THE NEW YORK CITY DEPARTMENT OF EDUCATION

Carmen Farina, *Chancellor*

DIVISION OF TEACHING & LEARNING – OFFICE OF ASSESSMENT
52 Chambers Street, New York, NY 10007

ASSESSMENT MEMORANDUM #16

DATE: April 22, 2015

TO: Home Instruction Regents/RCT Proctors

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

Ramona Pizarro, Principal
Home Instruction Schools

SUBJECT: PROCEDURES FOR JUNE 2015 NYS REGENTS AND RCTs

Home Instruction teachers and personnel involved in the administration and proctoring of the June 2015 New York State Regents and RCT examinations must read the below guidance.

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

EXAM	DATE	START TIME	UNIFORM ADMISSIONS DEADLINE
ELA (Common Core)	June 2	9:15 am	10:00 am
Geometry (Common Core)	June 2	1:15 pm	2:00 pm
US History	June 16	9:15 am	10:00 am
Living Environment	June 16	1:15 pm	2:00 pm
Global History	June 17	9:15 am	10:00 am
Physics	June 17	1:15 pm	2:00 pm
Algebra I (Common Core)	June 17	1:15 pm	2:00 pm
Integrated Algebra	June 18	9:15 am	10:00 am
Comprehensive English	June 18	1:15 pm	2:00 pm
Earth Science	June 19	9:15 am	10:00 am
Algebra 2 / Trigonometry	June 19	9:15 am	10:00 am
Geometry	June 19	1:15 pm	2:00 pm
RCT Global	June 22	9:15 am	10:00 am
RCT Writing	June 22	1:15 pm	2:00 pm
Chemistry	June 23	9:15 am	10:00 am
RCT Science	June 23	9:15 am	10:00 am
RCT US History	June 23	1:15 pm	2:00 pm
RCT Reading	June 24	9:15 am	10:00 am
RCT Math	June 24	1:15 pm	2:00 pm

Answer documents:
For *Regents exams*, Home Instruction proctors will be provided pre-slugged answer documents by a Home Instruction Borough Office. The answer documents will contain the student's name and ID number. For June 2015 all Regents answer documents are two pages.

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

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

BOROUGH REGIONAL EXAM DEPOSITORIES			
BOROUGH	**LOCATION**	**ADDRESS**	**CONTACT**
Brooklyn	Brooklyn Tech HS	29 Fort Greene Place / Rm. BW 8	David Rapheal draphea@schools.nyc.gov
Bronx	Herbert Lehman HS	3000 E. Tremont Ave.	Ana DeJesus adejesus7@schools.nyc.gov
Manhattan	Manhattan/Hunter Sci. HS	122 Amsterdam Ave. / Rm. 205E	Sam Abbassi sabbassi@schools.nyc.gov
Queens	Francis Lewis HS	58-20 Utopia Parkway	Barbara Marcisak bmarcis@schools.nyc.gov
Staten Island	Staten Island BAO	715 Ocean Terrace-Bldg A / Rm. A127	Jose Garcia Jgarcia17@schools.nyc.gov

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

Exam administration:
Home Instruction proctors must administer all Regents and RCT exams in accordance with NYSED and NYCDOE policy, including the provision of any applicable testing accommodations. Please see the June 2015 Regents Administration Memo for more information regarding exam administration.

Return of completed exam materials:
All completed *Regents* and *RCT* exam materials – including exam booklets, all pages of the answer documents, and any supporting material – must be *hand-delivered* to a Home Instruction borough office by the end of the day following exam administration.

Support
For questions regarding exam administration, please contact Angela Velez at 718-794-7200 or avelez16@schools.nyc.gov, or regents@schools.nyc.gov.

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