Department of Education
Joel I. Klein
Chancellor

MEMORANDUM

May 27, 2008

TO: HOSPITAL SCHOOL TEACHERS

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

Dr. Mary Maher, Principal
Hospital Schools

SUBJECT: PROCEDURES FOR NYS REGENTS AND RCTs - JUNE 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 may not be started after the Uniform Statewide Admission Deadline, which is published on the SED's examination schedule. It is important for all Hospital Instruction Teachers, Regional 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, Regional 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 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 hospital the following should be adhered to:

The teacher of Hospital Instruction must first obtain a letter signed by Dr. 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. Two weeks in advance of the test date the teacher should contact 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, scheduling can be arranged for the pick-up of 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 or staple answer documents**, and **do not send them through the mail**. They must be hand delivered to the appropriate school for scoring and inputting of grades.

2. Hospital teachers are responsible for bubbling in all biographical information.

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 a.m.
June 17	**ADMINSTER** Regents Physical Setting/Chemistry – 1:15 p.m.
June 18	**ADMINISTER** Regents in Global History and Geography -- 1:15 p.m.
June 18	**ADMINISTER** Comprehensive English: Session One -- 9:15 a.m.
June 18	**ADMINISTER** RCT in Science -- 9:15 a.m.
June 19	**ADMINISTER** Mathematics "A" -- 1:15 p.m.
June 19	**ADMINISTER** Mathematics "B" -- 1:15 p.m.
June 19	**ADMINISTER** Comprehensive English: Session Two -- 9:15 a.m.
June 19	**ADMINISTER** RCT in Reading -- 1:15 p.m.
June 20	**ADMINISTER** Regents in US History and Government -- 9:15 a.m.
June 20	**ADMINISTER** Physical Setting/Earth Science Regents -- 1:15 p.m.
June 23	**ADMINISTER** Second Language Proficiency Examinations -- 9:15 a.m.
June 23	**ADMINISTER** RCT in Writing -- 1:15 p.m.
June 23	**ADMINISTER** NYC Arts Comprehensive Examination -- 1:15 p.m.
June 23	**ADMINISTER** RCT in Mathematics -- 1:15 p.m.
June 23	OA **DELIVERS** (Perfect Courier) NYC LOTE materials to schools
June 24	**ADMINISTER** Regents in Living Environment -- 9:15 a.m.
June 24	**ADMINISTER** Languages Other than English Comprehensive Regents Examination --1:15 p.m.
June 24	**ADMINISTER** RCT in Global Studies -- 1:15 p.m.
June 24	**ADMINISTER** NYC LOTE Comprehensive Examination -- 1:15 p.m.
June 25	**ADMINISTER** Physical Setting/Physics -- 9:15 a.m.
June 25	**ADMINISTER** RCT in US History & Government -- 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.

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

- Moira Magro, Home Instruction Office (718) 794-7200 ext. 2
- Joan Flig, Office of Accountability (OA) JFlig@schools.nyc.gov

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

JF/MM: arn

c: Marcia Lyles
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