



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
89 Washington Avenue
Room 771 EBA
Albany, NY 12234

Office of Elementary, Middle, Secondary and Continuing Education

Steven E. Katz, Bureau Chief
Test Administration and Communications Unit
Office for Standards, Assessment and Reporting
518-474-8220 518-474-2021 (fax)

February 2005

TO: Principals of Public and Nonpublic Secondary Schools
FROM: Steven E. Katz *SEK*
SUBJECT: Procedures for Requesting and Storing the June 2005 Regents Examinations

IMPORTANT: Completed request booklets for the June 2005 examinations must be returned to the Department no later than March 10. Supplemental materials requested by April 10 will be included in the examination shipments to schools. If your school submits any requests after April 10, you may be instructed to obtain some or all of those materials from a regional center on the examination date.

The last two pages of this memorandum are the examination schedules for the June and August 2005 Regents examinations periods. The following items are enclosed with this memorandum:

- a School Data Sheet
- the Examination Request Booklet
- a School Record of Examinations Requested
- a sheet for reporting other schools for which examinations are requested
- a return label

GENERAL INFORMATION

June examination materials must be requested in the enclosed machine-readable booklet, which must be completed and returned intact, with page 8 completed and signed by the principal, no later than March 10. After your request has been processed, you will be sent a confirmation notice indicating the number of examinations to be shipped. The information on the confirmation notice must be carefully checked for accuracy to ensure that the correct quantities of examination materials will be shipped to your school.

Principals who find they need additional materials after the March 10 submission deadline may fax a supplemental request on the school's letterhead to this office at 518-474-2021. Telephone requests are not accepted. Check all confirmation notices as soon as you receive them so supplemental requests, if needed, may be placed by April 10. Administrators requesting additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

REQUESTING ENGLISH LANGUAGE EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for June. Enclose a separate letter with your request booklet if you need sample copies of test booklets for review purposes; these will be shipped after the June examination period. This procedure will reduce the number of test booklets included in the secure shipments and help to ensure the timely packing of all examination materials.

Guidelines for requesting specific materials:

- *Regular test booklets:* Request the exact quantity needed, plus no more than 5% for unanticipated increases.
- *Large-type and braille test booklets:* Large-type and braille test booklets are available for all examinations except the Regents Comprehensive Examination in Hebrew. Request the EXACT number of booklets needed for students whose Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan) specifically requires either of these accommodations. Sample copies of past examinations in large type and braille may be obtained from the New York State Resource Center for the Visually Impaired, 2-A Richmond Avenue, Batavia, NY 14020 (585-343-5384).
- *Answer sheets:*
Regents Examinations and Second Language Proficiency Examinations: Hand-scorable answer sheets are part of most test booklets. You may substitute other types of answer sheets. Separate answer booklets will be provided for the Regents Examinations in French, German, Italian, and Spanish. Essay booklets will be provided for the Regents Examinations in English, Global History and Geography, and United States History and Government.
Regents Competency Tests (RCTs): All schools will be sent answer pads and student identification sheets for the RCT in Writing. Separate answer sheets, which may be machine scored or hand scored using scoring overlays provided by the Department, are provided for the other RCTs. Schools may substitute any other type of answer sheets. Indicate in the request booklet whether you want the Department to send answer sheets for those examinations.¹
- *Teacher dictation copies, scoring keys, and teacher directions:* Sufficient quantities of these materials will be included in the examination shipment, based on the number of test booklets requested.
- *Performance test for the Regents Examination in Physical Setting/Earth Science:* Sufficient quantities of the performance test materials will be included in the nonsecure shipment, based on the number of test booklets requested.
- *Part One materials for the Second Language Proficiency Examinations and Regents Comprehensive Examinations in Languages Other than English:* Sufficient quantities of *Part One: Speaking* for the modern languages and of the oral skills test for Latin will be sent to each school based on the number of test booklets requested.
- *Regents-endorsed diplomas:* These may be requested in the enclosed request booklet and will be shipped with the nonsecure materials for the June 2005 examination period.
- *Braille or large-type auxiliary test materials:* Teacher directions, teacher dictation copies, scoring keys, etc., for English editions of State examinations may be requested for use by teachers with visual disabilities. These materials will be prepared only when written requests from principals are received no later than the March 10 deadline for receipt of original request booklets.

REQUESTING MATERIALS FOR STUDENTS WITH SPECIAL NEEDS

The Regents examinations shown on page 7 of the June 2005 request booklet are available in five languages other than English: Chinese, Haitian Creole, Korean, Russian, and Spanish. Only English-language editions will be provided for other Regents examinations and for the Second Language Proficiency Examinations.

¹ *Answer sheets for New York City public schools:* New York City public schools will be sent the answer pads and student identification sheets for the RCT in Writing, but will not be sent machine-scorable answer sheets for the other RCTs. Special machine-scorable answer sheets for these tests will be provided to New York City public schools by the New York City Division of Assessment and Accountability.

The RCTs and the Native Language Writing Test (NLWT) are provided in languages other than English as part of the alternative competency testing procedures for students with limited English proficiency who are eligible to take them (based on their eligibility for the RCT safety net for students with disabilities). Request only the number of booklets actually needed for administration to students with limited English proficiency who are eligible to take them. Alternative-language editions of the RCTs and the NLWT must be requested in a separate letter signed by the principal and returned with the request booklet. The letter must specify the *exact quantity* of each test needed in each language. Schools must request one extra copy of the NLWT for the rater in each language requested.

The RCTs in Global Studies, Science, and U.S. History and Government are offered in six languages other than English: Chinese, French, Haitian Creole, Korean, Spanish, and Vietnamese. The NLWT and the alternative-language editions of the RCT in Mathematics are available in the 29 languages listed below:

Albanian	French	Italian	Polish	Tagalog
Amharic	German	Japanese	Portuguese	Thai
Arabic	Greek	Khmer	Romanian	Turkish
Burmese	Haitian Creole	Korean	Russian	Urdu
Chinese	Hebrew	Lao	Serbo-Croatian	Vietnamese
Farsi	Hindi	Malay	Spanish	

REQUESTING EXAMINATIONS FOR STUDENTS NOT ENROLLED IN YOUR SCHOOL

If your request booklet includes examinations to be administered to students not enrolled in your school, use the enclosed form entitled “Examinations Requested for Students Enrolled in Other Schools” to indicate the school(s) in which the students are enrolled.

SHIPPING OF EXAMINATION MATERIALS

Examination materials may be delivered in up to five separate shipments; approximate delivery dates are indicated on the following list. These delivery dates are contingent upon our receipt of your school’s request booklet by the March 10 submission deadline.

- *Early April:* Materials for Part One of the Second Language Proficiency Examinations and of Comprehensive Regents Examinations in Languages Other than English
- *Early May:* NLWT materials (The NLWT may be administered anytime after the test materials are received until the end of the Regents examination period.)
- *Mid-May:* Nonsecure test materials, including the Regents-endorsed diplomas, the Earth Science performance tests, and nonsecure materials for the examinations requested for your school
- *Just prior to the examination dates:* Locked Regents boxes containing the secure examination materials

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State examinations must provide any information required on page 8 of the enclosed request booklet and sign the affirmation at the bottom of that page. Your signature indicates that you understand and agree to comply with the examination security requirements described in this memorandum and in the *School Administrator’s Manual*. If arrangements have been made to store examination materials at a location other than the school administering the examinations, this office must receive written verification of the storage arrangements from the person in charge of the “host” storage location before secure examination materials can be shipped to that address.

Secure examination materials must be stored in locked Regents boxes, which must in turn be stored in a Department-approved safe or walk-in vault which meets *all* of the specifications listed below. Newly

constructed vaults, existing vaults that have been modified, or newly purchased safes must be inspected by a Department representative and approved by the Department before secure materials may be stored in any such facility. Approval of such a storage facility is contingent upon its having met *all* of the criteria outlined below. If your school's safe or vault has not been approved (that is, with a secure status code other than "1" indicated on the School Data Sheet), but you believe it meets the criteria outlined below, please contact the Office of State Assessment (518-474-8220 or 518-474-5902) to arrange for an inspection.

WALK-IN VAULTS must have all of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) combination or key lock that allows exiting at all times

SAFES must meet or exceed Underwriters Laboratories (UL) **TRTL-30** performance standards for burglary resistance, and must have:

- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the Regents boxes for the school's typical examination request (minimum acceptable unobstructed inside dimensions: 11"×20"×27")

The principal of a school building that does not have a Department-approved safe or vault must arrange to store Regents boxes containing secure examination materials in an approved safe or vault in another school, school district building, or BOCES building. Principals experiencing difficulty making arrangements for secure storage of examination materials should notify this office at 518-474-8220 or 518-474-5902.

Principals must inform all school building personnel permitted to accept delivery of Regents boxes, either during or after school hours, of the procedures for safeguarding secure examination shipments. Access to any safe or vault where locked Regents boxes are stored must be restricted so as to prohibit entry by students and other unauthorized persons. The locked Regents boxes must be visually inspected daily by the person in charge of the examinations to ensure that they have remained secure.

The vast majority of schools administering secondary examinations have found it convenient to establish, with only a single round of correspondence, an "ongoing" storage plan. Such a plan continues from one academic year to the next, unless and until a school's principal notifies us of the need for change. Please review the accompanying School Data Sheet to determine whether your school must submit an Examination Storage Plan as part of your June 2005 request submission. If a new storage plan is required, please help us simplify your paper flow and ours by initiating an ongoing storage plan.

Every principal requesting State examinations must provide the information required on page 8 of the enclosed request booklet and sign the affirmation at the bottom of the page. If new arrangements are made to store examination materials at a location other than the school administering the examinations, the Department must receive written verification of the storage arrangements from the person in charge of the "host" storage location before secure examination materials can be shipped to that address.

Enclosures

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Office of State Assessment
 Albany, New York 12234

EXAMINATION SCHEDULE JUNE 2005

June 16 <i>THURSDAY</i>	June 17 <i>FRIDAY</i>	June 20 <i>MONDAY</i>	June 21 <i>TUESDAY</i>	June 22 <i>WEDNESDAY</i>	June 23 <i>THURSDAY</i>	June 24 <i>FRIDAY</i>
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
Comprehensive English: Session One RCT in Science*	Comprehensive English: Session Two	<i>Second Language Proficiency Examinations</i> French Italian German Latin Spanish	Regents in Global History & Geography RCT in Reading	Physical Setting/ Earth Science Living Environment	Mathematics B RCT in U.S. History and Government	
1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	<u>UNIFORM ADMISSION DEADLINES</u> Morning examinations — 10:00 a.m. Afternoon examinations — 2:00 p.m.	
Mathematics A	<i>Comprehensive Regents Examinations</i> French Italian German Latin Hebrew Spanish RCT in Mathematics*	RCT in Writing	Regents in U.S. History & Govt.	Physical Setting/Chemistry Physical Setting/Physics RCT in Global Studies		

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

AUGUST 2005 EXAMINATION SCHEDULE

<i>Tuesday August 16</i>	<i>Wednesday August 17</i>
<i>8:30 a.m.</i>	<i>8:30 a.m.</i>
Comprehensive English — Session One Mathematics A Mathematics B RCT in Writing	Comprehensive English — Session Two RCT in Global Studies * RCT in Mathematics * RCT in Science *
<i>12:30 p.m.</i>	
Living Environment Physical Setting/Chemistry Physical Setting/Earth Science RE in Global History and Geography RE in U.S. History and Government RCT in Reading * RCT in U.S. History and Government *	<p style="text-align: center;"><u>Uniform Admission Deadlines</u></p> <p style="text-align: center;">Morning Examinations — 9:15 a.m.</p> <p style="text-align: center;">Afternoon Examinations — 1:15 p.m.</p>

* Available in Restricted Form only.