




BUREAU CHIEF  
Office of State Assessment

June 2021

TO: Principals of Public and Religious Schools  
Leaders of Charter and Independent Schools

FROM: Clara DeSorbo 

SUBJECT: Administration of the June 2021 Regents Examinations

As explained in the March 2, 2021 memorandum [Regents Exams Required by USDE to be Offered in June / August 2021](#), only the four Regents Examinations listed below are being administered during the upcoming June 2021 Regents Examination period.

- Algebra I
- English Language Arts
- Living Environment
- Physical Setting/Earth Science (Written Test, only)

This memorandum provides essential information about the administration of the four June 2021

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continuous supervision by school personnel. Additionally, the locked Regents boxes must be visually checked daily by the person in charge of the administration of the examinations to ensure that they have not been tampered with and that their contents remain secure.

The sealed packages containing examination booklets must not be opened until the day each examination is scheduled to be administered, and no earlier than is necessary for distribution to proctors. The principal must notify the Department via fax if any packages of secure examination materials were not sealed properly when received.

If the examination materials are stored in a building other than the school in which the examinations will be administered, the materials for the examination of each day may be picked up from the storage location on the morning of that day. However, the materials may not be picked up from the storage location before the day on which that examination is scheduled to be administered.

Department personnel will make unannounced visits to some schools after the examination materials have been delivered in order to verify that they are being properly stored. If a storage violation is found, all examination materials will immediately be removed from the school and transferred to a location designated by the Department. The school principal will have to arrange to pick up examination materials from that location each morning during the Regents Examination period. The school will then be required to store all examination materials at a location designated by the Department for a period of at least one year. In addition, the Department may rescind the school's authorization to administer examinations.

Proctors may not use cell phones or other electronic devices to duplicate test materials and should keep their own communications devices put away during testing, using them **only** in emergency situations. Test booklets cannot be opened and read prior to the distribution of tests to students.

Following the examination period,

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- x A mathematics teacher who taught a student algebra the year before but is not currently instructing a student in the coursework in geometry may score the student's answer paper for the Regents Examination in Geometry.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' examination papers based on this scoring policy. A principal may establish rules that are more prohibitive than the illustrations above suggest.

The general administration procedures for secondary-level examinations are provided in the [School Administrator's Manual](#). Specific [directions](#) for administering regular and restricted examinations are available on the Department website. These materials must be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

Schools must print sufficient copies of the scoring materials to supply one to each rater.

**All scoring keys and rating guides posted on the Department's website will be password protected (see page 1).**

The same scoring materials are provided to score the regular English editions, the alternative language editions, and the braille editions for all Regents Examinations, except for the braille editions of Living Environment and Physical Setting/Earth Science. Separate scoring materials are provided for the braille editions of Living Environment and Physical Setting/Earth Science.

#### **REPORTING TESTING MISCONDUCT AND IRREGULARITIES TO THE DEPARTMENT**

The principal is responsible for all aspects of the school's administration of State examinations and must take appropriate measures both to prevent, as much as possible, and to investigate, all irregularities associated with the administration and scoring of these examinations.

#### *Reporting Testing Misconduct and Other Testing Irregularities*

The principal must report the following misconduct by students and testing irregularities in writing on school letterhead to OSA via fax or e-mail:

- x All student infractions of the Department's policy prohibiting the possession or use of cell phones and other communications devices during State examinations.
- x All confirmed cases of students having committed fraud on State examinations.
- x All interruptions of testing sessions, including those caused by power outages or fire alarms.
- x All instances in which a State examination is administered without Department authorization at a time outside the published Statewide schedule.
- x All instances in which a school does not conform to the Uniform Statewide Admission Deadline in administering a Regents Examination.
- x All instances in which scorers do not rate State examinations in accordance with the scoring materials provided by the Department.
- x All cases in which student answer papers are lost prior to the recording of the scores in students' permanent records.

#### *Mandatory Reporting of Testing Improprieties by Adults*

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. Each school district, BOCES, and charter school employee is required to report to the Department any known incident of testing misconduct by a certified educator, as well as any known testing misconduct by a non-certel2 (ed )Aw>-86

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**CONTACT INFORMATION**

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