



BUREAU CHIEF, TEST ADMINISTRATION AND OPERATIONS
Office of Assessment Policy, Development and Administration

Summer 2011

TO: Principals of Secondary Schools
FROM: Barbara M. Wallis *Barbara M. Wallis*
SUBJECT: Procedures for Requesting and Storing the August 2011 Regents Examinations and Regents Competency Tests

This memorandum provides essential information about requesting and storing the August 2011 exams. In addition, all persons coordinating the administration of State exams 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.p12.nysed.gov/apda/sam/secondary/home.html>.

Accompanying this memorandum are the schedule for the August 2011 Regents Exam period (DET 504); the School Record of Examinations Requested (DET 501); and Instructions for Submitting Your Examination Requests Online (DET 502).

All schools administering the Regents Exams in Comprehensive English, Integrated Algebra, Global History and Geography, U.S. History and Government, Living Environment and Physical Setting/Earth Science must contract with a Regional Information Center (RIC) or large city scanning center for answer sheets and exam data processing services. For details regarding this new requirement see the information on answer sheets on page 3.

ACCESSING THE ONLINE EXAM REQUEST SYSTEM

A user name and password is required for access into the online exam request system available at <http://portal.nysed.gov>. If you were the principal of the same school during the January 2011 or June 2011 Regents Exam period or were the summer school principal in August 2010, and submitted your school's exam request, the expectation is that you know your user name and password.

If you were the principal or summer school principal of the same school, but have forgotten or need to reset your password, use the "Reset Password" utility available from <http://portal.nysed.gov>. If you have questions on resetting your password, 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 or summer school 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 and New York City Charter Schools.** If you are a public or charter summer school principal in New York City, your user name and password must be obtained from your Borough Assessment Director at your Borough Assessment 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 and Non-New York City Charter Schools.** Nonpublic summer school principals and non-New York City Charter summer school principals who do not have a user name and password 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 year-round 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.

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.

REQUESTING EXAM MATERIALS

All regular, large-type, and braille editions of exams administered during the August 2011 Regents Exam period must be requested through the Department’s online exam request system.

Online requests for August exam materials must be submitted no later than July 13. 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 exams 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 exam materials will be shipped to your school.**

Principals who find they need additional materials may return to the online exam request system until July 13 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 exam 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 13. Administrators determining they need additional exam materials after that date will likely have to obtain them from a nearby regional center on the day of the exam.

The RCTs in Global Studies, Mathematics, Reading, Science, and United States History and Government are restricted. Each copy of each restricted exam booklet and rating guide is numbered, and all copies of these materials, whether used or unused, must be returned to the Department. **Photocopying and/or school retention of copies of the exam booklets and/or notes pertaining to their contents are strictly prohibited.** Schools must not request any more copies of these editions than they require for administration to students in August 2011.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed, **plus no more than 10%** for unanticipated increases.
- *Restricted editions:* The braille edition of the Regents Exam in Earth Science, Living Environment, 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 exam materials shipped to their school.

- *Large-type and braille test booklets:* Large-type and braille test booklets are available for all exams except translated editions. 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 exams 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 Exams:* The Department no longer provides hand-scorable answer sheets for the Regents Exams in Comprehensive English, Integrated Algebra, Global History and Geography, U.S. History and Government, Living Environment, and Physical Setting/Earth Science. For these exams, all schools are required to contract with a Regional Information Center (RIC) or large city scanning center for answer sheets and exam data processing services. (Note that this is phase one of a two phase process that will include all Regents Exams beginning in June 2012.) 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/nystart/tips.html>. New York City nonpublic schools must contract with a scanning center outside the city. Questions about the requirement to scan Regents Exams should be directed to the Office of Assessment Policy, Development and Administration (APDA) 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.
For the August 2011 Regents Exam in Geometry, a hand-scorable answer sheet will be printed as part of the test booklet. Schools may substitute another type of answer sheet for this exam.
 - *Regents Competency Tests:* The Department no longer provides 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. All schools will be sent answer booklets for the RCT in Writing.
- *Essay booklets* will be provided for the Regents Exams in English, Global History and Geography, and United States History and Government.
- *Teacher dictation copies and scoring materials for RCTs:* Sufficient quantities of these materials will be included in the exam shipment, based on the number of test booklets requested. All other scoring materials will be available online. Printed copies of scoring keys and rating guides for Regents Exams will not be sent to schools.
- *Performance test for the Regents Exam 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 exams 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 13.

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 2011, schools may provide these accommodations to former English language learners who achieved the proficient level on the NYSESLAT that was administered in either spring 2009 or spring 2010. Schools may not provide testing

accommodations to former English language learners who achieved the proficient level prior to the spring 2009 NYSESLAT administration.

The Spanish editions of Regents Exams 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.

Spanish editions are available for the Regents Exams in Global History and Geography, Integrated Algebra, Living Environment, Physical Setting/Earth Science, and U.S. History and Government. 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 Science is available in four languages other than English: Chinese, Haitian Creole, Korean, and Spanish. 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 (Traditional)	Haitian Creole Hebrew	Korean Lao	Russian Serbo-Croatian	Urdu Vietnamese

Current and eligible former English language learners may take State exams either in an alternative language edition or in English, whichever is more appropriate to the student's reading skills. The Spanish editions of Regents Exams offered in August 2011 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 EXAMS

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 exam. Public school districts may not charge resident students a fee for admission to the August exams. 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 exam 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 exams at your school. The test site administrator must retain the written permission from the home school administrator for a minimum of one year from the date of testing. Accurate attendance records must be kept for each exam. A summer school principal should be able to use the attendance records to verify the presence or absence of a student for any August exam.

EXAM STORAGE REQUIREMENTS

Every principal requesting State exams 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 exam security requirements described in this memorandum and in the *School Administrator's Manual*.

Secure exam 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 it meets the criteria outlined below, please arrange for an inspection by faxing a written request on school letterhead signed by the principal to APDA, 518-474-1989. 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 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
- capacity to store the Regents boxes for the school's largest exam request (minimum acceptable unobstructed inside dimensions of 11"×20"×27" to store one Regents box)

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure exam materials in an approved safe or vault in another school, school district building, or BOCES building and complete the Examination Storage Plan (DET 599). Principals experiencing difficulty making arrangements for secure storage of exam 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 exam 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 exams to ensure that they have remained secure.

Please review the "School Information" page on the online exam request system to determine whether your school must submit a new exam storage plan (DET 599) for the August 2011 Regents Exam period. 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 exams 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 exam materials can be shipped to that address.

Schools with an approved storage facility that are storing exam 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 exam is scheduled to be administered.