



**Department of
Education**

Joel I. Klein
Chancellor

MEMORANDUM

January 6, 2009

TO: HOSPITAL SCHOOL TEACHERS

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

Mary Maher, Principal
Hospital Schools

SUBJECT: PROCEDURES FOR NYS REGENTS AND RCTs - JANUARY, 2009

New York State Regents and RCT 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 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 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 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 RCT 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, arrangements may be made for the pick-up of the test materials. The examinations should be available as early as necessary on each separately 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, staple, or 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. 14-15	OA DELIVERS (Perfect Courier) pre-slugged answer documents for RCTs to schools and overage to Integrated Service Centers (ISCs).
January 27	ADMINISTER RCT in Global Studies -- 9:15 a.m.
January 27	ADMINISTER Living Environment Regents -- 9:15 a.m.
January 27	ADMINISTER Mathematics B Regents -- 9:15 a.m.
January 27	ADMINISTER Comprehensive English Regents: Session One -- 1:15 p.m.
January 27	ADMINISTER RCT in Mathematics Regents -- 1:15 p.m.
January 28	ADMINISTER Comprehensive French & Comprehensive Spanish Regents 9:15 a.m.
January 28	ADMINISTER Physical Setting/Earth Science Regents -- 9:15 a.m.
January 28	ADMINISTER RCT in US History & Government -- 9:15 a.m.
January 28	ADMINISTER RCT in Science -- 1:15 p.m.
January 28	ADMINISTER Comprehensive English Regents: Session Two -- 1:15 p.m.
January 29	ADMINISTER RCT in Reading -- 9:15 a.m.
January 29	ADMINISTER Regents in US History and Government -- 9:15 a.m.
January 29	ADMINISTER Physical Setting/Physics Regents -- 1:15 p.m.
January 29	ADMINISTER Mathematics A Regents -- 1:15 p.m.
January 29	ADMINISTER Physical Setting/Chemistry Regents -- 1:15 p.m.
January 30	ADMINISTER Regents in Global History & Geography -- 9:15 a.m.
January 30	ADMINISTER RCT in Writing -- 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 2009 Regents & RCTs Assessment memorandum. Questions regarding this test memorandum may be addressed to the following:

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

This memorandum is available on: <http://schools.nyc.gov/DAA>

GP/MM: arn

c: Marcia Lyles
Bonnie Brown
Assessment Implementation Directors
Children First Network Assessment Directors