

**Directions for Administering and Scoring the  
Regents Examination in  
Physical Setting/Physics  
January 2004 Administration**

The information below and on the next page replaces the instructions pertaining to the administration of the Physical Setting/Physics Examination that appears on page 8 of *Directions for Administering and Scoring Regents Examinations January 2004 Administration*. You may make as many copies of this document as necessary. Please furnish a copy to each teacher who will be proctoring or scoring this examination.

Distribute to each student one examination booklet, face up, one copy of the 2002 Edition of the *Reference Tables for Physical Setting/Physics*, and **one of the separate machine-scannable answer sheets for this examination that were provided to the school in the shipment of secure examination materials**. Instruct the students to check that they have the correct examination booklet for the subject and date. Each student *must* also have a scientific or graphing calculator, protractor, and centimeter ruler for his or her exclusive use during the entire examination.

Instruct the students to follow the directions on the cover for detaching the answer booklet for Part B-2 and Part C and to fill in the heading on the machine-scannable answer sheet and the answer booklet.

Instruct the students to carefully read the directions on the cover for recording their answers. Make sure that students understand that they are to record their answers to the questions in Part A and Part B-1 on the machine-scannable answer sheet and to record their answers to the questions in Part B-2 and Part C in the answer booklet. When all students seem to understand the directions for recording their answers, instruct them to begin the examination.

You *must* conclude the examination exactly three hours after the actual starting time. If students remain at the end of this time, instruct them to stop working, to sign the declaration on the answer sheet, and to put their pencils down. Collect the answer sheets, answer booklets, examination booklets, and reference tables and dismiss the students.

Physics teachers must follow the procedures specified in the *Scoring Key and Rating Guide* for the January 2004 Physical Setting/Physics Regents Examination and in *Information Booklet for Administering and Scoring Regents Examinations in the Sciences* to rate all parts of this examination. When conducting the scoring, the raters must record with a Number 2 pencil the score earned by the student on each question in Part B-2 and Part C on the back of that student's machine-scannable answer sheet. Once the student's responses for all questions have been scored, school personnel must carefully calculate the student's total raw score and, using the conversion chart provided in the rating guide, the student's final test score. The student's total written test score and final score should be written in the appropriate boxes on the machine-scannable answer sheet. The school should be sure to enter the final test scores for all students who take this examination in the school's permanent records for those students.

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To assist the Department in carefully analyzing the test results for this examination, all schools administering this test must, upon completion of scoring and recording of test scores, promptly forward the students' machine-scannable answer sheets to the following address:

GV/WFL EduTech  
Attn: Regents Project  
Eisenhower Building  
Attn: Regents Project  
131 Drumlin Ct.  
Newark, New York 14513-1863

A pre-addressed, pre-paid label for use in returning the machine-scannable answer sheets will be included in the your school's shipment of secure examination materials. This label may be found in the scoring key package that the school receives for Wednesday, January 28, 2004, morning examinations. Schools are advised to make copies of their students' answer sheets before sending them to EduTech. This provides a record of the students' answers for the school's use and protects the student data should a package get lost in the mail. To facilitate the Department's prompt analysis of the test results, schools are asked to complete the scoring of the Physical Setting/Physics Examination and forward the machine-scannable answer sheets to EduTech by Monday, February 2, 2004. The school should retain in its files for a period of one year the answer booklets used by students to record their responses to the test questions in Part B-2 and Part C. These answer booklets should **not** be included in the shipment to EduTech. After scanning, EduTech will return the machine-scannable answer sheets to schools.