The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

REGENTS COMPREHENSIVE EXAMINATION IN FRENCH

Restricted Edition

Directions for Administering and Scoring
January Administration

GENERAL INFORMATION

For the January administration, the Regents Comprehensive Examination in French is provided in *restricted form*. This means that, with certain exceptions described below, only the students actually taking the test may read the questions in the examination booklets. School personnel are ***not*** permitted to open an envelope containing an examination booklet or to examine a student examination booklet for any reason other than to read questions to students with disabilities whose Individualized Education Programs call for this accommodation. **All examination booklets (both used and unused), all Teacher Dictation Copies, (both used and unused), all scoring keys (both used and unused), all used answer booklets, and all scrap paper must be returned to the Department. Photocopying and/or retaining copies of the examination booklets and/or notes pertaining to their contents are strictly prohibited.**

The principal must certify that the restricted edition of the Regents Comprehensive Examination in French was administered in strict conformity with the rules for its administration. Each teacher or proctor employed in the conduct of this examination must, therefore, read with care the instructions for administering restricted examinations in the current edition of *Regents Examinations, Regents Competency Tests, and Proficiency Examinations: School Administrator's Manual*. In addition, each teacher or proctor administering this examination should become thoroughly familiar with the directions provided in this booklet.

The Regents Comprehensive Examination in French is designed to measure the learning outcomes at Checkpoint B of the New York State syllabus, *Modern Languages for Communication*. In Part 1, Speaking, each student performs a total of two tasks, randomly selected from the 60 speaking tasks previously selected by the school from the *Sourcebook of Speaking Tasks for Part 1*, provided by the Department. Each speaking task is worth 12 credits, for a maximum Part 1 score of 24 credits. Part 1, Speaking, must be administered during the speaking test period, which begins 10 weeks prior to the date of the written test and ends 5 calendar days prior to the date of the written test.

Part 2, Listening Comprehension, consists of 15 multiple-choice questions; each question is worth 2 credits, for a maximum Part 2 score of 30 credits. Part 3, Reading Comprehension, consists of 15 multiple-choice questions; each question is worth 2 credits, for a maximum Part 3 score of 30 credits. In Part 4, Writing, students are to select two of three writing tasks. Each writing task is worth a maximum of 8 credits, for a maximum Part 4 score of 16 credits. Thus, the maximum total examination score is 100 credits. The minimum passing score is 65 credits. Students are to write their responses to Parts 2 through 4 directly in the separate answer booklet.

The Regents Comprehensive Examination in French is scheduled for administration during a 3-hour examination session. Schools wishing to begin an examination earlier than the specified time may do so at the discretion of the principal. Regardless of the starting time, no student shall be permitted under any circumstances to hand in his or her test materials and leave the examination room before the Uniform Statewide Admission Deadline, which in January is 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations.

DET 541F (1-07—1,000) 96-05566

GENERAL DIRECTIONS FOR ADMINISTERING RESTRICTED EDITIONS

1. ***Examination Materials:*** In addition to these directions for administering and scoring, the test materials provided by the Department include:

   For each student:

   - one student examination booklet
   - one separate answer booklet

   For the teacher:

   - Teacher Dictation Copy
   - scoring key for the student answer booklet

   Schools are to provide scrap paper for students to use in working out the answers to the questions.

2. ***Sealed Envelopes Containing the Examination Booklets:*** Each examination booklet will be enclosed in a sealed envelope, which must be distributed to the student with the seal intact. Each student is to break the seal of the envelope at the time designated. **Deputies, proctors, and teachers are *not* permitted to open an examination envelope or to read the questions in an examination booklet for any reason, except as described in these directions.**

   A gummed blue label is included in each restricted examination envelope for use in resealing the envelope. As each student finishes the examination, he or she should be told to:

   a. Place all scrap paper inside the front cover of the examination booklet.

   b. Replace only the examination booklet (and scrap paper) in the envelope, so that the examination booklet number printed in the lower left corner of the examination booklet cover appears in the window of the envelope.

   c. Remove the backing from the gummed label and apply the label across the flap in the space outlined by dotted lines.

   d. Sign his or her name across the label and onto the envelope.

3. ***Answer Booklets:*** The student answer booklets are provided in the shipment of nonsecure testing materials. Students are to write their answers directly in the answer booklet. At the end of the examination, the answer booklets are to be collected separately from the sealed envelopes containing the examination booklets. Scoring the answer booklets is the responsibility of the school.

4. ***Sealed Envelopes Containing the Teacher Dictation Copy:*** Part 2, Listening Comprehension, requires teacher dictation. Each Teacher Dictation Copy is printed on blue paper and enclosed in a sealed envelope, which must be given to the teacher with the seal intact. A gummed label is enclosed with each Teacher Dictation Copy for use in resealing the envelope.

   One hour before the scheduled starting time for the examination, the teacher is to open the envelope containing the Teacher Dictation Copy so that the teacher has sufficient time to become familiar with the dictation material prior to the examination.

   Since the content of the Teacher Dictation Copy is restricted, the teacher must take extreme care to ensure that the Teacher Dictation Copy is not left unattended and is in the possession of the teacher at all times.

   At the conclusion of the reading of the Part 2 Listening Comprehension passages, the teacher should replace the Teacher Dictation Copy in its envelope so that the number printed in the upper right corner of the Teacher Dictation Copy appears in the window of the envelope. The teacher must remove the backing of the gummed label provided in the envelope and apply the label across the flap of the envelope in the space outlined by dotted lines. The teacher should then sign his or her name across the label and onto the envelope.

5. ***Sealed Envelopes Containing the Scoring Key:*** A scoring key is provided to indicate the correct answers to the multiple-choice questions on Part 2 and Part 3 and to assist the teacher in rating the students' writing on Part 4. The scoring key will contain the Part 4 writing questions along with the principles and procedures for rating.

   Each scoring key is printed on yellow paper and enclosed in a sealed envelope, which must be given to the teacher with the seal intact. A gummed label is enclosed with each scoring key for use in resealing the envelope.

   At the beginning of the rating of the student responses to the written portion of the examination, the teacher is to open the envelope containing the scoring key, remove the key, and set the envelope aside.

Since the scoring key is restricted, the teacher must take extreme care to ensure that the scoring key is not left unattended and is in the possession of the teacher at all times. The school should establish a specific time and location for rating all parts of the written examination.

At the conclusion of the rating, the teacher should replace the scoring key and any scrap paper the teacher may have used during the rating process in the envelope so that the number printed in the upper right corner of the scoring key appears in the window of the envelope. The teacher must remove the backing of the gummed label provided in the envelope and apply the label across the flap of the envelope in the space outlined by dotted lines. The teacher should then sign his or her name across the label and onto the envelope.

6. ***Safeguarding Examination Booklets, Teacher Dictation Copies, and Scoring Keys:*** Extreme care must be taken to ensure that all copies of the restricted examination, the Teacher Dictation Copy, and the scoring key can be accounted for at all times. If necessary, a written record of the numbers of the individual examination booklets, the Teacher Dictation Copy, and the scoring key should accompany the transfer of envelopes from the principal to the principal's deputies. **Under no circumstances should copies of examination booklets, Teacher Dictation Copies, and scoring keys be left unattended.**
7. ***Use of Scrap Paper:*** Students may use scrap paper to work out answers to the questions in Parts 2 through 4. The student's name and examination booklet number must appear on each sheet of scrap paper. The student's actual answers to all questions on the written portions must be written in the examination booklet.

   After each student finishes the examination, the student must place his or her scrap paper, both used and unused, inside the front cover of his or her examination booklet before replacing the examination booklet in the envelope and resealing the envelope. No scrap paper should be left on any desks. Proctors must also take special care to ensure that no student leaves the examination room with scrap paper in his or her possession.
8. ***Replacement of Defective Examination Booklets:*** If a student receives a defective examination booklet, the proctor should provide the student with a new envelope if one is available. (If no extra envelope is available, please call 518-474-8220 for instructions.)

   After receiving the new envelope, the student should break the seal and write the new examination booklet number on the answer booklet above the old number. The student should then seal the defective examination booklet in its original envelope. The proctor should write "Contains defective examination booklet" on the sealed envelope. All defective examination booklets should be reported in writing to the Department. The report should include the name of the student and the examination booklet number.
9. ***Errors in Envelope Procedure:*** If a student inadvertently seals the answer booklet in the envelope or seals the envelope without enclosing the examination booklet, the proctor should have the student open the envelope and remove the answer booklet or enclose the examination booklet. The student should then reseal the envelope with tape. The proctor should note on the front of the envelope the reason for reopening the envelope. All errors in envelope procedure should be reported in writing to the Department. The report should include the name of the student, the examination booklet number, and the reason for the irregularity.
10. ***Return of Examination Materials:*** All materials listed below must be returned to the Department in locked Regents boxes.
    a. ***Examination Booklets***—All examination booklets must be returned to the Department, with unused examination booklets in the sealed envelopes and used examination booklets in envelopes with the gummed label properly attached and signed.
    b. ***Student Answer Booklets***—All answer booklets used by students to write their responses to Parts 2 through 4 must be returned to the Department.
    c. ***Scrap Paper***—Each student should place all scrap paper inside the front cover of his or her examination booklet before replacing the examination booklet in the envelope and resealing the envelope.
    d. ***Teacher Dictation Copies***—All Teacher Dictation Copies must be returned to the Department, with unused Teacher

Dictation Copies in the sealed envelopes and used Teacher Dictation Copies in envelopes with the gummed label properly attached and signed.

e. ***Scoring Keys***—All scoring keys must be returned to the Department, with unused scoring keys in the sealed envelopes and used scoring keys in envelopes with the gummed label properly attached and signed.

11. See Appendix I of this booklet for detailed instructions that must be followed to ensure that students do not use communications devices while taking this test.

SPECIFIC DIRECTIONS FOR ADMINISTERING RESTRICTED EDITIONS

Administer the restricted edition in accordance with the following procedures.

1. Make sure that the desks have been cleared of books and papers and that each student has an answer booklet, scrap paper, and a pen for writing answers to the multiple-choice questions in Part 2 and Part 3 and the writing questions in Part 4.
2. Distribute one examination envelope to each student. Hand the examination envelope to each student individually to be sure that each student receives only one envelope.
3. Hold up an envelope and show the students where they should print their name and the name of the school.
4. Show the students how to open the envelopes by sliding a pen under the sealed flap. Each student should take out the examination booklet and place the envelope (containing the blue label) on one side of his or her desk.
5. Ask students to check the front covers of their examination booklets to ensure that the examination title and the date and time of administration are correct for this examination session.
6. Distribute one answer booklet to each student. Then tell the students to fill in the heading on the front of the answer booklet. Show the students the examination booklet number in the lower left corner of each examination booklet. Ask the students to write this number on the heading of the answer booklet on the line labeled "For the January edition of French, only: Examination Booklet Number." Give complete directions concerning the completion of the heading. Each student should then write his or her name and examination booklet number on each sheet of scrap paper.
7. Ask the students to read the information on the front of the examination booklet. (As an aid to proctors, the examination booklet cover is reproduced in Appendix II of this publication.) Explain to the students the manner in which they are to record their answers in the answer booklet. Make sure that students understand the directions and know how to record their answers in the answer booklet. Remind students that, while they may use scrap paper and the blank spaces of the examination booklet to work out the answers to any of the multiple-choice questions, they must be sure to record all answers in the answer booklet.

   After you are sure that all students understand the directions, administer Part 2 of the examination according to the directions on the Teacher Dictation Copy.
8. Tell the students that they will be allowed three hours to finish the examination and that they should raise their hands for help when they have finished all parts of the examination.
9. As the students work on the examination, check to see if they appear to understand all directions.
10. In response to inquiries by students concerning the meaning or interpretation of examination questions, proctors should advise students to use their own best judgment. **No one, *under any circumstances*, may interpret or explain examination questions to students, nor may anyone review or comment on the answer paper of a student while an examination is in progress.**
11. As each student finishes the examination, help the student to follow the steps below before the student seals the envelope and hands in his or her answer booklet. Make sure that the student has:
    a. completed the heading in the answer booklet and signed the declaration in the answer booklet;
    b. written his or her name and examination booklet number on all scrap paper;
    c. placed all scrap paper inside the front cover of the examination booklet;

d. placed the examination booklet (and all scrap paper) in the envelope so that the booklet number appears in the window of the envelope; and

e. written his or her name and the name of the school on the appropriate lines on the envelope.

12. After each student has sealed the examination booklet in the envelope, make sure that the student has placed the blue label across the flap in the outlined space and has signed his or her name across the blue label and onto the envelope.
13. After all students have handed in their examination materials, put the envelopes containing the examination booklets in numerical order. Then put all student answer booklets in numerical order. Return all envelopes and student answer booklets to the principal. The principal should then store all envelopes and student answer booklets in locked Regents boxes until the scoring of the answer booklets is completed.

SCORING THE ANSWER BOOKLETS

The restricted edition of the Regents Comprehensive Examination in French must be scored without reference to the examination booklet. All information necessary for scoring is contained on the scoring key.

NOTE: No one, *under any circumstances*, including the student, may alter the student's responses on the test once the student has handed in his or her test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions in accordance with Sections 3018 and 3020 of Education Law.

PREPARING EXAMINATION MATERIALS FOR RETURN TO THE DEPARTMENT

After the rating has been completed and a total examination score has been recorded for each student, the rater should:

1. Place his or her copy of the scoring key and Teacher Dictation Copy (and any notes made or scrap paper used) in the appropriate envelope, reseal each envelope, and apply the gummed label over the flap of each envelope in the appropriate space. The rater should then sign his or her name across each label and onto each envelope. All teacher envelopes, both used and unused, must be returned to the Department.
2. Arrange the students' answer booklets in numerical order and then package them together.
3. Return all the sealed envelopes and packaged student answer booklets to the principal. The principal must then store the student envelopes containing the examination booklets, the package(s) of answer booklets, and the teacher envelopes containing the Teacher Dictation Copies and scoring keys in locked Regents boxes for return to the Department.

APPENDIX I

Use of Communications Devices

At the beginning of each test administration, proctors must read the following statement to all students taking secondary-level State examinations:

You may **not** use any communications device while taking a State examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to, cellular telephones, pagers, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices, and associated headphones, headsets, microphones, or earplugs.

If your cell phone rings or vibrates, you may not answer it. You may not send or receive text messages. If your pager beeps or vibrates, you may not look at it. You must therefore turn these and other such device **OFF right now and secure them underneath your desk** [or in the location specified by the principal]. Your examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the testing room.

For Principals and Proctors:

Any student observed to be using any communications device while taking a State examination must be directed to turn it off and put the device away immediately. In order 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 was using a communications device during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be reported in writing to the Office of State Assessment, as is the case for all 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 Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). If not, the general policy on communications devices as provided above is in effect, and the school may not allow the use of any such equipment.

APPENDIX II
Cover Page of Student's Examination Booklet

The University of the State of New York

REGENTS HIGH SCHOOL EXAMINATION

COMPREHENSIVE EXAMINATION IN FRENCH

Restricted Edition

This booklet contains Parts 2 through 4 (76 credits) of this examination. Your performance on Part 1, Speaking (24 credits), has been evaluated prior to the date of this written examination.

The answers to the questions on this examination are to be written in the separate answer booklet. Be sure to fill in the heading on the front of your answer booklet.

When you have completed the examination, you must sign the statement printed at the end of the answer booklet, indicating that you had no unlawful knowledge of the questions or answers prior to the examination and that you have neither given nor received assistance in answering any of the questions during the examination. Your answer booklet cannot be accepted if you fail to sign this declaration. Follow the directions on page __ for handing in your examination materials.

The use of any communications device is strictly prohibited when taking this examination. If you use a communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL THE SIGNAL IS GIVEN.

Comprehensive Examination in French – Restricted

No.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCTION DEPARTMENT
ALBANY, NY 12234

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