



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Fariña, *Chancellor*

Division of Teaching and Learning

52 Chambers St., NY 10007

MEMORANDUM #3, 2016-2017

DATE: Updated October 17, 2016

TO: PRINCIPALS OF SCHOOLS ADMINISTERING REGENTS EXAMS (including 6-8 and K-8 schools with students in accelerated courses)

FROM: Laura Dalla Betta, Director of State Assessment
Division of Teaching and Learning

SUBJECT: New York State January 2017 Regents Exams

The procedures in this memorandum supersede any directions you may receive from the New York State Education Department (SED). This memo is available online:
www.NYCDOEassessment.com

REVISED SED POLICIES

- Effective January 2013, teachers are no longer permitted to score their own students' answer papers.
- *Use of Communications Devices.*

PLEASE NOTE: This procedure has been revised effective with the January 2014 administration.

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it (Attachment #13). ***At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams.***

Please see [NYS School Administrator's Manual 2015](#) for the full script and a complete list of prohibited devices.

DISTRIBUTED SCORING

All schools in districts 1-32, 75 and 79 which administer Regents exams in 2017 will participate in the citywide distributed scoring for all exams administered at the school. In distributed scoring, exams are moved from schools to central scoring sites where they are scored by groups of trained teachers from other schools brought together for this purpose.

District 79 schools should contact Joanne Mitchell for specific information about scoring. For information about Home and Hospital Instruction please contact Angela Velez (Attachment #14).

Regents exams will be graded through a combination of scoring during the school day (day scoring), and through centrally administered and funded after school and weekend activities (per session scoring) from January 25 through January 29.

Day and Per Session Scoring	Per Session Scoring Only
<p>English Language Arts (CC) Global History and Geography Living Environment</p>	<p>Algebra I (CC) Algebra II (CC) Algebra 2/Trigonometry Geometry (CC) Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics US History and Government</p>

NOTE: Regents exams administered in Braille and all RCT exams will continue to be scored by the schools where they are administered. Schools should ensure that teachers do not score their own students' exams.

PRIOR TO EXAM ADMINISTRATION

Schedule Students

Students expected to take Regents exams should be scheduled in STARS in sections according to the room in which they will be testing and their testing conditions. Students should be scheduled by January 6, 2017. For a complete list of STARS exam codes for January, please visit the STARS wiki page at: <https://wiki.nycenet.edu/display/HSST/Exam+Scheduling>.

Graduating seniors (high school ONLY) and students taking exams in an alternate language should be scheduled into their own sections in order to ease the packaging and scoring processes. These exams will need to be packaged separately to facilitate the early identification and scoring of these exams at scoring sites.

Develop Proctoring Assignments

Develop proctoring assignments that account for the availability of teachers who will be involved in scoring. Teachers assigned to score Regents exams during the day (day scoring) cannot be utilized as proctors on those days, and creators of proctoring assignments should reference day scoring assignments before finalizing the school's proctoring schedule. Schools must maintain a copy of proctoring assignments for one year, which may be requested by the Office of Assessment.

Assign Staff for Scoring

Principals in districts 1-32 are responsible for assigning eligible staff members for scoring through a web application (<https://apps.nycenet.edu/Applications/OA/regents>), based on the number of exams ordered by the school for each subject. Principals may be asked, where possible, to identify scorers that are able to score exams in alternate languages. Principals of District 75 and 79 schools will be contacted by Mary-Margret Little and Joanne Mitchell respectively regarding their school scorer requirements. Scorer eligibility will be determined by a teacher's appointed license, and by the courses s/he teaches as a primary teacher in STARS in the 2016-2017 school year.

Note: In the case that a school confirms an assignment of one of its staff members to a Site Management Team position at a Regents scoring site, there will be a *2-for-1* credit towards that school's corresponding scorer or organizational team member requirement. All staff members assigned to a Site Management Team position at a Regents scoring site must attend a *required* Site Management Team training on January 11 or 12, in addition to fulfilling their responsibilities during the Regents scoring window.

Receive and Store Materials

Secure and non-secure test materials from NYSED will arrive in two separate shipments on two separate dates.

Approximately one month prior to exam administration, school administrators will be informed by SED of the date(s) on which the shipment(s) of non-secure test materials should arrive at schools.

The secure exam materials will be shipped in locked Regents boxes to the location designated in the online examination request system. School administrators may receive one shipment (Single Shipment) comprising the secure exam materials for the entire exam period, or multiple shipments (Daily Delivery) consisting of one shipment for each day of the exam period. About three weeks prior to the delivery of the secure exam materials, school administrators will be informed via e-mail of the type of shipment they will receive and the date(s) on which the shipment(s) are scheduled to arrive at schools. The padlock keys will be sent to principals by first-class mail or UPS and will arrive one to four school days before the Regents boxes are to be delivered.

The table below outlines some shipments that schools can expect to receive for the January 2017 Regents administration.

Sender	Courier	Contents
NYCDOE	Deluxe	Jan 3-6: Boxes, Paper, Polybags, Box Packing Lists (Attachment # 4), Exam-Specific Labels (Attachment # 6), Regents Testing Memo, Physical Setting reference tables (if applicable), and essay booklets (for Common Core English Language Arts, RCT Writing, US & Global History ONLY).
SED	First-Class Mail/Courier	Padlock keys will be sent to the principals on the day preceding administration.

Print Regents Answer Documents

Schools may begin printing answer documents in ATS on January 9, 2017. All exams will have two-page answer documents, except for Physics which will have only one page. The first page will be for students' multiple choice responses, and the second page will be for scorer use when rating students' constructed responses and for bubbling in testing accommodations.

In January, all answer documents must be printed on 24lb paper supplied by the NYCDOE, which will arrive during the week of January 2.

RCT Answer Documents

Schools administering RCT exams to eligible students should note that the DOE Scan Center no longer provides pre-slugged answer documents to schools. Eligible students must respond to multiple choice RCT questions using the answer document provided in the back of the SED test booklet.

As noted above, RCT exams will continue to be scored by the schools where they are administered. Schools should ensure that teachers do not score their own students' exams.

Materials Needed for Test Administration and Packaging

The following materials are needed for the administration and packaging of exams:

1. Section Attendance Roster (Attachment # 1) – one per polybag
2. Regents Proctoring Checklist (Attachment # 2) – one per exam section

3. Rating Sheets & Record Sheets (Attachment # 3) – one set per polybag for English Language Arts (CC), and US & Global History **ONLY**
4. Box Packing List (Attachment # 4) – one per box of exams
5. Student Labels (Attachment # 5) – Information labels for all exams can be printed using STARS
 - a. Detailed directions for printing Student Exam Labels in STARS can be found in the [Regents Scanning Handbook](#) available at www.NYCDOEassessment.com.
6. Exam-Specific Labels (Attachment # 6) – one label pasted per box based on the exam subject packaged in that box

Train Proctors

Administration procedures are needed to ensure that all test booklets can be matched with student answer documents and that missing materials can be identified immediately upon receipt at the scoring site. See the “During Testing” section of this memo for a detailed list of administrative procedures that must be followed.

When schools use the RGRA function in ATS to generate Section Attendance Rosters (Attachment # 1), a copy of a Regents Proctoring Checklist (Attachment # 2) is also generated at the beginning of each section. Each Section Attendance Roster and each proctoring checklist is pre-populated with section specific information, and should be provided to the proctor(s) responsible for proctoring that specific section. Completed Regents Proctoring Checklists should be retained by schools for one year following exam administration.

Plan for Secure Storage and Distribution of Test Materials

Test materials must be secured in a locked facility when they are first received as well as after the completion of the day’s testing. The security of test materials in the school is the responsibility of the principal.

Regents Box Keys

- The Regents box key(s) and the combination or key to the vault or safe must be maintained under strict security conditions to preclude access to the examination materials by students and other unauthorized persons.

Test Booklets

- Upon receipt of the Regents boxes, principals or designees may open the locked boxes from NYSED and inspect the contents to verify that appropriate exams and quantities have been received. **Do not open shrink-wrapped packages.** Materials have been packaged according to orders submitted by schools. After inspection, the locks must be replaced and the boxes securely stored.
- Boxes of materials received at schools that are labeled “DO NOT OPEN UNTIL...” must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date and time.
- Cartons marked “Non-Secure Materials” may be opened immediately.
- The shrink-wrapped packages may **NOT** be opened until the day of the exam, and no earlier than necessary to permit the distribution of materials prior to the scheduled starting time of the exam.

JANUARY 2017 REGENTS EXAMS BY DATE/TIME OF ADMINISTRATION

Date of Exam Administration	Time of Exam Administration	Examination
Tuesday, January 24	9:15 a.m.	Global History and Geography Physical Setting/Physics* RCT Reading*
	1:15 p.m.	English Language Arts (CC) RCT Science*
Wednesday, January 25	9:15 a.m.	Living Environment Physical Setting/Chemistry RCT US History and Government*
	1:15 p.m.	Algebra 2/Trigonometry RCT in Mathematics*
Thursday, January 26	9:15 a.m.	Geometry (CC) Physical Setting/Earth Science US History and Government
	1:15 p.m.	Algebra I (CC) RCT in Writing
Friday, January 27	9:15 a.m.	Algebra II (CC) RCT in Global Studies*

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

Uniform Admission Deadlines

- Morning examinations 10:00 a.m.
- Afternoon examinations 2:00 p.m.

Test administration **MAY NOT BE STARTED** for any student after the Uniform Admission Deadlines. No student may leave the testing room until after the Universal Admission Deadline has passed.

DURING TESTING

Ensure Students Sign Declaration

Proctors should ensure that students sign the declaration, in either pen or pencil, on the answer document before they leave the testing room.

Ensure Students Use Appropriate Writing Utensil

Proctors should also ensure that students complete the exam using the appropriate writing utensil.

	English	Math	Science	History
Pencil	Multiple Choice Student Declaration*	Multiple Choice Student Declaration* Graphs and Drawings	Multiple Choice Student Declaration* Diagrams and Drawings	Multiple Choice Student Declaration*
Pen	Short-Constructed Response and Essay	All responses written in test booklet except, graphs and drawings	All responses written in test booklet except diagrams and drawings**	DBQ Essay

*Students are also permitted to sign the declaration in pen.

Track Attendance

Proctors should track student attendance using a Section Attendance Roster (Attachment # 1) generated through the RGRA function in ATS. The Section Attendance Roster will include the testing school's DBN, name of the exam, section and room number, each student's full name and NYC Student ID number, and a line for each student's signature when signing in and signing out. Proctors must use the Section Attendance Roster to document attendance (absent or present) and to track invalidated exams. If any students in the room wrote their responses in a language other than English, specify which language on the line at the bottom of the Section Attendance Roster.

Label Student Test and Essay Booklets

For all exams, proctors should ask all students to clearly write the following on the cover of their test and/or essay booklets:

- First and last name
- School name and DBN (district, borough, school number; for example: 01M123)
- Student ID number (can be found at the top of printed answer documents; student should write the Student ID number ABOVE his/her name on test/essay booklet).

Schools must label test and/or essay booklets (depending on the exam being administered) using an information label generated in STARS (see the [Regents Scanning Handbook](#) for instructions).

Label Placement		
Exam	Location	Booklet
Common Core English Global History and Geography US History and Government	Upper left corner	Test Booklet and Essay Booklet
Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics	Upper left corner	Test Booklet and Answer Booklet
Algebra 2/Trigonometry Algebra I (CC) Algebra II (CC) Geometry (CC) Living Environment	Upper left corner	Test Booklet <u>ONLY</u>

NOTE: Labels are never placed on pre-slugged answer documents

Report and Investigate Fraud

Under Section 8.5 of the Rules of the Board of Regents, fraud includes the use of unfair means in taking an examination; giving aid to or obtaining aid from another person during an examination; alteration of any Regents credential; and intentional misrepresentation in connection with examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, by a teacher or administrator, or by any other person.

School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. In **cases of adult misconduct**, security violations must be reported immediately to:

- NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
- NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email intake@nycsci.org

Upon receiving any information of **suspected/observed student cheating** or the presence or use of a cell phone/prohibited electronic device, the principal must immediately:

- Notify NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
- Conduct an investigation, in alignment with NYSED, NYCDOE, and school policy for any incident of suspected/observed student misconduct, to determine whether the incident is substantiated or unsubstantiated:
 - If the principal determines that the incident is **unsubstantiated**, no further action is necessary.
 - If the principal determines that the incident is **substantiated**, the principal must immediately:
 - Notify NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov

- Invalidate the student's test results (for assistance, contact NYCDOE Office of Assessment at regents@schools.nyc.gov).
- *For New York State assessments only:* Notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov. If submitting the report as an email attachment, ensure the attachment is written on school letterhead. The report must include:
 - The school's name and BEDS code
 - The student's name and NYC ID number
 - Grade level and subject of the impacted test(s)
 - A brief description of incident and the final action taken
 - Confirmation that the student's exam(s) have been/will be invalidated
- Notify the student and his/her parents/guardians of the invalidation of the exam, and of any other consequences for the student, in accordance with the school's discipline policy
- Enter in OORS

If the incident involves the presence or use of a cell phone/prohibited electronic device for any purpose during a New York State assessment, invalidate the student's test results and notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov.

NOTE: Any cases of suspected cheating identified at scoring sites will be reported to the Office of Assessment and the school using an online process. If a school's exams are flagged for suspected cheating, the principal will receive an email notification with the name(s) and ID number(s) of the student(s) involved, a description of the issue observed at the scoring site, along with instructions for the principal to investigate. A final score will not be assigned until the principal logs into ATS and uses the RGTU function to confirm or refute the suspected cheating.

AFTER TESTING

Package Test Materials for Pick-Up

Exams should be packaged in advance of the courier pickup schedule outlined in the following chart. Each box should include exams for only one subject (e.g., Algebra I (CC) only, Global History and Geography only, etc.). Graduating seniors and exams written in an alternate language should be packaged in their own separate boxes and labeled appropriately. DO NOT package more than one exam subject or more than one alternate language in any one box.

NOTE: For students testing under ELL accommodations that may or may not have written the exam in an alternate language, you may package their exams in an alternate language box and label the box with the appropriate language.

Each packaged box containing Regents exams must have an Exam-Specific Label pasted on the front of the box. Boxes containing exams for Graduating Seniors must also have a Graduating Seniors label for easy identification at scoring sites. See exam specific packaging instructions in Attachments # 7-12.

Additional instructions for Regents box packaging can be found in the *Regents Box Packaging Video* available at the Office of Assessment intranet page: www.NYCDOEassessment.com.

Courier	Exams	Administration		Pick-up	
		Date	Time	Date	Time
Deluxe Courier Services	Global History and Geography Physical Setting/Physics English Language Arts (CC)	January 24	Morning Morning Afternoon	January 25 January 25 January 25	7:30am-11:00am 7:30am-11:00am 7:30am-11:00am
	Living Environment* Physical Setting/Chemistry* Algebra 2/Trigonometry	January 25	Morning Morning Afternoon	January 25 January 25 January 26	3:30pm-6:30pm 3:30pm-6:30pm 7:30am-11:00am
	US History and Government* Earth Science* Geometry (CC)* Algebra I (CC)	January 26	Morning Morning Morning Afternoon	January 26 January 26 January 26 January 27	3:30pm-6:30pm 3:30pm-6:30pm 3:30pm-6:30pm 7:30am-11:00am
	Algebra II (CC)*	January 27	Morning	January 27	3:30pm-6:30pm

*Indicates a same-day pick-up on the day the exam is administered

Test Materials Not Ready for Courier Pick-Up

Schools that *do not have their exams prepared for pick-up by the pre-communicated courier pick-up window are responsible for transporting their exam materials to an assigned scoring site.* Where applicable, Deluxe Courier will ask schools to sign a Regents Courier Receipt confirming that they were not ready for the pick-up, and a copy will be left with the school. The Regents Courier Receipt will include instructions for the transportation of exam materials to the scoring site.

In addition, if any exam materials remain in the school building at the end of the courier collection window at 6:30pm on Friday, January 27^h, regardless of the reason (i.e. school not ready for pick up, or courier error), a member of your school's staff must arrange for the delivery of the exams to the nearest scoring site scoring the relevant exam subject(s) by 10am on Saturday, January 28th in order to ensure that student scores are available in ATS by EOD Sunday, January 29th. A list of January 2017 Regents scoring sites can be found at www.bit.ly/RegentsScoringSites.

Scan Answer Documents

For all Regents exams, schools will retain the multiple choice page (page 1) of all answer documents (except for Physical Setting/Physics; note that for the January 2017 administration Physical Setting/Physics will only have 1 answer document which must be packaged and sent to the scoring site). All page 1 answer documents must be scanned into ATS by **noon** on the day following exam administration. For Algebra II (CC), which is administered on the morning of Friday, January 27, schools must scan students' page 1 multiple choice answer documents by **5pm** the day of exam administration. Schools should continue to make necessary RGTU submissions to the multiple choice section of the answer document in order to resolve any data capture issues.

Page 2 answer documents for all exams should be packaged according to the instructions in Attachments # 7-12. The scanning of page 2 answer documents for all exams will occur at the scoring sites (except for page 2 answer documents of absent students).

Note: Schools should retain the answer documents and booklets of all absent students and store them according to NYSED guidelines. Schools must also scan page 1 answer documents for all absent students, assuring that Student absent is bubbled in before scanning.

Rating Guides

The NYCDOE will centrally print and deliver copies of the rating guides to the scoring sites, or arrange for printing of rating guides at scoring sites in rare cases.

View Final Scores

Per SED scoring protocols, when the teacher scoring committee at the distributed scoring site completes the scoring process, test scores must be considered final and will be entered onto students' permanent records. Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures outlined in the scoring materials provided by SED.

Once a student's exam has been completely scored and entered into ATS, schools will continue to be able to access a number of reports in ATS to review student results, including the Regents Exam Document Status report (REDS) and the Item Distribution Report (RADI). For more information on those reports, see the [ATS Wiki](#).

Scores should not be considered final until all scoring and scanning at the distributed scoring sites has been completed. All exam scores are expected to be loaded into ATS no later than the end of day on Sunday, January 29. Scoring sites will prioritize the scoring of graduating seniors' exams as long as they are packaged separately with the associated Graduating Seniors labels on the box (Attachment # 6).

SCORE IN ATS (END OF DAY)	
Exam	All Scorers
Global History and Geography	January 29
Physical Setting/Physics	January 29
English Language Arts (CC)	January 29
Living Environment	January 29
Physical Setting/Chemistry	January 29
Algebra 2/Trigonometry	January 29
US History and Government	January 29
Physical Setting/Earth Science	January 29
Geometry (CC)	January 29
Algebra I (CC)	January 29
Algebra II (CC)	January 29

Review Returned Test Materials

For all Regents exams, scored test materials are expected to be returned to schools during the month of February. Additional guidance will be shared in *Principal's Weekly* and *TC News*. When materials are returned, schools should ensure that each answer document and test booklet sent to the scoring site is accounted for. Schools should contact their Borough Assessment Implementation Director (Attachment # 14) immediately if any test materials are missing.

Regents Score Appeals

Please be advised that the Regents Appeal Process has changed as of August 2016.

If, after reviewing exam materials, a teacher or administrator believes that the NYSED rubric was not correctly applied during the original scoring process, a score appeal request can be submitted.

Only principals have access to the Regents Scoring Assignment Tool (RSAT) (<http://www.nycboe.net/appealstracking>), so any teacher or administrator who wishes to submit an appeal request must work with the principal to do so.

To successfully submit an appeal, the principal must:

- Enter a student exam record that matches with ATS records
- List the question number(s) to which the scoring rubric was incorrectly applied
- Provide a detailed rationale for why the scoring rubric was incorrectly applied for each question number listed
- Attach a PDF of the first page of the exam booklet and the entire student constructed response section(s)
- Enter the date the student and student's parent/guardian consented to allow the school to submit the appeal

Next, the superintendent evaluates the rationale provided by the principal and approves or denies the appeal. If the number of approved requests impacts **more than 5%** of a school's test takers **or five students (whichever is greater)** for an individual exam **OR** if the superintendent's approval is made over **four months after the exam was administered**, the appeal request will be escalated to SED for review. All appeals escalated to SED for review also require SED's authorization for rescore.

If approved for re-score by the superintendent (and SED when applicable), the Office of Assessment will review the attached PDFs for completeness and legibility. Then the student's exam will be scheduled for rescore. If an incomplete or illegible copy of the exam was provided, the approved appeal will not be scheduled to be rescored until a complete and legible copy of the exam is submitted. **NOTE: All** open-ended student responses will be re-scored. The updated score replaces the student's original score on the student's transcript whether the score increases, decreases, or does not change.

The rescoring sessions and their respective approval and Exam PDF Resubmission deadlines are listed in the table that follows:

Rescoring Session	Superintendent/SED Approval Deadline	Exam PDF Resubmission Deadline	Rescoring Session Dates
October 2016	October 20, 2016	October 25, 2016	October 27, 2016
November 2016	November 15, 2016	November 18, 2016	November 22, 2016
March 2017	March 8, 2017	March 14, 2017	March 16, 2017
April 2017	March 30, 2017	April 4, 2017	April 6, 2017
May 2017	May 18, 2017	May 23, 2017	May 25, 2017

OA will update the score arrived at during the rescoring session in ATS, at which point an automated e-mail will notify the principal, superintendent, and SED of the final score. The school is responsible for communicating the final score to the student and student's family.

For more detailed guidance, quick guides, and instructional videos, visit www.NYCDOEassessment.com.

Questions regarding this memorandum should be addressed to your BAID or Borough Field Support Center (BFSC) Performance and Assessment Lead.

This memorandum is available at: www.NYCDOEassessment.com

ATTACHMENT # 2

Regents Proctoring Checklist

(1 per section)

When schools use the RGRA function in ATS to generate Section Attendance Rosters, a copy of the Regents Proctoring Checklist will be generated at the beginning of each section. To print generic copies of the Regents Proctoring Checklist, please visit:

www.NYCDOEassessment.com

REGENTS PROCTORING CHECKLIST

Exam Name_[EXAM NAME]_____ Section_[SECTION]_____ Date_[TEST DATE]_____

This document must be distributed to proctors and is used to prepare test materials for shipment to scoring sites. Refer to State Education Department regulations and school policies for the administration of the Regents exams. Check off each step as it is completed. Keep the document on file for 1 year.

opening Proctor:

1. Ensure that you have the following materials before beginning the exam:
 - a. Test booklets, pre-slugged answer document and labels for each student.
 - b. Section Attendance Roster (SAR).
 - c. Other materials necessary for the Regents being administered.
2. Students must receive a pre-slugged answer document with their own name and student ID #.
 - a. Notify administrator immediately if a student doesn't have a pre-slugged answer document.
 - b. DO NOT give them the answer document of another student.
3. Ensure that pre-printed student labels are placed on the TEST BOOKLET (All Regents) and ESSAY BOOKLET (English, US and Global History only).
 - a. Labels are never placed on answer documents.
4. Take attendance on the SAR.
 - a. Check that every student is present (P) or absent (A).
 - b. Note students taking a translated version of the Regents on the SAR.

I have followed the directions above (signature) _____

Closing Proctor:

1. Do not allow students to leave before the Uniform Admission deadline.
 - a. 10:00 AM for morning exams
 - b. 2:00 PM for afternoon exams
2. Have students return the exams, one at a time.
 - a. Check that every student has returned all materials and signed the Regents declaration.
 - b. Ensure that the pre-slugged answer document and if appropriate, essay booklet, are placed inside the front cover of the Regents test booklet.
 - c. Once a Regents exam has been collected, no one, including the student, may make any changes.
3. Alphabetize test booklets being careful to check that there is an exam, answer document and if appropriate, an essay booklet, for every student marked present on the Student Attendance Roster (SAR).
 - a. Report discrepancies immediately to school administrators.
 - b. Answer documents of absentees should be on the bottom of the stack.
4. With the Section Attendance Roster and this document on top of the stack of exams, insert all Regents test booklets with the answer documents and essay books inside in the plastic (poly) bag or envelope provided by the testing team.
5. Return all exams and testing materials to the test coordinator immediately after collecting and packing the exams.

I have followed the directions above (signature) _____

Sample History Record Sheet

PROFILE: [REDACTED]
 USER: [REDACTED]

ATS NEW YORK CITY PUBLIC SCHOOLS
 (RGRA)

DATE: 09/12/16
 PAGE: 1

REGENTS EXAM: GLOBAL HISTORY AND GEOGRAPHY (HXRG) EXAM DATE: AUG 2016 SECT: 02 ROOM: 425
 SCHOOL: [REDACTED]

Student Name	ID#	Part II - Thematic Essay				Part IIIB - DBQ Essay			
		Rater 1	Rater 2	Rater 3	Reslvd	Rater 1	Rater 2	Rater 3	Reslvd
		No. Score	No. Score	No. Score		No. Score	No. Score	No. Score	
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								

Note: For the US & Global History exams, schools must use the RGRA function in ATS to generate Rating Sheets and Record Sheets that will be packaged with the exam materials for each exam section and sent to the scoring site. For US & Global History exams there will be a total of **6 Rating Sheets** and **1 Record Sheet** for each section.

Sample English Language Arts (CC) Record Sheet

PROFILE: [REDACTED]
 USER: [REDACTED]

ATS NEW YORK CITY PUBLIC SCHOOLS
 (RGRA)

DATE: 09/12/16
 PAGE: 2

REGENTS EXAM: ENGLISH LANGUAGE ARTS (COMMON (EXRC) EXAM DATE: AUG 2016 SECT: 02 ROOM: 149
 SCHOOL: [REDACTED]

Student Name	ID#	Part 2				Part 3			
		Rater 1	Rater 2	Rater 3	Reslvd	Rater 1	Rater 2	Rater 3	Reslvd
		No. Score	No. Score	No. Score	Score	No. Score	No. Score	No. Score	Score
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								

Note: For the English Language Arts (CC) exam, schools must use the RGRA function in ATS to generate Rating Sheets and Record Sheets that will be packaged with the exam materials for each exam section and sent to the scoring site. There will be a total of **6 Rating Sheets** and **1 Record Sheet** for each section.

ATTACHMENT # 4

BOX PACKING LIST

(1 per box)

EXAM NAME: _____

DISTRICT #: _____

SCHOOL #: _____

TOTAL # OF POLYBAGS: _____

CONTACT NAME: _____

MOBILE PHONE #: _____

(for night and weekend contact)

	<i>Testing School Use <u>Only</u></i>		<i>Scoring Site Use <u>Only</u></i>	
	Section #	# of Test Booklets and Answer Documents	Return Totals Match (Y/N)	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total # of Test Booklets and Answer Documents: _____

Note: Packing Lists can be printed from the Regents Intranet site at:
www.NYCDOEassessment.com

ATTACHMENT # 5

Student Labels

(1 label per student test and/or essay booklet)

Information labels for all Regents exams are printed using STARS. Schools must place the label on the upper left corner of each test booklet and/or essay booklet (where applicable). Note: Student labels cannot be generated for walk-in students.

XXXXXX	KATHERINE T	000000474 F 01/24/93
000	91 STREET	OKLYN NY 11200
M:		718-000-000
FA:		RES W/ = Y
BOE		RES W/ = Y
BOE - 1234567890 GEC=180 CL=F04 GE=08 E36= 000		

Sample

LIVING ENVIRONMENT

The University of the State of New York
REGENTS HIGH SCHOOL EXAMINATION
LIVING ENVIRONMENT

Tuesday, June 11, 2013 — 1:15 to 4:15 p.m., only

Student Name _____

School Name _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.

A separate answer sheet for multiple-choice questions in Parts A, B-1, B-2, and D has been provided to you. Follow the instructions from the proctor for completing the student information on your answer sheet.

You are to answer all questions in all parts of this examination. Record your answers for all multiple-choice questions, including those in Parts B-2 and D, on the separate answer sheet. Record your answers for all open-ended questions directly in this examination booklet. All answers in this examination booklet should be written in pen, except for graphs and drawings, which should be done in pencil. You may use scrap paper to work out the answers to the questions, but be sure to record all your answers on the answer sheet or in this examination booklet as directed.

When you have completed the examination, you must sign the declaration printed on your separate answer sheet, indicating that you had no unlawful knowledge of the questions or answers prior to the examination and that you have neither given nor received assistance in answering any of the questions during the examination. Your answer sheet cannot be accepted if you fail to sign this declaration.

Notice...
A four-function or scientific calculator must be made available for you to use while taking this examination.

DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL THE SIGNAL IS GIVEN.

LIVING ENVIRONMENT

Note: Directions for printing Student Exam Labels in STARS can be found in the *Regents Scanning Handbook* at: www.NYCDOEassessment.com

ATTACHMENT # 6

Exam-Specific Labels and Graduating Seniors Labels

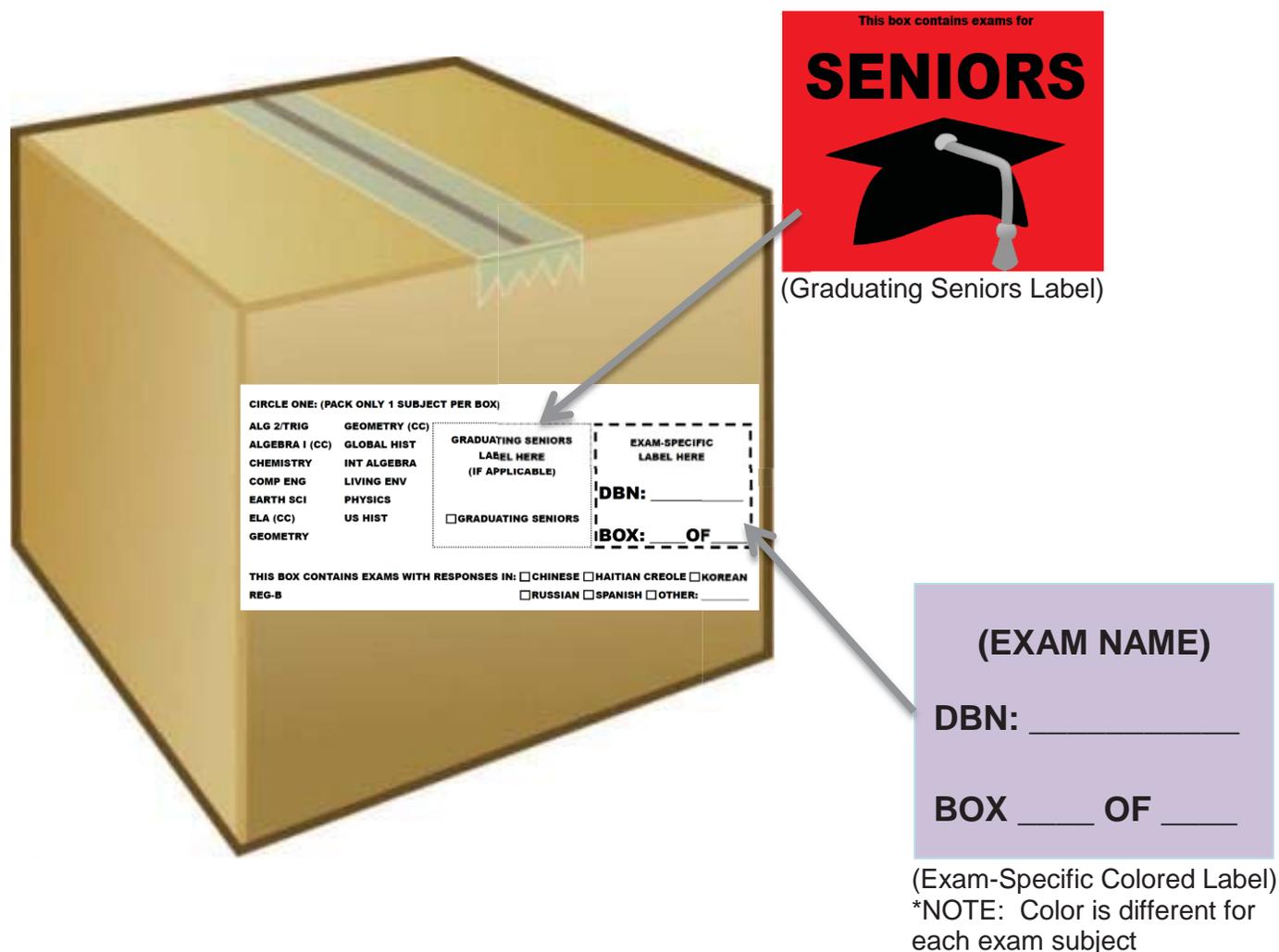
(1 Exam-Specific Colored Label per box of packaged exams)

(1 Graduating Seniors label per box - if applicable)

Schools must place an exam-specific label on the front of packaged exam boxes. Each respective label color corresponds to a specific exam subject. The labels are printed with the exam name, and space is provided for schools to fill-in their DBN and box count. (Note: Schools that do not have exam-specific colored labels should use an indelible marker to print their DBN and box count directly on the box.)

Graduating Seniors ONLY: Place a Graduating Seniors label on the front of boxes containing graduating senior exams.

The art below depicts information that appears on each label, and must be provided on each packaged exam box.



Note: **DO NOT MIX MULTIPLE EXAM SUBJECTS IN ONE BOX!** Place a colored label on the front of the box corresponding to the exam subject inside the box, as shown above. Confirm that sections of graduating seniors and exams written in an alternate language are packaged into their own individual boxes. Place a Graduating Seniors label on all boxes containing graduating senior exams.

ATTACHMENT # 7

Packaging Checklist – January 2017

Global History & Geography US History & Government

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Rosters Page 2 Answer Documents Student Test Booklets Student Essay Booklets 6 Rating Sheets & 1 Record Sheet (per section)	Proctoring Checklists Page 1 Answer Documents Braille Test and Essay Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- Test booklets and essay booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except for walk in students).
- Test booklets, essay booklets, and answer documents (page 1 AND page 2), for **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment # 1) indicating how many answer documents, test and essay booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Essay booklets and page 2 answer documents are placed inside their corresponding student test booklets.
 - Do NOT separate student test booklets and essay booklets into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their test or essay booklet, the blank document (with a student label) is still packaged for shipment to the scoring site.
 - 6 Rating Sheets and 1 Record Sheet printed using the RGRA function in ATS.
- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.

- Exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Global History and Geography Regents exams and one box of Spanish Global History and Geography Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.

- The exams of graduating seniors are separated into their own boxes for each exam subject.
 - Where applicable, the exams of graduating seniors who responded in alternate languages are packaged into their own boxes for each exam subject and language.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
 - Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
 - The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating Seniors (if applicable).
 - Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
 - Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 8

Packaging Checklist – January 2017

English Language Arts (CC)

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Page 2 Answer Documents Student Essay Booklets 3 Rating Sheets & 1 Record Sheet (per section)	Proctoring Checklist Page 1 Answer Documents Student Test Booklets Braille Test and Essay Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- Essay booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- Test booklets, essay booklets, and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations are bubbled on page 2 answer documents.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment # 1) indicating how many answer documents and essay booklets are present for the section:
 - Indicate which students were absent, sat for the exam, or had an exam invalidated along with the reason (e.g., principal determined cheating).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside the corresponding student essay booklets.
 - Do NOT separate student essay booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their essay booklet, the blank essay booklet (with a student label) is still packaged for shipment to the scoring site.
 - 3 Rating Sheets and 1 Record Sheet printed using the RGRA function in ATS.
- Polybags are packed in boxes by subject. Boxes should NOT include exams from more than one subject.

- The exams of graduating seniors are separated into their own boxes for each exam subject.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
- Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Graduating Seniors (if applicable).
- Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
- Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 9

Packaging Checklist – January 2017

Algebra I (CC)
Algebra II (CC)
Algebra 2/Trigonometry
Geometry (CC)

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Page 2 Answer Documents Student Test Booklets	Proctoring Checklist Page 1 Answer Documents Braille Test Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- Test booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- Test booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment # 1) indicating how many answer documents and test booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student test booklets.
 - Do NOT separate student test booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their test booklet, the blank test booklet (with a student label) is still packaged for shipment to the scoring site.

- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.
 - Exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Geometry (CC) Regents exams and one box of Spanish Geometry (CC) Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.
 - The exams of graduating seniors are separated into their own boxes for each exam subject.
 - Where applicable, the exams of graduating seniors who responded in alternate languages are packaged into their own boxes for each exam subject and language.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
- Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating Seniors (if applicable).
- Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
- Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 10

Packaging Checklist – January 2017

Living Environment

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Page 2 Answer Documents Student Test Booklets	Proctoring Checklist Page 1 Answer Documents Braille Test Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- Test booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- Test booklets, answer booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- For students who sat for the exam and DID NOT complete the lab hours requirement, exams have been invalidated and all exam documents are retained at the school.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - a completed Section Attendance Roster (see Attachment #1) indicating how many answer documents and test booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student test booklets.
 - Do NOT separate student test booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their test booklet, the blank test booklet (with a student label) is still packaged for shipment to the scoring site.
- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.

- Beginning in January, 2014 exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Living Environment Regents exams and one box of Spanish Living Environment Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.

- The exams of graduating seniors are separated into their own boxes for each exam subject.
 - Where applicable, the exams of graduating seniors who responded in alternate languages are packaged with the exams of other alternate language students.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
 - Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
 - The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating Seniors (if applicable).
 - Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
 - Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 11

Packaging Checklist – January 2016

Physical Setting/Physics

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Answer Documents Student Answer Booklets Restricted Test Booklets in Sealed Envelopes Restricted Rating Guides Any Unused Test Materials	Proctoring Checklist Because the Physics Regents exam is restricted in January, no tests are retained by the testing school.

- Restricted test booklets are placed back inside their numbered envelopes and sealed.
- Answer documents have **NOT been distributed to students**, and are not scanned unless a student was absent for the exam.
- Answer booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- Sealed envelopes with the restricted test materials of **absent students** are packaged for delivery to the scoring site. Scoring sites will return the unused materials directly to NYSED at the conclusion of scoring.
- Test Accommodations are bubbled on answer documents. The language used is written on the Section Attendance Roster.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - a completed Section Attendance Roster (see Attachment # 1) indicating how many answer booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Answer documents are placed inside their corresponding student answer booklets.
 - Do NOT separate student answer booklets and answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their answer booklet, the blank answer booklet (with a student label) is still packaged for shipment to the scoring site.
- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.

- Beginning in January, 2014 exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Physical Setting/Physics Regents exams and one box of Spanish Physical Setting/Physics Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.

- The exams of graduating seniors are separated into their own boxes for each exam subject.
- Where applicable, the exams of graduating seniors who responded in alternate languages are packaged with the exams of other alternate language students.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
- Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating Seniors (if applicable).
- Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
- Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 12

Packaging Checklist – January 2017

Physical Setting/Chemistry Physical Setting/Earth Science

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Page 2 Answer Documents Student Answer Booklets	Proctoring Checklist Page 1 Answer Documents Student Test Booklets Braille Test and Answer Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- Answer booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- Test booklets, answer booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- For Earth Science ONLY, the students' performance scores are bubbled on their page 2 answer documents.**
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment # 1) indicating how many answer documents and answer booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student answer booklets.
 - Do NOT separate student answer booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their answer booklet, the blank answer booklet (with a student label) is still packaged for shipment to the scoring site.

- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.
 - Exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Physical Setting/Chemistry Regents exams and one box of Spanish Physical Setting/Chemistry Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.
 - The exams of graduating seniors are separated into their own boxes for each exam subject.
 - Where applicable, the exams of graduating seniors who responded in alternate languages are packaged into their own boxes for each exam subject and language.
- Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
- Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating Seniors (if applicable).
- Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6)
- Graduating Seniors label has been pasted on the front of each box containing graduating seniors' exams.

**TESTING ROOM
DO NOT ENTER
WITH
CELLPHONE OR
ANY OTHER
ELECTRONIC
DEVICES**

ATTACHMENT # 14

Borough Assessment Implementation Director Contact Information

	Contact Information	
MANHATTAN DISTRICTS - 1, 2, 3, 4, 5, 6	Louise Smith – Director (212) 356-3784 (PHONE) (212) 356-7523 (FAX) LSmith2@schools.nyc.gov	333 Seventh Avenue Room 722 New York, NY 10001
BRONX DISTRICTS - 7, 8, 9, 10, 11, & 12	Sharon Cahr – Director (718) 741-5559 (PHONE) (718) 741-7971 (FAX) SCahr@schools.nyc.gov	1 Fordham Plaza Room 749 Bronx, NY 10458
BROOKLYN DISTRICTS - 13, 14, 15, 16, 19, 23 & 32	TBD	TBD
QUEENS DISTRICTS - 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak – Director (718) 391-8352 (PHONE) (718) 391-6088 (FAX) BMarcis@schools.nyc.gov	28-11 Queens Plaza North Room #304 Long Island City, NY 11101
STATEN ISLAND/ BROOKLYN DISTRICTS - 17, 18, 20, 21, 22, & 31	Jose Garcia – Director (718) 390-1579 (PHONE) (718) 420-5665 (FAX) JGarcia17@schools.nyc.gov	715 Ocean Terrace Building A, Room #A127 Staten Island, NY 10301
SPECIAL EDUCATION – DISTRICT 75	Mary Margaret Little (212) 802-1560 (PHONE) (718) 706-4587 (FAX) MLittle3@schools.nyc.gov	400 First Avenue Room #662C New York, NY 10010
ALTERNATIVE SCHOOLS & PROGRAMS – DISTRICT 79	Joanne Mitchell (917) 521-3635 (PHONE) (917) 521-3649 (FAX) JMitchell5@schools.nyc.gov	4360 Broadway Room #428 New York, NY 10033
CHARTER SCHOOLS – DISTRICT 84	Rosanna Castro (212) 374-2315 (PHONE) 212 374-2324 (FAX) Rcastro12@schools.nyc.gov	100 Gold Street New York, NY 10038
HOMEBOUND INSTRUCTION	Angela Velez (718) 794-7236 (PHONE) (718) 794-7237 (FAX) AVelez16@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465
HOSPITAL INSTRUCTION	Keri Kaufmann (718) 794-7266 (PHONE) (718) 794-7263 (FAX) KKaufmann@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465