



Regents Administration June 2017

Test Coordinator Training

*Office of School Design and Charter Partnerships
Office of Assessment*

May 2017

TEST COORDINATOR TABLE OF CONTENTS

- I. June 2017 Regents Administration Schedule
- II. Prior to Exam Administration
- III. During Exam Administration
- IV. After Exam Administration
- V. Finding Assistance
- VI. Appendices
 - a) Appendix A: Test Security
 - b) Appendix B: Testing Special Populations
 - c) Appendix C: Transition to Common Core

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>^o 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>^o 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.

REGENTS TIME REGULATIONS

At the discretion of the principals, schools may begin secondary-level exams earlier than the specified time.

Regardless of the starting time, **no student shall be permitted under any circumstances to hand in his or her test materials and leave the exam room before the Uniform Statewide Admission Deadlines.**

Any student who leaves leave the exam room before the Uniform Statewide Admission Deadlines listed below will have his or her test invalidated and no score will be entered.

*2015 Edition, School Administrator's Manual, Secondary Level Examinations:
<http://www.p12.nysed.gov/assessment/sam/secondary/hssam-15.pdf>
(Section 2-8)

PRIOR TO EXAM ADMINISTRATION

STUDENT ELIGIBILITY TO TAKE SCIENCE EXAMS

Science Lab Requirement

- All students taking a science Regents must satisfactorily complete 1200 minutes of lab work. Virtual labs do not count towards the 1200 minutes.
- Labs may be carried over from the previous year although “The NYS Education Department strongly recommends that the laboratory requirement be completed again by all students who fail any commencement–level science course.”

<http://www.p12.nysed.gov/part100/pages/policyqascience.html>

Physical Setting/Earth Science Performance Test Requirement

- Effective June 2008, all students must take the performance test each time they take the written examination.
 - The performance test must be administered during the last two weeks of the Earth Science course and no later than a day before the written examination.

RECEIVE, STORE, & PREPARE MATERIALS

Schools will receive NYC DOE non-secure test materials including boxes, paper, polybags, exam specific labels, physical setting reference tables, and essay booklets. These materials will be delivered by Deluxe Courier beginning on **May 22**.



May + June

May 8-26: Schools receive non-secure testing materials from NYSED, including Earth Science performance tests.

May 22-26: Delivery of non-secure test materials including boxes, paper, polybags, exam-specific labels, physical setting reference tables, and essay booklets.

May 30: Testing schools print Student Answer Documents, Student Exam Labels, Section Attendance Rosters and Regents Proctoring Checklists, and Regents Rating Sheets & Record Sheets (for ELA (CC), Global, and US History ONLY).

June 13-22: Regents exams arrive at schools the day prior to testing.

Just prior to exam dates: Keys to Regents chests arrive at schools several days before each exam subject is administered.

SPECIALIZED PAPER FOR ATS SCANNERS & ERASURE ANALYSIS

Printing on Specialized Paper:

- All schools will receive a shipment of specialized paper for the printing of ALL student answer documents through ATS before the start of printing during the week of **May 22**.
- All schools **MUST** print their student answer documents on the paper provided.
- If your school runs out of paper provided by the DOE, you may use any 24-pound (92 bright) white paper.

Test MFP Scanner:

- Check warranty
- Replace toner
- Compatible scanner list
- If your scanner breaks during scoring, contact charters@schools.nyc.gov

Erasure Analysis:

- After the test administration, a sample of schools will be selected to participate in an erasure analysis study by NYSED. These schools will be notified of their inclusion in the erasure analysis study and will receive further instructions.

SECURE STORAGE OF TEST MATERIALS

The security of test materials in the school is the responsibility of the principal.

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

TEST MATERIALS

The test materials required to administer and package exams will come from the following sources:

NYSED	NYC DOE	TESTING SCHOOL
<ul style="list-style-type: none"> - Regents exam booklets - Performance tests for Earth Science - Padlock keys 	<ul style="list-style-type: none"> - Essay booklets for English and history exams* - Shipping boxes - Polybags - Colored, subject-specific box labels - Graduating seniors and alternate language box labels - Reference tables for Physical Setting Exams* 	<ul style="list-style-type: none"> - Student answer documents (ATS) - Proctoring instructions (NYSED) - Student Attendance Rosters and Regents Proctoring Checklists (ATS) - Rating Sheets and Record Sheets for English and History exams (ATS)

*Testing schools must retain unused Regents materials (essay books and reference tables) for the January 2018 Regents administration.

TEST MATERIALS

Student Answer Documents:

- Print answer documents from ATS in advance.
 - Note that any scheduling changes implemented after answer documents have been printed will not be reflected in the answer documents and label sorting.

The screenshot shows the top portion of a student answer document. It includes the header for 'The University of the State of New York Regents High School Examination English Language Arts (Common Core)'. Below the header, there are fields for 'Name: Last Name, First Name', 'NYC Student ID', and 'Teacher Name'. The exam date is listed as 'Tuesday, June 14, 2016' and the time as '1:15 - 4:15 p.m., only'. A QR code is visible on the right side. The main section is 'Part 1', which contains 24 multiple-choice questions arranged in a grid. Below the questions, there is a section for 'Write your answers to Parts 2 and 3 to the essay booklet.' and a signature line at the bottom.

The screenshot shows the bottom portion of a student answer document. It includes the header for 'The University of the State of New York Regents High School Examination English Language Arts (Common Core)'. Below the header, there are fields for 'Name: Last Name, First Name', 'NYC Student ID', and 'Teacher Name'. The exam date is listed as 'Tuesday, June 14, 2016' and the time as '1:15 - 4:15 p.m., only'. A QR code is visible on the right side. The main section is 'Part 2' and 'Part 3', which contain multiple-choice questions. Below the questions, there is a section for 'For Teacher Use Only' with a table for 'Enter Score/Score # (3 digit)'. At the bottom, there is a section for 'Print Score/Score # Name' and a 'Print' button.

Note: In June ALL exams have 2-page answer documents.

Directions for printing Student Answer Documents in ATS can be found in the *Regents Scanning Handbook* at: <https://portal.nycenet.edu/NR/ronlyres/F982343B-6C9E-445C-9D65-5D4904E1E9F8/0/RegentsScanningHandbookv64.pdf>.

TEST MATERIALS

Section Attendance Rosters:

- Schools can use the RGRA function in ATS to generate Section Attendance Rosters.
 - One Section Attendance Roster should be printed for each poly-bag.
 - Section Attendance Rosters identify which students are included in each section.

PROFILE: 01M-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
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____

Students must sign the designated signature columns before beginning their exam and when returning their test materials at the conclusion of the exam.

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: _____

This field MUST be populated to indicate the total number of exams that are being sent for scoring.

If there are exams written in an alternate language, the language must be specified on the Section Attendance Roster.

Directions for printing Section Attendance Rosters in ATS can be found in the *Regents Scanning Handbook* at: <https://portal.nycenet.edu/NR/rdonlyres/F982343B-6C9E-445C-9D65-5D4904E1E9F8/0/RegentsScanningHandbookv64.pdf>.

TEST MATERIALS

Regents Proctoring Checklist:

- When using the RGRA function in ATS to generate Section Attendance Rosters, a copy of a Regents Proctoring Checklist will be generated at the beginning of each section.
 - Each Regents Proctoring Checklist will be pre-populated with section information.
 - The Proctoring Checklist should be provided to the proctor(s) responsible for proctoring that specific section.

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 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
 - 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
 - c. Once a Regents exam has been collected, no one, including the student, may make any change
3. Alphabetize test booklets being careful to check that there is an exam, answer document and i
 - 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
5. Return all exams and testing materials to the test coordinator immediately after collecting and p

I have followed the directions above (signature) _____

Directions for printing Proctoring Checklists in ATS can be found in the *Regents Scanning Handbook* at:
<https://portal.nycenet.edu/NR/rdonlyres/F982343B-6C9E-445C-9D65-5D4904E1E9F8/0/RegentsScanningHandbookv64.pdf>.

ADDITIONAL TEST MATERIALS

Additional test materials are to be provided by the testing school or brought by the testing student:

Schools Provide	Students Bring
<ul style="list-style-type: none">- Scrap paper (if permitted)- Coordinate graph paper for Math Regents- A scientific or graphing calculator (as appropriate) (if required)- Bilingual dictionaries and glossaries for ELL students (if permitted)	<ul style="list-style-type: none">- Pens- Pencils- Erasers- Rulers- Identification for admittance to the testing room

DEVELOP PROCTORING ASSIGNMENTS

Schools should develop proctoring schedules (and plans for other school events) taking into account:

- Available proctors.
 - Proctors do not have to be licensed pedagogues
 - Best practice: Teachers to not proctor their own students or subject, if possible.
 - Remember to schedule relief proctors.
 - Schedule paraprofessionals and school aides for other vital assignments such as hall monitors as no student can leave the testing room unescorted for any reason until they have completed their exam and the Uniform Statewide Admission Deadline has passed.
- Number of students schedule to take each exam.
- Rooms available to be used for test administration.

ADDITIONAL REGENTS EXAMS

If you are aware that the number of exams ordered is insufficient, e-mail your BAID so that you may pick up emergency supplies of tests at Regional Centers.

- **NYSED is now limiting the number of exams testing schools may obtain from Regional Centers on the day of the exam administration.**
- Officials are authorized to release test booklets only on the day of the examination. Materials for morning exams are released after 7:00 AM, and materials for afternoon exams are released after 11:00 AM.
- No tests will be released without a complete Test Request Form.

Borough	Location	Address	Contact	Contact Info
Manhattan	Martin Luther King Jr. Educational Campus	122 Amsterdam Ave.	Christopher Yarmy Louise Smith	Cyarmy@schools.nyc.gov Lsmith2@schools.nyc.gov
Bronx	Herbert Lehman HS	3000 E. Tremont Ave.	Sharon Cahr	Scahr@schools.nyc.gov
Brooklyn	Brooklyn Tech HS	29 Fort Greene Place Room BW 8	Laura Dalla Betta	ldallabetta@schools.nyc.gov
Queens	Francis Lewis HS	58-20 Utopia Parkway	Barbara Marcisak	Bmarcis@schools.nyc.gov
Staten Island	Staten Island BAO	715 Ocean Terrace, Bldg A, Rm. A 127	Jose Garcia	Jgarcia17@schools.nyc.gov

Test Request Forms can be printed from the Regents Intranet site at: <https://portal.nycenet.edu/NR/rdonlyres/B402EBBD-EECE-460F-8721-4B53B67F58AE/0/June2017regentstestrequest.pdf>

DURING EXAM ADMINISTRATION

JUNE 2017 REGENTS ADMINISTRATION SCHEDULE

June 13 TUESDAY	June 14 WEDNESDAY	June 15 THURSDAY	June 16 FRIDAY	June 19 [Ⓟ] 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.

Please note the Uniform Admission Deadlines for morning and afternoon exams.

ORGANIZE PICK-UP OF MATERIALS BY PROCTORS

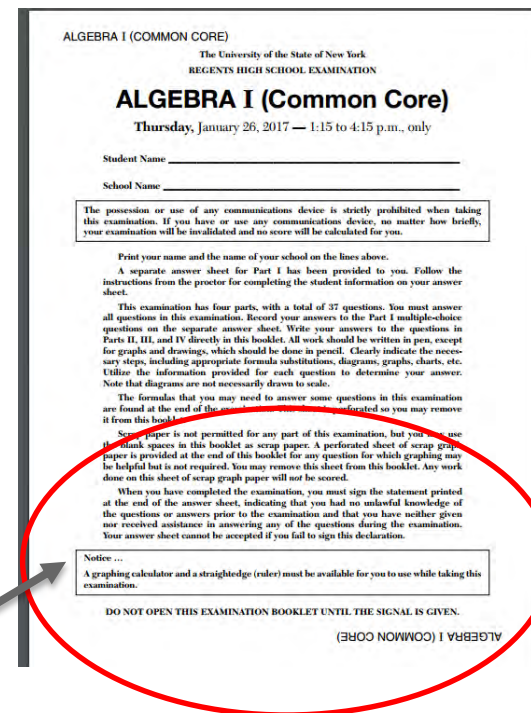
- Ensure that a system is in place for the orderly pickup and return of exams.
 - Shrink-wraps may not be broken until the day of the exam, and no earlier than is necessary to permit the distribution of materials prior to the scheduled starting time of the exam
 - Teachers must sign the Test Material Security Form when picking up and returning tests
 - Students should never pick up, distribute, collect or return tests

The Test Material Security Form can be found at: <https://portal.nycenet.edu/NR/rdonlyres/E9165545-E79F-43B1-8D68-AF07A805443A/0/SECURITYFORMNEW2015.pdf>

PROCTORS CHECK EXAM MATERIALS

Proctors should ensure that they have a sufficient number of each of the following items to accommodate the roster of students scheduled in their testing rooms:

- Test booklets
- Answer and/or Essay Booklets
- Pre-slugged answer documents
 - Answer documents are barcoded and can only be used by the student whose name is printed on the sheet.
 - Students should only receive their page 1 answer documents.
- Other materials necessary for completing the exam
 - Permitted materials for each exam are listed on the front of the exam booklet.



Proctors must also ensure that they have 1 of each of the following:

- Section Attendance Roster
- Regents Proctoring Checklist
 - The exam and section specific Regents Proctoring Checklist must be signed by the proctor(s).

USE OF COMMUNICATION DEVICES

Effective January 2014, 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.
- At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams.

You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

This is your last opportunity to do so before the test begins.

TRACKING STUDENT ATTENDANCE

Proctors can track student attendance using the Section Attendance Roster.

- Check each student's ID and Regents invitation against the roster to ensure that the proper student is taking the exam.
- Students can sign the Section Attendance Roster in the designated signature columns when entering the testing room (and when returning their exams materials at the conclusion of the exam).
- Indicate the following on the Section Attendance Roster:
 - Each student's attendance (absent or present).
 - If the section contains exams written in a language other than English, and indicate which language exams were written in.
 - If an exam was invalidated (i.e. missed labs, cheating, etc.).

LABEL STUDENT TEST & ESSAY BOOKLETS

For all exams, proctors can provide a label or 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 (district, borough, school number; for example: 01M123)
- 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).

Label Placement		
Exam	Location	Booklet
Common Core English Global History and Geography US History and Government	Upper left corner	Test Booklet and Essay Booklet
Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics	Upper left corner	Test Booklet and Answer Booklet
Algebra I (CC) Algebra II (CC) Geometry (CC) Living Environment	Upper left corner	Test Booklet

Note: Labels are never placed on pre-slugged answer documents

MAINTAINING ACTIVE PROCTORING

Proctors must:

- circulate the room.
- remind students to check for one response per item.
- remind students to erase clearly and leave no stray marks or smudges on answer documents that will be scanned.

Proctors must not:

- read or talk except when giving directions.
- use electronic devices.
- help students with exam questions.

*Administrators should circulate around the building to ensure that active proctoring is taking place.

ENSURE STUDENTS USE APPROPRIATE WRITING UTENSIL

Proctors must ensure that students use the following to record responses:

	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.

COLLECTING STUDENT ANSWER DOCUMENTS

Student may not hand in their exams and leave the building until the Uniform Admission Deadline has passed.

For proper collection of exam materials, a proctor must:

- Ensure that every student has signed the declaration (in pen or pencil).
- *Bubble in “Student absent” on all absent students’ page 1 answer documents and put their answer documents in a separate pile.*
- Ensure that a test booklet, an answer document, and, if appropriate, an answer and/or essay booklet are received from every student.
- Ensure that every student signs out on the Student Attendance Roster.
- Alphabetize the answer documents and booklets and check them against the Section Attendance Roster.
- Record the total number of students who were present and absent on the Section Attendance Roster, and indicate the total number of exams to be scored.
- Return all used and unused test materials to the test coordinator immediately after collecting and packing the exams.

Exam/Section: Teacher Name Room Exam Date: Friday, January 25, 2013 Exam Time: 9:15 a.m. - 12:15 p.m., only

Student absent Part I

1. 18. 35.

2. 19. 36.

3. 20. 37.

4. 21. 38.

5. 22. 39.

6. 23. 40.

7. 24. 41.

8. 25. 42.

9. 26. 43.

10. 27. 44.

11. 28. 45.

12. 29. 46.

13. 30. 47.

14. 31. 48.

15. 32. 49.

16. 33. 50.

17. 34.

Write your answers for Part IIIA in the test booklet. Write your answers for Parts II and IIIB in the separate essay booklet.

The declaration below must be signed by the proctor who has completed the examination.

I do hereby affirm, at the close of this examination, that I had no unauthorized communication with any student and that I have not given or received any unauthorized information in answering any of the questions on this examination.

Signature _____

AFTER EXAM ADMINISTRATION

SCANNING ANSWER DOCUMENTS

In June 2017, all exams will have two-page answer documents. Page 1 answer documents are scanned by 12:00pm (noon) the day following test administration. For Algebra II (CC), which is administered on Friday, June 16, answer documents must be scanned by 5:00pm the same day.

Page 2 answer documents must be scanned by 5:00pm on Friday, June 23rd. If you are working with a scoring vendor, you must make sure they return the answer documents with sufficient time to allow you to scan at your school.

For all Regents exams:

- Page 1 & 2 will be scanned at the testing school.
- Absentee exams are scanned at the testing school.
- Schools use the REDS report in ATS to view potential issues with scanned documents.

FINDING ASSISTANCE

FINDING ASSISTANCE

Schools with testing questions may contact:

> Office of School Design & Charter Partnerships at:
charters@schools.nyc.gov or 212-374-5419

NYCDOE testing memos and materials can be found at:

> NYCDOEAssessments.com on the Regents School Resources page
> [Regents Memo for Charters](#)

NYSED Information Line – 518-474-8220

NYSED Fax Line – 518-474-2021

NYSED Email - emscassessinfo@nysed.gov

APPENDIX A

TEST SECURITY

TEST SECURITY

Secure materials must be locked in an SED approved vault at all times.

All security violations by adults must be immediately reported to:

- NYSED at (518) 474-8220 and <http://www.highered.nysed.gov/tsei/fraud.html>

Additional information about the safeguarding of exam materials can be found in the **Regents 2015 Edition, School Administrator's Manual, Secondary Level Examinations** at: <http://www.p12.nysed.gov/assessment/sam/secondary/hssam-update.html>.

PROHIBITED DEVICES

At the beginning of each test administration, proctors must read the following statement to all students taking secondary-level State exams:

You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

This is your last opportunity to do so before the test begins.

If, after this announcement, a student is found in possession of an electronic device OR if a cheating incident involves the presence or use of a cell phone/prohibited electronic device for any purpose during a New York State assessment, invalidate the student's test results and notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov.

USE OF COMMUNICATION DEVICES

All students are prohibited from bringing cell phones and certain other electronic devices* 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.

If a student is found in possession of an electronic device during an exam, confiscate the device but allow the student to finish the exam. Report the incident to the administration immediately.

*Note that some students with disabilities may use certain recording/playback devices ONLY IF this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student required such a device during testing.

CONFLICT ROOMS

There may be some students who have two or more exams scheduled at the same time. A conflict room may be set up for those students, and state guidelines must be followed in administering multiple exams:

- A student scheduled to take more than one examination during the same session may do so provided that the principal is satisfied that exercising this option would not be detrimental to the student's academic interests.
- A student **may not** be allowed more time than the standard three hours for each Regents examination solely because of a conflict (ELLs and IEP students with additional time may use accommodations they are entitled to).
- The principal may adjust the examination schedule, but students must take each Regents on the day that it is scheduled for administration, and the Uniform Statewide Admission Deadlines must be strictly observed.
- Students resolving schedule conflicts in this way should be sequestered in a separate location and must be kept under close school supervision.
- Arrangements must be made for supervised lunch and rest periods.

RESTRICTED EXAMS

Teachers may not view the exams except when reading to students as an IEP accommodation.

- All RCTs except Writing are restricted.
 - For the RCTs, answers are recorded on alternate answer documents and are scored at the school.
- Most Braille versions of exams are restricted.
 - For restricted braille exams, answers are recorded on alternate answer documents and are scored at the school.

Refer to directions posted on the SED website prior to the exam for specific administration and scoring instructions for restricted exams, as they require special handling.

- ALL restricted exam materials must be sent back to SED in the Regents chests at the conclusion of the Regents period.
- For the RCTs, testing schools are responsible for returning the restricted materials to NYSED.

TESTING IMPROPRIETIES

Official Adult Misconduct:

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.

NYSED's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State tests. School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. Reports should be made via the TSU web site at <http://www.highered.nyed.gov/tsei> by submitting the incident report form located on the main page under the tab "Report Educator Test Fraud."

TESTING IMPROPRIETIES

Students who are suspected of or observed to be cheating should be allowed to finish the test. However, the proctor should notify the testing coordinator and principal as soon as possible. Administrators are permitted to make a copy of the exam if it is needed for investigative purposes.

Upon receiving any information of **suspected/observed student cheating**, the principal must immediately:

- Conduct an investigation to determine whether the incident is substantiated or unsubstantiated:
 - > If the principal determines that the incident is **unsubstantiated**, no further action is necessary.
 - > If the principal determines that the incident is **substantiated**, the principal must immediately:
 - Notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov. (If submitting the report as an email attachment, ensure the attachment is written on school letterhead.) The report must include:
 - The school's name and BEDS code
 - The student's name, student ID number, and grade level
 - The 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.

APPENDIX B

TESTING SPECIAL POPULATIONS

ACCOMMODATIONS FOR ELL AND FORMER ELL STUDENTS

Accommodations include all of the following:

- Time Extension
- Separate Location
- Third Reading of Listening Selection
- Bilingual Glossaries (Bilingual glossaries are available on the following website and are free to download at <http://www.nysed.gov/bilingual-ed>.)
- Simultaneous Use of English and Alternative Language Editions (*N/A for the Comprehensive English Regents.*)
- Oral Translation for Lower-Incidence Languages (*Not permitted for the Comprehensive English Regents.*)
- Writing Responses in the Native Language (*Not permitted for the Comprehensive English Regents.*)

ACCOMMODATIONS FOR FORMER ELLS

Former ELLs are entitled to ELL test accommodations for two years after attaining proficiency.

For the 2016-17 school year this accommodation is for students who scored proficient on the spring 2016 or 2017 NYSESLAT.

- **Students who tested out in 2015 or earlier do not get ELL accommodations.**

Students who tested out on the LAB-R or NYSITELL are not former ELLs and may not receive any ELL accommodations.

Test accommodations for students who re-enter a NYC school after living outside of the state of New York for two or more years are determined by the results of their latest NYSITELL assessment.

ORAL TRANSLATIONS

For exams that are not available in translated versions, word-for-word oral translations (with no interpretation of directions or the exam) are permitted.

Oral translations may be provided by classroom teachers, out-of-classroom pedagogues (administrators, school-based support team members, staff developers, etc.), or instructional paraprofessionals. Parents and students are not permitted to provide oral translations.

Please note that translators do not replace exam proctors, and no extra time is to be provided for oral translations.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Principals must ensure that students with disabilities receive the testing accommodations specified (and only the accommodations specified) in their IEP or 504 Plan that are permissible on State examinations.

Students who have been declassified must be provided the permissible testing accommodations documented in the declassification IEP.

Check the student's IEP for testing accommodations.

Please note that some accommodations permitted for the Regents differ from the 3-8 tests.

Accommodations may include, but are not limited to:

- Flexibility in scheduling/timing
- Flexibility in setting
- Method of presentation
- Use of assistive technology, computer, scribes, or large type
- Braille editions

EMERGENCY 504 ACCOMMODATIONS

Principals may modify testing procedures for general education students who incur an injury (e.g., a broken arm) or experience the onset of a short- or long-term disability (e.g., epilepsy) sustained or diagnosed within 30 days prior to the administration of a test via an emergency 504 plan.

- **Permissible accommodations are:**
 - Extending the time limit for a test,
 - Administering the test in a special location,
 - Recording the student's answers in any manner, and/or
 - Reading the test to the student (only for students whose vision is impaired).

RCTs

RCTs are available to Safety Net-eligible students who entered grade 9 prior to September 2011. Eligible students with disabilities may fulfill the exam requirement for the local diploma using RCTs if they are unable to pass the corresponding Regents exam with the needed score. Students may pass all Regents, all RCTs, or a combination of both. If a student is using an RCT score towards the fulfillment of the local diploma requirement, he/she must have taken each of the five required Regents exams at least once.

RCTs are currently offered in the following subject areas: math, science, global studies, United States history and government, reading, and writing.

If you are considering ordering or administering RCTs, you must confirm if your student qualifies to use passing RCT score(s) toward graduation requirements.

APPENDIX C

TRANSITION TO COMMON CORE

Transition To Common Core Exams

Global History

School Year	Description
2017-2018	<u>Exam</u> : Current Exam <u>Measuring</u> : Current 2 year (grades 9 & 10) course content
2018-2019 *Transition Year	<u>Exam</u> : Transition Exam first administered in June 2019 <u>Measuring</u> : 1 year (grade 10) course content (~1750 to present)
2019-2020 *2 Options	<u>Exam(s)</u> : New Exam first administered in June 2020 (Transition Exam still available) <u>Measuring</u> : 1 year (grade 10) course content (new framework)
2020-2021 *2 Options	<u>Exam(s)</u> : New Exam first administered in June 2020 (Transition Exam still available) <u>Measuring</u> : 1 year (grade 10) course content (new framework)
2021-2022	<u>Exam(s)</u> : New Exam only <u>Measuring</u> : 1 year (grade 10) course content (new framework)

More information can be found at:

<http://www.p12.nysed.gov/assessment/ss/hs/ghg-faqtransitiontimeline.pdf>