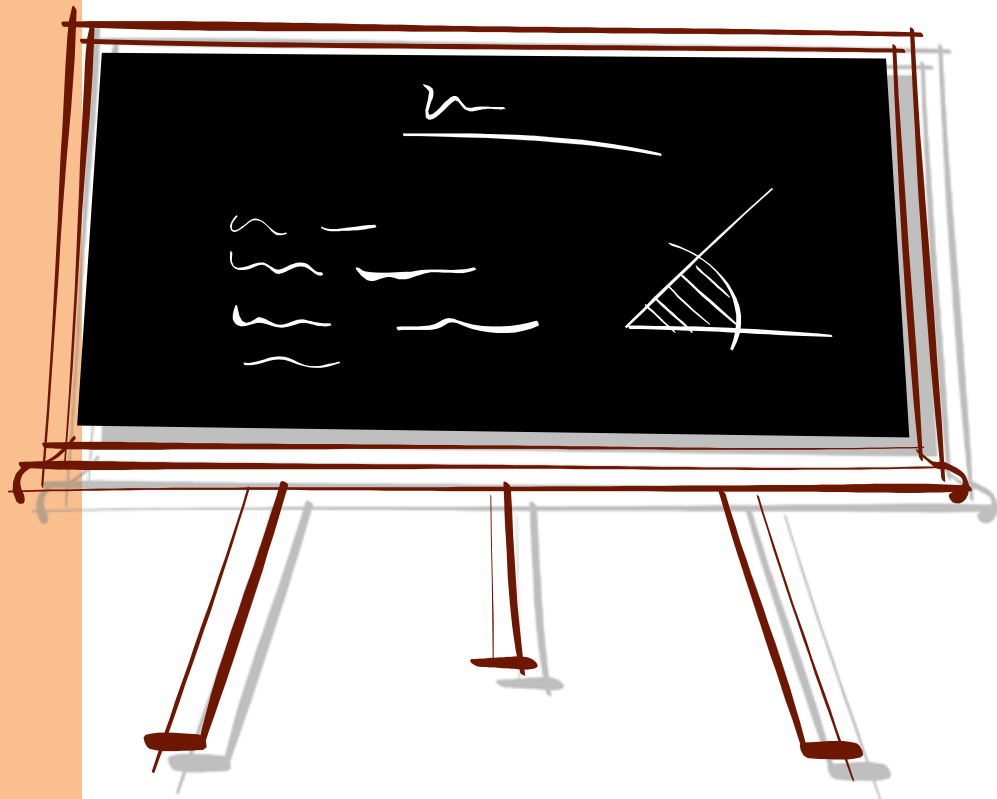


NEW YORK CITY DEPARTMENT OF EDUCATION  
*DENNIS M. WALCOTT, CHANCELLOR*

# Test Administration Handbook

## High Schools

### 2012



Division of Academics, Performance and Support

## INTRODUCTION

In an effort to standardize test administration procedures in all New York City secondary schools, the New York City Department of Education, Division of Academics, Performance and Support (DAPS) developed this “Test Administration Handbook for High Schools.”

This complete document may be found on the New York City website at:  
<http://schools.nyc.gov/Accountability/resources/testing/MemorandaProcedures.htm>

This Test Administration Handbook should be distributed and discussed at general faculty conferences, grade conferences, department meetings, and on staff development days. In addition, a sign-off sheet must be submitted to your Borough Assessment Implementation Directors (BAIDs) by December 7, 2012 verifying that all personnel involved in the testing program have reviewed this document prior to administration of standardized exams (Attachment #1).

If you have any questions regarding the information in this document, please contact Grace Pepe, Director of Assessment Operations at:  
[GPepe2@schools.nyc.gov](mailto:GPepe2@schools.nyc.gov).

The Test Administration Handbook for High Schools was prepared by the New York City Department of Education Test Administration Unit.

Niket Mull, Executive Director  
Division of Academics, Performance and Support

September 2012

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## Test Security

In accordance with New York State Education Department (SED) and New York City Department of Education (DOE) the following procedures have been implemented to maintain the security and validity of all city and state exams. These procedures apply to all school staff involved in the handling and/or administration of State and City tests, including principals, assistant principals, test coordinators, support staff, and proctors. This document should be photocopied and reviewed by all staff members involved in the administration of State and City tests prior to each test administration. It is the responsibility of the principal to designate a pedagogue or school administrator to be the school test coordinator for all examinations regardless of content area.

### **Security Procedures**

- Please refer to appropriate Assessment Memoranda at <http://schools.nyc.gov/Accountability/resources/testing/MemorandaProcedures.htm> describing test administration procedures for specific State and City tests, including Regents, RCTs, and PSATs.
- In order to maintain the integrity of each test administration, all security procedures, instructions, and schedules must be strictly adhered to without deviation.
- No form of any test may be used for practice or for test preparation unless specifically indicated in the School Administrator's Manual.
- Due to copyright laws and for reasons of test security, you may not make copies or enlargements of any tests.
- No one may take test materials out of schools except to transport them directly from one Department of Education building to another.
- Test results will also be reviewed to ascertain possible security violations. In the event it is determined that a serious security violation has occurred, it may be necessary to declare results invalid.
- Unannounced monitoring inspections will be conducted before, during, and after testing by staff from NYCDOE Central Office.
- School staff must report all suspected security violations to school principal.
- **Suspected security violations must be reported immediately to each of the following:**
  - **School principal must report all suspected security violations to the Borough Assessment Implementation Director (BAID) at the Borough Assessment Office (BAO), listed on page 18**
  - **NYS Education Department (SED) 518- 474-8220 for State assessments**
  - **Office of the Special Commissioner of Investigation (SCI) 212-510-1500.**

### **Examinations Not Administered Due To Inclement Weather**

During the Regents and RCT examination period, NYC High Schools should follow normal testing procedures. If the NYCDOE determines that weather is severe enough to close schools, then the State examination will not be administered. As per SED, there are no make-up days for Regents Exams. Please refer to the School Administrator's Manual, pages 4 and 25, for SED's policy on this issue.

### **Safeguarding Examinations Materials**

The principal of each school requesting examinations is responsible for making the necessary arrangements for safeguarding the materials shipped to the school. Before the SED will ship examination materials to a school, the principal must certify that the locked Regents box (es) containing the secure examination materials will be stored in a vault or safe that meets the following requirements:

#### **Walk-in Vaults**

These vaults must have all of the following: poured concrete floor; walls of reinforced concrete or reinforced cement block, sealed to a poured concrete floor below and structural floor or roof deck above; metal door in a metal frame with inside or welded-pin hinges; no windows or access panels; and a built-in dead latching combination or key lock that allows exiting at all times.

#### **Safes**

Safes must meet or exceed the burglary resistance performance standards incorporated in Underwriters Laboratories (UL) classification TRTL-30, and must have all of the following: steel door at least 1½ inches thick; steel walls at least 1 inch thick; 750-lb. minimum weight; built-in combination lock; and minimum inside dimensions to contain the Regents box(es) for a school's typical examination order.

Principals of schools that do not meet SED's guidelines for walk-in vaults or safes must make arrangements to store the examination materials in the vault of another school. Principals will be notified as to when the examination materials will be shipped to the schools.

#### **Regents Box(es)**

After an examination shipment has been delivered, the locked Regents box (es) must immediately be placed in the vault or safe.

#### **Regents Box Keys**

The Regents box key(s) and the combination or key to the vault or safe must be maintained under strict security conditions to preclude access to the examination materials by students and other unauthorized persons.

#### **Secure Materials**

The packages containing secure materials must not be opened until the day that each examination is to be administered.

### **Examination Scoring Keys**

Hard copies of Regents scoring information are no longer sent to schools; each morning of Regents administration, SED will send principals an email containing password necessary to access their Regents scoring website: <http://www.p12.nysed.gov/apda/scoring/home.html>.

RCT scoring keys will continue to be sent to schools but they must not be opened prior to 10 a.m for morning RCTs and 2 p.m. for afternoon RCTs (9:15 a.m. and 1:15 p.m for August RCTs) on the day of the examination.

### **Shipment of Examination Materials**

Approximately one month prior to the delivery of the secure examination materials, school administrators will be informed of the type of shipment they will receive and the date(s) on which the shipment(s) should arrive at schools. The padlock keys will be sent to the principals by first-class mail or UPS about one week before the Regents' boxes are shipped.

### **Handling Test Materials**

Test materials must be secured in a locked facility when they are first received as well as after the completion of the day's testing. The security of test materials in the school is the responsibility of the principal.

### **Test Booklets**

- On dates specified in the test calendar (contained in specific Assessment Memoranda on test administration), principals or designees may open cartons and inspect the contents to verify that appropriate test levels and quantities have been received. **Do not open shrink-wrapped packages.** Materials have been packaged according to orders submitted by schools. After inspection, cartons must be resealed and securely stored.
- Boxes of materials received at schools that are labeled "DO NOT OPEN UNTIL . . ." must not be opened until the specified date. Monitors may inspect these boxes during unannounced visits to ensure that seals have not been broken before the appropriate date and time.
- Cartons marked "Non-Secure Materials" may be opened immediately.
- Tests may not be distributed to proctors for administration until the morning of the test at the specified time.
- Each teacher and test coordinator will be required to sign the "*Test Material Security Form*" (Refer to appropriate Assessment Memoranda) indicating the number of test booklets picked up and the number of test booklets returned. This form, signed by the principal, must be included in the package of answer documents returned to the BAID by the time and date indicated on the specific test memorandum. A duplicate of this form must be given to the BAID and a copy kept on file in the school for one year.

## Test Answer Documents

**As per SED all Regents' answer documents are printed by schools using ATS. For specific information, please contact your Children First Network (CFN) Assessment Liaison.**

- RCT's and NYSESLAT student answer documents will be pre-slugged with students' biographical information. A supply of non pre-slugged answer documents will also be delivered to schools for students who do not have a pre-slugged form.
- Blank RCTs and LAB-R answer documents will be available to test coordinators through your BAID at the BAO.
- All non pre-slugged answer documents delivered to schools for the NYSESLAT will have the school number and a serial number preprinted in the student information field. **These answer documents must be accounted for and returned at the end of the test administration window.**

# PREPARING FOR TEST ADMINISTRATION

The following information is provided to ensure that all test administration guidelines are in place to prevent any breach of security or misadministrations.

## Ordering of Exams

SED notifies school principals when the ordering portal opens for exam orders.

## Test Shipment Tracking

All SED test shipments will be sent to schools via UPS and/ or Perfect Courier and may be delivered at any time between the hours of 8 a.m. and 5 p.m. Schools that do not receive their shipment of secure test materials by 4 p.m. on the day before the test should track the shipment of test materials to them from the SED on the Internet. Go to: <http://www.ups.com/tracking/tracking.html>. Click the Reference Number tab. In the Reference Number field, type the 12-digit BEDS code of the school where you have asked that the tests be shipped. If you are unable to track your shipment or notice some other irregularity, contact the Office of State Assessment via fax at 518-474-2021.

## Prior to Test Administration

- Parents have been notified regarding the test date and time.
- All personnel involved in testing, proctors, and students have been reminded that they may not use red ink on any part of the examination(s) nor may any ink be used on the student answer document.
- Schools have assigned teachers to all classes being tested and have assigned an adequate number of hall monitors.
- Rooms are set aside for latecomers and students who are not being tested.
- Accommodations have been scheduled for ELLs and all students with testing accommodations as stated in their IEP or 504 Plan.
- Teachers have read appropriate test administration procedures, i.e., timing, test accommodations, etc.

## Room Organization for Test Administration

- Keep the door closed except rooms with no windows and make sure there will be no distractions from the hallway.
- Post a sign on the door indicating "TESTING DO NOT ENTER" (Attachment #2). **Do not cover the door window.**
- Administer tests only in rooms where there are no distractions.
- Keep ventilation and lighting in the classroom at a comfortable level.
- Keep students' desks cleared of books, papers, and other non-testing material.
- Seat students so that they cannot look at each others' work.
- Provide optimal testing environments and facilities for all students.
- Cover or remove all bulletin boards, displays, and/or charts that may contain material pertinent to each test. These include, but are not limited to, word walls, spelling/punctuation rules, writing checklists, graphic organizers, multiplication tables, graphs, charts, definitions of terms, key words, calendars, counting numbers, number lines, fractions, weights and measures, and any other item that might pertain to the subject matter being tested.



## **Guidelines for Administrators**

It is the principal's responsibility to make sure that all secure testing procedures are followed as described in appropriate testing memoranda. Prior to test administration, early start times must be requested in writing to your BAID at the BAO.

Principals should distribute this Test Administration Handbook to all staff involved in test administration and make sure of the following:

- All students with test accommodations are scheduled appropriately.
- All bulletin boards/materials that pertain to the test have been covered or removed.
- Students do not have or use any communication devices while taking the examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit).
- All tests have been counted out properly.
- All pre-slugged answer documents are given to the correct teacher.
- At the completion of the test administration, all answer documents and test booklets are collected from staff members, accounted for and stored securely.
- Any irregularities concerning test administration are reported immediately to your BAID at the BAO, SCI at (212) 510-1500, and to the SED at (518) 474-8220 for State examinations. Call irregularities in to the appropriate offices and follow up with a letter, signed by the principal, or send an email.
- Refrain from using the PA system during testing.
- Teachers and principals have signed the "Test Material Security Form" for LAB-R and NYSESLAT that can be found on their respective Assessment Memoranda located at:  
<http://schools.nyc.gov/Accountability/resources/testing/MemorandaProcedures.htm>
- The "*Test Material Security Form*" and the packing slip have been included with the answer documents that are to be delivered to your designated BAO site. A duplicate of this form must be given to the BAID and a copy kept on file in the school for one year.

## **Guidelines for Proctors**

Active proctoring must take place at all times.

### **Before the Test**

- Be prepared to implement test accommodations as indicated on a student's IEP or 504 Plan.
- All students who need glasses, hearing aids, etc., must have them before starting the test.
- Each student receives his/her correct pre-slugged answer document.
- All announcements are made before the beginning of the test.

- **Student Use of Communication Devices**  
**At the beginning of each Regents Examination, proctors must read the following to all students:**

Currently, students are prohibited from using cell phones and other communications devices while taking New York State assessments. However, State Education Department policy does not prohibit students from possessing the devices in exam locations. To further ensure the integrity of State assessments, the current policy is being enhanced to prohibit all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered.

Prohibited devices include, but are not limited to:

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Test proctors must inform the students of the following:

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? [Proctor: repeat list of devices]. This is your last opportunity to do so before the test begins.

Test proctors, test monitors, and school officials, shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them while the test is being administered, including break periods. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device.

Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IEP or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, the prohibition as provided above remains in effect and the student may not enter the exam room with any prohibited device. This policy is effective immediately for all New York State assessments, including Regents Exams, Regents Competency Tests, NYSESLAT, and the NYS Alternate Assessment.

# TEST ADMINISTRATION

## During the Test

- Students use school provided answer documents and booklets to record answers.
- Read all directions verbatim. Do not paraphrase directions unless indicated on a student's IEP or 504 Plan.
- The entire test, including directions, may be orally translated into another language if the student is an English Language Learner (ELL) and there is no translated version of the test available. This applies to all Regents **except** English and Languages Other Than English (LOTE).
- Answer only student questions that pertain to the directions. Read only the portion of the directions addressed by the student's question. Do not interpret the directions for your students.
- Do not give help on specific questions. Do not give clues that indicate an answer. Do not help to eliminate answer choices. Do not tell a student to review an answer.
- Adhere to all time limits. Make sure beginning, remaining, and ending times are displayed in a location where all students can see them.
- No student may be allowed to begin a Regents or RCT exam after the uniform admissions deadline.
- Read listening passages at a moderate, steady pace and the specified number of times.
- Students may use highlighters only if they are used for instruction during the regular school year.
- Any irregularity during test administration must be immediately reported to the hall monitor who should alert school administrators.
- **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 students' test administration. 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 or received information 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 their BAID at the BAO and to the SED. Invalidated tests may not be scored.

## Fraud

Under Section 8.5 of the Rules of the Board of Regents, fraud includes the use of unfair means in taking an examination; giving aid to or obtaining aid from another person during an examination; alteration of any Regents credential; and intentional misrepresentation in connection with examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, by a teacher or administrator, or by any other person.

# **POST-TEST ADMINISTRATION**

## **After the Test**

- Students must sign the declaration line at the bottom of the student answer page.
- Make sure you sign the “*Test Material Security*” Form” when you return the test booklets. If the number of booklets returned is not equal to the number signed for when received, notify the principal immediately.
- Report all unusual circumstances to your principals, such as defective test booklets, problematic answer documents, students getting sick, etc.
- Report all perceived test administration irregularities to your principal.

## **Rating Regents Examinations**

**Beginning in the 2012-2013 school year, schools will no longer score their own students’ Regents exams. All NYC schools administering Regents will participate in distributed scoring. Distributed scoring ensures that teachers do not score the exams of students from their own school. Teachers will be assigned to central scoring sites to score exams collectively.**

**Once scored, answer documents will be scanned at the scoring sites. Schools are required to review the results using the REDS report on ATS to ensure that there no student scores are missing.**

**Effective June 2011, schools are no longer permitted to rescore any open-ended questions (including essays) on any Regents Exam after each question has been rated the required number of times as specified in the rating guide, regardless of the final exam score.**

To maintain uniform rating standards, all teachers involved in rating State examinations must be thoroughly familiar with the rating instructions provided by the SED. Accompanying each examination is a scoring key with directions for rating the multiple-choice and short answer questions and, if applicable, guidelines for rating the essay portions of the examination. Teachers must rate strictly according to the scoring key provided by the SED. Credit may be allowed for other answers only if they are clearly equivalent to the key answer. Permission must be obtained from the Office of State Assessment before students can be given credit for any answer that is not clearly equivalent to the key answer. Credit may **not** be given for answers that the teacher considers merely plausible, possible, or reasonable.

Instructions for administering and rating the modern language speaking tests and the Latin oral reading test will be sent to schools approximately two months before each applicable Regents Examination period.

### **The Finality of Examination Scores**

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be scanned. Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures described in this manual and in the scoring materials provided by the department. Any principal or administrator found to have done so, except in the specific circumstances cited in the School Administrator's Manual, will be in violation of SED policy regarding the scoring of State examinations.

### **Recording Scores**

Scores must be recorded at the time of administration.

### **Languages Other Than English (LOTE) Exams**

Principals will receive information regarding the ordering of the *Spring LOTE Comprehensive Examinations in the Lower Incidence Languages (Regents-Like) Tests*, at the beginning of the spring semester. Each school must submit an order form if they have students who will be administered the LOTE examination either at their school or at a HUB site.

Information regarding the ordering of LOTE exams from the NYCDOE Scan Center will appear in Principals Weekly.

The Speaking part of the LOTE examination **must** be administered after April 1<sup>st</sup> and five calendar days prior to the administration of the written parts of the examination.

All LOTES ARE RESTRICTED EXAMS AND MUST BE RETURNED TO THE SCAN CENTER. Administrators, proctors, and teachers are **NOT** permitted to open exams or to read the questions in the examination booklet for any reason, except as described in the directions.

## **ADMINISTERING EXAMINATIONS TO SPECIAL POPULATIONS**

In order to fulfill compliance guidelines, SED has described the following regulations for administering exams to special populations.

### **English Language Learners (ELL)**

Schools may continue to provide the following testing accommodations to ELLs and ELLs that scored proficient on the 2012 and 2011 NYSESLAT as long as these accommodations are used consistently throughout the school year.

### **For Regents and RCTs:**

- Time Extension: time and a half
- Separate Location
- Bilingual Dictionaries and Glossaries for all Regents except Languages other than English
- Third Reading of Listening Selection for English Regents
- Simultaneous use of English and Alternative Language Editions for Regents Exams, **Not** RCTs
- Oral Translations for Lower-Incidence Languages except for English Regents and Languages other than English
- Writing Response in a Native Language when using an Alternate Language Exam or Oral Translation

### **LAB-R**

LAB-R Form B is administered only once within the first ten days of initial enrollment. (Attachment #3)

Schools are permitted to provide LEP/ELL testing accommodations on NYS assessments to former LEP/ELLs for up to two years after testing proficient level on the NYSESLAT.

Spanish LAB is administered to ELL's whose home language is Spanish and did not meet the Proficient level on the LAB R. It is only administered once and only the short version is used.

### **Students Who Incur Disabilities Shortly Before Test Administration**

School Principals may modify testing procedures for General Education students who incur an injury or the onset of a short- or long-term disability sustained or diagnosed within 30 days prior to the administration of the State examinations. Principals may authorize certain accommodations that will not significantly change the construct of the test.

These accommodations are limited to:

- Extending the time limit
- Administering the test in a special location
- Recording the student's answers in any manner
- Reading the test to the student (This accommodation is only allowed for students with impaired vision. Those tests or parts of tests that measure reading comprehension may not be read to the student.)

### **Students Whose IEP or 504 Plan Includes Testing Accommodations**

Principals must ensure that students with disabilities are provided with those testing accommodations included in their IEP, 504 Plan, or declassification IEP that are permissible on State examinations.

## **FREQUENTLY ASKED QUESTIONS**

**Q: WHAT TYPES OF PRACTICE MATERIALS MAY I USE?**

**A:** While we feel that good instruction is sufficient to prepare students for their assessment, any materials that are used should be aligned with the New York State Standards.

**Please note:**

- All old Regents Exams **may** be used as practice material.
- All RCTs, NYSESLAT, ELE, Chinese Reading and LAB-R Exams **may not** be used as practice material.
- Selections of authentic literature that are taught in class may appear on a standardized test; however, exam questions relating to the passage will most likely differ from what is covered in class.

**Q: MAY A SUBSTITUTE TEACHER BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?**

**A:** Substitute Teachers may be assigned as the main classroom proctor, only if they have been properly instructed in testing procedures and familiar with the Teacher's Directions Handbook.

**Q: MAY A PARAPROFESSIONAL BE ASSIGNED AS THE ONLY CLASSROOM PROCTOR?**

**A:** Only a licensed Pedagogue may be used as a classroom proctor.

**Q: IS IT NECESSARY TO ASSIGN HALL MONITORS?**

**A:** Yes. Staff must be assigned as hall monitors in case of emergencies.

**Q: MAY I REMOVE DISRUPTIVE STUDENTS FROM MY CLASS BEFORE THE EXAM BEGINS?**

**A:** A student may not be removed from the class before testing begins unless the student has an IEP or 504 Plan, which indicates such a test accommodation.



**Q: WHAT HAPPENS WHEN A STUDENT IS DISRUPTIVE AND IS REMOVED FROM THE CLASSROOM?**

- A:** Have the student complete his/her exam in another location, making note of the remaining time for test administration. Be sure to do the following:
- If the student misbehaves, have the hall monitor take the student and his/her paper to an appropriate setting and have the student finish the exam, making note of the remaining time for test administration. The hall monitor will notify the principal.
  - Speak to an administrator if any further action is needed.
  - Notify the parent.

**Q: WHAT HAPPENS WHEN A STUDENT IS NOT BEING DISRUPTIVE BUT REFUSES TO TAKE AN EXAM?**

- A:** The principal must be notified. The principal will then decide if removal from the classroom is necessary. If the student is removed, he or she may be given the remaining time to complete the exam. **For The LAB-R and NYSESLAT only**, the student may complete the exam at a later date during the test administration window.

**Q: WHAT HAPPENS WHEN A STUDENT HAS STARTED THE EXAM AND REFUSES TO COMPLETE THE EXAM, OR BECOMES ILL AND CANNOT COMPLETE THE EXAM?**

- A:** Notify the principal. Do not permit any student to leave and then return to the examination room during any session of the exam unless accompanied by a hall monitor. The proctor must take note of the time of onset of illness and the time remaining. If possible, the student may be placed in another location and be given the remaining time to complete the exam.
- For The LAB-R and NYSESLAT only**, the student may complete the exam at a later date during the test administration window.

**Q: WHAT DO I DO WHEN A STUDENT HAS TO GO TO THE BATHROOM AFTER THE TEST STARTS?**

- A:** For an emergency such as this, a hall monitor is required. The classroom proctor should:
- Record the amount of time the student spent out of the room if it is a timed test.
  - Have the hall monitor accompany the student to the bathroom.
  - Allow the student to complete the exam after he/she returns, taking into account the amount of time the student was out of the room.
  - It is the proctor's responsibility to make sure all other students keep test booklets closed and that the class is silent while the student is finishing the exam.
  - Have the class wait for the student to complete the test, then collect all test booklets and answer documents. (An alternative to this is to have the student escorted to another location to complete the exam with a proctor.)

**Q: WHEN IS A STUDENT WHO HAS COMPLETED A REGENTS EXAM ALLOWED TO LEAVE THE EXAMINATION ROOM?**

**A:** Do not permit any student under any circumstance to hand in his or her test materials and leave the examination room before the **Uniform Statewide Admission Deadlines**. See the SED Regents Calendar, posted prior to the administration of Regents Exams, for specific test dates and times.

<b>Uniform Statewide Admission Deadlines</b>		
	Jan/June	August
Morning Examinations:	10:00 a.m.	9:15 a.m.
Afternoon Examinations:	2:00 p.m.	1:15 p.m.

**Q: WHAT DO I DO IF A STUDENT RAISES HIS/HER HAND DURING THE EXAM AND SAYS, “I DON’T UNDERSTAND THIS”?**

**A:** First, the proctor must determine if the student’s question pertains to the directions or to a specific test question. **At no time does a proctor assist a student with a specific test question.** In the rare circumstance that a student does not understand the directions, the proctor should ask, “What don’t you understand about the directions?” The proctor should read only the specific directions to the student. The proctor should not paraphrase or interpret the directions for the student.

**Q: WHAT IS ACTIVE PROCTORING?**

**A:** Active proctoring is defined as a proctor circulating around the room, making sure students are working independently.

**Q: MAY PROCTORS CIRCULATE AROUND THE ROOM WITH A PEN/PENCIL AND/OR A TEST BOOKLET IN THEIR HANDS?**

**A:** No. Pens and pencils are to be left on the teacher’s desk. Proctors may hold a test booklet while reading the directions but should then place it on the teacher’s desk. Proctors **should not** be reading the booklet during the test administration time.

**Q: WHAT IF A PROCTOR SEES THAT A STUDENT SKIPPED AN ANSWER OR IS ANSWERING IN THE WRONG COLUMN?**

**A:** At no time does the proctor correct an individual student’s work. The proctor should make a class announcement telling all students to check their score documents to make sure that only one answer appears on each line and that no lines have been skipped.

**Q: SHOULD ANY ANNOUNCEMENTS BE MADE OVER THE PA SYSTEM?**

**A:** It is not recommended. Schools should refrain from using the PA system unless there is a school-wide emergency.

**Q: MAY PROCTORS USE ELECTRONIC EQUIPMENT SUCH AS CELL PHONES DURING AN EXAM?**

**A:** No. The use of any electronic device is prohibited. Proctors may not play music for the students or talk in the hallway to other staff members or visitors.

**Q: MAY STUDENTS USE SCRAP PAPER WHILE TAKING EXAMS?**

**A:** Directions for use of scrap paper are indicated in Teacher Directions for specific tests.

**Q: IF STUDENTS COMPLETE AN EXAM EARLY, MAY THEY TAKE OUT A BOOK TO READ?**

**A:** No. This may be distracting for the other students.

**Q: MAY STUDENTS WITH EXTENDED TIME MODIFICATIONS RETURN TO THEIR CLASSROOM IF THEY FINISH THE EXAM BEFORE THE TIME EXTENSION IS REACHED?**

**A:** No. If other students are taking the exam in a special location and are still working on the test, it may be disruptive to allow a student to leave the room. A student may leave only for an emergency. For students taking Regents examinations, please adhere to the Uniform Statewide Admission Deadlines before allowing a student to leave.

## **ASSESSMENT WEBSITES**

NYS DEPARTMENT OF EDUCATION:  
OFFICE OF STATE ASSESSMENT  
<http://www.p12.nysed.gov/assessment>

nySTART: NYS TESTING AND ACCOUNTABILITY REPORTING TOOL:  
[www.nystart.gov](http://www.nystart.gov)

NYC DIVISION OF ACADEMICS, PERFORMANCE AND SUPPORT:  
<http://schools.nyc.gov/Accountability/resources/testing/MemorandaProcedures.htm>

## **ASSESSMENT PHONE NUMBERS**

NYS DEPARTMENT OF EDUCATION:  
OFFICE OF STATE ASSESSMENT  
518-474-8220

NYC OFFICE OF ACCOUNTABILITY HELP DESK:  
212-374- 3990

NYC ASSESSMENT AND TEST ADMINISTRATION:  
718-349-5600

OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION (SCI)  
212-510-1500

**NEW YORK CITY DEPARTMENT OF EDUCATION**  
**DIVISION OF PERFORMANCE AND ACCOUNTABILITY**

**2012-2013 BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS**

<b>BOROUGH ASSESSMENT OFFICE</b>	<b>BOROUGH ASSESSMENT IMPLEMENTATION DIRECTORS</b>
<b>MANHATTAN COMPRISING DISTRICTS: 1, 2, 3, 4, 5, &amp; 6</b>	
333 Seventh Avenue	Marie T. Busiello
7 <sup>th</sup> Floor	212-356-3784
New York NY 10001	212-356-7523 (FAX)
	<a href="mailto:MBusiel@schools.nyc.gov">MBusiel@schools.nyc.gov</a>
<b>BRONX COMPRISING DISTRICTS: 7, 8, 9, 10, 11, &amp; 12</b>	
1 Fordham Plaza	Sharon Cahr
7 <sup>th</sup> Floor	718-741-5559
Bronx NY 10458	718-741-7954 (FAX)
	<a href="mailto:SCahr@schools.nyc.gov">SCahr@schools.nyc.gov</a>
<b>BROOKLYN COMPRISING DISTRICTS: 13, 14, 15, 16, 19, 23 &amp; 32</b>	
131 Livingston Street	David Rapheal
Sixth Floor	718-935-5965
Brooklyn NY 11201	718-935-2246 (FAX)
	<a href="mailto:DRaphea@schools.nyc.gov">DRaphea@schools.nyc.gov</a>
<b>QUEENS COMPRISING DISTRICTS: 24, 25, 26, 27, 28, 29, &amp; 30</b>	
28-11 Queens Plaza North	Barbara Marcisak
2 <sup>nd</sup> Floor, Room #43	718-391-8352
L.I.C. NY 11101	718-391-6088 (FAX)
	<a href="mailto:BMarcis@schools.nyc.gov">BMarcis@schools.nyc.gov</a>
<b>STATEN ISLAND COMPRISING DISTRICTS: 17, 18, 20, 21, 22, &amp; 31</b>	
715 Ocean Terrace	Jose Garcia
Building A, Room #A127	718-390-1579
Staten Island NY 10301	718-420-5665 (FAX)
	<a href="mailto:Jgarcia17@schools.nyc.gov">Jgarcia17@schools.nyc.gov</a>



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**

**Dennis M. Walcott, *Chancellor***

**DIVISION OF PERFORMANCE AND ACCOUNTABILITY - Scan Center  
44-36 Vernon Blvd., 2nd Floor – Long Island City, NY 11101**

Borough\_\_\_\_\_ District\_\_\_\_\_ School\_\_\_\_\_

I, \_\_\_\_\_, Principal of HS \_\_\_\_\_,  
verify that all personnel involved in the testing program have reviewed the “Test  
Administration Handbook for High Schools” prior to the administration of  
standardized exams.

Attached, please find a signature roster of all personnel.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

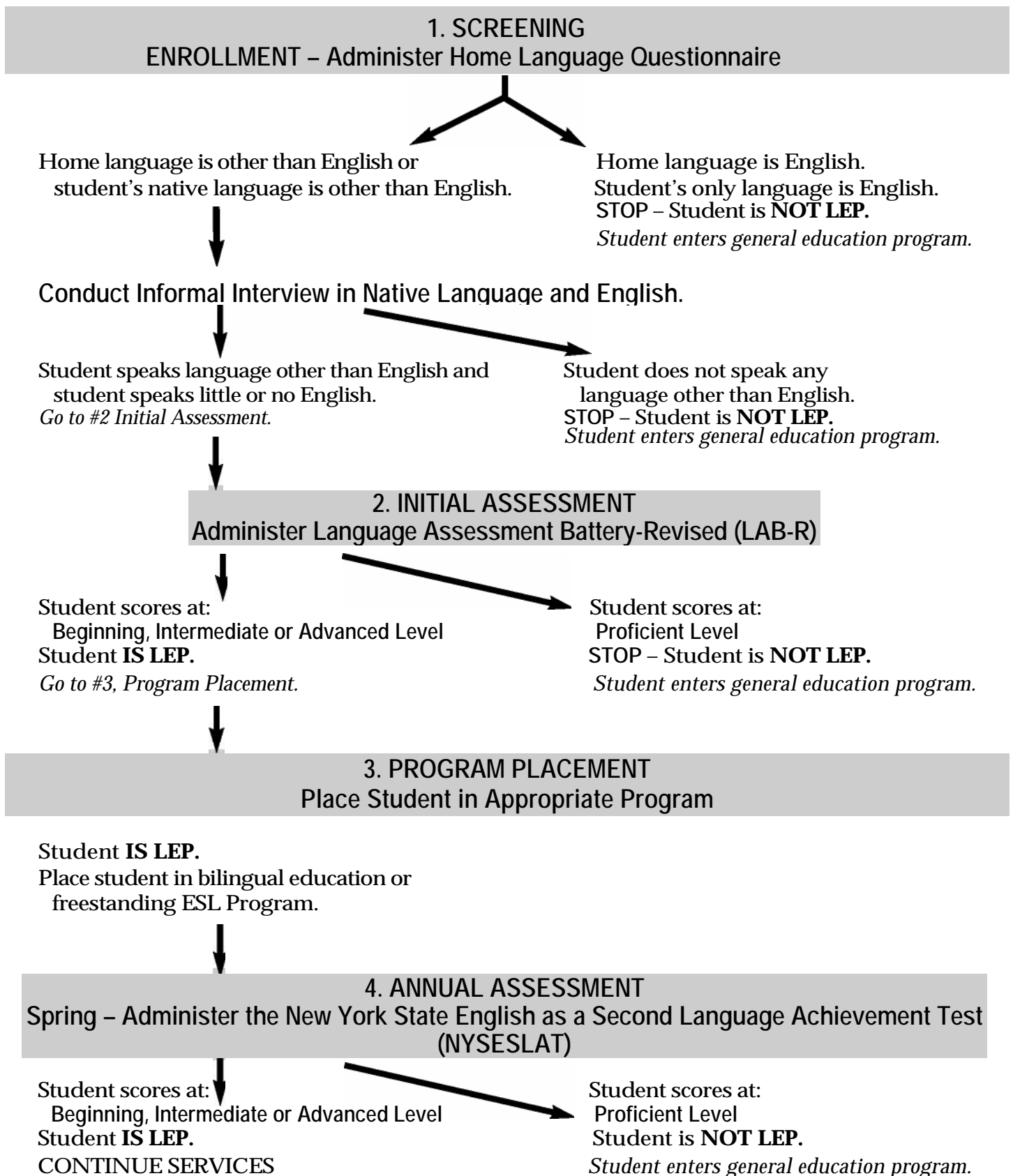
\_\_\_\_\_  
Date

**TESTING**

**DO NOT**

**ENTER**

# New York State – LEP Identification Process





**Regents Printing and Scanning Essentials\***

Scheduling	Printing	Scanning	Reporting
<p>Students should be scheduled by their home schools in STARS.</p> <p>Answer documents for students who are not scheduled in STARS will be generated in ATS on the day of the exam through the Walk-In process.</p>	<p>All answer documents must be printed through ATS.</p> <p>Students who are scheduled through STARS will be printed in batches, based on exam.</p> <p>Answer documents can be further sorted by teacher name, section number, or room number, provided this information was input into STARS.</p> <p>Answer documents for students who were not previously scheduled in STARS will be printed one at a time after the student has been registered as a Walk-In.</p> <p>Key points to remember:</p> <ul style="list-style-type: none"> <li>• Ensure that your printer has enough toner to help this part of the process run smoothly.</li> <li>• Use whatever stock of paper you typically used when printing and scanning attendance rosters.</li> <li>• Use only white paper. Colored paper may trigger inaccurate responses.</li> <li>• Print answer documents on one side only.</li> </ul>	<p>A Trailing Test Page will accompany any batch of 10 or more printed pages. This page should be scanned immediately after printing in order to verify that the answer documents do not include any flaws that will inhibit the scanning process.</p> <p>Batching answer documents by exam and page number will speed up the scanning process.</p> <p>Key points to remember:</p> <ul style="list-style-type: none"> <li>• Keep your scanner clean to help this part of the process run smoothly.</li> <li>• If a clean answer document will not scan when it runs through the scanner's feeder, try to scan the answer document on the glass.</li> <li>• Partial scans will generate a score of INCOMPLETE in ATS. Both the Student and the Teacher sections of the answer documents need to be completed before you receive a scaled score.</li> <li>• Results will be available in ATS reports within 30 minutes of scanning, so you can check to confirm that your scan was successful.</li> </ul>	<p>Once the completed answer documents are scanned to ATS, the data is available in three reports:</p> <ul style="list-style-type: none"> <li>• The Regents Exam Document Report (REDS) includes a Status Report that shows the students for whom answer documents were generated, their raw and final scores, the time the answer document was scanned, the page number of their answer documents, and any errors or warnings, among other pieces of information.</li> <li>• The REDS Report also includes an Item Report that features student names, raw and final scores, an answer key, and the answer string for each student for both the multiple-choice and the teacher-scored sections of the exam.</li> <li>• The Regents Item Distribution Report (RADI) lists the questions for each exam and the number and percent of student responses for each question.</li> </ul> <p>The REDS Report is available as a download that can be accessed as an Excel spreadsheet via an FTP site.</p>

\*Please see the *Regents Scanning Handbook* and FAQ for more extensive instructions on how to schedule students in STARS, print and review reports in ATS, and scan using the DFS scanners.