

REGENTS COMPETENCY TEST IN READING

RESTRICTED EDITION

Directions for Administering and Scoring August Administration

GENERAL INFORMATION

The Regents Competency Test in Reading is being provided in *restricted form*. Only students actually taking the test may read the questions in the test booklet. School personnel are **not** permitted to open an envelope containing a test booklet or to examine a test booklet for any reason other than to read questions to students with disabilities whose Individualized Education Programs call for this accommodation. All test booklets, both used and unused, must be returned to the Department.

The principal must certify that the restricted edition of the Regents Competency Test in Reading was administered in strict conformity with Regents regulations. Each teacher or proctor employed in the conduct of this test must, therefore, read with care the instructions for administering restricted examinations contained in the current edition of *Regents Examinations, Regents Competency Tests, and Proficiency Examinations: School Administrator's Manual*. In addition, each teacher or proctor administering a restricted test should become thoroughly familiar with the directions below.

The Regents Competency Test in Reading uses the Degrees of Reading Power (DRP) test methodology to measure the student's ability to understand written material of varying levels of difficulty or readability.

The test consists of 10 nonfiction prose passages on a variety of topics. Each passage contains about 300 words. The passages are arranged in order of difficulty or readability, beginning with easy material and progressing to difficult material. The test questions are formed by the deletion of seven words in each passage. Each deleted word is indicated by a numbered, underlined blank space. For each deletion, the student is to select the most appropriate word from the five choices provided. There are 70 questions on the test.

Although the Regents Competency Test in Reading is scheduled for administration during a 3-hour examination session, there is no time limit

for the test. For most students, the working time for the test will be less than 3 hours. However, students should be given as much time as necessary to answer as many questions as they are capable of answering.

Do not permit any student to leave the testing room before the Uniform Statewide Admission Deadline, which in August is 9:15 a.m. for morning examinations and 1:15 p.m. for afternoon examinations.

Schools wishing to begin the examination earlier than the specified time may do so at the discretion of the principal. Regardless of the starting time, do not allow any student, under any circumstances, to hand in his or her test materials and leave the examination room before the Uniform Statewide Admission Deadline.

GENERAL DIRECTIONS FOR ADMINISTERING RESTRICTED TESTS

1. **Sealed Envelopes:** Each restricted test 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 a test envelope or to read the questions in a test booklet for any reason, except as noted above.**

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

- a. Replace **ONLY** the test booklet in the envelope so that the booklet number printed in the lower left corner of the test booklet appears in the window of the envelope.
- b. Remove the backing from the gummed label and apply the label across the flap in the space outlined by dotted lines.
- c. Sign his or her name across the label and onto the envelope.

2. **Separate Answer Sheets:** A separate answer sheet is provided on which students are to record their answers. They should use only a No. 2 pencil to mark the answer sheet. The answer sheet may be either hand scored or machine scored on NCS equipment.

For purposes of machine processing, one side of the answer sheet includes several grids containing spaces for recording various types of student identification information. If the answer sheets are to be machine scored, the school must develop uniform written instructions about the completion of these grids and provide them to all proctors administering the test. Such instructions should be based upon careful consideration of the types of student and score information the school needs, as well as upon the processing requirements of the scoring center that the school is using.

At the end of the test, collect the answer sheets separately from the test envelopes. Scoring the answer sheets is a responsibility of the school.

3. **Safeguarding Test Booklets:** Take extreme care to assure that all copies of the restricted test can be accounted for at all times. If necessary, make a written record of individual booklet numbers to accompany the transfer of the test envelopes from the principal to the principal's deputies. **Do not leave copies of tests unattended under any circumstances.**
4. **Replacement of Defective Booklets:** If a student receives a defective test booklet, the proctor should provide the student with a new envelope if one is available. (If no extra envelope is available, please call 518-474-5099 for instructions.) After receiving the new envelope, the student should break the seal and write the new test booklet number on the answer sheet above the old number. The student should then seal the defective test booklet in its original envelope. The proctor should write "Contains defective booklet" on the sealed envelope. Report all defective booklets in writing to the State Education Department. Include the name of the student and the booklet number.
5. **Errors in Envelope Procedure:** If a student inadvertently seals the answer sheet in the envelope or seals the envelope without enclosing the test booklet, the proctor should have the student open the envelope and remove the answer sheet or enclose the test 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. Report all errors in envelope procedure in writing to the State Education Department. Include the name of the student, the booklet number, and the reason for the irregularity.

6. **Test Materials To Return to the Department:** All test booklets must be returned to the Department, unused booklets in the sealed envelopes and used booklets in envelopes with the gummed label properly attached and signed.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE RESTRICTED REGENTS COMPETENCY TEST IN READING

All directions enclosed in boxes should be read verbatim to the students. Make sure that the desks have been cleared of books and papers and that each student has a No. 2 pencil.

Distribute the separate answer sheets and give directions concerning the completion of the heading or, if necessary for machine scoring, the marking of student identification grids.

Then say:

I am now going to distribute the envelopes containing the test booklets. Do *not* open the envelope until you are directed to do so. A blue label is included in the envelope. When you finish the test, follow the directions printed on the blue label.

Distribute one test envelope to each student individually to be sure that each student receives only one envelope.

Then say:

Print your name and your school name on the envelope in the space provided. (*Hold up an envelope and show the students where they should print their name and the name of their school.*) Do not open the envelope until I tell you to do so.

Next say:

Open the envelope by sliding a pencil under the sealed flap and remove the test booklet. (*Pause.*) The test booklet number appears in the lower left corner of the test booklet cover. Enter this number at the top of your answer sheet on the line *above* the word "Student."

After this has been completed say:

Read the information on the cover of the test booklet. Be sure your test has the correct title, day, date, and time. (*Pause.*) Open your test booklet to page 3 and read the directions and sample questions.

Review with the students the manner in which they are to take the test. To aid proctors in helping students understand the test-taking procedure, the “Directions to Students” that appear on page 3 of the test booklet are reproduced as the last section of this publication. Make sure that each student understands the directions, the sample questions, and how to mark the answer sheet.

Then say:

Are there any questions? (*Pause.*) Remember that all answers must be recorded in pencil on the separate answer sheet.

Now say:

You will have as much time as you need to finish this test. Turn to page 4 and begin work.

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 examination questions, proctors should advise students to use their own best judgment.

As each student finishes the test and before he or she seals the envelope, make sure that the student has:

1. Completed the heading (or, if necessary, the student information grids) and signed the declaration.
2. Placed only the test booklet in the envelope so that the booklet number appears in the window of the envelope.
3. Written his or her name and the name of the school on the appropriate lines on the envelope.

After each student has sealed the envelope securely, make sure that the student places the blue label across the flap in the outlined space and signs his or her name across the blue label and onto the envelope.

After all students have handed in their test materials, put the envelopes in numerical order and return *all* envelopes to the principal. The principal should store all envelopes in locked Regents boxes.

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.

DIRECTIONS FOR SCORING

The restricted edition of the Regents Competency Test in Reading must be scored without reference to the test booklet. The scoring key and the following directions give all the information necessary for scoring.

Scoring the Answer Sheet

1. **Machine Scoring:** Check each answer sheet to make certain that the student information grids and the answer circles for the multiple-choice questions have been filled in with heavy pencil marks and that all stray marks have been erased.

For the convenience of scoring centers, the scoring key includes a list of correct answers. Schools should be sure to check with their scoring center concerning the procedures to follow in preparing the answer sheets for scoring.

2. **Hand Scoring:** The scoring key is printed on translucent paper in the same format as the answer sheet. On the key, boxes indicate correct answers. When the key is aligned properly with the answer sheet, each correct answer will be visible in a box.

Check each answer sheet to make certain that the student has marked only one answer for each question. If two or more answers have been marked, draw a horizontal line with colored pencil through all the answer circles, so that no credit will be allowed for that question in scoring. Place the scoring key over the answer sheet so that the key is aligned properly with the answer sheet.

To obtain the raw score, count the number of correct answers. Record the student’s raw score (total number correct) in the box provided in the upper right corner of the answer sheet. To determine whether the student has attained a passing score, refer to the scoring key. The number of correct answers required for a passing score is printed on the scoring key.

Regents Competency Test in Reading

Page 3 of Student's Test Booklet

This test contains several reading passages. In each passage, some words are missing. Wherever a word is missing, there is a blank line with a number on it. Next to the passage you will find the same number and five words. Choose the word that makes the best sense in the blank.

On your answer sheet, find the same number as the blank. Fill in the circle that has the same letter as the word you have chosen. Mark only one answer for each question. If you want to change an answer, be sure to erase your first mark completely. Then mark the answer you want.

Find Samples **I** and **II** on your answer sheet. Read Sample **I** below and see how the right answer has been marked on your answer sheet. Then read Sample **II** and mark the answer on your answer sheet.

SAMPLES

It was sunny and hot for days.
Then the **I** changed. It turned
cloudy and cool.

- I** a) price b) road
 c) job d) weather
 e) size

It isn't safe to go out today.
There was too much **II** yesterday.
Many streets are flooded with water.

- II** a) rain b) food
 c) mail d) noise
 e) work
-

On the separate answer sheet, look at the row of answer circles for Sample **I**. The circle for letter **d** is marked because the word **weather** makes the best sense in the blank.

In the row of answer circles for Sample **II**, you should have marked the circle for letter **a** because the word **rain** is the word that makes the best sense in the blank.

As you can see, you may not be sure of the answer to a question until you have read the sentences that come after the blank. So be sure to read enough to answer the questions.

As you work on this test, you will find that the passages become harder to read. Do your best to read as many passages as you can and to answer as many questions as you can. Your score will be based on the number of questions you answer correctly.

When you are told to start working, turn the page and begin. You will be given as much time as you need. Remember, mark all your answers on the separate answer sheet, and mark only one answer for each question.