NYC Department of Education
Test Administration Handbook:
High Schools
2017 - 2018

INTRODUCTION

In an effort to standardize test administration procedures in all New York City secondary schools, the New York City Department of Education (NYCDOE) developed this Test Administration Handbook for High Schools.

The complete document can be found on NYCDOE's website by navigating to the NYCDOE Homepage > Performance & Accountability > Yearly Testing > Test Memoranda, Procedures, and Contacts.

The Test Administration Handbook must be distributed and discussed with all school staff involved in testing, ideally during general faculty conferences, grade conferences, department meetings, or on staff development days.

Principals must confirm that all personnel involved in testing have reviewed the handbook prior to administration of all New York State and City Assessments by completing an online survey due **November 17.**

If you have any questions regarding the information in this document, please contact your Borough Assessment Implementation Director, listed on page 16.

Dan Park, Executive Director
Office of Assessment

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REPORTING PROHIBITED CONDUCT BY ADULTS, STUDENT CHEATING, AND OTHER TESTING IRREGULARITIES

Reporting Prohibited Conduct by Adults

Examples of prohibited conduct by adults include, but are not limited to*:

Before Testing DO NOT:

- Access secure test booklets and answer sheets prior to the time allowed under NYCDOE guidelines, or copy, reproduce, or keep any part of secure exam materials. *Note: This does not apply to NYC DOE Performance Assessments or 3rd Party Assessments used as a Measure of Student Learning, which schools are permitted to access and copy for the test administration process.*
- Review secure test booklets in order to:
  - Determine and record correct responses for use during testing.
  - Create a "cheat sheet" for students to use in taking the test, including formulas, concepts, or definitions necessary for the test.
  - Create pre-test lessons or discussions with students or any other person about concepts being tested. *Note: This does not apply to NYC DOE Performance Assessments or 3rd Party Assessments used as a Measure of Student Learning for grades K-2.*

During Testing DO NOT:

- Give students any clues or answers, including:
  - Coaching students about proper answers.
  - Defining terms and concepts included in the test.
  - Pointing out wrong answers to a student and suggesting that the student reconsider or change the recorded response.
  - Reminding students during testing of concepts they learned in class.
  - Making facial or other non-verbal suggestions regarding answers.
- Allow any student more time to take the test than is allowed for that student, or give any other testing accommodations to students who are not entitled to receive them.
- Leave any materials displayed in the room containing topics being tested or write formulas, concepts, or definitions necessary for the test on the board.
- Allow students to copy information from, duplicate, or remove test booklets, answer documents, or other testing materials from the classroom.

After Testing DO NOT:

- Review an answer sheet for wrong answers and return it to a student with instructions to change or reconsider the wrong responses.
- Alter, erase, or in any other way change a student's recorded responses after the student has handed in his/her test materials.
- Rescore portions of the test with the intention of altering the student's score in any way that deviates from established scoring procedures.
- Deviate from State-provided scoring rubrics when scoring New York State assessments.

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*Note: These are general examples. Different rules and procedures apply to different tests. Please refer to the Assessment Memoranda for test-specific information.

Any person who intentionally engages in testing misconduct could face sanctions and discipline, including termination and/or the loss of certification.

Mandatory Reporting Procedure:

Any individual who observes or suspects adult misconduct <u>related to the administration and/or scoring of assessments</u> should notify the principal immediately**, <u>and</u> also must immediately notify:

1) NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov; and
   Note: For NYC DOE Performance Assessments or 3rd Party Assessments used as a Measure of Student Learning, it is not necessary to contact the BAID. Reports should be made directly to SCI (step #2, below).

2) NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email intake@nycsci.org.

**The principal can provide support in following the reporting procedure outlined above.

Reporting Student Cheating

Examples of prohibited conduct by students include, but are not limited to:
- Obtaining test booklets or answer documents to a secure exam prior to the test.
- Giving aid to or obtaining aid from other students before, during, or after the test.
- Possessing, displaying, or using cell phones or other prohibited electronic devices during testing.
- Using unauthorized reference materials during the test.
- Sharing information about a test the student has taken but other students have not yet taken.
- Copying any information from, duplicating, or removing test booklets, answer documents, or testing materials from the classroom.

Mandatory Reporting Procedure:

If suspected/observed student cheating occurs <u>during</u> the test administration, the proctor must:
- Warn the student(s) that any attempts to cheat may result in the invalidation of their exams;
- If necessary, move the student(s) to another location;
- If the incident involves the display or use of a cell phone or other prohibited electronic device, confiscate it immediately;
- Notify the principal of the incident during the exam (if possible to do so without disrupting proctoring duties) or immediately after the exam.
- To allow for all possible outcomes, **the student(s) should be allowed to complete the exam.**

Additionally, anyone who obtains information about potential student cheating **prior** to test administration, or anyone who becomes aware after test administration that student cheating may have occurred, must report the information immediately to the principal.

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 policies 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:
        1) Notify NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov;
        Note: For NYC DOE Performance Assessments or 3rd Party Assessments used as a Measure of Student Learning, contact your Borough Field Support Center.
        2) Invalidate the student's test results (for assistance, contact NYCDOE Office of Assessment);
        3) *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
        4) Notify the student and his/her parent/guardian of the invalidation of the exam(s), and of any other consequences for the student, in accordance with the school's discipline policy;
        5) 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 exam results and notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov.

Reporting Other Testing Irregularities

Examples of other testing irregularities, unrelated to intentional misconduct, that must be reported include, but are not limited to:
- All interruptions of testing sessions including those caused by fire alarms, bomb threats, power outages, or weather-related incidents.
- All instances in which a State exam is administered without Department authorization at a time outside the published Statewide schedule.
- All cases in which student test booklets or answer papers are lost prior to the recording of the scores in students' permanent records.
- All instances in which students did not receive testing accommodations they were entitled to receive.

The principal is responsible for immediately reporting any irregularities concerning test administration to:
1) NYCDOE Office of Assessment by e-mail to testsecurity@schools.nyc.gov; and
2) *For New York State Assessments only:* NYSED Office of State Assessment by e-mail to emscassessinfo@mail.nysed.gov.

Note: For NYC DOE Performance Assessments or 3rd Party Assessments used as a Measure of Student Learning, contact your Borough Field Support Center.

TEST SECURITY PROCEDURES

In accordance with New York State Education Department (SED) and New York City Department of Education (NYCDOE) policies, the following procedures have been implemented to maintain the security and validity of City and State exams. These procedures apply to all school staff involved in the handling and/or administration of State and City tests, including principals, assistant principals, test coordinators, support staff, and proctors.

This document must be distributed to and reviewed by all staff members involved in the administration of State and City tests prior to each test administration. It is the responsibility of the principal to designate a pedagogue or school administrator to be the school test coordinator for all examinations regardless of content area.

- Please refer to appropriate [Assessment Memoranda](#) describing test administration procedures for specific State and City tests, including Regents, RCTs, and PSATs.
- In order to maintain the integrity of each test administration, all security procedures, instructions, and schedules must be strictly adhered to without deviation.
- No form of any test may be used for practice or for test preparation unless specifically indicated in the Assessment Memoranda or SED's School Administrator's Manual.
- Due to copyright laws and for reasons of test security, making copies or enlargements of any tests is prohibited.
- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- NYCDOE and SED will review test results to ascertain possible security violations. In the event it is determined that a serious security violation has occurred, it may be necessary for NYCDOE or SED to declare test results invalid.
- Unannounced monitoring inspections will be conducted before, during, and after testing by staff from NYCDOE's central office.
- **For guidance on reporting observed or suspected incidents of adult misconduct or student cheating, please refer to pages 3-4.**

Examinations Not Administered Due To Inclement Weather
During the Regents and RCT examination period, NYC high schools should follow normal testing procedures unless notified otherwise. If NYCDOE determines that the weather is severe enough to close schools, then State examinations will not be administered. Please refer to SED's School Administrator's Manual for SED's policy on this issue.

Safeguarding Examination Materials
The principal of each school requesting examinations is responsible for making the necessary arrangements for safeguarding the materials shipped to the school. Before SED will ship examination materials to a school, the principal must certify that the locked Regents box(es) containing the secure examination materials will be stored in a vault or safe that meets the following requirements:

Walk-in Vaults
These vaults must have all of the following: poured concrete floor; walls of reinforced concrete or reinforced cement block, sealed to a poured concrete floor below and structural floor or roof deck above; metal door in a metal frame with inside or welded-pin hinges; no windows or access panels; and a built-in dead latching combination or key lock that allows exiting at all times.

Safes
Safes must meet or exceed the burglary resistance performance standards incorporated in Underwriters Laboratories (UL) classification TRTL–30, and must have all of the following: steel door at least 1½ inches thick; steel walls at least 1 inch thick; 750-lb. minimum weight; built-in combination lock; and minimum inside dimensions to contain the Regents box(es) for a school's typical examination order. Principals of schools that do not meet SED's guidelines for walk-in vaults or safes must make arrangements to store the examination materials in the vault of another school. Principals will be notified as to when the examination materials will be shipped to the schools.

Regents Boxes

After an examination shipment has been delivered, the locked Regents boxes must immediately be placed in the vault or safe.

Regents Box Keys

The Regents box keys and the combination or keys to the vault or safe must be stored securely to prevent access to the examination materials by students and other unauthorized persons.

Secure Materials

The packages containing secure materials must not be opened until the day that each examination is to be administered.

Examination Scoring Keys

Hard copies of Regents scoring information are no longer sent to schools; each morning of Regents administration, SED will send principals an email containing the password necessary to access the Regents scoring website.

RCT scoring keys will continue to be sent to schools but they must not be opened prior to 10 a.m. for morning RCTs and 2 p.m. for afternoon RCTs (9:15 a.m. and 1:15 p.m. for August RCTs) on the day of the examination.

Shipment of Examination Materials

Approximately one month prior to the delivery of the secure examination materials, school administrators will be informed of the type of shipment(s) they will receive and the date(s) on which the shipment(s) should arrive at schools. The padlock keys will be sent to the principals by first-class mail or UPS about one week before the Regents' boxes are shipped.

Handling 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.

Test Booklets

- On dates specified in the test calendar (see specific Assessment Memoranda), principals or designees may open boxes and inspect the contents to verify that appropriate test levels and quantities have been received. **Do not open shrink-wrapped packages.** Materials should be packaged according to orders submitted by schools. After inspection, boxes must be resealed and 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.
- Boxes marked "Non-Secure Materials" may be opened immediately.
- Tests may not be distributed to proctors for administration until the morning of the test at the specified time.

PREPARING FOR TEST ADMINSTRATION

Ordering Exams
SED will notify principals when the ordering portal opens for exam orders.

Test Shipment Tracking
All SED test shipments will be sent to schools via UPS and will be delivered between the hours of 8 a.m. and 5 p.m. Schools that do not receive their shipment of secure test materials by 4 p.m. on the day before the test should track the shipment using http://www.ups.com/tracking/tracking.html. Click the Reference Number tab. In the Reference Number field, type the 12-digit BEDS code of the school where the tests are to be shipped. For help, contact the Office of State Assessment (518-474-8220).

Answer Documents
- Schools will print their own Regents answer documents using the RGPR function in ATS. For assistance, refer to NYCDOE's Regents Scanning Handbook.

Languages Other Than English (LOTE) Exams
- Principals will receive information regarding the ordering of LOTE exams at the beginning of the spring semester via Principals' Weekly.
- The speaking part of the LOTE examination **must** be administered after April 1st and five calendar days prior to the administration of the written parts of the examination.
- Administrators, proctors, and teachers are **NOT** permitted to open exams or to read the questions in the examination booklet for any reason, except as described in the directions.

Prior to Test Administration
- Parents must be notified of test dates and times.
- All personnel involved in testing, proctors, and students should be reminded that they must use a #2 pencil on the student answer documents. For some Regents exams, pen must be used in the essay booklets (see specific Assessment Memoranda).
- Schools must assign proctors to all classes being tested and must also assign an adequate number of hall monitors.
- **Schools must maintain a list of proctors assigned to each testing room, which must include the name of the exam and the time of test administration.** Schools should **maintain records for 3 years** and should be able to produce records of this information when asked. A recommended proctor schedule template has been provided (Attachment #3).
- Rooms must be set aside for latecomers and students who are not being tested.
- Accommodations must be scheduled for ELLs and all students with testing accommodations as stated in their IEP or 504 Plan.
- Teachers must read information pertaining to appropriate test administration procedures in advance.

Room Organization for Test Administration
- Doors with windows may be closed to keep distractions from the hallway at a minimum; however, doors without windows must be left ajar.
- Post a sign on the door indicating: "TESTING DO NOT ENTER" (Attachment #1). **Do not cover the door window**.
- Administer tests only in rooms where there are no distractions.
- Keep ventilation and lighting in the classroom at a comfortable level.
- Keep students' desks cleared of books, papers, and other non-testing material and ensure that all students' personal belongings are stored away and out of reach.
- Seat students so that they cannot look at each other's work.
- Cover or remove all bulletin boards, displays, and/or charts that may contain material pertinent to each test. These include, but are not limited to, word walls, spelling/punctuation rules, writing checklists, graphic organizers, multiplication tables, graphs, charts, definitions of terms, key words, calendars, counting numbers, number lines, fractions, weights and measures, and any other item that might pertain to the subject matter being tested.
- Ensure that students do not have or use cell phones or other prohibited electronic devices while taking the examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit).

Guidelines for Administrators
It is the principal's responsibility to make sure that all testing procedures are followed as described in this handbook as well as in the specific Assessment Memoranda.

Principals should distribute the Test Administration Handbook to all staff involved in test administration and make sure of the following:
- All students with testing accommodations are scheduled appropriately.
- All bulletin boards/materials that pertain to the test have been covered or removed.
- All pre-slugged answer documents are given to the correct teacher.
- All tests have been counted out properly. Teachers and principals sign the *Test Material Security Form* (included in the test-specific [Assessment Memoranda](#)) when picking up their test booklets.
- Students do not bring cell phones or other prohibited electronic devices into the room where the test is being administered.
- Staff refrain from using the PA system during testing unless there is an emergency.

Guidelines for Proctors
Before the test begins, proctors should:
- Be prepared to implement testing accommodations as indicated on a student's IEP or 504 Plan.
- Ensure that all students who need glasses, hearing aids, etc. have them before starting the test.
- Ensure that each student receives his/her correct pre-slugged answer document.
- Make all announcements before the beginning of the test.

Active proctoring must take place at all times. Proctors must circulate around the room and ensure that students are working independently. Proctors should not point out missed questions or correct an individual student's work in any way, should not use cell phones or other prohibited electronic devices, or engage in any other activity that would distract from monitoring the students.

<u>**Student Use of Communication Devices**</u>

All students are prohibited from bringing cell phones and other prohibited electronic devices, as defined in the script below, into a classroom or other location where an exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration.

At the beginning of each test administration, proctors must read the following to all students:

You cannot have any communication devices, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Smart watches
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test proctor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? *[Proctor: repeat list of devices].* This is your last opportunity to do so before the test begins.

Note: Some students with disabilities may use certain recording/playback devices only if this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communication devices as provided above is in effect, and the school may not allow the student to retain any such equipment during testing.

DURING TEST ADMINISTRATION

During the Test
- Students must use school-provided answer documents and booklets to record answers.
- Read all directions verbatim. Do not paraphrase directions unless indicated on a student's IEP or 504 Plan.
- The entire test, including directions, may be orally translated into another language if the student is an English Language Learner (ELL) and there is no translated version of the test available. This applies to all Regents **except** English and Languages Other Than English (LOTE).
- Answer only student questions that pertain to the directions. Read only the portion of the directions addressed by the student's question. Do not interpret the directions for students.
- Do not give help on specific questions. Do not give clues that indicate an answer. Do not help to eliminate answer choices. Do not tell a student to review an answer.
- Adhere to all time limits. Make sure the start and end times, as well as the time remaining for the test, are displayed in a location where all students can see them.
- No student may be allowed to begin a Regents or RCT exam after the uniform admissions deadline.
- Read listening passages at a moderate, steady pace and the specified number of times.
- Students may use highlighters only if they are used for instruction during the regular school year.

Prohibited Conduct

Please refer to page 3 for examples of prohibited conduct during testing. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

AFTER TEST ADMINISTRATION

After the Test
- Students must sign the declaration line at the bottom of the student answer page.
- All answer documents and test booklets must be collected from staff members, accounted for and stored securely.
- Each proctor must sign the *Test Material Security Form* when returning test booklets. If the number of booklets returned is not equal to the number signed for when received, notify the principal immediately.
- Staff should report all unusual circumstances to the principal, such as defective test booklets, problematic answer documents, students getting sick, etc.
- **For guidance on reporting observed or suspected incidents of adult misconduct or student cheating, please refer to pages 3-4**.

Scoring Regents Examinations

All NYC schools administering Regents will participate in distributed scoring. Distributed scoring ensures that teachers do not score the exams of students from their own school. Teachers will be assigned to central scoring sites to score exams collectively. Once scored, answer documents will be scanned at the scoring sites. Schools are required to review the results using the REDS report on ATS to ensure that no student scores are missing.

The Finality of Examination Scores

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be scanned. 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 described in this manual and in the scoring materials provided by the department. Any principal or administrator found to have done so, except in the specific circumstances cited in SED's School Administrator's Manual, will be in violation of SED policy regarding the scoring of State examinations. **Scores must be recorded at the time of the test administration.**

ADMINISTERING EXAMINATIONS TO SPECIAL POPULATIONS

NYSITELL
NYSITELL should be administered only once within the first ten days of a student's initial enrollment. Please refer to Assessment Memorandum #2 for additional guidance. See Attachment #2 for the New York State Limited English Proficiency (LEP) Identification Process.

Spanish LAB is administered to ELLs whose home language is Spanish and did not meet the Proficient level on NYSITELL. It is only administered once and only the short version is used. The use of the Spanish LAB will not be impacted by the transition to the NYSITELL.

English Language Learners (ELLs)
Schools may continue to provide the following testing accommodations to students currently identified as ELLs and former ELLs who scored Proficient on the 2016 or 2015 NYSESLAT[1], as long as these accommodations are used consistently throughout the school year:
- Time Extension: time and a half
- Separate Location
- Bilingual Dictionaries and Glossaries for all Regents except Languages other than English
- Third Reading of Listening Selection for English Regents
- Simultaneous use of English and Alternative Language Editions for Regents Exams, **not** RCTs
- Oral Translations for Lower-Incidence Languages except for English Regents and Languages other than English
- Writing Response in a Native Language when using an Alternate Language Exam or Oral Translation

Students Whose Individualized Education Programs (IEPs) or 504 Plans Include Testing Accommodations
Principals must ensure that students with disabilities are provided with the testing accommodations included in their IEP, 504 Plan, or declassification IEP that are permissible on State examinations.

Students with Emergency Need for Accommodations
Certain testing accommodations may be provided on an emergency basis for any test when necessary, including the City or State examinations. Such accommodations apply to General Education students who have temporary disabilities that do not require Special Education services, and to students who initially experience disabilities that may or may not require Special Education services but which occur shortly before (within 30 days of) the administration of the City/State examination. For example, students with broken arms, students with temporary visual problems, students who are in the hospital, or at home due to an illness may qualify for testing accommodations.
These accommodations are limited to:
- Extending the time limit
- Administering the test in a special location
- Recording the student's answers in any manner

Principals are responsible for informing the Borough Assessment Implementation Directors (BAID) of all emergency test accommodations.

Please refer to Assessment Memorandum #1 and the FAQ on testing accommodations for additional guidance on providing testing accommodations.

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[1] SED regulations allow schools to provide the testing accommodations listed above to former ELLs for up to two years after students achieve a proficient score on the NYSESLAT

FREQUENTLY ASKED QUESTIONS

Q: **WHAT TYPES OF PRACTICE MATERIALS MAY I USE?**

A: While good instruction is sufficient to prepare students for their assessments, any practice materials that are used should be aligned with the NYSED Standards.

Please note:
- All old Regents Exams, except for restricted forms, **may** be used as practice material.
- All RCTs, NYSESLAT, ELE, Chinese Reading and NYSITELL Exams **may not** be used as practice material.
- Selections of authentic literature that are taught in class may appear on a standardized test; however, exam questions relating to the passage will most likely differ from what is covered in class.

Q: **MAY A SUBSTITUTE TEACHER BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?**

A: Substitute Teachers may be assigned as the main classroom proctor, only if they have been properly instructed in testing procedures and familiar with the Teacher's Directions Handbook.

Q. **MAY A PARAPROFESSIONAL BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?**

A: Only a licensed Pedagogue may be used as a classroom proctor.

Q: **IS IT NECESSARY TO ASSIGN HALL MONITORS?**

A: Yes. Staff must be assigned as hall monitors in case of emergencies.

Q: **MAY I REMOVE STUDENTS FROM MY CLASS BEFORE THE EXAM BEGINS?**

A: A student may not be removed from the class before testing begins. Students with IEPs or 504 Plans that specify alternate/separate location for testing should be scheduled in a separate testing location in advance of the test administration.

Q: **WHAT HAPPENS WHEN A STUDENT IS DISRUPTIVE AND IS REMOVED FROM THE CLASSROOM?**

A: Have the student complete his/her exam in another location, making note of the remaining time for test administration. Be sure to do the following:
- If the student misbehaves, have the hall monitor take the student and his/her paper to an appropriate setting and have the student finish the exam, making note of the remaining time for test administration. The hall monitor will notify the principal.
- Speak to an administrator if any further action is needed.
- Notify the parent.

Q: **WHAT HAPPENS WHEN A STUDENT IS NOT BEING DISRUPTIVE BUT REFUSES TO TAKE AN EXAM?**

A: The principal must be notified. The principal will then decide if removal from the classroom is necessary. If the student is removed, he/she may be given the remaining time to complete the exam during the test administration window.

Q: **WHAT HAPPENS WHEN A STUDENT HAS STARTED THE EXAM AND REFUSES TO COMPLETE THE EXAM, OR BECOMES ILL AND CANNOT COMPLETE THE EXAM?**

A: Notify the principal. Do not permit any student to leave and then return to the examination room during any session of the exam unless accompanied by a hall monitor. The proctor must take note of the time of onset of illness and the time remaining. If possible, the student may be placed in another location and be given the remaining time to complete the exam during the test administration window.

Q: **WHAT DO I DO WHEN A STUDENT HAS TO GO TO THE BATHROOM AFTER THE TEST STARTS?**

A: A hall monitor is required to escort students one at a time to the bathroom. The classroom proctor should:
- Record the amount of time the student spent out of the room if it is a timed test.
- Have the hall monitor accompany the student to the bathroom.
- Allow the student to complete the exam after he/she returns, taking into account the amount of time the student was out of the room.
- For exams where all students are required to sit for the duration of the test, it is the proctor's responsibility to make sure all other students keep test booklets closed and that the class is silent while the student is finishing the exam.
- Have the class wait for the student to complete the test, then collect all test booklets and answer documents. An alternative to this is to have the student escorted to another location to complete the exam with a proctor.

Q: **WHEN IS A STUDENT WHO HAS COMPLETED A REGENTS EXAM ALLOWED TO LEAVE THE EXAMINATION ROOM?**

A: Do not permit any student under any circumstance to hand in his or her test materials and leave the examination room before the **Uniform Statewide Admission Deadlines.** See the SED Regents Calendar, posted prior to the administration of Regents Exams, for specific test dates and times.

Uniform Statewide Admission Deadlines		
	Jan/June	August
Morning Examinations:	10:00 a.m.	9:15 a.m.
Afternoon Examinations:	2:00 p.m.	1:15 p.m.

Q: **WHAT DO I DO IF A STUDENT RAISES HIS/HER HAND DURING THE EXAM AND SAYS, "I DON'T UNDERSTAND THIS"?**

A: First, the proctor must determine if the student's question pertains to the directions or to a specific test question. **At no time does a proctor assist a student with a specific test question.** In the rare circumstance that a student does not understand the directions, the proctor should ask, "What don't you understand about the directions?" The proctor should read only the specific directions to the student. The proctor should not paraphrase or interpret the directions for the student.

Q: **WHAT IS ACTIVE PROCTORING?**

A: Active proctoring is defined as a proctor circulating around the room, making sure students are working independently. Proctors should not point out missed questions or correct an individual student's work in any way, should not use cell phones or other prohibited electronic devices, or engage in any other activity that would distract from monitoring the students.

Q: **MAY PROCTORS CIRCULATE AROUND THE ROOM WITH A PEN/PENCIL AND/OR A TEST BOOKLET IN THEIR HANDS?**

A: No. Pens and pencils are to be left on the teacher's desk. Proctors may hold a test booklet while reading the directions but should then place it on the teacher's desk. Proctors **should not** be reading the booklet during the test administration time.

Q: **WHAT IF A PROCTOR SEES THAT A STUDENT SKIPPED AN ANSWER OR IS ANSWERING IN THE WRONG COLUMN?**

A: At no time does the proctor correct an individual student's work. The proctor should make a class announcement telling all students to check their answer documents to make sure that only one answer appears on each line and that no lines have been skipped.

Q: **SHOULD ANY ANNOUNCEMENTS BE MADE OVER THE PA SYSTEM?**

A: It is not recommended. Schools should refrain from using the PA system unless there is a school-wide emergency. If possible, turn off the bell system.

Q: **MAY PROCTORS USE ELECTRONIC DEVICES SUCH AS CELL PHONES DURING AN EXAM?**

A: No. The use of any electronic device is prohibited. Proctors may not play music for the students or talk in the hallway to other staff members or visitors.

Q: **MAY STUDENTS USE SCRAP PAPER WHILE TAKING EXAMS?**

A: Directions for use of scrap paper are indicated in Teacher Directions for specific tests.

Q: **MAY STUDENTS WITH EXTENDED TIME TESTING ACCOMMODATIONS RETURN TO THEIR CLASSROOM IF THEY FINISH THE EXAM BEFORE THE TIME EXTENSION IS REACHED?**

A: No. If other students are taking the exam in a special location and are still working on the test, it may be disruptive to allow a student to leave the room. A student may leave only for an emergency. For students taking Regents examinations, please adhere to the Uniform Statewide Admission Deadlines before allowing a student to leave.

ASSESSMENT WEBPAGES

NYS DEPARTMENT OF EDUCATION:
OFFICE OF STATE ASSESSMENT
http://www.p12.nysed.gov/assessment

NEW YORK STATE Level 2 Reports
https://reports.nycenet.edu/statel2rptreports

NYC DIVISION OF TEACHING AND LEARNING:
http://schools.nyc.gov/Accountability/resources/testing/default.htm

ASSESSMENT PHONE NUMBERS

NYS DEPARTMENT OF EDUCATION OFFICE OF STATE ASSESSMENT
518-474-8220

NYCDOE ASSESSMENT AND TEST ADMINISTRATION:
718-349-5600

NEW YORK CITY DEPARTMENT OF EDUCATION
2013-14 BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS

BOROUGH ASSESSMENT OFFICE	BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS
MANHATTAN **COMPRISING DISTRICTS:** **1, 2, 3, 4, 5, & 6**	
333 Seventh Avenue	Louise Smith
7th Floor	212-356-3784
New York NY 10001	212-356-7523 (FAX)
	LSmith2@schools.nyc.gov
BRONX **COMPRISING DISTRICTS:** **7, 8, 9, 10, 11, & 12**	
1 Fordham Plaza	Sharon Cahr
7th Floor	718-741-5559
Bronx NY 10458	718 741-7971 (FAX)
	SCahr@schools.nyc.gov
BROOKLYN **COMPRISING DISTRICTS:** **13, 14, 15, 16, 19, 23 & 32**	
131 Livingston Street	Laura Dalla Betta
3rd Floor, Room 310C	718-935-5795
Brooklyn NY 11201	718 935-2104 (FAX)
	LDallaBetta@schools.nyc.gov
QUEENS **COMPRISING DISTRICTS:** **24, 25, 26, 27, 28, 29, & 30**	
28-11 Queens Plaza North	Barbara Marcisak
2nd Floor, Room #43	718-391-8352
L.I.C. NY 11101	718-391-6088 (FAX)
	BMarcis@schools.nyc.gov
STATEN ISLAND **COMPRISING DISTRICTS:** **17, 18, 20, 21, 22, & 31**	
715 Ocean Terrace	Jose Garcia
Building A, Room #A127	718-390-1579
Staten Island NY 10301	718-420-5665 (FAX)
	Jgarcia17@schools.nyc.gov

TESTING

DO NOT

ENTER

ATTACHMENT #2 – Summary of the ELL Identification Steps

This guide is provided as a summary and guide for schools on the ELL Identification steps, procedures, and policies as outlined in the ELL Policy and Reference Guide. Steps 1 through 8 must be completed within 10 school calendar days of initial enrollment (20 days for students enrolling with IEPs). For specific details and policies on each step, refer to the latest *ELL Policy and Reference Guide*. For further questions, contact your senior ELL compliance and performance specialist

Step	What to Do	More details	System/Resource
1	Determine if enrolling student was in a NYS public school within past 2 years.	Schools are required to obtain NYSITELL / NYSESLAT scores directly from the sending NYS public school in order to allow the student to continue in the ELL status (and proficiency level if applicable) in effect at the time of discharge from the NYS public school.	Send received test scores to ELLTransfersNYS@schools.nyc.gov. Complete *New York State Transfer ELL Data Request Form*. See ELL Policy and Reference Guide.

🛑 Stop if student was enrolled in a NYS public school within past 2 years. Contact previous school to obtain NYSITELL and/or NYSESLAT scores, HL code, and SIFE status.

🟢 Proceed to next step if student is entering as a new student to NYS public schools or returning to NYS public schools after more than 2 years.

Step	What to Do	More details	System/Resource
2	Parent completes Home Language Identification Survey with a licensed and trained pedagogue.	The home language code is determined by the licensed and trained pedagogue.	Enter HL code into BIOU screen in ATS. Print the HLIS in parents' preferred languages.

🛑 Stop if home language is English

🟢 Proceed to next step if home language is other than English.

Step	What to Do	More details	System/Resource
3	Determine eligibility for NYSITELL.	Done through in-depth interview with general education students. Begins with Language Proficiency Team recommendation for students with disabilities.	If student should take the NYSITELL, go to RLBA in ATS. If student should NOT take the NYSITELL, go to ELLO in ATS.
4	Send parent notifications to parent regarding entitlement and non-entitlement.	These letters let parents know whether their child is eligible for ELL services. Keep copies of parent letters on record at school.	Print the parent notification letters in parents' preferred languages.

🛑 Stop if student attains commanding level (not an ELL).

🟢 Proceed to next step if student does not attain commanding level.

Step	What to Do	More details	System/Resource
5	Administer Spanish LAB to students whose home language is Spanish and do not attain "commanding level" on the NYSITELL.	Spanish LAB is administered once to newly identified ELLs whose home language is Spanish, regardless of whether student is placed in a bilingual program or not.	Print the Spanish LAB answer documents via RSLA in ATS. For information and directions on administering and printing the Spanish LAB, refer to the Spanish LAB Scanning Book.

6	Determine if ELL is a student with interrupted/inconsistent education (SIFE).	SIFE status is determined within 30 school days of enrollment. SIFE status may be modified within 12 months of enrollment.	Enter SIFE status in the BNDC screen in ATS.
7	Invite parents to parent orientation meeting.	At this meeting, which is conducted by a trained pedagogue with translation services available, parents are provided 3 choices of ELL programs (dual language, transitional bilingual education, and English as a new language). Parents choose the ELL program for their child. The initial parent choice is entered into the ELPC screen in ATS.	Print the parent notification letters in parents' preferred languages. ELL Parent Brochure and Parent Orientation Videos are available here.
8	Student is placed in ELL program.	Program all ELLs for the minimum number of minutes of English as a new language. For students placed in a bilingual program, program for bilingual classes.	Enter ENL programming and bilingual programming into STARS.

🛑 Stop. The ELL Identification Process has been completed.

🟢 Proceed to next step **only if** the ELL status is requested to be reviewed and considered for reversal (due to possible misidentification).

9	Administer the Re-Identification Process as necessary.	A parent, student (age 18), or teacher (with parent's approval) may appeal the ELL status within 45 school days of enrollment.	Principals use the RQSA in ATS. Superintendents use the RQGA in ATS. Follow procedures outlined in the ELL Policy and Reference Guide. Also, see this guidance document.

🛑 Stop if student's ELL status is not reversed.

🟢 Proceed to next step if student's ELL status is reversed.

10	Within 6 to 12 months, review progress of student whose ELL status was reversed.	The principal, must review the Re-Identification Process decision to ensure that the student's academic progress has not been adversely affected by the determination. The principal's recommendation can be to provide additional services or to reverse the ELL status back to its originally determined status.	Principals use the RQSA in ATS. Superintendents use the RQGA in ATS. Follow procedures outlined in the ELL Policy and Reference Guide. Also, see this guidance document.

Proctor Schedule Template

School Name/DBN:

Exam pick-up/drop off Room #:

Classroom Proctor Name	Relief/Substitute Proctor Name	Class/Group	Location	Date	Start/End Times	Exam Proctored	Testing Accommodations
Jenny Collins		Class 501	Room 218	6/12/13	8:30am-10:45am	Regents – US History	Directions Read Aloud Time and a half
Meghan Pepe		Class 602	Room 101	6/18/13	8:30am-11:30am	Regents - Chemistry	Double Time Separate Location

Hall Proctor	Location	Date	Start/End Times
Grace Hanrahan	4th Floor		8:30am-10:30am
John Smith	4th Floor		10:30am-12:30pm
Bathroom Proctor	**Location**	**Date**	**Start/End Times**
Matthew Garcia	3rd Floor (boys)		8:30am-10:30am
Greyston Miller	2nd Floor (girls)		8:30am-10:30am
Late Room Proctor	**Location**	**Date**	**Start/End Times**
Mary Winograd	Room 302		8:30am-10:30am