



**Department of
Education**

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DIVISION OF ACADEMICS, PERFORMANCE, AND SUPPORT

REGENTS EXAM SCANNING PROCESS FOR NYC SCHOOLS

Version 3.0 - Updated January 2013



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Overview

Using existing technology in each school, the NYCDOE scanning process enables schools to simultaneously scan answer documents for scoring and also to capture individual item-level data.

This Handbook will walk you through the process of:

- Scheduling students for Regents exams in STARS
- Generating and printing answer documents in ATS
- Scanning answer documents for Regents exams
- Accessing reports in ATS

This Handbook also includes a number of additional resources that will help you prepare for, and administer the Regents examination. Please see the Table of Contents for a list of the Appendices.

We have also updated the Handbook based on changes to the Regents scanning process. Major recent changes to the Regents scanning process are as follows:

- Schools must now scan **all 10 Regents examinations** in order to report item-level data from to the New York State Department of Education (NYSED). Submission of item-level data applies to all eighth-, ninth-, tenth-, eleventh-, and twelfth-grade students taking any of the 10 Regents examinations.
- A scanning confirmation page will now automatically be generated after every batch of answer documents is scanned. Make sure to review this sheet to learn the scanning status of your students' answer documents.
- Beginning January 2013, all answer documents, **except for January Physics**, are two pages (the January Physics answer document will be one page).
 - All student bubbled responses will reside on Page 1.
 - The only responses which schools can change via RGTU are student bubbled responses.
 - All constructed response items will reside on Page 2.
 - Page 2 is scored, bubbled and scanned at a Scoring Site.
 - Scoring Sites are responsible for RGTU corrections for all teacher bubbled responses.
 - Scanned Page 2 answer documents in which any teacher-scored question is blank will register as "Incomplete."
 - The Physics answer document will be a single page in January, but will be two pages in June (Physics, Chemistry and Alg.2/Trig. are not administered in August). For January Physics, the following conditions apply:
 - Multiple choice items will be scored by hand at a distributed scoring site; the multiple choice raw score will appear on the answer document, but individual student responses will not.
 - Constructed response questions are scored, bubbled and scanned at a Scoring Site.
 - Scoring Sites are responsible for RGTU corrections for all teacher bubbled responses.
 - All January Physics answer documents in which any teacher-scored question is blank will register as "Incomplete."

Section 1: Scheduling Students for the Regents Exam

The first step of the scanning process is scheduling students in STARS. This is a crucial first step because the information generated in STARS produces the exam invitations and ultimately flows to ATS, which, in turn, enables all of the printing, scanning, and reporting functions.

The STARS client allows you to schedule students to take the Regents and RCT exams in January, June, and August. In order to do so, you must first create sections in the Master Schedule by using the exam codes. The exam codes for the Regents tests are:

<i>STARS Course Codes*</i>		
<i>Regents Exam</i>	<i>STARS Course Codes for High School Students</i>	<i>STARS Course Codes for Middle School Students</i>
	<i>STARS Course Code HS Students</i>	<i>Middle schools may only register students for June Regents and for August Regents</i>
<i>Algebra2/Trig**</i>	<i>MXRT*</i>	<i>MXZT*</i>
<i>Chemistry**</i>	<i>SXRX*</i>	<i>n/a</i>
<i>Comprehensive English</i>	<i>EXRL*</i>	<i>EXZL*</i>
<i>Earth Science</i>	<i>SXRU*</i>	<i>SXZU*</i>
<i>Geometry</i>	<i>MXRG*</i>	<i>MXZG*</i>
<i>Global History & Geography</i>	<i>HXRG*</i>	<i>HXZG*</i>
<i>Integrated Algebra</i>	<i>MXRE*</i>	<i>MXZE*</i>
<i>Living Environment</i>	<i>SXRK*</i>	<i>SXZK*</i>
<i>US History & Government</i>	<i>HXRU*</i>	<i>HXZU*</i>
<i>Physics**</i>	<i>SXRP*</i>	<i>n/a</i>

* At the end of the course code, there is 1 character to denote when the Regents exam is being administered (i.e., R=January, E=June, G=August). For example: in January, Comprehensive English = EXRLR; in June Comprehensive English = EXRLE; in August Comprehensive English = EXRLG.

** Algebra2/Trig, Chemistry, and Physics are only offered in January and June; there is no August administration for these three exams.

Once you have these codes, you may create one section or multiple sections for each exam code based on the number of students taking the exam.

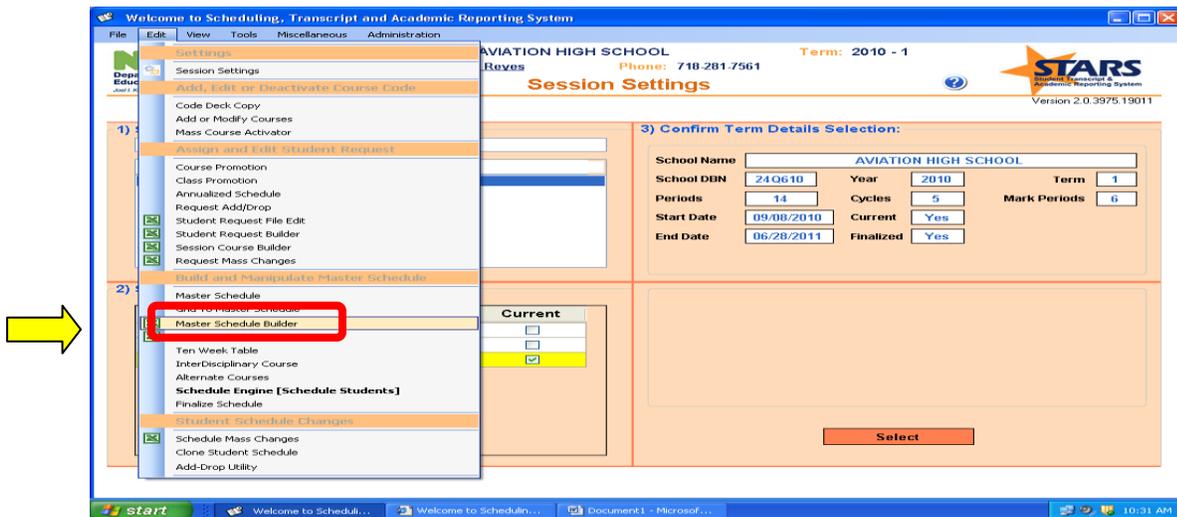
The following section will walk you through the process of scheduling students for the Regents in STARS. First, we will walk through the method for creating sections of the Regents through the Master Schedule Builder. Then, once the sections are established, we will step through the various ways that you can enroll your students in these sections.

Section 2: The Regents Master Schedule Builder

The Master Schedule Builder is an excellent place to begin the Regents scanning process because your students are already scheduled for their normal classes through this program. Through easy data entry, the Master Schedule Builder allows you to use the standard Regents exam codes to add lines to the Master Schedule. In order to make these additions, you need to create Regents sections for a period outside of the normal instructional periods (for example, period 11, 12, or 13). This section of the Handbook walks you through the steps of adding MULTIPLE lines to the finalized master.

Please note: When scheduling students, the amount of detail entered in the search criteria (e.g., room number, section number, or teacher) will increase the number of available printing options. **You are encouraged to group students in some way (e.g. by room, or by teacher/section for a given subject) and to assign each group of students to a different section for testing. We will address section assignments in Step 9, below.**

Step 1: Under Edit, select Master Schedule Builder.



The CURRENT Master Schedule will appear in the data grid:

Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
BUL1	01	LEADERSHIP	0	50	11111	0	AIELLO	145		
E1	01	ENGLISH 1	1	34	11111	0	COHEN	335		
E1	02	ENGLISH 1	5	34	11111	0	BIANCO	AUD		
E1	03	ENGLISH 1	6	34	11111	0	BIANCO	AUD		
E1	04	ENGLISH 1	9	34	11111	0	ROGERS	331		
E1	05	ENGLISH 1	5	34	11111	0	ROGERS	331		
E1	06	ENGLISH 1	6	34	11111	0	GRUSZECKI	330		
E1	07	ENGLISH 1	4	34	11111	0	GRUSZECKI	330		
E1	08	ENGLISH 1	7	34	11111	0	GRUSZECKI	330		
E1	09	ENGLISH 1	3	34	11111	0	GRUSZECKI	330		
E1R	01	ENG 1R	2	34	11111	0	ROGERS	331		
E1R	02	ENG 1R	4	34	11111	0	COHEN	335		
E1R	03	ENG 1R	5	34	11111	0	COHEN	335		
E1R	04	ENG 1R	6	34	11111	0	ROGERS	331		
E1R	05	ENG 1R	8	34	11111	0	COHEN	335		
E3	01	ENGLISH 3	2	34	11111	0	POLL	337		
E3	02	ENGLISH 3	3	34	11111	0	TWOMEY	331		
E3	03	ENGLISH 3	5	34	11111	0	POLL	337		
E3	04	ENGLISH 3	7	34	11111	0	TWOMEY	331		
E3	05	ENGLISH 3	9	34	11111	0	IACOVOU	335		
E3	06	ENGLISH 3	9	34	11111	0	POLL	337		
E3CH	01	DEBATE	4	34	11111	0	ROGERS	331		
E3R	01	ENGLISH 3R	2	35	11111	0	FERGUSON	336		
E3R	02	ENGLISH 3R	4	34	11111	0	FERGUSON	336		
E3R	03	ENGLISH 3R	7	34	11111	0	FERGUSON	336		
E3R	04	ENGLISH 3R	8	34	11111	0	POLL	337		
E5	01	ENGLISH 5	1	34	11111	0	SIRENA	330		

Step 2: Click the arrow to the right of WORKING AREA to display the options.

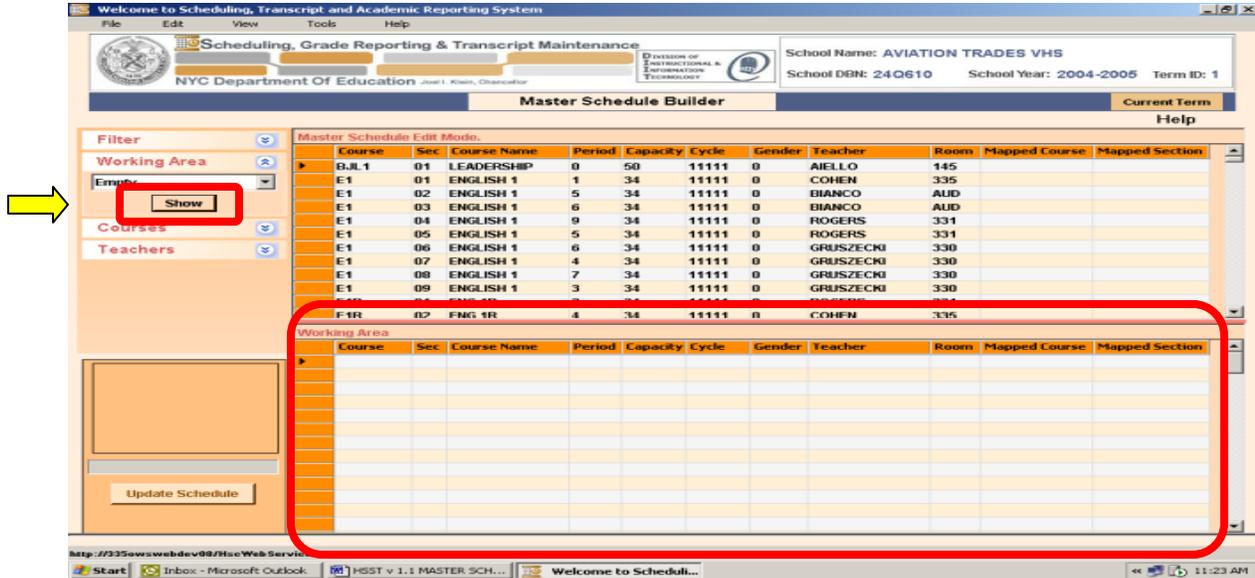
The screenshot shows the 'Master Schedule Builder' interface. On the left, under the 'Filter' section, the 'Working Area' dropdown menu is highlighted with a red box and a yellow arrow pointing to it. Below it are 'Courses' and 'Teachers' dropdowns, a 'Show' button, and an 'Update Schedule' button. The main table, titled 'Master Schedule Edit Mode', contains the following data:

Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
B.JL.1	01	LEADERSHIP	0	50	11111	0	AIELLO	145		
E1	01	ENGLISH 1	1	34	11111	0	COHEN	335		
E1	02	ENGLISH 1	5	34	11111	0	BIANCO	AUD		
E1	03	ENGLISH 1	6	34	11111	0	BIANCO	AUD		
E1	04	ENGLISH 1	9	34	11111	0	ROGERS	331		
E1	05	ENGLISH 1	5	34	11111	0	ROGERS	331		
E1	06	ENGLISH 1	6	34	11111	0	GRUSZECKI	330		
E1	07	ENGLISH 1	4	34	11111	0	GRUSZECKI	330		
E1	08	ENGLISH 1	7	34	11111	0	GRUSZECKI	330		
E1	09	ENGLISH 1	3	34	11111	0	GRUSZECKI	330		
E1R	01	ENG 1R	2	34	11111	0	ROGERS	331		
E4R	02	ENG 1R	4	34	11111	0	COHEN	335		
E1R	03	ENG 1R	5	34	11111	0	COHEN	335		
E1R	04	ENG 1R	6	34	11111	0	ROGERS	331		
E1R	05	ENG 1R	8	34	11111	0	COHEN	335		
E3	01	ENGLISH 3	2	34	11111	0	POLL	337		
E3	02	ENGLISH 3	3	34	11111	0	TWOMEY	331		
E3	03	ENGLISH 3	5	34	11111	0	POLL	337		
E3	04	ENGLISH 3	7	34	11111	0	TWOMEY	331		
E3	05	ENGLISH 3	9	34	11111	0	IACOVOU	335		
E3	06	ENGLISH 3	9	34	11111	0	POLL	337		
E3CH	01	DEBATE	4	34	11111	0	ROGERS	331		
E3R	01	ENGLISH 3R	2	35	11111	0	FERGUSON	336		
E3R	02	ENGLISH 3R	4	34	11111	0	FERGUSON	336		
E3R	03	ENGLISH 3R	7	34	11111	0	FERGUSON	336		
E3R	04	ENGLISH 3R	8	34	11111	0	POLL	337		
E5	01	ENGLISH 5	1	34	11111	0	SIRENA	330		

Step 3: Click EMPTY.

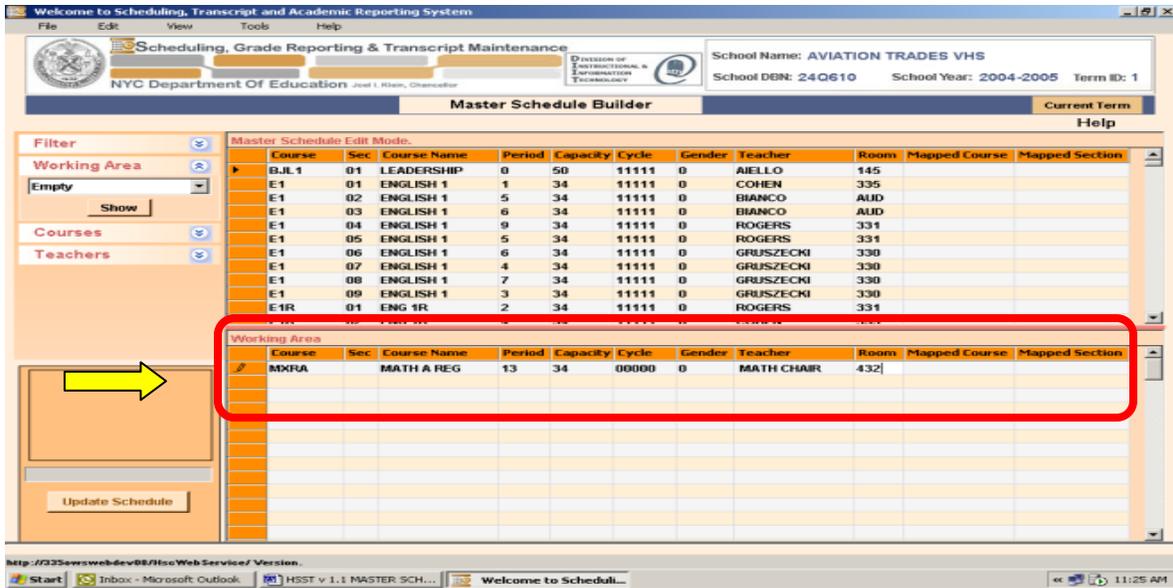
The screenshot shows the 'Master Schedule Builder' interface after clicking 'Empty'. The 'Working Area' dropdown menu in the Filter section is now set to 'Empty' and is highlighted with a red box and a yellow arrow. The main table is empty. Below the main table, a new 'Working Area' table is visible, also empty.

Step 4: Click SHOW. You will notice that the Working Area at the bottom of your screen is now blank. You are now ready to begin scheduling your new sections.

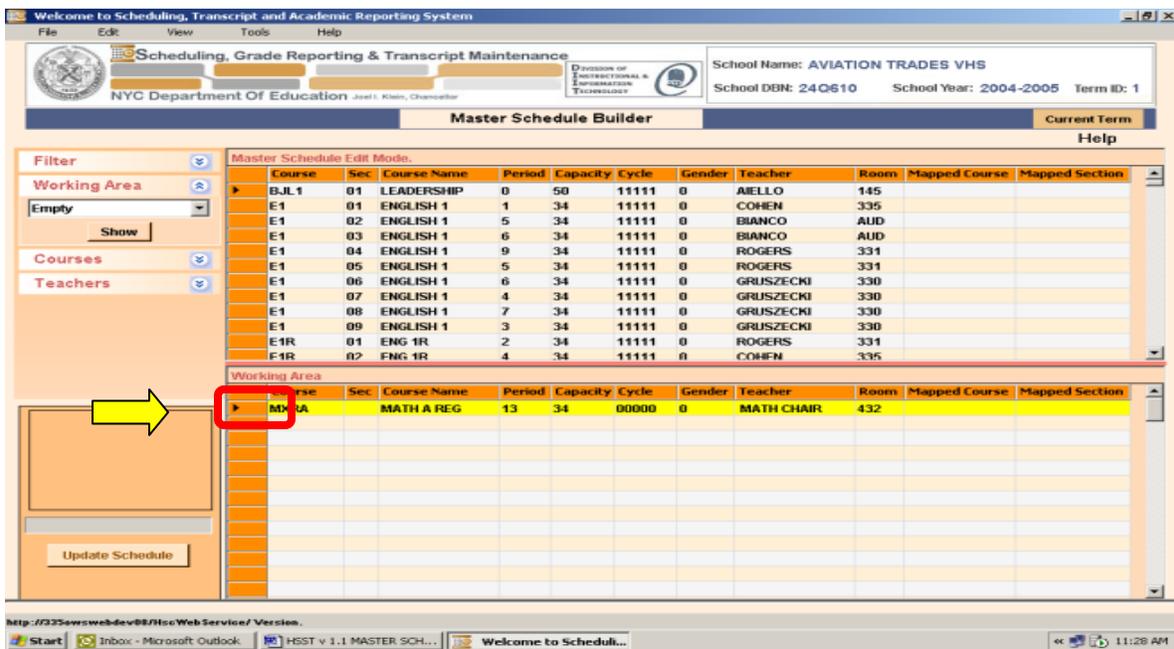


Step 5: In the Working Area, enter the following information:

- **COURSE:** Enter the exam code.
- **SECTION:** Leave blank for now if you are going to have multiple sections of an exam (*we will address adding multiple sections in Step 9*)
- **PERIOD:** Remember to schedule for a period outside of the normal instructional periods (i.e., period 11, 12, or 13).
- **CYCLE:** Enter "00000" for Cycle, as this will enable you to use the EXAM LOAD feature if you want to.
- **TEACHER:** Insert the teacher's name, if appropriate.
- **ROOM:** You may choose to enter the room number of where the scheduled exam will be taking place, but it is not required.



Step 6: In the Working Area, click the orange box next to the course code. This will highlight the line in yellow.



Step 7: Now, right-click the same orange box next to the course code. Select CLONE RECORDS when the menu below appears.

Master Schedule Edit Mode

Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
BJL1	01	LEADERSHIP	0	50	11111	0	AIELLO	145		
E1	01	ENGLISH 1	1	34	11111	0	COHEN	335		
E1	02	ENGLISH 1	5	34	11111	0	BIANCO	AUD		
E1	03	ENGLISH 1	6	34	11111	0	BIANCO	AUD		
E1	04	ENGLISH 1	9	34	11111	0	ROGERS	331		
E1	05	ENGLISH 1	5	34	11111	0	ROGERS	331		
E1	06	ENGLISH 1	6	34	11111	0	GRUSZECKI	330		
E1	07	ENGLISH 1	4	34	11111	0	GRUSZECKI	330		
E1	08	ENGLISH 1	7	34	11111	0	GRUSZECKI	330		
E1	09	ENGLISH 1	3	34	11111	0	GRUSZECKI	330		
E1R	01	ENG 1R	2	34	11111	0	ROGERS	331		
F1R	02	FNG 1R	4	34	11111	0	COHEN	335		
		MATH A REG	13	34	00000	0	MATH CHAIR	423		

Working Area

Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
		MATH A REG	13	34	00000	0	MATH CHAIR	423		

Step 8: When the Clone Record box appears asking for the number of times you want to repeat this line, select the number of sections *minus one* that you want to add to your Master Schedule. You subtract one because you already have one row in the Working Area. So, for example, if you want 10 sections, make sure the number in the Clone Record box says "9." Select CLONE when you are finished.

Clone Record

Number of times: 1

Clone

The screenshot shows the 'Master Schedule Builder' interface. A table of course sections is visible, with columns for Course, Sec, Course Name, Period, Capacity, Cycle, Gender, Teacher, and Room. A dialog box titled 'Update Record(s)' is open, prompting the user to 'Select column to update.' The 'Course' dropdown menu is selected, and the 'Auto Increment' checkbox is checked. The 'Update' button is highlighted with a red box. The background table shows various English and Math sections.

Step 12: Click UPDATE. The sections have now been entered.

This screenshot is similar to the previous one, showing the 'Update Record(s)' dialog box. In this step, the 'Update' button is highlighted with a red box, indicating that the user has completed the update process. The background table shows the same course sections as in the previous screenshot.

Step 13: To move records, place the cursor in the yellow area and right-click.

The screenshot shows the 'Master Schedule Builder' interface. At the top, it displays 'Welcome to Scheduling, Transcript and Academic Reporting System' and 'Scheduling, Grade Reporting & Transcript Maintenance'. The school name is 'AVIATION TRADES VHS' with DBN 24Q610 and School Year 2004-2005. The interface is in 'Master Schedule Edit Mode'.

On the left, there is a 'Filter' sidebar with 'Working Area' set to 'Empty'. A yellow arrow points from this sidebar to a row in the 'Working Area' table. A red circle highlights this row, which is highlighted in yellow in the table.

Course	Sec	Course Name	Period	Capacity	Cycle	Gender	Teacher	Room	Mapped Course	Mapped Section
BJL1	01	LEADERSHIP	0	50	11111	0	AIELLO	145		
E1	01	ENGLISH 1	1	34	11111	0	COHEN	335		
E1	02	ENGLISH 1	5	34	11111	0	BIANCO	AUD		
E1	03	ENGLISH 1	6	34	11111	0	BIANCO	AUD		
E1	04	ENGLISH 1	9	34	11111	0	ROGERS	331		
E1	05	ENGLISH 1	5	34	11111	0	ROGERS	331		
E1	06	ENGLISH 1	6	34	11111	0	GRUSZECKI	330		
E1	07	ENGLISH 1	4	34	11111	0	GRUSZECKI	330		
E1	08	ENGLISH 1	7	34	11111	0	GRUSZECKI	330		
E1	09	ENGLISH 1	3	34	11111	0	GRUSZECKI	330		
E1R	01	ENG 1R	2	34	11111	0	ROGERS	331		
F1R	02	FNG 1R	4	34	11111	0	COHEN	335		
MXRA	01	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	02	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	03	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	04	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	05	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	06	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	07	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	08	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	09	MATH A REG	13	34	00000	0	MATH CHAIR	423		
MXRA	10	MATH A REG	13	34	00000	0	MATH CHAIR	423		

Step 14: Select MOVE RECORDS.

This screenshot shows the same interface as Step 13, but with a context menu open over the highlighted row. The menu options include: Copy Record(s), Move Record(s), Sort, Clone Record, Update Record(s), Delete Record(s), Save To Excel, and Load From Excel. A red circle highlights the 'Move Record(s)' option, and a yellow arrow points to it from the left sidebar.

Notice that the Working Area is now empty and the message in the lower-left-hand box indicates 10 records were moved:

The screenshot shows the 'Master Schedule Builder' interface. The top navigation bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. The main header displays 'Scheduling, Grade Reporting & Transcript Maintenance' and 'NYC Department Of Education'. The school information is 'School Name: AVIATION TRADES VHS', 'School DBN: 24Q610', 'School Year: 2004-2005', and 'Term ID: 1'. The interface is in 'Master Schedule Edit Mode'. On the left, there is a 'Filter' section with 'Working Area' set to 'Empty' and 'Courses' and 'Teachers' filters. The main table lists 14 English 1 courses with columns for Course, Sec, Course Name, Period, Capacity, Cycle, Gender, Teacher, Room, Mapped Course, and Mapped Section. Below the table is an empty 'Working Area' table. A red box highlights the 'Working Area' and a message box that says 'Moved 10 of 10 record(s)'. A yellow arrow points to this message box. An 'Update Schedule' button is located below the message box.

Step 15: Scroll through your Master Schedule and confirm that the new lines were moved.

The screenshot shows the 'Master Schedule Builder' interface with a different set of courses. The 'Filter' section on the left has 'Working Area' set to 'Empty'. The main table lists 10 Math A Reg courses with columns for Course, Sec, Course Name, Period, Capacity, Cycle, Gender, Teacher, Room, Mapped Course, and Mapped Section. Below the table is an empty 'Working Area' table. A red box highlights the 'Working Area' and a message box that says 'Moved 10 of 10 record(s)'. A yellow arrow points to the 'Show' button in the filter section.

Congratulations, you have now used the STARS Client to create sections of the Regents exam. Now you are ready to register students for the test.

Section 3: Scheduling Students into Exam Classes

Once the exam classes have been added to the Master Schedule, students will need to be scheduled into these sections. You can use any of the following scheduling methods available in STARS to schedule your students into the exam classes.

This section of the *Handbook* will first define the four different scheduling options and then walk you through the steps for the first two methods, Schedule Mass Changes and Load Exam Function. The second two methods—Schedule Add/Drop and Walk-In Scheduler—should be familiar to most users. As noted below, you can follow your standard practices for these procedures.

1. Schedule Mass Changes:

If you are using a single section, you may be able to create a group of students and use the Schedule Mass Changes function. Use the Group Administration function on the STARS WebPages to create groups. This function can also be used if you created multiple sections that correspond to the subject classes that the students are scheduled for. Use the “In” option to select the present class.

2. Load Exam Function:

This function allows you to upload an Excel spreadsheet with the schedule information. (Check the STARS screen to ensure that you have the required data and column heading. If they are not exact, this function will not operate properly.)

3. Schedule Add/Drop:

Use this function to add or drop individual students. When registering students through the Add/Drop method, please use the standard method for this procedure.

4. Walk-In Scheduler: The Walk-In Scheduler works the same way as the schedule add/drop. It is done for individual students. The school selects the course the student needs to have added and then selects the section. (You can choose from all of the sections once the course is selected.) When registering students through the Walk-In method, please use the standard method for this procedure.

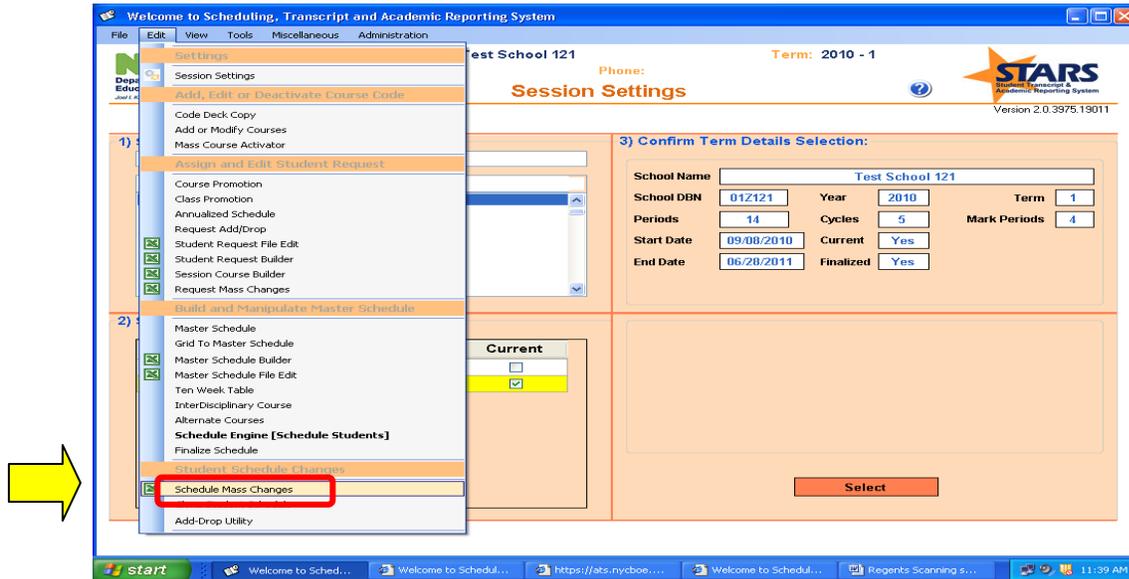
Now that we have defined the four ways that you can register students, we will look at the first two methods in more detail.

First, we will walk through how you can use the Schedule Mass Changes feature to register students for the Regents in STARS.

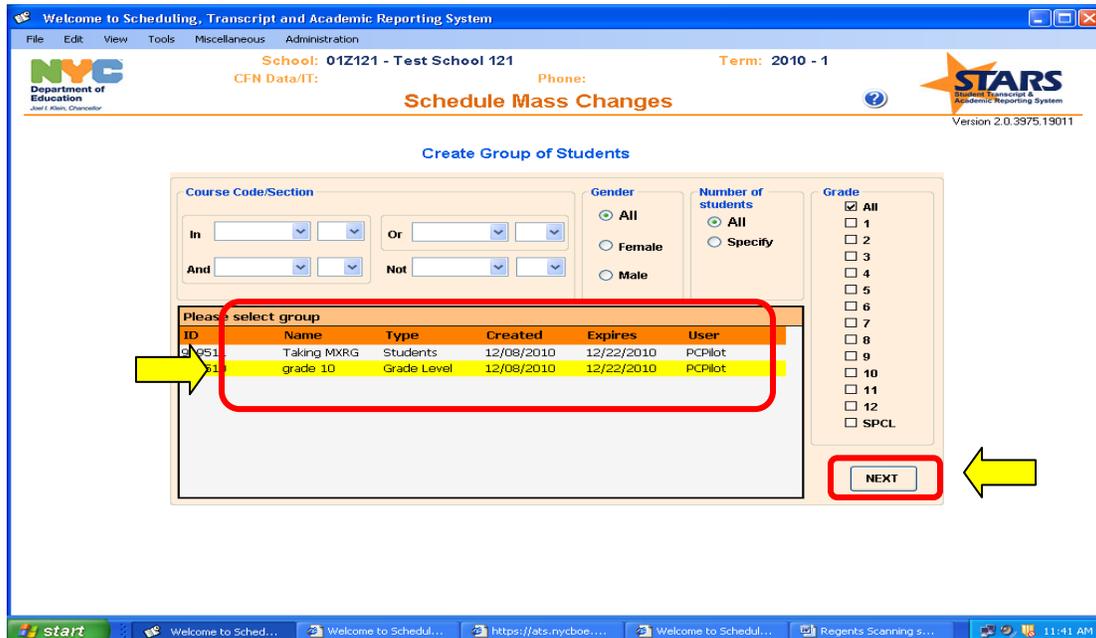
Section 3A: Schedule Mass Changes

As the name implies, the Schedule Mass Changes function allows you to schedule a large group of students for the Regents provided that they are already entered in STARS. You can accomplish this by following these steps:

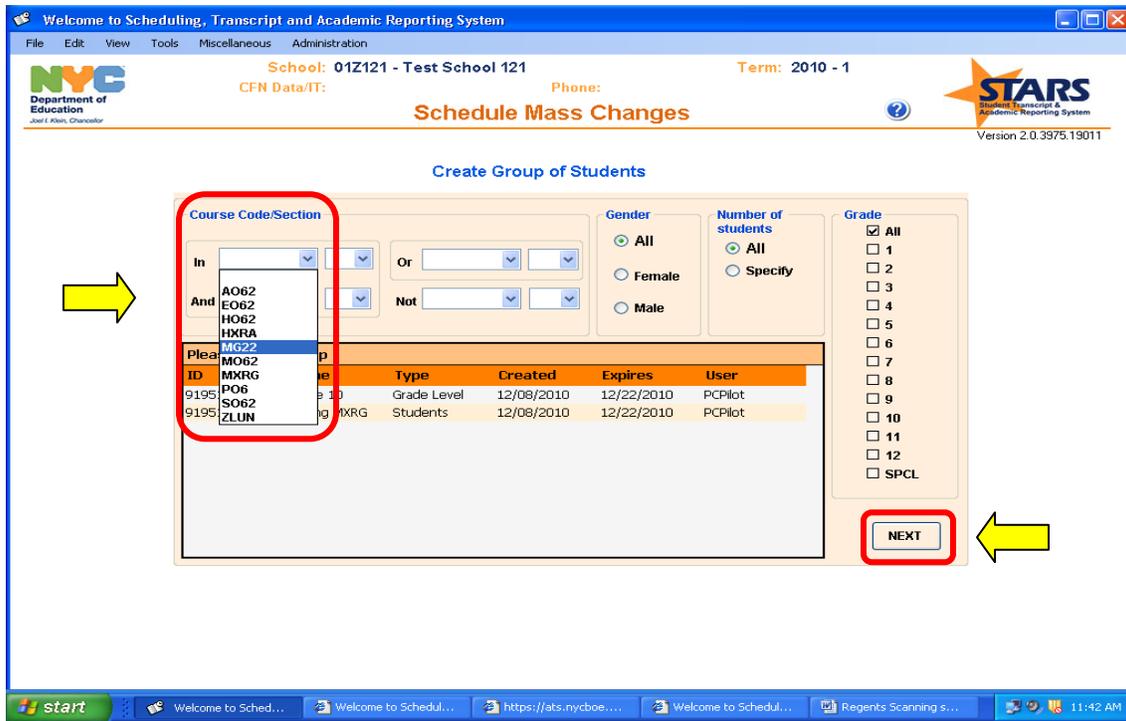
Step 1: Select Schedule Mass Changes from the Edit menu:



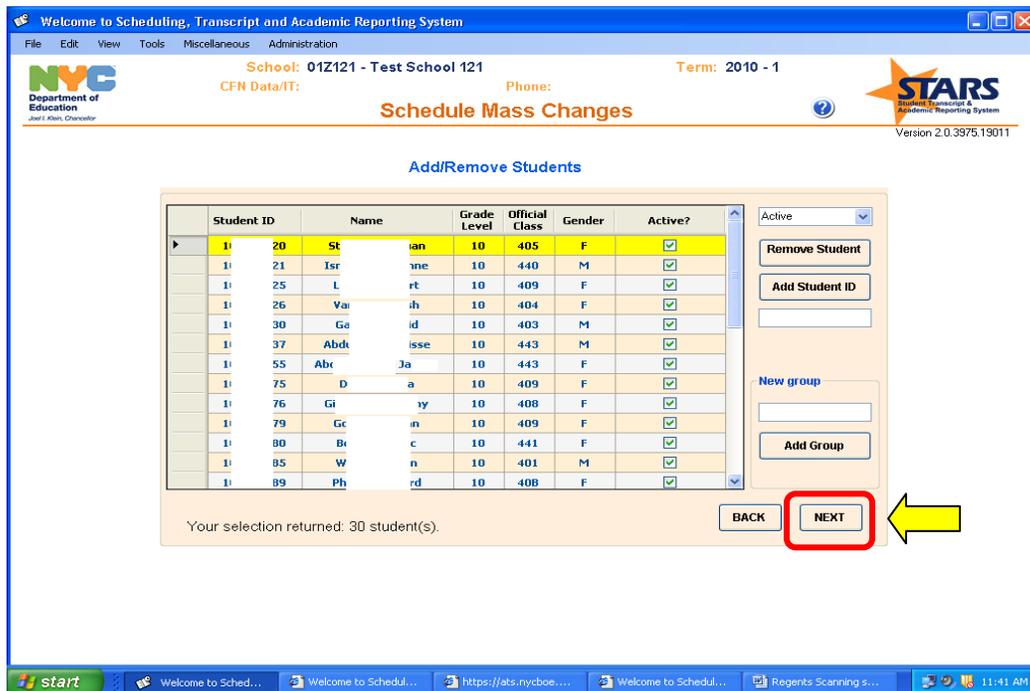
Step 2a: If you are using a group that you have created, you should see it listed on the bottom section of the screen (see below). Click the line to highlight this group, and then click NEXT. (After confirming that the following screen is correct, please advance to Step 3.)



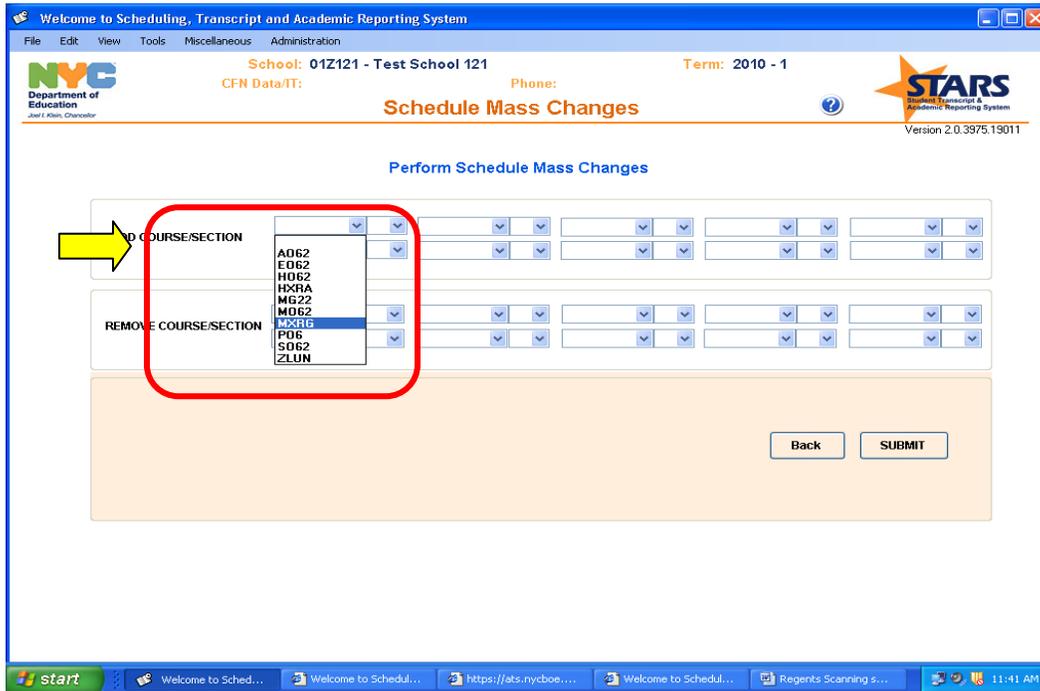
Step 2b: If, however, you are scheduling all students currently in a subject class, use the pull-down menu in the “IN” option to select the course and section that the students are currently taking (see below). Once you have selected the correct course and section, click NEXT.



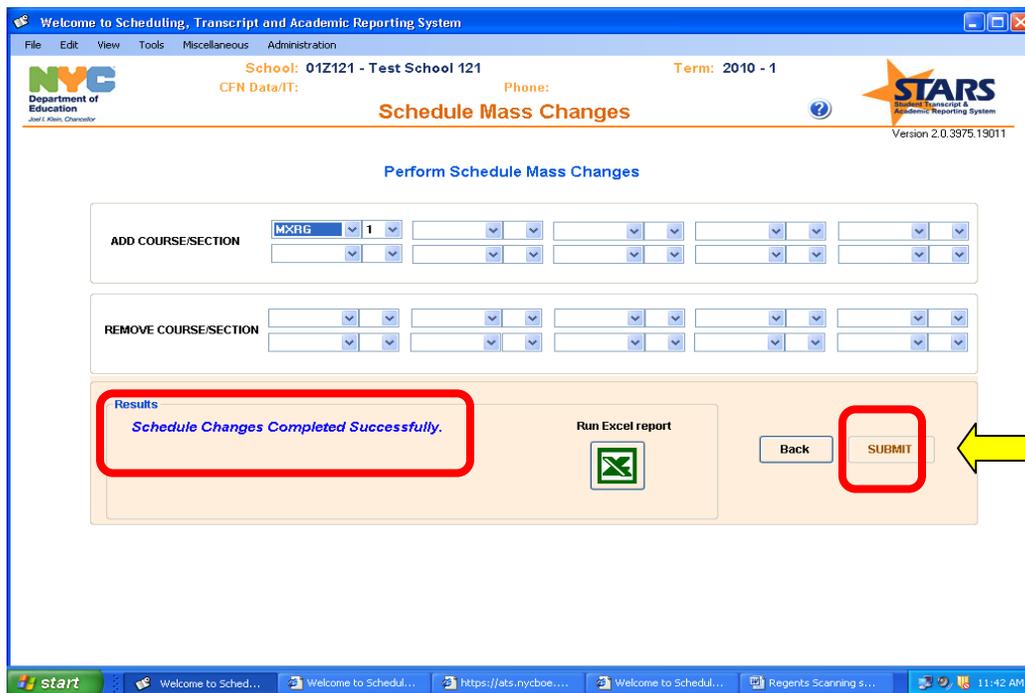
Both Steps 2a and 2b will lead you to the following screen, which displays a list of the students from the group or the class. Click NEXT.



Step 3: When the following screen appears, use the Add Course Section pull-down list to select the Regents code and section that you entered earlier.



Step 4: Click SUBMIT to add the exam to the students' schedules. When complete, the message in the Results box should read "Schedule Changes Completed Successfully."



Section 3B: The LOAD Exam Function

In addition to the Schedule Mass Changes feature in STARS, you can also use the LOAD Exam Function to schedule students en masse for the Regents. The LOAD Exam Function requires an Excel file that lists the students who will be taking each exam. You can then use this function to upload the list into STARS to schedule the students.

The Excel file must meet the following requirements in order to be uploaded correctly:

- The file will need to have the following column headings: StudentID, LastName, FirstName, Course, Section.
- The tab for the worksheet MUST say "Sheet1."

Below is a sample of what the file should look like (student IDs and names have been hidden). Please note especially the names used for the headings of each column and the tab name for worksheet. Again, these must match your worksheet exactly in order for the transfer to work

StudentID	LastName	FirstName	Course	Section
1000000000	Co	Al	MXRG	01
1000000000	Lo	Ja	MXRG	01
1000000000	Ra	A	MXRG	01
1000000000	Go	Na	MXRG	01
1000000000	Ro	Sa	MXRG	01
1000000000	Ro	Al	MXRG	01
1000000000	Si	Ni	MXRG	01
1000000000	Sto	J	MXRG	01
1000000000	Is	Ca	MXRG	01
1000000000	Lo	Ro	MXRG	01
1000000000	Va	M	MXRG	01
1000000000	Ga	Da	MXRG	01
1000000000	Ab	Ci	MXRG	01
1000000000	D	GI	MXRG	01
1000000000	Gi	Jo	MXRG	01
1000000000	Go	Al	MXRG	01
1000000000	Be	E	MXRG	01

You may either use one file to enter all of the students for each exam, or you may load separate files for each exam.

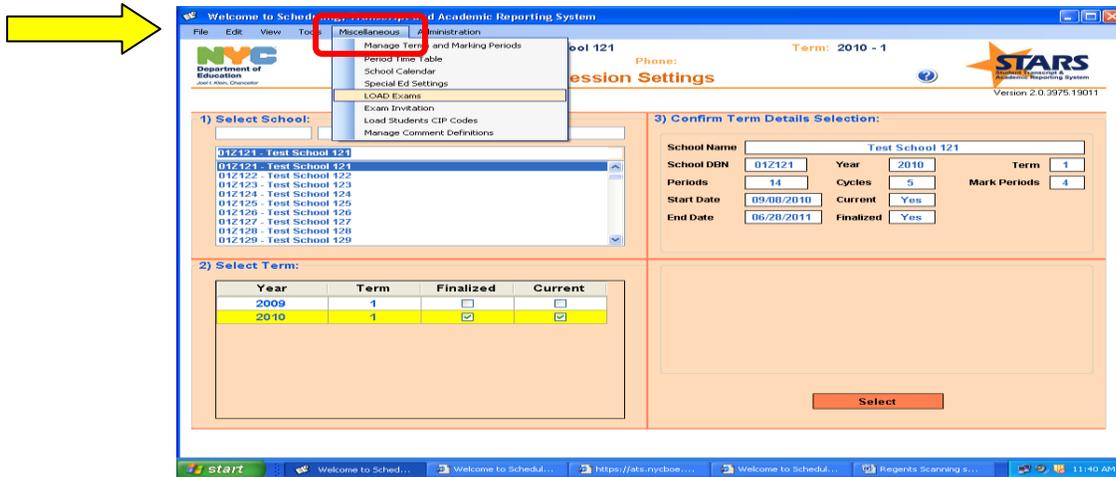
The following section outlines the steps you should take if you want to utilize the LOAD Exam Function.

Also, please note that once you have set up your schedules, you can use the EXAM INVITATION report to print exam invitations. You can also select the option to include the photo of the student on the invitation. **See the STARS User Manual for detailed instructions. This document (HSST v 1.1 LOAD EXAM) can be found in the document section of the STARS SharePoint.**

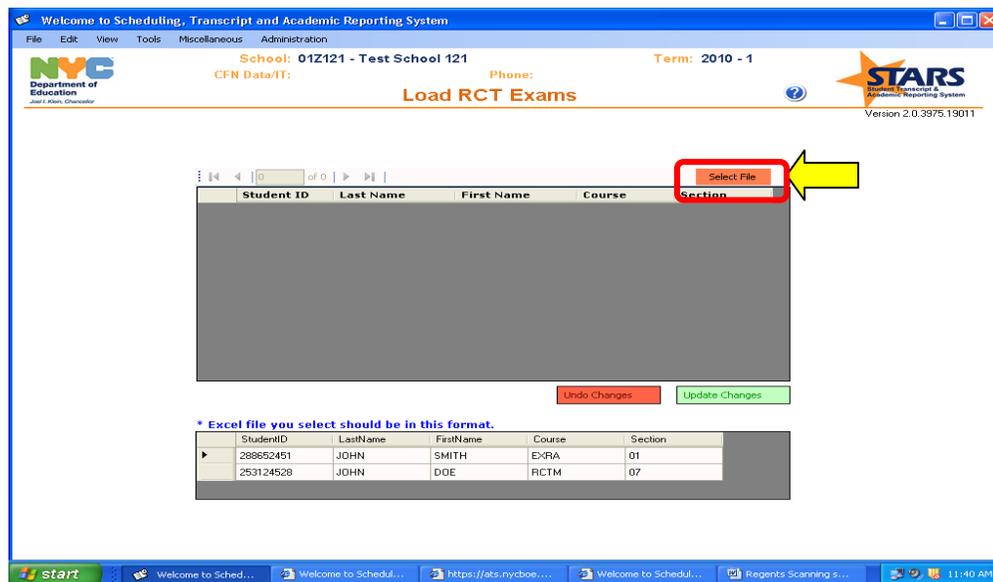
<http://portal.nycboe.net/sites/FinanceAdmin/DIIT/AppDev/HSST/default.aspx>

Accessing the LOAD Exam Function

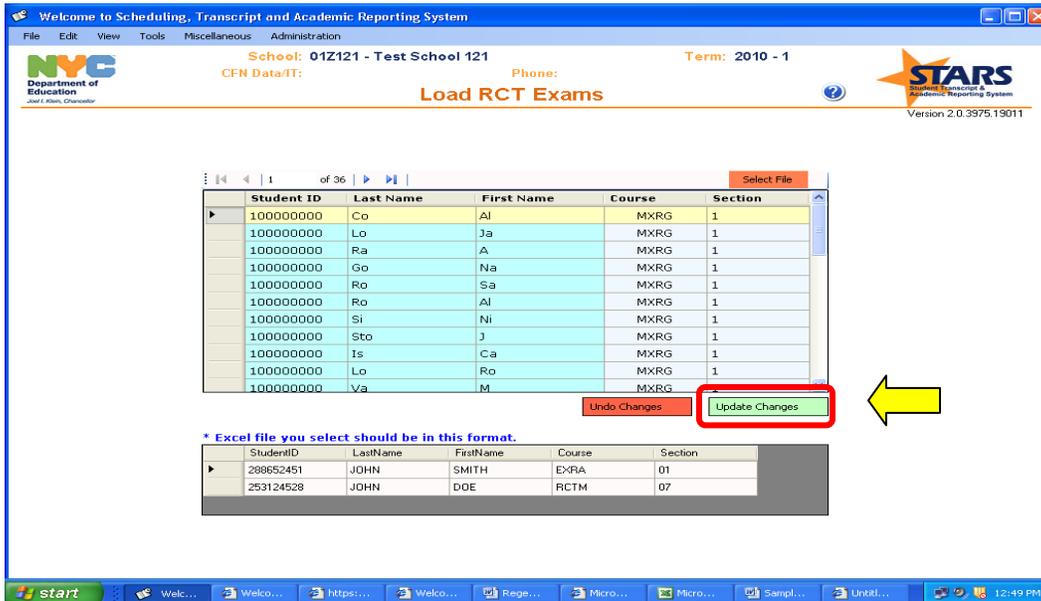
Step 1: Click the MISCELLANEOUS option from the toolbar. Then click LOAD EXAMS.



Step 2: When the following screen appears, click SELECT FILE in the upper-right corner. This will prompt you to select the location of the file. Select the location from your desktop, and click OPEN.



Step 3: Once the file is open, it will display on the screen. Click the UPDATE CHANGES button to submit the file to STARS.



STARS has now registered the students listed on the Excel file for their respective sections of the Regents.

We are now ready to explore how this information can be used in ATS.

Section 4: Printing Answer Document from ATS

Once students have been scheduled in STARS, the information flows to ATS on a nightly basis (provided it has been entered by 9:00 P.M. during the week and 4:00 P.M. on the weekends). This information then enables you to use ATS to print student answer documents, to scan the completed answer documents, and to generate reports that synthesize the data in multiple ways. Information about scanning and reporting appears later in this *Handbook*. The section that immediately follows focuses on printing the student answer documents.

Though most of your students will have been previously registered through STARS, a number of students will require you to register them on the day of the exam. ATS provides this capability, as well. The steps for printing answer documents for both students who are registered through STARS and who are not registered through STARS are covered below.

This section covers the three following populations of students:

- NYCDOE students previously scheduled in STARS
- An individual NYCDOE student who is not previously scheduled in STARS
- A non-DOE student

(Please note: The same procedures for these students also apply to Walk-In students, though the process for Walk-In students is not specifically covered below.)

Remember, the amount of scheduling details provided in STARS—such as teacher name, section number, and room number—determines the printing options that are available.

Before we move on to the specific steps for printing your answer documents, now would be a good time to confirm that your printer requirements are met. You can advance through the process flawlessly, but if your printer is not up-to-date, you will not have your answer sheets ready on test day.

So please take a moment to make sure that your printer is ready. You can do this by:

- Making sure that your printer model is compatible with ATS (*Lexmark T640 or later*). Do not use incompatible printers (e.g., Lexmark T630) to print answer documents.
- Making sure that you can print directly to an attendance scanner (Lexmark Attendance Scanner, models x646 or x656, or the Fujitsu Attendance Scanner, model Fi6670). (You can print to your school's attendance scanner or to that of a neighboring school.)
- Verifying that your attendance scanner (or your destination printer) has a sufficient amount of toner for printing this job.

In addition to taking these steps with the printer itself, you will also want to make sure that the pages you are scanning are as clean as possible. Make sure all pages are clearly readable and free of any type of print defects. Discard any pages that have less-than-perfect print quality, correct the cause of the print problem, and reprint those pages. Imperfections include smudges, stray marks, or faded texts, among other blemishes that might inhibit the scanner from accurately collecting the data.

Section 4A: The Trailing Test Page

*****It is very important that you scan the Trailing Test Page each time you print a batch of answer documents to confirm that your scanner is correctly capturing student scan response .*****

To help you determine the usability of your printed answer documents, a Trailing Test Page will be included any time you print a batch of answer documents. You will then scan this page. **It is important that you scan this page in order to confirm that your scanner is correctly capturing the student scan response.** If no errors are reported, you can distribute your answer documents. If an error does occur, refer to the DFS Confirmation Page for guidance.

The batches of answer documents can consist of those that are either printed for the first time or re-printed. There is no way to generate a Trailing Test Page independent of these batches.

If the Trailing Test Page fails, please check your toner level and the cleanliness of your scanner. If these aspects of the printer and scanner are all clear, try to print again. When you are ready to re-print, follow the instructions outlined in Section 5 of this *Handbook* ("Re-printing Answer Documents").

If the Trailing Test Page continues to fail after your school has cleaned the scanner and checked toner levels, then reach out to your CFN or to the DOE Help Desk (718-975-5100) about the problem

The Trailing Test Page is specific for each exam. The one-page answer document for January Physics includes a one-page Trailing Test Page, and all other two-page answer documents include a two-page Trailing Test Page. The test scan should include both pages of a two-page Trailing Test Page. The scan is designed to confirm the readability of both the bar code and the answer bubbles.

An example of a two-page Trailing Test Page appears on the following pages:

The Trailing Test Page for the June Global History & Geography exam (page 1 of 2):

Job Name: HXRGE
Pages Printed: 2
Print Date: 12/07/2012 08:19 AM

HXRGE TEST PAGE

Before Distributing Exam Forms,
Please Scan This Test Page

USE NO. 2 PENCIL ONLY

Incorrect Marks: 
Correct Mark:  Make no stray marks
Photocopies will not scan to ATS

Student absent

Part I



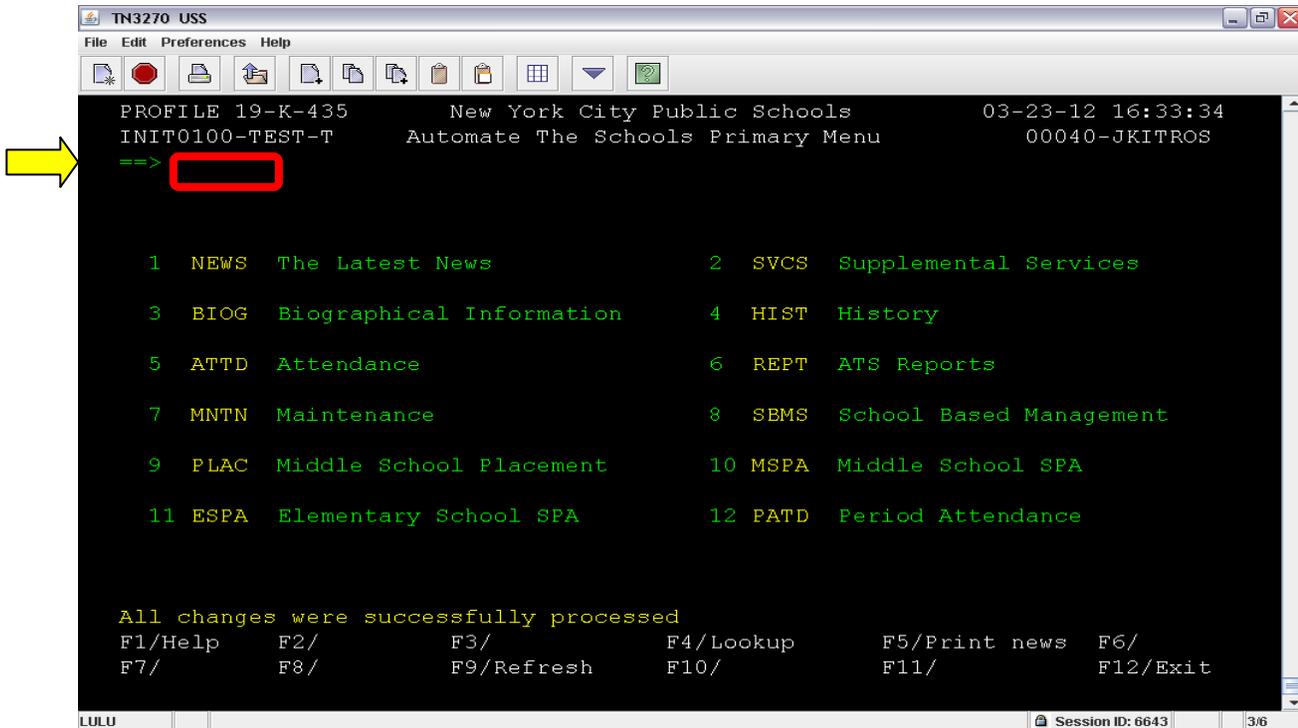
1.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	35.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	37.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	21.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	39.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	23.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	41.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	25.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	43.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	27.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	45.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	29.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	47.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	31.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	48.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	49.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	33.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Before Distributing Exam Forms,
Please Scan This Test Page
Do not scan with other types of forms

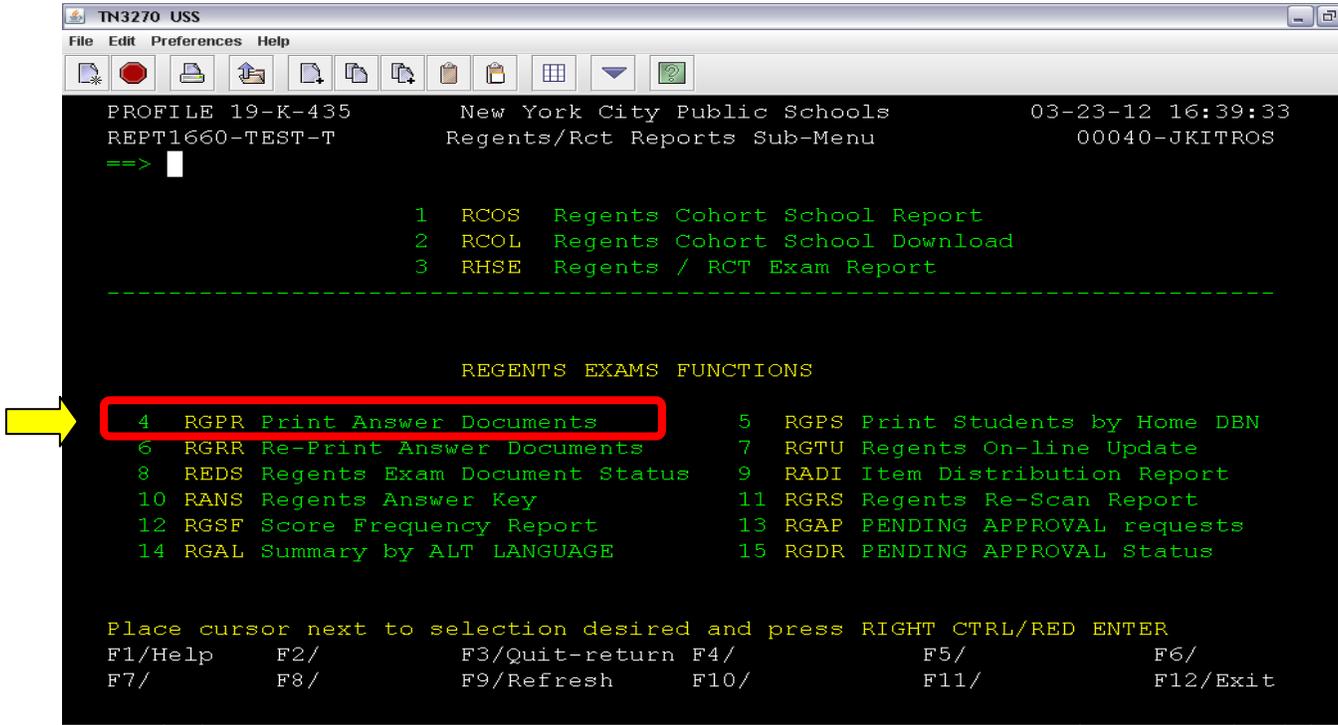
Section 4B: Printing for NYCDOE Students Previously Scheduled in STARS

This option will allow you to print for a group of students at one time. In order to utilize this option, students must be scheduled in STARS at least one day prior to printing. Once they are scheduled, you can follow these steps (see Appendix II for the approximate time frame when printing can begin):

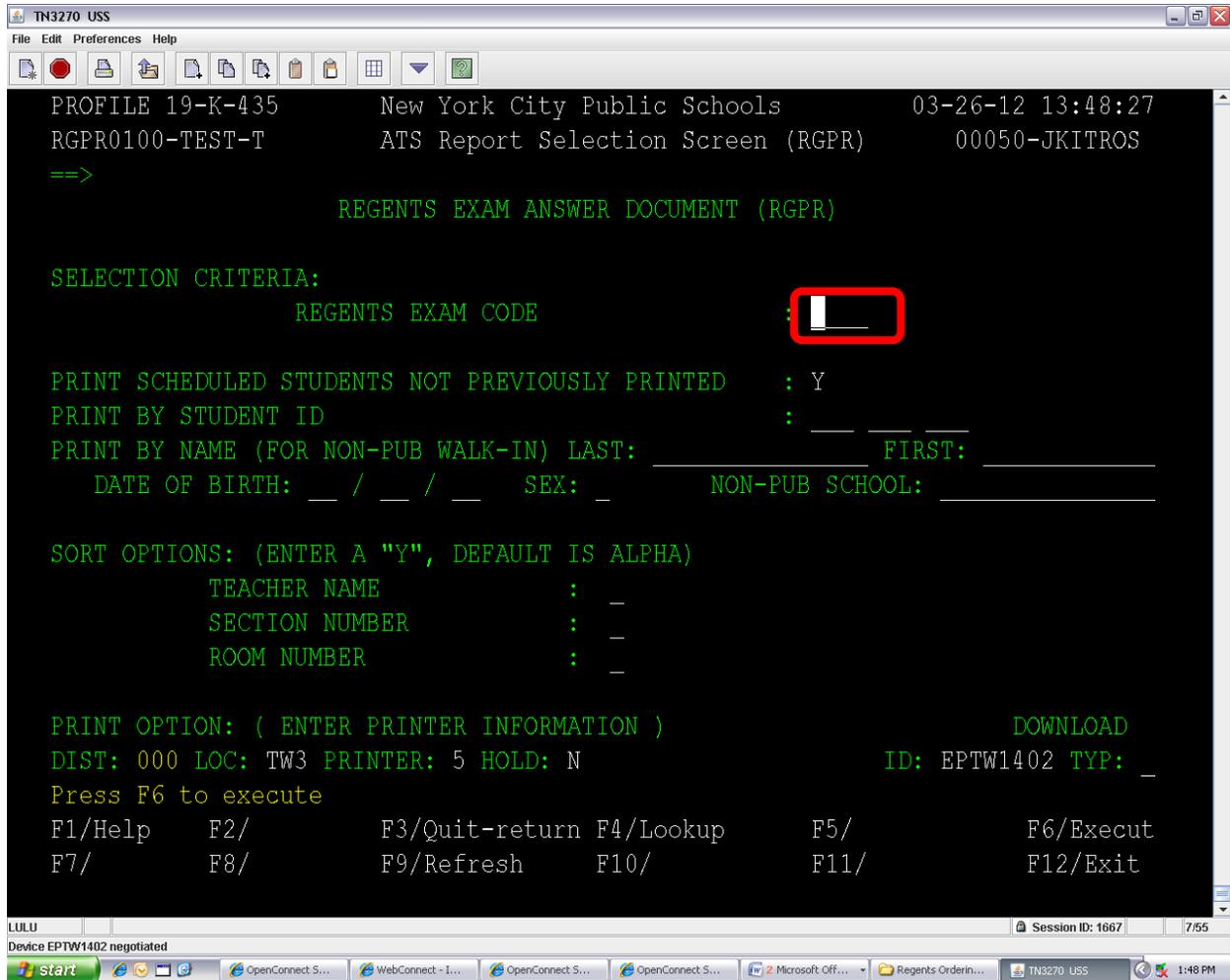
Step 1: Log in to ATS. When the screen below appears, type REGT where indicated.



Step 2: The following screen will appear. This screen lists the various printing and reporting options offered by ATS. Tab to RGPR – Print Regents Exam Answer Documents, and press ENTER.

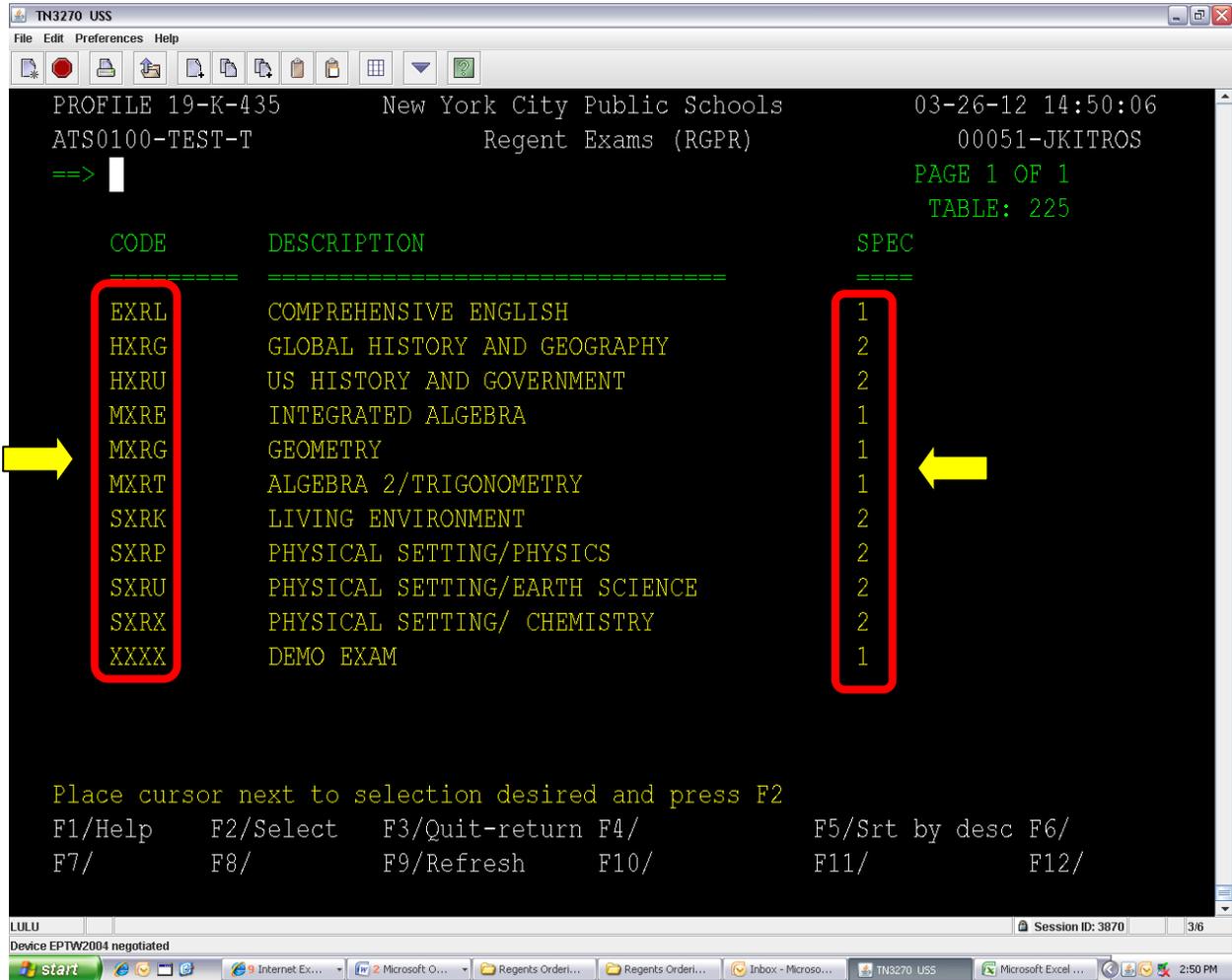


The following screen should appear:



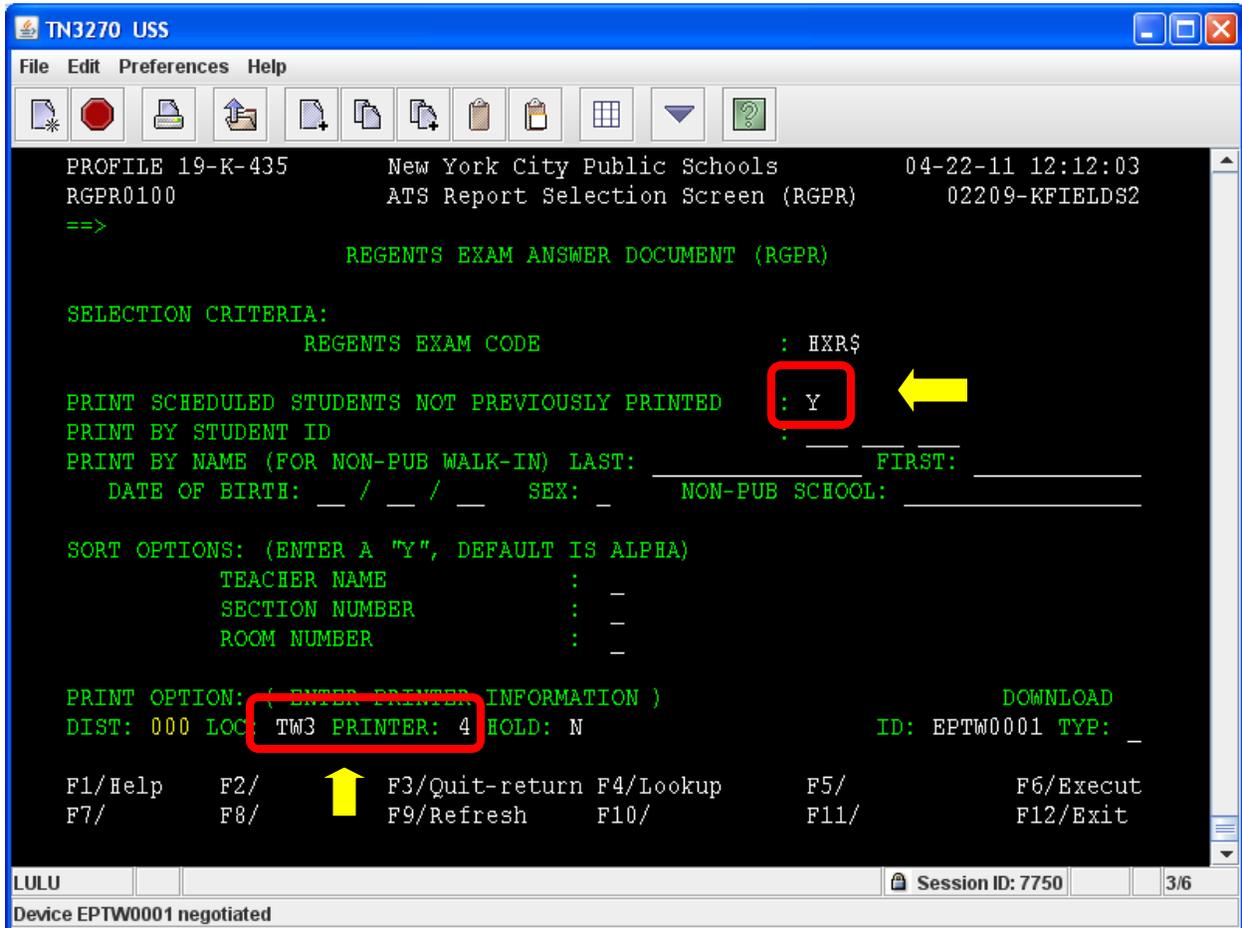
This screen includes the various printing options. For now, we are focusing on how to print the answer documents for students who have been previously registered through STARS.

Step 3: Tab to the field indicated above and press F4. This will provide a list of the codes for the Regents exams that you will be scanning (see screen below).



The codes are listed along the left. The numbers on the right indicate the number of pages for each answer document. Note exam XXXX is available for testing purposes only immediately prior to the answer document printing window opening.

Step 4: Tab your cursor to whichever exam you want to print, and hit F2 to select. The following screen should appear:



Step 5: You are printing answer sheets for students who are scheduled in STARS but that have not previously been printed, so make sure there is a "Y" in the field indicated by the first box above.

Step 6: The second box indicates which printer is active. This should be changed to whatever the code is for your attendance printer.

Step 7: Hit F6 to execute. You will be prompted to hit F2 to Confirm or to hit F3 to Cancel. If everything looks OK, hit Confirm. This will print all of the answer documents for the students who are scheduled in STARS to take the exam you indicated.

NOTE: Schools can use the RGPR function in ATS to print out an answer document throughout the entire day during which the exam associated with the answer document is administered, though it is strongly recommended that answer documents be printed two weeks *prior* to the day of Regents administration. If a school needs to print an answer document after the exam date, the school should email DAPS (regents@schools.nyc.gov) with an explanation of its request.

Now that you have printed answer documents for a number of NYCDOE students who are already registered in STARS, let's take a look at the steps you would follow to print an answer document for an individual DOE student who is not yet registered for the exam.

Section 4C: Printing an Answer Document for an Individual DOE Student Who Is Not Previously Scheduled in STARS

This feature allows you both to print an answer document for a student from your own school who is not yet registered for the exam and to print an answer document for a DOE student who is not even registered at your school. ATS uses the student’s ID number to generate his or her unique answer document.

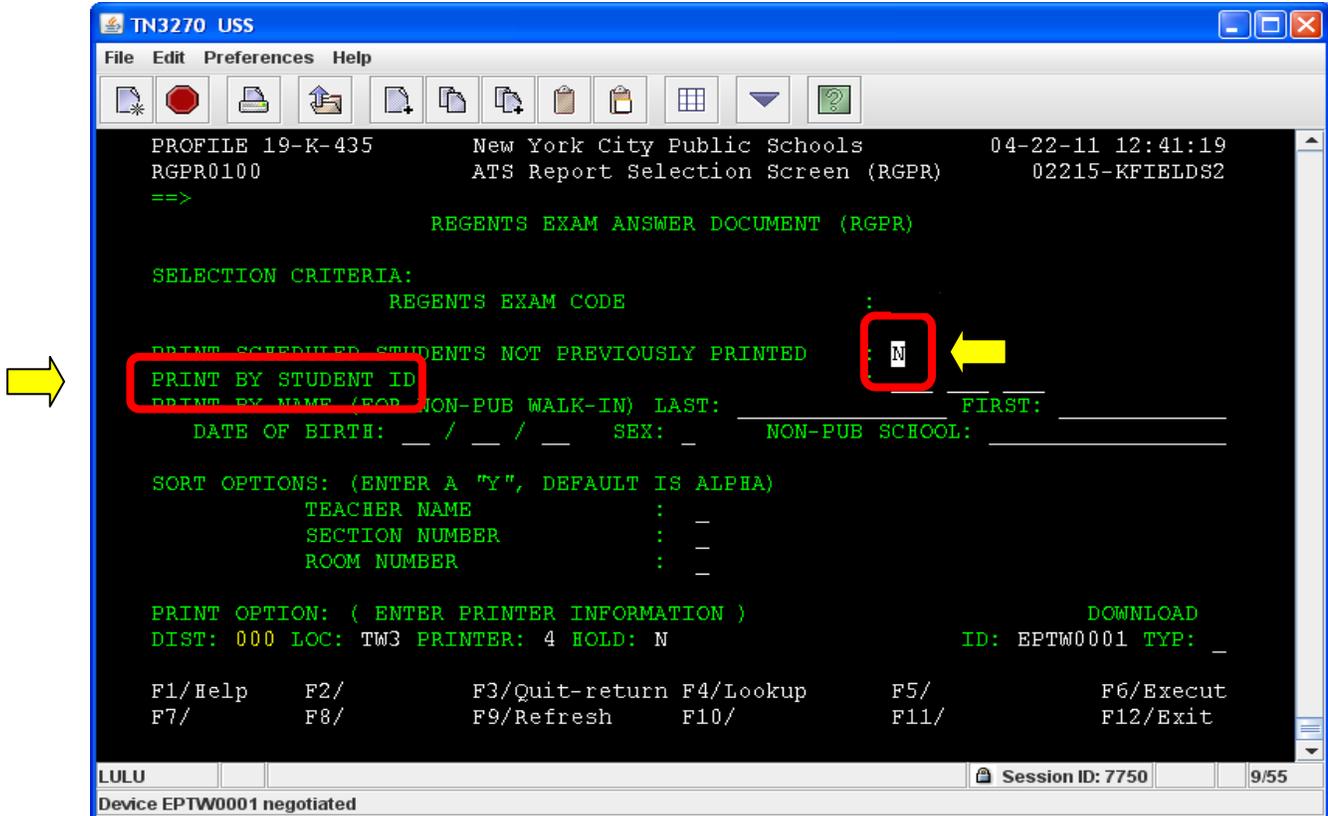
Please note: If the student does not know his or her Student ID, you can retrieve that information by using the “SBIO” function in ATS. Just type “SBIO” in the top field of any Menu screen, and you can access this information via the student’s name, birthday, or school.

The process for printing an answer document for an individual DOE student should look familiar, as Steps 1 through 4 are the same as those that are required to print a number of exams for students from your school who are already registered through STARS. In fact, in order to print an answer document for an individual DOE student, you can follow the instructions indicated on pp. 27–31 above. However, printing for an individual DOE student requires a few additional steps.

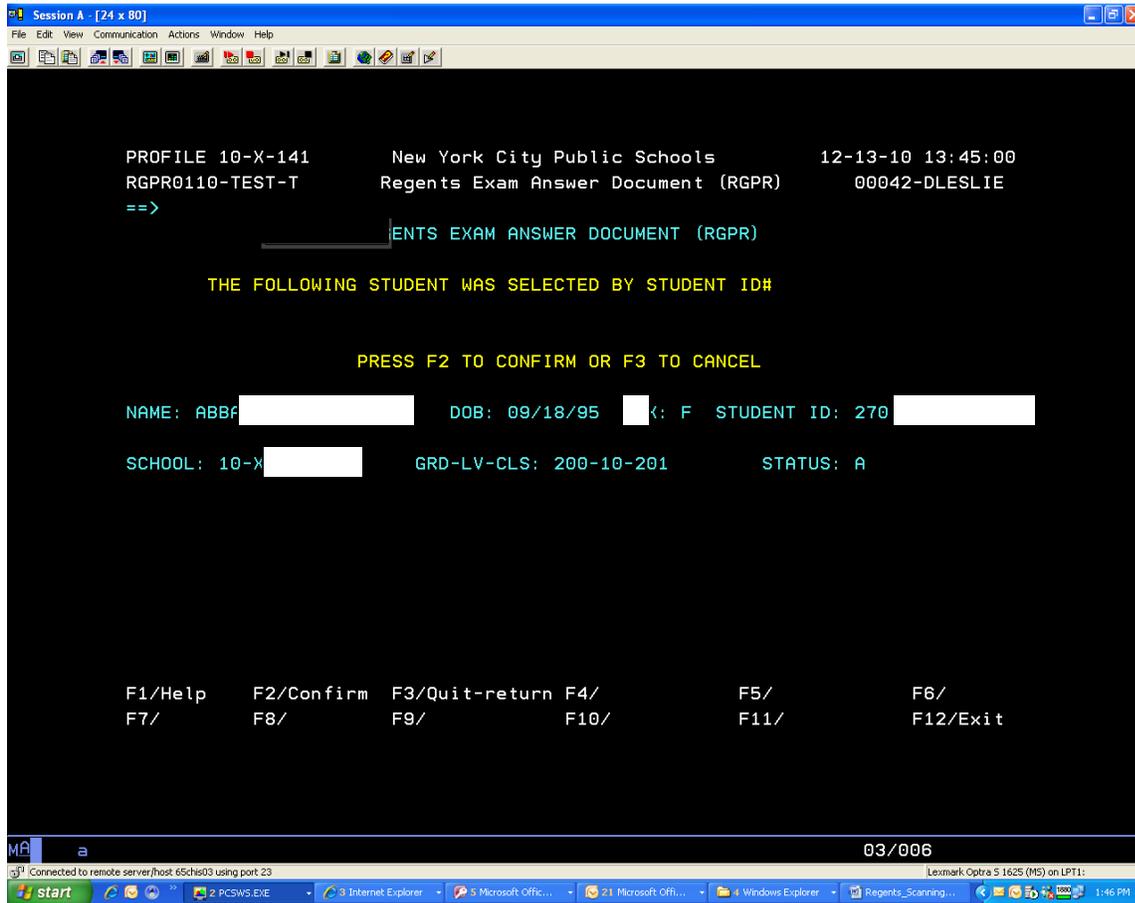
Step 5: On the following screen, once you have entered the exam code, change the default “Y” to an “N” in the field noted below.

Step 6: As you did before, confirm that the active printer is your attendance scanner.

Step 7: Enter the student’s ID number in the field marked Print by Student ID.



Step 8: When the following screen appears, review the information, and press F2 to Confirm or F3 to Cancel.



You have now printed an answer document for an individual DOE student who was not yet registered for the exam through STARS.

Finally, let's walk through how you would print an answer document for a non-DOE student who shows up at your school on the day of the exam and wants to take the test.

Section 4D: Printing an Answer Document for a Non-NYCDOE Student

This function in ATS enables you to print an answer document for a student who is not part of the NYCDOE system, provided the student presents a signed letter from his or her principal indicating the exam for which he or she is eligible to sit.

In this case, the first five steps are the same as when you printed for DOE students who were previously scheduled in STARS (though change the default “Y” in the field marked “Print Scheduled Students Not Previously Printed” to an “N” or leave it blank), so follow the instructions on pp. 23–25 above to get started.

Step 6: Once you have plugged the relevant printing information into the screen below, tab to the field that asks for the student’s biographical information (see screen below).

Step 7: Confirm the student’s first and last name, date of birth, and gender. Check this information against a photo ID.

Step 8: Determine the name of the non-Public School the student attends.



```

TN3270 USS
File Edit Preferences Help
[Icons]

PROFILE 19-K-435      New York City Public Schools      05-18-11 10:18:03
RGPR0100             ATS Report Selection Screen (RGPR) 01531-KFIELDS2
==>

REGENTS EXAM ANSWER DOCUMENT (RGPR)

SELECTION CRITERIA:
REGENTS EXAM CODE           : XXXX

PRINT SCHEDULED STUDENTS NOT PREVIOUSLY PRINTED : N
PRINT BY STUDENT ID         :
PRINT BY NAME (FOR NON-PUB WALK-IN) LAST: _____ FIRST: _____
DATE OF BIRTH: / /        SEX:          NON-PUB SCHOOL:

SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
TEACHER NAME           : -
SECTION NUMBER         : -
ROOM NUMBER            : -

PRINT OPTION: ( ENTER PRINTER INFORMATION )
DIST: 000 LOC: TW3 PRINTER: 5 HOLD: N          ID: EPTW1814 TYP: _
Press F6 to execute
F1/Help   F2/      F3/Quit-return F4/Lookup   F5/      F6/Execut
F7/      F8/      F9/Refresh   F10/      F11/     F12/Exit

LULU
Device EPTW1814 negotiated
Session ID: 9701 3/6
    
```

Step 9: Press F6 to Execute. The following screen should appear:



You have now created and printed answer documents for a number of NYCDOE students who are already registered for the Regents in STARS, for an individual NYCDOE student who is not yet registered for the Regents, and for a non-NYCDOE student who is also not yet registered for the Regents.

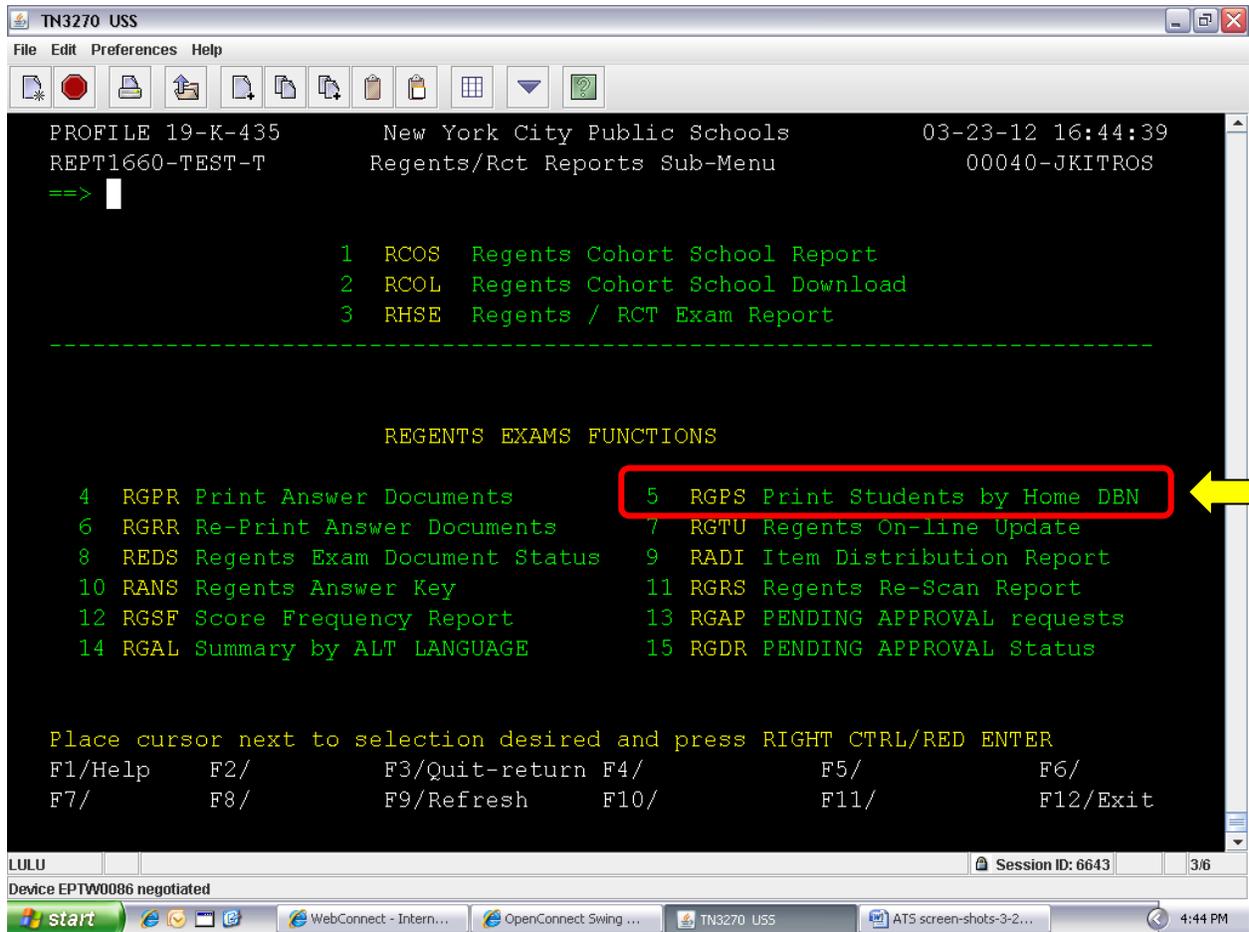
The process that follows will enable you to generate and print answer documents for a number of Walk-In students at one time, provided that all of the students are from the same home school. This option will be useful if you anticipate a group of Walk-In students or if you are a school, like a Charter School, that does not use STARS to schedule your students.

This option is called “Print Multiple Students by Home DBN.”

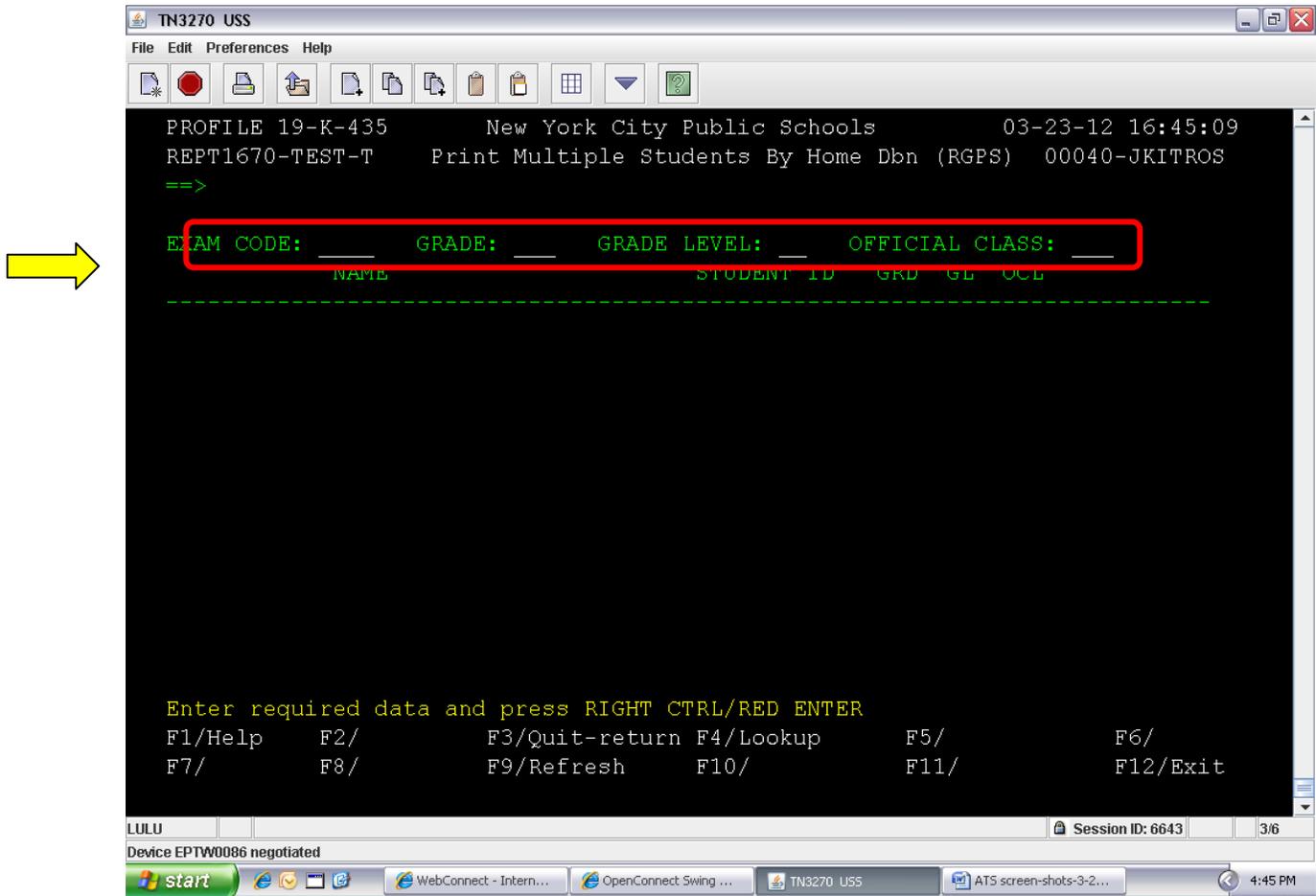
Section 4E: Printing Answer Documents for Multiple Students by Home DBN

When you create answer documents for students who show up to your school as walk-ins, ATS will assume that that your school is the student’s “home school.” However, if this student attends another DOE school, the RGPS function will allow you to print an answer document for this student associated with the student’s actual “home school.”

Step one: On the Regents sub-menu, tab to the option called Print Multiple Students by Home DBN and hit Enter.

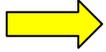


The following screen will appear.



Step 2: Populate the fields noted above with the relevant information for the answer documents that you want to print. The Exam Code is mandatory, but once that is established you can opt to narrow the scope of your search based on Grade, Grade Level, or Official Class.

Step 3: After you have provided this information, tab your cursor to the field noted below. Hit Enter.



The screenshot shows a terminal window titled "TN3270 USS" with a menu bar (File, Edit, Preferences, Help) and a toolbar. The main display area has a black background with green and yellow text. At the top, it shows search criteria: "PROFILE 75-M-501", "New York City Public Schools", "05-26-11 15:38:04", "REPT1670", "Grade Level (RGPS)", and "01358-KFIELDS2". Below this, a red box highlights the prompt "==>". Further down, there are labels for "EXAM CODE: XXXX", "GRADE: 190", "GRADE LEVEL:", "OFFICIAL CLASS:", "NAME", "STUDENT ID", "GRD", "GL", and "OCL", followed by a dashed line. At the bottom, it says "No Students found for selected criteria" and lists function keys: F1/Help, F2/, F3/Quit-return, F4/Lookup, F5/, F6/, F7/, F8/, F9/Refresh, F10/, F11/, and F12/Exit. The status bar at the bottom shows "LULU", "Device EPTW0942 negotiated", "Session ID: 3371", and "3/6".

The screen below shows that answer documents for six students have been selected.

Step 5: Press F5 to print.

PROFILE 75-M-501 New York City Public Schools 05-26-11 15:38:24
REPT1670 Grade Level (RGPS) 01358-KFIELDS2
==> PAGE 1 OF 3

EXAM CODE: XXXX GRADE: 190 GRADE LEVEL: OFFICIAL CLASS:

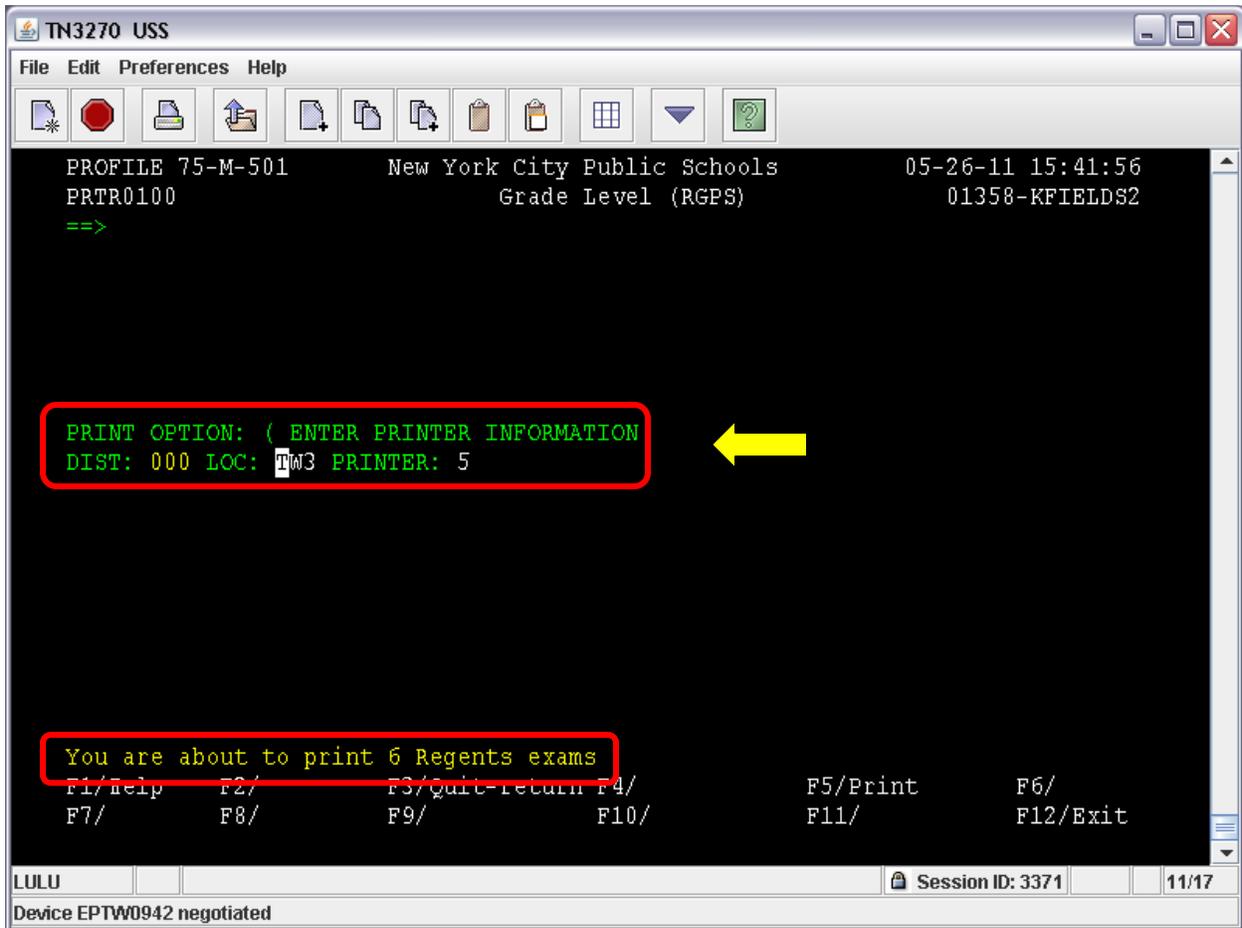
NAME	STUDENT ID	GRD	GL	OCL
Y Names	Names	Student ID's	190	09 332
-	blacked	blacked	190	09 029
Y	out for	out for	190	09 344
-	privacy.	privacy.	190	09 358
Y			190	09 095
-			190	09 318
Y			190	09 454
-			190	09 130
Y			190	09 319
-			190	09 198
Y			190	09 305
-			190	09 066

Enter "Y" to select students. Press F5 to Print

F1/Help F2/ F3/Quit-return F4/ F5/Print F6/ F7/ F8/Fwd F9/Refresh F10/ F11/ F12/Exit

LULU Session ID: 3371 3/6
Device EPTW0942 negotiated

Step 6: Before printing, ATS will ask you to confirm the number of answer documents you want to print. (Note the text highlighted at the bottom of the screen below.) Confirm your printer location (see the first box), press F5 again, and you will print your answer documents.



After printing, you will return to your list of students. However, please note where indicated below that where you once had seven students you now have three. This is because you printed four answer documents. Once the answer documents are printed for a particular student, he or she is removed from this list for that exam.

The screenshot shows a terminal window titled "TN3270 USS" with a menu bar (File, Edit, Preferences, Help) and a toolbar. The main display area contains the following text:

```

PROFILE 19-K-435      New York City Public Schools      05-05-11 14:29:19
REPT1670-TEST-T     Print Regents Exam By Student Id (RGPS)  00053-KFIELDS2
==>                                                         PAGE 1 OF 1

EXAM CODE: EXRL    GRADE: 220    GRADE LEVEL: 12    OFFICIAL CLASS: 000
NAME              STUDENT ID    GRD  GL  OCL
-----
- Names          Names          Student ID's
- blacked        blacked        blacked
- out for        out for        out
- privacy.      privacy.      for
                                                         220  12  000
                                                         220  12  000
                                                         220  12  000

Your report has been sent to the printer
F1/Help  F2/      F3/Quit-return  F4/      F5/Print  F6/
F7/      F8/      F9/Refresh      F10/     F11/      F12/Exit
    
```

A yellow arrow points to a red box on the left side of the terminal window, which highlights the first three rows of the student list. These rows are partially obscured by white boxes containing the text "Names blacked out for privacy." and "Student ID's blacked out for privacy.".

NOTE: Schools can print out answer documents for Walk-In students throughout the entire day during which the exam associated with the answer document is administered, though if possible answer documents be printed *prior* to the day of Regents administration and previous notice and communication between schools. If a school needs to print an answer document after the exam date, the school should email DAPS (regents@schools.nyc.gov) with an explanation of its request.

To reprint any answer documents, you need to follow the standard instructions for reprinting, which follow in the next section of this *Handbook*.

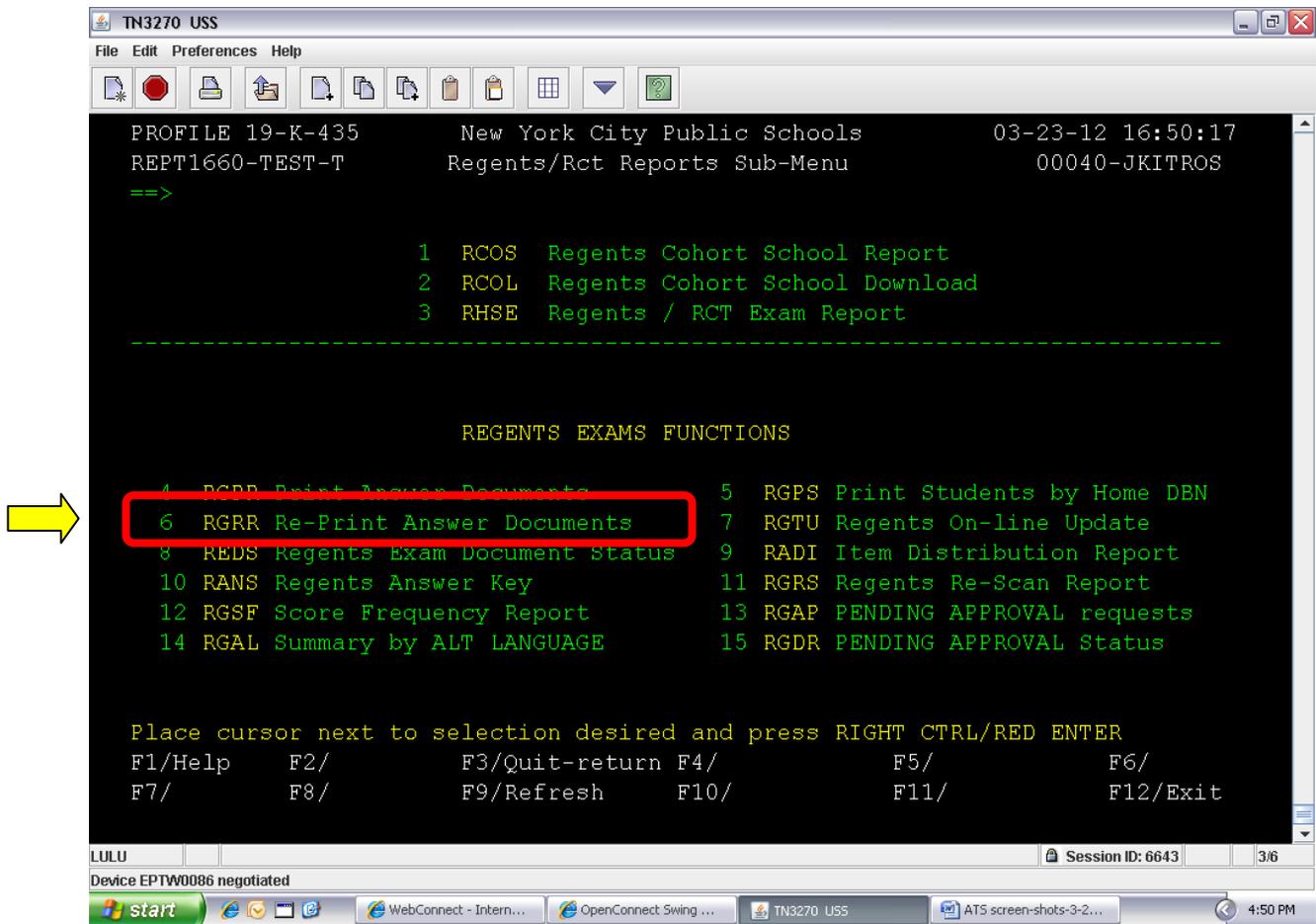
Section 5: Reprinting Answer Documents

In the event that an answer document has been lost or in any way compromised before the student has had an opportunity to sit for the exam, the answer document(s) in question can be re-reprinted. Answer documents can be re-printed for any student whose answer document had been previously generated and printed. For two-page answer documents, you can opt to reprint only one of the two pages.

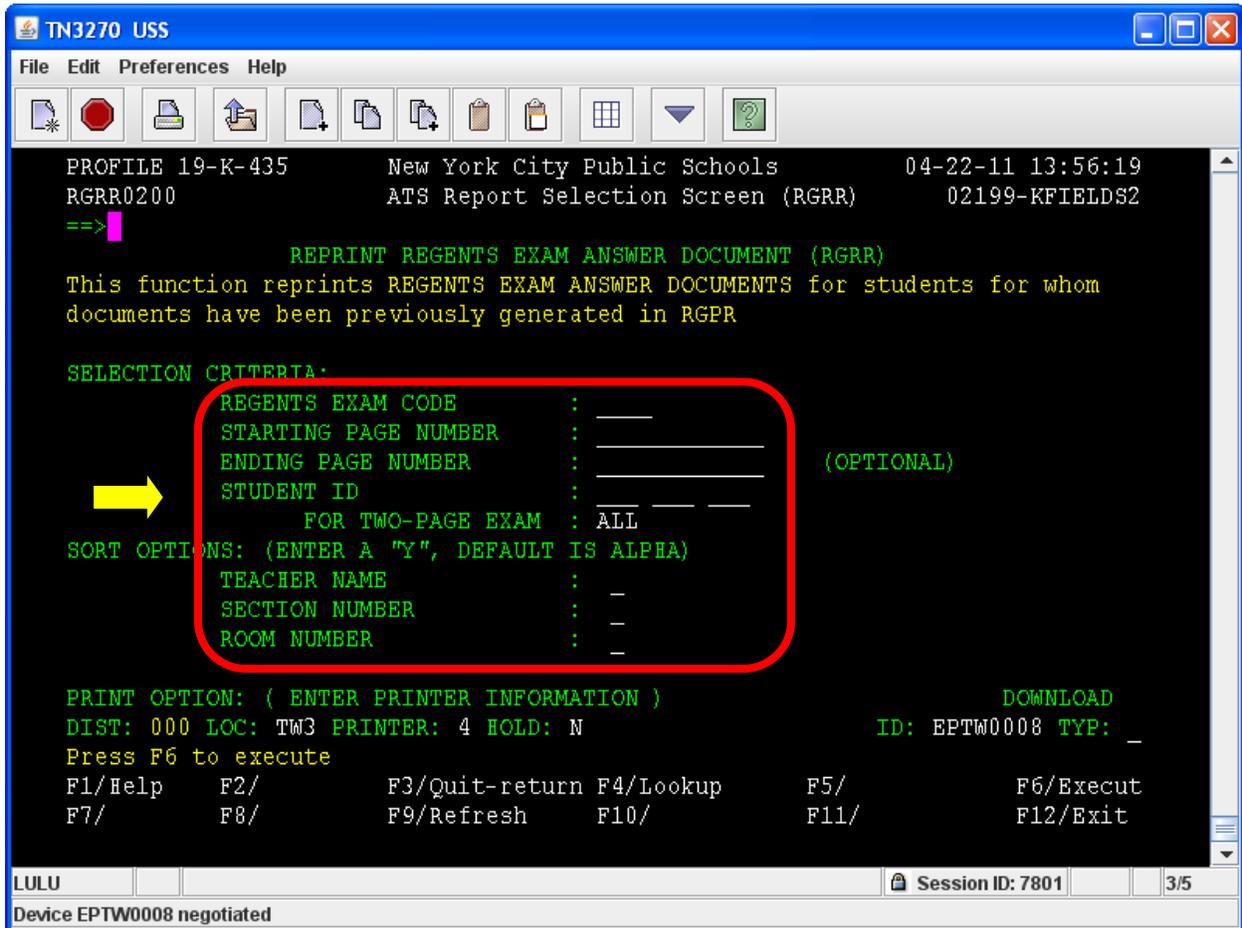
The steps for reprinting are straightforward.

Step 1: Log back in to ATS and type REGT when prompted on the main menu.

Step 2: When the following screen appears, tab to RGRR – Re-Print Regents Exam Answer Documents and hit ENTER.



The following screen will appear:



Step 3: Refine your search by entering the relevant information in the fields highlighted above. Remember that you can access the Regents Exam Code by hitting F4. Also, if you do not enter a number in the "Starting Page Number" field you will reprint all pages for that particular exam. You can select the specific pages you want printed by entering a student's ID number or by sorting by teacher, section, or room number.

Step 4: Press F6 to Execute. Your answer sheet will now reprint.

NOTE: Answer documents can only be re-printed during the scanning window for all students registered in STARS. If a school needs to reprint an answer document after the scanning window closes, the schools should contact DAPS with an explanation of its request (regents@schools.nyc.gov).

Sample Answer Documents

Below is an example of a two-page answer document. Please note: The 12-digit unique page number (located in the upper-left portion of the answer document) for each student’s answer document will remain the same regardless of the number of times the answer document has been generated and printed. This number corresponds to the bar code on the right. For 2-page Regents Answer Documents (i.e., all answer documents other than January Physics, which is one page), the page number of the answer document’s first page will end in “-1”, while the page number of the answer document’s second page will end in “-2”.

Integrated Algebra Answer Document (page 1 of 2):

Page no.: 011292002186-1

Name: _____

NYC Student ID: _____

Exam/Section: MXRER /99 Room: _____

Teacher Name: _____

Student absent

The University of the State of New York
Regents High School Examination
Integrated Algebra

Exam Date: Tuesday, January 22, 2013
Exam Time: 9:15 a.m. - 12:15 p.m., only

Incorrect Marks: **Correct Mark:** **Make no stray marks**

Part I

1. (1) (2) (3) (4) 11. (1) (2) (3) (4) 21. (1) (2) (3) (4)

2. (1) (2) (3) (4) 12. (1) (2) (3) (4) 22. (1) (2) (3) (4)

3. (1) (2) (3) (4) 13. (1) (2) (3) (4) 23. (1) (2) (3) (4)

4. (1) (2) (3) (4) 14. (1) (2) (3) (4) 24. (1) (2) (3) (4)

5. (1) (2) (3) (4) 15. (1) (2) (3) (4) 25. (1) (2) (3) (4)

6. (1) (2) (3) (4) 16. (1) (2) (3) (4) 26. (1) (2) (3) (4)

7. (1) (2) (3) (4) 17. (1) (2) (3) (4) 27. (1) (2) (3) (4)

8. (1) (2) (3) (4) 18. (1) (2) (3) (4) 28. (1) (2) (3) (4)

9. (1) (2) (3) (4) 19. (1) (2) (3) (4) 29. (1) (2) (3) (4)

10. (1) (2) (3) (4) 20. (1) (2) (3) (4) 30. (1) (2) (3) (4)

Write your answers for Parts II, III, and IV in the test booklet.

The declaration below must be signed when you have completed the examination.

I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination and that I have neither given nor received assistance in answering any of the questions during the examination.

Signature _____

Integrated Algebra Answer Document (page 2 of 2):

Page no.: 011292002186-2

The University of the State of New York
 Regents High School Examination
Integrated Algebra

NAME:
 NYC Student ID:
 Exam/Section: MXRER /99 Room:
 Teacher Name:

Exam Date: Tuesday, January 22, 2013
Exam Time: 9:15 a.m. - 12:15 p.m., only

For Teacher Use Only

USE NO. 2 PENCIL ONLY
 Incorrect Marks:
 Correct Mark: Make no stray marks
 Photocopies will not scan to ATS



Part II

31. 0 1 2

32. 0 1 2

33. 0 1 2

Enter Rater's/Scorer's # (3 digits)

Part III

34. 0 1 2 3

35. 0 1 2 3

36. 0 1 2 3

Enter Rater's/Scorer's # (3 digits)

Part IV

37. 0 1 2 3 4

38. 0 1 2 3 4

39. 0 1 2 3 4

Enter Rater's/Scorer's # (3 digits)

Print Raters'/Scorers' Names (minimum of three) Numbers (3 digits)

<input type="text"/>	<input type="text"/>

Exam Invalidated

Principal's Initials

Alternate Language

C H K R S
 Chinese Haitian Creole Korean Russian Spanish

ELL Accommodations (Fill in as many as apply)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

1: Flexibility in scheduling/timing 2: Flexibility in setting 3: Method of presentation (excluding Braille, Large type, and Test read) 4: Method of response 5: Use of spell-check/grammar-check 6: N/A 7: Other 8: Braille 9: Large type 10: Test read
 11: Time extension 12: Separate location 13: Bilingual dictionary/glossary
 14: Translated edition 15: Oral translation
 16: Responses written in native language

The field on Page 2 marked "Exam Invalidated" is reserved for cases of academic dishonesty and can only be filled out by a principal. This box should not be checked if a student fails to qualify for an exam (e.g., if a student did not meet his or her lab requirement). For these students, a separate bubble is included on the Science answer documents only (see below). The bubble should be filled out and the document rescanned.

As previously mentioned, all answer documents are two pages except for the *January* Physics answer document, which is only one page (*June* Physics, however, is two pages). Below is a January Physics answer document:

Page no.: 011292002192-1

The University of the State of New York
Regents High School Examination
Physical Setting/Physics
Exam Date: Tuesday, January 22, 2013
Exam Time: 1:15 - 4:15 p.m., only

Use No. 2 pencil only

Incorrect Mark: 
 Correct Mark:  Make no stray marks
 Photocopies will not scan to ATS

Name: _____
 NYC Student ID: _____
 Exam/Section: SXRPR /09 Room: _____
 Teacher Name: _____

Student absent
 Did not meet lab requirements

Part A and B-1 Multiple choice score (0 - 50)

Part B-2

Enter Rater's/Scorer's Part C # (3 digits)

Enter Rater's/Scorer's # (3 digits)

51. 0 1
 52. 0 1
 53. 0 1 2
 54. 0 1 2
 55. 0 1
 56. 0 1 2
 57. 0 1
 58. 0 1
 59. 0 1
 60. 0 1
 61. 0 1
 62. 0 1

63. 0 1
 64. 0 1
 65. 0 1
 66. 0 1
 67. 0 1
 68. 0 1
 69. 0 1
 70. 0 1
 71. 0 1 2
 72. 0 1
 73. 0 1
 74. 0 1 2
 75. 0 1 2
 76. 0 1
 77. 0 1
 78. 0 1
 79. 0 1

Example score of 45

Print Raters'/Scorers' Names (minimum of two) Numbers (3 digits)

Exam Invalidated

Principal's Initials

IEP or 504 Accommodations (Fill in as many as apply)

ELL Accommodations (Fill in as many as apply)

1 Flexibility in scheduling/timing 2 Flexibility in setting 3 Method of presentation (excluding Braille, Large type, and Test read) 4 Method of response 5 Use of spell-check/grammar-check 6 N/A 7 Other 8 Braille 9 Large type 10 Test read 11 Time extension 12 Separate location 13 Bilingual dictionary/glossary 14 N/A 15 Oral translation 16 Responses written in native language

The January Physics exam is the only exam whose multiple choice questions will be scored manually (at a distributed scoring site). Scorers will bubble in the raw score total of the multiple choice questions on the answer document. They will then also grade the constructed response questions (Questions 51-79) and bubble in the appropriate point values on this answer document.

Also note that underneath the “Student absent” bubble on the answer documents for all four science exams (i.e., Living Environment, Earth Science, Chemistry, and Physics), there is an additional bubble indicating that the student did not meet the lab requirements for the specific course (see below):

Living Environment Answer Document (page 1 of 2):

The form is titled "The University of the State of New York Regents High School Examination Living Environment". It includes fields for "Page no.:", "Name:", "NYC Student ID:", "Exam/Section:", "Teacher Name:", and "Room:". Exam details include "Exam Date: Wednesday, January 23, 2013" and "Exam Time: 9:15 a.m. - 12:15 p.m., only". A red arrow points to the "Did not meet lab requirements" bubble. The form also features a "Part A" section with a grid of bubbles for marking answers (1-4) for questions 1-22. A legend on the right explains marking instructions: "USE NO. 2 PENCIL ONLY", "Incorrect Marks" (crossed-out bubbles), "Correct Mark" (filled bubble), and "Make no stray marks". A barcode is located on the right side.

Shading in the “Did not meet lab requirements” bubble should be used only to undo a previously scanned document. **Do not use “Did not meet lab requirements” on a blank document.** If a student who was erroneously scheduled for one of the Physical Setting exams does not sit for the exam – and thus there is a blank answer document for this student - you should un-schedule the student for the exam in STARS. (Although this process will officially un-schedule the student for the exam, the REDS report will still include this student’s exam in its tabulation of the number of exams printed).

Finally, please note that you only need to enter the Rater’s/Scorers’ initials for the individuals who graded this particular exam. You do not need to include the names of each member of your team.

Section 6A: Scanning Regents Exams in ATS

After scheduled students take the Regents exams, answer documents are ready to be scanned to ATS via the attendance scanner. During the scanning process, ATS scores the tests and stores that information so it can be gathered later via ATS reports (discussed later in this section).

Schools should only scan Page 1 (i.e, the answer document with multiple choice questions), as Page 2 answer documents (i.e., the answer document with constructed response questions) will generally be bubbled and scanned at the non-electronic, distributed scoring site. **The only situation in which a school should scan Page 2 is if the exam is being graded through *electronic distributed scoring* and the student has accommodations.** In this case, the school should bubble in the accommodations and scan the Page 2 answer document, leaving the constructed response questions blank.

Schools must wait until they receive notification from the DOE to begin scanning answer documents for each exam. This notice will be sent to all key contacts and Assessment/Data Liaisons via email; it will also be sent through ATS News and will be posted to the Regents scanning intranet page. Exams scanned before notice is given will need to rescan all of the documents as they will not have been properly scored. If no notice is received, schools may begin scanning answer documents for a given exam on the first business day after the exam is administered.

Note that all scanning must be performed by schools during the following hours: Mon-Fri, 5am-8pm; Sat & Sun.: 8:30am-3pm. Any scanning that occurs outside these hours is allowed, but will receive the following message:

Send Results to ATS	Detailed Description
ATS Offline	ATS is offline from 9 PM to 6 AM. Your scan will automatically be sent tomorrow after 6:00 a.m., You do NOT have to rescan.

All exams will have the same scan end-date that the DOE will communicate to schools.

Do not attempt to scan large batches too close to the scanning close, as it may not process in time.

After you scan each batch of answer documents, the scanner will automatically generate an SCNS report that tells you the scanning status of your answer documents. Review this report to determine whether your answer documents have been properly scanned and processed by ATS. You should also run the REDS report in ATS to see “Warnings” noted in the Teacher Section.

For questions regarding best practices for scanning, please see the Appendix III, “Tips for Scanning.” This section steps through the overall process of scanning the completed answer documents.

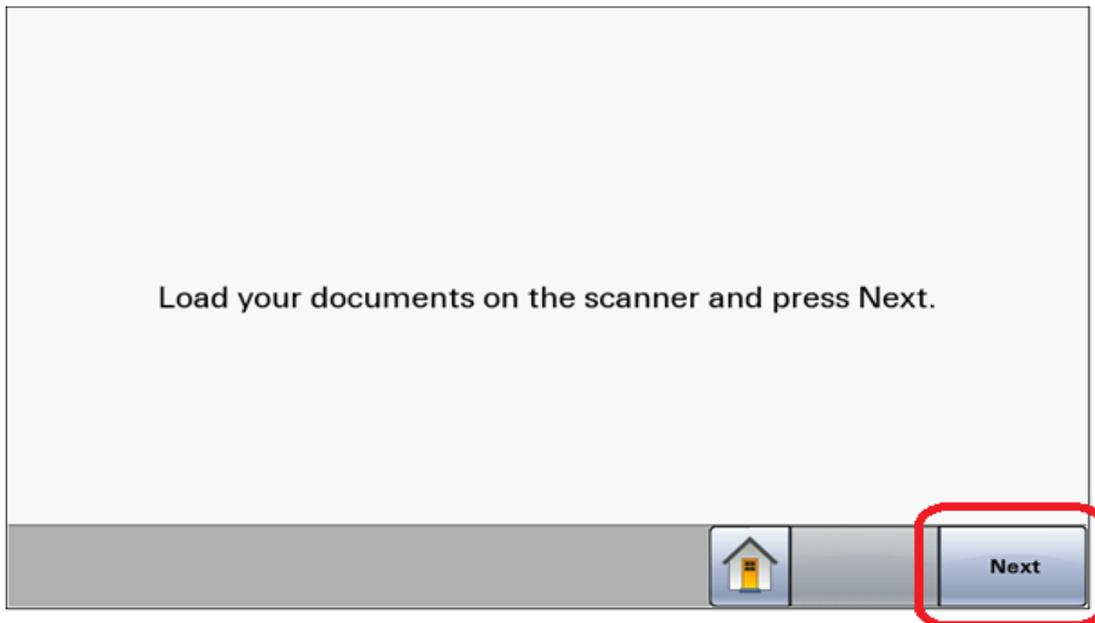
The following pages will walk you through the scanning process with screen-shots that will appear on your scanner while you are scanning:

Step 1: Note the following home screen on the Multi-Function (MFP). Press BETA – Scan ATS Forms with your finger.



Step 2: When prompted by the screen below, load the scan sheets FACE-UP into the automatic document feeder. The top of the page must be toward the feed direction. Do not scan more than 200 pages in a single batch.

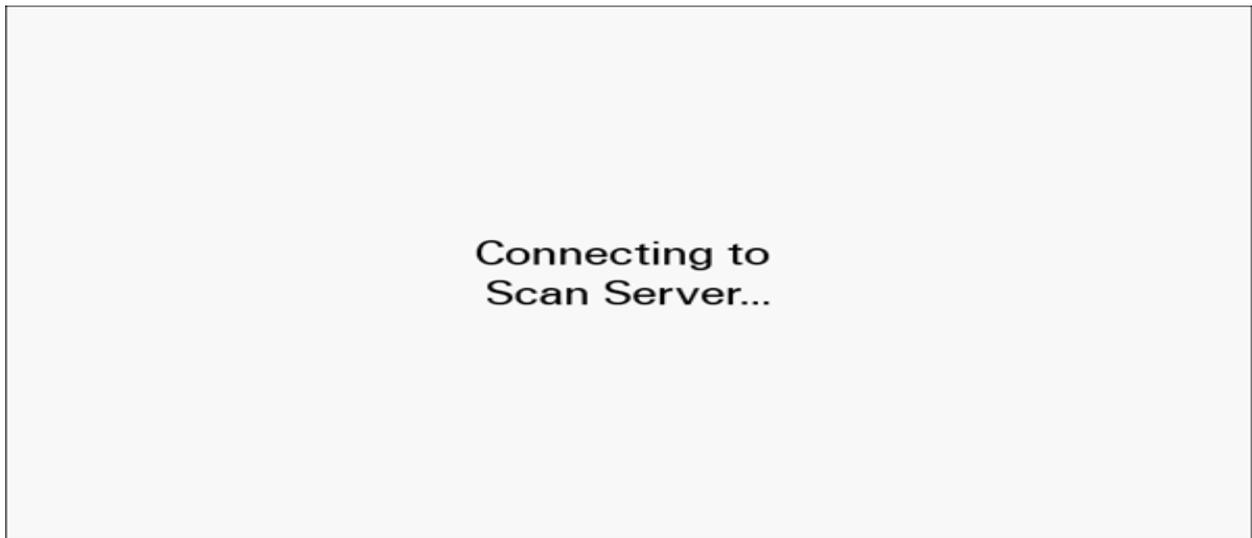
Step 3: Press NEXT.



Step 4: Wait patiently as the following screen assures you that the MFP has started scanning your pages.



Step 5: Continue waiting patiently as the MFP connects to the scan server.



Step 6: Wait some more as the application on the scan server processes the bubble sheets.



Once the application is complete, the MFP will display this message and print a confirmation page.



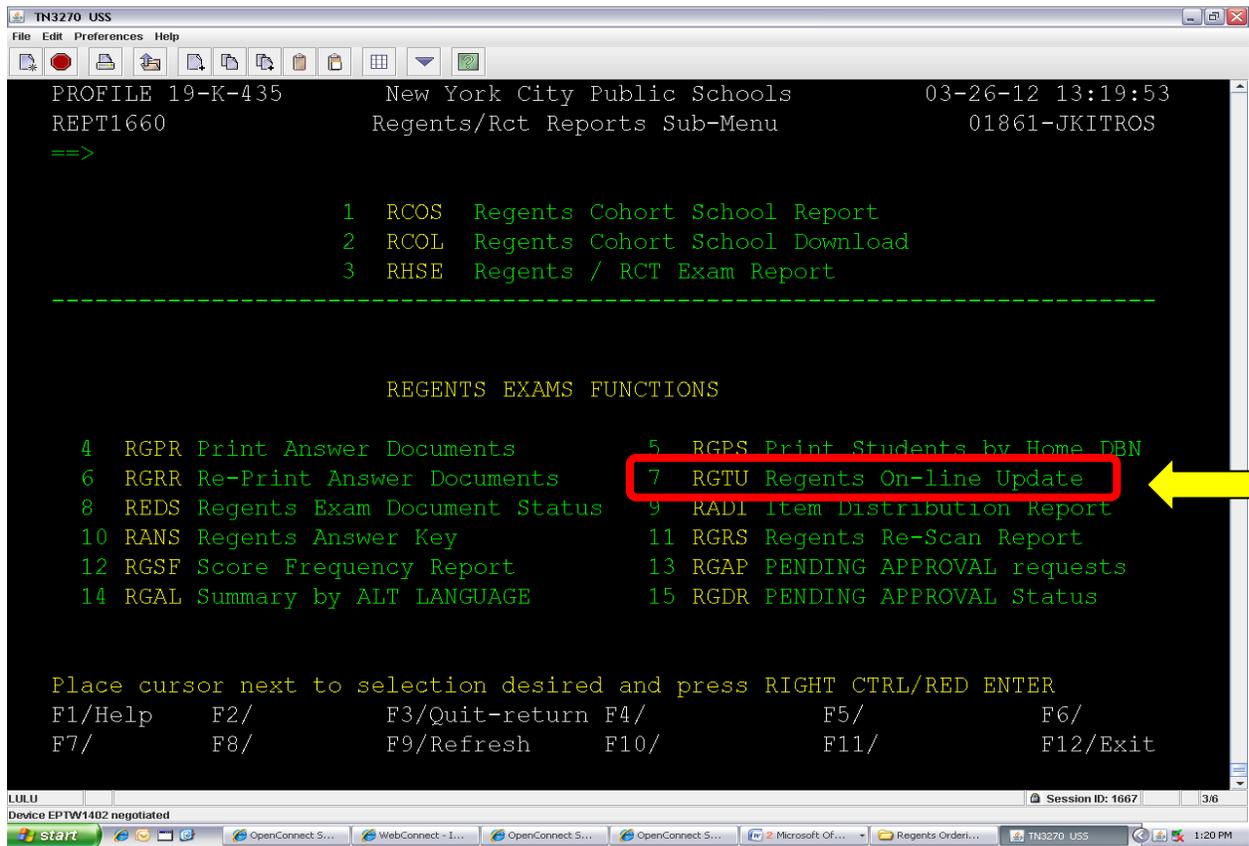
File the remaining pages of the batch together with the DFS confirmation page. The DFS confirmation page has an ID number for each scan job, which will be associated with each individual document in the batch. It is important to keep the batches in order with the confirmation, as this will assist in retrieving papers as needed in the future.

Step 7: Review the SCNS report, which provides information on scanning status.

Section 6B: Online Update Screen (RGTU)

****Please note the following before reading this section****

- Principals are the only authorized users of the RGTU function.
- The RGTU function should be used only in case of scanning errors, when the scanners did not accurately pick up students' and/or teachers' original responses.
- In certain instances, changes made using the RGTU screen will be held for Central approval
- The DOE will track all uses of RGTU; instances of RGTU use will be audited by the DOE through visual inspection of scanned documents.



RGTU Use Cases

In some cases, scanners may not accurately capture the information that the student or the teacher provided on an answer document. In these cases, Principals, or their designees, may use the RGTU function in ATS to manually correct the errant data.

The RGTU function is reserved for cases where the scanner incorrectly captures responses related to erasures, selections lightly bubbled in, or stray marks. In this situation, the Principal must determine that the scanner clearly failed to interpret the student's intended answer as recorded on the answer document. If there is a discrepancy, then a change, using the RGTU screen, can be made to reflect the response that the student intended. Use the REDS report (see page 54) to confirm scanning accuracy.

Do not erase or re-bubble and then rescan any student responses. Per NYSED policy, under no circumstances may teachers or administrators mark, erase, or otherwise modify any part of the student section of the answer document.

There are situations where an answer document is compromised in such a way that the document itself won't scan (i.e., spilled liquid on answer document that prevents scanning, the document is ripped, or the document is smudged in such a way that the scanner is unable to read the answers). In this situation, check to make sure that the scanner is clean. Then try to scan the answer document by placing it on the glass, rather than through the feeder. If these approaches do not fix the problem, the Principal is authorized to re-create the un-scannable document; the school must retain the original document for audit purposes. The school will then rescan the duplicate answer document.

Changes to the student answers, teacher section, and accommodations are made separately (see below).

```

PROFILE 19-K-435      New York City Public Schools      03-26-12 13:24:05
RGTU0110             Update Regents Exams Answers (RGTU)  01861-JKITROS
==>

SELECTION CRITERIA :

      REGENTS EXAM CODE   : _____
      STUDENT ID         : _____
      SCHOOL YEAR        : 2011-2012  ____
      TERM                : 1

Enter SELECTION CRITERIA and then press:

      F2 - UPDATE STUDENT ANSWER
      F5 - UPDATE TEACHER ANSWER
      F10 - UPDATE ACCOMMODATION AND ALTERNATE LANGUAGE

Enter SELECTION CRITERIA, then press required PFKEY
F1/Help   F2/Student  F3/Quit-return  F4/Lookup   F5/Teacher   F6/
F7/       F8/         F9/Refresh     F10/Acc-lan F11/         F12/Exit

```

As of January 2013, schools can only update the Student Answers (i.e., multiple choice questions), Accommodations, and Alternate Language status. All online edits to the Teacher Answers (i.e., constructed response questions and essays) must be made centrally or by the Site Supervisor at the site at which the exam is scored.

Review and Approval Process

In certain instances, changes made using the RGTU screen will be held for Central approval. If an answer document with a verified scanning error returns a failing score of 64 or less, and the RGTU change results in a passing score of 65 or greater, then the change will be held for Central review and approval and will cause the record to be locked until the document status is resolved¹. Changes made in RGTU that do not cause a record to move from a failing score to a passing score will be processed automatically (e.g. a score of 80 to 82 or 49 to 52). Score changes that involve misadministration, did not meet lab requirements, absent, or invalid scores moving to a passing score will also be reviewed centrally.

Most requests will be reviewed within 48 hours unless further information is needed. In all cases, each school must retain a written explanation of each change in RGTU and any re-created answer documents for audit and review purposes. Principals will be directly notified via email (along with their CFN Data/IT Liaison) if a change requested has been denied, or if further information is needed to justify the change. Data/IT and/or Assessment Liaisons will work with DAPS to clarify any such requests.

Principals will be able to review the status of requests in ATS in real-time. If a change is rejected, all RGTU updates for the document will be deleted and the document will be returned to its previous state and score. Approved changes will take effect immediately.

Schools are no longer required to complete and submit the On-line Update Tracking Form, and will receive email communication only in case of rejected RGTU changes.

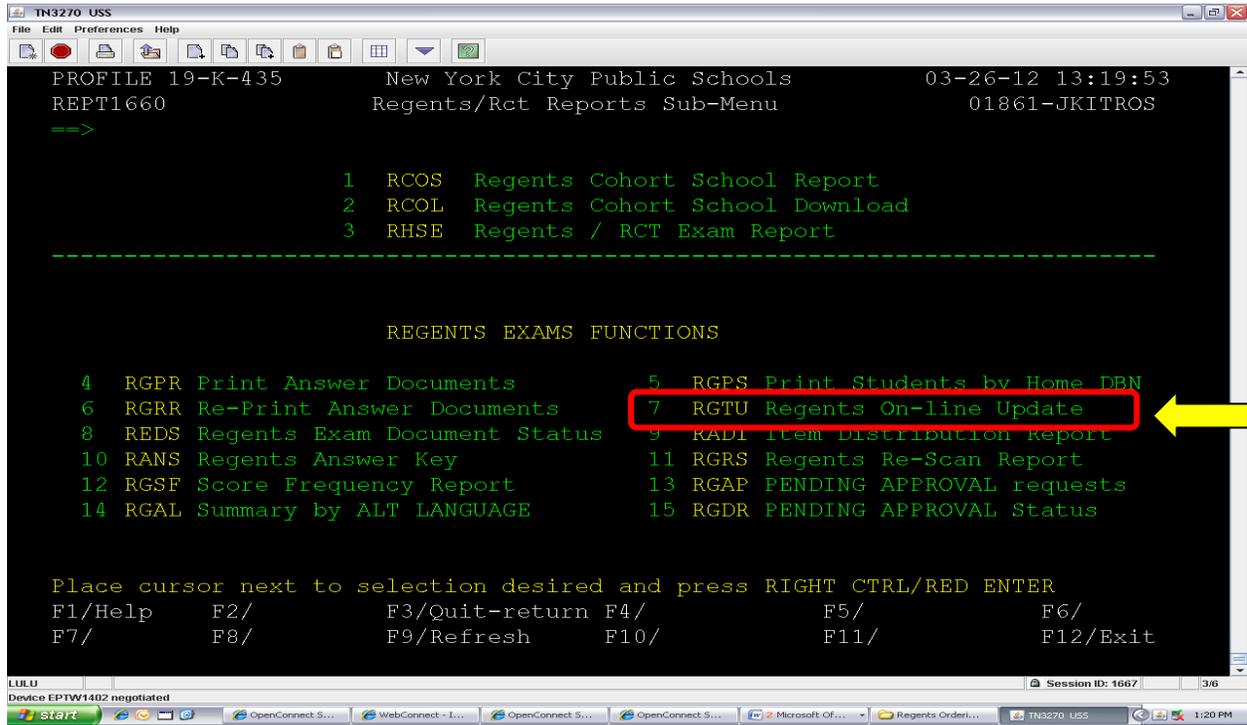
Finally, please note NYSED Rescoring Policy explicitly prohibits the rescore of any of the open-ended questions on any Regents exam after each question has been rated the required number of times (as specified in the rating guide), regardless of the final exam score. Specifically, exams receiving a final score of 60-64 or 50-54 are not permitted to be re-scored. 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 exams. **Under no circumstances should RGTU be used to enter rescored student exam scores. As a reminder, every change using the On-line Update screen will be audited by reviewing the original, scanned answer document to determine why the change was necessary. An image of each scan is recorded and will be used to investigate any perceived fraudulent activity among item responses.**

¹ If a school attempts to rescan a locked record, the scan sheet will be successfully scanned and sent to ATS—but ATS will reject the record. The error will appear on the SCNS report, and the record will not be updated.

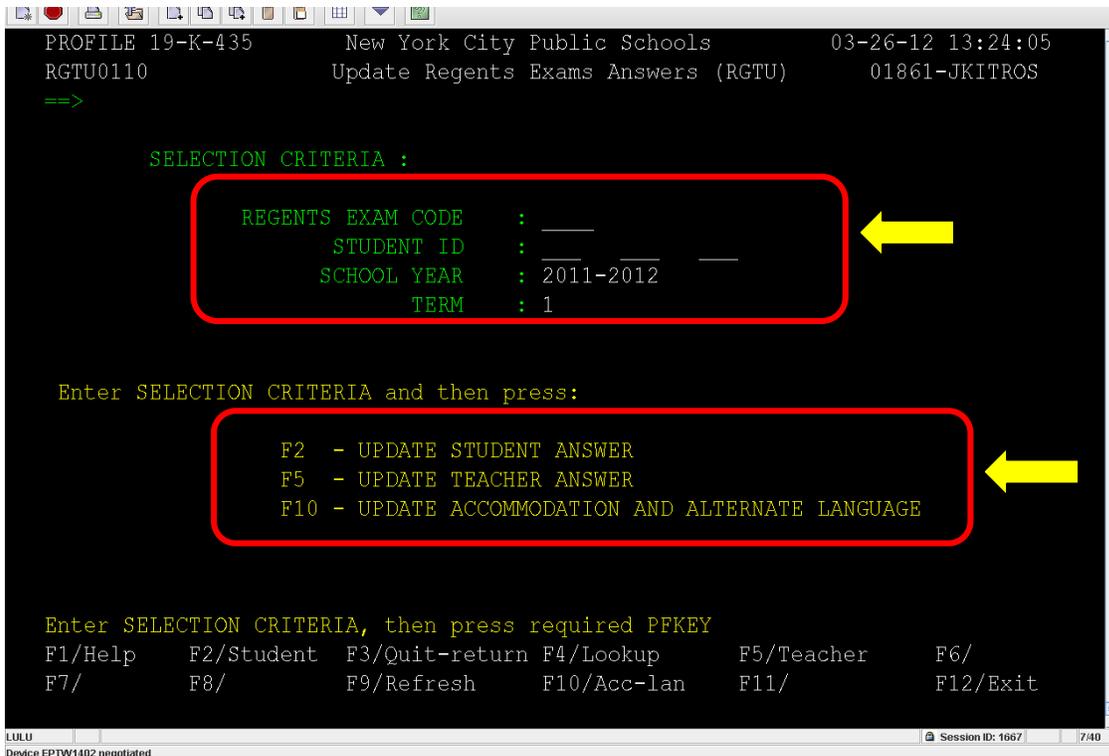
Instructions for Updating the Student Section

In order to use the On-line Update function to update a student’s multiple choice responses, follow the steps below.

Step 1: On the Regents Sub-Menu, tab to Regents Online Update (see below) and click Enter.

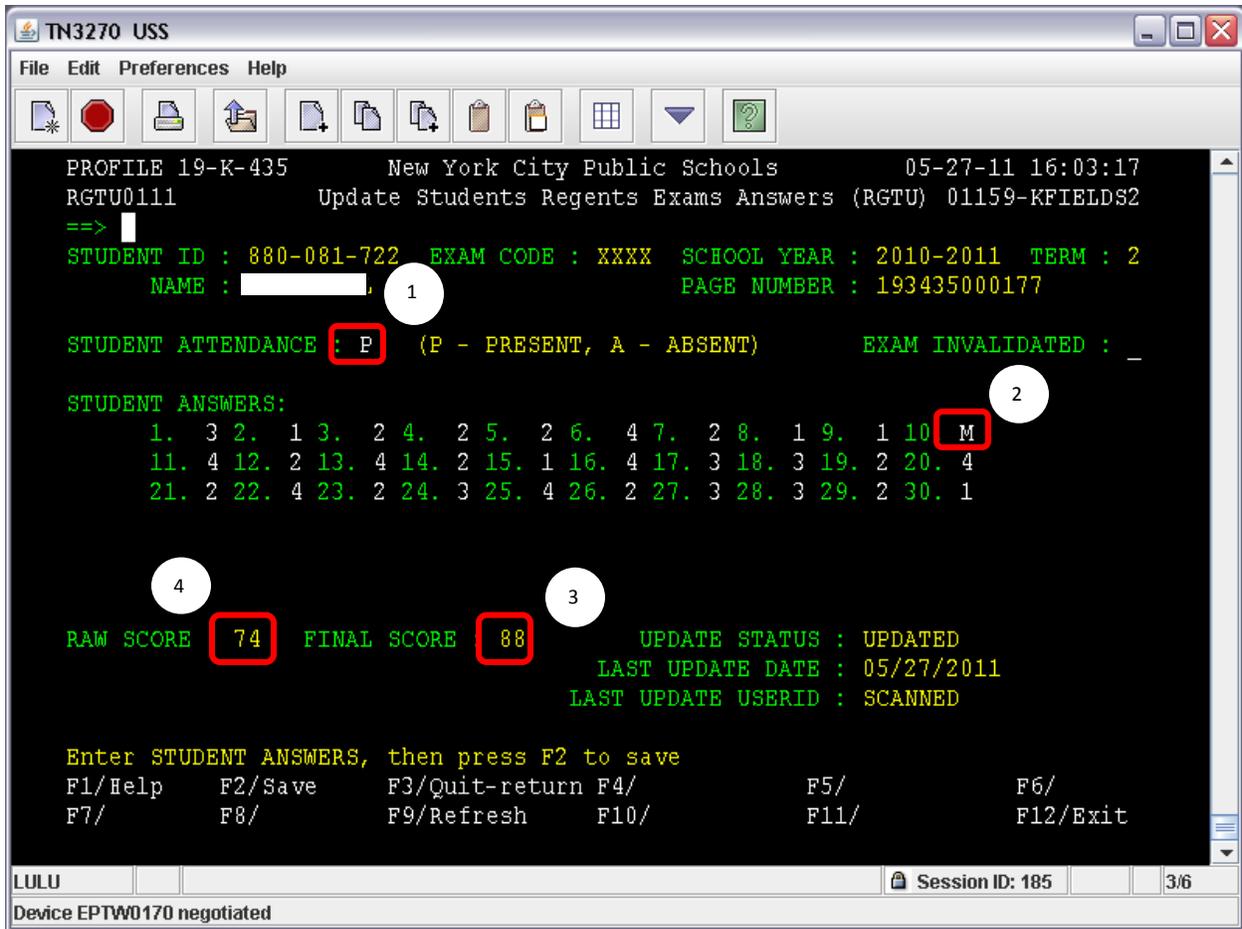


The following screen will appear:



Step 2: Insert the exam code and the student ID where indicated by the first box and arrow above. Then select the section of the exam that requires an adjusted response, indicated by the second box and arrow above. F2 will direct you to the student portion of the answer document; F5 will direct you to the teacher portion, and F10 will allow you to update the student’s testing accommodations & alternate language status. Schools will only be able to use F2 and F10. We will now step through the student section. So, click F2.

A version of the following screen will appear:

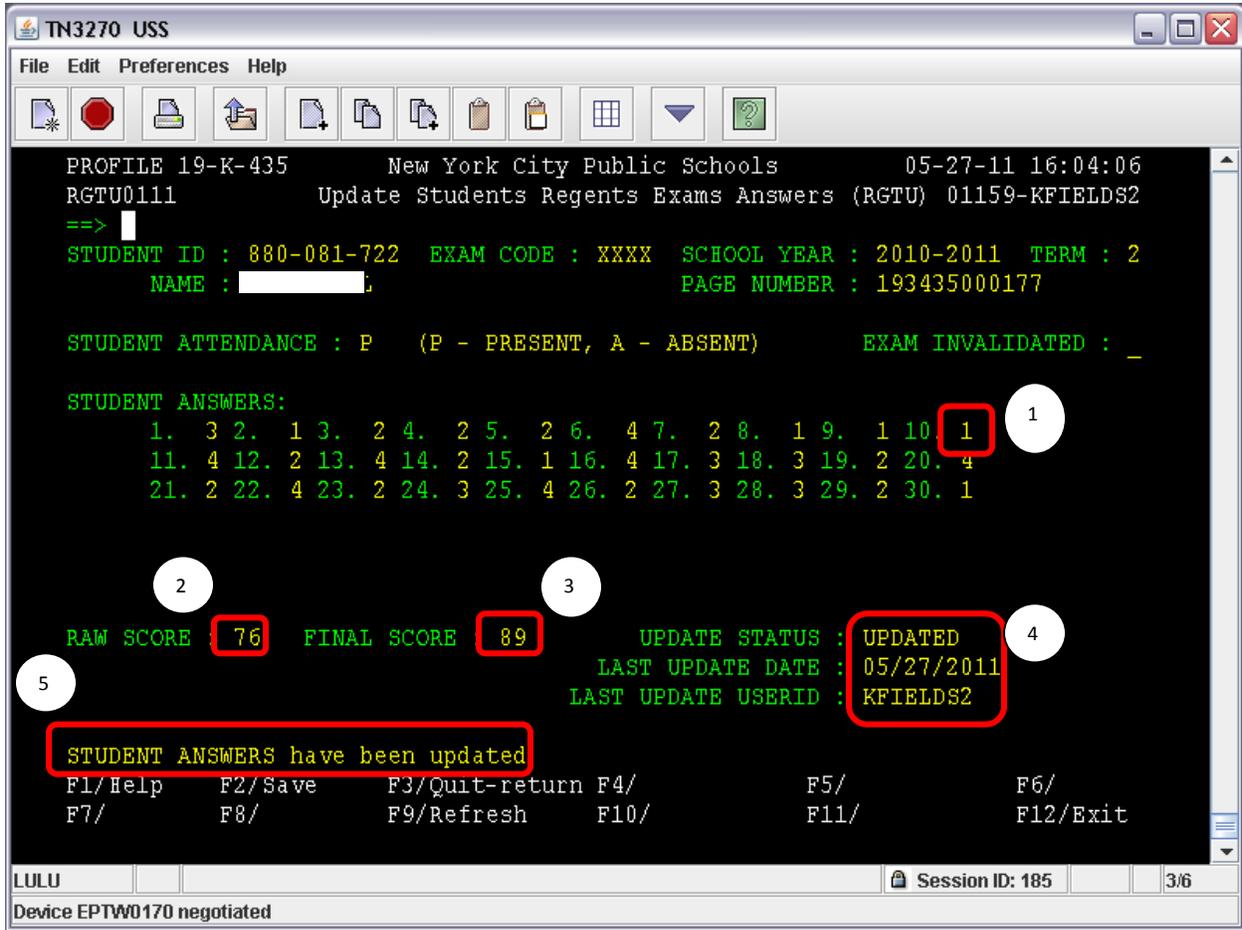


There's a lot to note on this screen. First, when you initially arrive here, the box #1 will be blank. Mark "P" if the student was present for the exam. Next, look at boxes #3 and #4. These indicate the student's current raw and final score. Finally, box #2 includes an "M," which means that the scanner is picking up multiple responses for that particular question. If upon reviewing this question, the scorer determines that this response is the product of a stray mark on the page and that the student did, in fact, offer only one answer, the proper authority can change this answer accordingly. For the purposes of this example, we are going to allow that the student clearly chose "1."

Step 3: To change this answer, place your cursor in the field with the "M" and replace it with the answer the student marked, in this case, "1." Hit F2. Hit F2 again to confirm, and the answer will be changed.

Note in box #1 below that “1” was actually correct and that the raw and final scores have both automatically adjusted themselves in boxes #2 and #3. Also note that box #4 reflects the name of the person who inputted the most recent change and the date that the change was made.

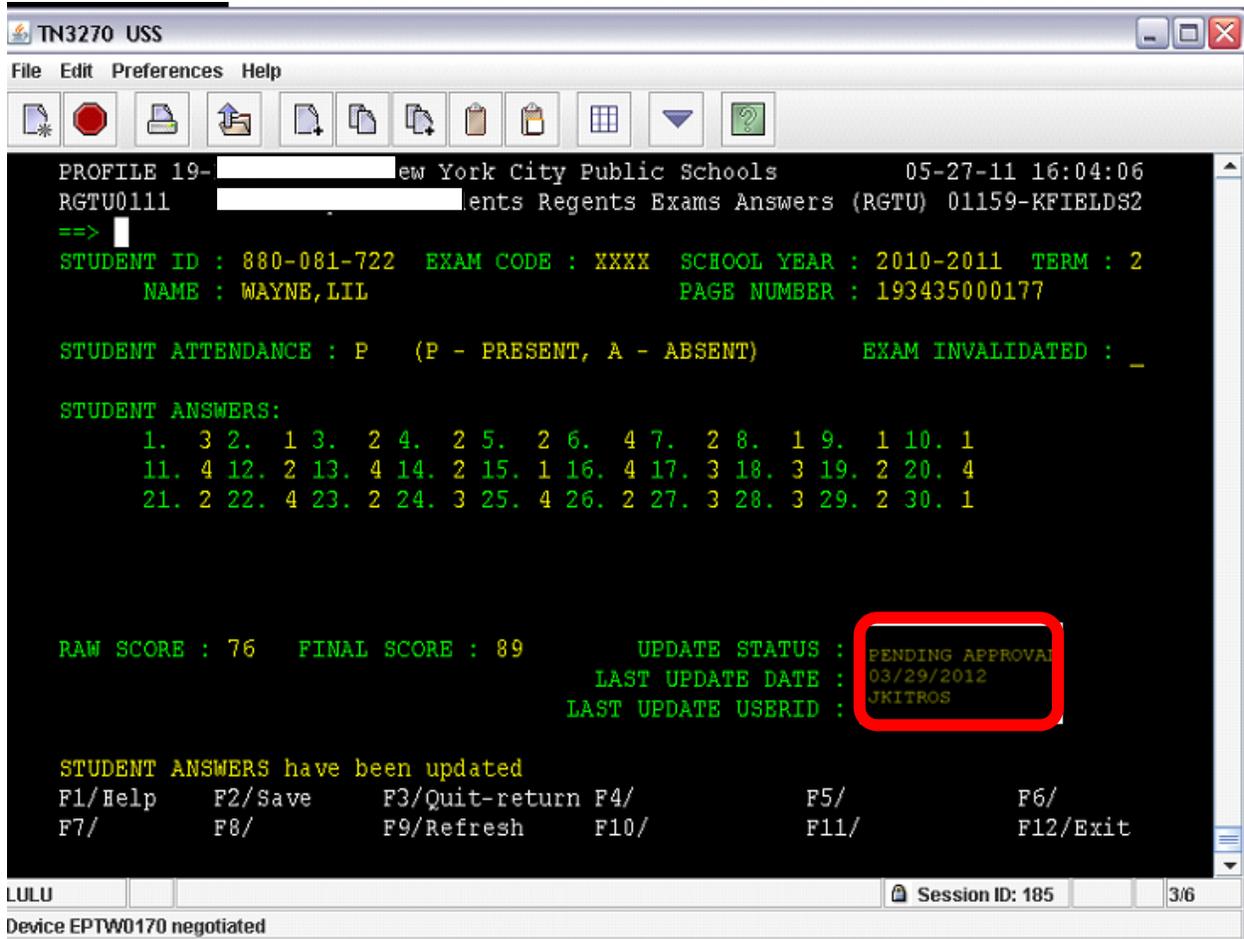
Finally, box #5 confirms that the answers have been updated.



Click F3 to Exit. This returns you to the main menu for the item-update feature.

Changes made in RGTU that do not cause a record to move from a failing score to a passing score will be processed automatically, and the revised score will be immediately integrated into the Summary, Item, and Item Status reports. If students are registered in STARS, their revised score will flow with the next overnight transfer.

Requested changes that cause a record to move from a failing score to a passing score will be held for review and approval by DAPS, and will cause the record to be locked until the document status is resolved. You will be able to tell that your record is being held for review because the "UPDATE STATUS" within the RGTU screen will say "pending", as in the case below:



DAPS will make every attempt to review these pending requests within 48 hours. To view the status of a requested move from a failing to a passing score, go to the RGDR screen:

```

TH3270 USS
File Edit Preferences Help
PROFILE 19-K-435      New York City Public Schools      03-29-12 12:05:08
REPT1660-TEST-T     Regents/Rct Reports Sub-Menu      00041-JKITROS2
==>

      1  RCOS  Regents Cohort School Report
      2  RCOL  Regents Cohort School Download
      3  RHSE  Regents / RCT Exam Report
-----

                REGENTS EXAMS FUNCTIONS

      4  RGPR  Print Answer Documents           5  RGPS  Print Students by Home DEN
      6  RGRR  Re-Print Answer Documents       7  RGTU  Regents On-line Update
      8  REDS  Regents Exam Document Status   9  RADI  Item Distribution Report
     10  RANS  Regents Answer Key           11  RGRS  Regents Re-Scan Report
     12  RGSF  Score Frequency Report       13  RGAR  PENDING APPROVAL requests
     14  RGAL  Summary by ALT LANGUAGE      15  RGDR  PENDING APPROVAL Status
-----

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit
    
```

Once you type in RGDR and press F2, you will then be taken to this screen:

```

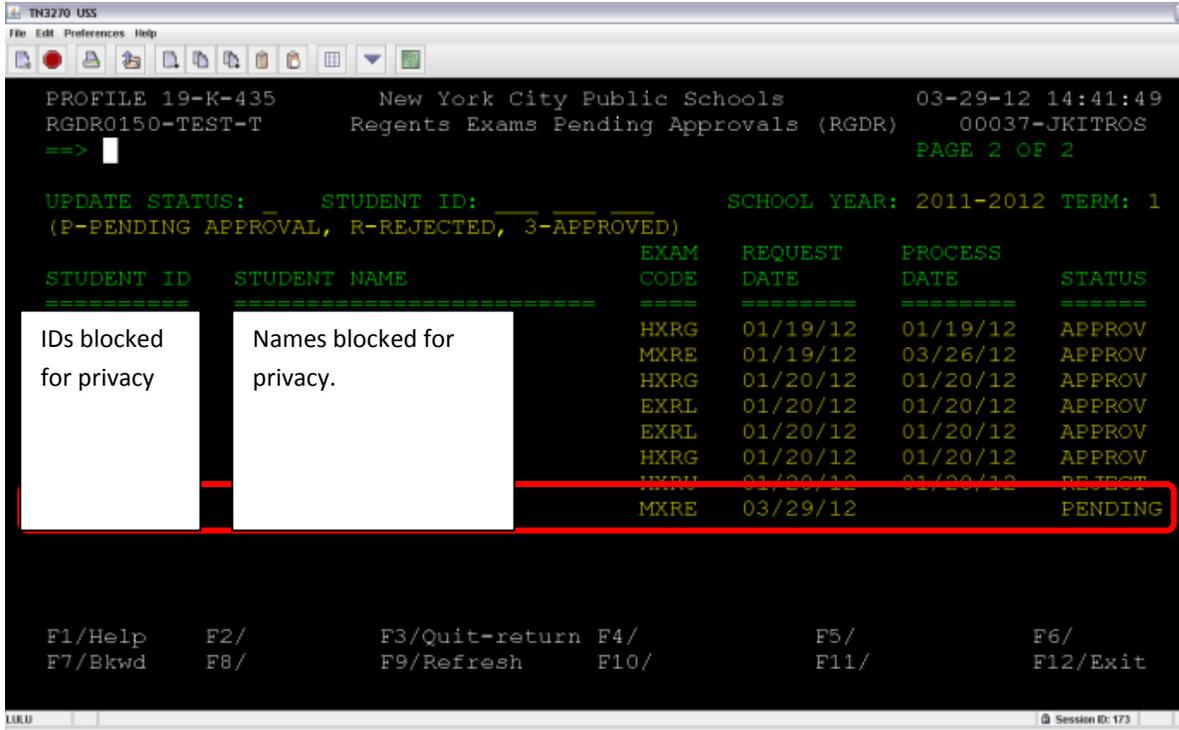
TH3270 USS
File Edit Preferences Help
PROFILE 19-K-435      New York City Public Schools      03-29-12 14:36:48
RGDR0150-TEST-T     Regents Exams Pending Approvals (RGDR) 00037-JKITROS
==>

UPDATE STATUS:      STUDENT ID: _____ SCHOOL YEAR: 2011-2012 TERM: 1
(P-PENDING APPROVAL, R-REJECTED, 3-APPROVED)

STUDENT ID  STUDENT NAME      EXAM  REQUEST  PROCESS  STATUS
=====  =====  =====  =====  =====  =====

Enter required information and press RIGHT CTRL/RED ENTER
F1/Help   F2/      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit
    
```

To identify the status of all RGTU requests at your school, you can you can simply press F2 twice:



Note that the status of the bottom RGTU request is “PENDING,” meaning that DAPS is in the process of reviewing this request. DAPS will either approve (“APPROV”) or reject (“REJECT”) all RGTU requests, and a schools should check the RGDR screen periodically to see if the status of a “PENDING” RGTU requests has changed.

In this particular scenario, DAPS has approved the RGTU request, and so the next time the principal logs in to RGDR, s/he will see that the status of the RGTU request has changed from “PENDING” to “APPROV.”

The screenshot shows a terminal window titled 'TN3270 USS' with a menu bar (File, Edit, Preferences, Help) and a toolbar. The main content is a text-based interface for 'New York City Public Schools' showing 'Regents Exams Pending Approvals (RGDR)'. It displays 'PAGE 2 OF 2' and '03-29-12 14:45:08'. Below this, it shows 'UPDATE STATUS: _ STUDENT ID: _ SCHOOL YEAR: 2011-2012 TERM: 1' and '(P-PENDING APPROVAL, R-REJECTED, 3-APPROVED)'. A table follows with columns: STUDENT ID, STUDENT NAME, EXAM CODE, REQUEST DATE, PROCESS DATE, and STATUS. The table contains several rows of data, with one row (HXRG 01/20/12 01/20/12 APPROV) highlighted in red. Two white boxes redact student information: one for 'Student IDs blocked for privacy' and another for 'Names blocked for privacy'. At the bottom, there are function key shortcuts (F1/Help, F2/, F3/Quit-return, F4/, F5/, F6/, F7/Bkwd, F8/, F9/Refresh, F10/, F11/, F12/Exit) and a status bar with 'Session ID: 4237' and '36'. The Windows taskbar at the bottom shows the Start button and several open applications including Internet Explorer, 'Regents Scanning Handbook', 'Distributed Scoring A...', 'KGTU screen-shots-3...', 'Inbox - Microsoft Out...', and 'tn3270 USS'.

STUDENT ID	STUDENT NAME	EXAM CODE	REQUEST DATE	PROCESS DATE	STATUS
[Redacted]	[Redacted]	HXRG	01/19/12	01/19/12	APPROV
[Redacted]	[Redacted]	MXRE	01/19/12	03/26/12	APPROV
[Redacted]	[Redacted]	HXRG	01/20/12	01/20/12	APPROV
[Redacted]	[Redacted]	EXRL	01/20/12	01/20/12	APPROV
[Redacted]	[Redacted]	EXRL	01/20/12	01/20/12	APPROV
[Redacted]	[Redacted]	HXRG	01/20/12	01/20/12	APPROV
[Redacted]	[Redacted]	HXRG	01/20/12	01/20/12	REJECT
[Redacted]	[Redacted]	MXRE	03/29/12	03/29/12	APPROV

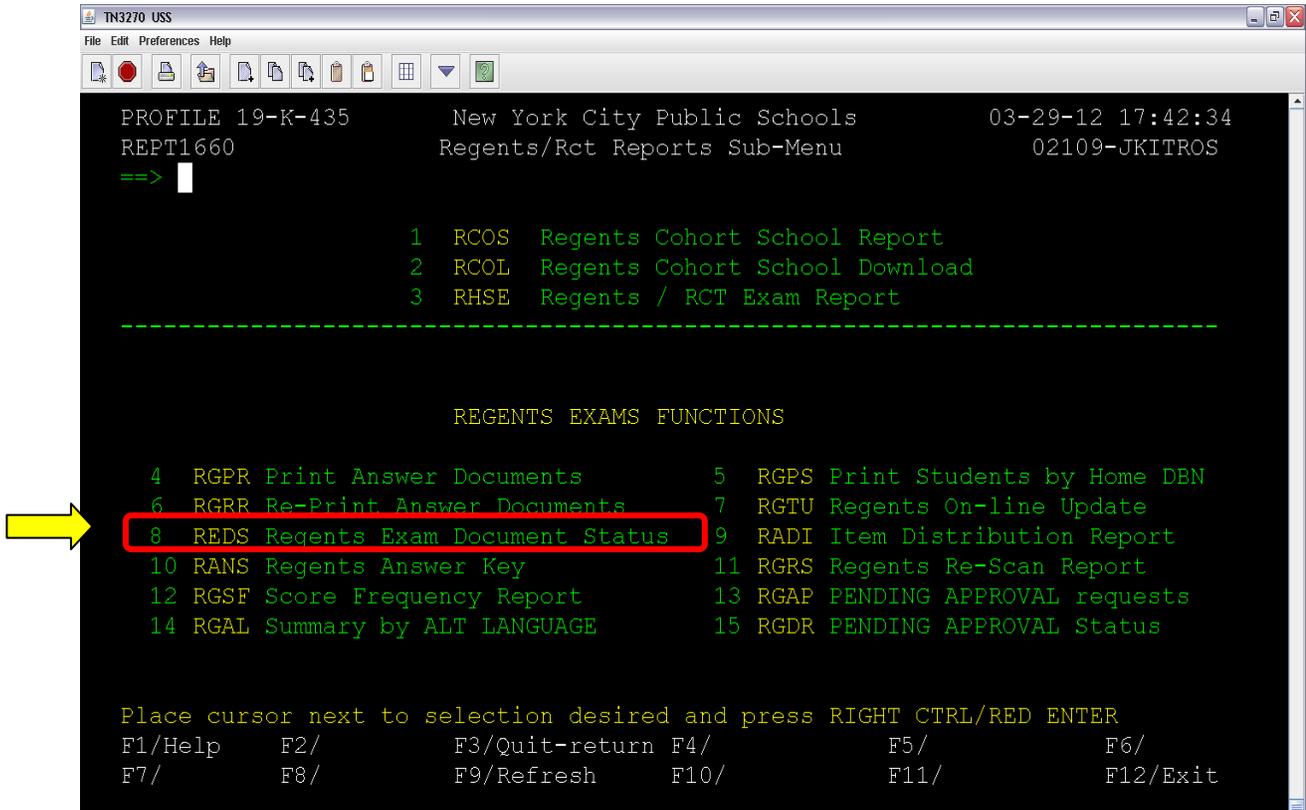
Section 7: Printing Reports from ATS

Once the answer documents have been scanned, a number of reports are immediately available in ATS in relation to Regents exams. These reports include the Status Report, the Item Report, and the Item Distribution Report. This section will walk you through how to access these reports and highlight some of their key features.

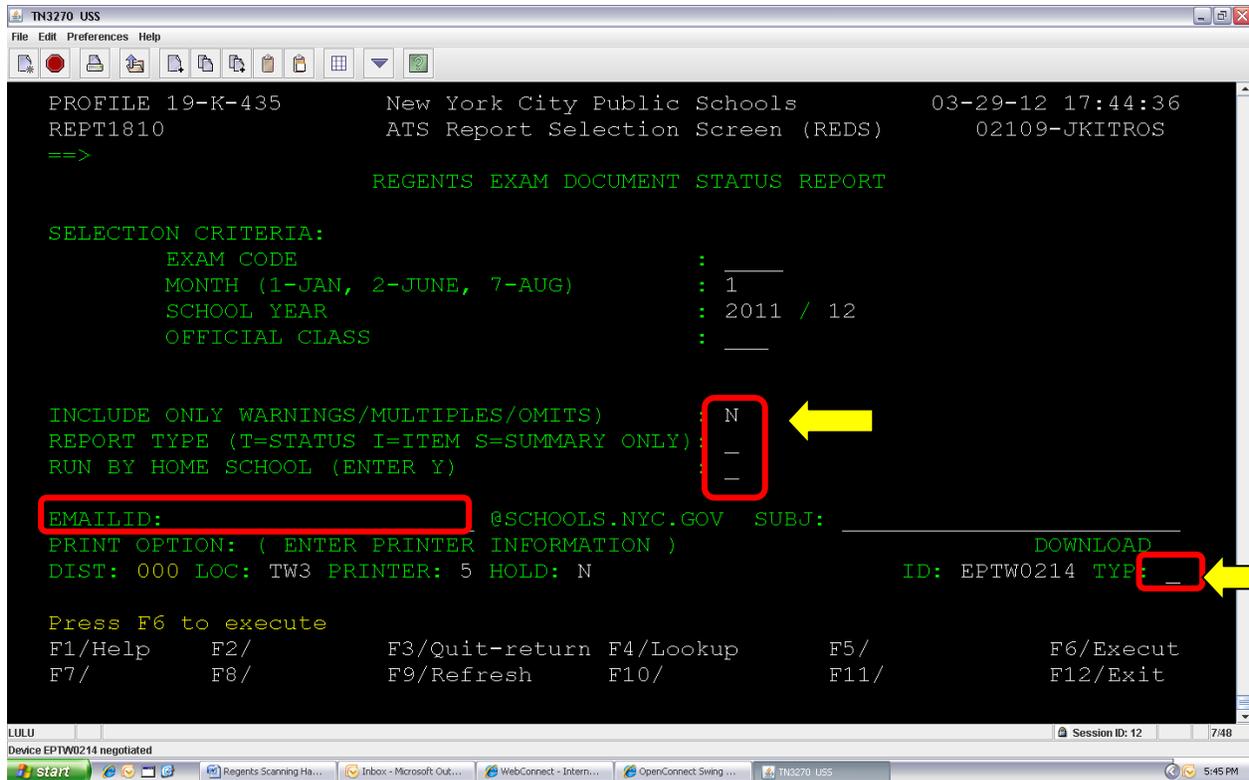
Each night, the data generated by ATS is sent to the transcript system and to STARS. For students who are taking the exam in their own school, the record should be available in STARS for reporting purposes (i.e., report cards, exam reports) the following day. For students who take the exam in a school other than their own, the records will be available on the transcript only.

The Status Report and the Item Report are both available through the same menu. We will go through the way to access these two reports first and then move on to the Item Distribution Report.

Step 1: Log in to ATS and type REGT. When the screen below appears, tab to REDS – Regents Exam Document Status. Press ENTER.



The following screen will appear:



Step 2: Enter the exam code for the test for which you want to run your report. (Remember, F4 provides a list of all of the codes.)

Step 3: Indicate when the exam was taken and the type of report you want to run, indicated by the first box and arrow above. Please also note that you can choose to print only the exams that have warnings, multiple answers, or omitted answers by replacing the “N” in this field with a “Y.”

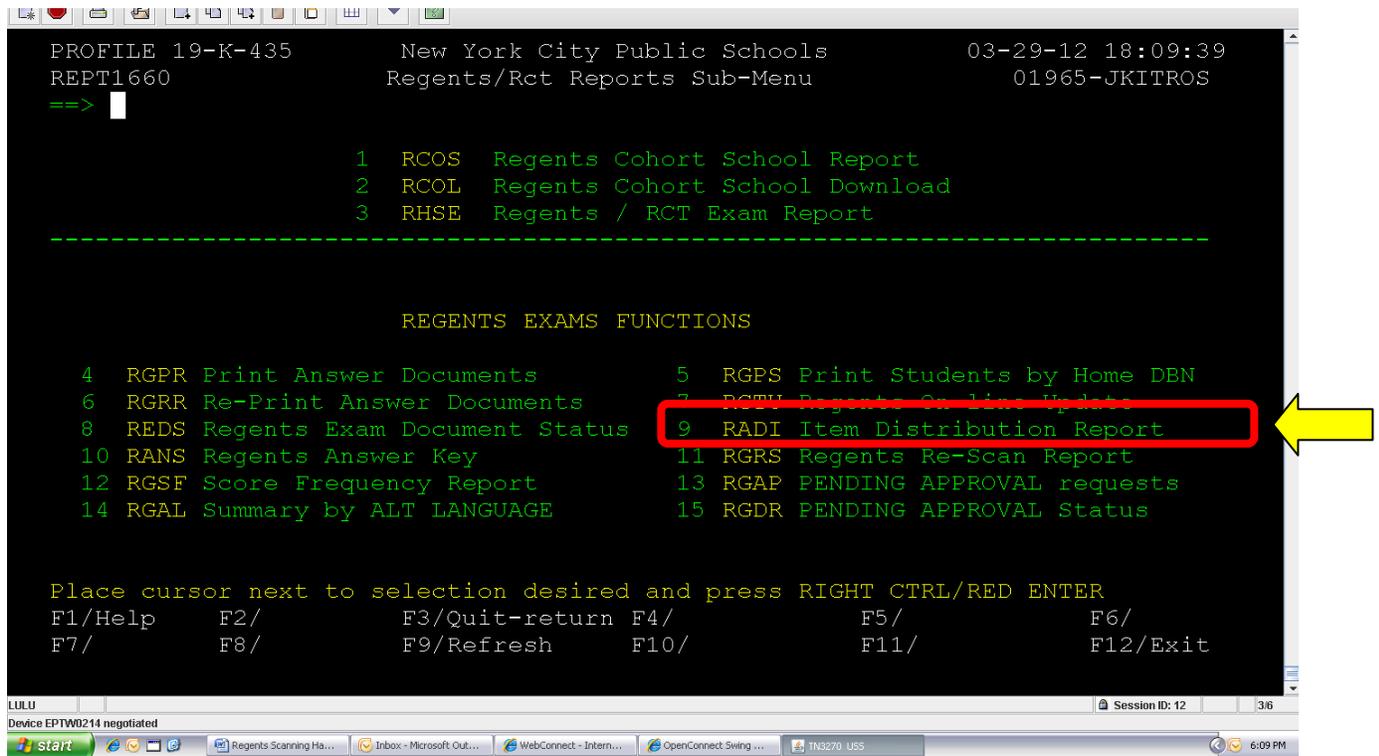
Step 3a (optional): To view exams of all students from your school, including those who took a test at a different school, click “Y” next to where the that field says “Run by home school.”

Step 4: If you want to print the report, make sure that the printer is set for your attendance scanner, and hit F6 to Execute.

Step 5: If you would rather have the report emailed to yourself so you can access it in Excel, insert your email address in the field indicated above, make sure that the status is set to “D” for download (also indicated), and hit F6 to Execute.

In order to access the Item Distribution Report, return to the Regents Sub-Menu (hit F12 to Exit).

Step 1: On the screen below, tab to RADI – Regents Item Distribution Report. Hit ENTER.



The following screen will appear:

```

TN3270 USS
File Edit Preferences Help
PROFILE 19-K-435      New York City Public Schools      03-29-12 18:10:37
REPT1830             ATS Report Selection Screen (RADI) 01965-JKITROS
==>

REGENTS ITEM DISTRIBUTION REPORT

SELECTION CRITERIA:
EXAM CODE           : _____
TERM (1=JAN, 2=JUNE, 7=AUG) : 1
SCHOOL YEAR        : 2011 / 12

PRINT OPTION: ( ENTER PRINTER INFORMATION )
DIST: 000 LOC: TW3 PRINTER: 5 HOLD: N

Press F6 to execute
F1/Help   F2/      F3/Quit-return F4/Lookup   F5/      F6/Execut
F7/      F8/      F9/Refresh    F10/       F11/     F12/Exit

```

Step 2: Indicate the exam code and the term.

Step 3: Make sure that the printer is set up to print to your attendance scanner.

Step 4: Press F6 to Execute. (Please note that this report cannot be emailed to yourself.)

Section 8: Interpreting the Reports

The following three reports are available via ATS:

- The Document Status Report, which provides information for each answer document scanned and any potential warning flags that should be reviewed on the answer document.
- The Item Report, which provides information detailing the specific responses marked on individual answer document.
- The Item Distribution Report, which provides a frequency distribution for each item and the number of students who selected each potential response.

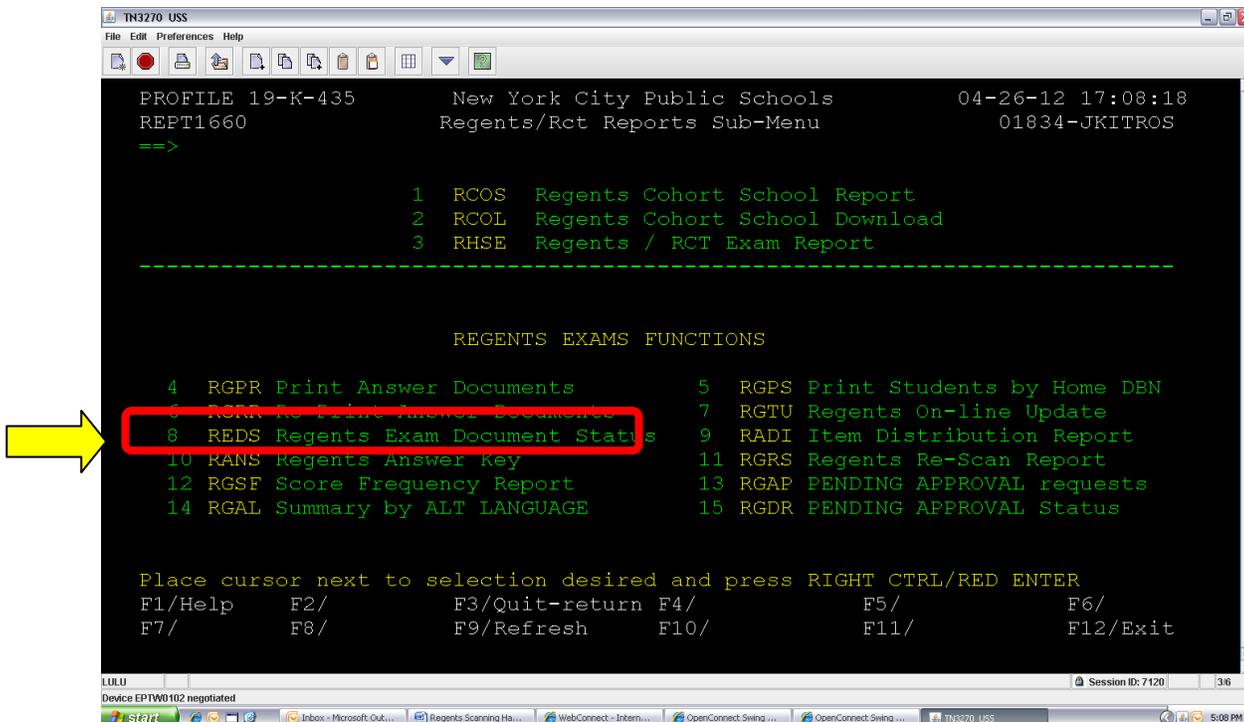
The following pages break down each of these reports, providing a broad overview of their function, a screen shot that shows how they look, and some guidelines for how the information contained in each report can be best utilized.

Section 8A: The Document Status Report

The Document Status Report lists the name of the exam and the number of answer sheets that were generated, scanned, and unscanned. The number of generated answer sheets will equal the total of the scanned plus the unscanned documents.

To get to the Document Status report, use the following steps:

Step 1: Go to the REDS screen in ATS:



```

TN3270 USS
File Edit Preferences Help
PROFILE 19-K-435      New York City Public Schools      04-26-12 17:08:18
REPT1660             Regents/Rct Reports Sub-Menu      01834-JKITROS
==>

      1  RCOS  Regents Cohort School Report
      2  RCOL  Regents Cohort School Download
      3  RHSE  Regents / RCT Exam Report
-----

                REGENTS EXAMS FUNCTIONS

      4  RGPR  Print Answer Documents      5  RGPS  Print Students by Home DBN
      5  RSMR  Re-Print Answer Documents   7  RGTU  Regents On-line Update
      8  REDS  Regents Exam Document Status  9  RADI  Item Distribution Report
     10  RANS  Regents Answer Key          11  RGRS  Regents Re-Scan Report
     12  RGSF  Score Frequency Report      13  RGAP  PENDING APPROVAL requests
     14  RGAL  Summary by ALT LANGUAGE     15  RGDR  PENDING APPROVAL Status

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit

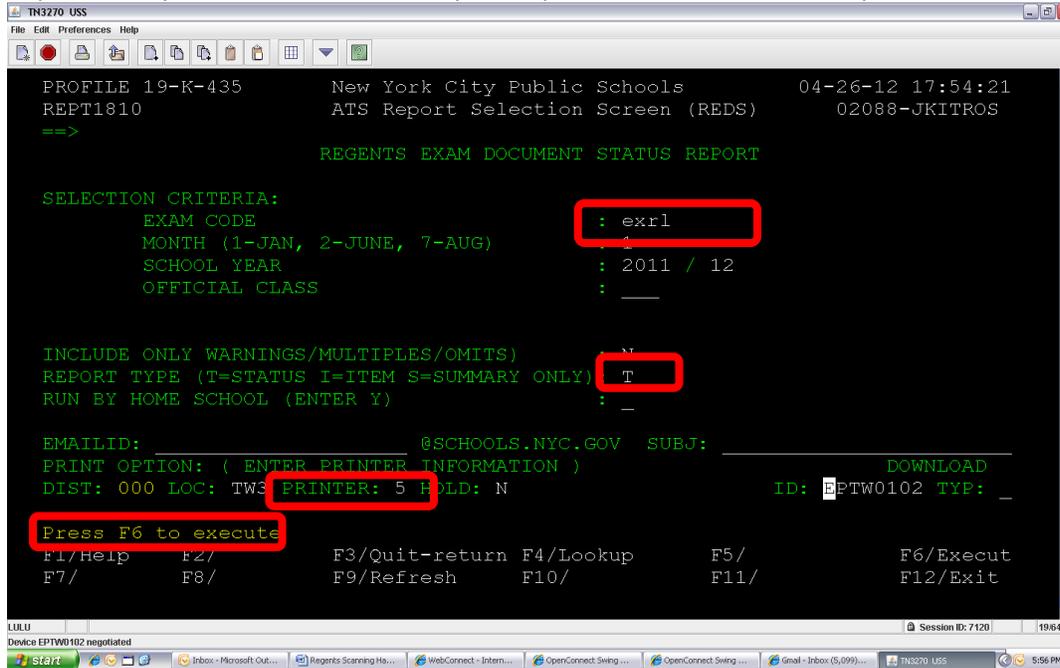
LULU
Device EPTWU102 negotiated
start  Inbox - Microsoft Out...  Regents Scanning Ha...  WebConnect - Intern...  OpenConnect: Swing ...  OpenConnect: Swing ...  TN3270 USS  5:08 PM
```

Step 2a: Type in the exam code.

Step 2b: Type in "T" (for "Status") in the blank field adjacent to the text "REPORT TYPE".

Step 2c: Select the appropriate printer (if alternatively, if you want the report to appear on your screen, you can type "S" in the field next to "PRINTER").

Step 2d: Finally, Press F6 to execute, and you will print the Document Status Report.



The printed Document Status Report looks like this:

PROFILE: 19-K-435
 USER: NBUSH2
 DATE: 04/25/11
 PAGE: 1

ATS NEW YORK CITY PUBLIC SCHOOLS
 REGENTS EXAM DOCUMENT STATUS REPORT (REDS)

EXAM: XXXX SECTION: 99 DEMO/TEST EXAM

NAME	ID#	OPC	RAW SCORE	FINAL SCORE	--SCAN-- DATE TIME	PAGE	----- ACCOMMODATIONS ----- IRP/504 ELL		WARNINGS	ALT LANG	RE-SCAN
ABSENT, ADAM	880 080 831			ABS	20110425 3:30 PM	193435000053					
JANE, SMITH	880 080 839	26	60	20110425	3:20 PM	193435000061	1 2 3	11 12	041/042/046/047	SP	
JONES, DONALD	880 080 841	69	86	20110425	3:26 PM	193435000063					
LINDA, JONES	880 080 843	8	27	20110425	3:32 PM	193435000065					
MARTIN, MARIANNE	880 080 845	23	56	20110425	3:31 PM	193435000067					
MULTIPLE, MANNY	880 080 837	65	84	20110425	3:18 PM	193435000059			041		
SMARTYPANES, SALLY	880 080 833	87	100	20110425	3:15 PM	193435000055					
SMITH, JOHN	880 080 835			NOT SCANNED		193435000057					
VANCE, CHARLOTTE	880 080 848	75	88	20110425	3:22 PM	193435000069	4				

REPORT SUMMARY:

EXAM	GENERATED	UNSCANNED	PART SCAN	SCANNED	WARN	ABSENT	----- SCORE RANGE -----				EXAM INV
XXXX	9	1		8	2	1	0-54	55-64	65-84	85-100	
							1 14%	2 29%	1 14%	3 43%	

WARNING KEY:

- 040 - STUDENT BUBBLED ABSENT AND ANSWERS ENTERED
- 041 - MULTIPLES EXIST IN STUDENT ANSWERS
- 042 - OMITTS IN STUDENT ANSWERS
- 043 - MULTIPLES IN ALT LANGUAGE
- 046 - MULTIPLES IN TEACHER ANSWERS
- 047 - OMITTS IN TEACHER ANSWERS

In addition to listing scanned and unscanned documents, the report lists the number of students who were "Absent," and the number of exams that fell within a given grade range.

Finally, the Document Status Report lists the number of Errors and Warnings that occurred in a given batch. The difference between an Error and a Warning is subtle but important:

- An Error occurs when a scan did not go through. This means that ATS did not receive the data. If an answer sheet runs through the scanner upside down, for example, or if a bar code is unreadable—these qualify as errors. An answer sheet that is erroneously scanned will print out a copy of that answer sheet indicating the flaw and asking you to rescan.
- In contrast, a Warning occurs when ATS collects the data but the data is rendered compromised or incomplete. Warnings are accompanied by codes that indicate the precise problem. For example, Warning Code 041 means that a student bubbled in multiple answers; Warning Code 047 means that the teacher omitted a portion of his or her part of the answer sheet.

The Document Status Report provides at-a-glance information that lets you know how successfully your completed answer sheets were scanned to ATS.

Section 8B: The Item Report

The Item Report allows you to analyze the Regents results for individual students and informs decisions on how to move these particular students forward.

The Item Report looks like this:

```

PROFILE: 19-K-435
USER: MBUSH2
ATS NEW YORK CITY PUBLIC SCHOOLS
REGENTS EXAM ITEM REPORT (REDS)

EXAM: XXXX SECTION: 99 DEMO/TEST EXAM

NAME --SCORE-- 0 1 2 3 3 # #
ID# OFC RAW FINAL 12345 67890 12345 67890 12345 67890 123456789 OMIT MULT
-----
ANSWER =====> 31222 42331 42421 43324 24234 23321 *****
-----
ABSENT, ADAM ABS
880 080 831
JANE, SMITH 26 60 43-1- 3111- -31XM 3444- M2-XX 4123- 2ML33X21X 5 3
880 080 839
JONES, DONALD 69 86 ----- -3--2 ---2 ---2 ----- 022213232
880 080 841
LINDA, JONES 8 27 12343 212-4 1-343 2123- 12343 -1234 000000000
880 080 843
MARTIN, MARIANNE 23 56 12343 212-4 1-342 12-42 12342 12-42 120012432
880 080 845
MULTIPLE, MANNY 65 84 --ML- ----- -M----- M---- 121111222 3
880 080 837
SMARTYPANTS, SALLY 87 100 ----- ----- ----- 222333444
880 080 833
SMITH, JOHN 38 72 141-3 1---- -41-- 2-432 123-2 12--3 012212123
880 080 835
VANCE, CHARLOTTE 75 88 ----3 ----- 1---- --11- ----- 221323334
880 080 848

REPORT SUMMARY:

EXAM GENERATED UNSCANNED PART SCAN SCANNED WARN ABSENT SCORE RANGE EXAM INV
-----
XXXX 9 9 2 1 1 13% 2 25% 2 25% 3 38%
    
```

The Item Report lists the student’s name, ID, raw, and scaled score.

This report also allows you to see:

- the number of questions the student answered correctly (denoted with a hyphen);
- the number of questions the student answered incorrectly (denoted with the incorrect answer that the student chose);
- the number of questions the student omitted (denoted with an “x”);
- the teacher’s score for the student’s open-ended responses;
- and the number of questions that the student omitted or for which the student listed multiple answers.

Remember, you can also choose to print only the answer documents that include warnings, multiple answers, or omitted answers.

The Item Report provides an overview of the standards that the student has mastered and the standards on which the student needs to continue working.

Section 8C: The Item Distribution Report

The Item Distribution Report allows you to analyze the Regents results for the student group as a whole in order to inform instructional decisions for these students as well as for future students.

The Item Distribution Report looks like this:

PROFILE: 19-K-435	ATS NEW YORK CITY PUBLIC SCHOOLS										DATE: 04/25/11		
USER: MEUSH2	REGENTS EXAM ITEM DISTRIBUTION REPORT (RADI)										PAGE: 1		
EXAM CODE: XXXX													
QUEST#	ANS 1		ANS 2		ANS 3		ANS 4		TOT RESP	OMIT	MULTI		
---	#	%	#	%	#	%	#	%	---	---	---	---	
1	3	37.5	0	0.0	4*	50.0	1	12.5	8	0	0		
2	4*	50.0	2	25.0	1	12.5	1	12.5	8	0	0		
3	1	14.3	4*	57.1	2	28.6	0	0.0	7	0	1		
4	2	25.0	4*	50.0	0	0.0	2	25.0	8	0	0		
5	0	0.0	4*	50.0	4	50.0	0	0.0	8	0	0		
6	1	12.5	2	25.0	1	12.5	4*	50.0	8	0	0		
7	3	37.5	5*	62.5	0	0.0	0	0.0	8	0	0		
8	1	12.5	2	25.0	5*	62.5	0	0.0	8	0	0		
9	1	12.5	0	0.0	7*	87.5	0	0.0	8	0	0		
10	6*	75.0	0	0.0	0	0.0	2	25.0	8	0	0		
11	2	25.0	0	0.0	0	0.0	6*	75.0	8	0	0		
12	0	0.0	5*	62.5	2	25.0	1	12.5	8	0	0		
13	2	25.0	0	0.0	2	25.0	4*	50.0	8	0	0		
14	0	0.0	5*	71.4	0	0.0	2	28.6	7	1	0		
15	4*	57.1	2	28.6	1	14.3	0	0.0	7	0	1		
16	2	25.0	2	25.0	1	12.5	3*	37.5	8	0	0		
17	1	12.5	1	12.5	5*	62.5	1	12.5	8	0	0		
18	0	0.0	1	12.5	5*	62.5	2	25.0	8	0	0		
19	0	0.0	4*	50.0	2	25.0	2	25.0	8	0	0		
20	0	0.0	3	42.9	0	0.0	4*	57.1	7	0	1		
21	3	42.9	4*	57.1	0	0.0	0	0.0	7	0	1		
22	0	0.0	4	50.0	0	0.0	4*	50.0	8	0	0		
23	1	12.5	4*	50.0	3	37.5	0	0.0	8	0	0		
24	1	14.3	0	0.0	4*	57.1	2	28.6	7	1	0		
25	0	0.0	3	42.9	1	14.3	3*	42.9	7	1	0		
26	2	28.6	4*	57.1	0	0.0	1	14.3	7	0	1		
27	2	25.0	2	25.0	4*	50.0	0	0.0	8	0	0		
28	0	0.0	2	25.0	6*	75.0	0	0.0	8	0	0		
29	0	0.0	5*	62.5	2	25.0	1	12.5	8	0	0		
30	5*	62.5	1	12.5	1	12.5	1	12.5	8	0	0		

QUEST#	ANS 0		ANS 1		ANS 2		ANS 3		ANS 4		ANS 5		ANS 6		TOT RSP	OMIT	MULTI
---	#	%	#	%	#	%	#	%	#	%	#	%	#	%	---	---	---
TEACHER EVAL QUESTIONS																	
31	3	37.5	2	25.0	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	8	0	0
32	1	14.3	1	14.3	5	71.4	0	0.0	0	0.0	0	0.0	0	0.0	7	0	1
33	2	25.0	3	37.5	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	8	0	0
34	2	25.0	1	12.5	2	25.0	3	37.5	0	0.0	0	0.0	0	0.0	8	0	0
35	1	12.5	4	50.0	1	12.5	2	25.0	0	0.0	0	0.0	0	0.0	8	0	0
36	1	14.3	1	14.3	2	28.6	3	42.9	0	0.0	0	0.0	0	0.0	7	1	0
37	1	12.5	1	12.5	3	37.5	1	12.5	2	25.0	0	0.0	0	0.0	8	0	0
38	1	12.5	1	12.5	2	25.0	3	37.5	1	12.5	0	0.0	0	0.0	8	0	0
39	1	14.3	0	0.0	3	42.9	1	14.3	2	28.6	0	0.0	0	0.0	7	1	0

* = CORRECT ANSWER UNSCANNED EXAMS = 0 TOTAL ABSENT = 1 TOTAL INVALID = 0

The item Distribution Report lists the numbers for all of the Multiple Choice and the Teacher Evaluation questions.

For the Multiple Choice items, this report includes the four potential answer choices and the number and corresponding percent of students who chose each possible choice. The correct answer is noted with an asterisk. The report also features the total number of respondents, the number of times a question was omitted, and the number of times a question was marked with multiple answers on one sheet.

The net effect of this section of the report is that you are able to see how your class did as a whole. You can see, for example, that 95.3% of your class answered a given question correctly, or that only 40.9% percent answered another question correctly, and, furthermore, that 36.2% of the class chose the same incorrect answer. This report could really encourage you to dig beyond the numbers and investigate the reasons for the scores.

The item Distribution Report also features the scores for the Teacher Evaluation portion of the exam. This section lists the questions and the number and corresponding percentage of questions that received a given score (0–6). Evaluators might find it interesting to see where the scores fall across the exam, and an increased number of high or low scores might prompt you to revisit a particular question.

Appendix I – Regents Scanning, CFN Turn-Keying Checklist

- As soon as possible:** Identify dates to train your schools, where necessary.
 - Invite all key stakeholders involved in the process to this training: Operational Leaders (principals and Aps); Technical Specialists (testing coordinators, scanning managers, ATS); and Instructional Leaders (department heads and data specialists).
- As soon as possible:** Turn-key the process to schools (where necessary) and present a live demo of the process.
 - Materials will be posted on Regents Networks Resources page on the Intranet (<http://intranet.nycboe.net/SchoolSupport/NetworksResources/achievement/Assessment/RegentsExams.htm>).
- During the month prior to test administration:** Determine if schools need any support with the overall process.
 - Inquire specifically about logistics, printing and scanning capabilities, and understanding of the new guidelines.
- Three weeks prior to test administration:** Make sure that schools should have scheduled the majority of students for the Regents exam in STARS.
- At the beginning of the month of test administration:** Ensure that schools should identify a lead person to coordinate the Regents scanning process.
- By the close of the week prior to test administration:** Ensure schools have printed the majority of their answer documents via ATS.
 - Follow up with schools that have not yet printed their answer documents.
- During the week prior to test administration:** Make sure that schools have planed the logistics of exam day. This includes
 - room assignments
 - printing extra answer documents when necessary
 - making pencils available for students,
 - anticipating Walk-In students
 - printing and interpreting reports
- During the test administration period:** Support schools during the scanning process

Appendix II – Regents Scanning, School Implementation Checklist

During the month prior to test administration:

- *If necessary, receive training from your CFN on overall process.*
 - *Conduct demo of overall process through your ATS system.*
- *Confirm that your school's printer and ATS scanner is functioning properly:*
 - *Ensure ample paper supply, toner, and the scanner is cleaned.*

During the month of test administration:

- **Three weeks prior to test administration:** *Schedule the majority of your students for the Regents exam in STARS.*
- **Two weeks prior to test administration:**
 - *Inform applicable staff members about the Regents scanning process and assign people to conduct the following tasks:*
 - *Schedule students for the Regents exam in STARS.*
 - *Print answer documents before the exam from ATS and scan the trailing test pages from each batch of printed answer documents*
 - *Communicate new process with the exam proctors and the scoring team.*
 - *Plan the logistics of exam day (e.g., determining room assignments, walk-in students).*
 - *Scan answer documents with the attendance scanner.*
- *Use ATS to print the majority of the answer documents before the exams.*

Test Administration Period: *Administer exams.*

- *Make sure that proctors review the completed student answer documents to ensure that documents are signed and that bubbles are filled in appropriately.*
- *After the exam, use the attendance scanner to scan the exam Page 1 of the exam (Page 2 should only be scanned if the exam will be scored electronically and the student has testing accommodations); review ATS reports and address any errors*

Ongoing Support

- *For support with scheduling, ATS, and STARS, contact your network's Data/IT liaison.*
- *For additional resources on the Regents scanning process, please refer to the Regents Intranet Page (<http://intranet.nycboe.net/Accountability/Assessment/YearlyTesting/Regents.htm>).*

Appendix III – Tips for Scanning Answer Documents

Pre-Scanning:

- Ensure that the scanner is clean; a dirty scanner may result in inaccurate results. (See below for instructions on how to clean the scanner.) *Note that regular cleaning before and during Regents week is important, as this will reduce read errors when scanning answer documents and ensure accuracy in reporting results.*
- Do not begin scanning until the day after the exam is administered or you have received notice from the DOE that scanning may begin.
- Make sure to scan the trailing test page to ensure that your scanner is working properly.
- When scanning two-page answer documents (i.e., all answer documents other than the one-page January Physics Regents exam), batch all page 1 documents to scan separately from page 2 documents. This will result in faster scanning. Note that the order of the documents for the two batches does not have to match.
- In order to prevent rejections and errors from skewed pages, make sure that all pages in the batch are squared and aligned along the edges.
- Place batch of pages – face up, with the bar code closest to the scanner – on the Automatic Document Feeder of the scanner and make sure that paper guides are tight along the page edges.

DFS Scanning Procedure for Fujitsu Fi-6670 Scanners:

(For instruction on using the Lexmark scanner, see below.)

- Do not scan more than 200 pages in one batch.
- Log onto your Scan PC.
- Press the green scan button on the scanner to begin.
- Once all of the pages in the batch are scanned, do not add any more pages to the scanner until DFS confirmation prints out. This process can take up to 12 minutes for 200-page jobs and only 3 minutes for 50-page jobs.

DFS Scanning Procedure for Lexmark Scanners:

- Press the “Scan ATS Forms – Beta” button.
- Press “Next” to begin scanning documents.

Once answer documents have been scanned (Fujitsu and Lexmark models):

- You should receive a DFS confirmation page, indicating the number of successfully scanned and unsuccessfully scanned documents.
- If any errors were observed in the scanning process, the errors will be noted on the DFS confirmation page, and each page for which an error was observed will be reprinted with a message prominently displayed. The relevant pages will be noted by the answer document number, which is found in the top-left corner of the form.
 - Retrieve the pages with errors to investigate and re-scan. If errors are still observed after corrective action, clean the scanner’s lens.

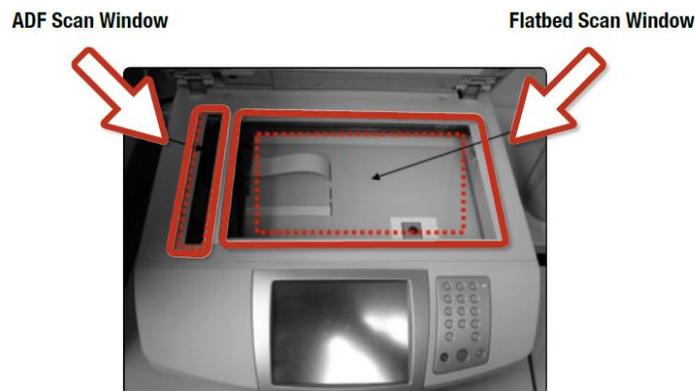
- File the remaining pages of the batch together with the DFS confirmation page. The DFS confirmation page has an ID number for each scan job which will be associated with each individual document in the batch. It is important to keep the batches in order with the confirmation, as this will assist in retrieving papers as needed in the future.
- Once this process is completed, repeat the above steps for all remaining batches of answer documents.

To note:

- Schools should use ATS reports when scanning documents. The Document Status Report will show the scanned status for each answer document; the summary section displays a dashboard of total documents scanned and outstanding, and the number of Warnings to review. The ATS Item Report may be used to flag answer documents with data patterns that merit further investigation.
- In the case that an answer document is scanned multiple times (e.g. in the case of re-scoring), data from the last scan will be recorded on a student's record. An image of each scan will be archived for an audit trail. Make every effort to avoid scanning a duplicate answer document.
- Whenever possible, print and scan answer documents on the same device. If this is not possible, scan the trailing test page.
- You scan answer documents on any ATS printer, even elementary or middle school printers.
- For all support/technical questions regarding the Attendance Scanners or if scanning fails, contact DFS via the DOE Help Desk (718-935-5100) to open a Help Desk ticket.

Cleaning the scanner – Lexmark & Fujitsu models:

- To clean the scanner you will need a paper towel or a soft cleaning rag, and de-ionized glass cleaner. Sparkle is a recommended brand of cleaner. **WARNING:** do not use rubbing alcohol to clean the scanner.
- Open the scanner lid.
- Apply the cleaning liquid to the paper towel or rag so that it is damp, but not wet.
- Gently wipe down the scanner glass with the towel or rag.



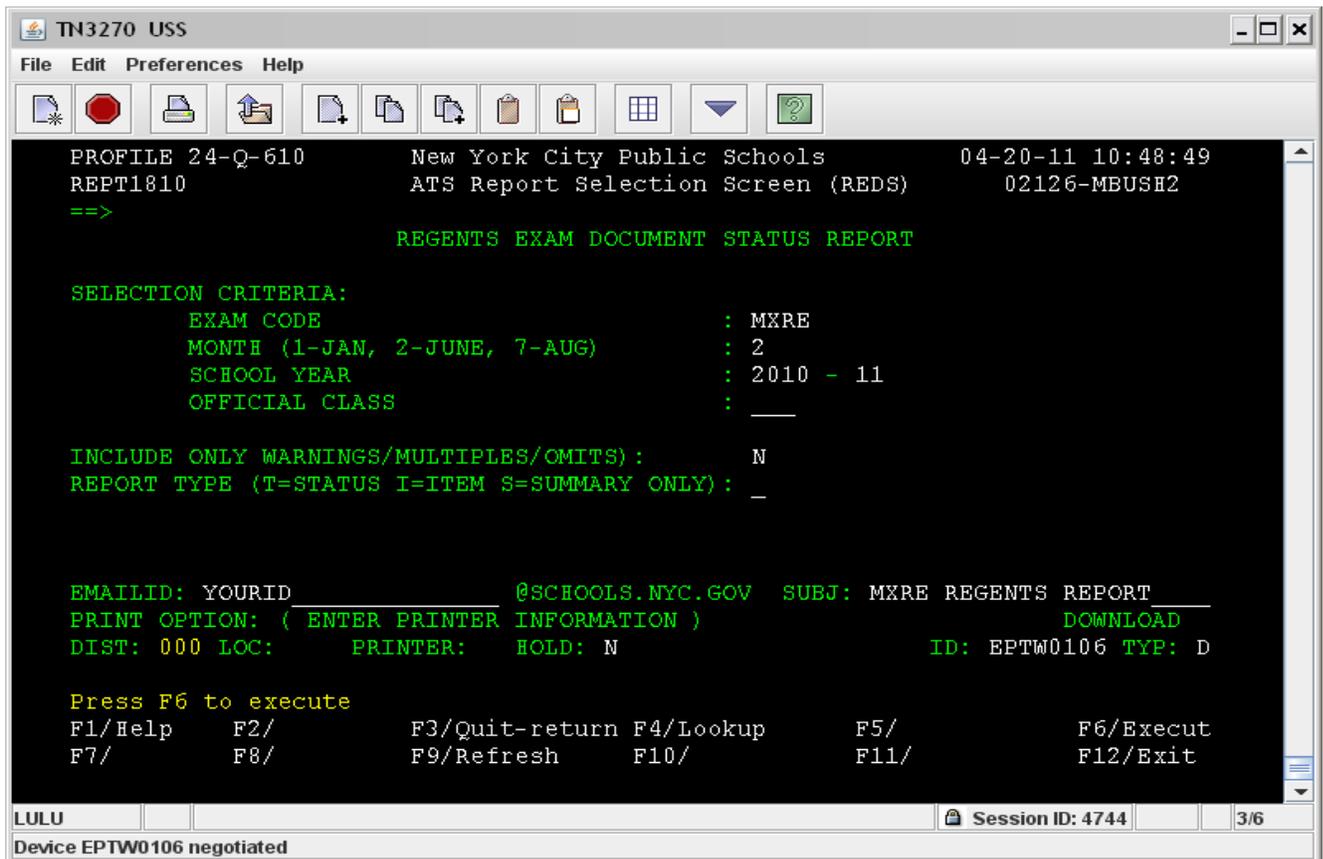
- Wait a few moments for the scanner glass to dry, and then close the lid.

Appendix IV – Importing ATS Reports to Excel

The instructions below explain how to import the Document Status Report and the Item Report from ATS to Excel. Please note that this single download includes both reports on the same spreadsheet. The Item Distribution Report cannot be downloaded and emailed.

Downloading the Document Status and Item Reports:

- 1) Navigate to the “REDS” menu in ATS, and populate the “EXAM CODE” and “MONTH” fields. Note that when downloading this report, the “REPORT TYPE” field should be left blank.
- 2) If you wish to create a report that only lists warnings, multiples, and omits, indicate this by entering a “Y” for this field.
- 3) In the “EMAILID” field, enter the NYC DOE ID of the person to whom you would like to send the report. (You may enter your own ID or that of a colleague.) Enter an appropriate and descriptive subject in the “SUBJ” field.
- 4) In the “TYP” field in the lower right-hand corner, enter “D.”
- 5) Press “F6” to execute the command.

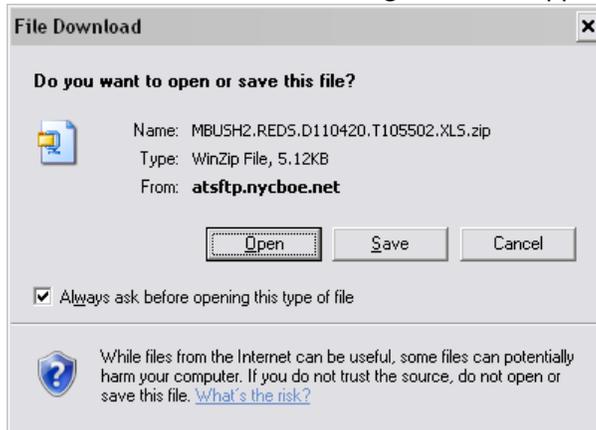


- 6) ATS will display, “Regents Exams selected. Press F6 to confirm FTP.”
- 7) Press F6. ATS will display, “FTP request submitted. Email confirmation will be sent upon completion.”
- 8) Continue as instructed below in step A.

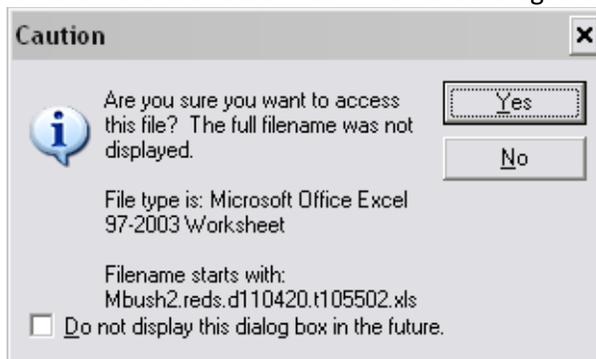
After you have completed the ATS portion of this request, you will then perform the following steps:

A) An email from ATSPROD@edup.nycenet.edu will be sent to the EMAILID entered with a subject line of "FTP Confirmation for REDS - <<SUBJ>>", where <<SUBJ>> is the text entered in the ATS field (e.g. "MXRE REGENTS REPORT")

B) Click on the link in the email. A dialogue box will appear. Click on "Open".



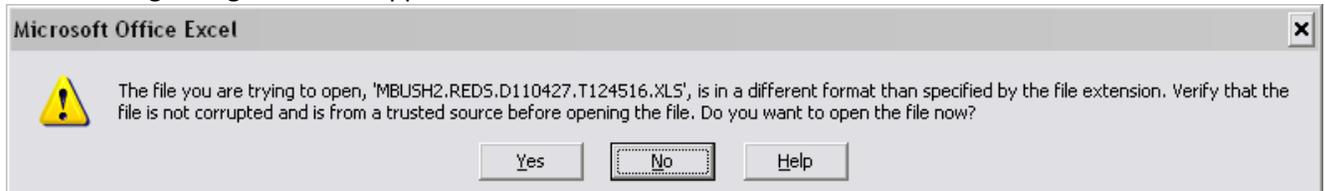
C) The WinZip application will open, and the dialogue box will show an icon for an Excel file. Double-click on the file and choose "Yes" when the dialogue box opens.



- D) At the end of the email you received is a string of letters and numbers. This is the password you will need to open the file. Retrieve the password and enter it into the dialogue box and click “OK”.



- E) The following dialogue box will appear. Click “Yes”.



Appendix V – Instructions for Non-DOE Students

The below instructions are for processing non-DOE students (i.e., students who attend charter schools, non-public/parochial schools, etc.) who sit for Regents exams at a DOE school.

There are three steps that a school must follow in this case:

- Review documentation which authorizes the student to sit for the exam,
- Print an answer document, and
- Report the student’s results to the non-DOE school.

Review documentation:

All non-DOE students who arrive to sit for a Regents exam at a DOE school must present a note on letterhead from the school at which they are registered. The note must be signed by the school Principal or another authorized administrator and must state the student’s name and the exam which he or she is authorized to sit for. Schools should collect the original letter or make a photocopy. Please keep all letters for future reference.

Non-DOE students must also present a photo ID which verifies their identity.

Make sure to ask non—DOE students if they have a student ID from prior enrollment in a DOE school or if they have ever attended a public school. If they do have a student ID, use it when generating an answer document for this student.

Students without a letter, or with a letter which does not include the required information, are not permitted to sit for an exam. Likewise, all students must present a photo ID validating their identity in order to sit for an exam.

Printing an answer document:

Once the documentation is reviewed, schools must print an answer document for the student. Detailed instructions on how to print the answer document are available in the *Regents Scanning Handbook*.

Report the student’s results to the non-DOE school:

Once the student’s exam is scored and scanned, the result will be available instantly in ATS. Non-DOE students should be told that an authorized administrator from the school at which they are registered must contact the school administering the exam in order to receive the test scores.