




BUREAU CHIEF
Office of State Assessment

September 2017

TO: Principals of Secondary Schools
FROM: Clara DeSorbo 
SUBJECT: Procedures for Requesting and Storing the January 2018 Regents Examinations and Regents Competency Tests

Essential information is provided in this memorandum concerning requesting and storing of the January 2018 Regents Examinations and Regents Competency Tests (RCTs). In addition, all persons coordinating the administration of State examinations should be familiar with the *School Administrator's Manual*. The manual is available on the Department's website at <http://www.p12.nysed.gov/assessment/sam/secondary/>.

This memorandum is accompanied by the *School Record of Examinations Requested* (DET 501), the *Instructions for Submitting Your Examination Request Online* (DET 502), and the *Examination Schedule: January 2018* (DET 504). These forms are also available on the Department's website 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 were the principal of the same school during the 2016-17 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 seddas@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), in order 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 seddas@nysed.gov, in order 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 e-mail to datasupport@nysed.gov that you are the new principal. This notice must be written on the school letterhead stationery and must include your full name, your e-mail address, your school's BEDS Code, and your previous position.

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 seddas@nysed.gov.

REQUESTING EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for administration to students in January. Schools are **not** permitted to request examinations for other schools. The quantity of examinations requested should match your school's course enrollment plus the quantity needed for students who have completed the course of study and are retaking the examination, and for proctors of students with accommodations who may need extra copies.

RCTs may be administered only to students with disabilities who first entered Grade 9 prior to September 2011 and who have completed the unit of study requirements specified under "Admission Requirements" in Section One of the [School Administrator's Manual](#). Further information on this topic can be found in the memorandum "Local Diploma Safety Net Options for Students with Disabilities who Enter Grade 9 in September 2011 and Thereafter" available at <http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm>.

Online requests for January examination materials must be submitted no later than November 17. 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, in order 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 November 17 to revise or add any supplemental quantities needed. Telephone requests will not be accepted. The Department will accept and enter on the school's behalf *only* those requests submitted by fax for examinations or quantities that cannot, because of Department policies, be submitted online by the school. For example, alternative-language editions of the RCTs cannot be requested online.

Check all confirmation notices as soon as you receive them, so that supplemental requests, if needed, may be placed no later than November 17. 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, plus not more than 5% for unanticipated increases.
- *Restricted editions:* The regular, large-type, and braille editions of the Regents Examination in Physical Setting/Physics and of the RCTs in Global Studies, Mathematics, Reading, Science, and United States History and Government; the alternative language editions of all RCTs, and the braille editions of the Regents Examinations in Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics are available only in restricted form. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department. The student answer booklets and the rating guides for all restricted examinations are also restricted and must be returned to the Department. Photocopying and/or school retention of copies of restricted examination booklets and/or notes pertaining to their contents is strictly prohibited. Schools must not request any more copies of these editions than they require for administration to students in January 2018. However, be sure

to include a copy for the proctor(s), as well, if the restricted test will be read to the student(s) as a testing accommodation. **Administrators are responsible for returning to the Department all restricted examination materials shipped to their school.**

- *Large-type and braille test booklets:* With the exception of translated editions, large-type and braille test booklets are available for all examinations. Request the exact number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require either of these accommodations. 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:*
 - ◆ *Regents Examinations:* The Department does not provide hand-scorable answer sheets for **any** Regents Examinations. 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 website at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>. 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). Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or the Office of Information and Reporting Services at 518-474-7965.
 - ◆ *RCTs:* The Department does not provide machine-scorable answer sheets for RCTs. Instead, the Department provides a hand-scorable answer sheet as the last page of the test booklet. Schools may substitute other types of answer sheets that have been designed for use with these tests.
- *Essay Booklets:* The Department does not provide printed copies of essay booklets for the Regents Examinations in English Language Arts, Global History and Geography, and United States History and Government or the answer booklet for the RCT in Writing. The essay booklets and answer booklet are available on the Department's website at <http://www.p12.nysed.gov/assessment/hsgen/hsgenfui.html>. Schools must print enough copies to supply one to each student during testing.
- *Scoring keys for restricted RCTs, the RCT in Writing, the restricted Regents Examination in Physical Setting/Physics, and the restricted braille editions of the Regents Examinations in Living Environment, Physical Setting/Physics, and Physical Setting/Earth Science:* Sufficient quantities of these materials will be included in the examination shipment, based on the number of test booklets requested. Scoring materials for all other examinations will be available online. Printed copies of scoring keys for all of the nonrestricted Regents Examinations will not be sent to schools.
- *Performance test for the Regents Examination in Physical Setting/Earth Science:* Sufficient quantities of the performance tests materials will be included in the shipment of nonsecure materials, based on the number of test booklets requested.
- *Regents-endorsed diplomas:* These may be requested online, along with the school's request for Regents Examinations, and will be shipped with the nonsecure materials for the January 2018 examination period.
- *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 prepared only when a written request from the principal is received via fax no later than November 17.
- *Reference tables for Regents Examinations in the Physical Setting/Sciences:* The Department does not provide printed copies of the reference tables. The reference tables are available on the Department's website at <http://www.p12.nysed.gov/assessment/reftable/home.html>. The online

editions must be used during testing and schools must print sufficient copies to supply one clean copy to each student for use during the examination. Note that the Department will continue to provide schools with the braille and large-type editions in the shipment of secure test materials. Additional information on the online editions of the reference tables can be found at <http://www.p12.nysed.gov/assessment/reftable/rt-memo-11.pdf>.

- *Teacher's Directions*: The Department does not provide printed copies of Directions for Administering Regents Examinations, Directions for Administering RCTs, or the Information Booklets for Scoring Regents Examinations. These materials are available on the Department's website 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 (ELLs) may also be provided to Former ELLs 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 2016 or Spring 2017) 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 Expanding 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.

These accommodations may not be provided to Former ELLs who were identified as English language proficient prior to the 2015 NYSESLAT administration. For additional guidance on identification of Former ELLs, see: <http://www.nysed.gov/bilingual-ed/schools/former-english-language-learnermultilingual-learner-services>.

Current and eligible Former ELLs may take State examinations either in an alternative-language edition or in English, whichever is more appropriate to the student's reading skills. The Regents Examinations in Algebra I, Global History and Geography, United States History and Government, Living Environment, and Physical Setting/Earth Science are available in five languages other than English: Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. All translated editions of Regents Examinations must be requested using the online examination request system. Only English-language editions are provided for the Regents Examinations in, English Language Arts, Geometry, Physical Setting/Chemistry, and Physical Setting/Physics.

The alternative-language editions of the RCTs cannot be requested via the online examination request system. These editions must be requested in a separate letter signed by the principal and faxed to the Department. The letter must specify the *exact quantity* of each test needed in each language.

The RCTs in Global Studies and United States History and Government are offered in six languages other than English: Chinese (Traditional), French, Haitian Creole, Korean, Spanish, and Vietnamese. The RCT in Science is offered in four languages other than English: Chinese (Traditional), Haitian Creole, Korean, and Spanish. The RCT in Mathematics is available in the 29 languages listed on the following page:

Albanian	Hebrew	Romanian
Amharic	Hindi	Russian
Arabic	Italian	Serbo-Croatian
Burmese	Japanese	Spanish
Chinese (Traditional)	Khmer (Cambodian)	Tagalog
Farsi	Korean	Thai
French	Lao	Turkish
German	Malay	Urdu
Greek	Polish	Vietnamese
Haitian Creole	Portuguese	

The translated editions of Regents Examinations offered in January 2018 are direct translations of the English editions, so current and eligible Former English Language Learners may be permitted to use both editions simultaneously. Because the alternative-language editions of the RCTs in Mathematics, Science, Global Studies, and United States History and Government may not be direct translations of the English-language editions, students *may not* be given both.

SHIPPING OF EXAMINATION MATERIALS

Examination materials may be delivered in up to five separate shipments; approximate delivery dates are indicated on the following list. These delivery dates are contingent upon submission of your school's online request prior to the ordering deadline.

- *Early January*: Nonsecure testing materials, including the Regents-endorsed diplomas and the Physical Setting/Earth Science performance tests requested for your school
- *Just prior to the examination dates*: Locked Regents boxes containing the secure examination materials

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. Newly constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative and approved by the Department, before secure materials may be stored in any such facility. Approval of such a storage facility is contingent upon its having met *all* of the criteria outlined below. If your school's safe or vault has not been approved, but you believe that it meets the criteria outlined below, please arrange for an inspection by faxing a written request on school letterhead signed by the principal to OSA. Once your school's safe or vault is approved by the Department, your school will be notified and the secure storage location will be reflected on the "School Information" page of the online examination request system.

WALK-IN VAULTS must have all of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) 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, in order to ensure that they have remained secure. Schools with approved storage facilities that are storing examinations materials for another school may not remove those materials from the locked Regents boxes or release them to the school until the morning of the day on which the examination is scheduled to be administered.

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.

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 599) for the January 2018 Regents Examination period. (See the message at the bottom of the "School Information" page for instructions; Adobe Reader® 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 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.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of Regents Examinations call the Operations Group at 518-474-8220.

For other questions regarding Regents Examinations, call OSA's main number at 518-474-5900.

Fax supplemental requests and Examination Storage Plans to 518-474-2021.

Other faxes regarding test administration may be sent to 518-474-1989.