



January 2018 Regents - Test Coordinator Meeting Presentation*

***Revised for Charter
Schools**

Office of Assessment
December 2017
www.NYCDOEAssessment.com

Agenda

January Regents Test Coordinator Meeting December 2017

1. Welcome and Introductions
2. Testing Resources
3. Key Information and Noteworthy Updates for School Year 2017-18
 - SAT School Day
 - NYSITELL & NYSESLAT
 - NYSAA
 - January 2018 Regents
 - June 2018 Regents
4. January 2018 Regents Administration Guidance
 - Prior to Exam Administration
 - During Exam Administration
 - After Exam Administration
5. Q&A
6. Appendix A-C

Test Coordinator Responsibilities

Each school principal should designate a **Assessment Coordinator** in the Charter Information Portal (ChIP) to complete the following:

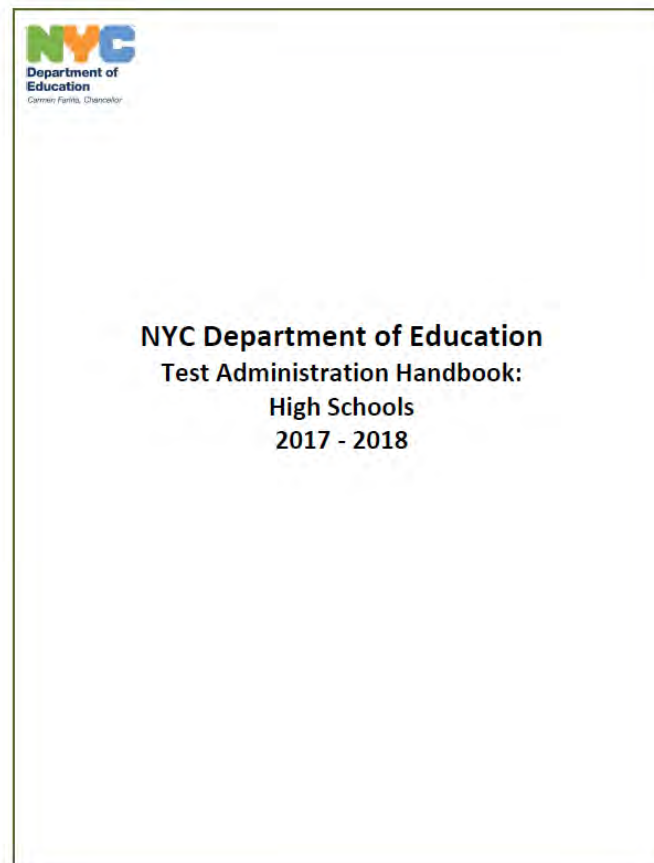
- > Serve as the primary point of contact for testing information.
- > Review assessment memos, testing schedules, and test coordinator presentations and disseminate relevant updates to colleagues.
- > Work with school principal to ensure that exam orders are submitted on time.
- > Collaborate with CSE to ensure that eligible students receive testing accommodations, and provide feedback on the implementation of testing accommodations on student IEPs.
- > Oversee the printing and scanning of student answer documents.
- > Ensure that secure and non-secure exam materials are received and securely stored.

Testing Resources

Review Test Administration Handbook

Reminder! Review the contents of the *Test Administration Handbook* with all staff members who are involved with testing.

- > Principals were responsible for completing an online form by **November 17** confirming that the handbook has been reviewed with staff who are involved with testing.
- > Refer to the **Charter Schools Weekly** for links to the Elementary/Middle and High School level Test Administration Handbooks.



Resources for Test Coordinators

For help with common assessment questions, refer to the following resources:

> **The Charter Schools Office at the NYCDOE**

- Primary point of contact for assistance.
- Test administration and security.
- Printing and scanning answer documents
- Missing scores

> **Borough Assessment Implementation Directors (BAIDs)**

- Exam ordering/need more exams

> **[Charter Schools Wiki - Assessments Page:](https://nycdoe.sharepoint.com/sites/NYCCharters/KnowledgeBase/Assessments.aspx)**

<https://nycdoe.sharepoint.com/sites/NYCCharters/KnowledgeBase/Assessments.aspx>

- Links to testing memos, FAQs, TC presentations, and updates.

> ***Charter Schools Weekly & Test Coordinators' News***

- Timely updates, links to testing memos and informational resources.

> **NYSED Office of Assessment Website**

- Links to test manuals, ordering instructions and updates.

Borough Assessment Implementation Directors

Borough	BAID	Contact	Address
Manhattan- Districts 1, 2, 3, 4, 5, & 6	Louise Smith LSmith2@schools.nyc.gov	212 356-3784 212 356-7523 fax	333 Seventh Avenue Seventh Floor New York, NY
Bronx- Districts 7, 8, 9, 10, 11, & 12	Sharon Cahr SCahr@schools.nyc.gov	718 741-5559 718 741-7971 fax	1 Fordham Plaza Seventh Floor Bronx, NY
Brooklyn-Districts 13, 14, 15, 16, 19, 23, & 32	Laura Dalla Betta LDallaBetta@schools.nyc.gov	(718) 935-5795 (718) 935-2104 fax	131 Livingston Street Room 310C Brooklyn, NY
Queens-Districts 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak BMarcis@schools.nyc.gov	718 391-8352 718 391-6088 fax	28-11 Queens Plaza N Room 304 Long Island City, NY
Staten Island/Brooklyn - Districts 17, 18, 20, 21, 22, & 31	Jose Garcia JGarcia17@schools.nyc.gov	718 390-1579 718 420-5665 fax	715 Ocean Terrace Building A – Room 105 Staten Island, NY

Charter Schools Office Phone Line – 212-374-5419
State Education Information Line – 518-474-8220
State Education Fax Line – 518-474-2021

Key Information and Noteworthy Updates: SAT SCHOOL DAY

SAT School Day

New! Schools are now required to order materials and designate SAT Supervisors through College Board's Test Ordering System (TOS). The exam ordering deadline is January 26.

Tip! Order 10-15% overage!

SAT School Day Administration Dates

Standard Model

March 21: Grade 10 PSAT + Grade 11 SAT

Alternative Model

March 12– March 23: Grade 10 PSAT

March 21: Grade 11 SAT

Note: Students with certain accommodations can test through **March 29**

For questions about SAT School Day and PSAT administration, email SATSchoolDay@schools.nyc.gov.

Additional information can be found on the Intranet:

https://portal.nycenet.edu/Accountability/Assessments/Annual/SAT_PSAT/.

SAT School Day Deadlines

Deadline	Milestone
November 1	Notify families of SAT School Day 2018. Designate SAT Supervisor and SSD Coordinator. Register for training.
January 12	Request accommodations for spring exams. Tip! For cases that require documentation, request the accommodations by December 15.
January 26	Place orders for PSAT and SAT Materials.
March 12-23	Administer PSAT
March 21	Administer SAT.
April 13 th	SAT scores released.
June 2 nd	SAT School Day Make-Up.

Key Information and Noteworthy Updates: NYSITELL & NYSESLAT

NYSITELL Updates

New! On February 1, 2018 a newly designed NYSITELL will take the place of the current 2014 edition.

> Schools should continue to use the 2014 NYSITELL until the new test is released.

NYSITELL Administration Dates

NYSITELL

Students who are potential ELLs, as determined by the Home Language Identification Survey (HLIS), **must be assessed within 10 days of entry into the NYC school system.**

- Note: Students who have been outside of the NYS public school system for more than 2 years must be re-administered the ELL identification process.

NYSITELL answer documents must be printed using the **RLBA** function in ATS. If you are unable to print a student's NYSITELL answer document check the following:

> Does the student have a home language identified in SBIO? You will not be able to print a NYSITELL answer document if the home language is "NO"

> Has the student been enrolled in a NYCDOE public school for more than 30 days?

▪ **Note:** Students must be tested within 30 days of enrollment.

Tip: After administering and scanning the NYSITELL assessment and scanning it into ATS, always run the **RLCB** report to ensure that the scan was successfully captured.

Avoid ELLO Entry Errors

The ELL Option Update (**ELLO**) screen in ATS should only be used for students:

- > Whose home language is other than English, and
- > Who have been determined to not have English language acquisition needs.

These students therefore are NOT ELLs, and do not take the NYSITELL.

```
PROFILE [redacted] New York City Public Schools 09-1
ELLO0050 ELL Options (ELLO) 0

STUDENT NAME LEP HM NYS
LAST, FIRST STUDENT ID FLG LN <2Y OPT
-----
[redacted] [redacted] E SP
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted] E SP
[redacted] [redacted] Y SP Y
[redacted] [redacted] E SP
[redacted] [redacted]
[redacted] [redacted]

Make changes as required, F2 to save changes.
F1/Help F2/Save F3/Quit-return F4/Lookup F5/
F7/ F8/Forward F9/Refresh F10/ F11/
```

Note: By entering a code of “A”, “B”, “C”, or “D” and hitting F2 to save, you are indicating that the student is NOT an ELL.

Refer to the [Charter Schools Wiki](#) for more information on ELL Identification

An entry on the ELLO screen indicates that the principal and Language Proficiency Team (LPT) determined within 30 days of the student’s admission into a NYCDOE school that the student does not have language acquisition needs. **Do NOT** make an entry on the ELLO screen if the student is thought to be an ELL, and you plan to administer the NYSITELL to the student.

NYSESLAT Administration

NYSESLAT answer documents will continue to be printed from ATS and scanned in schools in 2017-18.

NYSESLAT Administration Dates	
NYSESLAT (Speaking)	April 9 – May 18
NYSESLAT (Reading, Writing, Listening)	May 7-18

NYSESLAT answer documents must be printed using the **LTPR** function in ATS. If you are unable to print a student's NYSESLAT answer document check the following:

>NYSESLAT answer documents can only be printed for students with a LEP flag of "Y" or "E" in SBIO. If the student is believed to be eligible for the NYSESLAT, but the LEP flag of "Y" or "E" is not in place, check the following:

- Does the student have a home language listed in SBIO?
- Did the student test out of ELL services during the previous school year?
- Was an entry made on the ELLO screen during the admission process, exempting the student from ELL services?

Tip: After administering and scanning the NYSESLAT assessment in May and scanning it into ATS, always run the **LTDS** report to ensure that all pages were successfully scanned.

Key Information and Noteworthy Updates: New York State Alternate Assessment (NYSAA)

NYSAA Updates

New! Datafolios in Social Studies and Science will no longer be a component of the 2018 NYSAA administration. Testlets in ELA, Math and Science will be administered using the Dynamic Learning Maps (DLM) computer-based adaptive assessment system.

NYSAA Administration Dates

New York State Alternate Assessment

March 12 – June 8

Avoid Common Mistakes

1. Identify NYSAA eligible students at the beginning of the school year.
2. Identify all staff members who will participate in the administration of the NYSAA.
 - Ensure that one or more “NYSAA Test Coordinators” from your school attend in-person computer-based NYSAA training facilitated by a BAID in early December.
 - Ensure that teachers and administrators who will administer the NYSAA to students login to their DLM accounts and complete online training before the test administration begins.
3. Begin testing eligible students in March, and DO NOT wait until the last minute to get started.

Estimated Timeline for 2017-18 NYSAA Testing

- NYSAA Test Coordinators Attend Hands-On Computer Based Training (December)
- NYSAA Test Coordinator Creates Student Rosters in KITE Educator Portal (December-March)
- NYSAA Test Administrators Complete Self Directed Online Training (December-March)
- NYSAA Test Coordinator and SPOC install KITE Client onto Testing Devices (January-March)
- NYSAA Assessment is Administered to Eligible Students (March-June)

Key Information and Noteworthy Updates: January 2018 Regents

January 2018 Regents Administration Schedule

JANUARY 22 MONDAY	JANUARY 23 TUESDAY	JANUARY 24 WEDNESDAY	JANUARY 25 THURSDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts RCT in Mathematics*	RE in U.S. History & Government Geometry	RE in Global History & Geography Physical Setting/Physics* RCT in Reading*	Physical Setting/Earth Science Physical Setting/Chemistry RCT in Global Studies*
1:15 p.m.	1:15 p.m.	1:15 p.m.	<u>Uniform Admission Deadlines</u>
Living Environment RCT in U.S. History & Government*	Algebra I RCT in Writing	Algebra II RCT in Science*	Morning Examinations – 10:00 a.m. Afternoon Examinations – 2:00 p.m.

* 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.

Note: January 2018 is the final administration of the current version of the Global History and Geography Regents exam.

Key Information and Noteworthy Updates: June 2018 Regents

June 2018 Regents Administration Schedule

June 5 TUESDAY	June 12 TUESDAY	June 13 WEDNESDAY	June 14 THURSDAY	June 15 FRIDAY	June 18 ^o MONDAY	June 19 TUESDAY	June 20 WEDNESDAY	June 21 THURSDAY	June 22 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY
TRANSITION EXAM - RE in Global History & Geography ♦	English Language Arts	RE in U.S. History & Government	Physical Setting/ Earth Science		RCT in Mathematics* <small>* World Language Assessments suggested date/time: Locally developed Checkpoint A Exams</small>	Geometry	Physical Setting/ Chemistry RCT in Global Studies*	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.	
	Algebra I	Living Environment	Algebra II		RCT in U.S. History & Government* <small>* World Language Assessments suggested date/time: Locally developed Checkpoint B Exams</small>	Physical Setting/ Physics	RCT in Writing	RCT in Science*	

Note: June 15th is the Eid al-Fitr holiday and some schools may be closed.

Transition Exam in Global History

The Transition Regents Examination in Global History and Geography will be administered for the first time on June 5. In June 2018, the transition exam will be the *only* Global History and Geography exam available to students.

>The transition exam will be similar in format to the current Global History and Geography Regents exam, but will only cover content from 1750–present and will have fewer multiple choice questions.

Note: Although the exam will be administered on June 5, final scores may not be available in ATS until June 22 “Rating Day.”

>Consider the availability of Global History and Geography scores in June 2018 when planning graduation ceremonies, printing report cards, etc.

School Year	January	June	August
2016–17	Current Global History and Geography Regents exam	Current Global History and Geography Regents exam	Current Global History and Geography Regents exam
2017–18	Current Global History and Geography Regents exam	Transition exam only	Transition exam only
2018–19	Transition exam only	Transition exam AND new Global History and Geography II Regents exam	Transition exam AND new Global History and Geography II Regents exam
2019–20	Transition exam AND new Global History and Geography II Regents exam	Transition exam AND new Global History and Geography II Regents exam	New Global History and Geography II Regents exam
2020–21	New Global History and Geography II Regents exam	New Global History and Geography II Regents exam	New Global History and Geography II Regents exam

January 2018 Administration Guidance: Prior to Exam Administration

Requests Additional Regents Exams (If Needed)

The deadline for schools to place exam orders for the January Regents administration was **November 17!** If after the deadline, you realize that you need additional exam materials, please complete the following steps:

Step 1: Complete a January Regents Test Request Form and fax it to NYSED at (518) 474-2021.

> **Note:** Be sure to include your school's BEDS Code.

Step 2: After allowing time for your fax to be processed, call the NYSED Operations Group at (518) 474-8220 to confirm that your request was received.

Step 3: Email or fax a copy of the completed request form to your BAID.

Step 4: Bring the test request form, printed on school letterhead and signed by the principal to the Regional Center, along with your photo ID on the day of exam administration. Morning exams can be released from Regional Centers beginning at 7am, and afternoon exams may be released beginning at 11am in January.

Avoid Common Mistakes Related to Exam Collections

- The Regional Centers are for true emergencies (Ex: exams were ordered on time, but UPS sent them to another state by accident). **Submit a request for additional exams as soon as you know you are short, and don't want until the last minute!** We receive only a very limited supply of "extra exams" and will not have enough to give you, if you don't request them in advance.
- If you wish to administer an exam early, you **MUST** submit an on time exam order.

Assign Staff for Scoring

PLEASE NOTE: Charter Schools are not eligible to participate in the district's Regent's Scoring Administration program. The language 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 Non Secure Testing Materials

Schools that placed **on-time orders** for January Regents exams will receive non-secure testing materials from the NYCDOE Scan Center, delivered by Deluxe Courier.

Non Secure Materials	
ELA Essay Booklets Global/US History Essay Booklets Chemistry, Earth Science & Physics Reference Tables Large Polybags ----- 24lb (92 bright) Paper Regents Packing Boxes Box Labels	January 3 - 19

New! In the 2017-18 school year, there will no “Box B”. Schools administering January Regents will receive packing boxes, box labels, one or more reams of 24lb (92 bright) paper, and boxes of non-secure materials containing the items listed above the dotted line.

- **New!** Schools will no longer receive translated editions of the science reference tables or RCT Writing books. If you need translated reference tables or RCT writing books, you must print them from the NYSED website!

Print Answer Documents in ATS

January Regents ATS printing will open on January 8th. Before printing answer documents, complete the following steps:

Step 1: Confirm that the printer tray contains 24lb (92 bright) testing paper provided by the NYCDOE Scan Center (**Note:** The paper may not arrive at your school until after January 8th).

Step 3: Check the printer's toner cartridge and ensure that you have an extra one on hand in case you run out of ink. Have your printer serviced in advance of printing if needed!

Step 4: Print one section of answer documents and scan the Trailing Test Page to ensure that the print was successful *before* you print answer documents for your entire school. Continue to scan the trailing test pages that are printed with each section of ten or more students.

Avoid Common Mistakes Related to Printing

- **Do NOT purchase generic toner.** Use Lexmark brand toner to print answer documents.
- **Do NOT wait until students have already used the answer documents before trailing test pages are scanned.** Scan the Trailing Test Page and confirm that it was successful after you print each section.
- **Do NOT wait until the last minute to print answer documents or repair or replace your scanner!**
- **Do NOT wait until the last minute to make grade changes in ATS**

Reminder! Detailed directions on the printing of student answer documents in ATS can be found in the *Regents Scanning Handbook* in [The Charter Schools Wiki – Assessment Page](#)

Physics Answer Document

Reminder! In January, the Physics exam is a **restricted exam**, and the answer document is only one page.

> **Note:** The one-page answer document that you will print from ATS is used by scorers only, and is not distributed to students.

Page no.: _____

The University of the State of New York
Regents High School Examination
Physical Setting/Physics
Exam Date: Wednesday, January 24, 2018
Exam Time: 9:15 a.m. - 12:15 p.m., only

Name: _____
NYC Student ID: _____
Exam/Section: _____ Room: _____
Teacher Name: _____

Student absent
 Did not meet lab requirements

Part A and B-1 Multiple choice score (0 - 50)

Part B-2

Enter Raters/Scorers' # (3 digits)

Part C

Enter Raters/Scorers' # (3 digits)

Example score of 45

Print Raters/Scorers' Names (minimum of two)

Numbers (3 digits)

Exam invalidated

Principal's initials

IEP or 504 Plan Accommodations (Fill in as many as apply.)

ELL Accommodations (Fill in as many as apply.)

1. Flexibility in scheduling/timing (Excluding Multiple day testing) 2. Flexibility in setting
3. Method of presentation (including Braille/large type/Post-it) 4. Method of response
5. Use of spell-check/grammar-check 6. -- 7. Other 8. Braille 9. Large type 10. Test read
11. Multiple day testing

12. Time extension 13. Separate location 14. Bilingual dictionary/glossary
15. N/A 16. Oral translation 17. Responses written in native language

Print Additional Testing Materials

Schools will be responsible for printing student answer documents and the following testing materials:

Testing Material	Print Source
Student Answer Documents	RGPR in ATS (RGRR for Re-Prints)
Section Attendance Rosters (SARs)	RGRA in ATS Tip! You should print all answer documents for the exam subject before printing SARs in order to ensure the SARs to be accurate.
Rating Sheets & Record Sheets (History & ELA ONLY)	RGRA in ATS Tip! You should print all answer documents for the exam subject before printing rating and record sheets in order ensure they are accurate.
Regents Proctoring Checklist	RGRA in ATS (Note: A copy of the proctoring checklist will be generated at the beginning of each section)
Earth Science Reference Tables in Alternate Languages	NYSED's website or www.NYCDOEAssessment.com

Reminder! You must print student answer documents *before* you will be able to use the RGRA function in ATS to print other testing materials.

Develop Proctoring Assignments

Take into account the following when creating Regents proctoring schedules:

- >Availability of trained staff to serve as proctors.
 - Tip!** Best practice is for teachers not to proctor their own exam subjects wherever possible.
- >Number of students scheduled to sit for an exam, and their testing accommodations (if applicable).
- >Rooms available (and appropriate) for use for test administration.

Tip! Schedule hall monitors so that students do not leave the testing room unescorted until they have completed their exam and the Uniform Statewide Admission Deadline has passed.

Avoid Common Mistakes Related To Proctoring

- **Do NOT schedule field trips or professional development activities** that may jeopardize your ability to score or maintain adequate proctor coverage.
- **Do NOT schedule fire drills during the Regents exam!**

Inventory & Organize Exam Materials

Inventory Regents Exams: Upon delivery of the secure exam materials by UPS, open the Regents chests and inventory the exams to ensure that you received your correct order, but **DO NOT** break the shrink wrap around the exams until the morning of the exam.

> **Note!** If your exam order is not complete, download a [Test Request Form](#) from NYCDOEAssessment.com and follow the instructions on it.

Ready Exam Materials for Proctor Pick Up: Secure and non-secure exam materials should be organized for pick-up by proctors in advance of the exam. Proctors will need the following materials:

1. **Section Attendance Roster**
2. **Regents Proctoring Checklist**
3. **Test Booklets** (**Note:** DO NOT break the shrink-wrap or package these for pick up until the morning of the exam)
4. **Page 1 Answer Documents** (**Note:** There is no Page 1 answer document for the Physics exam in January)
5. **Essay Booklets** (If Applicable for Global History, US History, or ELA ONLY)
6. **Student Information Labels** (Apply Student Information Labels to test and essay booklets)
7. **Other Testing Materials such as pencils, pens, highlighters, calculators, etc.**

Ensure that proctors sign the **Test Material Security Form** when picking up and returning tests.

January 2018 Administration Guidance: During Exam Administration

Perform Active Proctoring

Proctors should complete the following:

1. Track student attendance using the **Section Attendance Roster (SAR)**.
 - Check student ID upon arrival, and have students sign-in and out of the test using the SAR.
 - Annotate the SAR to indicate which students were absent, and which students tested in an alternate language (i.e. The SAR should tell the “story” of the test room).
2. Ensure that **Student Information Labels** are placed on students’ answer and essay booklets.
3. Read the statement on the **Use of Communication Devices** before the test begins.
4. Ensure that students receive the correct answer document, and verify that their name and student ID number is correct before testing begins.
5. Maintain active proctoring throughout the entire test, and **DO NOT** use electronic devices in testing rooms.
 - Circulate around the room to ensure that students are using the correct 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.

6. Ensure that students sign the **declaration** at the bottom of their page one answer document before they leave the testing room and sign out using the SAR.
7. Record the total number of students who were present and absent on the SAR and return all used and unused test materials to the test coordinator (**Note:** Used materials should be returned in alphabetical order).

Tip! See the Test Security 1-pager for guidance on reporting testing irregularities.

January 2018 Administration Guidance: After Exam Administration

Scan Answer Documents

For January 2018 Regents answer documents must be scanned by the following deadline:

Regents Exam Subject	Scanning Deadline
English Language Arts (ELA)	Tuesday, January 23 rd at 12pm
Living Environment	Tuesday, January 23 rd at 12pm
US History & Government	Wednesday, January 24 th at 12pm
Geometry	Wednesday, January 24 th at 12pm
Algebra I	Wednesday, January 24 th at 12pm
Global History & Geography	Thursday, January 25 th at 12pm
Physics*	Thursday, January 25 th at 12pm
Algebra II	Thursday, January 25 th at 12pm
Earth Science	Friday, January 26 th at 12pm
Chemistry	Friday, January 26 th at 12pm

***Reminder!** In January 2018, the Physics exam is restricted, and only the answer documents of absent students will be scanned in your school.

Scan Answer Documents

Avoid Common Mistakes Related to the Scanning of Answer Documents!

- > If multiple sets of answer documents were printed, shred the set that you are not using! **DO NOT** leave duplicates lying around!
- > **DO NOT** scan blank page two answer documents!
- > Run the REDS report in ATS to ensure that your scans were successfully captured, and **DO NOT** rely on the confirmation page alone!
 - > Download the REDS report and open it in Excel to check page 1 answer documents for multiples and omits that may be captured erroneously. If a mistake is identified your principal must then submit a correction in RGTU.

Page 2 Answer Documents

Don't forget!

- > Complete any IEP/504 accommodations.
- > Bubble in alternative language (if applicable).
- > Ensure the correct student's page 2 answer document is inserted into the booklet(s).

The image shows the back of a Living Environment answer document. It includes a header with the University of the State of New York logo and exam details. The main section is divided into Part B-2 and Part D, each with a grid for entering student scores and a list of multiple-choice questions. At the bottom, there are sections for 'Alternate Language' (with checkboxes for Chinese, Haitian Creole, Russian, Spanish) and 'IEP or 504 Plan Accommodations' (with checkboxes for various accommodations like large print, extra time, etc.). A red circle highlights the 'Alternate Language' and 'IEP or 504 Plan Accommodations' sections.



Insert corresponding answer document into booklet.

The image shows the front of a Living Environment answer document. It includes a header with the University of the State of New York logo and exam details. The main section is titled 'LIVING ENVIRONMENT' and includes a date and time: 'Tuesday, June 11, 2013 — 1:15 to 4:15 p.m., only'. Below this are fields for 'Student Name' and 'School Name'. There are two boxes containing instructions: one about the prohibition of communication devices and another about the requirement to sign a declaration. At the bottom, there is a note: 'DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL THE SIGNAL IS GIVEN.' and the text 'LIVING ENVIRONMENT' is printed upside down.

Bubble IEP/504 and/or ELL accommodations, and alternate language versions administered to students.

Q & A

APPENDIX A:

Not Applicable to Charter Schools

APPENDIX B:

Home and Hospital Instruction Students (HHI)

Home and Hospital Instruction (HHI) Students

Student Answer Documents:

- > Home and Hospital borough offices print answer documents for HHI students and provide to HHI proctors.
- > If your school prints documents for students that are then administered exams by HHI proctors, ***do not scan the unused answer documents – discard them.***

Student Exam Materials:

- > HHI proctors may request copies of Regents or RCT exams from Borough Repositories or from your school on the day of exam administration.
 - > If an HHI proctor requests a Regents or RCT exam from your school, s/he will present a letter on DOE letterhead as well as his or her DOE identification.
- > After administering exams to HHI students, HHI proctors will return the completed exam booklets and both answer documents to an HHI Borough Office; no materials will be returned to your school.

APPENDIX C:

Testing Special Populations

Accommodations for ELL and Former ELL Students

Accommodations include all of the following:

- > Time Extension
- > Separate Location
- > Printed 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 English Regents.*)
- > Oral Translation for Lower-Incidence Languages (*Not permitted for the English Regents.*)
- > Writing Responses in the Native Language (*Not permitted for the English Regents.*)

Accommodations For Former ELLs

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

For the 2017-18 school year this accommodation is for students who scored proficient on the spring 2016 or 2017 NYSESLAT.

- **Note:** 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.

When a student completes an exam in a low incidence language:

- Identify the language on the Section Attendance Roster.
- Provide a translation of the student's responses and insert it into the student's test booklet (if possible) as completing an English translation at a scoring site requires hiring professional translators, which can be time consuming and may result in longer wait time for final scores.

School receive funding for translation and interpretation services. For more information about hiring oral translators see the information from the oral translation unit at <http://intranet.nycboe.net/NR/rdonlyres/A3524C6A-658A-4F29-B981-24120E844CD2/0/VendorInformationForSchoolsJan14.pdf>.

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 SESIS or 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 should first consult with your Field Support Center to find out if your student qualifies to use passing RCT score(s) toward graduation requirements.

If you are concerned that a student who entered grade 9 after September 2011 may not be able to graduate due to his/her assessment scores, you should consult with your Field Support Center and review the “High School Academic Policy Guide” (<http://schools.nyc.gov/NR/ronlyres/27BF8558-B895-407A-8F3F-78B1B69F030A/0/AcpolicyHighSchoolAcademicPolicyReferenceGuide.pdf>) as well as the “Overview of Appeals to Graduate with Low Scores on Regents Examinations” (<http://intranet.nycboe.net/NR/ronlyres/7FB4B61B-5D0B-4878-95DA-6A534B39706E/0/Acpolicyappealsfaq.pdf>).