

## SECTION FOUR

### RETURNING TEST MATERIALS TO THE DEPARTMENT

#### Teacher Evaluation Forms

One of the main sources for improving State exams is the evaluations provided by the teachers who administer them. The content and test development specialists who prepare the exams review these evaluations before preparing each new edition. To facilitate the process, online evaluation forms for teachers are provided during and after each exam period. These online teacher evaluation forms may be accessed on the Department's web site at <http://www.p12.nysed.gov/assessment/teacher/evaluation.html>. Specific instructions for teachers to follow in order to submit their evaluations of tests via the online process are included in the teacher directions and in the scoring materials. By following these procedures, all teachers who administer exams may have the opportunity to comment on the content of exams and the materials and procedures for administering them.

#### Examination Scoring Certificate

Each rater must sign the *Examination Scoring Certificate* attesting that he or she fully and faithfully observed the rules and regulations for scoring the exams. The principal or scoring leader must also sign this certificate to attest that the rules and regulations for scoring were fully and faithfully observed. The *Examination Scoring Certificate* is shipped to schools in a locked Regents box with the secure exam materials. It is also available on the Department web site at <http://www.p12.nysed.gov/assessment/hsgen/>. Schools must print enough copies to allow all scorers and scoring leaders to print and sign their names. The completed certificate(s), originals or copies, must be returned in the Regents box after each exam period. A photocopy should be retained in school files for one year.

#### Deputy and Proctor Certificate

Each deputy and proctor must certify, by individually signing this certificate, that the rules and regulations for administering Regents Exams and RCTs were faithfully observed. The *Deputy and Proctor Certificate* is shipped to schools in a locked Regents box with the secure exam materials. It is also available on the Department web site at <http://www.p12.nysed.gov/assessment/hsgen/>. Schools must print enough copies to allow all deputies and proctors to print and sign their names. The original completed certificate(s) must be returned after each exam period in the Regents box. A photocopy should be retained in school files for one year.

#### Examination Storage Certificate

After each exam period, the principal must certify, by signing the *Examination Storage Certificate*, that the procedures for ensuring the security of Regents Exams and RCTs were fully and faithfully observed. The *Examination Storage Certificate* is shipped to schools in a locked Regents box with the secure exam materials. It is also available on the Department web site at <http://www.p12.nysed.gov/assessment/hsgen/>. The original completed certificate must be returned after each exam period in the Regents box. A photocopy should be retained in school files for one year. If any unusual situations occurred during an exam period concerning the security of exams, a full report of the situation must be submitted along with the *Examination Storage Certificate*. (See *Reporting Testing Misconduct and Irregularities to the Department* in Section Two, page 2–14, of this manual.)

#### Materials Returned to the Department in Regents Boxes

The following materials must be returned in the Regents boxes:

1. *Examination Scoring Certificate*
2. *Deputy and Proctor Certificate*
3. *Examination Storage Certificate*

4. All copies, used and unused, of restricted test booklets and answer booklets/answer sheets (Include all Part 2 test booklets, where applicable.)
5. All scoring materials, including rating guides, for restricted tests
6. All scrap paper used by students taking any restricted test
7. All rating guides, student answer papers, and any reference tables used by students for the restricted January edition of the Regents Examination in Physical Setting/Physics
8. All copies of braille and large-type exam materials
9. Padlock keys (Insert padlock keys into the special envelope provided before placing them in the Regents box.)
10. Any Regents Exam and RCT answer papers indicated by the Department Review Request form unless this form specifies an alternate address to which these answer papers must be shipped

If possible, pack all materials being returned to the Department in one Regents box. Return all Regents boxes as soon as possible after the exam period. Each school must pay for the return shipment of its 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 chosen, 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 to accept the delivery.