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learning standards. Regents Examinations provide schools with a basis for evaluating the
quality of instruction and learning that have taken place.

They are used by school personnel to:

- Identify major learning goals

- Offer both teachers and students a guide to important understandings, skills and concepts.

- Provide students, parents, counselors, administrators, college admissions officers and employers with objective and easily understood achievement information for use in making sound educational and vocational decisions

* Passing scores on the Regents Examinations in English, mathematics, science, and social studies satisfy the State testing requirement for a high school diploma.



English

English Language Arts

Mathematics

Algebra I

Geometry

Algebra II

Science

Living Environment

Physical Setting/Chemistry

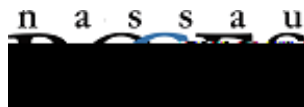
Physical Setting/Earth Science

Physical Setting/Physics

Social Studies

Global History and Geography II

United States History and Government



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and must be returned unopened and available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope. It is not to be used, in whole or in part, for any purpose other than the examination for which it was prepared. At the end of the examination period, the test must be returned to the Department.

The room in which examinations are administered should be well lit, ventilated, and quiet.

Place a “Do Not Disturb” sign on the door to prevent interruptions.

If examinations are to be administered in a classroom, the room must be properly prepared.

Clear all desks and shelves under the desks of all. Books, papers, and other materials.

Completely cover or remove all charts or maps pertinent to the subject being tested and erase or cover all board work

Make arrangements in advance to seat the students so that each will be clearly visible to the proctor at all times and so that there will be no opportunity for any unobserved communication between students.

Seating students in alternate rows is recommended.



Students are expected to provide their own:

pens

pencils

erasers

rulers



Schools will provide:

Scrap paper and coordinate graph paper

copies of essay booklets as well as translated –edition science reference tables. These resources are available to be printed on the Department’s website.

<http://www.nysed.gov/state-assessment/science-reference-tables>

Note: The Department will continue to provide schools with the braille and large type editions of reference tables in the shipment of secure test materials.



Each student taking a Regents Examination in Algebra I, Geometry, or Algebra II must have a graphing calculator without symbol manipulation.

All students who wish to use a four-function or scientific calculator must have one. Graphing calculators are not permitted.

Each student must have a four-function or scientific calculator. Graphing calculators are not permitted.

Each student must have a scientific or graphing calculator.



Students Repeating the Regents Examination in Physical Setting/Earth Science

Students retaking the written test of the Regents Examination in Physical Setting/Earth Science

Identification of Students:

Plans must be made before the administration of State examinations to verify the identity of each student entering the examination room, especially students who are not enrolled in the school in which they are taking examinations.

Accurate records must be kept of the students who take each examination, so it will be possible to confirm the presence or absence of a student for each examination administered.

Checking for Unauthorized Materials:

Students who are taking State examinations must be under close supervision at all times during the examination session.

When students enter the examination room, all materials brought into the examination room must be inspected to make sure that the materials do not contain any unauthorized notes, electronic devices, or printed material that would give the user an unfair advantage.



Principals must ensure that students with disabilities receive the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State examinations.

Under certain circumstances, special accommodations may be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided in *“Students Who Incur Disabilities Shortly Before Test Administration”*. -School Administrator’s Manual, pg. 19



Exact reproductions (136% enlargements) of the regular examinations.

Same directions, questions, etc.

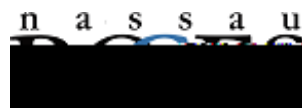
May be administered in the same room, at the same time, with the same directions as the regular examinations.

Require no special directions.

Proctor does not need to be able to read braille.

Examination booklets provide the student with complete directions and descriptions.

Living Environment, Physical Setting/Earth Science and Physics are restricted (machine scannable answer sheets provided by the (RICs) are not suitable).



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Time Extension:

Schools may extend the test time for ELLs/MLLs.

Principals may use any reasonable extensions, such as “time and a half” (the required testing time plus half the amount)

Principals should consult with each student’s classroom teacher in making these determinations.

Next- Day Completion of Testing:



Separate Location:

Schools may administer Regents Examination to ELLs/MLLs individually or in small groups in a separate location.

Bilingual Dictionaries and Glossaries:

ELLs/MLLs may use bilingual dictionaries and glossaries.

Bilingual dictionaries and glossaries may provide only direct translations or words.

Bilingual dictionaries or glossaries that provide definitions or explanations are not permitted.

Simultaneous Use of English and Alternative Language Editions:

ELLs/MLLs may use both an English and an alternative language edition of the test simultaneously.

Students should be instructed to record all of their responses in only one of the two editions.

The alternative language edition used by the student should be so indicated on the student's answer sheet.



Schools may provide the testing accommodations listed under the heading “Administering the Examinations to English Language Learners” to Former ELLs/MLLs who met the exiting criteria specified in Part 154-2 of the Regulations of the Commissioner of Education and were exited from English Language Learner status following their participation in one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT).

<http://www.nysed.gov/bilingual-ed/regulations-concerning-english-language-learners-and-multilingual-learners>

Such students either achieved an overall level of Commanding on the NYSESLAT or achieved an overall level of Expanding on the most recent administration of the NYSESLAT and scored at Level 3 or higher on the New York State Grades 3–8 English Language Arts Test or earned a score of 65 or higher on the Regents Examination in English Language Arts.

These accommodations may not be provided to Former ELLs/MLLs who achieved the exiting criteria through NYSESLAT administration more than two school years ago. Additional guidance on identification of Former ELLs/MLLs is available on the Department’s website.



Schools are required to use uniform machine-scorable answer sheets developed by the Regional Information Centers (RICs) or large-city scanning center.

Schools must make the necessary arrangements to obtain machine-scorable answer sheets and scanning services for all Regents Examinations from a RIC or large-city scanning center.

The school, with assistance from the RIC must develop uniform written directions about the completion of these grids and provide these directions to all teachers administering the examinations.

Such directions should be based on careful consideration of the student and score information needed.

Schools must also develop directions to students on what writing implement to use and how to fill in the

During the regular school year, examinations are scheduled for 9:15 a.m. or for 1:15 p.m. In August, examinations are scheduled for 8:30 a.m. or for 12:30 p.m.

To allow sufficient time for giving directions and distributing examination materials, students should be instructed to be in their seats at least 15 minutes before the time specified for starting each examination.

All Regents Examinations are scheduled for administration during a three-hour examination session and proctors must ordinarily conclude each examination exactly three hours after the actual starting time. Special arrangements must be made to allow additional time for eligible students.



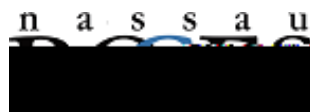
All students who arrive at the examination room before the Uniform Statewide Admission Deadline must be admitted to the examination, even if the students arrive after the scheduled starting time.

Students who arrive at the examination after the Uniform Statewide Admission Deadline, but who have been under the supervision of school personnel since the admission deadline, may be admitted to the examination only if the principal is certain that the students did not have an opportunity to exchange information with students who have already left the examination

All school principals must strictly comply with these regulations. It is recommended that schools provide students and their parents with written notice of this policy in advance of the tests, to make sure that parents are fully aware of why students are not allowed to enter examination rooms after the Uniform Statewide Admission Deadlines have passed.

Latecomers for Regents Examinations are not generally entitled to have the closing time extended. However, if students started late because of extenuating circumstances beyond their control, the principal is permitted, but not required, to extend the closing time of the examination for these students.

Further, when an examination is administered under special conditions to a student who is injured or ill or who has a disability, the time may be extended at the discretion of the principal to allow the student reasonable time to complete the examination.



The principal must appoint a chief proctor for each room in which an examination is administered and sufficient deputy proctors to maintain adequate supervision of students at all times. Appropriate proctors must be available at all times for supervision for restroom breaks.

Several days before the examination period, the specific directions for administering and scoring the examinations must be distributed to all school personnel who will be responsible for proctoring and/or scoring these examinations.





A proctor orientation session must be held before the beginning of each examination period, during which the principal or the principal's designee can disseminate any special administrative information concerning the examination period and ensure that the proctors are familiar with the administrative procedures for the examinations that they will be administering.



All proctors must enforce, in every particular, the Department's regulations for administering

At the beginning of each test administration, proctors must read the following statement to all students taking Regents Examinations:

you during this time. You cannot have any communications device, including a cell phone, with you during the examination. If you have any of the following items, please turn them in to the proctor at the beginning of the examination. If you do not, your examination will be invalidated and you will get no score.

- Cell phones
- Pads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computer devices
- Cameras, video recording equipment, and recording devices
- Wearable devices, such as smart watches and health wearables with a display
- Headphones, earbuds, or any other audio equipment
- Any other device capable of recording audio or video content or capable of sending or receiving text or video messages

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 the proctor, please turn it in now. If you have any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give any of these items now?

That is all of devices.

This is your last opportunity to do so before the test begins.

Any student observed with any prohibited device while taking a State examination must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the examination. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

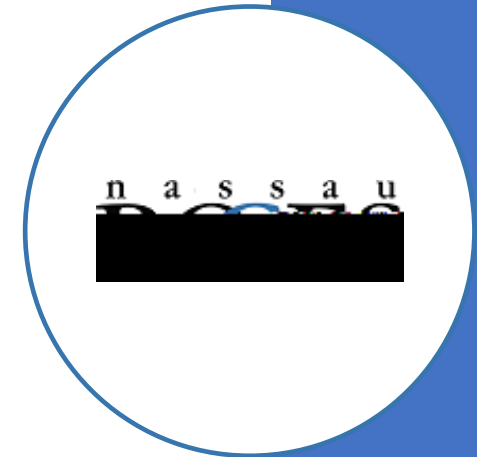
The incident must be promptly reported, in writing, to OSA by fax to 518-474-1989 or by e-mail, as is the case for all student-related testing irregularities, misadministration, or other violations of State testing policy and procedures.



Proctors must circulate periodically around the room during the administration of each examination to ensure that students are recording their responses to examination questions in the proper manner and with the proper instrument. While circulating around the room, proctors should point out to students when they have left one or more answers blank or when they fail to be recording their

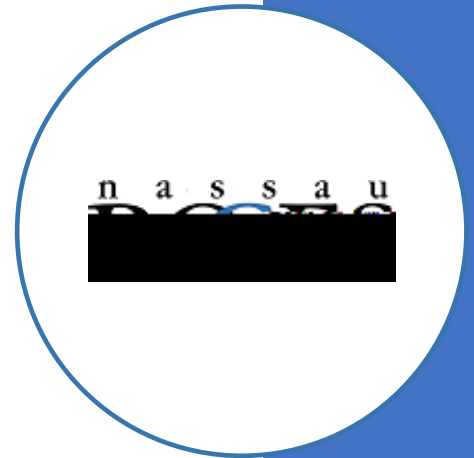


No one, under any circumstances, may interpret or explain examination questions to any student, nor may anyone comment to a student on the correctness or sufficiency of the student's response while the examination is in progress. In response to inquiries by students concerning the meaning or interpretation of questions on State examinations, proctors may advise students only to use their own best judgment.



Staff is not permitted to discuss test questions or other specific test content with others online via e-mail or LISTSERV, or through any other electronic means prior to or during the test administration period or until one week after the conclusion of the examination period. Proctors may not use cell phones or other electronic devices to duplicate test materials, and should keep their own communication devices put away during testing, using them only in emergency situations. l ep5 u96l3 7DDeok-5(

A clock should be in sight of all students. If this is not possible, it is the duty of the proctors to indicate the time on the board at intervals not exceeding one-half hour throughout the examination session



No student may be permitted to leave and then return to the examination room during any session of the examination unless



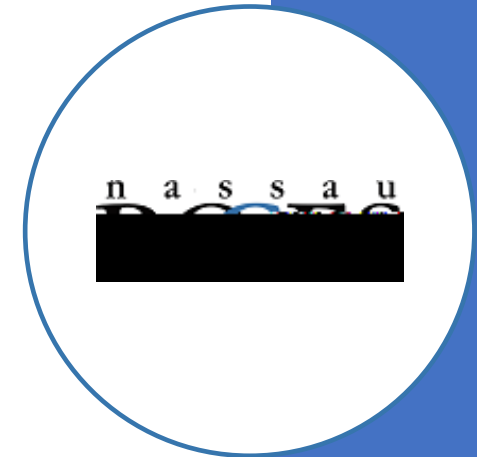
Evacuation of a school building during an examination may be required because of an emergency, such as a fire alarm or a bomb threat.

In any situation in which the safety of students is endangered, the principal has full authority to



No one, under any circumstances, including the student, may alter the student's responses on the test once the student has handed in his or her test materials.

Proctors, teachers, and administrators who fail to adhere to the policies and procedures of the Department risk discipline. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.



When a student has completed a State examination, the student's answer materials should be collected and confirmed, or "checked in," by a proctor and logged in to a list of examinees before that student is permitted to leave the examination room.

Once turned in, a student's answer sheet must not be returned to the student for any reason other than obtaining a signature on the student's declaration..

When they are hand scored, answer papers for all State examinations must remain in the custody of teachers or administrators in the school building or regional scoring site until the rating process is complete and scores are recorded in the students' permanent records. When student papers are scored in cooperation with another school, answer papers may be transported to the cooperating school for scoring.



It remains the principal's responsibility to ensure the security of all student answer papers while they are out of the building. Answer papers that are sent to a scanning center for scoring may be stored either at the scanning location or in the schools where the examinations were administered, as long as storage conditions are maintained that will not limit the principal's access to an individual student's answer paper. As an additional precaution, all sc ž ù

Pursuant to Section 102.5 of the Regulations of the Commissioner of Education, each student taking a Regents Examination is required to sign the following declaration:

I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the



<http://www.nysed.gov/state-assessment>

<http://www.nysed.gov/common/nysed/files/programs/state-assessment/high-school-administrators-manual-2019.pdf>

<http://www.nysed.gov/bilingual-ed/regulations-concerning-english-language-learners-and-multilingual-learners>

