



**Department of
Education**

Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #16, 2007-2008

DATE: June 9, 2008

TO: PRINCIPALS OF ALL SCHOOLS

FROM: Joan Flig, Deputy Executive Director
Content Assessment and Support & Summative Assessment
Office of Accountability (OA) 

SUBJECT: Regents Examinations, Regents Competency Testing in English and
Alternative Languages, and Languages Other Than English (LOTE)
Comprehensive Examinations June 2008

OVERVIEW

New York State Regents examinations are achievement tests that are based on state courses of study used in secondary schools and are aligned with New York State learning standards. All high school students must complete courses and pass Regents examinations in order to earn a diploma. Graduation criteria is determined by the student's entering year of high school (Attachment #1). Regents examinations are available in alternative languages for those students whose native language is other than English. When a written translation is not available, a word-for-word oral translation may be administered. Special Education students must take Regents examinations also; however, the safety net specifies that Special Education students who do not pass the Regents examination may meet diploma requirements by passing the appropriate Regents Competency Test (RCT) as outlined in Attachment #1.

Regents examinations are available in six languages other than English. They are French, German, Hebrew, Italian, Latin, and Spanish. There is an oral and written part of the test. These tests may be used to satisfy the requirements of the Advanced Regents Diploma.

The New York City LOTE Comprehensive Examination for Regents credit is offered in fourteen lesser-taught languages to native born students. The languages are: Albanian, Arabic, Bengali, Chinese simplified, Chinese traditional, Greek, Haitian Creole, Japanese, Korean, Polish, Punjabi, Russian, Urdu, and Vietnamese. The LOTE can also be used to satisfy the requirements for up to six terms of credit (depending on years of study in the native country) upon receipt of a grade of 85 or better, and a school-assigned project. The project is required in schools where the fourth year of the foreign/native language curriculum is not taught. Students may have to travel to HUB Testing Sites for the oral and written examinations if their school does not offer the course or test. It is the responsibility of the home school to make arrangements for their students. See Attachment #2 for a list of HUB sites.

THE PROCEDURES IN THIS MEMORANDUM SUPERSEDE ANY DIRECTIONS YOU MAY RECEIVE FROM THE PUBLISHER OR THE NEW YORK STATE EDUCATION DEPARTMENT.

NOTE: **Transfer students who enter a high school in New York State anytime during the 2007- 2008 school year and who seek diplomas are governed by specific graduation criteria as specified by the SED (Attachment #3).**

New York State Regents and RCTs have a very specific administration schedule. Tests must be administered on the day and time set by (SED). Test administration may not be started after the Uniform Statewide Admission Deadline, which is published on the SED examination schedule. It is important for all schools, regional depositories, and home instruction teachers to understand that the admission deadlines must be adhered to and that no one at either SED or the New York City Department of Education is authorized to set them aside for any student. After the starting time of the test, regional depositories and schools **MUST NOT** and **WILL NOT** distribute tests. It is the responsibility of schools or home instruction teachers to arrive at the distribution center or high school with enough time to pick up the test materials and travel to the student's home or hospital, prior to the SED scheduled starting time.

CALENDAR

June 9 through June 11	OA DELIVERS (Perfect Courier) pre-slugged answer documents for RCTs to schools and overage to Integrated Service Center.
June 17	ADMINISTER Regents in Integrated Algebra – 9:15 AM.
June 17	ADMINISTER Regents Physical Setting/Chemistry – 1:15 PM.
June 18	ADMINISTER Regents in Global History and Geography -- 1:15 PM.
June 18	ADMINISTER Comprehensive English: Session One -- 9:15 AM.
June 18	ADMINISTER RCT in Science -- 9:15 AM.
June 19	ADMINISTER Mathematics "A" -- 1:15 PM.
June 19	ADMINISTER Mathematics "B" -- 1:15 PM.
June 19	ADMINISTER Comprehensive English: Session Two -- 9:15 AM.
June 19	ADMINISTER RCT in Reading -- 1:15 PM.
June 20	ADMINISTER Regents in US History and Government -- 9:15 AM.
June 20	ADMINISTER Physical Setting/Earth Science Regents -- 1:15 PM.
June 23	ADMINISTER Second Language Proficiency Examinations -- 9:15 AM.
June 23	ADMINISTER RCT in Writing -- 1:15 PM.
June 23	ADMINISTER NYC Arts Comprehensive Examination -- 1:15 PM.
June 23	ADMINISTER RCT in Mathematics -- 1:15 PM.
June 23	OA DELIVERS (Perfect Courier) NYC LOTE materials to schools
June 24	ADMINISTER Living Environment Regents -- 9:15 AM.
June 24	ADMINISTER Languages Other than English Comprehensive Regents Examination --1:15 PM.
June 24	ADMINISTER RCT in Global Studies -- 1:15 PM.
June 24	ADMINISTER NYC LOTE Comprehensive Examination -- 1:15 PM.
June 25	ADMINISTER Physical Setting/Physics -- 9:15 AM.
June 25	ADMINISTER RCT in US History & Government -- 9:15 AM.

By June 26 12:00 noon All Regents and RCTs including alternative language editions, must be scored at the student's high school and grades updated on High School Scheduling & Training (HSST). (Attachment #5).

TEST SECURITY:

SECURITY VIOLATIONS MUST BE REPORTED IMMEDIATELY TO THE AID FOR CITY AND STATE TESTS, AS WELL AS TO THE OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (SCI) AT (212) 510-1500. STATE TESTS REQUIRE NOTIFICATION TO THE AID, SCI, AND TO THE SED BY FAX TO (518) 402-5596.

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.

FULFILLING GRADUATION REQUIREMENTS

REGENTS AND RCT IN MATHEMATICS and ALTERNATIVE LANGUAGE EDITIONS

Students who entered 9th grade in September 1997 or later, must pass the Mathematics A Regents, which is available in Chinese, Haitian Creole, Korean, Russian, and Spanish. Special Education students who have taken and failed a Mathematics Regents may take the RCT in Mathematics in English or one of the alternative editions (Attachment #4).

If the test in Mathematics is not available in a pupil's native language, the principal may allow a translator to translate the English edition of the test into the pupil's native language. All translations must be oral, word-for-word translations; written translations are not allowed. The translator should be given a copy of the test booklet one hour before the starting time of the test to allow the translator to become familiar with the material in the test. The translator should not be the proctor of the test.

Scoring – All restricted RCT tests are hand scored in the school using the specific answer key provided by the SED. Scores must be entered directly into the High School Scheduling & Training (HSST) transcript file. **The RCT in Math, Spanish translation, is not a restricted test.**

For restricted editions, only those students taking the test and staff scoring the students' responses may read the questions in the test booklet. All test booklets, both used and unused, and all student answer documents, student information sheets, and scrap paper must be returned to SED in the metal chests after the scores have been manually recorded on the HSST transcript file.

COMPREHENSIVE REGENTS EXAMINATION IN ENGLISH AND THE READING/WRITING RCT (GRADES 11-12 ONLY)

All students who entered 9th grade in September 1996 or later, must pass the Comprehensive English Regents. Special Education students who have taken and failed the Regents may fulfill this requirement by passing the RCT in Reading and the RCT in Writing.

Translation of the Comprehensive Regents Examination and Reading/Writing RCT is **NOT** permitted.

REGENTS AND RCT IN SCIENCE and ALTERNATIVE LANGUAGE EDITIONS

Students who entered 9th grade in September 1999 or later, must pass a Regents in Science. The Living Environment Regents and Earth Science Regents (both the 1970 Syllabus and Program Modification Edition Syllabus) are available in Chinese, Haitian Creole, Korean, Russian, and Spanish. Special Education students who have taken and failed a Science Regents may take the Science RCT in English or one of the alternative editions (Attachment #4).

If the test in Science is not available in a pupil's native language, the principal may allow a translator to translate the English edition of the test into the pupil's native language. All translations must be oral, word-for-word translations; written translations are not allowed. The translator should be given a copy of the test booklet one hour before the starting time of the test to allow the translator to become familiar with the material in the test. The translator should not be the proctor of the test.

Scoring - In June, all alternative language editions of the RCT except Spanish are **restricted tests**. The separate answer key, provided by the SED for these versions, must be used to hand score these tests. For restricted tests, each school will arrange for the hand-scoring of tests and recording of scores on the HSST transcript file.

For restricted forms, only those students taking the test and staff scoring the students' responses may read the questions in the test booklet. All test booklets, both used and unused, and all student answer documents, student information sheets, and scrap paper must be returned to SED in the metal chests after the scores have been manually recorded on the HSST transcript file.

REGENTS AND RCT IN US HISTORY & GOVERNMENT, REGENTS IN GLOBAL HISTORY & GEOGRAPHY, RCT IN GLOBAL STUDIES, AND ALTERNATIVE LANGUAGE EDITIONS

Students who entered 9th grade in the fall of 1998 or later, must take and pass both of these Regents which is available in Chinese, Haitian Creole, Korean, Russian, and Spanish. Special Education students who have taken and failed the Regents may take the appropriate RCT in English or one of the alternative editions (Attachment #4).

If the tests in US History & Government, Global History & Geography, or Global Studies are not available in a pupil's native language, the principal may allow a translator to translate the English edition of the test into the pupil's native language. All translations must be oral, word-for-word translations; written translations are not allowed. The translators should be given a copy of the test booklet one hour before the starting time of the test to allow the translator to become familiar with the material in the test. The translator should not be the proctor of the test.

Scoring - In June, all RCT alternative language editions except Spanish are **restricted tests**. The separate answer key, provided by the SED for these versions, must be used to hand score these tests. For restricted tests, each school will arrange for the hand-scoring of tests and recording of scores on the HSST transcript file.

For restricted forms, only those students taking the test and staff scoring the students' responses may read the questions in the test booklet. All test booklets, both used and unused, and all student answer documents, information sheets, and scrap paper must be returned to SED in the metal chests after the scores have been manually recorded on the HSST transcript file.

Questions regarding this test memorandum may be addressed to the following:

- Assessment Implementation Directors
- District 75 Schools, Steven Weinrich, (212) 802-1521

Your cooperation is greatly appreciated.

This memorandum is available at:

http://schools.nyc.gov/daa/testmemos_0708/default.asp.

Your cooperation is greatly appreciated.

JF: am

Attachment(s)

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**

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 phys ed 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 phys ed 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

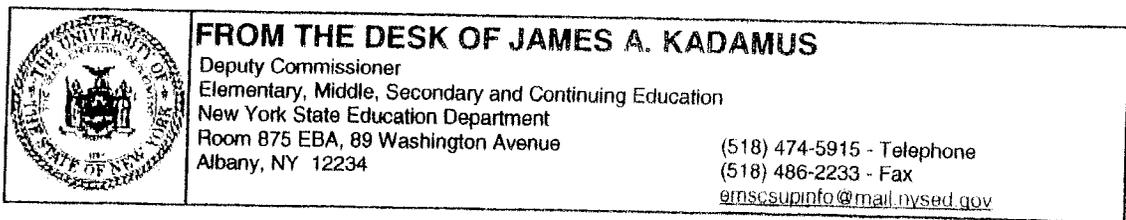
English Language Learner: All ELLs (excepting those with disabilities eligible for safety net provision) who first entered Grade 9 in or after September 1996 must pass Regents comprehensive examination in English. All ELLs (excepting those with disabilities eligible for safety net provision) who first 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

LOTE Hub Sites 2008

Bayard Rustin Educ. Complex 102440	Giacomo Rutigliano 212-675-5350 ext. 424 grutigl@schools.nyc.gov	CHINESE SIMPLIFIED
Brooklyn Tech HS 313430	John Arias 718-804-6530 jarias@schools.nyc.gov	CHINESE SIMPLIFIED
DeWitt Clinton HS 210440	Vivian P. Selenikas 718-391-8325 Cell:917-969-0319 vseleni@schools.nyc.gov	ALBANIAN VIETNAMESE
Edward R. Murrow HS 321525	Angela Gramegna 718-258-9283 ext. 244 agrameg@schools.nyc.gov	RUSSIAN
Flushing HS 425460	Ed Metzger 718-888-7500 ext. 235 emetzge@schools.nyc.gov	KOREAN
Ft. Hamilton HS 320490	Doris Munoz-Fuentes 718-748-1537 ext. 157 DmunozF@schools.nyc.gov	ARABIC CHINESE SIMPLIFIED CHINESE TRADITIONAL
FD Roosevelt HS 320505	Adrianna Mason 718 621 8826 amason2@schools.nyc.gov	CHINESE TRADITIONAL
Grover Cleveland HS 424485	Regina Dominguez 718-381-9600 ex. 528 rdominguez@schools.nyc.gov	POLISH
HS Environmental Studies 102400	John P. Gollisz 212- 262-8113 jgollis@schools.nyc.gov	JAPANESE
Lincoln HS 321410	Jean Borelli 718-333-7400 Ext7506 jborell@schools.nyc.gov	RUSSIAN
Long Island City HS 430450	Vivian P. Selenikas Cell:917-969-0319 vseleni@schools.nyc.gov	BENGALI URDU GREEK
Madison HS 322425	Maria DiLorenzo 718 758-7273 mdilore@schools.nyc.gov	RUSSIAN
Newcomers HS 430555	Raphael Rodriguez 718-937-6005 Ext. 195 mburke4@schools.nyc.gov	CHINESE SIMPLIFIED
Newtown HS 424455	Gabriela Altomarina 718-595-8445 galtoma@schools.nyc.gov	HINDI
New Utrecht HS 320445	Catherine Verga 718-232-2500 ext. 475 cverga@schools.nyc.gov	POLISH RUSSIAN
Richmond Hill HS 427475	Paul Wilbur 718-846-3335 ext. 226 pwilbur@schools.nyc.gov	PUNJABI
Sheepshead Bay HS 322495	Joanne Marano 718-332-2003 ext. 3342 jmarano@schools.nyc.gov	RUSSIAN CHINESE SIMPLIFIED CHINESE TRADITIONAL
Staten Island Tech HS 531605	Kenneth Bonamo 718-667-5725 ext. 331 kbonamo@schools.nyc.gov	RUSSIAN
Tilden HS 318415	Gladcia Drew 718-629-4523 ext. 110 gdrew@schools.nyc.gov	HAITIAN CREOLE
Townsend Harris HS 425525	Lisa Mars 718-575-5580 ext. 4371 lmars@schools.nyc.gov	JAPANESE



December 15, 2004

NEWS AND NOTES INFORMATIONAL UPDATE

Testing Exemptions for Transfer Students - We have received questions from districts about how the Regents examination requirements apply to transfer students. The Regulations of the Commissioner of Education provide certain conditions under which a transfer student who has not previously been home instructed or attended school in New York can earn a diploma without meeting the requirements for passing the Regents examination in global history and geography and passing a Regents examination in science.

Section 100.5(d)(5) of Commissioner's Regulations grants high school principals the authority to waive certain testing requirements for a local or Regents diploma only for those students who first enter a New York State high school from another state or country in either Grade 11 or 12. For such students who first enter a New York State high school in Grade 11, "the principal may exempt a student from the requirement for the Regents examination in global history and geography." For those who first enter a New York State high school in Grade 12, "the principal may exempt a student from the requirement for the Regents examination in science and the Regents examination in global history and geography."

For transfer students who first enter a New York State high school from another state or country in either Grade 11 or 12 and who seek to earn a Regents diploma with advanced designation, the principal may exempt a student from the requirement for the Regents examination in global history and geography. However, a principal is unable to exempt a student from passing a Regents examination in science. Section 100.5(b)(7)(v) specifically requires that a student earning a Regents diploma with advanced designation must complete "...one additional Regents examination in science, for a total of two Regents examinations, with at least one in life science and at least one in physical science...".

Transfer students seeking to earn a local diploma, a Regents diploma, or a Regents diploma with advanced designation must pass all of the remaining State examinations ordinarily required to earn that diploma. "Transfer students [who first enter a New York State high school in either Grade 11 or 12 and] who are exempted from taking specific State assessments shall have their transcript and permanent records so annotated." Principals may not waive any testing requirements for transfer students who were enrolled in a registered or non-registered New York State public or nonpublic school or who received home instruction in New York State for any or all of Grade 9 or 10.

REGENTS IN ALTERNATIVE LANGUAGES

In New York City, the Language Other Than English (LOTE) Comprehensive Exam will be offered in the following languages:

1. Albanian
2. Arabic
3. Bengali
4. Chinese Simplified
5. Chinese Traditional
6. Greek
7. Haitian Creole
8. Japanese
9. Korean
10. Polish
11. Punjabi
12. Russian
13. Urdu
14. Vietnamese

THE ALTERNATIVE-LANGUAGE EDITIONS OF THE RCT IN MATHEMATICS ARE AVAILABLE IN THE LANGUAGES LISTED BELOW:

- | | | |
|--------------------|----------------|--------------------|
| 1. Albanian | 11. Hebrew | 21. Romanian |
| 2. Amharic | 12. Hindi | 22. Russian |
| 3. Arabic | 13. Italian | 23. Serbo-Croatian |
| 4. Burmese | 14. Japanese | 24. Spanish |
| 5. Chinese | 15. Khmer | 25. Tagalog |
| 6. Farsi | 16. Korean | 26. Thai |
| 7. French | 17. Lao | 27. Turkish |
| 8. German | 18. Malay | 28. Urdu |
| 9. Greek | 19. Polish | 29. Vietnamese |
| 10. Haitian Creole | 20. Portuguese | |

The RCTs in Global Studies, Science, and US History and Government are offered in six languages other than English:

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

Regents examinations in Mathematics A, Global History & Geography, US History & Government, Living Environment, and Physical Setting/Earth Science are available in five languages other than English:

1. Chinese
2. Haitian Creole
3. Korean
4. Russian
5. Spanish

Only English-language editions will be provided for other Regents examinations.

	<p>THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234</p>
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When the teacher scoring committee completes the scoring process, test scores must be considered final and must be entered onto students' permanent records.

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 circumstances described below, will be in violation of Department policy regarding the scoring of this test. Teachers and administrators who violate Department policy with respect to scoring State examinations may be subject to disciplinary action 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.

On rare occasions, an administrator may learn that an isolated error had occurred in arriving at a final examination score for a student or in recording the student's score in the permanent records. For example, the final examination score may have been based on an incorrect summing of the student's raw scores for parts of the test or from a misreading of the conversion chart. When such errors involve no more than five students' final examination scores and when such errors are detected within four months of the test date, the principal may arrange for the corrected score to be recorded in the student's permanent record. However, in all such occurrences, the principal must advise the Office of State Assessment in writing that the student's score has been corrected. The written notification to the Department must be signed by the principal or superintendent and must include the names of the students whose scores have been corrected, the name of the examination, the students' original and corrected scores, and a brief explanation of the nature of the scoring error which was corrected.

If an administrator has substantial reason to believe that the teacher scoring committee has failed to accurately score more than five student answer papers, the administrator must first obtain permission in writing from the Office of State Assessment before arranging for or permitting a rescoring of student papers. The written request to the Office of State Assessment must come from the superintendent of a public school district or the chief administrative officer of a nonpublic or charter school and must include the examination title, date of administration, and number of students whose papers would be subject to such rescoring. This request must also include a statement explaining why the administrator believes that the teacher scoring committee failed to score appropriately and, thus, why he or she believes rescoring the examination papers is necessary. As part of this submission, the school administrator must make clear his or her understanding that such extraordinary re-rating may be carried out only by a full committee of teachers constituted in accordance with the scoring guidelines presented above and fully utilizing the scoring materials for this test provided by the Department.

On occasion, the Department finds it necessary to notify schools of a revision to the scoring key and rating guide for an examination. Should this occur after the scoring committee has completed its work, the principal is authorized to have appropriate members of the scoring committee review students' responses only to the specific question(s) referenced in the notification and to adjust students' final examination scores when appropriate. Only in such circumstances, the school is not required to notify or obtain approval from the Department to correct students' final examination scores.