

TO: PRINCIPALS OF SCHOOLS ADMINISTERING REGENTS EXAMS

FROM: NYCDOE OFFICE of ASSESSMENT

SUBJECT: NEW YORK STATE JANUARY 2023 REGENTS EXAMS

The procedures in this memorandum supersede any directions you may receive from the New York State Education Department (NYSED). This memo is available online on the InfoHub.

OVERVIEW

January 2023 Regents Administration Schedule

JANUARY 24 TUESDAY	JANUARY 25 WEDNESDAY	JANUARY 26 THURSDAY	JANUARY 27 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts	Geometry	Global History & Geography II	Physical Setting/Earth Science Physical Setting/Chemistry
1:15 p.m.	1:15 p.m.	1:15 p.m.	Uniform Admission Deadlines
Living Environment	Algebra I Physical Setting/Physics*	Algebra II	Morning Examinations – 10:00 a.m. Afternoon Examinations – 2:00 p.m.

*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

Note: The scoring of January 2023 Regents exams should be completed by **Monday, January 30, 2023** to accommodate student programming for the Spring term.

New for January 2023: Regents Local Scoring

Beginning in School Year 2022-23, most Regents exams in New York City DOE will be scored in a local scoring model, adhering to NYSED guidelines outlined in the [School Administrator's Manual](#) (page 23) and summarized in this memo.

Teachers are not permitted to score their own students' answer papers, and principals are responsible for establishing scoring procedures that will ensure the integrity of exams scores while adhering to NYSED scoring guidelines. For additional resources on local scoring, please refer to the following sections of this memo:

- [Scoring Plan](#)
- [Scoring Guidelines for Schools](#)

Schools are responsible for ensuring their scorers are trained on the NYSED scoring guidelines and are normed on the scoring rubric. For a full calendar of trainings provided by the Office of Assessment, please refer to the [Office of Assessment Training Calendar \(open external link\)](#).

Regents Central Scoring Sites

Exams in Physics and Chemistry ONLY will be packaged at schools and picked up for delivery to a centrally managed site for scoring. Detailed instructions on preparing exams for delivery to central scoring sites can be found in the [Packaging Exams for Central Scoring](#) section of this Memo.

PRIOR TO EXAM ADMINISTRATION

Scoring Plan

In order to ensure principals have the resources and support necessary to successfully implement local scoring, all schools with High School grades and Middle Schools that placed Regents exam orders must complete the following [Scoring Plan Survey](#) by **December 23**. The Survey includes guiding questions to which schools can refer when creating their Scoring Plan, while helping them to identify potential areas where they may need district support to adhere to [NYSED's scoring guidelines](#). For additional guidance in creating a Scoring Plan, please see the [Scoring Plan Template](#).

For further details on local scoring, including the creation of local scoring committees and ensuring compliance with NYSED's scoring guidelines, please refer to the [Scoring Guidelines for Schools](#) section of this Memo.

Schedule Students

Students expected to take Regents exams should be scheduled in STARS in sections according to the room in which they will be testing and their testing conditions. Students should be scheduled by **January 6**. For a complete list of STARS exam codes for this administration, please visit the [STARS wiki page](#).

For Chemistry and Physics, graduating seniors (high school ONLY) and students taking exams in an alternate language should be scheduled into their own sections to ease packaging and scoring processes. Each alternate language **must** be scheduled into a different section to ease packaging. These exams will need to be packaged separately to facilitate the early identification and prioritized scoring of these exams at central scoring sites.

Receive and Store Materials

Non-secure test materials (such as essay booklets, boxes, labels, poly-bags, etc.) from NYCDOE will arrive first.

Schools will not receive cartons of papers to print answer documents; schools must use their own white 20-24lb paper, brightness 90 or above (**Note:** Standard white copy paper is usually sufficient).

Non-secure and secure test materials from NYSED will arrive separately. Approximately **one month prior** to exam administration, school administrators will be informed by SED of the date(s) on which the shipments of non-secure test materials (padlock keys) should arrive at schools. Secure materials (exams and rating guides, when applicable) may arrive over multiple dates. The secure exam materials will be shipped in locked Regents boxes to the location designated in the online examination request system.

Sender	Courier	Contents
NYCDOE	Deluxe	NON-SECURE: January 2 – January 14 Boxes, Polybags, Exam-Specific Labels (Attachment # 6), and essay booklets (for English and History exams ONLY).
NYSED	First-Class Mail/UPS	NON-SECURE: The padlock keys will be sent to principals by first-class mail or UPS and will arrive one to four school days before the Regents boxes are to be delivered.

NYSED	First-Class Mail/Courier/UPS	SECURE: School administrators may receive one shipment (Single Shipment) comprising the secure exam materials for the entire exam period, or multiple shipments (Daily Delivery) consisting of one shipment for each day of the exam period. About three weeks prior to the delivery of the secure exam materials, school administrators will be informed via e-mail of the type of shipment they will receive and the date(s) on which the shipment(s) are scheduled to arrive at schools.
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Print Regents Answer Documents

All exams will have two-page answer documents in January *except for Physics, which is a restricted exam in January and therefore will only have a one-page answer document that is used by scorers and NOT distributed to students*. For all other exams, the first page will be for students' multiple choice responses, and the second page will be for scorer use when rating students' constructed responses and for bubbling in testing accommodations.

Schools may begin printing answer documents in ATS on **January 9**. Please note that there must be one day between when schools schedule students and when they print answer documents. If schools make scheduling changes after printing, they will not be able to re-print answer documents that reflect the scheduling changes. Schools that encounter scheduling or printing issues can reference the [Regents Scanning Handbook](#) or e-mail regents@schools.nyc.gov.

Other Materials Needed for Test Administration

The following materials are needed for the administration and packaging of exams:

1. Section Attendance Roster ([Attachment # 1](#)) – one per section
2. Regents Proctoring Checklist ([Attachment # 2](#)) – one per section
3. Student Labels ([Attachment # 5](#)) – one/two per student exam

Section Attendance Rosters and Proctor Checklists must also be printed for each section of students being tested. The RGRA function in ATS can be used to generate Section Attendance Rosters ([Attachment # 1](#)) and Proctoring Checklists ([Attachment # 2](#)). Each Section Attendance Roster and each proctoring checklist is pre-populated with section specific information, and should be provided to the proctor(s) responsible for proctoring that specific section. Completed Regents Proctoring Checklists should be retained by schools for one year following exam administration as they may be requested by the Office of Assessment.

For English Language Arts and History exams, Rating and Record sheets must also be printed for each section. These can be printed through the RGRA function in ATS as well.

Schools must label test and/or essay booklets with printed student labels for all students testing in all exam subjects (see the [Regents Scanning Handbook](#) for instructions).

Develop Proctoring Assignments and Train Proctors

Schools must maintain a copy of proctoring assignments for one year as they may be requested by the Office of Assessment.

Schedule paraprofessionals and school aides to serve as hall monitors to ensure that students do not leave the test room unescorted until they have completed their exam and the uniform admission deadlines have passed. Guidance counselors cannot serve as test-room proctors or hall monitors.

Plan for Secure Storage and Distribution of 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.

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 prevent access to the examination materials by students and other unauthorized persons.

Test Booklets

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.

Upon receipt of the Regents boxes, principals or designees may open the locked boxes from NYSED and inspect the contents to verify that appropriate exams and quantities have been received. **Do not open shrink-wrapped packages.** The shrink-wrapped packages may **NOT** be opened until the day of the exam, and no earlier than necessary to permit the distribution of materials prior to the scheduled starting time of the exam.

After inspection, the locks must be replaced and the boxes securely stored.

If you determine that you need additional copies of Regents (including translations or large-print editions), you should complete a Test Request Form and fax it to NYSED at 518-474-2021 immediately. After faxing the request form, you should:

- 1) Call the NYSED Operations Group at 518-474-8220 one day after faxing the request to confirm that your fax was received and processed.
- 2) E-mail a copy of the completed request form to the appropriate Office of Assessment contact ([Attachment #8](#)).

DURING TESTING

Regents Walk-Ins

In some cases, students who are not enrolled at a testing school may report to a testing school during the Regents administration. These students are commonly referred to as “walk-in” students, and testing schools can administer Regents exams to them. Walk-in students may be NYC DOE students currently registered at other NYC DOE schools, former NYC DOE students, or students currently enrolled in non-DOE schools.

According to Section I of [NYSED’s School Administrators Handbook](#) in order for a testing school to administer Regents exams to walk-in students, the walk-in students must provide the test site with:

- adequate prior notice to allow the testing school to accommodate them
- written permission, on school letterhead, signed by their home school principal
 - ***please note*** that the testing school must retain the written permission from the home school administrator for one year from the date of testing
- satisfactory personal identification, preferably a photo ID

Some walk-in students may provide the testing school with a scannable NYC DOE Regents answer document. However, answer documents for walk-in students can be generated using either the students’ actual Student ID numbers, or using walk-in IDs. It is always preferable to generate an answer document using a student’s actual Student ID number, if one exists.

The testing school is responsible for maintaining a record of the test results for all students taking State exams at that test site, including those of students enrolled in other schools. The testing school must return walk-in students’ scannable answer documents to the home schools upon request.

Organizing the Pick-up of Materials by Proctors

Shrink-wraps may not be broken until the day of the exam, and no earlier than is necessary to permit the distribution of materials prior to the scheduled starting time of the exam.

Ensure that a system is in place for the orderly pickup and return of exams. Teachers must sign [Test Security Form](#) when picking up and returning tests.

NOTE: Students should never pick up, distribute, collect or return tests.

Use of Communications Devices

All students are prohibited from bringing cell phones and certain other electronic devices, as defined in the script below, into the testing room. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it. ***At the beginning of each test administration, proctors must read the communication policy script to all students taking secondary-level State exams.***

Please see page 14 of the [NYS School Administrator’s Manual 2019](#) for the full script.

Proctors Checking Exam Materials before the Exam Begins

Proctors should ensure that they have a sufficient number of each of the following items to accommodate the roster of students programmed in their testing rooms:

- Test booklets
- Answer and/or essay Booklets
- Pre-slugged answer documents
- Labels
- Any other materials necessary for completing the exam (NOTE: permitted materials for each exam are listed on the front of the exam booklet)
- A Section Attendance Roster ([Attachment #1](#))
- A Section-specific Proctoring Checklist ([Attachment #2](#)).

Track Attendance

Proctors should check each student's ID and Regents invitation against rosters to ensure that the proper student is taking the exam. Proctors should track student attendance using a Section Attendance Roster ([Attachment # 1](#)) generated through the RGRA function in ATS. The Section Attendance Roster will include the testing school's DBN, name of the exam, section and room number, each student's full name and NYC Student ID number, and a line for each student's signature when signing in and signing out. Proctors must use the Section Attendance Roster to document attendance (absent or present) and to track invalidated exams. If any students in the room wrote their responses in a language other than English, proctors or test coordinators must specify which language(s) on the line at the bottom of the Section Attendance Roster.

Label Student Test and Essay Booklets

Proctors must ask all students to clearly write the following on the cover of their test and/or essay booklets:

- First and last name
- School name and DBN (district, borough, school number; for example: 01M123)
- Student ID number (can be found at the top of printed answer documents; student should write the Student ID number ABOVE his/her name on test/essay booklet).

Schools must label test and/or essay booklets (depending on the exam being administered) using an information label generated in STARS (see the [Regents Scanning Handbook](#) for instructions).

Label Placement:

Exam	Location	Booklet
English Language Arts Global History and Geography - (New Framework)	Upper left corner	Test Booklet and Essay Booklet
Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics	Upper left corner	Test Booklet and Answer Booklet
Algebra I Algebra II Geometry Living Environment	Upper left corner	Test Booklet

Note: Labels are never placed on pre-slugged answer documents.

Ensure Students Use Appropriate Writing Utensil

Proctors should also ensure that students complete the exam using the appropriate writing utensil.

	English	Math	Science	History
Pencil	Multiple Choice Student Declaration*	Multiple Choice Student Declaration* Graphs and Drawings	Multiple Choice Student Declaration* Diagrams and Drawings	Multiple Choice Student Declaration*
Pen	Short-Constructed Response and Essay	All responses written in test booklet except graphs and drawings	All responses written in test booklet except diagrams and drawings	DBQ Essay Short-Constructed Response**

*Students are also permitted to sign the declaration in pen.

**For Global History & Geography II (New Framework) exam

Ensure Students Sign Declaration

Proctors should ensure that students sign the declaration, in either pen or pencil, on the answer document before they leave the testing room.

Test Monitors

Unannounced monitoring inspections may be conducted before, during, and after testing by staff from NYCDOE's central office. The monitors are required to observe the testing procedures before, during and after test administration.

For any exam scored locally, schools are required to create local scoring plans that identify the teachers and/or administrators participating in scoring for each subject, as well as the date(s), times(s) and location(s) that content norming and scoring are to take place. If asked, schools are required to share their scoring plans when requested by visiting NYCDOE Test Security Monitors and/or the Office of Assessment.

Report and Investigate 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.

School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. In **cases of adult misconduct**, security violations must be reported immediately to:

- NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
- NYC Office of the Special Commissioner of Investigation (SCI): call (212) 510-1500 or email intake@nycsci.org

Upon receiving any information of **suspected/observed student cheating** or the presence or use of a cell phone/prohibited electronic device, the principal must immediately:

- Notify NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
- Conduct an investigation, in alignment with NYSED, NYCDOE, and school policy for any incident of suspected/observed student misconduct, to determine whether the incident is substantiated or unsubstantiated:

- If the principal determines that the incident is **unsubstantiated**, no further action is necessary.
- If the principal determines that the incident is **substantiated**, the principal must immediately:
- Notify NYCDOE Office of Assessment by e-mailing testsecurity@schools.nyc.gov
 - Invalidate the student's test results (for assistance, contact NYCDOE Office of Assessment at regents@schools.nyc.gov).
 - Notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov. If submitting the report as an email attachment, ensure the attachment is written on school letterhead. The report must include:
 - The school's name and BEDS code
 - The student's name and NYC ID number
 - Grade level and subject of the impacted test(s)
 - A brief description of incident and the final action taken
 - Confirmation that the student's exam(s) have been/will be invalidated
 - Notify the student and his/her parents/guardians of the invalidation of the exam, and of any other consequences for the student, in accordance with the school's discipline policy
 - Enter in OORS

If the incident involves the presence or use of a cell phone/prohibited electronic device for any purpose during a New York State assessment, invalidate the student's test results and notify NYSED's Office of State Assessment by e-mailing emscassessinfo@mail.nysed.gov.

NOTE: Any cases of suspected cheating identified at scoring sites will be reported to the Office of Assessment and the school using an online process. If a school's exams are flagged for suspected cheating, the principal will receive an email notification with the name(s) and ID number(s) of the student(s) involved, a description of the issue observed at the scoring site, along with instructions for the principal to investigate. A final score will not be assigned until the principal logs into ATS and uses the RGTU function to confirm or refute the suspected cheating.

AFTER TESTING

Scoring Guidelines for Schools

With the exception of Chemistry and Physics, which will continue to be scored at central scoring sites, Regents exams will be scored locally in accordance with NYSED guidelines in January 2023.

Regents' exams are to be scored by committees of content teachers. **No teacher is to score any of the responses written by their own students.** This means that teachers currently instructing students in the coursework associated with a particular Regents Examination may not score those students' answer papers for that examination. This prohibition includes special education and academic intervention services (AIS) teachers. Teachers who meet the requirements above are considered "disinterested teachers" for the purpose of assembling local scoring committees. 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.

Scoring committees must adhere to subject specific guidelines outlined by NYSED, which require a minimum number of disinterested teachers to participate in the scoring of each student's Regents exam (Example: A regents exam in Algebra I must be scored by a minimum of three teachers, none of whom can currently be providing instruction to the student in Algebra I).

For Regents exams in **Algebra I, Algebra II and Geometry** no one teacher is to score more than approximately one third of the constructed-response questions on a student's exam. **The committee must be comprised of at least three disinterested mathematics teachers not currently providing instruction in the applicable subject to the students whose exams are being scored.** Each of these teachers is responsible for scoring a similar number of the constructed-response questions.

For Regents exams in **Living Environment and Earth Science**, the open-ended questions on each examination must be scored by a committee of science teachers. It is strongly recommended that the committee scoring each of the science Regents Examinations be composed of teachers of that area of science. No teacher is to score any of the responses written by their own students. **Each committee must consist of at least two disinterested teachers not currently providing instruction in the applicable subject to the students whose exams are being scored.** Each of these teachers should be responsible for scoring no more than approximately one-half of the open-ended questions.

For Regents exams in **English Language Arts (ELA)**, the 6-credit essays and the 4-credit responses must each be rated by two qualified raters and by a third qualified rater only in certain specified instances; therefore, **the committee must be comprised of at least three disinterested teachers not currently providing ELA instruction to the students whose exams are being scored.** Qualified raters include teachers of English, reading, English as a second language, and special education who know the English curriculum and have previously received training.

For Regents exams in **Global History & Geography II**, the short-answer CRQs must be scored only once, by a qualified rater. Qualified raters include teachers of Grades 7–12 social studies and special education teachers who are knowledgeable about the Global History and Geography curriculum. Raters should have previously received some school-level, district-level, or regional training on scoring social studies essays and the CRQs as part of the turnkey training process. The Part III Enduring Issues Essay must be rated by two qualified raters and by a third qualified rater only in certain specified instances; therefore, **the committee must be comprised of at least three disinterested history teachers not currently providing Global History & Geography II instruction to the students whose exams are being scored.**

In summary the minimum number of disinterested teachers needed to score each Regents exam subject scored locally in January 2023 are outlined below:

- Algebra I = A minimum of 3 disinterested teachers
- Algebra II = A minimum of 3 disinterested teachers
- Earth Science: A minimum of 2 disinterested teachers
- English Language Arts (ELA): A minimum of 3 disinterested teachers
- Geometry: A minimum of 3 disinterested teachers
- Global History & Geography II: A minimum of 3 disinterested teachers
- Living Environment: A minimum of 2 disinterested teachers

For additional details on the NYSED scoring requirements for each subject, please refer to the scoring guidelines [here](#).

Scoring Integrity

It is the responsibility of the principal to maintain the integrity of Regents exam scores. The principal must ensure that exams are scored according to NYSED guidelines and scoring rubrics are applied with fidelity. All scorers must be trained on the scoring guide provided by NYSED following test administration and norm on the scoring rubric. The NYCDOE will train and support schools to develop and implement scoring plans.

Concerns about the integrity of scores or scoring procedures may be escalated to the Office of Assessment by any school staff by emailing testsecurity@schools.nyc.gov.

Packaging Exams for Central Scoring

In January 2023, exams in Chemistry and Physics ONLY will be scored at central scoring sites.

Material Needed for Packaging

The following materials are needed for packaging of exams:

1. Section Attendance Roster ([Attachment # 1](#)) – one per section
2. Regents Proctoring Checklist ([Attachment # 2](#)) – one per section
3. Packing List ([Attachment # 4](#)) – one per box
4. Exam-Specific Box Labels ([Attachment # 6](#)) – one per box based on the exam subject packaged in that box

Packing Lists and Exam-Specific Box Labels will be shipped as part of non-secure test materials from NYCDOE.

Package Test Materials for Pick-Up

Exams should be packaged in advance of the courier pickup schedule outlined in the following chart. Each box should include exams for only one subject (e.g., Physics only, Chemistry only, etc.). Graduating seniors and exams written in an alternate language should be packaged in their own separate boxes and labeled appropriately.

For students testing under ELL accommodations that may or may not have written the exam in an alternate language, you may package their exams in an alternate language box and label the box with the appropriate language.

DO NOT package more than one exam subject or more than one alternate language in any one box.

Each packaged box containing Regents exams must have an Exam-Specific Label pasted on the front of the box. Boxes containing exams for Graduating Seniors must also have a Graduating Seniors label for easy identification at scoring sites. See exam specific packaging instructions in [Attachment # 7](#).

Exams	Administration		Pick-up	
	Dates	Time	Date	Time
Physics	25-Jan	PM Administration	26-Jan	8:30 AM - 12:00 PM
Chemistry*	27-Jan	AM Administration	27-Jan	1:00 PM - 3:00 PM

*Indicates a same-day pick-up on the day the exam is administered

Test Materials Not Ready for Courier Pick-Up

Schools that do not have their exams prepared for pick-up by the pre-communicated courier pick-up window are responsible for transporting their exam materials to the assigned scoring site at Brooklyn Technical High School (13K430). Where applicable, Deluxe Courier will ask schools to sign a Regents Courier Receipt confirming that they were not ready for the pick-up, and a copy will be left with the school. The Regents Courier Receipt will include instructions for the transportation of exam materials to the scoring site.

NOTE: Schools that do not order Regents exams through the NYSED ordering portal by the ordering deadline but later decide to administer exams will not receive courier pick-ups. If this applies to your school, please contact the Office of Assessment.

Translations

Current English Language Learners (ELLs) and former ELLs who passed the NYSESLAT (or otherwise met the exit criteria) in 2020-21 or 2021-22 are eligible to respond to Regents constructed response questions in an alternate language.

Student exam responses completed in alternate languages may be translated for scoring by staff members (e.g., teachers, administrators, paraprofessionals, etc.) as well as members of the school community, such as parents, so long as they have no relationship to the students whose exams are being translated.

In addition to utilizing staff and school community members with alternate language proficiencies, schools may utilize [Translation & Interpretation Services Funds](#) to contract with translation vendor [Lingualinx](#) for the translation of student responses for scoring.

For additional support please contact your [academic policy performance and assessment lead \(APPA\)](#).

Scan Answer Documents

For all exams (except Physics), schools will retain the multiple-choice page (page 1) of all answer documents. All page 1 answer documents must be scanned into ATS by **noon** on the day following exam administration. For exams administered on **Friday**, they must be scanned by **5:00pm that day**. Schools must scan page 1 answer

documents for all absent students, assuring that “Student absent” is bubbled in before scanning. Schools should review captured data using the REDS function in ATS and make necessary RGTU submissions to the multiple-choice section of the answer document in order to resolve any data capture issues.

Page 2 answer documents for Chemistry and Physics exams should be packaged according to the instructions in Attachment # 7. The scanning of page 2 answer documents for Chemistry and Physics exams will occur at the scoring sites (except for page 2 answer documents of absent students, which should be retained at the testing school).

The page 2 answer documents for all exams subjects scored locally should be held for local scoring and scanning.

View Final Scores

Per NYSED scoring protocols, when the teacher scoring committee completes the scoring process, test scores must be considered final and will be entered onto students’ permanent records. 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 outlined in the scoring materials provided by NYSED.

Once a student’s exam has been completely scored and entered into ATS, schools will continue to be able to access a number of reports in ATS to review student results, including the Regents Exam Document Status report (REDS) and the Item Distribution Report (RADI). For more information on those reports, see the [ATS Wiki](#).

Scores should not be considered final until all scoring and scanning has been completed. All exam scores are expected to be loaded into ATS no later than the end of day on **Monday, January 30**. Scoring sites will prioritize the scoring of graduating seniors’ exams as long as they are packaged separately with the associated Graduating Seniors labels on the box ([Attachment # 6](#)).

Review Returned Test Materials

For Chemistry and Physics Regents exams, scored test materials are expected to be returned to schools in February. Additional guidance will be shared in *Principal’s Weekly* and *TC News*. When materials are returned, schools should ensure that each answer document and test booklet sent to the scoring site is accounted for. Schools should contact their Borough Assessment Implementation Director ([Attachment # 8](#)) immediately if any test materials are missing.

Guidance for Returning Regents Locked Boxes

Return address:
Test Distribution Unit
NYS Education Department
Cultural Education Center
Empire State Plaza
Rm 167 CEC
Albany, NY 12230

NYSED has chosen UPS as their vendor for delivery of the Regents exams. However, schools can use any vendor of their choice to return the boxes.

If you want to use UPS to ship the boxes back to NYSED, please follow the steps below:

- You will need a six digit UPS account number to ship these boxes back to Regents.
 - If you have a six digit UPS account number, is it aligned to the NYS discounts? If you do not know, contact Matthew Bracken at mbracken@ups.com and send her your account number and she can double check.
 - If you do **not** have a six digit UPS account number you need to complete the attached [Excel spreadsheet](#) and email it to mebaer@ups.com. It will take a week to 14 days to receive your new UPS account number. There is no charge for having the account number.
- Once you are ready to ship you can go to UPS.com and register your account number and prepare shipments to UPS (see attached brochure).
- UPS will bill the billing address you supply on the spreadsheet. You can pay by check or credit card by calling the number on your UPS invoice.
- If you need to get a rate quote go to the NYS/OGS website. Once you click on the link click on contractor information then price sheets

Regents Score Appeals

Please be advised that the Regents Appeal Process has changed as of August 2016.

If, after reviewing exam materials, a teacher or administrator believes that the NYSED rubric was not correctly applied during the original scoring process, a score appeal request can be submitted.

Only principals have access to the Regents Scoring Administration Tool (RSAT), so any teacher or administrator who wishes to submit an appeal request must work with the principal to do so.

To successfully submit an appeal, the principal must:

- Enter a student exam record that matches with ATS records
- List the question number(s) to which the scoring rubric was incorrectly applied
- Provide a detailed rationale for why the scoring rubric was incorrectly applied for each question number listed
- Attach a PDF of the first page of the exam booklet **and the entire student constructed response section(s)**
- **DO NOT INCLUDE THE ANSWER DOCUMENTS, POST-IT NOTES, OR OTHER COMMENTS WITH THE STUDENT CONSTRUCTED RESPONSES**
- Enter the date the student and student's parent/guardian consented to allow the school to submit the appeal

Next, the superintendent evaluates the rationale provided by the principal and approves or denies the appeal. If the number of approved requests impacts **more than 5%** of a school's test takers **or five students (whichever is greater)** for an individual exam **OR** if the superintendent's approval is made over **four months after the exam was administered**, the appeal requires additional approval by SED in order to be authorized for rescore. Therefore, all appeals that fall into either or both of these categories will be escalated to SED for review. Please note that SED reserves the authority to deny an appeal for rescore.

If approved for re-score by the superintendent (and SED when applicable), the Office of Assessment will review the attached PDFs for completeness and legibility. Then the student's exam will be scheduled for rescore. If an incomplete or illegible copy of the exam was provided, the approved appeal will not be scheduled to be rescored until a complete and legible copy of the exam is submitted.

NOTE: **All** open-ended student responses will be re-scored. The updated score replaces the student's original score on the student's transcript whether the score increases, decreases, or does not change.

The Office of Assessment will update the score arrived at during the rescoring session in ATS, at which point an automated e-mail will notify the principal, superintendent, and SED of the final score. The school is responsible for communicating the final score to the student and student's family.

For further guidance regarding Regents Score Appeals, please view the Regents Appeals Memo.

For more detailed guidance, quick guides, and instructional videos, visit the Regents InfoHub.

Questions regarding this memorandum should be addressed to your BAID or Borough Citywide Office (BCO) Performance and Assessment Lead.

This memorandum is available at the Regents InfoHub.

ATTACHMENT #1: SECTION ATTENDANCE ROSTER

(1 per poly-bag)

Schools use the RGRA function in ATS to generate Section Attendance Rosters. Section Attendance Rosters identify which students' exams are included in each section. Directions for printing Section Attendance Rosters in ATS can be found in the *Regents Scanning Handbook*.

PROFILE: 01-M-123
USER: _____

ATS / NEW YORK CITY PUBLIC SCHOOLS
(RGRA)

DATE: 10/07/14
PAGE: 15

REGENTS EXAM: US HISTORY AND GOVERNMENT (HXRU)
SCHOOL: 01M123

EXAM DATE: AUG 2013
SECTION/ROOM: 80/480B

Student Name	ID#	A=Abs P=Pres	Reason if Invalidated	Sign In	Sign Out
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____
XXXX, XXXX	#####	_____	_____	_____	_____

Total exams to be scored: _____

Does this section contain exams with responses in a language other than English? YES/NO

If YES, specify the language: _____

If there are exams written in an alternate language, the language must be specified on the Section Attendance Roster.

This field MUST be populated to indicate the total number of exams that are being sent for scoring.

Students must sign in and sign out on the Section Attendance Roster in the designated signature columns at the beginning and conclusion of the exam, respectively.

Note: Schools should retain all answer documents for absent students and store them according to NYSED guidelines. Schools must also scan the page 1 answer documents for all absent students.

ATTACHMENT # 2: REGENTS PROCTORING CHECKLIST

(1 per section)

When schools use the RGRA function in ATS to generate Section Attendance Rosters, a copy of the Regents Proctoring Checklist will be generated at the beginning of each section. To print generic copies of the Regents Proctoring Checklist, please [click here](#).

REGENTS PROCTORING CHECKLIST		
Exam Name_[EXAM NAME]_____	Section_[SECTION]____	Date_[TEST DATE]_____
<p>This document must be distributed to proctors and is used to prepare test materials for shipment to scoring sites. Refer to State Education Department regulations and school policies for the administration of the Regents exams. Check off each step as it is completed. Keep the document on file for 1 year.</p>		
Opening Proctor:		
<p>____1. Ensure that you have the following materials before beginning the exam:</p> <ul style="list-style-type: none">a. Test booklets, pre-slugged answer document and labels for each student.b. Section Attendance Roster (SAR).c. Other materials necessary for the Regents being administered.		
<p>____2. Students must receive a pre-slugged answer document with their own name and student ID #.</p> <ul style="list-style-type: none">a. Notify administrator immediately if a student doesn't have a pre-slugged answer document.b. DO NOT give them the answer document of another student.		
<p>____3. Ensure that pre-printed student labels are placed on the TEST BOOKLET (All Regents) and ESSAY BOOKLET (English, US and Global History only).</p> <ul style="list-style-type: none">a. Labels are never placed on answer documents.		
<p>____4. Take attendance on the SAR.</p> <ul style="list-style-type: none">a. Indicate if student is present (P) or absent (A).b. Note students taking a translated version of the Regents on the SAR.		
I have followed the directions above (signature) _____		

Closing Proctor:		
<p>____1. Do not allow students to leave before the Uniform Admission Deadline.</p> <ul style="list-style-type: none">a. 10:00 AM for morning examsb. 2:00 PM for afternoon exams		
<p>____2. Have students return the exams, one at a time.</p> <ul style="list-style-type: none">a. Check that every student has returned all materials and signed the Regents declaration.b. Ensure that the pre-slugged answer document and if appropriate, essay booklet, are placed inside the front cover of the Regents test booklet.c. Once a Regents exam has been collected, no one, including the student, may make any changes.		
<p>____3. Alphabetize test booklets being careful to check that there is an exam, answer document and if appropriate, an essay booklet, for every student marked present on the Student Attendance Roster (SAR).</p> <ul style="list-style-type: none">a. Report discrepancies immediately to school administrators.b. Answer documents of absentees should be on the bottom of the stack.		
<p>____4. With the Section Attendance Roster and this document on top of the stack of exams, insert all Regents test booklets with the answer documents and essay books inside in the plastic (poly) bag or envelope provided by the testing team.</p>		
<p>____5. Return all exams and testing materials to the test coordinator immediately after collecting and packing the exams.</p>		
I have followed the directions above (signature) _____		

ATTACHMENT # 3: RATING SHEETS & RECORD SHEETS

(1 set per section for English Language Arts & Global History (new framework))

Sample History Rating Sheets

PROFILE: [REDACTED] ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 09/12/16
USER: [REDACTED] (RGRA) PAGE: 1

RATER SHEET (RATER 1)
REGENTS EXAMINATION IN: GLOBAL HISTORY AND GEOGRAPHY (HXRG) EXAM DATE: AUG 2016
SCHOOL: [REDACTED] SECTION: 02 ROOM: 425

RATER 1 NAME: _____ SCORER # _____

PART II - THEMATIC ESSAY		
STUDENT NAME	ID #	RATER 1 SCORE
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

PROFILE: [REDACTED] ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 09/12/16
USER: [REDACTED] (RGRA) PAGE: 1

RATER SHEET (RATER 1)
REGENTS EXAMINATION IN: GLOBAL HISTORY AND GEOGRAPHY (HXRG) EXAM DATE: AUG 2016
SCHOOL: [REDACTED] SECTION: 02 ROOM: 425

RATER 1 NAME: _____ SCORER # _____

PART IIIB - DBQ ESSAY		
STUDENT NAME	ID #	RATER 1 SCORE
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

Using the RGRA function, ATS will generate 3 Ratings Sheets for the Thematic Essay and 3 Rating Sheets for the DBQ essay for, totaling 6 Rating Sheets per history exam section.

Note: For the History exams, schools must use the RGRA function in ATS to generate Rating Sheets and Record Sheets that will be packaged with the exam materials for each exam section and sent to the scoring site. For the Global History & Geography II (Framework) exam, there will be a total of 3 Rating Sheets and 1 Record Sheet.

Sample History Record Sheet

PROFILE: [REDACTED]
USER: [REDACTED]

ATS NEW YORK CITY PUBLIC SCHOOLS
(RGRA)

DATE: 09/12/16
PAGE: 1

REGENTS EXAM: GLOBAL HISTORY AND GEOGRAPHY (HXRG) EXAM DATE: AUG 2016 SECT: 02 ROOM: 425
SCHOOL: [REDACTED]

Student Name ID#		Part II - Thematic Essay				Part IIIB - DBQ Essay			
		Rater 1	Rater 2	Rater 3	Reslvd	Rater 1	Rater 2	Rater 3	Reslvd
		No. Score	No. Score	No. Score		No. Score	No. Score	No. Score	
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]								

Note: For the History exams, schools must use the RGRA function in ATS to generate Rating Sheets and Record Sheets that will be packaged with the exam materials for each exam section and sent to the scoring site.

For the Global History & Geography II (Framework) exam, there will be a total of **3 Rating Sheets** and **1 Record Sheet**.

Sample English Language Arts Rating Sheets

PROFILE: [REDACTED] ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 09/12/16
USER: [REDACTED] (RGRA) PAGE: 1

RATER SHEET (RATER 1) EXAM DATE: AUG 2016
REGENTS EXAMINATION IN: ENGLISH LANGUAGE ARTS (COMMON CORE) (EXR
SCHOOL: [REDACTED] SECTION: 02 ROOM: 149

RATER 1 NAME: _____ SCORER # _____

PART 2

STUDENT NAME	ID #	RATER 1
		SCORE
[REDACTED], [REDACTED]	[REDACTED]	
[REDACTED], [REDACTED]	[REDACTED]	

PROFILE: [REDACTED] ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 09/12/16
USER: [REDACTED] (RGRA) PAGE: 1

RATER SHEET (RATER 1) EXAM DATE: AUG 2016
REGENTS EXAMINATION IN: ENGLISH LANGUAGE ARTS (COMMON CORE) (EXR
SCHOOL: [REDACTED] SECTION: 02 ROOM: 149

RATER 1 NAME: _____ SCORER # _____

PART 3

STUDENT NAME	ID #	RATER 1
		SCORE
[REDACTED], [REDACTED]	[REDACTED]	
[REDACTED], [REDACTED]	[REDACTED]	

Using the RGRA function, ATS will generate 3 Ratings Sheets for the English Language Arts essay for each exam section, totaling 6 Rating Sheets per ELA exam section.

Sample English Language Arts Record Sheet

PROFILE: [REDACTED]
USER: [REDACTED]

ATS NEW YORK CITY PUBLIC SCHOOLS
(RGRA)

DATE: 09/12/16
PAGE: 2

REGENTS EXAM: ENGLISH LANGUAGE ARTS (COMMON (EXRC) EXAM DATE: AUG 2016 SECT: 02 ROOM: 149
SCHOOL: [REDACTED]

Student Name	ID#	Part 2				Part 3			
		Rater 1	Rater 2	Rater 3	Reslvd	Rater 1	Rater 2	Rater 3	Reslvd
		No. Score	No. Score	No. Score	Score	No. Score	No. Score	No. Score	Score
[REDACTED], [REDACTED]	[REDACTED]								
[REDACTED], [REDACTED]	[REDACTED]								

Note: For the English Language Arts exam, schools must use the RGRA function in ATS to generate Rating Sheets and Record Sheets that will be packaged with the exam materials for each exam section and sent to the scoring site. There will be a total of **6 Rating Sheets** and **1 Record Sheet** for each section.

4: BOX PACKING LIST

(1 per box)

EXAM NAME: _____

DISTRICT #: _____

SCHOOL #: _____

TOTAL # OF POLYBAGS: _____

CONTACT NAME: _____

MOBILE PHONE #: _____ (for night and weekend contact)

	<i>Testing School Use <u>Only</u></i>		<i>Scoring Site Use <u>Only</u></i>	
	Section #	# of Test Booklets and Answer Documents	Return Totals Match (Y/N)	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total # of Test Booklets and Answer Documents: _____

Note: Packing Lists can be found here

ATTACHMENT # 5: STUDENT LABELS

(1 label per student test and/or essay booklet)

Information labels for all Regents exams are printed using STARS. Schools must place the label on the upper left corner of each test booklet and/or essay booklet (where applicable). Note: Student labels cannot be generated for walk-in students.

XXXXXX KATHERINE T 000000474 F 01/24/93
000 91 STREET OKLYN NY 11200 718-000-000
M: RES W/ = Y
FA: RES W/ = Y
BOR. - - - - - H=000 GRC=180 CL=F04 GR=08 BM= 000

Sample

LIVING ENVIRONMENT

The University of the State of New York
REGENTS HIGH SCHOOL EXAMINATION

LIVING ENVIRONMENT

Tuesday, June 11, 2013 — 1:15 to 4:15 p.m., only

Student Name _____

School Name _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

Print your name and the name of your school on the lines above.

A separate answer sheet for multiple-choice questions in Parts A, B-1, B-2, and D has been provided to you. Follow the instructions from the proctor for completing the student information on your answer sheet.

You are to answer all questions in all parts of this examination. Record your answers for all multiple-choice questions, including those in Parts B-2 and D, on the separate answer sheet. Record your answers for all open-ended questions directly in this examination booklet. All answers in this examination booklet should be written in pen, except for graphs and drawings, which should be done in pencil. You may use scrap paper to work out the answers to the questions, but be sure to record all your answers on the answer sheet or in this examination booklet as directed.

When you have completed the examination, you must sign the declaration printed on your separate answer sheet, indicating that you had no unlawful knowledge of the questions or answers prior to the examination and that you have neither given nor received assistance in answering any of the questions during the examination. Your answer sheet cannot be accepted if you fail to sign this declaration.

Notice...
A four-function or scientific calculator must be made available for you to use while taking this examination.

DO NOT OPEN THIS EXAMINATION BOOKLET UNTIL THE SIGNAL IS GIVEN.

LIVING ENVIRONMENT

Note: Directions for printing Student Exam Labels in STARS can be found in the *Regents Scanning Handbook*.

ATTACHMENT # 6: EXAM-SPECIFIC LABELS AND GRADUATING SENIORS LABELS

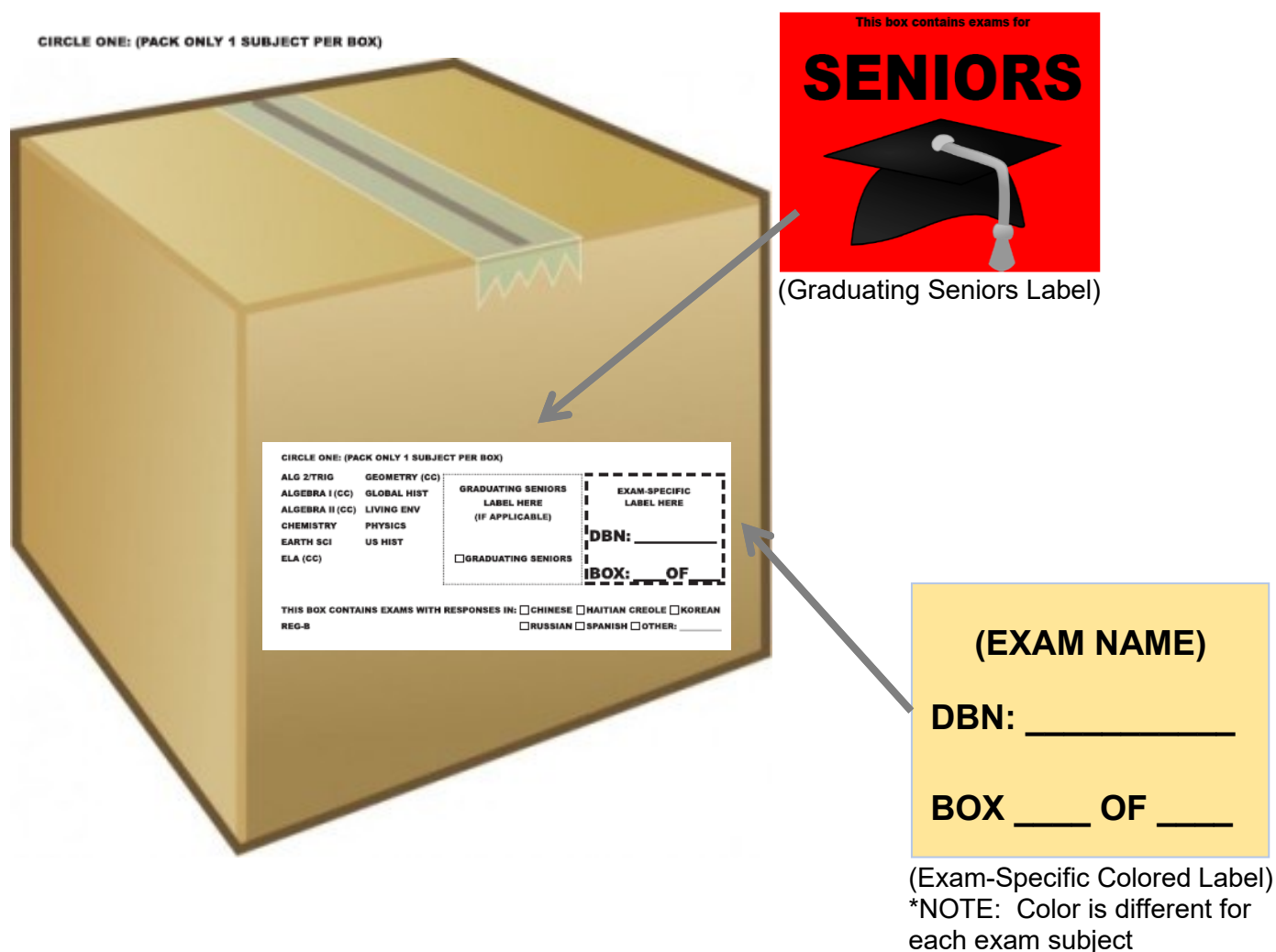
(1 EXAM-SPECIFIC COLORED LABEL PER BOX OF PACKAGED EXAMS)

(1 GRADUATING SENIORS LABEL PER BOX - IF APPLICABLE)

Schools must place an exam-specific label on the front of packaged exam boxes. Each respective label color corresponds to a specific exam subject. The labels are printed with the exam name, and space is provided for schools to fill-in their DBN and box count. (Note: Schools that do not have exam-specific colored labels should use a permanent marker to print their DBN and box count directly on the box.)

Graduating Seniors ONLY: Place a Graduating Seniors label on the front of boxes containing graduating senior exams.

The art below depicts information that appears on each label, and must be provided on each packaged exam box.



Note: **DO NOT MIX MULTIPLE EXAM SUBJECTS IN ONE BOX.** Place a colored label on the front of the box corresponding to the exam subject inside the box, as shown above. Confirm that sections of graduating seniors and exams written in an alternate language are packaged into their own individual boxes. Place a Graduating Seniors label on all boxes containing graduating senior exams.

ATTACHMENT # 7: PACKAGING CHECKLISTS

Physical Setting/Physics

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Answer Documents Student Answer Booklets Restricted Test Booklets in Sealed Envelopes Restricted Rating Guides Any Unused Test Materials	Proctoring Checklist Because the Physics Regents exam is restricted in January, no tests or answer documents are retained by the testing school.

- ☐ Restricted test booklets are placed back inside their numbered envelopes, and are packaged for delivery to the scoring site. Scoring sites will return the unused materials directly to NYSED at the conclusion of scoring.
- ☐ Answer documents have **NOT been distributed to students**, and are not scanned unless a student was absent for the exam.
- ☐ Answer booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- ☐ Sealed envelopes with the restricted test materials of **absent students** are packaged for delivery to the scoring site. Scoring sites will return the unused materials directly to NYSED at the conclusion of scoring.
- ☐ Test Accommodations are bubbled on answer documents. The language used is written on the Section Attendance Roster.
- ☐ Each Section (testing room) is packaged in its own polybag.
- ☐ Each polybag includes:
 - a completed Section Attendance Roster (see Attachment # 1) indicating how many answer booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Answer documents are placed inside their corresponding student answer booklets.
 - Do NOT separate student answer booklets and answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their answer booklet, the blank answer booklet (with a student label) is still packaged for shipment to the scoring site.
- ☐ Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.
 - Beginning in January, 2014 exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Physical Setting/Physics Regents exams and one box of Spanish Physical Setting/Physics Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.

- The exams of graduating seniors are separated into their own boxes for each exam subject.

- Where applicable, the exams of graduating seniors who responded in alternate languages are packaged with the exams of other alternate language students.
- ☐ Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
- ☐ Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- ☐ The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating seniors (if applicable).
- ☐ Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6).
- ☐ Graduating seniors label has been pasted on the front of each box containing graduating seniors' exams.

Physical Setting/Chemistry

Test Coordinators can use this checklist while packaging materials for shipment to the scoring site to ensure that all materials have been accounted for properly. Failure to follow these directions may cause a delay in processing your students' exams and in the delivery of their scores. Test Coordinators should review these instructions and determine which tasks are appropriate for proctors to complete.

Packaged for Delivery to Scoring Site	Retained by Testing School
Section Attendance Roster Page 2 Answer Documents Student Answer Booklets	Proctoring Checklist Page 1 Answer Documents Student Test Booklets Braille Test and Answer Booklets Any Unused Test Materials Answer Documents (Page 1 & 2) for Absent Students

- ☐ Page 1 answer documents have been retained and scanned for ALL students (including absent students).
- ☐ Answer booklets have been checked to ensure that each document has a Student Label placed on the upper left corner (except walk in students).
- ☐ Test booklets, answer booklets and answer documents (page 1 AND page 2), from **absent students** have been retained at the school and **are not packaged** for delivery to the scoring site.
- ☐ Test Accommodations and/or Alternative Languages are bubbled on page 2 answer documents. The language used is written on the Section Attendance Roster.
- ☐ **For Earth Science ONLY, the students' performance scores are bubbled on their page 2 answer documents.**
- ☐ Each Section (testing room) is packaged in its own polybag.
- ☐ Each polybag includes:
 - A completed Section Attendance Roster (see Attachment # 1) indicating how many answer documents and answer booklets are present for the section:
 - Indicate which students were absent, sat for the exam, had an exam invalidated along with the reason (e.g., principal determined cheating), and/or if there are exams that were written in a language other than English (and in which language).
 - Student exam materials in alphabetical order by student last name:
 - Page 2 answer documents are placed inside their corresponding student answer booklets.
 - Do NOT separate student answer booklets and page 2 answer documents into separate stacks for shipment to the scoring site.
 - If a student sat for an exam, but did not complete any written responses in their answer booklet, the blank answer booklet (with a student label) is still packaged for shipment to the scoring site.
- ☐ Polybags are packed in boxes by subject and testing language. Boxes should NOT include exams from more than one subject or more than one language.
 - Exams completed in alternate languages are placed in their own box for each language and exam subject (e.g., one box of Chinese Physical Setting/Chemistry Regents exams and one box of Spanish Physical Setting/Chemistry Regents exams).

NOTE: If a section of students has tested with an ELL accommodation, then package their exams in an alternate language box and label the box with the appropriate language. This applies regardless of whether the ELL student responded in English or their home language. Do not separate sections.

- The exams of graduating seniors are separated into their own boxes for each exam subject.
- Where applicable, the exams of graduating seniors who responded in alternate languages are packaged into their own boxes for each exam subject and language.

- ☐ Boxes include a completed Box Packing List on top of the polybags.
 - The number of polybags equals the number of testing sections indicated on the packing list.
 - A mobile phone number is provided for outreach in the evening and/or on the weekend.
 - Boxes with exams of the same subject are marked and numbered (e.g., Box 1 of 2, Box 2 of 2).
- ☐ The contents of each box is clearly labeled, and includes:
 - Exam subject (one per box).
 - Language of response (if other than English).
 - Graduating seniors (if applicable).
- ☐ Exam-Specific Colored Label has been pasted on the front of each box with the appropriate school DBN and box count filled in (see Attachment # 6)
- ☐ Graduating seniors label has been pasted on the front of each box containing graduating seniors' exams.

ATTACHMENT # 8: NEW YORK CITY DEPARTMENT OF EDUCATION ASSESSMENT CONTACT INFORMATION

Office of Assessment, Office of Policy and Evaluation		
Manhattan BAID • Comprising Districts 1, 2, 3, 4, 5, & 6	Jonathan Ortiz 212-356-3784 (PHONE) jortiz23@schools.nyc.gov	333 Seventh Avenue Room 722 New York, NY 10001
Bronx BAID • Comprising Districts 7, 8, 9, 10, 11, & 12	Yuk Fung Lam (718) 349-5664 (718) 741-5559 YLam2@schools.nyc.gov	1 Fordham Plaza Room 749 Bronx, NY 10458
Brooklyn BAID • Comprising Districts 13, 14, 15, 16, 19, 23, & 32	Laura Dalla-Betta (718) 935-5795 LDallaBetta@schools.nyc.gov	131 Livingston Street Room 310C Brooklyn, NY 11201
Queens BAID • Comprising Districts 24, 25, 26, 27, 28, 29, & 30	Barbara Marcisak (718) 349-5661 (PHONE) BMarcis@schools.nyc.gov	3048 Linden Place Room 502 Flushing, NY 11354
Staten Island/Brooklyn BAID • Comprising Districts 17, 18, 20, 21, 22, & 31	Edward Lam (718) 349-5630 (PHONE) Elam2@schools.nyc.gov	715 Ocean Terrace Building A, Room 114 Staten Island, NY 10301
Assessment Operations & Scan Center • NYC Public Schools	Matt Miller (718) 349-5601 (PHONE) (718) 349-5632 (FAX)	44-36 Vernon Boulevard Room 206 Long Island City, NY 11101
Additional NYCDOE Assessment Contacts		
Special Education – District 75	Cristina Navarret (212) 802-1560 (PHONE) (718) 706-4587 (FAX) CNavarrete@schools.nyc.gov	400 First Avenue New York, NY 10010
Alternative Schools & Programs – District 79, 88	Ilone Sauro (917) 521 – 3635 (PHONE) (917) 521 – 3649 (FAX) ISauro2@schools.nyc.gov	4360 Broadway Room 428 New York, NY 10033
Charter Schools – District 84	J. Greyston Holmes Charterschools@schools.nyc.gov	100 Gold Street New York, NY 10038
Homebound Instruction	Edwin Hernandez (718) 794 - 7240 (PHONE) (718) 472 – 6119 (FAX) EHernan@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465
Hospital Instruction	Keri Kaufmann (718) 794 – 7266 (PHONE) (718) 794 – 7263 (FAX) KKaufmann@schools.nyc.gov	3450 E. Tremont Ave. 1 st Floor Bronx, NY 10465