Department of Education
Joel I. Klein
Chancellor

ASSESSMENT MEMORANDUM #7, 2008-2009

DATE: January 5, 2009

TO: PRINCIPALS OF ALL SCHOOLS

FROM: Grace Pepe, Director of Assessment Operations
Office of Accountability (OA)

SUBJECT: REGENTS COMPETENCY TESTS - JANUARY 2009

OVERVIEW

The procedures detailed in this memorandum are intended to assist schools with the administration of the Regents Competency Tests (RCTs) in Reading, Writing, Science, Mathematics, US History and Government, and Global Studies. RCTs may only be administered to students who have this testing accommodation clearly stated in a 504 plan or who have an IEP without specific statement.

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

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. (For specifications, see Attachment #1.)

Schools will scan RCT answer documents in-house and submit scores to the High School Scheduling & Training (HSST). Refer to the content memoranda attached, for specific instructions on the scanning, packaging, and storage of answer documents.

RCTs for graduating seniors must be completely hand scored. Grades should be kept on file at the high school.

SECURITY

It is important that all SED regulations and procedures related to the security of examinations be followed. SED examinations are to be stored and distributed in accordance with specified 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 bio data appear in the pre-slugged fields.

By February 2nd, chests are to be **RETURNED** to the Test Distribution Unit, State Education Dept., Cultural Education Center, Empire State Plaza, Albany, NY 12230. Include all restricted test booklets and any other materials requested by the SED.

To facilitate the dissemination of information to department chairpersons, this memorandum is organized 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 appropriate.

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.

TESTS TO BE GIVEN

SUBJECT	TESTING DATE	DOCUMENT COLOR
RCT Global Studies	Tuesday, Jan. 27 9:15 a.m.	Tan
RCT Mathematics	Tuesday, Jan. 27 1:15 p.m.	Green
RCT US History and Government	Wednesday, Jan. 28 9:15 a.m.	Tan
RCT Science	Wednesday, Jan. 28 1:15 p.m.	Pink
RCT Reading	Thursday, Jan. 29 9:15 a.m.	Gold
RCT in Writing	Friday, Jan. 30 9:15 a.m.	Gold

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

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

This memorandum is available at:
http://schools.nyc.gov/DAA.

GP: arn
ATTACHMENTS

c: Marcia Lyles
James Liebman
Bonnie Brown
Arthur VanderVeen
Assessment Implementation Directors
Children First Network 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 revision) 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 AND OF THE NATIVE LANGUAGE WRITING TEST

The RCT in Mathematics and the Native Language Writing Test are 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 NLWT restricted; 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 US History and Government
and
RCT in Global Studies

JANUARY 2009

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 which students are to be tested.

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

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 Studies Regents to satisfy High School graduation requirements.

SUBJECT: **RCT in Global Studies**
Tuesday, January 27, 2009 at 9:15 a.m.

RCT in US History and Government
Wednesday, January 28, 2009 at 9:15 a.m.

IMPORTANT NOTES: Students who first entered ninth grade in September 1998 and thereafter: The RCTs in reading, writing, mathematics, global studies, and United States history and government, as well as the NLWT, will not satisfy requirements for a local high school diploma. These students must pass the comprehensive Regents examination in English and Regents examinations in mathematics, global history and geography, and United States history and government in order to satisfy assessment requirements in those content areas for a local high school diploma.

Absentees - DO NOT SCAN 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 scanning of US History & Government and Global Studies answer documents. Store for one year. Student scores must be updated on the High School Scheduling & Training (HSST).

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

Security - All SED regulations and procedures related to the security of examinations must be followed. The State Education Department has stated that it 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 hand scored at the student's high school (see attachment #2). Student scores must be updated on the High School Scheduling & Training (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
January 14-15	OA DELIVERS pre-slugged answer documents to schools and blank answer documents to ISC	OA Scan Center Pauline DiPietro (718) 349-5600
January 26	SED DELIVERS RCT US History & Government materials to schools	SED Thomas Schoeck (518) 474-5902
January 27 9:15 a.m.	ADMINISTER the RCT in Global Studies.	
January 27	SED DELIVERS RCT in Global Studies materials to schools	SED Thomas Schoeck (518) 474-5902
January 28 9:15 a.m.	ADMINISTER the RCT in US History & Government.	
By February 2	RETURN SED chests to Test Distribution Unit, State Education Department Cultural Education Center Empire State Plaza Albany, N.Y. 12230	SED Thomas Schoeck (518) 474-5902

Include in Return Materials:
1) All restricted tests and answer booklets.
2) Any other materials requested by the State Education Department.
All RCT answer documents should be stored in the school for one year.

INSTRUCTIONS FOR

COMPLETING PRE-SLUGGED ANSWER DOCUMENTS

JANUARY 2009

HIGH SCHOOL REGENTS COMPETENCY TESTS (RCTs)

Schools on the ATS system will receive pre-printed/pre-slugged answer sheets 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 I.D. number pre-slugged, bubble in ALL biographical information on a BLANK non-preslugged answer document.

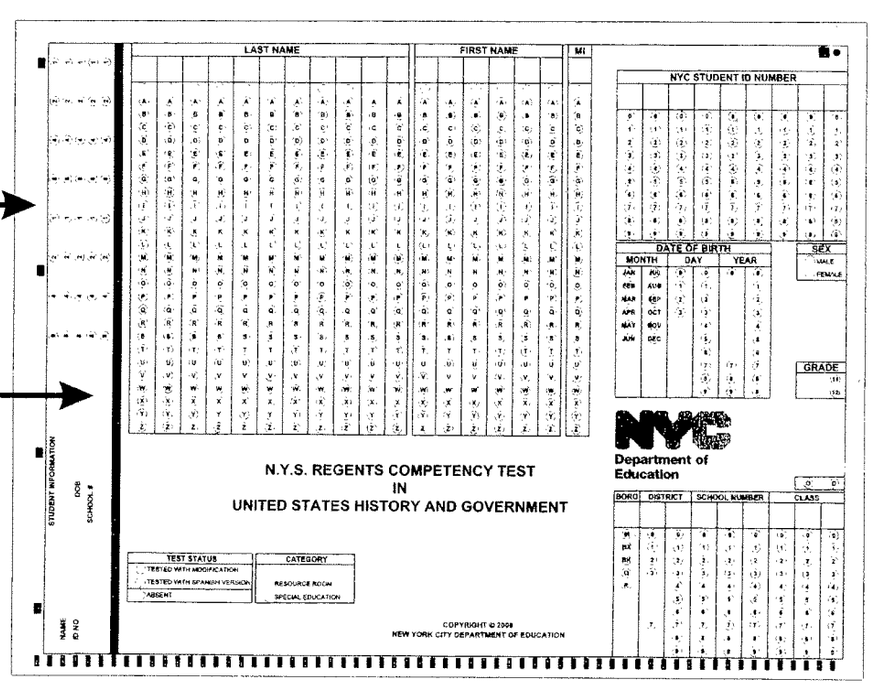
PLEASE NOTE:

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)

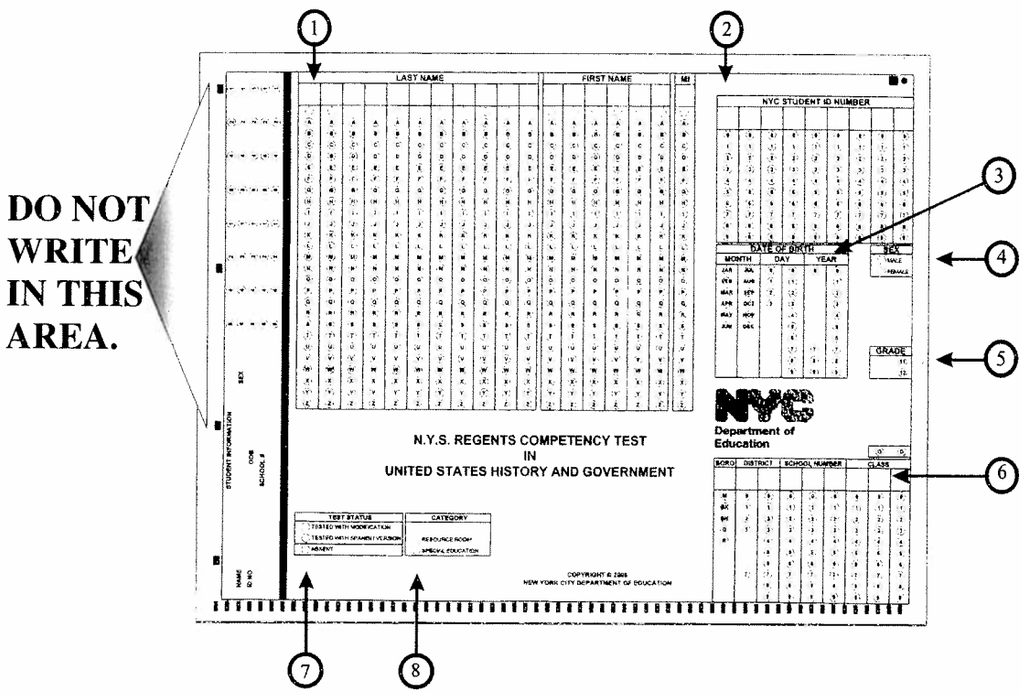


INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs

JANUARY 2009

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 any other instruments will NOT be read by the scanner and will cause discrepancies in student scores.



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 - <u>DO NOT SUBMIT</u> answer documents for students who are <u>absent</u> for tests.

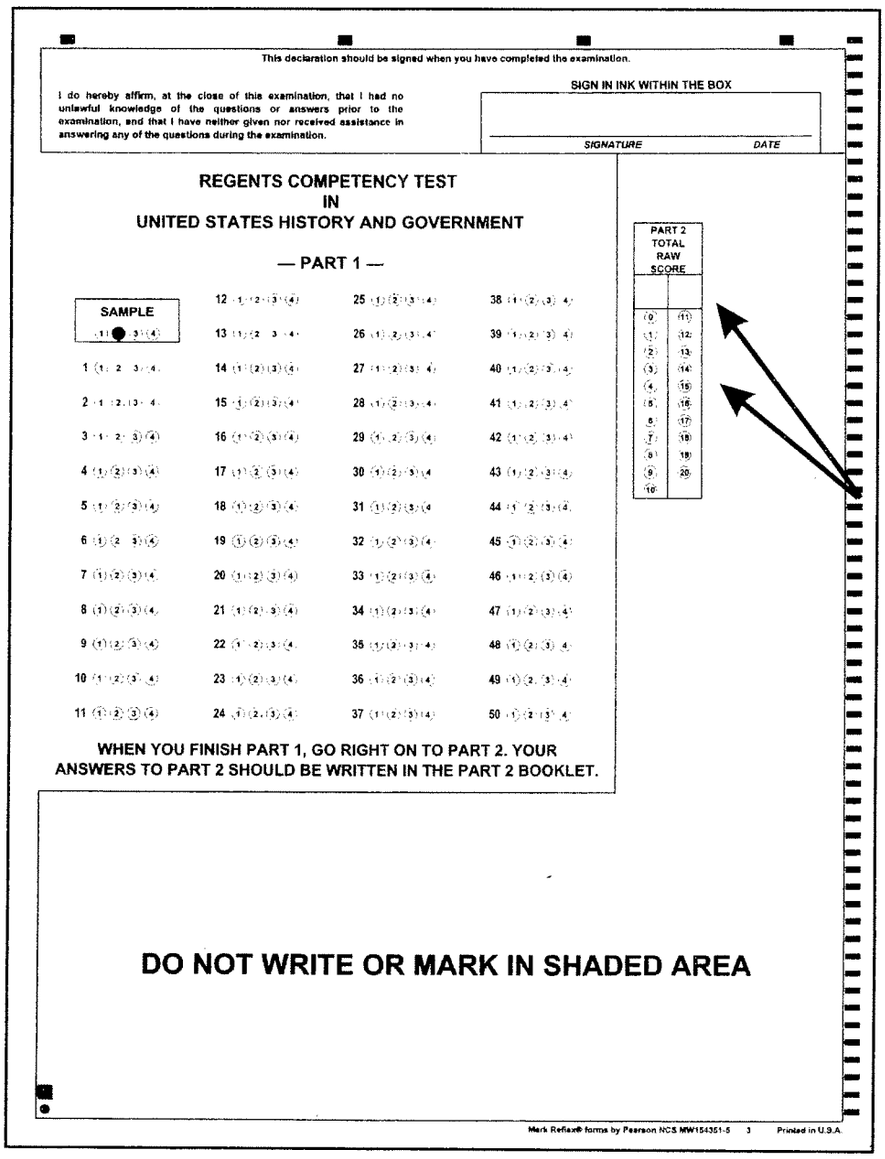
8. CATEGORY - Resource Room and Special Education-Fill in if appropriate.

RCT in US History and Government and RCT in Global Studies

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

JANUARY 2009

Use only the 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

PART 2 TOTAL RAW SCORE

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

Mark Reflex® forms by Pearson NCS MW154351-5 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).
****

← <u>IMPORTANT</u>

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

RCT In Mathematics

JANUARY 2009

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 which students are to be tested.

This memorandum gives you the specific details pertaining to the receipt and storage of the New York City answer documents for the RCT in Mathematics. DO NOT USE SED answer documents for the RCT in Mathematics.

SUBJECT: **RCT in Mathematics**
Tuesday, January 27, 2009 at 1:15 p.m.

NOTE: Students who first entered ninth grade in September 1997 and thereafter: The RCTs in reading, writing, and mathematics, as well as the NLWT, will not satisfy requirements for a local high school diploma. These students must pass the comprehensive Regents examination in English and a Regents examination in mathematics in order to satisfy assessment requirements in those content areas for a local high school diploma.

IMPORTANT NOTES:

Absentees - DO NOT SCAN 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. All RCT documents will be scanned and scored at individual high schools. Store for one year.

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 the High School Scheduling & Training (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
January 14-15	OA DELIVERS pre-slugged Mathematics answer documents to schools and blank answer documents to the ISC	OA Scan Center Pauline DiPietro (718) 349-5600
January 26	SED DELIVERS RCT in Mathematics	SED Thomas Schoeck (518) 474-5902
January 27 1:15 p.m.	ADMINISTER RCT in Mathematics.	
By February 2	RETURN SED chests to: Test Distribution Unit, State Education Dept., Cultural Education Center Empire State Plaza Albany, N.Y. 12230	SED Thomas Schoeck (518) 474-5902

Include in Return Materials:
1) All restricted tests and answer booklets.
2) Any other materials requested by the State Education Department.
All RCT answer documents should be stored in the school for one year.

INSTRUCTIONS FOR

COMPLETING PRE-SLUGGED ANSWER DOCUMENTS

JANUARY 2009

HIGH SCHOOL REGENTS COMPETENCY TESTS (RCTs)

Schools on the ATS system will receive pre-printed/pre-slugged answer sheets 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 biographical information on a BLANK non-pre-slugged answer document.

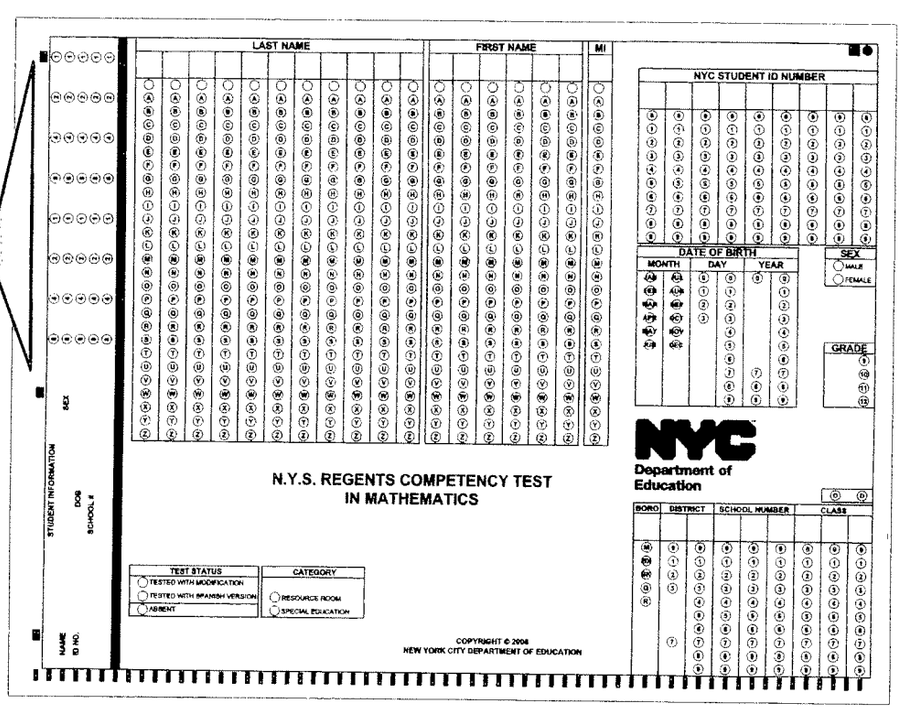
PLEASE NOTE:

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)



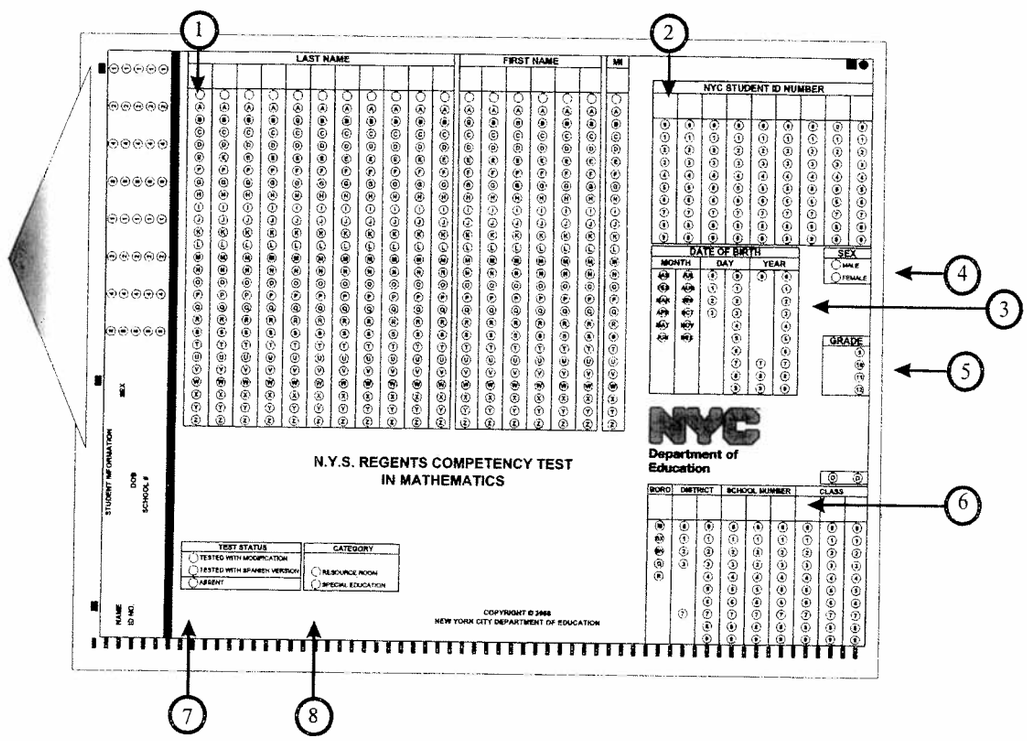
INSTRUCTIONS FOR COMPLETING BIOGRAPHICAL INFORMATION ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs

JANUARY 2009

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 any other instrument will NOT be read by the scanner and will cause discrepancies in student scores.

DO NOT WRITE IN THIS AREA.



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 - <u>DO NOT SUBMIT</u> answer documents for students who are <u>absent</u> for tests.

8. CATEGORY - Resource Room and Special Education-Fill in if appropriate.

RCT In Mathematics

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

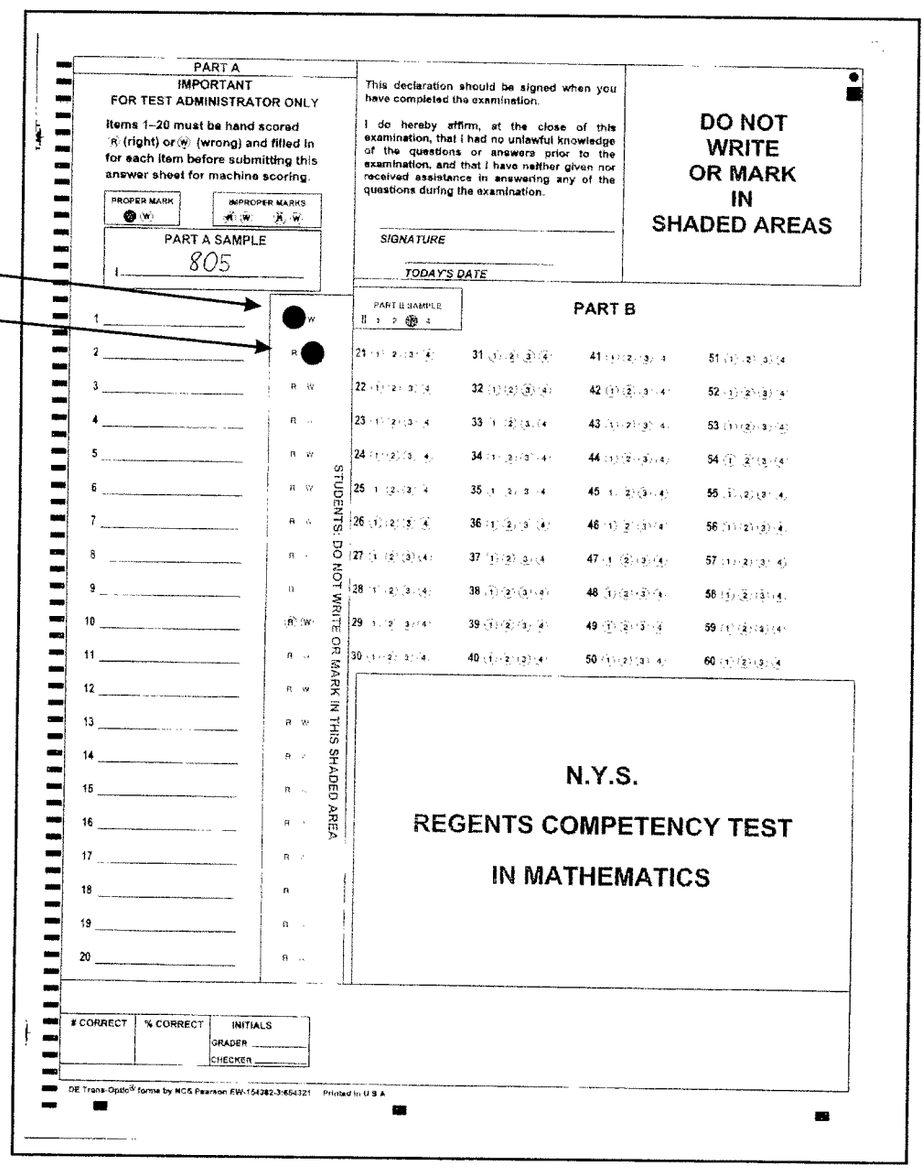
JANUARY 2009

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!



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 SCIENCE

JANUARY 2009

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 which students are to be tested.

This memorandum gives you the specific details pertaining to the receipt and storage of the New York City answer documents for the RCT in Science. DO NOT USE SED answer documents for the RCT in Science.

SUBJECT: **RCT in Science**
Wednesday, January 28, 2009 at 1:15 p.m.

IMPORTANT NOTES: Students who first entered ninth grade in September 1999 and thereafter: None of the RCTs will satisfy the assessment requirements for a local high school diploma. In order to satisfy the assessment requirements for a local high school diploma, these students must pass Regents examinations in English, mathematics, global history and geography, United States history and government, and science.

Absentees - DO NOT SCAN 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. All RCT documents will be scanned and scored at individual high schools. Store for one year. Students scores must be updated on the High School Scheduling & Training (HSST).

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 High School Scheduling & Training (HSST). No tests (actual or photocopies) are to be kept in the school for instructional purposes.

DATE	ACTIVITY	CONTACT
January 14-15	OA DELIVERS pre-slugged Science answer documents to schools and blank answer documents to ISC	OA Scan Center Pauline DiPietro (718) 349-5600
January 27	SED DELIVERS Science materials to schools	SED Thomas Schoeck (518) 474-5902
January 28 1:15 p.m.	ADMINISTER RCT in Science Item 70, the open-ended questions, must be graded in the school prior to scanning	
By February 2	RETURN SED chests to: Test Distribution Unit, State Education Dept. Cultural Education Center Empire State Plaza Albany, N.Y. 12230	SED Thomas Schoeck (518) 474-5902

Include in Return Materials:
1) All restricted tests and answer booklets.
2) Any other materials requested by the State Education Department.
All RCT answer documents should be stored in the school for one year.

INSTRUCTIONS FOR

COMPLETING PRE-SLUGGED ANSWER DOCUMENTS

JANUARY 2009

HIGH SCHOOL REGENTS COMPETENCY TESTS (RCTs)

Schools on the ATS system will receive pre-printed/pre-slugged answer sheets 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 biographical information on a BLANK non pre-slugged answer document.

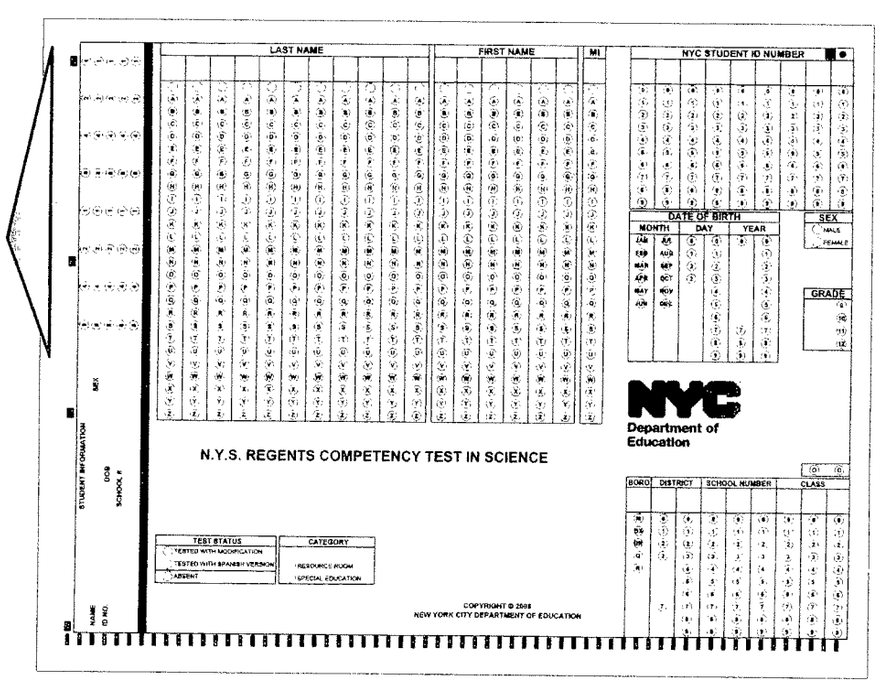
PLEASE NOTE:

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)



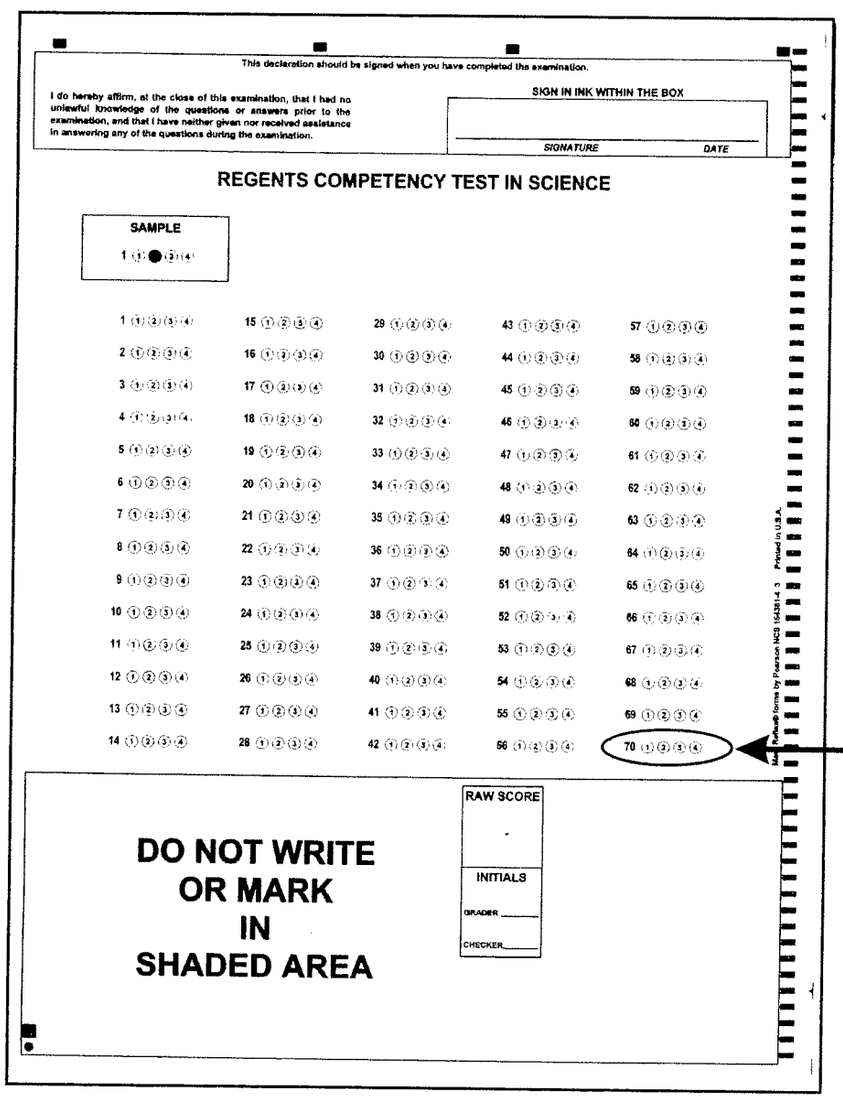
RCT IN SCIENCE

JANUARY 2009

SPECIFIC INSTRUCTIONS FOR RESPONSE SIDE

Use only the ORANGE New York City answer document.

IMPORTANT INFORMATION FOR ITEM NO. 70



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 Writing and Reading
JANUARY 2009
Specific Instructions

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

This memorandum gives you the specific details pertaining to the receipt and storage of the New York City answer documents for the RCT in Reading. DO NOT USE SED answer documents for the RCT in Reading.

SUBJECT: **RCT in Reading**
Thursday, January 29, 2009 at 9:15 a.m.
RCT in Writing
Friday, January 30, 2009 at 9:15 a.m.

IMPORTANT NOTES: Students who first entered ninth grade in September 1996 and thereafter: The RCTs in reading and writing will not satisfy requirements for a local high school diploma. This is true also of the Native Language Writing Test (NLWT) for limited-English -proficient students. These students must pass the comprehensive Regents examination in English in order to satisfy assessment requirements in English for a local high school diploma.

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

Students who entered 9th grade prior to the 1996-97 school year and all 11th, and 12th grade students who failed the RCT Reading Test, will take it in January 2009.

The following category of English Language Learners are exempt from taking the Reading RCT:

Students whose native language is other than English and who are eligible for Alternative Competency Testing, i.e., those students who entered an English Language School System after Grade 8, and entered Grade 9 prior to September 1996

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

Scoring & Scanning - High schools are responsible for in-house scanning of the Reading answer documents. All RCT documents will be scanned and scored at individual high schools. Store for one year. Student scores must be updated on the High School Scheduling & Training (HSST).

Security - All SED regulations and procedures related to the security of examinations must be followed. The State Education Department has stated that it 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.

DATE	ACTIVITY	CONTACT
January 14-15	OA DELIVERS pre-slugged Reading answer documents to schools and blank answer documents to ISC	OA Scan Center Pauline DiPietro (718) 349-5600
January 28	SED DELIVERS Reading test Materials. The blue identification sheets were sent earlier by Albany	SED Thomas Schoeck (518) 474-5902
January 29	SED DELIVERS Writing test materials	SED Thomas Schoeck (518) 474-5902
January 29 9:15 a.m.	ADMINISTER the RCT in Reading	
January 30 9:15 a.m.	ADMINISTER the RCT in Writing	
By February 2	RETURN SED chests to: Test Distribution Unit, State Education Dept., Cultural Education Center Empire State Plaza Albany, N.Y. 12230. Include the restricted examinations and/or special materials issued by the SED	

NOTE: All RCT Writing Tests of students should be stored in the school for one year.
All RCT answer documents should be stored in the school for one year.
Include in Return Materials: Any materials requested by the State Education Department.

INSTRUCTIONS FOR

COMPLETING PRE-SLUGGED ANSWER DOCUMENTS

JANUARY 2009

HIGH SCHOOL REGENTS COMPETENCY TESTS (RCTs)

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

COMPLETE INFORMATION AS FOLLOWS:

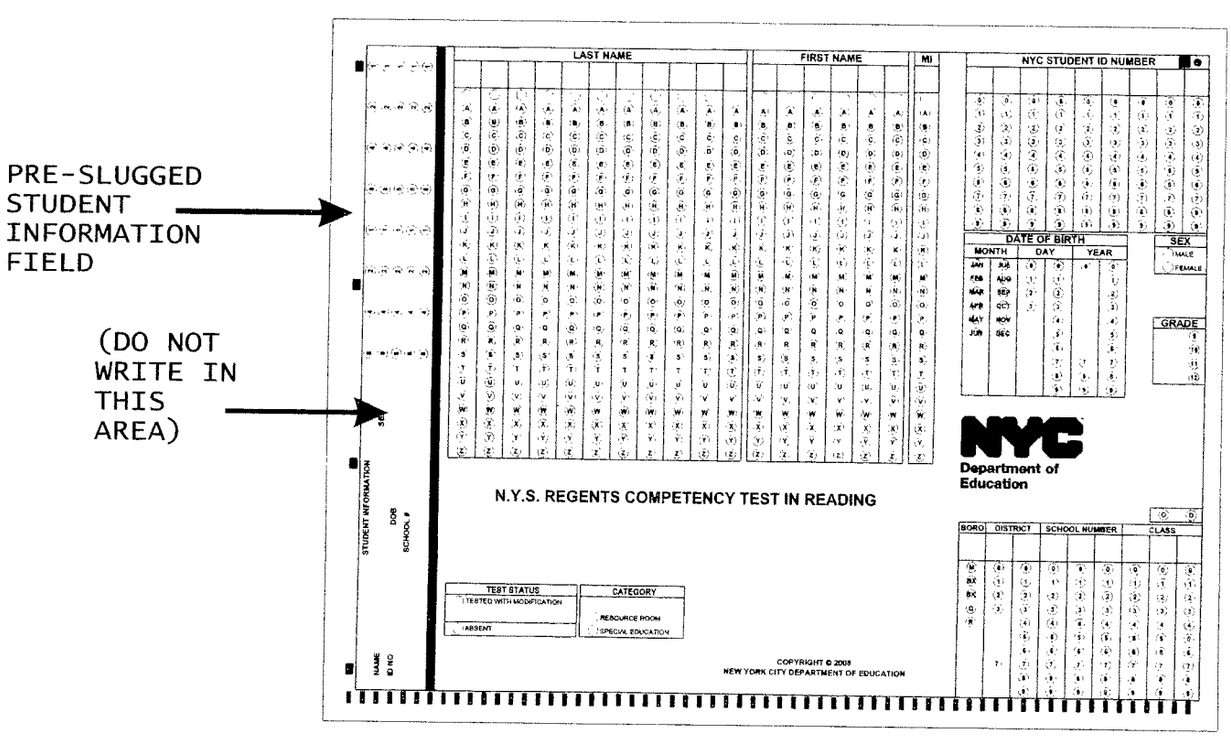
Areas that do require bubbling, if applicable, are Test Status and Category (for resource room students ONLY).

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 biographical 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.



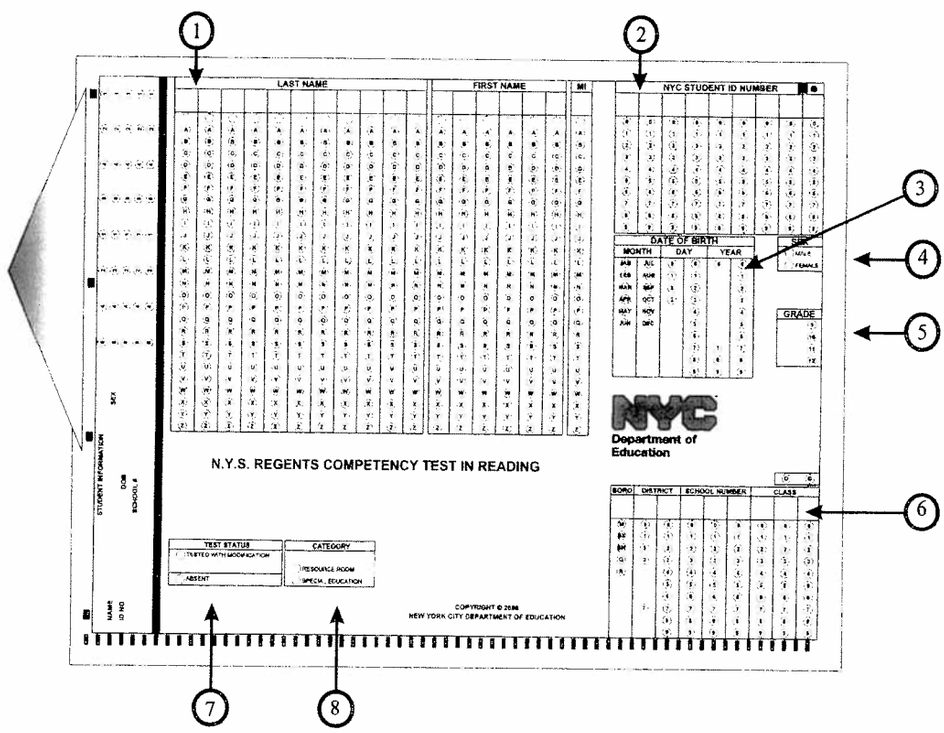
INSTRUCTIONS
FOR COMPLETING BIOGRAPHICAL INFORMATION
ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs

JANUARY 2009

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 any other instruments will NOT be read by the scanner and will cause discrepancies in student scores.

DO NOT WRITE IN THIS AREA.



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 - <u>DO NOT SUBMIT</u> answer documents for students who are <u>absent</u> for tests.

8. CATEGORY - Resource Room and Special Education - Fill in if appropriate.

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ON NON PRE-SLUGGED ANSWER DOCUMENTS FOR RCTs

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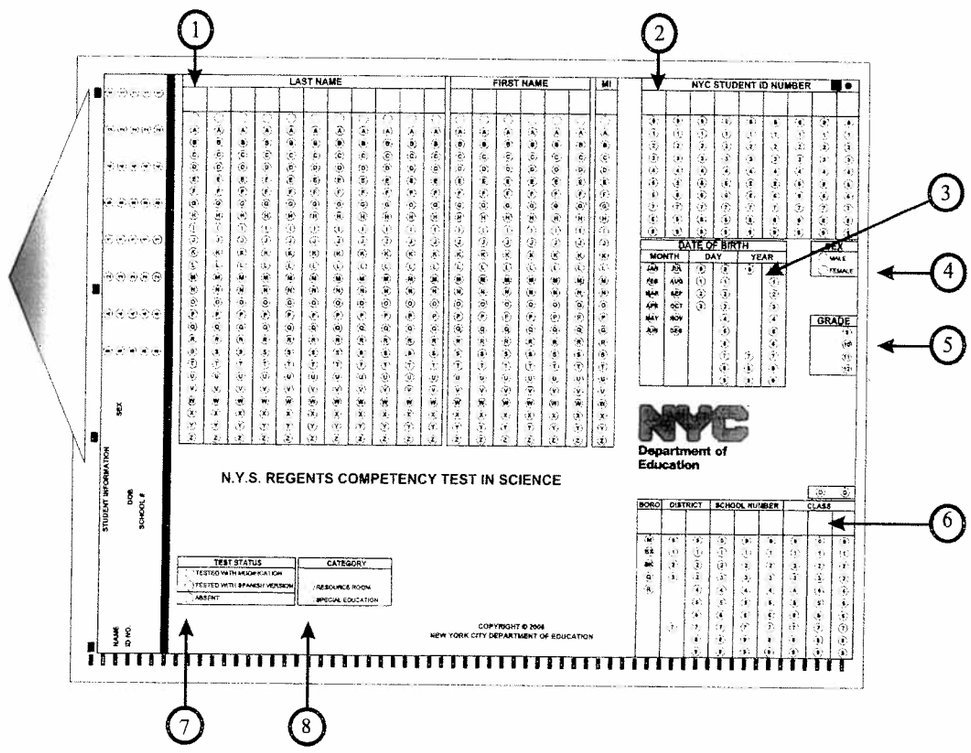

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