



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

Office of Elementary, Middle, Secondary and Continuing Education
OFFICE OF STATE ASSESSMENT, Room 775 EBA
Tel. 518-474-5099
Fax 518-474-1989

June 2004

TO: Principals of Public and Nonpublic Schools

FROM: Steven E. Katz, Bureau Chief *SEK*

SUBJECT: Administration of the June 2004 Regents Examinations, Regents Competency Tests, and Proficiency Examinations

IMPORTANT: Test booklets for the June Regents Examination period will be shipped so as to arrive at schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on June 14 or June 15. See "Shipment of Examination Materials" below for further information.

This memorandum provides essential information about the administration of the June examinations. In addition, all persons coordinating the administration of the June 2004 examinations should be familiar with the publication *Regents Examinations, Regents Competency Tests, and Proficiency Examinations: School Administrator's Manual, 2001 edition*. This manual also appears on the Department's web site at <http://www.emsc.nysed.gov/osa/hsinfofen/hsinfofenarch/sam2001.pdf>.

Accompanying this memorandum are the list of regional centers and a memorandum regarding the content of each June examination.

SHIPMENT OF EXAMINATION MATERIALS

Testing materials are delivered to schools in several shipments, depending on the examinations requested. The Native Language Writing Test (NLWT) and the performance tests (Part One) of the Second Language Proficiency Examinations (SLPs) and of the Comprehensive Regents Examinations in Foreign Languages have already been shipped to schools that requested those examinations.

Nonsecure materials for the June examinations were shipped to schools in cardboard cartons and/or padded mailers and were delivered in mid-May. This shipment included student identification sheets and answer pads for the RCT in Writing; answer sheets for all other RCTs and for the Introduction to Occupations Proficiency Examination; answer booklets for the Regents Examination in English; answer booklets for the Regents Examinations in social studies; answer booklets for the Regents Examinations in French, German, Italian, and Spanish; Earth Science performance test materials; science reference tables; evaluation forms; directions for administering and scoring all examinations; and Regents diplomas.

The final shipment, comprising secure materials for June examinations, will be delivered in locked Regents boxes to schools or approved storage locations between 8:00 a.m. and 5:00 p.m. on June 14 or June 15. Please be sure that someone is available in your school or approved storage location during those hours to accept the examination shipment. Should any problems occur in connection with the delivery of examination materials, please call this office at 518-474-8220 or 518-474-5099 immediately.

All packages containing secure examination materials for your school will be shipped via UPS and will be delivered between 8:00 a.m. and 5:00 p.m. on either or both of the dates indicated in the box above.

The Regents boxes will be secured with two locks and a plastic or stranded-wire crimp. A wire cutter or similar tool will be required to remove the wire crimps. Work gloves and protective eyewear should be worn when this crimp is cut. Padlock keys are mailed to the person who signed the original request booklet and should arrive no later than June 14. Please call the Test Distribution Unit (518-474-5914) if padlock keys have not been received by 12:00 noon on that date.

LOCATING YOUR SCHOOL'S SHIPMENT

You may track your school's shipment of any of the testing materials described on the previous page by using the following steps:

1. On the Internet, go to <http://www.ups.com/tracking/tracking.html>.
2. Open the "Tracking" page and click on the link for "Track by Reference Number."
3. Enter into the "Reference Number" field the 12-digit BEDS code of your "ship-to" school as it appears on your school's confirmation notice.
4. Follow the instructions on the UPS web page to complete the tracking inquiry.
5. You may click "Detail" to obtain additional information concerning your school's shipment, including date and time of delivery, and signator at the ship-to location, if indeed the shipment has been delivered.
6. If you are unable to track your shipment, please contact UPS at the e-mail address or telephone number provided on their web site.
7. If UPS informs you that your school's shipment has been lost or misdelivered, please contact the Office of State Assessment via fax at 518-474-2021 so that alternative arrangements may be made.

CHECKING THE EXAMINATION SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included. As soon as you receive the Regents box(es), use the shipping notice and your School Record of Examinations Requested to ensure that all 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 each of the sealed packages is indicated below.

- *English editions of RCTs and Regents Examinations, Spanish editions of Regents Examinations, Introduction to Occupations Proficiency Examinations, and Second Language Proficiency Examinations:* Each sealed package will contain 25 booklets.
- *Braille and large-type editions and translations (other than Spanish) of Regents Examinations:* The exact quantity requested will be shipped to the school.
- *Restricted alternative language editions of all RCTs:* Each test booklet is numbered and sealed in a separate envelope. The exact quantity requested will be shipped to the school.

EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

If your school's shipment does not include all the materials needed, you must obtain additional materials from a nearby regional center. Referring to the enclosed list, contact the regional center immediately to ensure that sufficient examination materials will be available when your representative arrives. Supplies will be available at regional centers of all examination materials *other than*: the Native Language Writing Test (NLWT) and braille, large-type, and alternative language editions of all examinations. For materials that are not ordinarily available at the regional center, please fax this office at 518-474-2021 immediately.

Examination materials are available at the regional centers only on the day of the examination. Secure materials for morning examinations will be released in the morning; secure materials for afternoon examinations will not be released until after 11:00 a.m. Scoring keys will not be released by regional centers until after the Uniform Statewide Admission Deadline (10:00 a.m. for morning examinations, 2:00 p.m. for afternoon examinations). Subject to these limitations, materials may be picked up at regional centers between 8:00 a.m. and 3:00 p.m.

In order to obtain examination materials at a regional center, an individual must present a letter of authorization written on his or her school's letterhead stationery and signed by the principal. The letter must identify the person picking up the materials and list the specific materials requested. Anyone obtaining examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

SAFEGUARDING EXAMINATION MATERIALS

The principal of each school requesting examinations must make the necessary arrangements to safeguard the materials requested for the school. Upon delivery, the 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.

If the locked Regents boxes containing a school's shipment of secure examination materials are found to be too large for the approved storage location, the principal who requested the examinations must contact this office immediately (518-474-8220 or 518-474-5099) to make arrangements for storage of the boxes in an alternative approved location.

The Regents box keys and the combination or key to the vault or safe must be maintained under strict security conditions to preclude access to 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.

The sealed packages containing examination booklets and Teacher Dictation Copies must not be opened until the day each examination is scheduled to be administered, and no earlier than is necessary for distribution to proctors. Scoring key packages may not be opened until after the Uniform Statewide Admission Deadline of 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. All scoring keys must be kept in the locked Regents boxes until after the Uniform Statewide Admission Deadline.

Department personnel will make unannounced visits to some schools after the examination materials have been delivered in order to verify that they are being properly stored. If a violation of storage procedures is found, all examination materials will immediately be removed from the school and transferred to a location designated by the Department. The school principal will have to arrange to pick up examination materials from that location each morning and afternoon during the Regents Examination period and to pick up scoring keys after the morning and afternoon Uniform Statewide Admission Deadlines on the appropriate days. The school will then be required to store all examination materials at a location designated by the Department for a period of at least one year. In addition, the Department may rescind the school's privilege to administer examinations.

Following the examination period, the principal must return to the Department the completed Examination Storage Certificate and Deputy and Proctor Certificate (included in the shipment of secure materials).

ADMINISTERING AND SCORING EXAMINATIONS

The general administration procedures for Regents Examinations, Regents Competency Tests, and Proficiency Examinations are provided in the *School Administrator's Manual*. Specific directions for administering regular and restricted examinations were included in the shipment of nonsecure examination materials. These materials must be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

Two different sets of scoring materials are produced for the RCTs in Mathematics, Science, Global Studies, and United States History and Government: one for the English edition and one for all other editions. To ensure that correct scores are obtained, make certain that all persons responsible for rating any State examination are provided the appropriate scoring materials. Schools will receive no more than eight scoring keys for each State examination. Restricted rating guides for the alternative language editions of the social studies RCTs may not be photocopied. Should the necessity arise, all other scoring materials may be photocopied, but only after the Uniform Statewide Admission Deadline for the corresponding examination.

SPECIAL TESTING ARRANGEMENTS

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs or Section 504 Accommodation Plans when they take State examinations. Under certain conditions, special examination arrangements may be made for general 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 optimal settings and facilities for LEP students. Schools may administer State tests to LEP students individually or in small groups in a separate location.
- *Third Reading of Listening Selection:* Proctors may read the listening passage a third time to LEP students who are taking the Regents Comprehensive Examination in English. 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 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 direct written translations, LEP students may use both an English and an alternative language edition of the test simultaneously. However, they should be carefully 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. (Note: the alternative language editions of RCTs provided by the Department are **not** direct translations of the English editions being administered during the same examination period and therefore may **not** be used simultaneously with an English edition.)

- *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 language arts 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 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. However, the Department's Office of Bilingual Education and the Bilingual Education Technical Assistance Centers (BETACs) can assist schools in locating persons who can translate the students' responses into English to facilitate scoring of the answer papers.

DEPARTMENT REVIEW

RCT in Writing: Schools are no longer asked to submit RCT in Writing answer papers to the Department for validation of scoring. A random sampling of schools may receive instructions to submit their scored RCT in Writing answer papers to the Department's contractor, CTB McGraw-Hill, 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.

All other examinations: Selected school principals administering examinations will receive a Department Review Request and one or more Record of Review forms by the end of the June Regents Examination period. This notice will indicate each subject for which answer papers must be submitted via traceable mail to CTB/McGraw Hill, 10234 Spaatz Way, Mather, CA 95655. All answer papers not requested for Department Review must remain on file in the school for at least one year.

MATERIALS RETURNED IN THE REGENTS BOX

The materials that must be returned to the Department in the Regents boxes are listed in the *School Administrator's Manual*. Please combine all materials to be returned to the Department in one Regents box whenever possible.

Return all Regents boxes no later than July 12. 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 carrier, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. If the Regents boxes for a school are returned collect, the Department will refuse delivery.

Enclosures