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

Directions for Administering Regents Examinations
January Administration

INTRODUCTION

All proctors who will be administering Regents Examinations must be given a copy of this booklet several days in advance of the Regents Examination period so they can have sufficient time to familiarize themselves with its contents.

Additional information concerning New York State's secondary-level assessment programs can be found in the publication *Regents Examinations, Regents Competency Tests, and Proficiency Examinations: School Administrator's Manual, 2001 Edition*. You may access this manual on the Department's web site at: http://www.emsc.nysed.gov/osa/hsinfogen/hsinfogenarch/sam2001.pdf.

Included in the shipment of nonsecure materials are four publications (Information Booklets) that provide detailed information concerning the scoring of Regents Examinations administered in January except the Comprehensive Examinations in French and Spanish. These booklets address the scoring of Regents Examinations in the following content areas: English, Mathematics A and B, the Sciences, Global History and Geography, and United States History and Government. Give copies of these Information Booklets to the teachers involved in the scoring of these examinations several days in advance of the Regents Examination period.

CONDUCTING THE EXAMINATIONS

Preparation of Examination Room

The room in which examinations are administered should be well lit, well ventilated, and quiet. Make preparations before the testing period to keep noise and other distractions to a minimum. Place a "Do Not Disturb" sign on the door to prevent interruptions.

If examinations are to be administered in a classroom, the room must be properly prepared. Clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove all charts or maps pertinent to the subject being tested and erase or cover all board work.

Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and so that there will be no opportunity for any unobserved communication between students. Seating of students in alternate rows is recommended.

Materials Provided by Students and the School

Inform students before each examination that they are expected to provide their own pens, pencils, erasers, and rulers. Inform them also about the use of calculators and bilingual dictionaries and glossaries. This booklet provides information about the use of such materials.

Your school must provide other materials required by students, such as ruled answer paper, scrap paper, and coordinate graph paper for students who need to change their work on graphs on the mathematics Regents Examinations.

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Use of Calculators

Schools must ensure that each student has the appropriate type of calculator specified below for his or her exclusive use when taking a Regents Examination in science or mathematics.

When students enter the testing room, clear, reset or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Remove any applications that have been added to graphing calculators. Students may *not* use calculators that are capable of symbol manipulation or that can communicate with other calculators through infrared sensors, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the examinations.

Science Regents Examinations. For the Living Environment Examination, all students who wish to use a four-function or scientific calculator must have one. All students taking the Physical Setting/Chemistry and Physical Setting/Earth Science Examinations must have a four-function or scientific calculator. Students are not permitted to use graphing calculators when taking the Living Environment, Physical Setting/Chemistry, or Physical Setting/Earth Science Examinations. All students taking the Physical Setting/Physics Examination must have a scientific or graphing calculator.

Mathematics Regents Examinations. All students taking the Mathematics A Examination must have a scientific calculator. Since students are *not* permitted to use printed trigonometric and logarithmic reference tables during this examination, scientific calculators *must* have these features. Students taking this examination may also use graphing calculators without symbol manipulation. Students taking the Mathematics B Examination must have a graphing calculator without symbol manipulation.

Administering Examinations to Students with Disabilities

Principals must ensure that students with disabilities receive the testing accommodations specified in their Individualized Educational Program (IEP) or Section 504 Accommodation Plan (504 Plan) when they take State examinations. Under certain circumstances, special accommodations may be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided on page 16 of the *School Administrator's Manual.*

Large-Type Examinations. In general, you should administer large-type examinations according to the same procedures as are used for regular examinations. Large-type examinations are exact reproductions (136% enlargements) of the regular examinations. They have the same directions, questions, etc., as the regular examinations. You may administer them in the same room, at the same time, and with the same directions as are used for the regular examinations.

Braille Examinations. The braille examinations require no special directions to students. The proctor administering a braille examination does not need to be able to read braille. The examination booklet provides the student with complete directions and descriptions. The questions on braille examinations are the same as those on the printed examinations with certain exceptions, which are described in the following paragraph. The questions are numbered the same as those on the printed examinations. Braille editions of the Regents Examinations in Physical Setting/Chemistry and Physical Setting/Earth Science incorporate the material that appears in the separate secure answer booklets in the English editions directly into the braille text. Separate or special answer sheets are not provided with copies of braille editions of other Regents Examinations. The student may answer the questions in any manner appropriate and familiar to the student. The student may write, type, or braille the answers, dictate them to a proctor or a mechanical recording device, or use any combination of these methods.

When the Department transcribes an examination into braille, questions that contain material that cannot be reproduced in a manner understandable to a blind student are modified. The questions are reworded or replaced with questions that measure skills similar to those measured by the original questions. Unless otherwise noted, the scoring key provided by the Department can be used for both the printed and braille editions of the examination.

Reader-Administered Examinations. A proctor should use the regular examination booklet when reading an examination to a student with a disability. The principal should provide the proctor with an examination booklet one hour in advance of the required starting time so that the proctor can become familiar with the examination questions before reading them to the student.

When test items are to be read, the entire test must be read, including reading passages, questions, and multiple-choice questions. The test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word-for-word, without any clarification or explanation. (However, such content may be read more than once.)

Reference Materials for Regents Examinations. Provide for students with disabilities all information normally provided to students. All reference materials for Regents Examinations—tables, charts, and graphs—are available in large type and braille. These materials will be supplied with the braille or the large-type examinations. When reading a test to a student in accordance with the student's IEP or 504 Plan, the proctor may read the required reference information to the student as long as this does not give the student an unfair advantage. Students may *not* use English language dictionaries, either printed or electronic.

Administering Examinations to Limited-English-Proficient (LEP) Students

Schools may provide the following testing accommodations to LEP students:

- *Time Extension*. Schools may extend the test time for LEP students. Principals may use any reasonable extensions, such as "time and a half" (the required testing time plus half that amount), in accordance with their best judgment about the needs of the LEP students. Principals should consult with each student's classroom teacher in making these determinations.
- *Separate Location*. Schools are encouraged to provide optimal testing environments and facilities for all students. They may administer Regents Examinations to LEP students individually or in small groups in a separate location.
- *Third Reading of Listening Selection.* Proctors may read the listening passage (Part A, Session One) of the Regents Comprehensive Examination in English a third time to LEP students. This accommodation is not permitted on State examinations in languages other than English.
- *Bilingual Dictionaries and Glossaries.* LEP students may use bilingual dictionaries and glossaries when taking Regents Examinations in all subjects except languages other than English. The bilingual dictionaries and glossaries may provide only direct translations of words. Bilingual dictionaries or glossaries that provide definitions or explanations are not permitted.
- *Simultaneous Use of English and Alternative Language Editions.* For Regents Examinations for which the Department provides written translations, LEP students may use both an English and an alternative language edition of the test simultaneously. However, they should be instructed to record all of their responses in only one of the two editions. The alternative language edition used by the student should be so indicated on the student's answer sheet.
- *Oral Translation for Lower Incidence Languages*. Schools may provide LEP students with an oral translation of a Regents Examination when there is no translated edition provided by the Department. This accommodation is permitted for State examinations in all subjects except English and languages other than English. All translations must be oral, direct translations of the English editions. Written translations are not allowed. No clarifications or explanations may be provided. Translators should receive copies of the English edition of the tests one hour prior to administration. The Department's Office of Bilingual Education and Foreign Language Studies and the Bilingual/ESL Technical Assistance Centers (BETACs) can assist schools in locating suitable translators.
- *Writing Responses in the Native Language.* LEP students making use of alternative language editions or of oral translations of Regents Examinations may write their responses to the open-ended questions in their native language. Scoring the tests is the responsibility of the school. However, the Department's Office of Bilingual Education and Foreign Language Studies and the BETACs can assist schools in

locating persons who can translate the students' responses into English to facilitate scoring of the answer papers.

Use of Machine-Scorable Answer Sheets

Substituting answer sheets is permitted; however, schools are prohibited from having students complete two answer sheets for one examination. Schools may use machine-scorable answer sheets for the multiple-choice questions on any Regents Examination. Schools must provide any replacement answer sheets and score them. Because some Regents Examinations do not lend themselves to machine scoring, schools must ensure that students are not placed at a disadvantage by the use of inappropriate answer sheets.

Answer sheets supplied by the school must provide the same number of response options as are given in the examination questions, and the choices must be labeled 1, 2, 3, 4, not A, B, C, D. Schools must develop local instructions for using any substitute answer sheets and provide these instructions to the proctors administering the examinations.

If a school uses a machine-scorable answer sheet for the Comprehensive Examination in English, a separate sheet is requested for each of the two sessions of the examination. Students may not use the same answer sheet for both sessions.

Time Regulations

The examination schedules and the examinations themselves indicate the specific hours during which Regents Examinations must be administered. January examinations are scheduled for 9:15 a.m. or for 1:15 p.m. To allow sufficient time for giving directions and distributing examination materials, instruct students to be in their seats at least 15 minutes before the time specified for starting each examination.

At the discretion of the principal, schools may begin Regents Examinations earlier than the specified time. Regardless of the starting time, do not permit any student under any circumstances to hand in his or her test materials and leave the examination room before the Uniform Statewide Admission Deadline.

Uniform Statewide Admission Deadlines January Administration	
Morning Examinations	10:00 a.m.
Afternoon Examinations	2:00 p.m.

The school must admit all students who arrive at the examination room before the Uniform Statewide Admission Deadline, even if the students arrive after the starting time scheduled by the school. Students who arrive at the examination after the Uniform Statewide Admission Deadline but who have been under the supervision of school personnel since the admission deadline should be admitted to the examination if the principal is certain that the students did not have an opportunity to exchange information with other students who had already left the examination. Do not admit students who arrive after the deadline and who have not been under the supervision of school personnel since the deadline. The purpose of the Uniform Statewide Admission Deadline is to eliminate any possibility of the exchange of information between students at different examination centers. All school personnel must strictly comply with these regulations.

Latecomers for Regents Examinations are not generally entitled to have the closing time extended. However, if students started an examination late because of extenuating circumstances beyond their control, the principal is permitted, but not required, to authorize an extension of the closing time of the Regents Examination for these students. Further, when a Regents Examination is administered under special conditions to a student who is injured or ill or who has a disability, the principal has the discretion to extend the time in order to allow the student reasonable time to complete the Regents Examination under the special examination conditions. Please refer to page 16 of the *School Administrator's Manual* for more specific information about such situations. A full report about each such authorization should be sent to the Department at the end of the Regents Examination period.

Distribution of Teacher Dictation Copies

For Regents Examinations that test listening comprehension, distribute Teacher Dictation Copies to the teachers who will administer the examinations one hour before the scheduled starting time. This will give the teachers sufficient time to familiarize themselves with these materials before the beginning of the examinations.

Supervision of Students

1. *Identification of Students.* Schools must verify the identity of each student who enters the examination room, especially students who are not enrolled in the school in which they are taking the examinations. Keep accurate records of the students who take each examination so that it will be possible to confirm the presence or absence of a student for each examination.
2. *Checking for Unauthorized Materials.* Provide close supervision of students who are taking Regents Examinations at all times during the examination session. Inspect all materials students bring into the examination room as they enter to make sure that the materials do not contain any unauthorized notes or printed material that would give the user an unfair advantage. See page 1, "Materials Provided by Students and the School," for information concerning the materials that students may bring into the examination room.
3. *Obtaining Information from or Giving Information to Other Students.* Do not permit students to obtain information from or give information to other students in any way during the examination. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their examinations. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' examinations. At the conclusion of the examination, all suspected acts of fraud must be reported to the principal. No score may be earned by a student who, in the judgment of the principal, has attempted to obtain aid from or give aid to another student or has otherwise committed fraud during an examination.
4. *Student Use of Communications Devices.* At the beginning of each Regents Examination, proctors must read the following statement to all students:

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

For Principals and Proctors:

a. Any student observed to be using any communications device while taking a State examination must be directed to turn the device off and put it 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.

b. 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 policies and procedures. Reports must be submitted by fax (518-474-1989) on the school letterhead and signed by the principal.

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 IEP or 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.

5. *Aid to Students.* 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. In response to inquiries by students concerning the meaning or interpretation of questions, proctors should advise students to use their own best judgment.
6. *Clock.* A clock should be in sight of all students. If this is not possible, it is the duty of the proctors to indicate the time on the board at intervals not exceeding 1/2 hour throughout the examination period.
7. *Temporary Absence from Examination Room.* Do not permit any student to leave and then return to the examination room during any session of the examination unless accompanied by a proctor. Students who withdraw from the sight of the proctor during any examination session must have their examinations for that session terminated. Any examination paper that is removed from the examination room without authorization must be invalidated.
8. *Emergency Evacuation of a School Building.* Evacuation of a school building during an examination may be required because of an emergency, such as a fire alarm or a bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the examination immediately. If possible, keep the students under supervision during the emergency. Then, if work can be resumed, extend the time for the examination so that the students will be allowed their full time for the examination.
9. *Check In Student Answer Papers.* When a student has completed a Regents Examination, all the student's answer material (both used and unused, including scrap paper) must be collected and checked in by logging the material into a list of examinees. This should be done before the student is permitted to leave the testing room.
10. *Preserving Integrity of Students' Responses.* 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 3020 and 3020a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

Student Declaration

Each student taking a Regents Examination is required to sign the following declaration at the completion of the examination:

> I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination and that I have neither given nor received assistance in answering any of the questions during the examination.

The declaration for each examination is printed on the answer paper. Check to be sure that each student has signed the declaration before the student leaves the room. Do not score papers lacking a signed declaration until the student's signature has been obtained.

Fraud

Fraud includes the use of unfair means in taking an examination, such as obtaining aid from or giving aid to another person during an examination. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student or by a teacher or administrator.

A student should be considered to have committed fraud only when there is evidence that he or she attempted to either obtain or give aid while taking an examination. If a student violates one of the prescribed State and/or local policies for taking examinations, but did not attempt to either obtain or give aid, the student should not be accused of fraud. For example, if a student leaves the examination room without the permission of a proctor but is under the supervision of school personnel at all times while out of the room and there is no evidence that the student attempted to either obtain or give aid, the student should be disciplined only for leaving the examination room without permission and not for having committed fraud.

If, in the judgment of the principal, a student has committed or attempted to commit fraud during an examination, the principal must cancel the student's examination. The student should be excluded from any subsequent examinations until such time as the student has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, that the student is entitled to restoration of this privilege. When an examination is canceled, do not enter any score on the student's permanent record.

Before any penalty is applied, the student accused of fraud shall be given an opportunity to make satisfactory explanations and to meet with the local board of education, or a person designated by such board, together with the student's parents or guardians and (if so desired by the parents) an attorney, all of whom shall be given the opportunity to ask questions of the school officials and any other person having direct personal knowledge of the facts. The principal shall report promptly to the Office of State Assessment via fax to 518-402-5596 the name of each student penalized under this regulation, together with a brief description of circumstances and the final action taken.

Directions to Students

Before a Regents Examination begins, advise students:

- to remove all books, notes, or other aids from their reach or sight during the examination;
- to read the questions carefully and to follow instructions;
- to make sure that they have completely filled in the heading of the answer sheet or answer booklet;
- to use a pen in writing their answers, except when they are (a) making drawings and diagrams, or (b) marking machine-scorable answer sheets;
- not to use red ink or red pencil;
- not to erase answers written in ink, but to cross out the original answer with a single line and then write the new answer;
- to sign the student declaration at the proper time;
- that any attempt either to obtain or give aid will result in the termination of their examinations; and
- that the use of any communications device such as a cell phone or pager is prohibited and will result in the invalidation of their examination.

DIRECTIONS FOR SPECIFIC EXAMINATIONS

The following sections provide specific directions for administering each Regents Examination.

Comprehensive Examination in English

The Comprehensive Examination in English is administered in two three-hour sessions on separate days. To complete the examination, students must attend both sessions. For each session, distribute one examination booklet, face up, to each student. Instruct the students to check that they have the correct examination booklet for the subject, date, and time. Also distribute to each student one essay booklet in which the student is to write answers to the essay questions. (The Department provides essay booklets to schools in the shipment of nonsecure examination materials.)

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Instruct the students to read the directions on the cover of the examination booklet and to detach the answer sheet for recording their answers to the multiple-choice questions. Instruct the students to complete the heading on the answer sheet and on the cover and each page of the essay booklet.

Session One of the examination includes a listening section. The Directions for Teachers for Session One gives specific directions for administering the listening section.

You must conclude each session of the examination exactly three hours after the actual starting time. For Session One, the starting time is the time when the proctor begins the administration of the listening section. Instruct any students who remain in the testing room at the end of the three-hour period to stop working, sign the declaration, and put their pens down. Collect the answer sheets and the essay booklets. Then collect the examination booklets and dismiss the students.

The *Information Booklet for Scoring the Regents Comprehensive Examination in English* provides information about the scoring of this examination and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hseng.html.

Comprehensive Examination in French
Restricted Edition

The January 2008 Comprehensive Examination in French is provided in restricted form only. The examination booklet for each student is enclosed in a sealed envelope. Only students taking the examination may open the envelope and read the questions. A separate answer booklet is provided for students to write their responses to Parts 2 through 4.

Each Teacher Dictation Copy is enclosed in a sealed envelope. The teacher administering the examination may open the envelope one hour before the scheduled starting time in order to become familiar with the material. The scoring key is also enclosed in a sealed envelope. Only teachers rating Parts 2 through 4 may open the envelope and read the scoring key. All copies of the examination booklet, the Teacher Dictation Copy, and the scoring key are numbered, and all copies of these materials must be returned to the Department.

Special directions for administering and scoring the restricted edition and for returning materials to the Department are included in the shipment to the school of nonsecure examination materials. Each person involved in the administration of the examination should become thoroughly familiar with these special directions prior to the examination administration.

After you administer Part 2, instruct the students to continue with the rest of the examination. You must conclude the examination exactly three hours after the actual starting time for Part 2. Instruct any students who remain at the end of this time to stop working, sign the declaration, and follow the directions printed on the last page of the examination booklet for resealing the examination booklet and scrap paper in the envelope. Collect the envelopes containing the examination booklets and any scrap paper. Then collect the answer booklets and dismiss the students.

Comprehensive Examination in Spanish

Distribute one examination booklet, face up, to each student. Instruct the students to check that they have the correct examination booklet for the subject, date, and time.

Also distribute one answer booklet, face up, to each student. These answer booklets were provided to schools by the Department in the shipment of nonsecure examination materials. Students are to write their responses to Parts 2 through 4 in the answer booklets.

The directions for administering Part 2 are included in the Teacher Dictation Copy. After students complete Part 2, instruct them to continue with the rest of the examination.

You must conclude the examination exactly three hours after the actual starting time for Part 2. Instruct any students who remain at the end of this time to stop working, sign the declaration, and put their pens down. Collect the answer booklets. Then collect the examination booklets and dismiss the students.

Mathematics A and Mathematics B

All students taking the Mathematics A Examination must have a scientific calculator. Since students are *not* permitted to use printed trigonometric and logarithmic reference tables during this examination, scientific calculators *must* have these features. Students taking this examination may also use graphing calculators without symbol manipulation. Students taking the Mathematics B Examination must have a graphing calculator without symbol manipulation. In addition, be sure that each student has a compass and a straight-edge while taking the Mathematics A or Mathematics B Examination.

For each examination, distribute one examination booklet, face up, to each student.

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Instruct the students to read the directions on the cover and detach the answer sheet on which they are to record their answers to the Part I questions. Instruct the students to complete the heading on both the answer sheet and the examination booklet cover.

Make sure that students understand that they are to record their answers to questions in Part I on the answer sheet and to write their answers and calculations for questions in Parts II, III, and IV in the examination booklet. When all students seem to understand these directions, instruct them to begin the examination.

Scrap paper is *not* permitted. Students may use the blank spaces and the page of graph paper included in the examination booklet as scrap paper. You should have a supply of graph paper available for students who request it in the event that they need to change their work on graphs.

You must conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, sign the declaration, and put their pens down. Collect the answer sheets and the examination booklets and dismiss the students.

The *Information Booklet for Scoring the Regents Examinations in Mathematics A and Mathematics B* provides information about the scoring of these examinations and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hsmath.html.

Global History and Geography
United States History and Government

Distribute one examination booklet, face up, to each student. Also distribute to each student one essay booklet, in which the student is to write answers to the Parts II and III B essay questions. (The Department provides essay booklets to schools in the shipment of nonsecure examination materials.)

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Instruct the students to read the directions on the cover of the examination booklet and to detach the answer sheet on which they are to record their answers to the Part I multiple-choice questions.

Instruct the students to complete the headings on the answer sheet and on the cover of the examination booklet, and on the cover and on each sheet of the essay booklet and to fill in the lines for student name and school name on each sheet of the essay booklet.

Make sure that students understand that they are to record their answers to the Part I questions on the answer sheet, to write their answers to the Part III A (scaffold) questions in the examination booklet, and to write their responses to the Parts II and III B essay questions in the essay booklet. When all students seem to understand these directions, instruct them to begin the examination.

Students should use black or dark blue ink to write their answers to the essay questions and the scaffold questions. If students are using a machine-scorable answer sheet provided by the school for Part I, they will also need a No. 2 pencil. Students may use scrap paper, provided by the school, for planning essays.

You must conclude each examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, sign the declaration, and put their pens down. Collect the answer sheets, the essay booklets, the examination booklets, and scrap paper and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in Global History and Geography and United States History and Government* provides information about the scoring of these examinations and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hssocst.html.

Living Environment

Distribute one examination booklet, face up, to each student.

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Instruct the students to read the directions on the cover and to detach the answer sheet on which they are to record their answers to the Part A and Part B–1 questions. Instruct the students to complete the heading on both the answer sheet and the examination booklet cover. Each student may have a four-function or scientific calculator for his or her exclusive use during the entire scheduled time period for this examination. Students are not permitted to use graphing calculators or to have access to any science reference materials such as class notes or written reports of any of their laboratory activities when taking this examination.

Make sure that students understand that they are to record their answers to the questions in Part A and Part B–1 on the answer sheet and to write their answers for the questions in Part B–2, Part C, and Part D in the examination booklet. Students may use scrap paper to work out their answers to the questions, but they must record all answers on the answer sheet and in the examination booklet. When all students seem to understand these directions, instruct them to begin the examination.

You must conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, sign the declaration, and put their pens down. Collect the answer sheets, examination booklets, and scrap paper and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this examination and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hssci.html.

Physical Setting/Chemistry

Distribute one answer booklet for Part B–2 and Part C, one examination booklet, face up, and one copy of the 2002 edition of the *Reference Tables for Physical Setting/Chemistry* to each student. (The answer booklets are printed on ivory paper and are shrink-wrapped in the same package with the examination booklets.) Each student must also have a four-function or scientific calculator for his or her exclusive use during the entire examination. Students are not permitted to use graphing calculators when taking this examination.

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Also, instruct the students to follow the directions on the cover for detaching the answer sheet for Part A and Part B–1 from the examination booklet. Have the students fill in the heading on both the answer booklet and the answer sheet.

Instruct the students to carefully read the directions for recording their answers. Make sure that students understand that they are to record their answers to the questions in Part A and Part B–1 on the answer sheet and to record their answers to the questions in Part B–2 and Part C in the answer booklet. Students may use scrap paper to work out their answers to the questions, but they must record all answers on the answer sheet and in the examination booklet. When all students seem to understand the directions for marking their answers, instruct them to begin the examination.

You must conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their examination booklets, sign the declaration on the answer sheet, and put their pens down. Then collect the answer booklet, answer sheet, examination booklet, reference tables, and scrap paper from each student and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this examination and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hssci.html.

Physical Setting/Earth Science

Distribute one answer booklet for Part B–2 and Part C, one examination booklet, face up, and one copy of the 2001 edition of the *Earth Science Reference Tables* to each student. (The answer booklets are printed on ivory paper and are shrink-wrapped in the same package with the examination booklets.) Each student must also have a four-function or scientific calculator for his or her exclusive use during the entire examination. Students are not permitted to use graphing calculators when taking this examination.

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Also, instruct the students to follow the directions on the cover for detaching the answer sheet for Part A and Part B–1 from the examination booklet. Have the students fill in the heading on both the answer sheet and the answer booklet.

Instruct the students to carefully read the directions for recording their answers. Make sure that students understand that they are to record their answers to the questions in Part A and Part B–1 on the answer sheet and to record their answers to the questions in Part B–2 and Part C in the answer booklet. Students may use scrap paper to work out the answers to the questions, but they must record all answers on the separate answer sheet and in the answer booklet. When all students seem to understand the directions for recording their answers, instruct them to begin the examination.

You must conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their examination booklets, sign the declaration on the answer sheet, and put their pens down. Then collect the answer booklet, answer sheet, examination booklet, reference tables, and scrap paper from each student and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this examination and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hssci.html.

Physical Setting/Physics

Distribute one answer booklet for Part B–2 and Part C, one examination booklet, face up, and one copy of the 2002 edition of the *Reference Tables for Physical Setting/Physics* to each student. Each student must also have a scientific or graphing calculator, protractor, and centimeter ruler for his or her exclusive use during the entire examination.

Before allowing students to begin the test, have them check the cover of the test booklet to be sure it has the correct title, date, and time.

Instruct the students to follow the directions on the cover for detaching the answer sheet for Part A and Part B–1 and for detaching the answer booklet for Part B–2 and Part C. Have the students fill in the heading on the answer sheet and the answer booklet.

Instruct the students to carefully read the directions on the cover for marking the answers on the answer paper. Make sure that students understand that they are to record their answers to the questions in Part A and Part B–1 on the separate answer sheet and to record their answers to the questions in Part B–2 and Part C in the answer booklet. Students may use scrap paper to work out the answers to the questions, but they must record all answers on the separate answer sheet and in the answer booklet. When all students seem to understand the directions for recording their answers, instruct them to begin the examination.

You must conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, sign the declaration on the answer sheet, and put their pens down. Collect the answer booklet, answer sheet, examination booklet, reference tables, and scrap paper from each student and dismiss the students.

The *Information Booklet for Scoring Regents Examinations in the Sciences* provides information about the scoring of this examination and is available on the Department's web site at: http://www.emsc.nysed.gov/osa/hssci.html.

RATING REGENTS EXAMINATIONS

General Information

At least two teachers must rate the answer papers for the Comprehensive Examination in English and for the examinations in Global History and Geography, United States History and Government, Living Environment, Physical Setting/Chemistry, Physical Setting/Earth Science, and Physical Setting/Physics. Raters must follow the procedures described in the appropriate Information Booklet provided in the school's shipment of nonsecure materials.

At least three teachers must rate the answer papers for the Mathematics A and Mathematics B Regents Examinations. Raters must follow the procedures described in the publication *Information Booklet for Scoring the Regents Examinations in Mathematics A and Mathematics B.*

If possible, two teachers should rate the answer papers for the Regents Comprehensive Examinations in French and Spanish to ensure that they are rated accurately.

Schools using machine scoring for an examination must hand score a sample of answer sheets after the machine scoring is completed to ensure that the scoring was done accurately. The Department's review of answer papers has found instances of students receiving incorrect scores because of inaccuracies in machine scoring.

Rating Examination Papers

Once students hand in their test materials, the answer papers must not pass from the custody of the teachers. Except when answer papers are being scored in cooperation with another school, answer papers must not be removed from the school building until the rating has been completed and the test scores have been recorded on each student's permanent record. When the papers are being scored in cooperation with another school, it remains the principal's responsibility to ensure the security of the answer papers while they are out of the building.

Raters must use red pen or red pencil. When scoring student responses to multiple-choice questions, teachers should mark distinctly all incorrect and omitted answers. The teachers rating each answer paper must write their initials clearly on the paper.

Teachers must rate strictly according to the key provided by the Department. They may allow credit for other answers to open-ended questions only if those answers are clearly equivalent to the key answer. Schools must obtain permission from the Department before students can be given credit for any answer that is not clearly equivalent to the key answer. A teacher may not give credit for answers that the teacher considers merely "possible" or "reasonable."

To maintain uniform rating standards, all teachers involved in rating Regents Examinations must be thoroughly familiar with the rating instructions provided by the Department. The scoring key that accompanies each Regents Examination provides directions for rating multiple-choice and short-answer questions, as well as guidelines for rating the essays. Additional detail on rating the mathematics Regents Examinations can be found in the *Guide for Rating Regents Examinations in Mathematics: 1996 Edition*, which is available on the Department's web site at: http://www.emsc.nysed.gov/osa/mathre/ratingguide96.pdf. Additional detail on rating the Regents Examination in Physical Setting/Physics can be found in the publication *Regents Examination in Physical Setting/Physics, Rating Guide For Parts B-2 and C: 2002 Edition*, which is available on the Department's web site at: http://www.emsc.nysed.gov/osa/scire/scirearch/phyratg02.pdf

For the Regents Examinations in mathematics and in the sciences, all student answer papers that receive a scaled score 60 through 64 must be scored a second time. In addition, the principal may also elect to have the scoring committee score a second time those answer papers that received a scaled score of 50 through 55, or all answer papers. For the Regents Comprehensive Examinations in French and Spanish it is recommended that all student answer papers that receive a final score of 62 through 68 be scored by two teachers. For the second scoring of each of these examinations, a different committee of teachers may score the student's paper or the original committee may score the paper. However, *no* teacher may score the same open-ended questions that he or she scored in the first rating of the paper. It is the responsibility of the school principal to ensure that the student's final examination score is based on a fair, accurate, and reliable scoring of the student's answer paper.

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be entered onto students' permanent records.

Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures described in this manual and in the scoring materials provided by the Department. Any principal or administrator found to have done so, except in the circumstances described below, will be in violation of Department policy regarding the scoring of State examinations. Teachers and administrators who violate Department policy with respect to scoring State examinations may be subject to disciplinary action in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

On rare occasions, an administrator may learn that an isolated error occurred in a final score for a student or in recording students' scores in their permanent records. For example, the final score may have been based on an incorrect summing of the student's raw scores for parts of the test or from a misreading of the conversion chart. When such errors involve no more than five students' final scores on any Regents Examination and when such errors are detected within four months of the test date, the principal may arrange for the corrected score to be recorded in the student's permanent record. However, in all such instances, the principal must advise the Office of State Assessment in writing that the student's score has been corrected. The written notification to the Department must be signed by the principal or superintendent and must include the names of the students whose scores have been corrected, the name of the examination, the students' original and corrected scores, and a brief explanation of the nature of the scoring error which was corrected.

If an administrator has substantial reason to believe that the teacher scoring committee has failed to accurately score more than five student answer papers on any examination, the administrator must first obtain permission in writing from the Office of State Assessment before arranging for or permitting a rescoring of student papers. The written request to the Office of State Assessment must come from the superintendent of a public school district or the chief administrative officer of a nonpublic or charter school and must include the examination title, date of administration, and number of students whose papers would be subject to such rescoring. This request must also include a statement explaining why the administrator believes that the teacher scoring committee failed to score appropriately and, thus, why he or she believes rescoring the examination papers is necessary. As part of this submission, the school administrator must make clear his or her understanding that such extraordinary re-rating may be carried out only by a full committee of teachers constituted in accordance with the scoring guidelines presented above and fully utilizing the scoring materials for this test provided by the Department.

On occasion, the Department finds it necessary to notify schools of a revision to the scoring key and rating guide for an examination. Should this occur after the scoring committee has completed its work, the principal is authorized to have appropriate members of the scoring committee review students' responses only to the specific question(s) referenced in the notification and to adjust students' final examination scores when appropriate. Only in such circumstances, the school is not required to notify or obtain approval from the Department to correct students' final examination scores.

Rating Papers of Students with Disabilities

For students with disabilities, the only permissible testing accommodations that have any bearing on the scoring of answer papers are the IEP or 504 Plan exemption(s) from spelling, paragraphing, and/or punctuation requirements. Otherwise, the answer papers written by students with disabilities must be scored according to the same standards used to score answer papers for all students.

Passing Scores

The minimum passing score on a Regents Examination taken to satisfy the testing requirements for a Regents diploma is 65. Public school districts and nonpublic schools may establish a lower passing score at or above 55 for each Regents Examination to satisfy the testing requirements for a local diploma, subject to the limitations specified in Section 100.5(a) of the Regulations of the Commissioner of Education. These regulations may be found on the Department's web site at: http://www.emsc.nysed.gov/part100/pages/pt100index.html.

Students taking Regents Examinations to earn course credit in accordance with Section 100.5(d)(1) of the Regulations of the Commissioner of Education must earn a score of 85 or higher for credit to be awarded. All State examination scores earned in each attempt to earn credit in this manner, including those below 85, must be entered into the student's permanent record.

Recording Examination Scores

The Office of State Assessment does not keep records of Regents Examination scores earned by individual students. Schools must therefore maintain complete and accurate permanent records. Each time a student takes an examination at the scheduled time under proper supervision, the school must enter the name of the examination, the date of the administration, and the score on the student's permanent record.

Do not enter any score in the permanent record as a Regents Examination score unless it has been obtained on a Regents Examination; that is, scores obtained on Department-approved alternative examinations must not be recorded on the permanent record as Regents Examination scores.

Preventing Loss of Student Answer Papers

Each student's answer material should be checked in before the student leaves the testing room. As an added precaution, all used and unused test materials including all scrap paper must be collected as part of this check-in process. None of these materials should be discarded until all students' answer papers for all examinations have been scored and the scores have been recorded in the students' permanent records.