



Department of  
Education

Joel I. Klein  
Chancellor

**MEMORANDUM**

January 6, 2009

TO: SUPERVISORS AND **REGULARLY-APPOINTED** TEACHERS OF  
HOMEBOUND STUDENTS

FROM: Grace Pepe, Director of Assessment Operations   
Office of Accountability (0A)

Moira Magro  
Home Instruction Office

**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 SED examination schedule. It is important for all Home 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 Home 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, prior to the SED-scheduled starting time.

**In order to arrange that Home Instruction proctors have sufficient time to travel to the student's home, the following should be adhered to:**

The teacher of Home Instruction must first obtain a letter signed by Sandra Ledesma, Principal of Home 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 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. Regularly-appointed homebound teachers are responsible for bubbling in all biographical information.

**CALENDAR**

Jan. 14-15	OA <b>DELIVERS</b> (Perfect Courier) pre-slugged answer documents for RCTs to schools and overage to Integrated Service Centers (ISCs).
January 27	<b>ADMINISTER</b> RCT in Global Studies -- 9:15 a.m.
January 27	<b>ADMINISTER</b> Living Environment Regents -- 9:15 a.m.
January 27	<b>ADMINISTER</b> Mathematics B Regents -- 9:15 a.m.
January 27	<b>ADMINISTER</b> Comprehensive English Regents: Session One--1:15 p.m.
January 27	<b>ADMINISTER</b> RCT in Mathematics -- 1:15 p.m.
January 28	<b>ADMINISTER</b> Comprehensive French & Comprehensive Spanish Regents 9:15 a.m.
January 28	<b>ADMINISTER</b> Physical Setting/Earth Science Regents -- 9:15 a.m.
January 28	<b>ADMINISTER</b> RCT in US History & Government -- 9:15 a.m.
January 28	<b>ADMINISTER</b> RCT in Science -- 1:15 p.m.
January 28	<b>ADMINISTER</b> Comprehensive English Regents: Session Two -- 1:15 p.m.
January 29	<b>ADMINISTER</b> RCT in Reading -- 9:15 a.m.
January 29	<b>ADMINISTER</b> Regents in US History and Government -- 9:15 a.m.
January 29	<b>ADMINISTER</b> Physical Setting/Physics Regents -- 1:15 p.m.
January 29	<b>ADMINISTER</b> Mathematics A Regents -- 1:15 p.m.
January 29	<b>ADMINISTER</b> Physical Setting/Chemistry Regents -- 1:15 p.m.
January 30	<b>ADMINISTER</b> Regents in Global History & Geography -- 9:15 a.m.
January 30	<b>ADMINISTER</b> 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:

- Moira Magro, Home Instruction Office (718) 794-7200 ext. 2.

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

GP/MM: am

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