

**NOTE: The Regents Examination in United States History and Government (Framework) was canceled on May 24, 2022. More information is available at:**  
<http://www.nysed.gov/state-assessment/high-school-regents-examinations>

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
OFFICE OF STATE ASSESSMENT  
Albany, New York 12234

## Directions for Administering Regents Examinations June and August 2022 Administration s

### INTRODUCTION

All proctors who will be administering Regents Examinations must be given a copy of this booklet several days in advance of the Regents Examination period so that they have sufficient time to familiarize themselves with its contents. Additional information concerning New York State's secondary-level assessment programs can be found in the School Administrator's Manual, which is available on the Department's website (<http://www.nysed.gov/common/nysed/files/programs/state-assessment/high-school-administrators-manual-2019.pdf>).

Seven publications (Information Booklets) provide detailed informa-2 (l)2.7 (et)-6.86606goeEti pria13eteEt

Use of Calculators

Schools must ensure that each student has the appropriate type o



alternative language edition of the test simultaneously. However, they 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.

- x Oral Translation for Lower Incidence Languages. Schools may provide ELLs with an oral translation of a Regents Examination when there is no translated edition provided by the Department. This accommodation is permitted for State examinations in all subjects except English. All translations must be oral, direct translations of the English editions. Written translations are not allowed. No clarifications or explanations may be provided. Translators should 9( )s shoul h

to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) by the specified due dates outlined in the SIRS data reporting timeline.

If the students' responses for the multiple-choice questions are being hand scored prior to being scanned, the scorer must be careful not to make any marks on the front of the answer sheet except to record the scores in the spaces provided for that purpose. Marks elsewhere on the front of the answer sheet will interfere with the accuracy of the scanning.

Questions about the requirement to scan Regents Examinations should be directed to OSA at 518-474-5900. Questions about data collection and reporting services should be directed to the school's regional data center contact or the Office of Information and Reporting Services (IRS) at 518-474-7965.

#### Time Regulations

The examination schedules and the examinations themselves indicate the specific hours during which Regents Examinations must be administered. June examinations are scheduled for 9:15 a.m. or for 1:15 p.m. August examinations are scheduled for 8:30 a.m. or for 12:30 p.m. To

“Materials Provided by Students and the School,” for information concerning the materials that

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

proctoring

For Principals and Proctors:

- a. 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 their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.
- b. The incident must

books to answer sheets



The declaration for each examination is printed on the answer sheet. C

x that any attempt either to obtain or give aid will result in the termination of their examinations; and that the possession or use of any communications device such as a cell phone is prohibited and will result in the invalidation of their examinations.

Be sure that students follow the appropriate directions for filling in answer sheets as developed by the school and RIC or scanning center for all Regents Examinations.

#### DIRECTIONS FOR SPECIFIC EXAMINATIONS

The following sections provide specific directions for administering each Regents Examination.

##### English Language Arts

Distribute one answer sheet and one examination booklet, face up, to each student. Also, distribute to each student one essay booklet in which the student is to write answers to the argument essay and lite10 (RE)]TJrc 0 Tw 3.2c 0 Tw -6..6 (et)-2 ee



booklet. When all students seem to understand these directions, instruct them to begin the examination.

Students should use black or dark blue ink to write their answers to the essay questions and the short-answer (scaffold) questions. Students may use scrap paper, provided by the school, for planning essays. Students must put their names on their scrap paper.

Conclude each examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their examination booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, the essay booklets, the examination booklets, and scrap paper and dismiss the students.

The Information Booklet for Scoring the Regents Examination in United States History and Government (Framework) provides information about the scoring of these examinations and are available on the Department's website.

Living Environment

Distribute one answer sheet and one examination booklet, face up, to each student.

Before allowing students to be

Have the students fill in the heading on the answer sheet and answer booklet. Instruct the students to carefully read the directions for recording their answers. Make sure that students understand that they are to record their answers to the multiple-choice questions in Part A and Part B-1 on the answer sheet and to record their answers to the constructed-response questions in Part B-2 and Part C in the answer booklet. Students should write all their work in the answer booklet in pen except for graphs and drawings, which should be done in pencil. Students may use scrap paper to work out their answers to the questions, but they must record all answers on the answer sheet and in the answer booklet. When all students seem to understand the directions for marking their answers, instruct them to begin the examination.

Conclude the examination exactly three hours after the actual starting time. Instruct any students who remain in the testing room at the end of this time to stop working, close their examination booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, answer booklets, examination booklets, reference tables, and scrap paper and dismiss the students.

The Information Booklet for Scoring Regents Examinations in the Sciences provides information about the scoring of this examination and is available on the Department's website.

#### Physical Setting/Earth Science

The Regents Examination in Physical Setting/Earth Science consists of two components: a laboratory performance test and a written test, administered separately. The performance test is to be administered at the school's convenience during the last two weeks of the course, but no later than the day prior to the admini



- x An English teacher who is a student's homeroom teacher but is not the student's current year English teacher may score that student's answer paper for a Regents Examination in English Language Arts.
- x A mathematics teacher who taught a student algebra the year before but is not currently instructing the 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 s A princip2 0 Td [(a2 Tc 0.002 Tw -43.065 -1.152

and regulations for scoring the examinations. The principal or collaborative site scoring leader must also sign this certificate to attest that the rules and regulations for scoring were fully and faithfully observed.

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 document, the School Administrator's Manual, and in the scoring materials provided by the Department. Any principal or administrator found to have done so, except in the circumstances described below, will be in violation of Department policy regarding the scoring of State examinations. Teachers and administrators who violate Department policy with respect to scoring State examinations may be subject to disciplinary action 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.

On rare occasions, an administrator may learn that an error occurred in the calculation of a final score for a student or in recording students' scores in their permanent records. For example, the final score may have been based on an incorrect summing of the student's raw scores for parts of the test or from a misreading of the convers



## Passing Scores

Regents Examinations. Subject to certain exceptions, the passing score on Regents Examinations is 65. Information regarding passing scores, options for earning a diploma, and challenging for credit can be found at the websites listed in the chart below.

Topic	Website
<u><a href="#">Chart of Diploma Requirements</a></u>	<u><a href="http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf">http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf</a></u>
<u><a href="#">Multiple Pathways to Graduation</a></u>	<u><a href="http://www.nysed.gov/curriculum-instruction/multiple-pathways/">http://www.nysed.gov/curriculum-instruction/multiple-pathways/</a></u>
<u><a href="#">Appeal to Graduate with a Lower Score on a Regents Examination</a></u>	<u><a href="http://www.nysed.gov/common/nysed/files/curriculum-instruction/memo/appeal-graduate-lower-score-regents-exam-memo-april-2017.pdf">http://www.nysed.gov/common/nysed/files/curriculum-instruction/memo/appeal-graduate-lower-score-regents-exam-memo-april-2017.pdf</a></u>
<u><a href="#">Safety Net for Students with Disabilities to Graduate with a Local High School Diploma</a></u>	<u><a href="http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.pdf">http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.pdf</a></u>
<u><a href="#">Challenging for Credit</a></u>	<u><a href="http://www.nysed.gov/curriculum-instruction/1005-diploma-requirements">http://www.nysed.gov/curriculum-instruction/1005-diploma-requirements</a></u>

