



David Abrams, Assistant Commissioner  
Office of Standards, Assessment and Reporting

February 2010

**TO:** District Superintendents  
School Superintendents  
Principals of Public and Nonpublic Secondary Schools  
Principals of Charter Schools  
Commissioner's Advisory Council of Nonpublic Schools  
Chairpersons and Supervisors of Mathematics Instruction

**FROM:** David Abrams 

**SUBJECT:** Procedures for Administering the June 2010 Regents Examination in  
Algebra 2/Trigonometry

This memorandum provides information about the first administration of the new Regents Examination in Algebra 2/Trigonometry and addresses the procedures that are unique to this examination and the post-operational score collection process to be implemented for standard setting. We understand and appreciate the hard work that you and your staff are being called upon to do in order for statewide scoring and standard setting to be completed by the end of the June Regents Examination period.

The Regents Examination in Algebra 2/Trigonometry will be administered on the morning of Tuesday, June 15, 2010. **All** schools administering the Regents Examination in Algebra 2/Trigonometry in June 2010 will be participating in a post-operational score collection for standard setting this examination. **All** schools will ship their scored answer sheets to the Department's contractor, Pearson, for score collection and standard setting via UPS on Wednesday, June 16, 2010. With the cooperation of all schools, the Department will be able to post the conversion chart for the Regents Examination in Algebra 2/Trigonometry on its web site by the Rating Day, Thursday, June 24.

#### **STUDENTS TO BE TESTED**

Only students who have prepared for this examination through completion of appropriate coursework should be allowed to take the Regents Examination in Algebra 2/Trigonometry.

#### **REQUESTING EXAMINATION MATERIALS**

All regular, large-type, and braille editions of examinations administered during the June 2010 Regents Examination period must be requested through the Department's online examination request system.

Initial online requests for the Regents Examination in Algebra 2/Trigonometry and all other June 2010 secondary-level examinations must be submitted no later than March 22. Within two business days after the school's June 2010 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 carefully 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 Examination in Algebra 2/Trigonometry unless it is being administered during the June 2010 examination period. After the June examination period has ended, review copies of the examination will be sent to all schools that do not request the Regents Examination in Algebra 2/Trigonometry for June 2010 administration.

#### **SHIPMENT OF EXAMINATION MATERIALS**

During mid- to late May, all schools that requested the Regents Examination in Algebra 2/Trigonometry will receive a separate shipment of answer sheets from Pearson, the Department's contractor for score collection and standard setting. **These are the only answer sheets that may be used by students taking the June 2010 Regents Examination in Algebra 2/Trigonometry.** A copy of the front and back sides of the Pearson answer sheet is attached for your information. See pages 11-12.

The answer sheets will be packaged and shipped separately from the school's regular delivery of secure and non-secure examination materials. The Pearson 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 9-10 for images of the labels.

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 the Office of State Assessment by fax (518-474-2021) to obtain replacements.

#### **CHECKING THE SHIPMENT OF ANSWER SHEETS**

The Pearson answer sheets will be delivered to schools during mid- to late May and will be addressed to the principal. The answer sheets (sample attached) 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 June 2010 Regents Examination in Algebra 2/Trigonometry 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 no later than the end of the first full week of June. 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 **pencil** is as follows:

- student and mathematics 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 having a disability or as an English language learner that you also fill in as many accommodations as apply.

## ADMINISTERING THE EXAMINATION

The Regents Examination in Algebra 2/Trigonometry will be administered on the morning of June 15. All necessary arrangements for implementing testing accommodations, such as extended time, should be planned well in advance of the test date.

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:

- *Graphing Calculators.* Schools must make a graphing calculator available for the exclusive use of each student while that student takes the Regents Examination in Algebra 2/Trigonometry. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator may not be used. During the examination, students may not use calculators that are capable of symbol manipulation or that can communicate with other devices through any means, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators.
- *Ruler or Other Straightedge.*
- *No. 2 Pencils.* For the June 2010 administration, students **must** record their responses to the multiple-choice questions (Part I) on the separate answer sheet by darkening circles with a No. 2 pencil. Please make sure that students sign the student declaration in pencil as well to facilitate scanning.
- *Blue or Black Pens.* Students will write their answers to questions in Parts II, III, and IV in the examination booklet using blue- or black-inked pens. For these questions, students should write all work in pen except for graphs and drawings, which should be done in pencil.
- *Scrap Graph Paper.* Scrap paper is *not* permitted. Students may use the blank spaces and the page of graph paper included in the examination booklet as scrap paper. The scrap graph paper will not be graded. However, schools should have a supply of graph paper available for students who request it in the event that they need to change their work on graphs.
- *Answer Sheets.* **Only the Pearson answer sheets can be used for the administration of this June 2010 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 June 2010 administration, a detachable answer sheet will not be included as part of the examination booklet.

## SCORING THE EXAMINATION

As with all secondary-level State examinations, the scoring materials may **not** be opened prior to the Uniform Statewide Admission Deadline of 10:00 a.m. for all morning examinations. Mathematics teachers may begin preparation for scoring the examination earlier **on that day** solely by reviewing the examination booklet.

As part of the score collection process, schools will be required to score the examination; make a school record of the total raw score earned by each student; make a photocopy of each scored answer sheet for school retention; and have the scored original answer sheets ready to ship to Pearson by 2 p.m. on **Wednesday, June 16**. UPS will arrive at all schools between the hours of 2 p.m. and 5 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 the UPS driver.

On Monday or Tuesday, June 14-15, all schools will receive an e-mail from UPS confirming pick-up of the Pearson box(es) between the hours of 2 p.m. and 5 p.m. on Wednesday, June 16. 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 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 and cite the confirmation number provided in the e-mail from UPS.

Teachers of subjects other than mathematics may score the multiple-choice questions and tabulate students' total raw scores; this will enable the mathematics teachers to focus on scoring the students' constructed responses. Schools will receive scoring overlays to help with manual scoring of the multiple-choice questions on this examination. The scoring overlays will be included in the shrink-wrapped package of scoring materials that are sent to the school for the Tuesday, June 15, 2010, morning session.

#### **When scoring the examination:**

- use only a number 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 Pearson answer sheet, other than in the spaces provided for recording scores
- **do not** machine scan the Pearson answer sheets. Marking up or scanning these answer sheets will interfere with the score collection.

*Questions During Scoring.* Help with scoring questions on the Regents Examination in Algebra 2/Trigonometry will be available from 10:00 a.m. to 5:00 p.m. on June 15 and from 7:30 a.m. to 5:00 p.m. on June 16; the phone number will be provided in the teacher's directions and in the rating guide.

With all schools' cooperation in carefully following the procedures detailed in this memorandum, the conversion chart for this examination will be made available on the Department's web site no later than Thursday, June 24, which is the Rating Day for the June 2010 examination period. The conversion chart, which enables teachers to convert the raw score to the scale score, will be posted at: <http://www.emsc.nysed.gov/osa/concht/home.html>. All schools should have made careful record of each student's raw score, in addition to retaining the photocopy of each student's answer sheet, in order to convert raw scores to scale scores. It is recommended that once the conversion chart has been posted, all student answer papers that received a scale score of 60-64 be scored a second time to ensure the accuracy of the score.

#### **RETURNING THE PEARSON ANSWER SHEETS**

##### **STEP-BY-STEP INSTRUCTIONS**

1. Score all of the students' responses strictly in accordance with the scoring key for the examination provided by the Department. Scorers record the raw scores for each constructed response question (Questions 28 – 39), the students' total raw score for each of the four parts of the examination, and the total raw score in the designated places on the back of each answer sheet. Use only a number 2 pencil to score. Do **not** use pen. Do **not** use labels.
2. Make a careful record to be retained in the school of the total raw score earned by each student. The Department will provide a recordkeeping form for this purpose as part of the detailed directions for administering and scoring the June 2010 Regents Examination in Algebra 2/Trigonometry.
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 only the completed original answer sheets; **do not** return to Pearson 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) to the box. If the box or the shipping

label in the box are lost or damaged, contact the Office of State Assessment by fax at 518-474-2021.

6. The boxes containing the original scored answer sheets must be ready for pick up by 2 p.m. on Wednesday, June 16. UPS will arrive between the hours of 2 p.m. and 5 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 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. 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.

The Department has established an e-mail address dedicated solely to handling questions regarding the content of the new mathematics assessments and the transition from Mathematics A and Mathematics B to Integrated Algebra, Geometry, and Algebra 2/Trigonometry. Please use [emscinfo@mail.nysed.gov](mailto:emscinfo@mail.nysed.gov) for the quickest response to your questions on these topics. All schools will receive future mailings to address procedures specific to the Regents Examination in Algebra 2/Trigonometry. Additional information and an earlier memorandum regarding the Regents Examination in Algebra 2/Trigonometry can be found at:

<http://www.emsc.nysed.gov/osa/math/>

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

<http://www.emsc.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.emsc.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 Examination in Algebra 2/Trigonometry.



**JUNE 2010 REGENTS EXAMINATION IN ALGEBRA 2/TRIGONOMETRY  
IMPORTANT DATES**

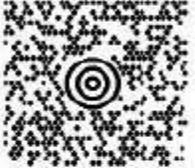
<b>Date</b>	<b>School Action/Activity</b>
February 15 – March 22	Schools make initial online request for the Regents Examination in Algebra 2/Trigonometry and all other examinations for June 2010. Two days after the initial online request is submitted, the school will receive a confirmation notice via e-mail. Check the confirmation notice carefully.
March 22 – April 5	Schools make supplemental requests submitted via the Department's online examination request system.
May 14 – 28	Pearson answer sheets arrive at schools. Make staff available to receive UPS shipment of white boxes from Pearson from 8:00 a.m. – 4:00 p.m.
May 14 – 28	Inventory answer sheets to verify quantity received and correct BEDS Code and school name. Make sure the school saves: 1. The white boxes in which the Pearson answer sheets were shipped for use in returning the scored answer sheets to Pearson. 2. The UPS return services label and the colored Pearson return label enclosed in the boxes.
May 14 – June 8	Complete all student demographic information on the top portion of the answer sheets in pencil.
May 14 – June 8	Make sure that the correct quantities of graphing calculators, straightedges, No. 2 pencils, and blue/black pens are available.
May 14 – June 8	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.
May 14 – June 8	Provide copies of the teacher's directions to all proctors for the Regents Examination in Algebra 2/Trigonometry.
June 15	Administer the Regents Examination in Algebra 2/Trigonometry during morning session.
June 16	Score the Regents Examination in Algebra 2/Trigonometry, photocopy both sides of the scored answer sheets, and record the total raw score earned by each student no later than 2 p.m.
June 16 2:00 p.m. – 5 p.m.	UPS will arrive between the hours of 2 p.m. and 5 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 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. Please have your confirmation number ready when you call.
June 21 – June 22	Standard setting is conducted by the Department and Pearson.
June 24 Rating Day	Department posts the conversion chart for the Regents Examination in Algebra 2/Trigonometry on its web site at: <a href="http://www.emsc.nysed.gov/osa/">http://www.emsc.nysed.gov/osa/</a> .



**COLORED RETURN LABEL PROVIDED BY PEARSON**

	<b>P-0003 S-00001</b>
<b>SAMPLE HIGH SCHOOL</b>	<b>300000000000</b>
<b>A. SAMPLE 1 SCHOOL STREET ACADEMIA, NY 11101</b>	
	<b>SCHOOL: BOX ____ OF ____</b>
<b>NY A2/TRIG - JUNE 2010</b>	
<b>PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245-9555</b>	
<b>ANSWER DOCUMENTS</b>	
	
<b>781-947-001 0006835759 ANS</b>	

**UPS NEXT DAY AIR LABEL PROVIDED BY PEARSON**

A. SAMPLE SAMPLE HIGH SCHOOL 1 SCHOOL STREET ACADEMIA, NY 11101	5 LBS	1 OF 1
<b>SHIP TO:</b> PEARSON 2510 N DODGE ST <b>IOWA CITY IA 52245</b>		
	<b>IA 522 0-10</b> 	
<b>UPS NEXT DAY AIR</b>		<b>1</b>
TRACKING #: 1Z 11A F10 84 9132 9801		
		
BILLING: P/P DESC: Documents RETURN SERVICE		
Ref: 1: 2010882103		 TM
<small>CS 11.6.13: WXP200 04/04/2008</small>		

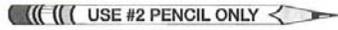


Serial Number

543219

# ALGEBRA 2/TRIGONOMETRY

Tuesday, June 15, 2010 — 9:15 a.m. to 12:15 p.m. only



Use a #2 pencil when completing this section.

## SCHOOL USE ONLY

Student Name \_\_\_\_\_

Algebra 2/Trigonometry					PRINT Rater's/Scorer's Name (minimum of three)					
Question	Maximum Credit	Credits Earned			Rater's/Scorer's Code Letter					
Part I 1-27		54	Total - Part I			A B C D E F G H I J				
Part II 28	2	0	1	2	A B C D E F G H I J	A				
29	2	0	1	2	A B C D E F G H I J	B				
30	2	0	1	2	A B C D E F G H I J	C				
31	2	0	1	2	A B C D E F G H I J	D				
32	2	0	1	2	A B C D E F G H I J	E				
33	2	0	1	2	A B C D E F G H I J	F				
34	2	0	1	2	A B C D E F G H I J	G				
35	2	0	1	2	A B C D E F G H I J	H				
Total - Part II					A B C D E F G H I J	I				
Part III 36	4	0	1	2	3	4	A B C D E F G H I J	J		
37	4	0	1	2	3	4	A B C D E F G H I J			
38	4	0	1	2	3	4	A B C D E F G H I J			
Total - Part III					A B C D E F G H I J					
Part IV 39	6	0	1	2	3	4	5	6	A B C D E F G H I J	
Total - Part IV					A B C D E F G H I J					

TOTAL RAW SCORE