



Barbara M. Wallis, Bureau Chief
Test Administration and Communications
Office of State Assessment

February 2010

TO: Principals of Public, Charter, and Nonpublic Schools
FROM: Barbara M. Wallis *Barbara M. Wallis*
SUBJECT: Procedures for Requesting the June 2010 Second Language Proficiency Examinations

Second Language Proficiency Examinations enable students enrolled primarily in Grade 8 to earn the first unit of credit in a second language. This examination is designed for administration to those students who have achieved the Checkpoint A learning outcomes defined in the State syllabi *Modern Languages for Communication* and *Latin for Communication*.

Enclosed with this memorandum are the School Data Sheet and — only for schools that do not have a preapproved ongoing examination storage location — the Examination Storage Plan. Also enclosed are the schedule for the June 2010 examination period, the School Record of Examinations Requested, and *Instructions for Submitting Your Examination Request Online*.

NOTE: All Second Language Proficiency Examinations administered during the June 2010 Regents Examination period must be requested through the Department's online examination request system. Directions for using the Department's online examination request system are included in this memorandum and in the enclosed *Instructions for Submitting Your Examination Request Online*.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A user name and password is 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 June 2009 Regents Examination period, and submitted your school's examination request, the expectation is that you know your user name and password.

If you do not have a valid user name and password, determine which of the following situations applies to you in order to obtain them:

- **Principals of New York City Public Schools.** If you are a public school principal in New York City, your user name and password must be obtained from your Assessment Implementation Director (AID) at your Integrated Service Center.
- **Principals of Public Schools or BOCES Programs Located Outside of New York City.** If you do not have or remember your user name and password, you must contact your School Superintendent or Delegated Administrator to request new ones.

- **Principals of Nonpublic Schools.** Nonpublic school principals who requested examinations for the January 2009 Regents Examination period who need to have their password reset should contact the Department's Delegated Account System (SEDDAS) Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov. 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, 518-402-5361 or 474-4351, 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, your previous position, and, for purposes of future password confirmations, your city of birth.

NOTE: All questions regarding user names and passwords *must* be directed to your Delegated Administrator in your local school district or the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

GENERAL INFORMATION

Initial requests for the Second Language Proficiency Examinations must be submitted via the Department's Online Examination Request System no later than March 22. Specific directions for using the online request system are enclosed with this memorandum. Within two business days after your request has been submitted online, you will be sent a confirmation notice via e-mail indicating the number of examinations to be shipped to the school. **It is of 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 they need additional materials after the March 22 submission deadline may enter new quantities online until April 5. Telephone and fax requests are not accepted and will not be entered online on the school's behalf by Department personnel. Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than April 5. Administrators determining they need additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

REQUESTING EXAMINATION BOOKLETS

Request only the quantities of examinations actually needed for administration in June. If you need sample copies of tests for review purposes, fax a request on the school's letterhead to this office at 518-474-2021; these will be shipped after the June examination period. This procedure will reduce the number of test booklets included in the secure shipments and help to ensure the timely packing of all examination materials.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the number of test booklets needed, plus 5% to provide for unanticipated increases.
- *Large-type and braille test booklets:* Large-type and braille test booklets are available for all Second Language Proficiency Examinations. Request the EXACT number of booklets needed for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires 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, NY 14020 (585-343-5384).
- *Answer sheets:* Hand-scorable answer sheets are printed as part of the test booklets. Schools may substitute other types of answer sheets.
- *Teacher dictation copies, scoring keys, and teacher directions:* Sufficient quantities will be included in the examination shipment based on the number of test booklets requested.
- *Performance tests:* Sufficient quantities of *Part One: Speaking* for the modern foreign languages and of the oral skills test for Latin will be shipped in early April based on the number of test booklets requested.

SHIPPING OF EXAMINATION MATERIALS

There are three separate shipments of examination materials for the Second Language Proficiency Examinations. The first shipment, the materials for the performance tests (Part One), will be delivered in early April, contingent upon our receipt of your school's online request prior to the actual shipping date. Schools submitting requests for Second Language Proficiency Examinations between that shipment and the April 5 deadline for requesting June examinations will receive the Part One materials in mid-May.

The second shipment, the directions for administering and scoring the written portion of the Second Language Proficiency Examinations, will be delivered about one month before the June examinations. The third shipment, secure examination booklets and scoring materials, will be shipped in locked Regents boxes and will arrive at schools at least one day prior to the administration of the written test component of the Second Language Proficiency Examinations.

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State examinations must provide any information or affirmations required on the online 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*.

All 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* 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) 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 for the school's typical examination request (minimum acceptable unobstructed inside dimensions: (11"×20"×27"))

Newly constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative before secure examination 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 above. If your school's safe or vault has not been approved (that is, with a secure status code other than "1" indicated on the School Data Sheet), but you believe it meets the criteria outlined above, please contact this office (518-474-8220 or 518-474-5902) to arrange for a future inspection.

The principal of a school building that does not have a Department-approved safe or vault must arrange to store the locked 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 or 518-474-5902.

If arrangements have been made to store examination materials at a location other than the school administering the examinations, the Department must receive written verification of the storage arrangements from the person in charge of the "host" storage location before secure examination materials can be shipped to that address.

All school building personnel permitted to accept delivery of Regents boxes, either during or after school hours, must be informed by the principal of the procedures to be followed to safeguard the secure examination shipment. 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.

The vast majority of schools administering secondary examinations have found it convenient to establish with only a single round of correspondence an “ongoing” storage plan. Such a plan continues from one academic year to the next unless and until a school’s principal notifies us of the need for change. Please review the examination storage information for your school provided on the School Data Sheet. Schools that do not have ongoing examination storage arrangements will have received an Examination Storage Plan. This form must be completed and signed by the principal and submitted by fax to 518-474-2021. If a storage plan is required, please help us simplify your paper flow and ours by initiating an ongoing storage plan. To amend the storage information for your school, you must send a fax to 518-474-2021 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.

Enclosures