

**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
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Schools must also provide other materials required by students, such as scrap paper for Regents Examinations in English, science, and social studies and coordinate graph paper for students who need to change their work on graphs on the Regents Examinations in mathematics.

### **Use of Calculators**

Schools must ensure that each student has the appropriate type of calculator specified below when taking a Regents Examination in science or mathematics.

When students enter the examination room, clear, reset, or disable the memory of any calculator with programming capability. If the memory of a student's calculator is password-protected and cannot be cleared, the calculator must not be used. Remove any prohibited applications from the graphing calculator. Students may **not** use calculators that are capable of symbol manipulation or that can communicate with other calculators through any means, nor may students use operating manuals, instruction or formula cards, or other information concerning the operation of calculators during the examinations. Symbol manipulation calculators are calculators capable of doing symbolic algebra or symbolic calculus (for example, factoring, expanding, or simplifying given variable output).

*Mathematics Regents Examinations.* Each student taking a Regents Examination in Algebra I, Geometry, or Algebra II must have a graphing calculator without symbol manipulation. For further information about graphing calculator use, please see [Guidelines for Graphing Calculator Use for Commencement-Level Mad \(-\)T2 \(ulj /TT0 1-g23 \( s \(e f\)- 0 Tc Sus\)a\)-5.9 \(pl\)6\[\(G\)-6.6 \(ui\)c\(c\)-2 \(u0.6 \(do4h2-\)](#)

take the test, such as special rulers, protractors, and calculators. The student may answer the questions in any manner appropriate and familiar to the student. The student may write, type, or braille the answers, dictate them to a proctor or a mechanical recording device, or use any combination of these methods.

When the Department transcribes an examination into braille, questions that contain material that cannot be reproduced in a manner understandable to a blind student are modified. The questions are reworded or replaced with questions that measure skills similar to those measured by the original questions. Special notices containing the reworded or replaced items and rating guides will be provided. Unless

- *Bilingual Dictionaries and Glossaries.*

how to fill in the answer sheets. These directions must be provided to all proctors administering the examinations.

In order to preserve answer sheet quality for audit purposes, they should be scanned only once. If a school has appropriate scanning equipment, it may elect to scan the answer sheets provided by the regional scanning center and provide a data file to its scanning center in a format that is compatible with the center's data system. Scanning must occur within a timeframe that allows data to be submitted to the New York State Education Department (NYSED) via the Student Information Repository System (S

## **Supervision of Students**

1. *Identification of Students.* Schools must verify the identity of each student who enters the examination room, especially students who are not enrolled in the school in which they are taking the examinations. Keep accurate records of the students who take each examination so that it will be possible to confirm the presence or absence of a student for each examination.
2. *Checking for Unauthorized Materials.* Provide close supervision of students who are taking Regents Examinations at all times during the examination session. Inspect all materials students bring into the examination room as they enter to make sure that the materials do not contain any unauthorized notes or printed material that would give the user an unfair advantage. See page 1, "Materials Provided by Students and the School," for information concerning the materials that students may bring into the examination room.
3. *Obtaining Information from or Giving Information to Other Students.* Do not permit students to obtain information from or give information to other students in any way during the examination. If a proctor suspects that such an attempt has occurred, students must be warned that any further attempts will result in the termination of their examinations. If necessary, move the students to another location. In order to allow for all possible outcomes of procedural due process, the student should be allowed to complete the examination. If the steps described above fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' examinations. At the conclusion of the examination, all suspected acts of fraud must be reported to the principal. No score may be earned by a student who, in the judgment of the principal, has attempted to obtain aid from or give aid to another student or has otherwise committed fraud during an examination.

At the beginning of each test administration, proctors must read the statement below to all students taking secondary-level State examinations :

You cannot have any communications device, including a cell phone, with you during this test or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras or other photographic equipment
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones, such as earbuds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

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 me or a school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated, and you will get no score. Is there anyone who needs to give me any of these items now?

**[Proctor: repeat list of devices.]**

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

For Principals and Proctors:

- a. Any student observed with any prohibited device while taking a State examination must be directed to 10.72 413.20diet43bi6 (aohi)2..>BD4 360 43astver2.6 (as2 (i)ds)-2 ((t)-6.7 )2.6 (e t)-6.6 (ey-6.6 ( )

in their test book to the multiple-choice answer sheet. (The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test book to the answer sheet.)

6. *Aid to Students.* No one, under any circumstances, may interpret or explain examination questions to students, nor may anyone review or comment on the correctness or sufficiency of a student's response to a test question while an examination is in progress. In response to inquiries by students concerning the meaning or interpretation of questions, proctors must advise students to use their own best judgment.
7. *Preserving the Integrity of the Test Materials.* Out of consideration for those students who are participating in examinations that have been rescheduled due to inclement weather and for those students with disabilities 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 period and for seven calendar days after the original date of administration. Test booklets cannot be opened prior to the distribution of tests to students. Teachers and test administrators may not use cell phones or other photographic devices to duplicate test materials and should keep their own communications devices put away during testing, using them only in emergenc.3 ( )0.1e1ni hemhe05q<2 (e)1(6 (e)76 (he)10 i)2.699e (m)-6destl0 Tw ( g ( )0)11.5 (dur-



The declaration for each examination is printed on the answer sheet. Check to be sure that each student has signed the declaration before the student leaves the room. The declaration can be signed with pencil or pen. Do not score papers lacking a signed declaration until the student's signature has been obtained.

### **Fraud**

Under Section 8.5 of the Rules of the Board of Regents, fraud shall include the use of unfair means to pass an examination, attempting to give aid to or obtain aid from another person in any examination, alteration of any Regents Examination credential, and intentional misrepresentation in connection with Regents Examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, teacher, administrator, or any other person. In addition, Section 102.4 of the Regulations of the Commissioner of Education prohibits testing fraud by students, educators, and others involved in the handling, administration, and scoring of State assessments. Prohibited testing conduct by adults is addressed on page 18.

### **Student Fraud**

Students who violate one of the prescribed State and/or local policies for taking examinations but do not attempt either to obtain or give aid have not committed fraud. For example, if a student leaves the examination room without the permission of a proctor but

Be sure that students follow the appropriate directions for filling in answer sheets as developed by the school and RIC or scanning center for 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 text-analysis response questions. The Department does not provide printed copies of the  
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Conclude the exam

to the questions, but they must record all answers on the answer sheet and in the examination booklet. When all students seem to understand these directions, 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 the three-hour period to stop working, close their examination booklets, sign the declaration, and put their pens and pencils down. Collect the answer sheets, examination booklets, 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/Chemistry**

Distribute one answer sheet, one answer booklet, one examination booklet, and one copy of the 2011 edition of the *Reference Tables for Physical Setting/Chemistry*, face up, to each student. (The answer booklets are printed on ivory paper and are shrink-wrapped in the same package with the examination booklets.) The Department does not provide printed copies of the [reference tables](#). The 2011 edition is available on the Department's website. Schools must print enough copies to provide one to each student. In addition, each student must be provided with a four-function or scientific calculator for their exclusive use during the entire examination. Students are not permitted to use graphing calculators when taking this examination.

Before allowing students to begin the examination , have them check the cover of the examination booklet , answer booklet, and answer sheet to be sure they have the correct title, date, and time.



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

## Rating Examination Papers

As soon as the administering of each examination is completed, the principal must arrange for the collection and secure storage of **all** used answer sheets. Used answer sheets must not be left unattended and must not pass from the custody of the teacher during scoring. Except when answer papers are being scored in cooperation with other schools, answer papers must not be removed from the school building until the rating has been completed and the test scores have been recorded on each student's permanent record.





## Passing Scores

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.

<b>Topic</b>	<b>Website</b>
<a href="#">Chart of Diploma Requirements</a>	<a href="http://www.nysed.gov/common/nysed/files/currentdiploma_requirements.pdf">http://www.nysed.gov/common/nysed/files/currentdiploma_requirements.pdf</a>
<a href="#">Multiple Pathways to Graduation</a>	

