

THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Fariña, *Chancellor*
DIVISION OF TEACHING & LEARNING – OFFICE OF ASSESSMENT
44-36 Vernon Blvd Room 202, Long Island City, NY 11101



ASSESSMENT MEMORANDUM #4

DATE: October 18, 2016

TO: Home Instruction Regents/RCT Proctors

FROM: Laura Dalla Betta, Director – NY State Assessments
Division of Teaching & Learning

Ramona Pizarro, Principal
Home Instruction Schools

SUBJECT: PROCEDURES FOR JANUARY 2017 NYS REGENTS AND RCTs

Home Instruction teachers and personnel involved in the administration and proctoring of the January 2017 New York State Regents and RCT examinations must read the below guidance.

Exam schedule:

New York State Regents and RCT examinations are administered on a [strict schedule](#), determined by NYSED. Test administration may not be started, under any circumstances, after the Uniform Statewide Admission Deadline. It is the responsibility of the Home Instruction proctor to collect all exam materials and travel to the student's location for test administration in adherence to this schedule. Neither SED nor the NYCDOE is authorized to extend the start time for any student.

EXAM	DATE	START TIME	UNIFORM ADMISSIONS DEADLINE
Global History and Geography	January 24	9:15 am	10:00 am
Physical Setting/Physics	January 24	9:15 am	10:00 am
RCT in Reading	January 24	9:15 am	10:00 am
English Language Arts (CC)	January 24	1:15 pm	2:00 pm
RCT in Science	January 24	1:15 pm	2:00 pm
Living Environment	January 25	9:15 am	10:00 am
Physical Setting/Chemistry	January 25	9:15 am	10:00 am
RCT in US History and Government	January 25	9:15 am	10:00 am
Algebra 2/Trigonometry	January 25	1:15 pm	2:00 pm
RCT in Mathematics	January 25	1:15 pm	2:00 pm
US History and Government	January 26	9:15 am	10:00 am
Physical Setting/Earth Science	January 26	9:15 am	10:00 am
Geometry (CC)	January 26	9:15 am	10:00 am
Algebra I (CC)	January 26	1:15 pm	2:00 pm
RCT in Writing	January 26	1:15 pm	2:00 pm
Algebra II (CC)	January 27	9:15 am	10:00 am
RCT in Global Studies	January 27	9:15 am	10:00 am

Answer documents:

For Regents exams, Home Instruction proctors will be provided pre-slugged answer documents by a Home Instruction Borough Office. The answer documents will contain the student's name and ID number. For January 2017, all Regents answer documents are two pages, **except for Physical Setting/Physics which is one page.**

For RCT exams, students will use the answer document provided in the back of the RCT exam booklet. RCT answer documents will not be provided by the Home Instruction Borough Office.

Exam booklets and supporting materials:

Home Instruction proctors are responsible for collecting exam booklets and supporting materials (essay booklets, reference tables, etc.) ahead of exam administration, and for arriving at the test location in accordance with the schedule above. Proctors may collect exam materials from a borough regional depository or any NYCDOE high school.

BOROUGH REGIONAL EXAM DEPOSITORIES			
BOROUGH	LOCATION	ADDRESS	CONTACT
Brooklyn	Brooklyn Tech HS	29 Fort Greene Place / Rm. BW 8	TBD
Bronx	Herbert Lehman HS	3000 E. Tremont Ave.	Ana DeJesus adejesus7@schools.nyc.gov
Manhattan	Hunter Science HS	122 Amsterdam Ave. / Rm. 205E	Sam Abbassi sabbassi@schools.nyc.gov
Queens	Francis Lewis HS	58-20 Utopia Parkway	Barbara Marcisak bmarcis@schools.nyc.gov
Staten Island	Staten Island BAO	715 Ocean Terrace-Bldg A / Rm. A127	Jose Garcia jgarcia17@schools.nyc.gov

In order to collect exam materials, Home Instruction proctors must obtain a letter signed by Ramona Pizarro, Principal of Home Instruction, which includes the student's name, ID number, date of birth, and the name of the Regents and/or RCT exam(s) requested. The proctor should contact the borough regional depository or NYCDOE high school two weeks in advance of the test date to request the exam materials and make arrangements for collection on exam day. (In circumstances when students are scheduled for exams within two weeks of the test date, proctors must contact a depository or school as soon as possible.) Borough depositories begin to distribute materials for AM exams beginning at 7 am, and materials for PM exams beginning at 11am. NYCDOE schools should make available exam materials to Home Instruction proctors as early as necessary for on-time exam administration.

Exam administration:

Home Instruction proctors must administer all Regents and RCT exams in accordance with NYSED and NYCDOE policy, including the provision of any applicable testing accommodations. Please see the [January 2017 Regents Administration Memo](#) for more information regarding exam administration.

Return of completed exam materials:

All completed Regents and RCT exam materials – including exam booklets, all pages of the answer documents, and any supporting material – must be hand-delivered to the appropriate HHI Borough Office by 8:00am on the morning following the day of administration.

Support

For questions regarding exam administration, please contact Angela Velez at 718-794-7200 or AVelez16@schools.nyc.gov, or Regents@schools.nyc.gov.

A copy of this memo is available at www.nycdoeassessment.com.