

October 20, 2009

Dear Educator,

With the Fall Comprehensive English, Integrated Algebra, and Geometry Regents-Year Predictive Assessment window approaching, the Periodic Assessment Team would like to share key information with you about the assessment administration as well as ongoing training and support opportunities, all of which are outlined below under **“Highlights of the Memo.”** As a reminder, this administration is only for students taking the Regents Exam for the first time in January. We encourage you to read this information carefully, as we have revised both the assessments and administration processes based on the educator feedback we received last year.

Please contact the NYC Acuity Helpdesk (866) NYC-6550 or [nycacuity@ctb.com](mailto:nycacuity@ctb.com) with any questions or suggestions throughout this assessment window and the remainder of the school year.

Sincerely,

The Periodic Assessment Team

### **Highlights of the Memo**

#### **Fall Regents-Year Predictive Administration (HS)**

- Assessment Administration Window: Monday, November 9 – Friday, November 20
- Assessment Material Delivery: Tuesday, October 27 – Monday, November 2
- Options for Administration: Schools had the option of selecting from two versions of the English assessment, two versions of the Integrated Algebra assessment, and two versions of the optional Geometry assessment during the selection window in June of 2009. Each version can be administered paper/pencil or online in one or multiple administration periods. Please see the memo below for a full description of the different versions and administration options available.
- Answer Sheet Pick-ups: Schools may call Assessment Distribution Services (ADS) at (800) 840-9965 between November 3 and November 23 for courier pick up (one pick up per school, at no cost to the school). The last date to have your answer documents picked up and scored for this administration is November 24. *Please note that there are two administrations occurring during this window and there will be limited spots available for each day, so please call as soon as possible to secure the pickup date that works best for your school.*
- CTB Scoring: MC items on the Predictive Assessment will be scored by CTB/McGraw-Hill within 5 school days after your answer sheet courier pick up. Schools that choose to administer CR items will score items by hand at the school and enter them in Acuity so that CR results combine with MC results on your school’s reports. Please note: If your school chose to administer the MC/CR version of the assessment, your reports will not be complete in Acuity or ARIS until the CR questions are scored and entered into Acuity.
- Reports: Results from the Fall Regents-Year Predictive will be available 5 school days after your courier pick-up. To access your results, please go to

<http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity/> and click on the Acuity links. All educators can log onto Acuity using the information included in the Reports section below.

- **Training and Support:** The Periodic Assessment Web site is continually updated with current professional development opportunities. To learn about PD offerings, register for upcoming sessions, invite a professional developer to your school, or view previously recorded sessions please visit (and encourage your teachers to visit) <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments> and click on the “Professional Development” link.
- **Additional Information:**
  - **Online Assessment:** Schools planning to administer assessments online should carefully schedule assessments so that no more than one class is administering online at one time. We also encourage the use of wired computer labs over wireless computers to prevent delays during administration. For more information on how to assess students online, please refer to the *Online Assessment Administration Manual* in the “Additional Help” section of Acuity.
  - **Absentee Policy:** If a student is absent on the scheduled assessment administration date and cannot be administered the assessment prior to your school’s scheduled material pick-up, he or she is able to test either online or by paper/pencil provided the assessment administrator will manually score and enter the results into Acuity from the student’s answer sheet. Assignments must be made for online administration by November 27.
  - **Material Destruction:** Predictive Assessment booklets must either be securely destroyed at the school site or stored in a secure location until the Scan Center picks up all secure assessment materials at the end of the school year.

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### **Fall Regents-Year Predictive Administration**

#### **Assessment Administration Window: Monday, November 9 – Friday, November 20**

- The window in which you may administer assessments, with paper/pencil, will run from Monday, November 9 – Friday, November 20. We encourage schools to administer as early in the window as possible.
- The assessments will be available for printing at your school site from Tuesday, October 27 – Friday, November 27.
- Only students taking the corresponding January Regents Exams for the first time should be assessed. Students taking the Regents in June should take the Regents-Year Predictive Assessments in April. The same assessments are delivered during both Regents-Year administration windows. They should be administered at different points in the year based on when a student is scheduled to take the Regents Exams. Giving this assessment in November and April to the same set of students will result in administering the same assessment to the same population twice.

## **Assessment Material Delivery: Tuesday, October 27 – Monday, November 2**

- Delivery- Assessment materials will begin arriving in schools on Tuesday, October 27. If you do not receive all of your materials by the end of the day on Monday, November 2, please contact the NYC Acuity Helpdesk at (866) NYC-6550 and press 1 for assistance.
  - Please note that Large Print and Braille versions will arrive separately prior to the assessment window.
- Check Materials- We strongly urge you to check all assessment material deliveries upon receipt to ensure that you have everything you need for a smooth administration. Please also read the Test Coordinator Guide in the package prior to administering the assessment. Copies of this guide will be available in the “Additional Help” section of the Acuity Web site prior to the administration window.
- Additional Materials Needed- You may print additional copies of the assessment from the Acuity Web site as of October 27. Alternatively, if you would like additional materials printed and shipped to your school, you must contact the NYC Acuity Helpdesk at (866) NYC-6550 or [nycacuity@ctb.com](mailto:nycacuity@ctb.com) by **November 17** at the latest.
  - Blank Answer Sheets- Each school will receive blank answer sheets in accordance with how many assessment booklets were requested through the Periodic Assessment selection tool. When completing a blank answer sheet, please be sure to completely fill in the Student ID and the Test ID number (located on the front of the assessment booklet) so that the answer sheet can be scored quickly and with the correct answer key.
- Material Pick Up- In order for your school to have assessment materials picked up by courier and scored by CTB/McGraw-Hill, schools must call Assessment Distribution Services (ADS) at (800) 840-9965 between November 3 and November 23 (one pick up per school, at no cost to the school). There are a limited number of pick up times available each day, so we encourage you to arrange for your pick up early in the window to ensure that you reserve the time that works best for your school. The last date to have your answer documents picked up and scored for this administration is **November 24**.

## Options for Administering the Fall Regents-Year Predictive

<b>English</b>	
<b>Version 1: Multiple Choice ONLY (26 MC Items)</b>	<b>Version 2: Multiple Choice and Essay (20 MC Items, 1 Essay)</b>
<ul style="list-style-type: none"> <li>• 80–90 minutes of administration (70 minutes of assessment)</li> <li>• One- and two-day administration options</li> <li>• Tasks: Informational Listening, Informational Reading, Graphic, Prose Narrative and Poem</li> </ul>	<ul style="list-style-type: none"> <li>• 80–90 minutes of administration (70 minutes of assessment)</li> <li>• One- and two-day administration options</li> <li>• Tasks: Informational Reading, Graphic, Unified Essay, Prose Narrative and Poem</li> </ul>
<b>Integrated Algebra</b>	
<b>Version 1: Multiple Choice ONLY (24 MC Items)</b>	<b>Version 2: Multiple Choice + Open Ended (30 MC Items, 6 Open Ended Questions)</b>
<ul style="list-style-type: none"> <li>• 45 minutes of administration (35 minutes of assessment)</li> <li>• One-day administration</li> </ul>	<ul style="list-style-type: none"> <li>• 80–90 minutes of administration (75 minutes of assessment)</li> <li>• One- and two-day administration options</li> <li>• Two 2-credit, two 3-credit and two 4-credit open ended questions</li> </ul>
<b>Geometry</b>	
<b>Version 1: Multiple Choice ONLY (28 MC Items)</b>	<b>Version 2: Multiple Choice + Open Ended (28 MC Items, 6 Open Ended Questions)</b>
<ul style="list-style-type: none"> <li>• 45 minutes of administration (35 minutes of assessment)</li> <li>• One-day administration</li> </ul>	<ul style="list-style-type: none"> <li>• 80–90 minutes of administration (70 minutes of assessment)</li> <li>• One- and two-day administration options</li> <li>• Three 2-credit, two 4-credit and one 6-credit open ended questions</li> </ul>

- If your school chose to administer the MC/CR version, you will need to score the CR items at your school site and manually enter those scores into Acuity. Please note that your assessment reports will not be complete in Acuity or ARIS until the CR scores have been entered.
  - Instructions for scoring CR items are contained in the *Assessment Administration Manual*.
- Multiple-choice items on the Predictive Assessment will be scored by CTB/McGraw-Hill and reports displaying results of these items will be available on Acuity 5 school days after courier pick-up. To access your results, please go to <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity/>.
- All educators can log onto Acuity using the following information:
  - Your Acuity username is the same as your DOE Outlook username.
  - Your Acuity password is your 6-digit file number.
  - When you are logged onto Acuity, you can access reports by clicking on “Reports” in the yellow column on the left side of the screen.

- If you have any problems logging onto Acuity, please contact the NYC Acuity Helpdesk at (866) NYC-6550 or [nycacuity@ctb.com](mailto:nycacuity@ctb.com).

### **Training and Support**

- The Periodic Assessment Web site is continually updated with current professional development opportunities. To learn about PD offerings, register for upcoming sessions, invite a professional developer to your school, or view previously recorded videos and presentations, please visit (and encourage your teachers to visit) <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments> and click on the “Professional Development” link.