



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK  
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**Office of Elementary, Middle, Secondary and Continuing Education**

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518-474-8220 518-474-2021 (fax)

June 2005

**TO:** Principals of Public and Nonpublic Secondary Schools  
**FROM:** Steven E. Katz *SEK*  
**SUBJECT:** Procedures for Requesting and Storing the August 2005 Regents Examinations

This memorandum provides essential information about the administration of the August examinations. In addition, all persons coordinating the administration of State examinations should be familiar with 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/hsinfo/gen/hsinfo/genarch/sam2001.pdf>.

Enclosed with this memorandum are the School Data Sheet, an examination request booklet, the School Record of Examinations Requested, and a return label.

**EXAMINATION SCHEDULE**

**Tuesday, August 16**  
**8:30 a.m.**

Comprehensive English — Session One  
Mathematics A  
Mathematics B  
RCT in Writing

**12:30 p.m.**

Living Environment  
Physical Setting/Chemistry  
Physical Setting/Earth Science

RE in Global History and Geography  
RE in U.S. History and Government

RCT in Reading\*  
RCT in U.S. History and Government\*

**Wednesday, August 17**  
**8:30 a.m.**

Comprehensive English — Session Two  
RCT in Global Studies\*  
RCT in Mathematics\*  
RCT in Science\*

**Uniform Admission Deadlines**

Morning Examinations — 9:15 a.m.  
Afternoon Examinations — 1:15 p.m.

\* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

## REQUESTING EXAMINATION MATERIALS

Materials for each of the August examinations, with the exception of the alternative language editions, are to be requested in the enclosed booklet, which must be returned to the Department no later than July 10. After these booklets have been processed by the Department, each school requesting examinations will be sent a confirmation notice indicating the number of examinations to be shipped to the school. **It is of utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped to your school.**

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed, plus five percent for unanticipated increases.
- *Restricted editions:* The regular English editions of the RCTs in Global Studies, Mathematics, Reading, Science, and U.S. History and Government, and the alternative language editions of all RCTs are available only in restricted form. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department. The rating guides for the RCTs in Global Studies and U.S. History and Government are also restricted and must be returned to the Department. Therefore, request only the exact number of restricted editions required. *Do not request sample copies or extra copies.* Administrators are responsible for returning to the Department all restricted examination materials shipped to their school.
- *Large-type and braille test booklets:* Large-type and braille test booklets are available for all examinations. Request the EXACT number of booklets needed for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan specifically requires either of these accommodations. Sample copies of past examinations in large type and braille may be obtained from the New York State Resource Center for the Visually Impaired, 2-A Richmond Avenue, Batavia, NY 14020 (585-343-5384 ext. 418).
- *Answer sheets:*

*Regents Examinations:* Hand-scorable answer sheets are printed as part of the test booklets for all August Regents examinations. Schools may substitute other types of answer sheets. Answer booklets will be provided for the Regents Examinations in English, Global History and Geography, and U.S. History and Government.

*Regents Competency Tests:* All schools will be sent the answer pads and student identification sheets for the RCT in Writing. Separate answer sheets are provided upon request for the other RCTs. The answer sheets may be machine scored, or hand scored using scoring overlays provided by the Department. Indicate on the request booklet whether you want the Department to send the machine-scorable answer sheets for those examinations.<sup>1</sup>
- *Teacher dictation copies, scoring keys, and teacher directions:* Sufficient quantities of these materials will be included in the examination shipment based on the number of test booklets requested.
- *Performance Tests:*

*Regents Examination in Physical Setting/Earth Science:* Sufficient quantities of the written materials for the performance test will be sent to each school requesting the Regents Examination in Physical Setting/Earth Science.

*Braille or large-type auxiliary test materials:* Teacher directions, teacher dictation copies, scoring keys, etc., for English editions of State examinations may be requested for use by teachers with visual disabilities. These materials will be prepared only when written requests from principals are received no later than the July 10 deadline for receipt of original request booklets.

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<sup>1</sup> *Answer sheets for New York City public schools:* New York City public schools will be sent the answer pads and student identification sheets for the RCT in Writing, but will not be sent machine-scorable answer sheets for the other RCTs. Special machine-scorable answer sheets for these tests will be provided to New York City public schools by the New York City Division of Assessment and Accountability.

### REQUESTING MATERIALS FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY

The Spanish translations of Regents examinations, alternative language editions of the Regents Competency Tests (RCTs), and the Native Language Writing Test (NLWT) must be requested in a separate letter, signed by the principal and returned with the request booklet. The letter must specify the *exact quantity* of each test needed in each language. Schools must request one extra copy of the NLWT for the rater in each language requested. Spanish editions are available for the Regents Examinations in Global History and Geography, Mathematics A, Living Environment, Physical Setting/Earth Science, and U.S. History and Government. The RCTs in Global Studies, Science, and U.S. History and Government are offered in six languages other than English: Chinese, French, Haitian Creole, Korean, Spanish, and Vietnamese. The NLWT and the RCT in Mathematics are available in the 29 languages listed below:

Albanian	Farsi	Hebrew	Korean	Romanian	Thai
Amharic	French	Hindi	Lao	Russian	Turkish
Arabic	German	Italian	Malay	Serbo-Croatian	Urdu
Burmese	Greek	Japanese	Polish	Spanish	Vietnamese
Chinese	Haitian Creole	Khmer	Portuguese	Tagalog	

Limited-English-proficient (LEP) students may take State examinations either in an alternative language edition or in English, whichever is more appropriate to the student's reading skills. The Spanish editions of Regents examinations offered in August 2005 are direct translations of the English editions, so students identified as LEP may be permitted to use both editions simultaneously. Because the alternative language editions of the RCTs in Global Studies, Mathematics, Science, and United States History and Government are not direct translations of the English language editions, students *may not* be given both.

If additional materials are needed after you have submitted the request booklet, send a fax to us immediately at 518-474-2021 to place a supplemental request. *Administrators of schools submitting supplemental requests after July 22 may be required to obtain those materials from a nearby regional center on the scheduled administration date.* A list of regional centers will be sent to schools requesting examinations. The Department may be unable to fill any requests for braille editions submitted after July 10 because of the time required for their preparation.

### ADMISSION OF STUDENTS TO EXAMINATIONS

Students not enrolled in your summer school program and those from other districts must provide you with written permission from their home school principal to be admitted to an August examination. 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 administrative and scoring costs.

### STUDENT IDENTIFICATION AND RECORDKEEPING

Plans should be made well before August 16 to verify the identity of each student entering the examination room. This precaution is especially important in the case of students who are not enrolled in the summer school program, but who are taking the August examinations at your school. Accurate attendance records must be kept for each examination. A summer school principal should be able to use the attendance records to verify the presence or absence of a student for any August examination.

## EXAMINATION STORAGE REQUIREMENTS

The safe or vault used for storage of your school's secure examination materials must have been approved by the Department for this purpose. If no pre-approval is indicated on the School Data Sheet for your summer school building, your examination request will not be processed until the completed storage plan (page 4 of the request booklet) is submitted. This office must receive written verification of the storage arrangements from the person in charge of the "host" storage location before secure examination materials can be shipped to that address. We will fax a form for this purpose to the host school.

Every principal requesting State examinations must sign the affirmation at the bottom of page 4 of the request booklet. Your signature indicates that you understand and agree to comply with the examination security requirements described in this memorandum and in the *School Administrator's Manual*.

All secure examination materials must be stored in locked Regents boxes, and all locked Regents boxes containing examination materials must in turn be stored in the Department-approved safe or Department-approved walk-in vault. Newly constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative before secure materials may be stored in those facilities. Approval of such storage facilities is contingent upon the facilities' meeting *all* of the criteria outlined below. *Secure examination materials will not be shipped to any location that has not received Department approval.*

**WALK-IN VAULTS** must have ALL of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with inside or welded-pin hinges
- built-in combination or deadbolt key lock that allows exiting at all times.

**SAFES** must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have ALL of the following:

- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the Regents boxes for the school's typical examination request (minimum acceptable **unobstructed inside** dimensions: 11" × 20" × 27").

The principal of a school building *without* a Department-approved safe or vault must arrange to store the locked Regents boxes containing secure examination materials in an approved safe or vault in another school, school district building, or BOCES building. Principals who cannot make arrangements for secure storage of examination materials must notify this office at 518-474-8220 or 474-5902.

All school personnel permitted to accept delivery of Regents boxes, either during or after school hours, must be informed of the procedures to be followed to safeguard the secure examination shipment. Access to any safe or vault where locked Regents boxes are stored must be restricted so as to prohibit entry by students and other unauthorized persons. The locked Regents boxes must be visually inspected daily by the person in charge of the examinations to ensure that they have not been tampered with and that their contents remain secure.

**INSTRUCTIONS FOR COMPLETING THE EXAMINATION REQUEST BOOKLET**

1. Keep these instructions and the enclosed School Data Sheet with your request booklet until the booklet is returned to the Department. The person completing the request booklet will need to refer to the information provided in both documents.
2. Use the request booklet only for those examination materials needed for students in your school, plus no more than 5% for unanticipated increases. Request only those examinations that will actually be administered in August; this will help the Department control printing and shipping costs. Enclose a separate letter to request sample copies of tests for review purposes.
3. **Keep the request booklet intact.** Do not fold or make notes on any page. Do not clip or staple the booklet to any other documents.
4. A School Record of Examinations Requested is enclosed for your use in recording the quantities of each examination requested. Save that sheet after you complete it for comparison with the confirmation notice you will receive from this office within several weeks after you submit your school's examination request.
5. **Use only a No. 2 (soft) pencil to complete the booklet. Booklets completed with pen are unreadable by the Department's scanning equipment.** For each examination requested, fill in all the boxes at the top of the columns, inserting zeros as necessary. (For example, enter "085" to request 85 test booklets.) Then fill in each corresponding circle. Do not make stray marks or marginal notes of any kind. Erase cleanly any marks you wish to change. Leave the entire grid blank for any examinations not requested.
6. Submit examination requests in the enclosed booklet **only**. Requests received in any other format (photocopies, fax, etc.) will be returned with instructions for you to transfer the information to a new request booklet. If the deadline for submission is imminent, use overnight express service (U.S. Postal Service, UPS, FedEx, etc.) to ensure the timely return of the request booklet to the Department. **Do NOT fax the request booklet.**
7. Provide all information required for your school on page 4 of the request booklet and sign the affirmation at the bottom of the page.

Enclosures