



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Elementary, Middle, Secondary, and Continuing Education
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Summer 2004

TO: Principals of Schools Administering August 2004 State Examinations
FROM Steven E. Katz
SUBJECT Shipping, Storage, and Administration of the August 2004 State Examinations

IMPORTANT: Regents boxes will be delivered to single-shipment storage locations on Friday, August 13, or Monday, August 16. For daily-delivery locations, deliveries are scheduled for Monday, August 16 and Tuesday, August 17, with each shipment containing the next day's examinations. In all cases, delivery can be expected between 8:00 a.m. and 4:00 p.m. See "Shipment of Examination Materials" below for further information.

This memorandum provides essential information about the administration of the August examinations. In addition, all persons coordinating the administration of the August 2004 examinations should be familiar with the *School Administrator's Manual for Regents Examinations, Regents Competency Tests, and Proficiency Examinations: 2001 Edition*. You may access this manual at <http://www.emsc.nysed.gov-osa/hsinfo/gen/-hsinfo/genarch/sam2001.pdf> on the Department's web site. If you have any questions about this information, please call this office at 518-474-8220 or 518-474-5099.

Accompanying this memorandum are the August examination schedule; the statewide lists of regional centers for August 2004; a memorandum pertaining to missing student answer papers; and a memorandum regarding the content of each August examination.

SHIPMENT OF EXAMINATION MATERIALS

Examination materials will be delivered to schools in either two or three shipments, depending on the titles requested and the location of the school. The first shipment, containing nonsecure materials, will be shipped in cardboard cartons and/or padded mailers and delivered to schools by August 11. This shipment will include student identification sheets and answer pads for the Regents Competency Test (RCT) in Writing and answer sheets for all other RCTs; essay booklets for the Regents Examinations in English, Global History and Geography, and United States History and Government; Physical Setting/Earth Science performance test materials; reference tables for Physical Setting/Chemistry and Physical Setting/Earth Science examinations; directions for administering and scoring examinations; and teacher evaluation forms.

The final shipment(s), comprising the secure materials for all August examinations, will be packed in locked Regents boxes and arrive at daily-delivery schools (or their Department-approved storage locations) between 8:00 a.m. and 4:00 p.m. on Monday, August 16, and Tuesday, August 17. Single-shipment schools will receive their single deliveries of secure materials on Friday, August 13, or Monday, August 16.

It is essential that someone be available at your storage location between 8:00 a.m. and 4:00 p.m. on the scheduled delivery days to accept the examination shipment. Please refer to the confirmation notice you previously received to identify your school's status as either daily delivery or single shipment. Should any problems occur in connection with the delivery of examination materials, call 518-474-8220 or 518-474-5099 immediately.

The locked plastic sliding-lid Regents boxes will be shipped with two locks and stranded-wire or plastic crimp. Padlock keys will be mailed to the person who signed the request booklet. If your padlock keys are not delivered by August 12, please call the Test Distribution Unit (518-474-5914).

CHECKING THE EXAMINATION SHIPMENT

Enclosed with each shipment is a list of the materials included. As soon as the shipment is delivered, use the shipping notice and your School Record of Examinations Requested to ensure that the appropriate examination materials have been received for each subject. Under no circumstances may the sealed packages of secure examination materials be opened during this inventory. The number of test booklets contained in the sealed packages for each examination is indicated below:

- All restricted examinations (the English editions of the RCTs in Mathematics, Global Studies, U.S. History and Government, Reading, and Science, and all of the alternative language editions of the RCTs): Each test booklet is numbered and sealed in a separate envelope. The exact quantities requested will be shipped.
- Braille and large-type editions: The exact quantities requested will be shipped.
- All Regents examinations, including Spanish editions, and the RCT in Writing: Each sealed package will contain 25 booklets.
- The scoring keys for August examinations will be sealed in three packages, one for each session. Scoring key packages must be kept in the locked Regents box and may not be opened until after the Uniform Statewide Admission Deadlines of 9:15 a.m. for morning examinations and 1:15 p.m. for afternoon examinations.

It is imperative that schools avoid intermixing materials for the August 2004 examination period with examination booklets from past administrations that may remain in safes or vaults.

EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

If your school's shipment does not include all the materials needed, additional materials will have to be obtained from the nearest regional center. The regional center must be contacted immediately to ensure that sufficient examination materials will be available when you or your representative arrives. A list of regional centers is enclosed with this memorandum. Emergency supplies of all examination materials other than braille and large-type test booklets, alternative language editions of the RCTs, and Spanish editions of Regents examinations will be available at the regional centers. If you require an emergency supply of materials not available at the regional centers, please fax a brief statement of your summer school's needs to the Office of State Assessment's Operations Group at 518-474-2021.

Examination materials will be released at the regional centers only on the day of the examination. Test booklets for afternoon examinations may not be picked up earlier than 10:30 a.m. Scoring keys will not be released by regional centers until after the Uniform Statewide Admission Deadline (9:15 a.m. for morning examinations; 1:15 p.m. for afternoon examinations). Subject to these limitations, materials may be picked up at regional centers between 7:30 a.m. and 2:00 p.m.

To obtain secure materials at a regional center, an individual must present authorization written on his/her school's letterhead stationery, signed by the principal, identifying the person picking up the materials, and listing the specific materials requested. Identification with a photograph must be provided and the authorization letter countersigned before any examination materials will be released.

SAFEGUARDING EXAMINATION MATERIALS

The principal of each school requesting examinations is responsible for making all arrangements necessary to safeguard all secure materials associated with those examinations. Upon delivery, locked Regents boxes must immediately be placed in the Department-approved vault or safe at the storage location designated by the school. Examination materials may be removed from locked Regents boxes only for inventory and for administration of the examinations on the scheduled date.

The sealed packages of test booklets, teacher dictation copies, and scoring keys may not be opened until the scheduled administration date. Scoring key packages may not be opened until after the Uniform Statewide Admission Deadlines of 9:15 a.m. for morning examinations and 1:15 p.m. for afternoon examinations.

The padlock keys for the lock on the Regents box(es) and the combination or key to the vault or safe must be maintained under strict security conditions to preclude access to the examinations by students and other unauthorized persons. When the vault or safe where the Regents boxes are stored is unlocked, it must be kept under continuous supervision by school personnel. Additionally, the locked Regents boxes must be visually checked daily by the person in charge of the administration of the examinations to ensure that they have not been tampered with and that their contents remain secure.

If Regents boxes containing a school's shipment of secure examination materials do not fit into the approved storage location, the summer school principal must contact this office immediately (518-474-8220 or 518-474-5099) to make other arrangements for the storage of the boxes in an alternate approved location.

At the conclusion of the examination period, the principal must sign and return to the Department the Examination Storage Certificate verifying that the appropriate security procedures were observed for the storage of examination materials.

ADMISSION OF STUDENTS TO EXAMINATIONS

Students who have not completed the appropriate course(s) may not be admitted to State examinations. Students must have written authorization from the home school principal or superintendent to "challenge for credit." In all cases, nonresident students and any others not enrolled in your summer school program may be admitted to State examinations only at the written request of the home school principal. Public school districts may not charge resident students a fee for admission to the August examinations. Nonresident students may be charged a reasonable fee to cover administration and scoring costs.

STUDENT IDENTIFICATION AND RECORDKEEPING

Plans should be made before the administration of the examinations to verify the identity of each student entering the examination room, especially those not enrolled in the summer school program. Accurate attendance records must be kept for each examination. If necessary, the school must be able to use the attendance records to verify the presence or absence of a student for any of the August examinations.

ADMINISTRATION AND SCORING OF NONRESTRICTED EXAMINATIONS

The general test administration procedures for Regents examinations and RCTs are outlined in the School Administrator's Manual (www.emsc.nysed.gov/osa/hsinfogen/hsinfogenarch/sam2001.pdf) Specific directions for administering and scoring each examination are included in the shipment of nonsecure examination materials and should be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

ADMINISTRATION AND SCORING OF RESTRICTED EXAMINATIONS

The administration procedures for restricted examinations (the RCTs in Mathematics, Reading, Global Studies, U.S. History and Government, and Science, and all of the alternative language editions of the RCTs) are different from those for nonrestricted examinations. General information about the administration of restricted examinations is provided in the School Administrator's Manual. Specific instructions for administering and scoring each of the restricted examinations are included in the shipment of nonsecure materials to each school requesting restricted editions. Each person who will administer the restricted editions must be thoroughly familiar with the procedures detailed in both publications.

The scoring keys provided for alternative language RCTs in Mathematics and Science are different from those for English language editions. These scoring keys will be sent only to those schools requesting these editions. To ensure that correct scores are recorded, make certain that all persons responsible for rating any State examination are provided the appropriate scoring materials.

SPECIAL TESTING ARRANGEMENTS

Summer school principals must ensure that students with disabilities are provided the accommodations specified in their Individualized Education Program or Section 504 Accommodation Plan when they take State examinations. Under certain conditions, special examination arrangements may be made for regular education students taking State examinations. The guidelines to be followed in such circumstances are provided in the School Administrator's Manual.

Schools may provide the following testing accommodations to limited-English-proficient (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 one-half of that amount of time), 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 optimum testing environments and facilities for LEP students. They may administer State Examinations to LEP students individually or in small groups in a separate location.
- *Third Reading of Listening Selection.* Proctors may read the listening passage (Session One, Part A) of the Regents Comprehensive Examination in English a third time to LEP students.
- *Bilingual Dictionaries and Glossaries.* LEP students may use bilingual dictionaries and glossaries when taking State 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 those 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 document.
- *Oral Translation for Lower Incidence Languages.* Schools may provide LEP students with an oral translation of a State 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 the Bilingual Education 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 State Examinations may write their responses to the open-ended questions in their native language. Scoring the tests is the responsibility of the school. If needed, the Department's Office of Bilingual Education and the BETACs can assist schools in locating persons who can translate the students' responses into English to facilitate scoring of the answer papers.

REPORTING AND RECORDING TEST SCORES

Summer schools must record the names and test scores of all students tested and then send the scores for each student to the student's home school. Information about recording test scores on the permanent record is provided in the School Administrator's Manual.

MATERIALS RETURNED IN THE REGENTS BOX

A Checklist for the Return of Examination Materials in Regents Boxes is provided in the first of the locked Regents boxes included in each school's shipment of secure examination materials. Combine all materials to be returned to the Department into one Regents box whenever possible. Return all Regents boxes no later than August 31. Please check all storage locations for any boxes remaining from previous examination periods and return those boxes as well. Each school must pay for the return shipment of its own Regents boxes; the boxes may not be returned collect. The boxes may be returned by United Parcel Service (UPS) or any other carrier. Regardless of the method used, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. The Department will refuse delivery of any boxes that are returned C.O.D.

Schools are not to submit RCT in Writing answer papers to the Department for validation of scoring. A random sampling of schools will receive instructions to submit their scored RCT in Writing answer papers to the Department for rerating. The remainder of schools must keep the answer papers and the student identification sheets on file for one year in accordance with the standard procedures for the safeguarding of most State examinations.