



Office of the Arts and Special Projects
Paul L. King, Executive Director
52 Chambers Street, Room 210
New York, NY 10007
212 374 0300 tel 212 374 5598 fax

MEMORANDUM

May 2011

TO: High School Principals

**FROM: Peter Avery
Director of Theater Programs**

**RE: 2011 Comprehensive Theater Examination: Section II (Written Examination)
Exam Administration: Monday, June 20, 2011 – 9:15am-12:15 pm**

The Comprehensive Theater Examination consists of three sections:

Section I: Performance On-Demand (was administered January, 2011)

Section II: Written Examination (will be administered on Monday, June 20, 2011 –9:15am-12:15 pm)

Section III: Senior Exit Project (administered at the school during the spring semester)

Students must take all three sections to complete the examination.

Section II (Written Examination):

Seniors who participated in Section I (Performance On-Demand) of the Comprehensive Theater Examination in January may sit for Section II (Written Examination) on June 20, 2011 –9:15am-12:15 pm.

▶ **PLEASE ORDER THE SAME NUMBER OF EXAMS AS YOUR SCHOOL DID IN JANUARY.**

After the Written Examination, all used and unused exam materials must be picked up by C.O.B. on Tuesday, June 21 for return to the Office of Arts & Special Projects. More detailed instructions for packaging the materials are in the proctor guidelines that will be sent to participating schools. Please contact LeRoy Nelson at Deluxe Delivery Services at lnelson@deluxedelivery.com and (718) 472-5314 to arrange in advance for free pickup. A packing slip addressed to the Arts Office will be included with the exam materials.

NOTE: Participating students must also complete Section III of the exam, comprising a school-scored theater exit project and a short reflective essay. Schools were sent the relevant guidelines, rubrics and scoring templates in February. Section III scores must be added to the exam score spreadsheet and sent directly via email only by June 17, 2011 to Peter Avery, Director of Theater Programs (email address below).

General Exam Eligibility: Seniors with at least **10 credits of Arts-Theater coded coursework** (or 9 credits plus foreign language*) are eligible for the Chancellor's Endorsed Diploma in the Arts: Theater, recognizing a 5-unit sequence of major theater study, and may apply Advanced Designation in the Arts to their Regents Diploma.

- ▶ This examination aligns with the *Blueprint for Teaching and Learning in Theater*
- ▶ Address questions to Peter Avery, Director of Theater Programs at Pavery@schools.nyc.gov.

CC: Greg Bethiel
Grace Pepe
Paul L. King
Assessment Implementation Directors

**As per Part 100 of the NYS Commissioner of Education Regulations*



New York City Comprehensive Theater Examination

**Monday, June 20, 2011
9:15 AM - 12:15 PM**

Section II: Written Examination

For Use by Exam Proctors

Please read prior to administering the exam.

New York City Comprehensive Theater Examination: Section II (Written Examination)

Guidelines for Test Dissemination and Return

- The test booklets for the written examination are not to be opened until the date of administration. Please sign for them upon receipt from your testing officer.
- Your school has been assigned a number range for this year's examination. Please assign students the same exam number that they were assigned for the other sections of this year's exam. This is the number that each student will enter on his or her exam booklet and multiple choice answer form. You may need to remind students of their assigned exam number.
- A script is provided on the last page of this manual for introducing the written exam. To ensure equity of administration, all schools will use this script. Please familiarize yourself with the script prior to administering the exam. Extra copies of this proctor guide will be in the package with your exam booklets.
- Information for accessing free courier service from Deluxe Delivery Services is below. This information will also be packed with your test materials. However, it is recommended that you contact Deluxe ahead of the test date to make arrangements for the pickup. **The test materials must be picked up by C.O.B. on Tuesday, June 21, 2011** for return to the Arts Office.

Contact: LeRoy Nelson
Deluxe Delivery Services
LNelson@deluxedelivery.com
(718) 472-5314

- Please pack the following in the return package:
 - A stack of completed exam booklets in exam number order, with the corresponding multiple choice answer form tucked inside each exam
 - A separate stack of any unused exam materials

Label the package "Theater Comprehensive Examination" with your school's name and BDN. Affix the shipping label that was enclosed with your test booklets, which directs the package to: Office of Arts and Special Projects, 52 Chambers Street, Room 210, NY, NY 10007.

Please make sure before returning that every completed test booklet has a corresponding completed multiple choice answer sheet.

If students are absent on the day of the exam, or you were sent more exam booklets than needed, you must return all unused materials along with the completed exams.

The Arts Office will send the final student exam scores, and information as to which type of certificate of recognition each passing student is entitled to receive, directly to your principal.

**PLEASE DO NOT RETAIN OR COPY ANY WRITTEN EXAMINATION TEST BOOKLETS:
DOING SO WILL INVALIDATE YOUR STUDENTS' SCORES**

Section II (Written Examination): Administration Guidelines

The written examination is timed for an administration of 3 hours' duration. There are 60 multiple choice questions, 15 of which are experimental and do not count toward the score. Students will be scored on 45 of the questions, but as these are not identified all 60 questions must be answered. The multiple choice questions are followed by an essay question.

Students write their multiple choice answers, using a #2 pencil, on the provided answer form (for those schools who participated in 2010, note that this type of answer form is new this year). They may also circle their answer choices in the booklet itself, for their own cross-checking. However, only the answer form will be used for scoring purposes. When finished with the multiple choice questions, students should turn their answer form face-down and continue with the rest of the exam. Students will write their responses to the essay questions directly into the test booklet. Students who finish the exam before the end of the testing period may be permitted to hand in their exam and leave.

There is a declaration on the last page of the exam booklet. The same declaration appears on the multiple choice answer form. **Students must sign both of these declarations before handing in the test booklet and answer form.** Please make sure they have done so when they hand in their exam.

Supplies:

- #2 pencils with erasers for each student

Procedure:

- Please seat the students so that no student can see another's exam.
- Classroom door is open, or the window in the door is uncovered.
- No theater literacy or theater history materials are viewable by students. If such materials are posted in the room, please cover them.
- Students do not have any theater reference materials at hand.
- Start time and end time are posted and viewable by all students, and time remaining is posted every 20 minutes.

SCRIPT for Section II (Written Examination)

You are about to take the written exam section of the New York City Comprehensive Theater Examination.

The first part consists of 60 multiple choice questions. You must answer every question. There is no additional penalty for wrong answers, so if you are unsure of the answer, take your best guess. There is a separate answer form for this section.

The second part of the exam consists of six essay questions; you must answer one. You will write your response to the essay you choose directly in the essay booklet in the spaces provided. There are several blank pages in the booklet for notes and outlining. These are for your use only – what you write there will not figure into your score.

Please fill out the front page of your booklet with the information requested now.

[Allow students to do so. Tell students what their assigned exam number is. This goes in the box at the upper right corner of the cover page. Some students may have forgotten their OSIS number, so please also help them with this if necessary as well.]

Please fill out the top half of the multiple choice answer form now. Where space is provided, both print the information and mark the letters or numbers in the circles.

[Allow students to do so. Note that there is also a space on this form to enter the exam number.]

You will record your answers to the multiple choice section on this answer form. You may also circle your answers in your test booklet for the purpose of cross-checking. However, only the answer form will determine your score. When you are finished with this section, place your answer form face down and continue with the exam.

You are required to sign the declaration on the last page of the exam booklet, and the same declaration on the multiple choice answer form, before handing in your exam.

[Tell students to open their test booklets.]

Please begin the examination. You have 3 hours for the entire test. The time will be posted periodically. Good luck!

[When test period is over:]

If you have not yet done so, please hand in your exam booklet with your multiple choice answer form tucked inside it. Make sure you have signed the declarations on the last page of your exam booklet and on your answer form.

Theater Comprehensive Exam, Section II: No-Cost Return Instructions

Materials must be picked-up by close of business on **Tuesday, June 21, 2011**

1. Package all exam materials (booklets, multiple choice answer forms) into one large envelope or box to be returned to Tweed. Please enclose all used and unused exam materials, as required by the Office of Accountability.
2. Securely affix the shipping label provided below to your package. Fill in your school information where indicated. Please print clearly.
3. Contact LeRoy Nelson at Deluxe Delivery Services at lnelson@deluxedelivery.com and confirm by phone at (718) 472-5314 to schedule a pick-up time.

-Please use the subject line: **Theater Comprehensive Exam Pick-up: School Name**

-Your e-mail must include the following information:

- School Name
- School Address
- Room Number
- Contact Person
- Contact Phone Number
- Date of Pick-up (Please provide at least 24 hours notice)
- School hours
- Special Instructions (if necessary)

----- Shipping Label (Cut Here) -----

From:

School Name: _____

School Address: _____

Contact Person: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Deliver to:

Peter Avery, Director of Theater Programs
New York City Department of Education
Office of Arts and Special Projects
52 Chambers Street, Room 210
New York, NY 10007

Contents: Theater Comprehensive Exam Materials: Written Examination