



ASSISTANT COMMISSIONER
Office of Assessment Policy, Development and Administration

November 2010

To: District Superintendents
School Superintendents
Principals of Public, Nonpublic, and Charter High Schools
English Department Chairs and Coordinators
High School English Teachers

From: David Abrams *David Abrams*

Subject: Procedures for Administering the January 2011 Regents Comprehensive Examination in English

This memorandum provides essential information about the first administration of the new Regents Comprehensive Examination in English and addresses the procedures that are unique to this examination and the post-operational score collection process to be implemented for performance standards revisitation. We understand and appreciate the hard work that you and your staff are being called upon to do in order for Statewide scoring and performance standards revisitation to be completed by the end of the January Regents Examination period.

The Regents Comprehensive Examination in English will be administered on the morning of **Tuesday, January 11, 2011**. All schools administering the Regents Comprehensive Examination in English in January 2011 will be participating in a post-operational score collection for performance standards revisitation for this examination. On the afternoon of Wednesday, January 12, all schools will ship their scored answer sheets via UPS to the Department's contractor, Pearson, for score collection and performance standards revisitation. With the cooperation of all schools, the Department will be able to post the conversion chart for the Regents Comprehensive Examination in English on its web site by Friday, January 28.

STUDENTS TO BE TESTED

Only students who have prepared for this examination through completion of appropriate coursework are allowed to take the Regents Comprehensive Examination in English.

REQUESTING EXAMINATION MATERIALS

All regular, large-type, and braille editions of examinations administered during the January 2011 Regents Examination period must be requested through the Department's online examination request system.

Initial online requests for the Regents Comprehensive Examination in English and all other January 2011 secondary-level examinations must be submitted no later than November 12. Within

three business days after the school's January 2011 examination request has been submitted, the principal will be sent a confirmation notice via e-mail indicating the number of examinations to be shipped to the school. **Principals must check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped to the school.**

Schools may **not** request the Regents Comprehensive Examination in English unless it is being administered during the January 2011 examination period. The quantity of examinations requested should match your school's course enrollment plus the quantity needed only for students who previously completed the course of study and are retaking the examination. Schools will not be permitted to request quantities of examinations that substantially exceed the number of reported administrations in January 2010.

SHIPMENT OF EXAMINATION MATERIALS

In early January, all schools that requested the Regents Comprehensive Examination in English will receive a separate shipment of answer sheets from Pearson, the Department's contractor for score collection and performance standards revisitation. **These are the only answer sheets that may be used for the January 2011 Regents Comprehensive Examination in English.**

The answer sheets will be packaged and shipped separately from the school's regular delivery of secure and nonsecure examination materials. The answer sheets will arrive in a white box stamped "**Save Box for Return of Materials.**" In addition to the answer sheets, the white box will contain a prepaid UPS Next Day Air return label and a colored return label provided by Pearson. (See pages 7 and 8.)

It is the principal's responsibility to advise all school personnel handling these answer sheets that the white box received from Pearson **must** be saved for use in returning the students' completed and scored answer sheets. If either the white box or the labels for return shipping are damaged or missing, please immediately contact your regional center.

All schools that requested the Regents Comprehensive Examination in English will also receive essay booklets for students to record their answers to the constructed-response questions. The essay booklets will be included in the shipment of nonsecure materials that will be delivered to schools on January 3 or 4.

CHECKING THE SHIPMENT OF ANSWER SHEETS

The answer sheets will be delivered to schools in early January and will be addressed to the principal. The answer sheets will be pre-slugged with each school's BEDS Code and school name. Each school will receive the same quantity of answer sheets as test booklets for this examination.

Detailed directions for administering and scoring the January 2011 Regents Comprehensive Examination in English will be sent by the Department to all schools that requested this examination. These directions will be included in the shipment of nonsecure examination materials each school will receive on January 3 or 4. A copy of the directions must be provided to all high school personnel who will be proctoring and/or scoring this examination.

Schools are required to complete the top portion and **all** demographic information on the front of the answer sheet for each student prior to the date of the examination. The information to be entered on the answer sheet in **No. 2 pencil** is as follows:

- student and English teacher (print names)
- local student ID number and date of birth (write numbers and fill in grids)
- student's grade level (darken circle)
- sex, ethnicity, and all other demographic information (darken circles)

Be sure when completing this information for any students identified as an English language learner or as having a disability that you fill in any testing accommodations that apply.

ADMINISTERING THE EXAMINATION

The Regents Comprehensive Examination in English will be administered on the morning of January 11. All necessary arrangements for implementing testing accommodations, such as extended time, should be planned well in advance of the test date. There will be no make-ups prior to June 2011 for weather-related cancellations.

As with all secondary-level State examinations, the Uniform Statewide Admission Deadline must be strictly observed. Do not permit any students under any circumstances to hand in their test materials and leave the examination room before the Uniform Statewide Admission Deadline of 10:00 a.m. for morning examinations.

Supplies Needed to Administer the Examination:

- *No. 2 Pencils.* For the January 2011 administration, students must record their responses to the multiple-choice questions (Parts 1, 2, and 3) on the separate answer sheet by darkening circles with a No. 2 pencil.
- *Answer Sheets.* **Only the answer sheets sent by Pearson can be used for the administration of this January 2011 examination.** Schools may **not** substitute any other answer sheets for those provided by Pearson for this examination. Schools are also prohibited from having students complete a second answer sheet for this or any other State examination. For the January 2011 administration, a detachable answer sheet will *not* be included as part of the examination booklet.
- *Essay Booklets.* Essay Booklets for students to record their answer to the constructed-response questions (26, 27, and 28) will be included in the shipment of nonsecure materials sent to schools in early January.

SCORING THE EXAMINATION

Schools will receive scoring overlays for the hand scoring of the multiple-choice questions. The shrink-wrapped packages containing the scoring overlays may not be opened prior to the Uniform Statewide Admission Deadline of 10:00 a.m. for all morning examinations. Printed copies of the scoring key and rating guide **will not** be sent to schools. Instead, the scoring key and rating guide will be made available on the Department's web site at: <http://www.p12.nysed.gov/osa/scoring/home.html>. Schools must print sufficient copies to supply one to each rater. Posting time for the scoring key and rating guide for this examination will be approximately 11:00 a.m.

Beginning in January 2011, all Scoring Key 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 January 11 that provides the password for the Scoring Key and Rating Guide for the Regents Comprehensive Examination in English. In order to access this document, all schools will be required to enter the password sent to the principal by the Department.

As part of the score collection process, schools will be required to score the examination; make a school record of the total multiple-choice and constructed-response scores earned by each student; **make a photocopy of both sides of each scored answer sheet for school retention**; and have the scored original answer sheets ready to ship to Pearson by 2:00 p.m. on **Wednesday, January 12**. UPS will arrive at all schools between the hours of 2:00 p.m. and 5:00 p.m. to pick up the box(es). It is the principal's responsibility to ensure that a staff member is available during that time to provide the box(es) to UPS.

On Monday or Tuesday, January 10–11, all schools will receive an e-mail from UPS confirming pick-up of the box(es) between the hours of 2:00 p.m. and 5:00 p.m. on Wednesday, January 12. The e-mail will also provide a confirmation number which should be referenced when addressing any questions to UPS. E-mail any questions concerning your school's UPS pick-up by replying to the confirmation e-mail you receive from UPS. If UPS arrives for pick-up earlier than 2:00 p.m. and before the answer sheets are scored and ready to ship, or if UPS does not arrive by 4:45 p.m., you should call UPS at 800-742-5877 to reschedule. Cite the confirmation number provided in the e-mail from UPS.

Teachers of subjects other than English may use the scoring overlays to score the multiple-choice questions and tabulate students' total scores on the multiple-choice questions; this will enable the English teachers to focus on scoring the students' constructed responses.

When scoring the examination:

- use only a No. 2 pencil to score
- use scissors to cut out the rectangle indicated at the bottom of the overlay, but do not make any perforations elsewhere on the scoring overlay
- do **not** make any marks on the answer sheet, other than in the spaces provided for recording scores
- do **not** machine scan the answer sheets. Marking up or scanning these answer sheets will interfere with the score collection.

Questions During Scoring. Help will be available to answer scoring questions on the Regents Comprehensive Examination in English from 10:00 a.m. to 5:00 p.m. on January 11 and 7:30 a.m. to 5:00 p.m. on January 12; the phone number will be provided in the teacher's directions and in the rating guide.

With all schools' cooperation in following the procedures detailed in this memorandum, the conversion chart for this examination will be made available on the Department's web site by Friday, January 28. The conversion chart, which enables teachers to determine the students' final examination scores, will be posted at: <http://www.p12.nysed.gov/osa/concht/home.html>. All schools should have made careful record of each student's total multiple-choice and total constructed-response score, in addition to **retaining the photocopies of the front and back sides of each student's answer sheet**, in order to determine the final examination score.

RETURNING THE ANSWER SHEETS

STEP-BY-STEP INSTRUCTIONS

1. Score all of the students' responses strictly in accordance with the scoring key and rating guide for the examination provided by the Department. Scorers record the scores for each constructed-response question (Questions 26, 27, 28), the students' total score for the multiple-choice questions, and the total score for the constructed-response questions in the designated places on the back of each answer sheet. Use only a No. 2 pencil to record the scores on the answer sheets. Do **not** use pen. Do **not** affix any labels to the answer sheets.
2. Make a record to be retained in the school of the total multiple-choice and total constructed-response score earned by each student. The Department will provide a recordkeeping form for this purpose as part of the Information Booklet for Scoring the January 2011 Regents Comprehensive Examination in English.
3. Schools **must** photocopy **both sides** of each scored answer sheet to provide a temporary record while the answer sheets are being scanned by Pearson and as a safeguard should the answer sheets become lost in transit.

4. Return the completed original answer sheets only; do **not** return blank answer sheets or any answer sheets on which the student declaration is unsigned.
5. Schools **must** use the white box in which the school's answer sheets were delivered for their return to Pearson. Affix both labels (UPS and Pearson's) to the box. If the box or the shipping labels in the box are lost or damaged, contact your regional center immediately.
6. The boxes containing the original scored answer sheets must be ready for pick up by 2:00 p.m. on Wednesday, January 12. UPS will arrive between the hours of 2:00 p.m. and 5:00 p.m. It is the principal's responsibility to ensure that a staff member is available during that time to provide the box(es) to the UPS driver. If UPS arrives for pick up prior to 2:00 p.m. and before the answer sheets are scored and ready to ship, or if UPS does not arrive by 4:45 p.m., please call UPS at 800-742-5877 to reschedule. Please have your confirmation number ready when you call.

Attached for your information is a chart of important dates and activities associated with the first administration of this new examination. See page 7.

All schools will receive future e-mailings to address procedures specific to the Regents Comprehensive Examination in English. Additional information regarding the Regents Comprehensive Examination in English can be found at:

<http://www.p12.nysed.gov/osa/english/>

The Office of Assessment Policy, Development and Administration is seeking New York State high school certified English teachers, special education teachers, and English as a second language teachers to assist in performance standards revisitation, test form reviews, and other test development activities. Please download and complete the appropriate application found at:

<http://www.p12.nysed.gov/osa/teacher/>

ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMINATIONS

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State assessments where teachers may respond to several specific questions and may make suggestions. Go to <http://www.p12.nysed.gov/osa/teacher/evaluation.html> to complete and submit your evaluation of any examination.

Again, we thank you for the hard work you are undertaking with the help of your faculty and staff in assisting us in the preparations for the new Regents Comprehensive Examination in English.

IMPORTANT DATES: JANUARY 2011 REGENTS COMPREHENSIVE EXAMINATION IN ENGLISH

| Date | School Action/Activity |
|----------------------------------|---|
| October 8 – November 12 | Schools make initial online request for the Regents Comprehensive Examination in English and all other examinations for January 2011. Three days after the initial online request is submitted, the school will receive a confirmation notice via e-mail. Check the confirmation notice carefully. |
| November 12 – 24 | Schools make supplemental requests submitted via the Department’s online examination request system. |
| January 3 – 5 | The answer sheets from Pearson arrive at schools. Ensure staff is available to receive UPS shipment of white boxes from 8:00 a.m. to 4:00 p.m. |
| January 3 – 6 | Inventory answer sheets to verify quantity received and correct BEDS Code and school name. Make sure the school saves : <ol style="list-style-type: none"> 1. The white boxes in which Pearson’s answer sheets were shipped for use in returning the scored answer sheets to Pearson. 2. The UPS return services label and Pearson’s colored return label enclosed in the boxes. |
| January 3 – 10 | Complete all student demographic information on the top portion of the answer sheets in pencil. |
| January 3 – 10 | Review Individualized Education Programs (IEPs) and 504 Accommodation Plans to ensure testing accommodations for students with disabilities will be implemented. Review testing accommodations to be provided to English language learners to ensure implementation. |
| January 3 – 4 | The nonsecure shipment from the Department which includes the essay booklets and teacher directions arrive at schools. Provide copies of the teacher’s directions to all proctors for the Regents Comprehensive Examination in English. Make sure that the correct quantities of No. 2 pencils are available. |
| January 11 Morning Session | Administer the Regents Comprehensive Examination in English during morning session. Scoring materials will be posted at approximately 11:00 a.m. on the Department’s web site at http://www.p12.nysed.gov/osa/scoring/home.html . Schools must print sufficient copies to supply one to each rater. |
| January 11 – 12 | Score the Regents Comprehensive Examination in English, photocopy both sides of the scored answer sheets, and record the total multiple-choice and constructed-response score earned by each student. The original scored answer sheets must be ready to ship to Pearson by no later than 2:00 p.m. |
| January 12 2:00 p.m. – 5:00 p.m. | UPS will arrive between the hours of 2:00 p.m. and 5:00 p.m. It is the principal’s responsibility to ensure that a staff member is available during that time to provide the box(es) to the UPS driver. If UPS arrives before 2:00 p.m. and before the answer sheets are scored and ready to ship, or if UPS does not arrive by 4:45 p.m., please call UPS at 800-742-5877 to reschedule. Please have your confirmation number ready when you call. |
| January 13 – January 27 | Performance standards revisitation is conducted by the Department and Pearson. |
| January 28 | Department posts the conversion chart for the Regents Comprehensive Examination in English on its web site at: http://www.p12.nysed.gov/osa/ . |

SAMPLE COLORED RETURN LABEL PROVIDED BY PEARSON

P-0003 S-00001

SAMPLE HIGH SCHOOL

300000000000

**A. SAMPLE
1 SCHOOL STREET
ACADEMIA, NY 11101**

SCHOOL: BOX ____ OF ____

**NY English—January 2011
Pearson
905 West Howard Lane
Austin, TX 78753**

ANSWER DOCUMENTS



781-947-001 0006835759 ANS

SAMPLE UPS NEXT DAY AIR LABEL PROVIDED BY PEARSON

| | | |
|---|--|---|
| A. SAMPLE SAMPLE HIGH SCHOOL 1 SCHOOL STREET ACADEMIA, NY 11101 | 5 LBS RS | 1 OF 1 |
| SHIP TO: NY English—January 2011 Pearson 905 West Howard Lane Austin, TX 78753 | | |
|  | IA 522 0-10  | |
| UPS NEXT DAY AIR | | 1 |
| TRACKING #: 1Z 11A F10 84 9132 9801 | | |
|  | | |
| BILLING: P/P DESC: ANSWER SHEETS RETURN SERVICE | | |
| Ref: 1: 2010882103 | | |
| <small>GS 11.6.11: WOPES0 84 06/30/2008</small> | |  TM |

Serial Number

102527

COMPREHENSIVE EXAMINATION IN ENGLISH

January 2011



Use a #2 pencil when completing this section.

SCHOOL USE ONLY

Student Name _____

| Comprehensive Examination in English | | | | PRINT Rater's/Scorer's Name | |
|--------------------------------------|----------------|-------------------------|---------------------------|------------------------------|------------------------|
| Constructed-response (CR) Questions | Maximum Credit | Credits Earned | | Rater's/Scorer's Code Letter | |
| Part 3 26 | 2 | <input type="radio"/> 0 | <input type="radio"/> 1 | <input type="radio"/> 2 | A B C D E F G H I J |
| 27 | 2 | <input type="radio"/> 0 | <input type="radio"/> 1 | <input type="radio"/> 2 | A B C D E F G H I J |
| Part 4 28 | 6 | <input type="radio"/> 0 | <input type="radio"/> 0.5 | <input type="radio"/> 1 | A B C D E F G H I J |
| | | <input type="radio"/> 1 | <input type="radio"/> 1.5 | <input type="radio"/> 2 | |
| | | <input type="radio"/> 2 | <input type="radio"/> 2.5 | <input type="radio"/> 3 | |
| | | <input type="radio"/> 3 | <input type="radio"/> 3.5 | <input type="radio"/> 4 | |
| | | <input type="radio"/> 4 | <input type="radio"/> 4.5 | <input type="radio"/> 5 | |
| | | <input type="radio"/> 5 | <input type="radio"/> 5.5 | <input type="radio"/> 6 | |
| | | <input type="radio"/> 6 | | | |

PRINT Rater's/Scorer's Name

A _____

B _____

C _____

D _____

E _____

F _____

G _____

H _____

I _____

J _____

If the total score ends in .5, round that score up to the nearest whole number.

TOTAL SCORE FOR QUESTIONS 26, 27, AND 28

MAX = 10

(FROM OTHER SIDE) TOTAL MC SCORE

MAX = 25