



Department of Education

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #15, 2007-2008

DATE: May 27, 2008
TO: PRINCIPALS OF ALL SCHOOLS
FROM: Joan Flig, Deputy Executive Director
Content Assessment and Support & Summative Assessment
Office of Accountability (OA)
SUBJECT: NEW YORK STATE TESTING PROGRAM - RCTs JUNE 2008

OVERVIEW

The procedures detailed in this memorandum are intended to assist schools with the administration of the Regents Competency Tests (RCTs) in Science, Reading, Writing, Mathematics, Global Studies, and US History and Government. RCTs may only be administered to students with an IEP or to those students who have this test accommodation clearly stated in a 504 Plan.

THE RCT IN WRITING OF THOSE GRADUATING SENIORS WHO SCORED 60 AND ABOVE WILL NO LONGER BE SENT TO THE STATE EDUCATION DEPARTMENT FOR RE-SCORING.

PLEASE NOTE:

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE NEW YORK STATE EDUCATION DEPARTMENT (SED).

GRADUATION REQUIREMENTS ARE DETERMINED BY THE YEAR THE STUDENT ENTERED 9th GRADE, REGARDLESS OF THE LANGUAGE OF THE SCHOOL SYSTEM THE STUDENT ATTENDED (ATTACHMENT #1).

RCTs FOR GRADUATING SENIORS MUST BE COMPLETELY HAND SCORED IN-HOUSE, AND GRADES SHOULD BE KEPT ON FILE AT THE HIGH SCHOOL.

TESTS TO BE GIVEN

<u>SUBJECT</u>	<u>TESTING DATE</u>	<u>MEMO COLOR</u>
RCT Science*	Wednesday, June 18 9:15 AM	Pink
RCT Reading	Thursday, June 19 1:15 PM	Gold
RCT Writing	Monday, June 23 1:15 PM	Gold
RCT Mathematics*	Monday, June 23 1:15 PM	Ivory
RCT Global Studies	Tuesday, June 24 1:15 PM	Blue
RCT US History and Government	Wednesday, June 25 9:15 PM	Blue

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

SECURITY

It is important that all SED regulations and procedures related to the security of examinations are followed. Examinations received from the SED are to be stored and distributed in accordance with required procedures.

Pre-slugged answer documents (pre-printed with student biographical information) will be provided by the Scan Center for students who have not met competency requirements.

Teachers in schools using pre-slugged/pre-printed answer documents must verify that the student is given the correct answer document, pre-slugged with that student's biographical data. This is critical since the data will be posted to the student whose biographical data appears in the pre-slugged fields.

By July 2, 2008, chests are to be **RETURNED** to:
 SED Test Distribution Unit
 Cultural Education Center
 Empire State Plaza
 Albany, N Y 12230

Include all restricted test booklets and any other materials requested by the SED.

To facilitate the distribution of information to department chairpersons, this memorandum is divided by color and subject area. Chairpersons should receive all of the pages pertaining to their specific area of responsibility. Below is a summarized administration calendar of all RCTs. Please distribute this memorandum as applicable.

Student Cheating: Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their tests. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test, all suspected cheating must be reported to the principal. If, in the judgment of the principal, a student has given aid to or obtained aid from another person during the test, the principal must follow the school's disciplinary procedure for student cheating and invalidate the student's test. In addition, the principal must report the incident to the SED by fax to (518) 402-5596. Invalidated tests may not be scored.

RCT SCORING GUIDE - NUMBER OF POINTS		
TEST	MAXIMUM	REQUIRED TO PASS (Raw Score That Equals 65%)
RCT SCIENCE	70	46
RCT MATHEMATICS	60	39
RCT US HISTORY AND GOVT.	50 SHORT ANSWERS 20 ESSAY 70 MAXIMUM	46
RCT GLOBAL STUDIES	50 SHORT ANSWERS 20 ESSAY 70 MAXIMUM	46
RCT READING	Passing State reference point changes in each administration (refer to the SED Scoring Key).	

Questions regarding this test memorandum may be addressed to the Assessment Implementation Director at your Integrated Service Center. Your cooperation is greatly appreciated.

This memorandum is available at:
http://schools.nyc.gov/daa/testmemos_0708/default.asp.

JF: am
Attachments

c: Marcia Lyles
James Liebman
Bonnie Brown
Arthur VanderVeen
Assessment Implementation Directors

**Phase-in of Regents Examination Requirements for
Students Entering Grade 9 from September 1999 to September 2008**

Chancellor's Regulation A-501
Addendum #3
Page 1 of 1

For students Entering Grade 9 in:	9/1999-9/2000	9/2001- 9/2004	9/2005	9/2006	9/2007	9/2008
Local Diploma	Score 55 or above on 5 required Regents exams and earn 40 credits plus physical requirement	Score 55 or above on 5 required Regents exams and earn 44 credits	Score 65 or above on 2 of the 5 required Regents exams* and score 55 or above on the remaining 3 required Regents exams and earn 44 credits	Score 65 or above on 3 of the 5 required Regents exams* and score 55 or above on the remaining 2 required Regents exams and earn 44 credits	Score 65 or above on 4 of the 5 required Regents exams* and score 55 or above on the remaining required Regents exam and earn 44 credits	N/A
Regents Diploma	Score 65 or above on 8 Regents exams and earn 40 credits plus physical requirement	Score 65 or above on 5 required Regents exams and earn 44 credits	Score 65 or above on 5 required Regents exams and earn 44 credits	Score 65 or above on 5 required Regents exams and earn 44 credits	Score 65 or above on 5 required Regents exams and earn 44 credits	Score 65 or above on 5 required Regents exams and earn 44 credits
Advance Regents Diploma	N/A	Score 65 or above on 8 Regents exams and earn 44 credits	Score 65 or above on 8 Regents exams and earn 44 credits	Score 65 or above on 8 Regents exams and earn 44 credits	Score 65 or above on 8 Regents exams and earn 44 credits	Score 65 or above on 8 Regents exams and earn 44 credits

English Language Learner: All ELLs (excepting those with disabilities eligible for safety net provision) who first entered Grade 9 in or after September 1996 must pass Regents comprehensive examination in English. All ELLS (excepting those with disabilities eligible for safety net provision) who first entered Grade 9 in September 1999 and thereafter, must pass Regents exams in math, global history and geography, US history and government, and science.

Special Education students who fail a required Regents examination, until September 2009, will be allowed to take the corresponding Regents Competency Test to earn a local diploma.

* An appeals process is approved for students who score within 3 points of 65

SED RESTRICTED ALTERNATIVE LANGUAGE EDITIONS OF THE RCT IN MATHEMATICS

The RCT in Mathematics is available in the following 29 languages:

- | | | |
|--------------|--------------------|---|
| 1. Albanian | 11. Haitian Creole | 21. Rumanian |
| 2. Amharic | 12. Hebrew | 22. Russian |
| 3. Arabic | 13. Hindi | 23. Serbo-Croatian |
| 4. Burmese | 14. Italian | 24. Spanish RCT in Mathematics NOT restricted |
| 5. Cambodian | 15. Japanese | 25. Tagalog |
| 6. Chinese | 16. Korean | 26. Thai |
| 7. Farsi | 17. Laotian | 27. Turkish |
| 8. French | 18. Malayan | 28. Urdu |
| 9. German | 19. Polish | 29. Vietnamese |
| 10. Greek | 20. Portuguese | |

SED RESTRICTED ALTERNATIVE LANGUAGE EDITIONS OF THE RCT IN SCIENCE, THE RCT IN US HISTORY AND GOVERNMENT, AND THE RCT IN GLOBAL STUDIES

The RCT in Science, the RCT in US History and Government, and the RCT in Global Studies are available in the following 6 languages:

1. Chinese
2. Haitian Creole
3. Korean
4. French
5. Spanish
6. Vietnamese

RCT In Science
JUNE 2008
Specific Instructions

Please refer to the New York State Education Department (SED) School Administrator's Manual for information regarding the purpose of the examination and who is to be tested.

This memorandum gives you the specific details pertaining to the receipt and return of the New York City answer documents for these examinations. **DO NOT USE SED ANSWER DOCUMENTS.**

SUBJECT: RCT in Science
Wednesday, June 18, 2008 at 9:15 AM

IMPORTANT NOTES:

RCTs may only be administered to students with an IEP or to those students who have this test accommodation clearly stated in a 504 Plan.

Those students entering 9th grade for the first time in Fall 1999 and thereafter will be required to pass a Science Regents to satisfy High School graduation requirements.

Absentees - DO NOT SUBMIT answer documents for students who are absent for tests.

Scoring & Scanning: - Item 70, the open ended-question, must be graded in the school prior to scanning. Bubble "1" for right or bubble "2" for wrong on the New York City answer documents. Box, label, and store booklets securely for one year.

High schools are responsible for in-house scoring of the Science answer documents for graduating seniors. All test scores should be submitted to High School Scheduling & Training (HSST). Store all documents for one year in a secure, locked facility.

DAA will only scan D75 score documents and those from schools that have no scanners.

Security - All SED regulations and procedures related to the security of examinations must be followed. The SED will make unannounced visits to schools after the delivery and during the administration of examinations. All New York State examinations are to be stored and distributed in accordance with required procedures.

Translations - All restricted translated versions must be hand scored in the school using the restricted answer key. Student scores must be updated on the (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
By June 11, 2008	OA <u>DELIVERS</u> pre-slugged Science answer documents to schools and blank answer documents to the Integrated Service Center.	OA Scan Center Pauline DiPietro (718) 349-5600
June 17, 2008	SED <u>DELIVERS</u> Science materials to schools.	SED Steve Katz (518) 474-5099
June 18, 2008 9:15 AM	<u>ADMINISTER</u> RCT in Science. Item 70, the open-ended questions, <u>must be graded in the school prior to scanning.</u>	
By July 2, 2008	<u>RETURN</u> SED chests to: Test Distribution Unit, State Education Dept., Cultural Education Center, Empire State Plaza, Albany, N.Y. 12230. <u>Include the restricted examinations and/or special materials issued by the SED.</u>	SED Steve Katz (518) 474-5099

**INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs
JUNE 2008**

The colors of the New York City answer documents are gray (Mathematics), blue (Reading), orange (Science), green (US History and Government), and purple (Global Studies).

A #2 soft lead pencil **MUST** be used to mark the answer document. Marks made by other instruments will **NOT** be read by the scanner and will cause discrepancies in student scores.

DO NOT WRITE IN THIS AREA.

The diagram shows a sample answer document for the N.Y.S. Regents Competency Test in Science. It features a large grid for the student's name (Last Name, First Name, MI) and a 9-digit NYC Student ID Number. Below these are fields for Date of Birth (Month, Day, Year), Sex (Male/Female), and Grade (1-12). At the bottom, there are sections for Test Status (Tested with Modification, Tested with Spanish Version, Absent) and Category (Resource Room, Special Education). A school code table is also present at the bottom right. Numbered callouts 1 through 8 point to the following fields: 1. Name grid; 2. NYC Student ID Number; 3. Date of Birth; 4. Sex; 5. Grade; 6. School Code; 7. Test Status; 8. Category.

1. **NAME** - Student's name (last, first, middle initial). Make certain that the first letter of the last name is entered in the first box. **DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.**
2. **NYC STUDENT ID NUMBER** - Carefully enter the 9 digit number. **DO NOT OMIT.** This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise **OR** refer to the student's official record card ID label.
3. **DATE OF BIRTH** - Enter month, day, and last two digits of year.
4. **SEX** - Fill in Male or Female.
5. **GRADE** - Fill in the Grade.
6. **SCHOOL CODE** - Enter borough, high school district number or for special education schools district number (75), school number, and the 3 digit class number. Enter "999" as the class for returnees (students who return to school only for the purpose of taking a test).
7. **TEST STATUS**-
TESTED WITH MODIFICATION - Fill in if appropriate.
TESTED WITH SPANISH VERSION - Fill in if appropriate.
ABSENT - **DO NOT SUBMIT** answer documents for students who are **absent** for tests.
8. **CATEGORY** - Resource Room and Special Education-Fill in if appropriate.

RCT IN SCIENCE

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

JUNE 2008

Use only the ORANGE New York City answer document.

**IMPORTANT
INFORMATION
FOR ITEM
NO. 70**

This declaration should be signed when you have completed the examination.

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

SIGN IN INK WITHIN THE BOX

SIGNATURE _____ DATE _____

REGENTS COMPETENCY TEST IN SCIENCE

SAMPLE

1 (1) (2) (3) (4)

1 (1) (2) (3) (4)	18 (1) (2) (3) (4)	29 (1) (2) (3) (4)	43 (1) (2) (3) (4)	57 (1) (2) (3) (4)
2 (1) (2) (3) (4)	19 (1) (2) (3) (4)	30 (1) (2) (3) (4)	44 (1) (2) (3) (4)	58 (1) (2) (3) (4)
3 (1) (2) (3) (4)	17 (1) (2) (3) (4)	31 (1) (2) (3) (4)	45 (1) (2) (3) (4)	59 (1) (2) (3) (4)
4 (1) (2) (3) (4)	18 (1) (2) (3) (4)	32 (1) (2) (3) (4)	46 (1) (2) (3) (4)	60 (1) (2) (3) (4)
5 (1) (2) (3) (4)	19 (1) (2) (3) (4)	33 (1) (2) (3) (4)	47 (1) (2) (3) (4)	61 (1) (2) (3) (4)
6 (1) (2) (3) (4)	20 (1) (2) (3) (4)	34 (1) (2) (3) (4)	48 (1) (2) (3) (4)	62 (1) (2) (3) (4)
7 (1) (2) (3) (4)	21 (1) (2) (3) (4)	35 (1) (2) (3) (4)	49 (1) (2) (3) (4)	63 (1) (2) (3) (4)
8 (1) (2) (3) (4)	22 (1) (2) (3) (4)	36 (1) (2) (3) (4)	50 (1) (2) (3) (4)	64 (1) (2) (3) (4)
9 (1) (2) (3) (4)	23 (1) (2) (3) (4)	37 (1) (2) (3) (4)	51 (1) (2) (3) (4)	65 (1) (2) (3) (4)
10 (1) (2) (3) (4)	24 (1) (2) (3) (4)	38 (1) (2) (3) (4)	52 (1) (2) (3) (4)	66 (1) (2) (3) (4)
11 (1) (2) (3) (4)	25 (1) (2) (3) (4)	39 (1) (2) (3) (4)	53 (1) (2) (3) (4)	67 (1) (2) (3) (4)
12 (1) (2) (3) (4)	26 (1) (2) (3) (4)	40 (1) (2) (3) (4)	54 (1) (2) (3) (4)	68 (1) (2) (3) (4)
13 (1) (2) (3) (4)	27 (1) (2) (3) (4)	41 (1) (2) (3) (4)	55 (1) (2) (3) (4)	69 (1) (2) (3) (4)
14 (1) (2) (3) (4)	28 (1) (2) (3) (4)	42 (1) (2) (3) (4)	66 (1) (2) (3) (4)	70 (1) (2) (3) (4)

DO NOT WRITE
OR MARK
IN
SHADED AREA

RAW SCORE
INITIALS
GRADER _____
CHECKER _____

The last question of this test is open-ended. Each school will arrange for hand-scoring these student responses. Bubble "1" for right or bubble "2" for wrong must be entered on the NYC machine scannable answer documents. If this question is not graded in the school and correctly entered using a soft #2 pencil, students who may have passed will not be given the appropriate credit!

Prior to submitting these answer documents for scoring, the grading team should review all answer documents to ensure that open-ended question #70 has been graded and appropriate bubble completed.

RCT in Reading
and
RCT in Writing
JUNE 2008
Specific Instructions

Please refer to the New York State Education Department (SED) School Administrator's Manual for information regarding the purpose of the examination and who is to be tested.

This memorandum gives you the specific details pertaining to the receipt and return of the New York City answer documents for these examinations. **DO NOT USE SED ANSWER DOCUMENTS.**

SUBJECT: RCT in Reading
Thursday, June 19, 2008 at 1:15 PM

RCT in Writing
Monday, June 23, 2008 at 1:15 PM

IMPORTANT NOTES:

RCTs may only be administered to students with an IEP or to those students who have this test accommodation clearly stated in a 504 Plan.

Those students entering 9th grade for the first time in Fall 1996 and thereafter will be required to take the Comprehensive English Regents to satisfy High School graduation requirements.

Absentees - DO NOT SUBMIT answer documents for students who are absent for tests.

Scoring & Scanning - High schools are responsible for in-house scoring of the Reading answer Documents and the Writing tests for graduating seniors. All test scores should be submitted to High School Scheduling & Training (HSST). Store documents for one year in a secure, locked facility.

GRADUATING SENIORS' RCT WRITING SAMPLES (60 AND ABOVE) AND ID SHEETS WILL NO LONGER BE SENT TO THE STATE EDUCATION DEPARTMENT FOR RE-SCORING.

DAA will only scan D75 score documents and those from schools that have no scanners.

Security - All SED regulations and procedures related to the security of examinations must be followed. The SED will make unannounced visits to schools after the delivery and during the administration of examinations. All New York State examinations are to be stored and distributed in accordance with required procedures. No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
By June 11, 2008	OA <u>DELIVERS</u> pre-slugged Reading answer documents to schools and blank answer documents to the Integrated Service Center.	OA Scan Center Pauline DiPietro (718) 349-5600
June 18, 2008	SED <u>DELIVERS</u> Reading test materials.	SED Steve Katz (518) 474-5099
June 20, 2008	SED <u>DELIVERS</u> Writing Test materials. The blue identification sheets were sent earlier by Albany.	SED Steve Katz (518) 474-5099
June 19, 2008 1:15 PM	<u>ADMINISTER</u> the RCT in Reading.	
June 23, 2008 1:15 PM	<u>ADMINISTER</u> the RCT in Writing.	
By July 2, 2008	<u>RETURN</u> SED chests to: Test Distribution Unit, State Education Dept., Cultural Education Center, Empire State Plaza, Albany, N.Y. 12230. <u>Include the restricted examinations and/or special materials issued by the SED.</u>	SED Steve Katz (518) 474-5099

NOTE: All RCT Writing Tests of students should be stored in the school for one year.

**INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs
JUNE 2008**

The colors of the New York City answer documents are gray (Mathematics), blue (Reading), orange (Science), green (US History and Government) and purple (Global Studies).

A #2 soft lead pencil **MUST** be used to mark the answer document. Marks made by other instruments will **NOT** be read by the scanner and will cause discrepancies in student scores.

**DO NOT
WRITE
IN THIS
AREA.**

LAST NAME										FIRST NAME			MI	NYC STUDENT ID NUMBER								
A	A	A	A	A	A	A	A	A	A	A	A	A	A	1	2	3	4	5	6	7	8	9

N.Y.S. REGENTS COMPETENCY TEST IN READING

TEST STATUS		CATEGORY	
TESTED WITH MODIFICATION	TESTED WITH SPANISH VERSION	RESOURCE ROOM	SPECIAL EDUCATION
ABSENT			

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NEW YORK CITY DEPARTMENT OF EDUCATION

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. NAME - Student's name (last, first, middle initial). Make certain that the first letter of the last name is entered in the first box. DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC. 2. NYC STUDENT ID NUMBER - Carefully enter the 9 digit number. DO NOT OMIT. This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise OR refer to the student's official record card ID label. 3. DATE OF BIRTH - Enter month, day, and last two digits of year. 4. SEX - Fill in Male or Female. 5. GRADE - Fill in the Grade. | <ol style="list-style-type: none"> 6. SCHOOL CODE - Enter borough, high school district number (78) or for special education schools district number (75), school number, and the 3 digit class number. Enter "999" as the class for returnees (students who return to school only for the purpose of taking a test). 7. TEST STATUS
TESTED WITH MODIFICATION-Fill in if appropriate.
TESTED WITH SPANISH VERSION-Fill in if appropriate.
ABSENT - DO NOT SUBMIT answer documents for students who are absent for tests. 8. CATEGORY - Resource Room and Special Education - Fill in if appropriate. |
|---|--|

RCT In Mathematics
JUNE 2008
Specific Instructions

Please refer to the New York State Education Department (SED) School Administrator's Manual for information regarding the purpose of the examination and who is to be tested.

This memorandum gives you the specific details pertaining to the receipt and return of the New York City answer documents for these examinations. **DO NOT USE SED ANSWER DOCUMENTS.**

SUBJECT: RCT in Mathematics
Monday, June 23, 2008 at 1:15 PM

IMPORTANT NOTES:

RCTs may only be administered to students with an IEP or to those students who have this test accommodation clearly stated in a 504 Plan.

Those students entering 9th grade for the first time in Fall 1997 and thereafter will be required to take a Mathematics Regents to satisfy High School graduation requirements.

Absentees - DO NOT SUBMIT answer documents for students who are absent for tests.

Scoring & Scanning - Scoring of Items 1-20 (English and Spanish Versions Only) - Questions 1-20 must be graded in the school prior to scanning. Bubble "1" for right or bubble "2" for wrong on the NYC answer documents. Box, label, and store the booklets for one year. High schools are responsible for in-house scoring of the Mathematics answer documents for graduating seniors. All test scores should be submitted to High School Scheduling & Training (HSST). Store all documents for one year in a secure, locked facility.

DAA will only scan D75 score documents and those from schools that have no scanners.

Security - All SED regulations and procedures related to the security of examinations must be followed. The SED will make unannounced visits to schools after the delivery and during the administration of examinations. All New York State examinations are to be stored and distributed in accordance with required procedures.

Translations - Only the Spanish edition of the RCT in Math is to be scanned. All other 28 translated versions must be hand scored in the schools using the restricted answer key. Student scores must be updated on (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
By June 11, 2008	OA <u>DELIVERS pre-slugged</u> Mathematics answer documents to schools and blank answer documents to the Integrated Service Center.	OA Scan Center Pauline DiPietro (718) 349-5600
June 20, 2008	SED <u>DELIVERS</u> RCT in Mathematics.	SED Steve Katz (518) 474-5099
June 23, 2008 1:15 PM	<u>ADMINISTER</u> RCT in Mathematics.	
By July 2, 2008	<u>RETURN</u> SED chests to: Test Distribution Unit, State Education Dept., Cultural Education Center Empire State Plaza, Albany, N.Y. 12230. <u>Include the restricted examinations and/or special materials issued by the SED.</u>	SED Steve Katz (518) 474-5099

INSTRUCTIONS FOR
COMPLETING PRE-SLUGGED ANSWER DOCUMENTS

JUNE 2008

HIGH SCHOOL REGENTS COMPETENCY TESTS (RCTs)

Schools on the ATS system will receive pre-printed/pre-slugged answer documents for students who have **NOT** fulfilled their competency requirements in a subject area. Please follow the directions below:

COMPLETE INFORMATION AS FOLLOWS:

Areas that **do** require bubbling, if applicable, are Test Status and Category (for Resource Room students ONLY).

If there is a student who does not have a pre-slugged answer sheet with his/her name, and ID number pre-slugged, bubble in **ALL** information on a **BLANK** non-pre-slugged answer document.

PLEASE NOTE:

DO NOT BUBBLE IN OR WRITE IN any information that has been pre-printed (name, ID number, date of birth, sex, borough, district, school).

DO NOT BUBBLE IN ANY BUBBLES in the field to the right of the field labeled Student Information. **DO NOT** write any information in the Student Information area.

PRE-SLUGGED
STUDENT
INFORMATION
FIELD

(DO NOT
WRITE IN
THIS
AREA)

The form is titled "N.Y.S. REGENTS COMPETENCY TEST IN MATHEMATICS". It features a large grid for bubbling in student information, with columns for "LAST NAME", "FIRST NAME", and "MI". To the right of the grid are sections for "NYC STUDENT ID NUMBER", "DATE OF BIRTH" (with sub-sections for MONTH, DAY, YEAR), "SEX", and "GRADE". Below the grid is a section for "TEST STATUS" and "CATEGORY". At the bottom right, there is a section for "STUDENT INFORMATION" with fields for "NYC BOARD", "DISTRICT", "SCHOOL NUMBER", and "CLASS". The form is pre-filled with 'X' marks in the bubbles. A large arrow points to the left side of the form, which is labeled "PRE-SLUGGED STUDENT INFORMATION FIELD". Below the arrow, text reads "(DO NOT WRITE IN THIS AREA)". The form also includes the title "N.Y.S. REGENTS COMPETENCY TEST IN MATHEMATICS" and the New York State Department of Education logo.

**INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs
JUNE 2008**

The colors of the New York City answer documents are gray (Mathematics), blue (Reading), orange (Science), green (US History and Government), and purple (Global Studies).

A #2 soft lead pencil **MUST** be used to mark the answer document. Marks made by other instruments will **NOT** be read by the scanner and will cause discrepancies in student scores.

DO NOT WRITE IN THIS AREA.

The diagram shows a form for the N.Y.S. Regents Competency Test in Mathematics. It includes fields for student name (Last Name, First Name, MI), NYC Student ID Number, Date of Birth (Month, Day, Year), Sex, Grade, Test Status, and Category. A 'DO NOT WRITE IN THIS AREA' callout points to the left margin. Numbered callouts 1-8 point to: 1. Name fields; 2. NYC Student ID Number; 3. Date of Birth fields; 4. Sex field; 5. Grade field; 6. School Code fields; 7. Test Status field; 8. Category field.

1. **NAME** - Student's name (last, first, middle initial). Make certain that the first letter of the last name is entered in the first box. **DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.**
2. **NYC STUDENT ID NUMBER** - Carefully enter the 9 digit number. **DO NOT OMIT.** This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise **OR** refer to the student's official record card ID label.
3. **DATE OF BIRTH** - Enter month, day, and last two digits of year.
4. **SEX** - Fill in Male or Female.
5. **GRADE** - Fill in the Grade.
6. **SCHOOL CODE** - Enter borough, high school district number or for special education schools district number (75), school number, and the 3 digit class number. Enter "999" as the class for returnees (students who return to school only for the purpose of taking a test).
7. **TEST STATUS**-
TESTED WITH MODIFICATION - Fill in if appropriate.
TESTED WITH SPANISH VERSION - Fill in if appropriate.
ABSENT - **DO NOT SUBMIT** answer documents for students who are **absent** for tests.
8. **CATEGORY** - Resource Room and Special Education-Fill in if appropriate.

RCT in Mathematics

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

JUNE 2008

Use only the GRAY New York City answer document.

This test contains a total of 60 questions divided into two parts. In Part A there are 20 completion questions for which the student is to provide the answers. In Part B, there are 40 multiple choice questions for which the student is to select the correct answer and fill it in from among the four choices given. These items will be machine scored along with the first 20 items which must be graded or corrected and the R (right) or W (wrong) bubble filled in by teachers. Parts A and B will constitute the student's total score. **DO NOT BUBBLE IN INK OR RED PENCIL!**

Part A must be graded in the school by a teacher using the scoring stencil provided by the SED. Enter all student responses by filling in the bubble "R" for right answers, and "W" for wrong answers in the columns adjacent to each student response. If the student leaves an item blank, the "W" must be entered. The student will not receive credit for a correct response unless the "R" is completely filled in using a soft lead #2 pencil.

If questions 1-20 are not graded, the answer documents will be scored and reported as "1-20 invalid", and students who may have passed will not be given appropriate credit!

PART A
IMPORTANT
FOR TEST ADMINISTRATOR ONLY
Items 1-20 must be hand scored R (right) or W (wrong) and filled in for each item before submitting this answer sheet for machine scoring

PROPER MARK: R W
IMPROPER MARKS: W A A

PART A SAMPLE: 805

DO NOT WRITE OR MARK IN SHADED AREAS

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

SIGNATURE: _____
TODAY'S DATE: _____

PART B SAMPLE: 8 1 2 3 4

Item	Response	Item	Response	Item	Response	Item	Response
1	W	21	1 2 3 4	31	1 2 3 4	41	1 2 3 4
2	R	22	1 2 3 4	32	1 2 3 4	42	1 2 3 4
3	R W	23	1 2 3 4	33	1 2 3 4	43	1 2 3 4
4	R W	24	1 2 3 4	34	1 2 3 4	44	1 2 3 4
5	R W	25	1 2 3 4	35	1 2 3 4	45	1 2 3 4
6	R W	26	1 2 3 4	36	1 2 3 4	46	1 2 3 4
7	R W	27	1 2 3 4	37	1 2 3 4	47	1 2 3 4
8	R W	28	1 2 3 4	38	1 2 3 4	48	1 2 3 4
9	R W	29	1 2 3 4	39	1 2 3 4	49	1 2 3 4
10	R W	30	1 2 3 4	40	1 2 3 4	50	1 2 3 4
11	R W					51	1 2 3 4
12	R W					52	1 2 3 4
13	R W					53	1 2 3 4
14	R W					54	1 2 3 4
15	R W					55	1 2 3 4
16	R W					56	1 2 3 4
17	R W					57	1 2 3 4
18	R W					58	1 2 3 4
19	R W					59	1 2 3 4
20	R W					60	1 2 3 4

STUDENTS: DO NOT WRITE OR MARK IN THIS SHADED AREA

N.Y.S.
REGENTS COMPETENCY TEST
IN MATHEMATICS

* CORRECT % CORRECT INITIALS
GRADER _____
CHECKER _____

DE Trans-O-Matic Forms by HCS, Form No. EW 154382 (1/04/02) Printed in U.S.A.

Prior to submitting these answer documents for scoring, the grading team should review all answer documents to ensure that Part A items 1-20 have been graded and appropriate bubbles completed!

RCT in US History and Government
and
RCT in Global Studies
JUNE 2008
Specific Instructions

Please refer to the New York State Education Department (SED) School Administrator's Manual for information regarding the purpose of the examination and who is to be tested.

This memorandum gives you the specific details pertaining to the receipt and return of the New York City answer documents for these examinations. **DO NOT USE SED ANSWER DOCUMENTS.**

SUBJECT: RCT in Global Studies
Tuesday, June 24, 2008 at 1:15 PM

RCT in US History & Government
Wednesday, June 25, 2008 at 9:15 AM

IMPORTANT NOTES:

RCTs may only be administered to students with an IEP or to those students who have this test accommodation clearly stated in a 504 Plan.

Those students entering 9th grade for the first time in Fall 1998 and thereafter will be required to take a US History and Government and a Global History & Geography Regents to satisfy High School graduation requirements.

Absentees - DO NOT SUBMIT answer documents for students who are absent for tests.

Scoring & Scanning - In Part 2 the students must choose two of four essays, each worth 10 points. Each school will arrange for hand scoring these essays. The Part 2 total raw score (maximum 20 points) must be entered and bubbled on to the New York City answer documents (see sample). High schools are responsible for in-house scoring of US History & Government and Global Studies answer documents for graduating seniors. All test scores should be submitted to High School Scheduling & Training (HSST). Store all documents for one year in a secure, locked facility.

IT IS THE PRINCIPAL'S RESPONSIBILITY TO MAKE SURE ALL OF PART 2 ESSAYS ARE AVAILABLE IF REQUESTED.

DAA will only scan D75 score documents and those from schools that have no scanners.

Security - All SED regulations and procedures related to the security of examinations must be followed. The SED will make unannounced visits to schools after the delivery and during the administration of examinations. All New York State examinations are to be stored and distributed in accordance with required procedures.

Translations - All alternative language editions of the RCT History and Government and the RCT in Global Studies should be scored at the student's high school (Attachment #2). Student scores must be updated on (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
By June 11, 2008	OA <u>DELIVERS</u> pre-slugged answer documents to schools and blank answer documents to the Integrated Service Center.	OA Scan Center Pauline DiPietro (718) 349-5600
June 23, 2008	<u>SED DELIVERS</u> RCT in Global Studies materials to schools.	SED Steve Katz (518) 474-5099
June 24, 2008 1:15 PM	<u>ADMINISTER</u> the RCT in Global Studies.	
June 24, 2008	SED <u>DELIVERS</u> RCT US History & Government materials to schools.	SED Steve Katz (518) 474-5099
June 25, 2008 9:15 AM	<u>ADMINISTER</u> the RCT in US History & Government.	
By July 2, 2008	<u>RETURN</u> SED chests to Test Distribution Unit, State Education Department Cultural Education Center, Empire State Plaza, Albany, N.Y. 12230. <u>Include the restricted examinations and/or special materials issued by the SED.</u>	SED Steve Katz (518) 474-5099

**INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs**

JUNE 2008

The colors of the New York City answer documents are gray (Mathematics), blue (Reading), orange (Science), green (US History and Government) and purple (Global Studies).

A #2 soft lead pencil **MUST** be used to mark the answer document. Marks made by other instruments will **NOT** be read by the scanner and will cause discrepancies in student scores.

DO NOT
WRITE
IN THIS
AREA.

- | | |
|--|--|
| <p>1. NAME - Student's name (last, first, middle initial). Make certain that the first letter of the last name is entered in the first box. DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.</p> <p>2. NYC STUDENT ID NUMBER - Carefully enter the 9 digit number. DO NOT OMIT. This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise OR refer to the student's official record card ID label.</p> <p>3. DATE OF BIRTH - Enter month, day, and last two digits of year.</p> <p>4. SEX - Fill in Male or Female.</p> <p>5. GRADE - Fill in the Grade.</p> | <p>6. SCHOOL CODE - Enter borough, high school district number or for special education schools district number (75), school number, and the 3 digit class number. Enter "999" as the class for returnees (students who return to school only for the purpose of taking a test).</p> <p>7. TEST STATUS
 TESTED WITH MODIFICATION - Fill in if appropriate.
 TESTED WITH SPANISH VERSION - Fill in if appropriate.
 ABSENT - <u>DO NOT SUBMIT</u> answer documents for students who are <u>absent</u> for tests.</p> <p>8. CATEGORY - Resource Room and Special Education-Fill in if appropriate.</p> |
|--|--|

RCT in US History and Government and RCT in Global Studies

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

JUNE 2008

Use only the GREEN or PURPLE New York City answer document.

This declaration should be signed when you have completed the examination.

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

SIGN IN INK WITHIN THE BOX

SIGNATURE _____ DATE _____

**REGENTS COMPETENCY TEST
IN
UNITED STATES HISTORY AND GOVERNMENT**

— PART 1 —

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

PART 2
TOTAL
RAW
SCORE

0	11
1	12
2	13
3	14
4	15
5	16
6	17
7	18
8	19
9	20

WHEN YOU FINISH PART 1, GO RIGHT ON TO PART 2. YOUR ANSWERS TO PART 2 SHOULD BE WRITTEN IN THE PART 2 BOOKLET.

DO NOT WRITE OR MARK IN SHADED AREA

Met/Revised forms by Pearson NCE MW1543514 3 Printed in U.S.A.

These tests contain two parts. Part 1 has 50 multiple choice questions for which the student is to select the correct choice and fill it in from among the four choices given. In Part 2 the students must choose two of four essays, each worth 10 points. Each school will arrange for hand scoring these essays. The Part 2 total raw score (maximum 20 points) must be entered and bubbled in on the NYC answer documents. If these questions are not graded in the school, and correctly entered in the appropriate areas using a soft #2 pencil, students who may have passed will not be given appropriate credit!

TOTAL THE TWO ESSAY RAW SCORES.
ENTER AND BUBBLE THAT TOTAL IN
THE PART 2 RAW SCORE FIELD
(MAXIMUM 20 POINTS).

← IMPORTANT

Prior to submitting these answer documents for scoring, the grading team should review all answer documents to ensure that the total raw score for part 2 has been entered and appropriate bubbles completed.