



THE STATE EDUCATION DEPARTMENT / UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223

BUREAU CHIEF
Office of State Assessment

August 2024

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

FROM: Clara DeSorbo Clara DeSorbo

SUBJECT: Administration of the August 2024 Regents Examinations

This memorandum provides essential information about the administration of the August 2024 examinations. In addition, all persons coordinating the administration of the August 2024 examinations should be familiar with the [School Administrator's Manual](#). This publication is available on the Department's [website](#). Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the last page of this memorandum. Accompanying this memorandum are the current list of regional centers, a memorandum regarding the content of each August examination, and the schedule for the August 2024 examination period.

For the August 2024 administration, each scoring key and rating guide posted on the Department's website will be password-protected. Principals and/or their designees will need to access the Online Examination Request System to obtain the passwords required for the scoring materials each day that Regents Examinations are being administered (August 19 and 20).

SAFEGUARDING THE INTEGRITY OF THE TEST MATERIALS

Out of consideration for those students who are completing their examinations over multiple days as an approved testing accommodation, educators are 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 and for seven calendar days after the original date of administration.

Everyone's cooperation with this rule helps to preserve the integrity of the assessments taken by these students over multiple school days so they can complete the examinations at a pace appropriate for them. Avoiding public discussion of specific test content over electronic media affords those students an equal opportunity to demonstrate what they know and are able to do. We believe that nearly all students who are testing with this accommodation will have completed their examinations by these dates. Please note that this instruction does not limit educators' ability or permission to discuss test questions among themselves, with their students who have fully completed the test, or with others during an in-person discussion, or to share with the Department any concern they have regarding any of the specific test content.

SHIPMENT OF EXAMINATION MATERIALS

For single-shipment storage locations, Regents boxes will be delivered on Tuesday, August 13, Wednesday, August 14, or Thursday, August 15.

For daily-delivery storage locations, Regents boxes will be delivered on Wednesday, August 14, Thursday, August 15, or Friday, August 16 for examinations scheduled for Monday, August 19. The

Locked Regents boxes containing the August 2024 Regents Examinations will be delivered to your school or approved storage location by FedEx. The principal's name, school phone number, school name, and school address of the school to which the shipment is being sent will be indicated at the top of the shipping label. If you are a host school serving as the approved storage location for a neighboring school, the guest school's name will appear at the bottom of the shipping label. The guest school is the school that requested the examinations in that locked box. Personnel from the guest school will have the keys to open their locked boxes.

The locked Regents boxes will be secured with either two locks and a plastic crimp or one lock and two plastic crimps. Padlock keys will be mailed to the principal in one or more envelopes and should arrive at least three days before the locked Regents boxes are delivered to your school.

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CHECKING THE EXAMINATION SHIPMENT

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The Regents box keys and the combination or key to the safe or vault must be maintained under strict security protocols to preclude access to the examinations by students and other unauthorized persons. When the safe or vault where the Regents boxes are stored is unlocked, it must be kept under 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 no one has tampered with them and that their contents remain secure.

The sealed packages containing examination booklets and teacher dictation copies must not be opened until the day each examination is scheduled to be administered, and no earlier than is necessary for distribution to proctors.

Scoring key packages must be kept secure and may not be opened until after the Uniform Statewide Admission Deadline of 9:15 a.m. for morning examinations and 1:15 p.m. for afternoon examinations. The principal must notify the Department via fax if any packages of secure examination materials were not sealed properly when received. For more information about the security and storage of examination materials, please refer to Section Two of the [School Administrator's Manual](#).

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, in addition to other materials, the principal must sign and return to the Department the completed [Examination Scoring Certificate](#),

- A teacher providing AIS to a student in preparation for the Regents Examination in Global History and Geography II may not score that student's answer paper for this examination.
- An English teacher who was a student's homeroom teacher but was not the student's school year or summer school English teacher may score that student's answer paper for the Regents Examination in English Language Arts.
- 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.

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.

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REPORTING AND RECORDING TEST SCORES

Summer schools must record the names and test scores of all students tested and then send the scores for each student to the student's home school. Information about recording test scores on the permanent record is provided in Section Three of the [School Administrator's Manual](#).

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of the Regents Examinations, contact the State Education Department at 106.68.674.04 Tm -.