



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Fariña, *Chancellor*

Division of Teaching and Learning – Office of Assessment
52 Chambers St., Suite 309 – New York, NY 10007

MEMORANDUM #15, 2014-2015

DATE: April 3, 2015

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

FROM: Marc Bush, Director NY State Assessments
Division of Teaching and Learning

SUBJECT: New York State June 2015 Regents Exams

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

REVISED POLICIES

- Effective January 2013, teachers are no longer permitted to score their own students' answer papers.
- Effective March 2015, the NYCDOE has removed the school cell phone ban previously in place.

While each school is expected to develop its own cell phone policy, all DOE schools must adhere to SED guidelines while state exams are being administered. Students are still prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into a classroom or other location where a State exam is being administered. Cell phones and other prohibited devices must be collected from students entering a room where a test is being administered and may be returned to the student after the student completes the test and leaves the testing room, in accordance with individual school policies. Students must not be allowed access to prohibited devices during break periods. Admission to the test may be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it (Attachment #12).

At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams. For the full script and a complete list of prohibited devices, please refer to the [NYS School Administrator's Manual](#).

DISTRIBUTED SCORING

All schools in districts 1-32 and 75 which administer Regents exams in June 2015 will participate in the citywide distributed scoring for all exams administered at the school. In distributed scoring, exams are moved from schools to central scoring sites where they are scored by groups of trained teachers from other schools brought together for this purpose. District 79 schools should contact Joanne Mitchell for specific information about scoring. For information about Home and Hospital Instruction please contact Angela Velez. (Attachment #13)

The Common Core ELA and Common Core Geometry Regents exams will be scored through per session activities from June 3 thru June 7. All other Regents exams will be graded through a combination of scoring during the school day (day scoring), and through centrally administered and funded after school and weekend activities (per session scoring) from June 17 thru June 25.

Day Scoring ONLY	Per Session Scoring ONLY	Day and Per Session Scoring
<p style="text-align: center;">Geometry US History</p>	<p style="text-align: center;">Algebra I Common Core Comprehensive English ELA Common Core Geometry Common Core Global History Integrated Algebra</p>	<p style="text-align: center;">Algebra 2/Trigonometry Chemistry Earth Science Living Environment Physics</p>

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

PRIOR TO EXAM ADMINISTRATION

Schedule Students

Students expected to take Regents exams should be scheduled in STARS in sections according to the room in which they will be testing and their testing condition. Students should be scheduled by May 15th. For a complete list of STARS exam codes for June, please visit the STARS wiki page at: <https://wiki.nycenet.edu/display/HSST/Exam+Scheduling>

Graduating seniors (high school ONLY) and students taking exams in an alternate language should be scheduled into their own sections in order to ease the packaging process. These exams will need to be packaged separately to facilitate the early identification and scoring of these exams at scoring sites. Detailed guidelines for scheduling student in STARS are provided in the *Regents Scanning Handbook* available on the Office of Assessment intranet page: www.NYCDOEassessment.com.

Develop Proctoring Assignments

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

Assign Staff for Scoring

Principals in districts 1-32 are responsible for assigning eligible staff members for scoring through a web application (<https://apps.nycenet.edu/Applications/OA/regents>). The number of staff members to be assigned is based on the number of exams ordered by the school for each subject. Principals may be asked, where possible, to identify scorers that are able to score exams in alternate languages. Principals of District 75 schools will be contacted by Manny de las Cuevas regarding their school's scorer requirements.

Scorer eligibility will be determined by a teacher's appointed license and/or by the course(s) s/he has been assigned to teach in the 2014-2015 school year.

Note: In the case that a school confirms an assignment of one of its staff members to a Site Management Team position at a Regents scoring site, there will be a *2-for-1* credit applied towards the school's corresponding scorer or organizational team member requirement. All staff members assigned to a Site Management Team position at Regents scoring sites must attend a *required* Site Management Team

training during the week of May 25th, in addition to their responsibilities during the Regents scoring window.

Receive and Store Materials

Approximately one month prior to the delivery of the secure examination materials, school administrators will be informed by SED of the type of shipment they will receive (non-secure or secure) and the date(s) on which the shipment(s) should arrive at schools.

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

The table below outlines some shipments that schools can expect to receive for the June 2015 Regents administration.

Sender	Courier	Contents
NYCDOE	Deluxe	May 4-8: Boxes and 24 lb. paper for printing answer documents
		May 11-15: Polybags, Box Packing Lists (Attachment #4), Exam-Specific Labels (Attachment #6), Regents Testing Memo, Physical Setting reference tables (if applicable), and essay booklets (for Common Core English Language Arts, Comprehensive English, RCT Writing, US & Global History ONLY).
SED	First-Class Mail/Courier	Padlock keys will be sent to the principals about one week before the Regents' boxes are shipped

Print Regents Answer Documents

Schools may begin printing answer documents on May 18th. All exams will have two-page answer documents. The first page will be for students' multiple choice responses, and the second page will be for scorer use when rating students' constructed responses.

All answer documents should be printed on paper supplied by the NYCDOE, which will arrive during the week of May 4th.

RCT Answer Documents

Schools administering RCT exams to eligible students should note that effective with the January 2015 administration, the DOE Scan Center no longer provides pre-slugged answer documents to schools. Eligible students must respond to multiple choice RCT questions using the answer document provided in the back of the SED test booklet.

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

Print Materials Needed for Test Administration and Packaging

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

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

3. Rating Sheets & Record Sheets (Attachment #3) – one set per polybag for Common Core English Language Arts, Comprehensive English, US & Global History **ONLY**
4. Box Packing List (Attachment #4) – one per box of exams
5. Student Labels (Attachment #5) – Information labels for all exams can be printed using STARS
 - a. Detailed guidelines for printing student labels in STARS are provided in the *Regents Scanning Handbook* available on the Office of Assessment intranet page: www.NYCDOEassessment.com
6. Exam-Specific Labels (Attachment #6) – one label pasted per box based on the exam subject packaged in that box

Train Proctors

Administration guidelines must be closely adhered to ensure that all test booklets can be matched with the appropriate student answer documents and any incomplete documents can be immediately identified and reconciled upon receipt at the scoring site. See the “During Testing” section of this memo for a detailed list of administrative procedures that must be followed.

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

Plan for Secure Storage and Distribution of Test Materials

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

Regents Box Keys

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

Test Booklets

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

JUNE REGENTS EXAMS BY DATE/TIME OF ADMINISTRATION

Date of Exam Administration	Time of Exam Administration	Examination
Tuesday, June 2	9:15 a.m.	English Language Arts (CC)
	1:15 p.m.	Geometry (CC)
Tuesday, June 16	9:15 a.m.	US History & Government
	1:15 p.m.	Living Environment
Wednesday, June 17	9:15 a.m.	Global History & Geography
	1:15 p.m.	Physics and Algebra 1 (CC)
Thursday, June 18	9:15 a.m.	Integrated Algebra
	1:15 p.m.	Comprehensive English
Friday, June 19	9:15 a.m.	Earth Science and Algebra 2/Trigonometry
	1:15 p.m.	Geometry
Monday, June 22	9:15 a.m.	RCT in Global Studies*
	1:15 p.m.	RCT in Writing
Tuesday, June 23	9:15 a.m.	Chemistry and RCT in Science*
	1:15 p.m.	RCT in U.S. History & Government*
Wednesday, June 24	9:15 a.m.	RCT in Reading
	1:15 p.m.	RCT in Mathematics*

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

Uniform Admission Deadlines

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

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

DURING TESTING

Ensure Students Sign Declaration

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

Ensure Students Use Appropriate Writing Utensil

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

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

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

Track Attendance

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

Label Student Test and Essay Booklets

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

- First and last name
- School name and DBN (district, borough, school number; for example: 01M123)
- Student ID number (can be found at the top of printed answer documents; student should write the Student ID number ABOVE his/her name on test/essay booklet).
- Schools must label test booklets using an information label generated in STARS. Detailed guidelines for printing labels in STARS are provided in the *Regents Scanning Handbook* available on the Office of Assessment intranet page: www.NYCDOEassessment.com
 - The label should be placed on the upper left corner of each test and/or answer booklet.

Report and Investigate Fraud

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

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

- NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
- NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email intake@nycsci.org
- For New York State assessments only, NYSED Test Security Unit, by submitting an Incident Report Form, available at <http://www.highered.nysed.gov/tsei/fraud.html>

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

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

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

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

NOTE: Effective January 2015, any cases of suspected cheating identified at a Regents scoring sites will be reported to the Office of Assessment and the school using an online process. If a school's exams are flagged for suspected cheating, the principal will receive an email notification with the name(s) and ID number(s) of the student(s) involved, a description of the issue observed at the scoring site, a scanned PDF of the student response(s) along with instructions for the principal to investigate. A final score will not be assigned until the principal logs into ATS and uses the RGTU function to confirm or refute the suspected cheating flag following the guidance provided on the [suspected cheating notification](#).

AFTER TESTING

Packaging Exam Materials for Pickup

Exams should be packaged in advance of the scheduled courier pickups outlined on the next page. Each box should include exams for only one subject (e.g., Integrated Algebra only, Earth Science only, etc.). Graduating seniors and exams written in an alternate language should be packaged in their own separate box and labeled appropriately. **DO NOT** package more than one exam subject or more than one alternate language in any box.

NOTE: Students with ELL accommodations testing in the same section may be packaged together in an alternate language box, and the box labeled with the appropriate language, even in the scenario that not all their constructed responses are written in an alternate language.

Each packaged box containing Regents exams must have an Exam-Specific Label pasted on the front of the box. Boxes containing exams for Graduating Seniors must also have a Graduating Seniors label for easy identification at scoring sites. See exam specific packaging instructions in Attachments #6-11. Additional instructions for Regents box packaging can be found in the *Regents Box Packaging Video* available at the Office of Assessment intranet page: www.NYCDOEassessment.com.

Exam pickups from schools to Regents distributed scoring sites will take place according to the schedule listed on the next page. Schools should have their materials packaged following the exam-specific guidelines in advance of the anticipated courier pickup window. Deluxe Courier will not wait at the school if exam boxes are not packaged for pickup.

Courier	Exams	Administration		Pick-up	
		Date	Time	Date	Time
Deluxe Courier Services	ELA Common Core Geometry Common Core	June 2	Morning Afternoon	June 3	7:30 AM – 11:00 AM
	US History Living Environment	June 16	Morning Afternoon	June 17	7:30 AM – 11:00 AM
	Global History Physics Algebra I Common Core	June 17	Morning Afternoon Afternoon	June 18	7:30 AM – 11:00 AM
	Integrated Algebra Comprehensive English	June 18	Morning Afternoon	June 19	7:30 AM – 11:00 AM
	Earth Science* Algebra 2/Trigonometry*	June 19	Morning Morning	June 19	3:30 PM – 6:30 PM
	Geometry**	June 19	Afternoon	June 22	7:30 AM – 11:00 AM
	Chemistry*	June 23	Morning	June 23	3:30 PM – 6:30 PM

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

**Select schools have been identified for expedited pickup of their Geometry exam materials and have been notified of their alternate pickup schedule for Geometry exams.

Test Materials Not Ready for Courier Pickup

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

Scan Answer Documents

For all Regents exams schools will retain the multiple choice page (page 1) of all answer documents and will be expected to scan them by **noon** on the day following exam administration. Algebra II / Trigonometry and Earth Science page 1 multiple choice documents must be scanned by end of day on June 19th. Schools should continue to make necessary RGTU changes to the multiple choice section of the answer document in order to resolve any data capture issues.

Page 2 answer documents for all exams should be packaged according to the instructions in Attachments #7-11. The scanning of page 2 answer documents for all exams will occur at the scoring site.

Note: Schools should retain the answer documents and booklets of all absent students and store them according to NYSED guidelines. Schools must also scan page 1 answer documents for all absent students with the student absence bubbled in.

Rating Guides

The NYCDOE will centrally print and deliver copies of the rating guides to scoring sites. However, principals should provide a printed copy of the rating guides for any staff who are serving in a Content Trainer role for scoring so that they may become familiar with the rating materials in preparation for scorer training.

View Final Scores

Per SED scoring protocols, when the teacher scoring committee at the distributed scoring site completes the scoring process, test scores must be considered final and will be entered onto students' permanent records via the scanning process. Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore

student examination papers or to change any scores assigned through the procedures outlined in the scoring materials provided by SED.

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

Scores should not be considered final until all scoring and scanning at the distributed scoring sites has been completed. All exam scores are expected to be loaded into ATS no later than the end of day on Thursday, June 25th. Graduating Seniors will receive their scores by the end of day on priority scoring dates outlined in the chart below.

SCORE IN ATS (END OF DAY)		
Exam	Seniors	All Scores
ELA Common Core Geometry Common Core	June 25	June 25
Algebra I Common Core	June 21	June 24
Algebra 2/Trig	June 21	June 22
Chemistry	June 25	June 25
Comprehensive English	June 21	June 24
Earth Science	June 21	June 24
Geometry	June 23	June 24
Global History	June 21	June 24
Int. Algebra	June 21	June 24
Living Environment	June 21	June 24
Physics	June 21	June 23
US History	June 21	June 24

Review Returned Test Materials

Guidance for return of exam materials will be communicated in a later issue of *Principal’s Weekly*. When materials are returned, schools should ensure that each answer document and test booklet sent to the scoring site is accounted for. Schools should contact their Borough Assessment Implementation Director (Attachment #13) immediately if any test materials are missing. If necessary, schools may request advance copies of individual students’ exams by contacting their Network assessment liaison.

Questions regarding this memorandum should be addressed to your BAID or Network’s assessment liaison.

This memorandum is available at: www.NYCDOEassessment.com

ATTACHMENT # 2

Regents Proctoring Checklist

(1 per section)

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

REGENTS PROCTORING CHECKLIST

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

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

Opening Proctor:

- ___1. Ensure that you have the following materials before beginning the exam:
 - a. Test booklets, pre-slugged answer document and labels for each student.
 - b. Section Attendance Roster (SAR).
 - c. Other materials necessary for the Regents being administered.
- ___2. Students must receive a pre-slugged answer document with their own name and student ID #.
 - a. Notify administrator immediately if a student doesn't have a pre-slugged answer document.
 - b. DO NOT give them the answer document of another student.
- ___3. Ensure that pre-printed student labels are placed on the TEST BOOKLET (All Regents) and ESSAY BOOKLET (English, US and Global History only).
 - a. Labels are never placed on answer documents.
- ___4. Take attendance on the SAR.
 - a. Indicate if student is present (P) or absent (A).
 - b. Note students taking a translated version of the Regents on the SAR.

I have followed the directions above (signature) _____

Closing Proctor:

- ___1. Do not allow students to leave before the Uniform Admission Deadline.
 - a. 10:00 AM for morning exams
 - b. 2:00 PM for afternoon exams
- ___2. Have students return the exams, one at a time.
 - a. Check that every student has returned all materials and signed the Regents declaration.
 - b. Ensure that the pre-slugged answer document and if appropriate, essay booklet, are placed inside the front cover of the Regents test booklet.
 - c. Once a Regents exam has been collected, no one, including the student, may make any changes.
- ___3. Alphabetize test booklets being careful to check that there is an exam, answer document and if appropriate, an essay booklet, for every student marked present on the Student Attendance Roster (SAR).
 - a. Report discrepancies immediately to school administrators.
 - b. Answer documents of absentees should be on the bottom of the stack.
- ___4. With the Section Attendance Roster and this document on top of the stack of exams, insert all Regents test booklets with the answer documents and essay books inside in the plastic (poly) bag or envelope provided by the testing team.
- ___5. Return all exams and testing materials to the test coordinator immediately after collecting and packing the exams.

I have followed the directions above (signature) _____

ATTACHMENT # 4
BOX PACKING LIST
(1 per box)

EXAM NAME: _____
 DISTRICT #: _____
 SCHOOL #: _____
 TOTAL # OF POLYBAGS: _____
 CONTACT NAME: _____
 MOBILE PHONE #: _____ (for night and weekend contact)

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

Total # of Test Booklets and Answer Documents: _____

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

ATTACHMENT # 5

Student Labels

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

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

XXXXXX KATHERINE T 000000474 F 01/24/93
000 91 STREET OKLYN NY 11200
M: 718-000-000
FA: RES W/ = Y
RES W/ = Y
BOE CH=000 GEC=180 CL=F04 GE=08 B36= 000

Sample

LIVING ENVIRONMENT

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

LIVING ENVIRONMENT

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

Student Name _____

School Name _____

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

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

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

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

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

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

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

LIVING ENVIRONMENT

Note: Directions for printing Student Exam Labels in STARS can be found in the *Regents Scanning Handbook* available on the Office of Assessment intranet page: www.NYCDOEassessment.com

ATTACHMENT # 6

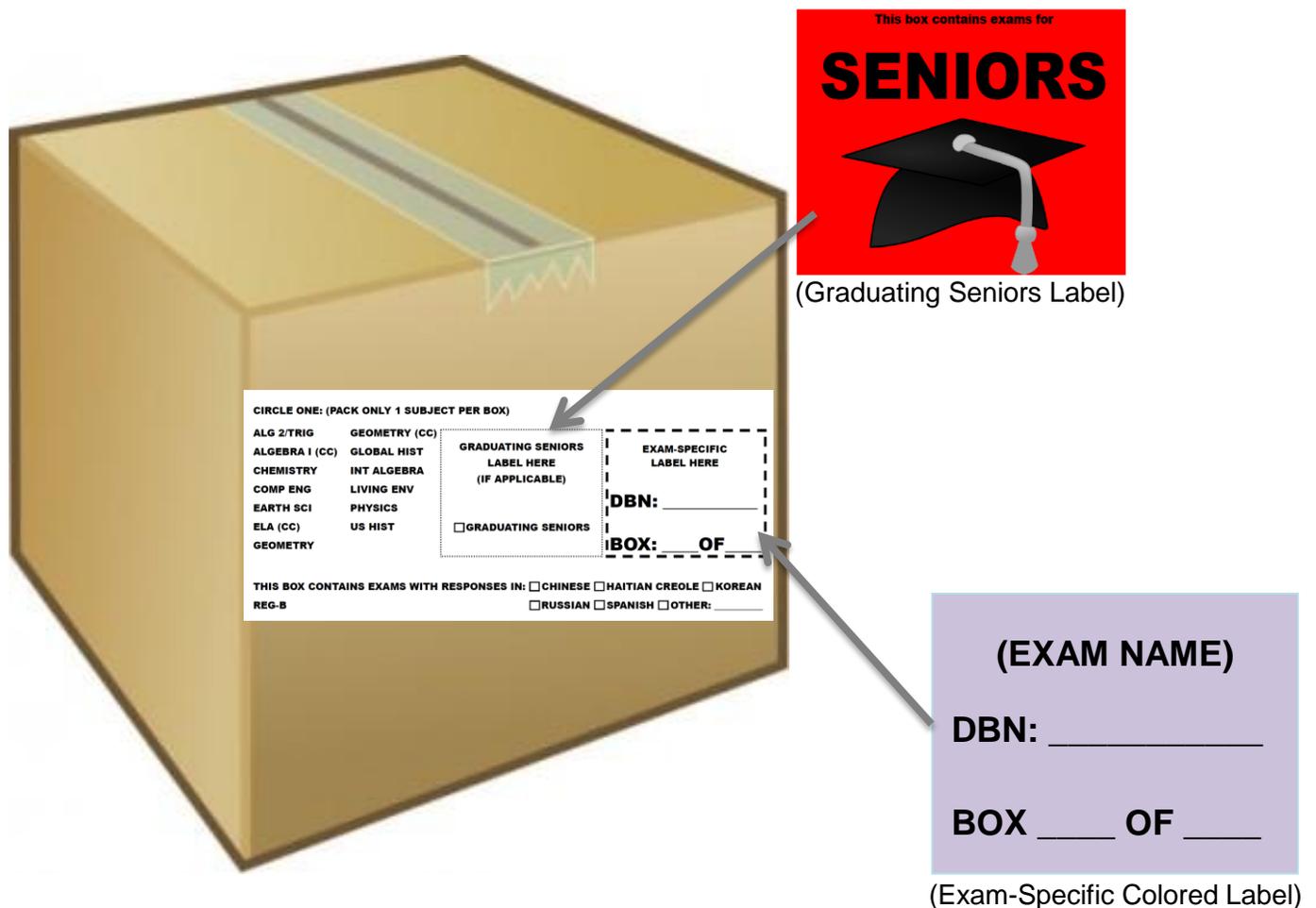
Exam-Specific Labels and Graduating Seniors Labels

- (1 Exam-Specific Colored Label per box of packaged exams)
- (1 Graduating Seniors label per box - if applicable)

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

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

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



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

ATTACHMENT # 7

Packaging Checklist – June 2015

Global History & Geography and US History & Government

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

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

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

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

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

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

ATTACHMENT # 8

Packaging Checklist – June 2015

Common Core English Language Arts and Comprehensive English

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

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

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

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

ATTACHMENT # 9

Packaging Checklist – June 2015

Algebra I (CC), Algebra 2/Trigonometry, Geometry, Geometry (CC) and Integrated Algebra

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

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

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
 - Algebra II/Trigonometry page 1 multiple choice documents must be scanned by end of day on June 19th.
- Test booklets have been checked to ensure that each document has a Student Label placed on the upper left corner. (Note: Student Labels cannot be generated for walk in students).
- Test booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment #1) indicating how many answer documents and test booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student test booklets.
 - Do NOT separate student test booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their test booklet, the blank test booklet (with a student label) is still packaged for shipment to the scoring site.
- Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.

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

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

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

ATTACHMENT # 10

Packaging Checklist – June 2015

Living Environment

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

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

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

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

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

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

ATTACHMENT # 11

Packaging Checklist – June 2015

Chemistry, Earth Science and Physics

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

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

- Page 1 answer documents have been retained and scanned for ALL students (including absent students).
 - Earth Science page 1 multiple choice documents must be scanned by end of day on June 19th.
- Answer booklets have been checked to ensure that each document has a Student Label placed on the upper left corner. (Note: Student Labels cannot be generated for walk in students).
- Test booklets, answer booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- For Earth Science ONLY**, the students' performance scores are bubbled on their page 2 answer documents.
- Each Section (testing room) is packaged in its own polybag.
- Each polybag includes:
 - A completed Section Attendance Roster (see Attachment #1) indicating how many answer documents and answer booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student answer booklets.
 - Do NOT separate student answer booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their answer booklet, the blank answer booklet (with a student label) is still packaged for shipment to the scoring site.

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

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

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

ATTACHMENT # 13

Borough Assessment Implementation Director Contact Information

	Contact Information	
MANHATTAN DISTRICTS - 1, 2, 3, 4, 5, 6	Louise Smith – Director (212) 356-3784 (PHONE) (212) 356-7523 (FAX) LSmith2@schools.nyc.gov	333 Seventh Avenue Room 722 New York, NY 10001
BRONX DISTRICTS - 7, 8, 9, 10, 11, & 12	Sharon Cahr – Director (718) 741-5559 (PHONE) (718) 741-7971 (FAX) SCahr@schools.nyc.gov	1 Fordham Plaza Room 749 Bronx, NY 10458
BROOKLYN DISTRICTS - 13, 14, 15, 16, 19, 23 & 32	David Rapheal – Director (718) 935-5965 (PHONE) (718) 935-5941 (FAX) DRaphea@schools.nyc.gov	131 Livingston Street Room 608 Brooklyn, NY 11201
QUEENS DISTRICTS - 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak – Director (718) 391-8352 (PHONE) (718) 391-6088 (FAX) BMarcis@schools.nyc.gov	28-11 Queens Plaza North 4 th Floor, Room #407 Long Island City, NY 11101
STATEN ISLAND/ BROOKLYN DISTRICTS - 17, 18, 20, 21, 22, & 31	Jose Garcia – Director (718) 390-1579 (PHONE) (718) 420-5665 (FAX) JGarcia17@schools.nyc.gov	715 Ocean Terrace Building A, Room #A127 Staten Island, NY 10301
SPECIAL EDUCATION – DISTRICT 75	Manny de las Cuevas (212) 802-1676 (PHONE) (917) 256-4245 (FAX) MDelasc@schools.nyc.gov	400 First Avenue Room #662C New York, NY 10010
ALTERNATIVE SCHOOLS & PROGRAMS – DISTRICT 79	Joanne Mitchell (917) 521-3635 (PHONE) (917) 521-3649 (FAX) JMitchell5@schools.nyc.gov	4360 Broadway New York, NY 10033
CHARTER SCHOOLS – DISTRICT 84	Kim Wong (212) 374-2315 (PHONE) KWong9@schools.nyc.gov	52 Chambers Street New York, NY 10007
HOMEBOUND INSTRUCTION	Angela Velez (718) 794-7236 (PHONE) (718) 794-7237 (FAX) AVelez16@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465
HOSPITAL INSTRUCTION	Keri Kaufmann (718) 794-7266 (PHONE) (718) 794-7263 (FAX) KKaufmann@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465