Department may rescind the school's authorization to administer examination.

Following the examination period, in addition to other materials, the principal must sign and return to the Department the completed **Examination Scoring Certificate, Deputy and Proctor Certificate, and Examination Storage Certificate** (received in the shipment of secure materials).

STUDENT USE OF COMMUNICATIONS DEVICES

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script on the following page into a classroom or other location where a State examination 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 this test administration, proctors must read the following statement to all students taking the Special Administration of the Regents Examination in Integrated Algebra:

You cannot have any communications device, including a cell phone, with you during this examination 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 examination 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 examination 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 examination. 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 OSA via fax to 518-474-1989 or by e-mail to emscassessinfo@nysed.gov, as is the case for all student-related 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 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.

ADMINISTERING AND SCORING THE EXAMINATION

NOTE: Teachers are **not** permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Examination may **not** score those students' answer papers for that examination. This prohibition includes special education and academic intervention services (AIS) teachers.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' examination papers based on this scoring policy. A principal may establish rules that are more prohibitive than the guidance cited in this document.

The general administration procedures for secondary-level examinations are provided in the [School Administrator's Manual](#). Specific directions for administering this examination are available on the Department web site at <http://www.p12.nysed.gov/assessment/hsgen/>. These materials must be distributed to teachers before February 25 in order to give them time to become familiar with the instructions.

The Department does not provide printed scoring materials for this administration. Schools must print sufficient copies of the nonrestricted scoring materials to supply one to each rater.

SAFEGUARDING THE INTEGRITY OF THE TEST MATERIALS

Staff are not permitted to discuss test questions or other specific test content with each other, with others online via e-mail or listserv, or through any other electronic means prior to or while the examination are being administered or following the administration in the case of those examination that are restricted. Proctors may not use cell phones or other electronic devices to duplicate test materials, and should keep their own communications devices put away during testing, using them **only** in emergency situations. Test booklets cannot be opened and read prior to the distribution of tests to students.

REPORTING TESTING MISCONDUCT AND IRREGULARITIES TO THE DEPARTMENT

The principal is responsible for all aspects of the school's administration of this examination and must take appropriate measures both to prevent, as much as possible, and to investigate, all irregularities associated with the administration and scoring of these examination.

Reporting Testing Misconduct and Other Testing Irregularities

The principal must report the following misconduct by students and testing irregularities in writing on school letterhead to OSA via fax to 518-474-1989 or e-mail emscassessinfo@nysed.gov:

- All student infractions of the Department's policy prohibiting the possession or use of cell phones and other communications devices during State examination.
- All confirmed cases of students having committed fraud on State examination.
- All interruptions of testing sessions including those caused by power outages or fire alarms.
- All instances in which a State examination is administered without Department authorization at a time outside the published Statewide schedule.
- All instances in which a school does not conform to the Uniform Statewide Admission Deadline in administering a State examination.
- All instances in which scorers do not rate State examination in accordance with the scoring materials provided by the Department.
- All cases in which student answer papers are lost prior to the recording of the scores in students' permanent records.

Mandatory Reporting of Testing Improprieties by Adults

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. Each school district, BOCES, and charter school employee is required to report to the Department any known incident of testing misconduct by a certified educator, as well as any known testing misconduct by a non-certified individual involved in the handling, administration, or scoring of State assessments that may reasonably be considered to be in violation of section 225 of the Education Law. Reports should be made via the TSU website at <http://www.highered.nysed.gov/tsei/> by submitting the Incident Report Form located on the main page under "Report Educator Test Fraud."

A school district or BOCES may not take adverse action, including dismissal and any disciplinary or other adverse action, against an employee who files a mandatory report of testing misconduct, because the employee filed a report. Any certified employee who takes such unwarranted adverse action against another employee may face disciplinary action by the Department

More complete information on strategies for avoiding the occurrences listed on the previous page and for addressing them should they occur may be found in the [School Administrator's Manual](#) and in the [Directions for Administering Regents Examination in Integrated Algebra \(2005 Standard\) 2016 Special Administrations](#).

TESTING ACCOMMODATIONS

Students with Disabilities

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State examinations. Under certain conditions, special examination arrangements may be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided in Section Two of the [School Administrator's Manual](#) available at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

English Language Learners

Schools may provide the following testing accommodations to English Language Learners:

- *Time Extension:* Schools may extend the test time for English Language Learners. Principals may use any reasonable extensions, such as “time and a half” (the required testing time plus one-half of that amount of time), in accordance with their best judgment about the needs of the English Language Learners. Principals should consult with each student’s classroom teacher in making these determinations.
- *Separate Location:* Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer State examinations to English Language Learners individually or in small groups in a separate location.
- *Bilingual Dictionaries and Glossaries:* English Language Learners may use bilingual dictionaries and glossaries when taking State examinations. The bilingual dictionaries and glossaries may provide **only** direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations are **not** permitted.
- *Simultaneous Use of English and Alternative Language Editions:* For those Regents Examinations for which the Department provides direct written translations, English Language Learners may use both an English and an alternative language edition of the test simultaneously. However, they should be instructed to record all of their responses in only one of the two editions. The alternative language edition used by the student should be so indicated on the student’s answer document. (Note: the alternative language editions of RCTs provided by the Department are often not direct translations of the English editions being administered during the same examination period and may **not** be used simultaneously with an English edition.)
- *Oral Translation for Lower Incidence Languages:* Schools may provide English Language Learners with an oral translation of a State examination when there is no translated edition provided by the Department. This accommodation is permitted for State examinations in all subjects **except** English. All translations must be oral, direct translations of the English editions — written translations are not allowed. No clarifications or explanations may be provided. Translators should receive copies of the English editions of the tests *one hour prior* to administration. The Department’s Office of Bilingual Education and Foreign Language Studies (telephone 518-474-8775) and the Regional Bilingual Education Resource Networks (RBE-RNs) 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 Native Language:* English Language Learners making use of alternative language editions or of oral translations of State examinations may write their responses to the open-ended questions in their native language. Scoring the tests is the responsibility of the school. However, the Department's Office of Bilingual Education and Foreign Language Studies and the RBE-RNs can assist in locating suitable translators who can translate the students' responses into English to facilitate scoring of the papers.

Former English Language Learners

Schools may provide the testing accommodations listed above for English Language Learners to Former English Language Learners who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English Language Learner status following their participation in one of the two most recent administrations (Spring 2014 or Spring 2015) of the New York State English as a Second Language Achievement Test (NYSESLAT). Such students either achieved an overall level of proficient on the NYSESLAT or achieved an overall level of Advanced on the most recent administration of the NYSESLAT and scored at Level 3 or higher on the New York State Common Core Grades 3–8 English Language Arts Test or earned a score of 65 or higher on the Regents Examination in English Language Arts (Common Core), or earned a score of 65 or higher on the Regents Comprehensive Examination in English.

These accommodations may not be provided to Former English Language Learners who were identified as English language proficient prior to the 2014 NYSESLAT administration.

HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS

When a student has completed a State examination, the student's answer materials should be collected and confirmed, or "checked in," by a proctor and logged in to a list of examinees before that student is permitted to leave the testing room. When they are hand scored, answer papers for all State examinations must remain in the custody of teachers or administrators in the school building or regional scoring site until the rating process is complete and scores are recorded on the students' permanent records. When answer papers are scored in cooperation with another school, answer papers may be transported to the cooperating school for such scoring. It remains the principal's responsibility to ensure the security and integrity of such papers while they are out of the building. Answer papers that are sent to a scanning center for scoring may be stored either at the scanning location or in the schools where the examinations were administered, as long as storage conditions are maintained that will not limit the principal's access to an individual student's answer paper. As an additional precaution, all scrap paper should be retained until all examination scores have been recorded.

If a student's answer paper is lost, the principal or superintendent must conduct an inquiry and file a written report with this office. This report must include (1) a description of the loss or disappearance, including a list of all students whose papers are missing; (2) the examination title and administration date; (3) the likely cause of the loss or disappearance; and (4) what steps will be taken to prevent a similar occurrence in the future.

MATERIALS RETURNED IN THE REGENTS BOX

The materials that must be returned to the Department in the Regents boxes are listed in Section Four of the [School Administrator's Manual](#) and on the checklist accompanying this memorandum. Please combine all materials to be returned to the Department in one Regents box when possible. Return all Regents boxes no later than March 25. Please check all storage locations for any boxes remaining from previous examination periods and return those boxes as well. Each school must pay for the return shipment of its own Regents boxes; the boxes may not be returned collect. The boxes may be returned by UPS or any other carrier. Regardless of the carrier, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. If the Regents boxes for a school are returned collect, the Department will refuse delivery.

DEPARTMENT REVIEW

Selected principals requesting examinations will receive notice concerning Department review by the

end of the February 2016 Special Administration of the Regents Examination in Integrated Algebra. This notice will indicate whether answer papers must be submitted in the Regents box to the Department. All answer papers not requested must remain on file in the school for one year with the exception of restricted edition examinations. The latter must be returned to the Department. Schools asked to submit answer papers for Regents examinations should produce and retain, in the school, photocopies of all answer papers prior to submitting them to the Department.

ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMINATIONS

Suggestions and feedback from teachers are an important contribution to the test development process. The Department provides an online evaluation form for State assessments where teachers may respond to several specific questions and may make suggestions. Complete and submit your evaluation of any examination (except restricted editions) on the Department's web site at <http://www.p12.nysed.gov/assessment/teacher/evaluation.html>.

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.

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

Uniform Admission Deadline

Morning Administration — 10:00 a.m.