

CHARTER REDACTED - MEMORANDUM #3, 2016-2017

DATE: Updated April 6th, 2017

TO: PRINCIPALS OF SCHOOLS ADMINISTERING REGENTS EXAMS (including 6-8 and K-8 schools with students in accelerated courses)

FROM: Charter Support Office
Office of School Design and Charter Partnerships

SUBJECT: New York State June 2017 Regents Exams

The procedures in this memorandum are a redacted version of **MEMORANDUM #3, 2016-2017** sent from the NYCDOE Director of State Assessments, Laura Dalla Betta. The information presented in this memo only includes directions that are applicable to Charter Schools to lessen the confusion of our charter partners on the protocols to be followed for June Regents Administration.

This memo is not meant to supersede any information from the NY State Education Department or the [NYS School Administrator's Manual 2015](#).

REVISED SED POLICIES

- Effective January 2013, teachers are no longer permitted to score their own students' answer papers.
- Use of Communications Devices.

PLEASE NOTE: This procedure has been revised effective with the January 2014 administration.

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it (Attachment #13). At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams.

Please see the [NYS School Administrator's Manual 2015](#) for the full script and a complete list of prohibited devices.

PRIOR TO EXAM ADMINISTRATION

Develop Proctoring Assignments

Develop proctoring assignments that account for the availability of teachers who will be involved in scoring. Teachers assigned to score Regents exams during the day (day scoring) cannot be utilized as proctors on those days, and creators of proctoring assignments should reference day scoring assignments before finalizing the school's proctoring schedule. Schools must maintain a copy of proctoring assignments for one year, which may be requested by the Office of Assessment.

Train Staff for Scoring

Review the contents of the NYCDOE Test Administration Handbook with school staff who are involved in testing. For the elementary and middle school version of the handbook, click [here](#); for the high school version, click [here](#). The NYCDOE Test Administration Handbooks are a distillation of the broader NYSED guidelines, created with the intent to make it easier for schools to receive all of the required information. It is not meant to supersede any information from the NY State Education Department or the [NYS School Administrator's Manual 2015](#).

Assign Staff for Scoring

Please note: Charter Schools are not eligible to participate in the district's Regent's Scoring Administration program. The guidance below encompasses guidance from NYSED on staffing assignments for scoring.

"The principal is responsible for establishing rating procedures that will ensure reasonable confidence in the accuracy of the scores assigned to the answer papers by individual teachers or by committees of teachers.

Teachers are not permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Exam or RCT may not score those students' answer papers for that exam. This prohibition includes special education and academic intervention services (AIS) teachers.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' exam papers based on this scoring policy. A principal may establish rules that are more prohibitive than the illustrations above suggest.

To maintain uniform rating standards, all teachers involved in rating State exams must be thoroughly familiar with the rating instructions provided by the Department. Each exam has a scoring key for multiple-choice questions and guidelines for rating the open-ended questions.

The teachers rating each answer paper must write their names or initials clearly on the answer paper or scoring record, as required. Teachers must rate strictly according to the scoring materials provided by the Department. They may allow credit for other answers to open-ended questions only if those answers are clearly equivalent to that indicated in the scoring material. A teacher may not give credit for answers that the teacher considers merely "possible" or "reasonable."

- Excerpt from the [NYS School Administrator's Manual 2015](#), page 30 (Section 3-1).

Receive and Store Materials

Secure and non-secure test materials from NYSED will arrive in two separate shipments on two separate dates.

Approximately one month prior to exam administration, school administrators will be informed by SED of the date(s) on which the shipment(s) of non-secure test materials should arrive at schools.

The secure exam materials will be shipped in locked Regents boxes to the location designated in the online examination request system. School administrators may receive one shipment (Single Shipment) comprising the secure exam materials for the entire exam period, or multiple shipments (Daily Delivery) consisting of one shipment for each day of the exam period.

About three weeks prior to the delivery of the secure exam materials, school administrators will be informed via e-mail of the type of shipment they will receive and the date(s) on which the shipment(s) are scheduled to arrive at schools. The padlock keys will be sent to principals by first-class mail or UPS and will arrive one to four school days before the Regents boxes are to be delivered.

Print Regents Answer Documents

Please Note: Charter Schools do not use STARS to schedule students for exams.

Charter Schools may begin printing answer documents in ATS on May 30th. All exams will have two-page answer documents, except for Physics, which will have only one page. The first page will be for students' multiple choice responses, and the second page will be for scorer use when rating students' constructed responses and for bubbling in testing accommodations.

In June, all answer documents must be printed on 24lb paper.

Charter Schools should follow the protocol outlined in the [Regents Exam Scanning Handbook](#) that indicates how to print answer documents for "Multiple Students by Home DBN". This function is called RGPS. It will populate the list of students and you will indicate for which students you would like to print a Regents answer document.

RCT Answer Documents

Schools administering RCT exams to eligible students should note that the DOE Scan Center no longer provides pre-slugged answer documents to schools. Eligible students must respond to multiple choice RCT questions using the answer document provided in the back of the SED test booklet.

As noted above, RCT exams will continue to be scored by the schools where they are administered. Schools should ensure that teachers do not score their own students' exams.

Plan for Secure Storage and Distribution of Test Materials

Test materials must be secured in a locked facility when they are first received as well as after the completion of the day's testing. The security of test materials in the school is the responsibility of the principal.

Regents Box Keys

- The Regents box key(s) and the combination or key to the vault or safe must be maintained under strict security conditions to preclude access to the examination materials by students and other unauthorized persons.

Test Booklets

- Upon receipt of the Regents boxes, principals or designees may open the locked boxes from NYSED and inspect the contents to verify that appropriate exams and quantities have been received. **Do not open shrink-wrapped packages.** Materials have been packaged according to

orders submitted by schools. After inspection, the locks must be replaced and the boxes securely stored.

- Boxes of materials received at schools that are labeled “DO NOT OPEN UNTIL...” must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date and time.
- Cartons marked “Non-Secure Materials” may be opened immediately.
- The shrink-wrapped packages may **NOT** be opened until the day of the exam, and no earlier than necessary to permit the distribution of materials prior to the scheduled starting time of the exam

June 2017 Regents Administration Schedule

June 13 TUESDAY	June 14 WEDNESDAY	June 15 THURSDAY	June 16 FRIDAY	June 19 ^o MONDAY	June 20 TUESDAY	June 21 WEDNESDAY	June 22 THURSDAY	June 23 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY
RE in U.S. History & Government	English Language Arts (Common Core)	RE in Global History & Geography	Geometry (Common Core)	RCT in Global Studies* <small>* World Language Assessment suggested date/time: Locally developed Checkpoint A Exam</small>	Physical Setting/ Chemistry	RCT in U.S. History & Government*	RCT in Reading*	
1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	Uniform Admission Deadlines Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.
Algebra I (Common Core)	Living Environment	Physical Setting/ Earth Science Physical Setting/ Physics	Algebra II (Common Core)	RCT in Writing <small>* World Language Assessment suggested date/time: Locally developed Checkpoint B Exam</small>	RCT in Science*	RCT in Mathematics*		

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

Uniform Admission Deadlines

- Morning examinations 10:00 a.m.
- Afternoon examinations 2:00 p.m.

Test administration **MAY NOT BE STARTED** for any student after the Uniform Admission Deadlines. No student may leave the testing room until after the Universal Admission Deadline has passed.

DURING EXAM ADMINISTRATION

Ensure Students Sign Declaration

Proctors should ensure that students sign the declaration, in either pen or pencil, on the answer document before they leave the testing room.

Ensure Students Use Appropriate Writing Utensil

Proctors should also ensure that students complete the exam using the appropriate writing utensil.

	English	Math	Science	History
Pencil	Multiple Choice Student Declaration*	Multiple Choice Student Declaration* Graphs and Drawings	Multiple Choice Student Declaration* Diagrams and Drawings	Multiple Choice Student Declaration*
Pen	Short-Constructed Response and Essay	All responses written in test booklet except, graphs and drawings	All responses written in test booklet except diagrams and drawings**	DBQ Essay

*Students are also permitted to sign the declaration in pen.

Track Attendance

Please note: Charter Schools do not need to use the RGRA function in ATS to print Section Attendance Rosters. Charter Schools may use the Section Attendance Roster as a sample (See Attachment #1)

Proctors should track student attendance using a roster that includes the name of the exam, section (if more than one section is testing) and/or the room number, each student's full name and OSIS number, and a line for each student's signature when signing in and signing out. Proctors must use the roster to document attendance (absent or present) and to track invalidated exams. If any student in the room wrote their responses in a language other than English, you may also specify which language on the line at the bottom of the roster.

Label Student Test and Essay Booklets

For all exams, proctors should ask all students to clearly write the following on the cover of their test and/or essay booklets:

- First and last name
- School name and DBN (suggested if you are scoring with other schools)
- Student ID number (can be found at the top of printed answer documents; student should write the Student ID number ABOVE his/her name on test/essay booklet).

Charter Schools may also create labels with the above information for student test/essay/answer booklets. Labels should never be placed on pre-slugged answer documents as it could cause issues with scanning.

Report and Investigate Fraud

Under Section 8.5 of the Rules of the Board of Regents, fraud includes the use of unfair means in taking an examination; giving aid to or obtaining aid from another person during an examination; alteration of any Regents credential; and intentional misrepresentation in connection with examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, by a teacher or administrator, or by any other person.

School officials and personnel are required to report any incident of testing misconduct by an educator or

other adult involved in testing. In **cases of adult misconduct**, security violations must be reported immediately to the Testing Security Unit by completing a [Test Security Incident Report Form](#).

Testing misconduct by adults is strictly prohibited. Adults may not:

- Access secure test booklets and/or answer sheets prior to the time allowed by testing rules.
- Review test booklets prior to test administration in order to: determine and record correct responses for use during testing; create pre-test lessons or discussions with students about concepts being tested; or create a “cheat sheet” for students to use during testing, including sharing formulas, concepts, or definitions, necessary for the test.
- Provide students clues or answers during testing, including coaching students about correct answers, defining terms and concepts contained in the test, pointing out wrong answers, suggesting that a student reconsider or change a recorded response, reminding students during testing of concepts they learned in class, or making facial or other non-verbal suggestions to students regarding answers.
- Give a student more time to take the test than is allowed for that student under State regulations.
- Leave materials displayed in the room containing topics being tested.
- Write test specific formulas, concepts or definitions on the board prior to or during testing.
- Review an answer sheet for wrong answers and return it to the student to change responses.
- Alter, erase, or change a student’s recorded responses after the student hands in test materials.
- Engage in rescoring of any portion of a test to add points, unless authorized by State rules.
- Encourage or assist anyone to engage in the above-described conduct.

- Excerpt from the [NYS School Administrator’s Manual 2015](#), page 24 (Section 2-14).

In cases of **suspected/observed student cheating or the presence or use of a cell phone/prohibited electronic device**, the principal must immediately send an incident report detailing the observed misconduct by the student(s) and testing irregularities in writing on school letterhead to OSA via fax to 518-474-1989 or by e-mail to emscassessinfo@nysed.gov. The following is the order in which these events should happen:

- Allow the student the opportunity to finish the exam (in the case of cell phone cheating, remove the device).
- Invalidate the student’s test results (for assistance, contact NYCDOE Office of Assessment at regents@schools.nyc.gov).
- Submit an incident report to OSA via fax or email that includes:
 - The school’s name and BEDS code
 - The student’s name and NYC ID number (i.e. OSIS)
 - Grade level and subject of the impacted test(s)
 - A brief description of incident and the final action taken
 - Confirmation that the student’s exam(s) have been/will be invalidated.
 - Notify the student and his/her parents/guardians of the invalidation of the exam, and of any other consequences for the student, in accordance with the school’s discipline policy.

Please note: Students who are caught cheating should be allowed to finish their exam. If they have been caught using a prohibited device, it should be confiscated before they are allowed to resume the exam.

AFTER EXAM ADMINISTRATION

Scan Answer Documents

For all Regents exams, schools will immediately scan the multiple choice page (page 1) of all answer documents. All page 1 answer documents must be scanned into ATS by **noon** on the day following exam administration.

For Geometry (CC), which is administered on the morning of Friday, June 16, schools must scan students' page 1 multiple choice answer documents by 5pm the day of exam administration. Schools should continue to make necessary RGTU submissions to the multiple choice section of the answer document in order to resolve any data capture issues.

The scanning of page 2 answer documents for all exams will occur at the conclusion of scoring.

Note: Schools should retain the answer documents and booklets of all absent students and store them according to NYSED guidelines. Schools must also scan page 1 answer documents for all absent students, assuring that "Student Absent" is bubbled in before scanning.

Rating Guides

Printed copies of scoring keys and rating guides for all non-restricted exams will be made available on the Department's web site at <http://www.p12.nysed.gov/assessment/scoring/>.

All scoring keys and rating guides posted on the Department's web site will be password-protected. The school principal will receive an e-mail from the Department on the day of the exam that provides the passwords to be used to access all scoring keys and rating guides being posted that day. In order to access these documents, all schools will be required to enter the passwords sent by the Department.

View Final Scores

Per SED scoring protocols, when the teacher scoring committee completes the scoring process, test scores must be considered final and will be entered onto students' permanent records. Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures outlined in the scoring materials provided by SED.

Once a student's exam has been completely scored and entered into ATS, schools will continue to be able to access a number of reports in ATS to review student results, including the Regents Exam Document Status report (REDS) and the Item Distribution Report (RADI).

For more information on those reports, see the [ATS Wiki](#).

Scores should not be considered final until all scoring and scanning at the distributed scoring sites has been completed. All exam scores are expected to be loaded into ATS no later than the end of day on Sunday, June 25.

Questions regarding this memorandum should be addressed to the Charter Schools Office via email CharterSchools@schools.nyc.gov or phone 212-374-5419.

This memorandum is available at:

<http://schools.nyc.gov/Accountability/resources/testing/Memoranda+Procedures.htm>

ATTACHMENT #1

Section Attendance Roster

Charter Schools may use the Section Attendance Roster below as a template for their rosters.

PROFILE: 01-M-123 USER:	ATS / NEW YORK CITY PUBLIC SCHOOLS (RGRA)			DATE: 10/07/14 PAGE: 15	
REGENTS EXAM: US HISTORY AND GOVERNMENT (HXRU) SCHOOL: 01M123	EXAM DATE: AUG 2013 SECTION/ROOM: 80/480B				
Student Name	ID#	A=Abs P=Pres	Reason if Invalidated	Sign In	Sign Out
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
XXXXX, XXXXX	#####				
Total exams to be scored					
Does this section contain exams with responses in a language other than English? YES/NO					
If YES, specify the language:					

The form includes several red annotations: a bracket under the Sign Out column, a circle around the Total exams to be scored field, a circle around the language question field, and arrows pointing to these elements.

Note: Schools should retain all answer documents for absent students and store them according to NYSED guidelines. Schools must also scan the page 1 answer documents for all absent students, assuring that Student absent is bubbled in before scanning.

ATTACHMENT # 2

Regents Proctoring Checklist

(1 per section)

Charter Schools may use the Regents Proctoring Checklist below as a template for their Regents Proctoring Checklist.

To print generic copies of the Regents Proctoring Checklist, please visit: www.NYCDOEassessment.com

REGENTS PROCTORING CHECKLIST

Exam Name_[EXAM NAME]_____ Section_[SECTION]___ Date_[TEST DATE]_____

This document must be distributed to proctors and is used to prepare test materials for shipment to scoring sites. Refer to State Education Department regulations and school policies for the administration of the Regents exams. Check off each step as it is completed. Keep the document on file for 1 year.

Opening Proctor:

- ___1. Ensure that you have the following materials before beginning the exam:
 - a. Test booklets, pre-slugged answer document and labels for each student.
 - b. Section Attendance Roster (SAR).
 - c. Other materials necessary for the Regents being administered.
- ___2. Students must receive a pre-slugged answer document with their own name and student ID #.
 - a. Notify administrator immediately if a student doesn't have a pre-slugged answer document.
 - b. DO NOT give them the answer document of another student.
- ___3. Ensure that pre-printed student labels are placed on the TEST BOOKLET (All Regents) and ESSAY BOOKLET (English, US and Global History only).
 - a. Labels are never placed on answer documents.
- ___4. Take attendance on the SAR.
 - a. Indicate if student is present (P) or absent (A).
 - b. Note students taking a translated version of the Regents on the SAR.

I have followed the directions above (signature) _____

Closing Proctor:

- ___1. Do not allow students to leave before the Uniform Admission Deadline.
 - a. 10:00 AM for morning exams
 - b. 2:00 PM for afternoon exams
- ___2. Have students return the exams, one at a time.
 - a. Check that every student has returned all materials and signed the Regents declaration.
 - b. Ensure that the pre-slugged answer document and if appropriate, essay booklet, are placed inside the front cover of the Regents test booklet.
 - c. Once a Regents exam has been collected, no one, including the student, may make any changes.
- ___3. Alphabetize test booklets being careful to check that there is an exam, answer document and if appropriate, an essay booklet, for every student marked present on the Student Attendance Roster (SAR).
 - a. Report discrepancies immediately to school administrators.
 - b. Answer documents of absentees should be on the bottom of the stack.
- ___4. With the Section Attendance Roster and this document on top of the stack of exams, insert all Regents test booklets with the answer documents and essay books inside in the plastic (poly) bag or envelope provided by the testing team.
- ___5. Return all exams and testing materials to the test coordinator immediately after collecting and packing the exams.

I have followed the directions above (signature) _____

**TESTING ROOM
DO NOT ENTER
WITH
CELLPHONE OR
ANY OTHER
ELECTRONIC
DEVICES**

