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**TO:** Principals of Secondary Schools  
**FROM:** Barbara M. Wallis *Barbara M. Wallis*  
**SUBJECT:** Procedures for Requesting and Storing the August 2010 Regents Examinations

This memorandum provides essential information about requesting and storing the August 2010 examinations. In addition, all persons coordinating the administration of State examinations should be familiar with the publication *Regents Examinations, Regents Competency Tests, and Second Language Proficiency Examinations: School Administrator's Manual, 2008 Edition*. You may access this manual on the Department's web site at: <http://www.emsc.nysed.gov/osa/sam/secondary/home.html>.

Accompanying this memorandum are the School Data Sheet and — only for schools that do not have a pre-approved ongoing examination storage location — the Examination Storage Plan. Also enclosed is the schedule for the August 2010 Regents Examination period; the School Record of Examinations Requested; and Instructions for Submitting Your Examination Requests Online.

**NOTE:** All regular, large-type, and braille editions of examinations administered during the August 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 January 2010 or June 2010 Regents Examination period, and submitted your school's examination request, the expectation is that you know your user name and password.

If you were the principal of the same school during the 2009–10 school year, but you have forgotten your password or you need to reset your password, access the "Reset Password" utility available from <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@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov).

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

- **Summer School Principals of New York City Public Schools.** If you are a public summer 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.
- **Summer School 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.

- **Nonpublic Schools.** Nonpublic summer school principals who requested examinations for the June 2010 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](mailto: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](mailto:seddas_help@mail.nysed.gov).

### REQUESTING EXAMINATION MATERIALS

All regular, large-type, and braille editions of examinations administered during the August 2010 Regents Examination period must be requested through the Department's online examination request system.

Initial online requests for August examination materials must be submitted no later than July 12. Specific directions for using the online request system are enclosed 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 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 may return to the online examination request system until July 16 to revise or add any supplemental quantities needed. Telephone requests will not be accepted. The Department will accept and enter online on the school's behalf *only* those requests submitted by fax for examination editions or quantities that cannot, because of Department restrictions, be submitted online by the school (see "Requesting Materials for Current and Eligible Former English Language Learners").

Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed no later than July 16. 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.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed, **plus no more than 5%** for unanticipated increases.
- *Restricted editions:* The braille edition of the Regents Examination in Earth Science, the regular English editions of the Regents Competency Tests (RCTs) in Global Studies, Mathematics, Reading, Science, and United States History and Government; and the alternative language editions of all RCTs 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 rating guides for the RCTs in Global Studies and United States History and Government are restricted and must also be returned to the Department. Therefore, request only the exact number of restricted editions required. *Do not request sample copies or extra copies.* Administrators are responsible for returning to the Department all restricted examination materials shipped to their school.

- *Large-type and braille test booklets:* Large-type and braille test booklets are available for all 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:*
  - *Regents Examinations:* Hand-scorable answer sheets are part of most test booklets, including the Regents Examination in Algebra 2/Trigonometry. Schools may substitute other types of answer sheets. Essay booklets will be provided for the Regents Examinations in English, Global History and Geography, and United States History and Government.
  - *Regents Competency Tests:* All schools will be sent answer booklets for the RCT in Writing. Separate answer sheets, which may be machine scored or hand scored using scoring overlays provided by the Department, are provided for the other RCTs. Schools may substitute other types of answer sheets. When submitting your online request, indicate on the RCT request page whether you want the Department to send the machine-scorable answer sheets for those examinations.<sup>1</sup>
- *Teacher dictation copies, scoring keys for RCTs, and teacher directions:* Sufficient quantities of these materials will be included in the examination shipment, based on the number of test booklets requested. All other scoring materials will be available online. Paper copies of scoring keys for Regents Examinations will not be sent to schools.
- *Performance test for the Regents Examination in Physical Setting/Earth Science:* Sufficient quantities of the performance test materials will be included in the shipment of nonsecure materials, based on the number of test booklets requested.
- *Braille or large-type auxiliary test materials:* Teacher directions, teacher dictation copies, 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 to 518-474-2021 no later than July 12.

#### 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 NYSESLAT. Therefore, in August 2010, schools may provide these accommodations to former English language learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2008 or spring 2009. Schools may not provide testing accommodations to former English language learners who achieved the proficient level prior to the spring 2008 NYSESLAT administration.

The Spanish editions of Regents Examinations and the alternative language editions of the RCTs cannot be obtained via the online request system. These editions must be requested in a separate letter, signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the *exact quantity* of each test needed in each language.

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<sup>1</sup> *Answer sheets for New York City public schools:* New York City public schools will be sent answer booklets for the RCT in Writing, but will not be sent machine-scorable answer sheets for the other RCTs. Special machine-scorable answer sheets for these tests will be provided to New York City public schools by the New York City Division of Accountability and Achievement Resources.

Spanish editions are available for the Regents Examinations in Global History and Geography, Integrated Algebra, Living Environment, Physical Setting/Earth Science, and U.S. History and Government and for the RCT in Science. The RCTs in Global Studies and U.S. History and Government are offered in six languages other than English: Chinese (Traditional), French, Haitian Creole, Korean, Spanish and Vietnamese. The RCT in Mathematics is available in the 29 languages listed below:

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

English language learners may take State examinations either in an alternative language edition or in English, whichever is more appropriate to the student's reading skills. The Spanish editions of Regents Examinations offered in August 2010 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 Global Studies, Mathematics, Science, and United States History and Government may not be direct translations of the English language editions, students *may not* be given both.

#### **ADMISSION OF STUDENTS TO EXAMINATIONS**

Students not enrolled in your summer school program and those from other districts must provide you with written permission from their home school principal to be admitted to an August examination. Public school districts may not charge resident students a fee for admission to the August examinations. Nonresident students may be charged a reasonable fee to cover administrative and scoring costs.

#### **STUDENT IDENTIFICATION AND RECORDKEEPING**

Plans should be made well before August 17 to verify the identity of each student entering the examination room. This precaution is especially important in the case of students who are not enrolled in the summer school program, but who are taking the August examinations at your school. Accurate attendance records must be kept for each examination. A summer school principal should be able to use the attendance records to verify the presence or absence of a student for any August examination.

#### **PROCEDURES FOR STUDENTS RETAKING THE REGENTS EXAMINATION IN PHYSICAL SETTING/EARTH SCIENCE**

All students taking the August 2010 Regents Examination in Physical Setting/Earth Science, including those retaking the written examination, must retake the performance test. Scores earned on the Physical Setting/Earth Science Performance Test taken in conjunction with prior administrations of this written examination may not be carried forward and applied to the student's final examination score for this Regents Examination. Only the performance test score earned by the student in the weeks immediately preceding the August 2010 written examination may be used to determine the student's final examination score for this Regents Examination.

Consequently, all schools planning to administer the Regents Examination in Physical Setting/Earth Science must make arrangements for all students who will be taking the written examination to take the Physical Setting/Earth Science Performance Test 2008 Edition (Revised 2010) as well. The performance test must be administered during the last two weeks of the Earth Science course and no later than the day before the written examination. This requirement applies both to students enrolled in the course of study and to students who plan only to retake the examination. All schools administering this examination must notify students of the date and time to appear for the performance test.

## 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*.

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 (that is, with a secure status code other than "1" indicated on the School Data Sheet), but you believe it meets the criteria outlined below, please contact the Office of State Assessment by fax (518-474-1989) to arrange for an inspection.

**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")

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.

Principals must inform all school building personnel permitted to accept delivery of Regents boxes, either during or after school hours, of the procedures for safeguarding secure examination shipments. 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 "School Information" page on the online examination request system to determine whether your school must submit a new examination storage plan (DET 599) for the August 2010 Regents Examination period. If a new storage plan is required, please help us simplify your paper flow and ours by initiating an ongoing storage plan. To amend pre-approved 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