



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF ACCOUNTABILITY - Scan Center
44-36 Vernon Blvd., 2nd Floor - Long Island City, NY 11101

MEMORANDUM

January 9, 2008

TO: HOSPITAL SCHOOL TEACHERS

FROM: Joan Flig, Manager, Test Administration & Scanning
Content and Assessment Support & Summative Assessments
Office of Accountability (OA)

Mary Maher, Principal
Hospital Schools

SUBJECT: PROCEDURES FOR NYS REGENTS AND RCTs - JANUARY, 2008

New York State Regents and RCTs examinations have a very specific administration schedule. Tests must be administered on the date and time set by the New York State Education Department (SED). Test administration cannot be started after the Uniform Statewide Admission Deadline, which is published on the State Education Department's examination schedule. It is important for all hospital instruction teachers, borough depositories and schools to understand that the admission deadlines must be adhered to and that no one at either SED or in the New York City Department of Education is authorized to set them aside for any student. After the starting time of the test, borough depositories and schools **MUST NOT** and **WILL NOT** distribute tests. It is the responsibility of the Hospital Instruction teacher 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.

In order to arrange that Hospital Instruction proctors have sufficient time to travel to the student's home or hospital the following should be adhered to:

The teacher of Hospital Instruction must first obtain a letter signed by Mary Maher, Principal of Hospital Instruction which will include the student's name, ID, date of birth, and the name of the Regents and/or RCTs examination(s) that are requested. The teacher should contact (two weeks in advance of the test date), a Borough Regional Depository or any NYC High School to make arrangements for obtaining a Regents examination on the day of the scheduled test date. Once the distribution site principal approves the request, an arrangement may be made for the time of pick up for the test materials. The examinations should be available as early as necessary on each separate scheduled test date for distribution to proctors.

**TESTS MUST BE RETURNED THE SAME DAY AS PICK-UP.
ALL IEP ACCOMMODATIONS MUST BE ADHERED TO.**

The following procedures for completion of RCT answer documents are to be followed:

1. Only #2 lead pencils may be used to complete answer documents. **Do not fold, do not staple, and do not send completed answer documents through the mail.** They must be hand delivered to the appropriate school for scoring and inputting of grade.
2. Hospital teachers are responsible for bubbling in all biographical information.

CALENDAR

Jan. 9-11	OA DELIVERS (Perfect Courier) pre-slugged answer documents for RCTs to schools and overage to Integrated Service Centers (ISCs).
January 22	ADMINISTER the Regents in Global History & Geography -- 9:15 a.m.
January 22	ADMINISTER the RCT in Writing -- 9:15 a.m.
January 22	ADMINISTER the Comprehensive English: Session One -- 1:15 p.m.
January 22	ADMINISTER the RCT in Mathematics -- 1:15 p.m.
January 23	ADMINISTER the Comprehensive French & Comprehensive Spanish 9:15 a.m.
January 23	ADMINISTER the Physical Setting/Earth Science Regents -- 9:15 a.m.
January 23	ADMINISTER the RCT in US History & Government -- 9:15 a.m.
January 23	ADMINISTER the RCT in Science -- 1:15 p.m.
January 23	ADMINISTER the Comprehensive English: Session Two -- 1:15 p.m.
January 24	ADMINISTER the RCT in Reading -- 9:15 a.m.
January 24	ADMINISTER the Regents in US History and Government -- 9:15 a.m.
January 24	ADMINISTER the Physical Setting/Physics -- 1:15 p.m.
January 24	ADMINISTER the Mathematics A -- 1:15 p.m.
January 24	ADMINISTER the Physical Setting/Chemistry -- 1:15 p.m.
January 25	ADMINISTER the RCT in Global Studies -- 9:15 a.m.
January 25	ADMINISTER the Living Environment -- 9:15 a.m.
January 25	ADMINISTER the Mathematics B -- 9:15 a.m.

All Alternative language editions of the RCT in US History and Government, the RCT in Global Studies, the Regents in Global History and Geography, and the Regents in US History and Government should be hand scored at the student's high school.

Specific information regarding these tests will be in the January 2008 Regents and RCTs Assessment memorandum. Questions regarding this test memorandum may be addressed to the following:

- Keri Kaufmann, Hospital Instruction Office (718) 794-7266.

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

JF/MM: arn
 c: Jennifer Bell-Ellwanger
 Bonnie Brown
 Assessment Implementation Directors