

Administrator and Proctor Guidance

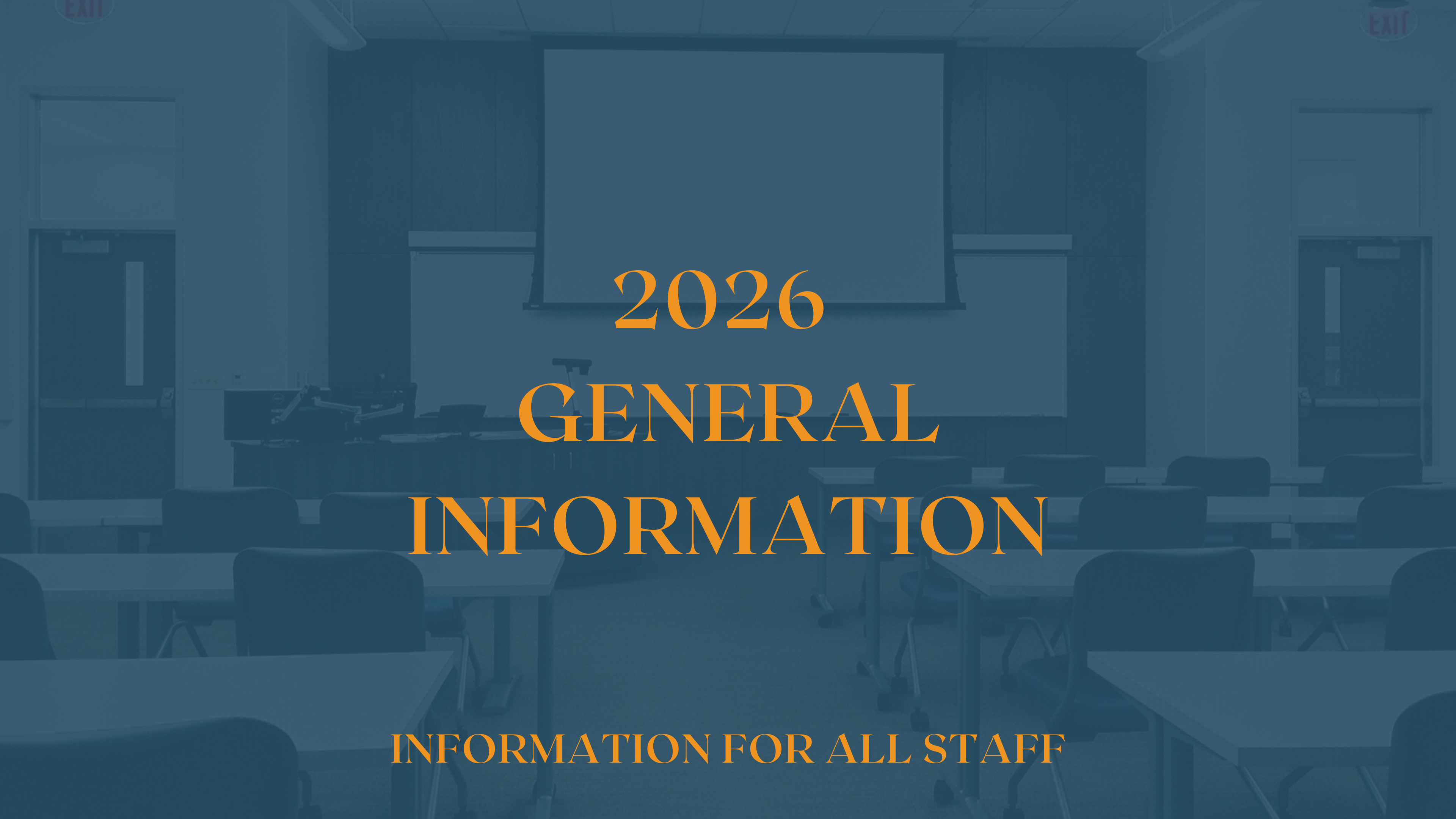
REGENTS

INFORMATION FROM THE
SCHOOL ADMINISTRATOR'S MANUAL



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The background is a photograph of a classroom, dimly lit and overlaid with a semi-transparent blue filter. In the foreground, several rows of empty wooden desks and black chairs are visible. At the front of the room, there is a large whiteboard mounted on a stand. To the left and right of the whiteboard are dark wooden cabinets. On either side of the room, there are glass doors with "EXIT" signs above them. The overall atmosphere is quiet and professional.

2026 GENERAL INFORMATION

INFORMATION FOR ALL STAFF

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
 Office of State Assessment
 Albany, NY 12234

EXAMINATION SCHEDULE: JANUARY 2026

Students must verify with their schools the exact times that they are to report for their State examinations.

JANUARY 20 TUESDAY	JANUARY 21 WEDNESDAY	JANUARY 22 THURSDAY	JANUARY 23 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts	Geometry U.S. History & Government	Global History & Geography II	Earth and Space Sciences Physical Setting/Earth Science
1:15 p.m.	1:15 p.m.	1:15 p.m.	<u>Uniform Admission Deadlines</u>
Life Science: Biology Living Environment Physical Setting/Chemistry	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.

THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

EXAMINATION SCHEDULE: JUNE 2026

Students must verify with their schools the exact times that they are to report for their State examinations.

June 9 TUESDAY	June 10 WEDNESDAY		June 17 WEDNESDAY	June 18 THURSDAY	June 19 FRIDAY		June 22 MONDAY	June 23 TUESDAY	June 24 WEDNESDAY	June 25 THURSDAY	June 26 FRIDAY	
9:15 a.m.	9:15 a.m.		9:15 a.m.	9:15 a.m.	Juneteenth Holiday Observed	RATING DAY ** Suggested date for local assessments: May include Checkpoint exams or other end-of-year assessments at district discretion.		9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY	
English Language Arts*	Algebra II*		Algebra I	Life Science: Biology Living Environment			U.S. History & Government	Physical Setting/ Chemistry	Physical Setting/ Physics			
1:15 p.m.	1:15 p.m.		1:15 p.m.	1:15 p.m.			1:15 p.m.	Uniform Admission Deadlines Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.				
Physical Science: Chemistry* (NYSP12SLS)	Physical Science: Physics* (NYSP12SLS)		Global History & Geography II	Earth and Space Sciences Physical Setting/ Earth Science			Geometry					

* The Conversion Chart for this exam will be available no later than June 26, 2026. Questions about the early administration? See [Why New Exams are Administered Early](#)

** As the Checkpoint A and B exams in world languages are locally-developed, districts may choose the date on which they are administered. When scheduling the Checkpoint exams be mindful of conflicts students may have with other scheduled assessments, including both local assessments and the Regents examinations.

AUGUST 2026

EXAMINATION SCHEDULE

*Students must verify with their schools the exact times
that they are to report for their State examinations.*

Tuesday August 18	Wednesday August 19
8:30 a.m.	8:30 a.m.
Algebra I English Language Arts	U.S. History & Government Earth and Space Sciences Physical Setting/Chemistry Physical Science: Chemistry (NYSP12SLS)
12:30 p.m.	12:30 p.m.
Global History & Geography II Algebra II	Geometry Life Science: Biology

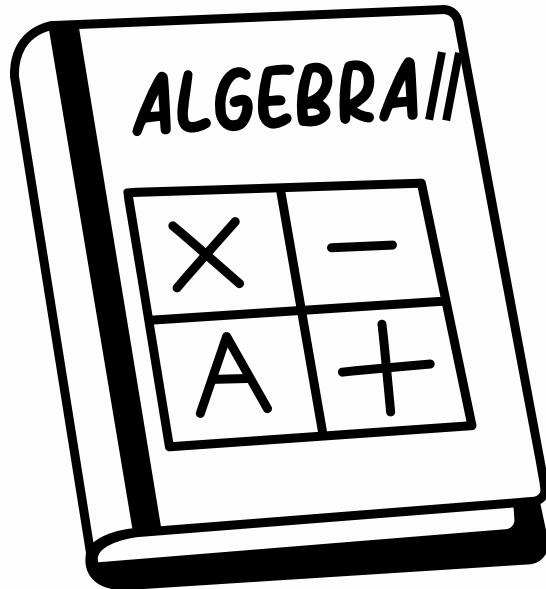
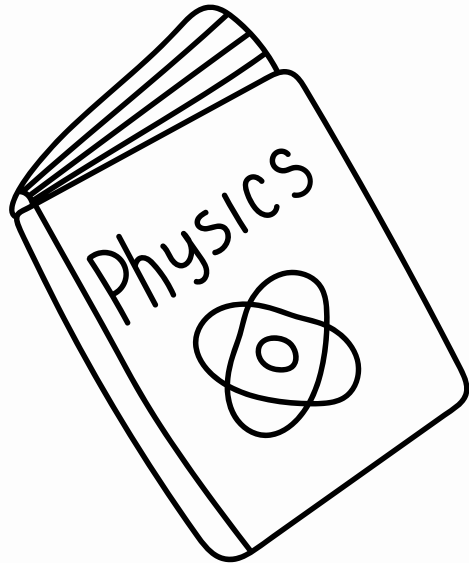
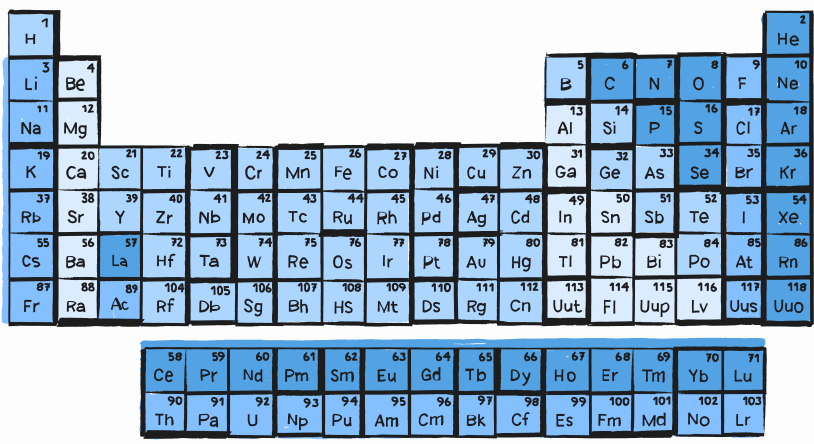
Uniform Admission Deadlines

Morning Examinations — 9:15 a.m. Afternoon Examinations — 1:15 p.m.

New June Exams

In order to calculate conversion charts/cut scores, the State has selected schools statewide for participating in the early scoring collection project for the 4 New Regents Exams.

If a school was NOT chosen for participation in this project, they *may* rate examination as soon as rating materials are available. However, conversion charts may not be available until as late as Friday, June 26th.



June 9 TUESDAY	June 10 WEDNESDAY
9:15 a.m.	9:15 a.m.
English Language Arts*	Algebra II*
1:15 p.m.	1:15 p.m.
Physical Science: Chemistry* (NYSP12SLS)	Physical Science: Physics* (NYSP12SLS)

State Testing Requirements for Graduation

Section 100.5(a)(5) of the Regulations of the Commissioner of Education requires that all public school students earn passing scores on State examinations in the areas of English, mathematics, science, and social studies, in order to obtain a high school diploma. Please visit the Office of Curriculum and Instruction's website for additional information regarding requirements for obtaining a diploma.

Students with disabilities are required to take the same Regents Examinations as general education students. However, students with disabilities who first entered Grade 9 in September 2005 and thereafter may meet the examination requirements for a local diploma by earning a lower passing score on the Regents Examinations required for high school graduation. In addition, in October 2012, the Board of Regents approved an amendment to Section 100.5 of the Regulations of the Commissioner of Education to provide a compensatory option to students with disabilities to graduate with a local diploma. For additional information on the compensatory option, please refer to the memorandum "Amendment to Section 100.5 of the Regulations of the Commissioner of Education Relating to the Safety Net for Students with Disabilities to Graduate with a Local High School Diploma."

Attendance Expectations for those not taking a Regents Exam

Schools are permitted to excuse students in grades 7 through 12 who are not taking a Regents Examination, and who are located in the same building as students taking a Regents Examination, if their class schedules are disrupted by the Regents Examination schedule and if staff are needed to properly administer the examinations.

Schools are expected to continue regular instruction during the January and June Regents Examination periods to the fullest extent possible. The additional flexibility provided by the revised minimum instruction time requirements beginning with the 2018–19 school year may allow districts to dismiss other students and grade levels depending on the district's available hours. Districts may consult the State Aid Office at 180days@nysed.gov for more information.

Admission Requirements

- All students who have completed the course of study leading to a Regents Examination have the right to be admitted to that examination.
- **Students may not be barred from an examination for disciplinary reasons or because their achievement in a subject is considered unsatisfactory.**
- In the case of a science Regents Examination, only students who have also met the laboratory requirement, which includes 1200 minutes of hands-on laboratory experience with satisfactory laboratory reports, may be admitted.
- For the new Science Regents, successful completion of the Investigations for the course will be required for admission to the respective Regents Examination. The definition of successful completion is left to local discretion. (more in notes)

Credit by Examination

Students who have not completed the generally expected units of study may be admitted to a Regents Examination for the purpose of demonstrating academic proficiency acquired through independent, out-of-school, or other study.

- Such students may be admitted to an examination only upon the determination by the superintendent of a public school district or the chief administrative officer of a religious or independent school, or his or her designee that, based on the student's past academic performance, the student will benefit academically by exercising this option.
- School administrators are expected to develop local criteria, consistent with Section 100.5(d), for determining which students may attempt to earn credit without completing the course of study.
- Up to 6½ units of credit may be earned in this manner.

A blue-tinted photograph of a classroom. In the foreground, several rows of empty desks and chairs are visible. In the background, there is a large whiteboard mounted on a stand, flanked by dark wood cabinets. Two doors with "EXIT" signs are visible on the left and right walls. The overall atmosphere is quiet and professional.

REGENTS MATERIALS

INFORMATION FOR PRINCIPALS

What is Shipped to your School

The nonsecure examination materials will be shipped in cardboard cartons and will arrive at schools approximately twenty days before the examination period is to begin.

The secure materials will be shipped in locked Regents boxes to the location designated on the request form.

Padlock keys will be sent to principals by first-class mail or UPS and will arrive 2-4 days before the Regents boxes.

The principal is responsible for verifying that all materials requested by the school by checking the shipping notice which indicated the quantity of each type of material that should be included in the shipment.

If the expected quantities have not been received, contact those below immediately. (More in Notes)

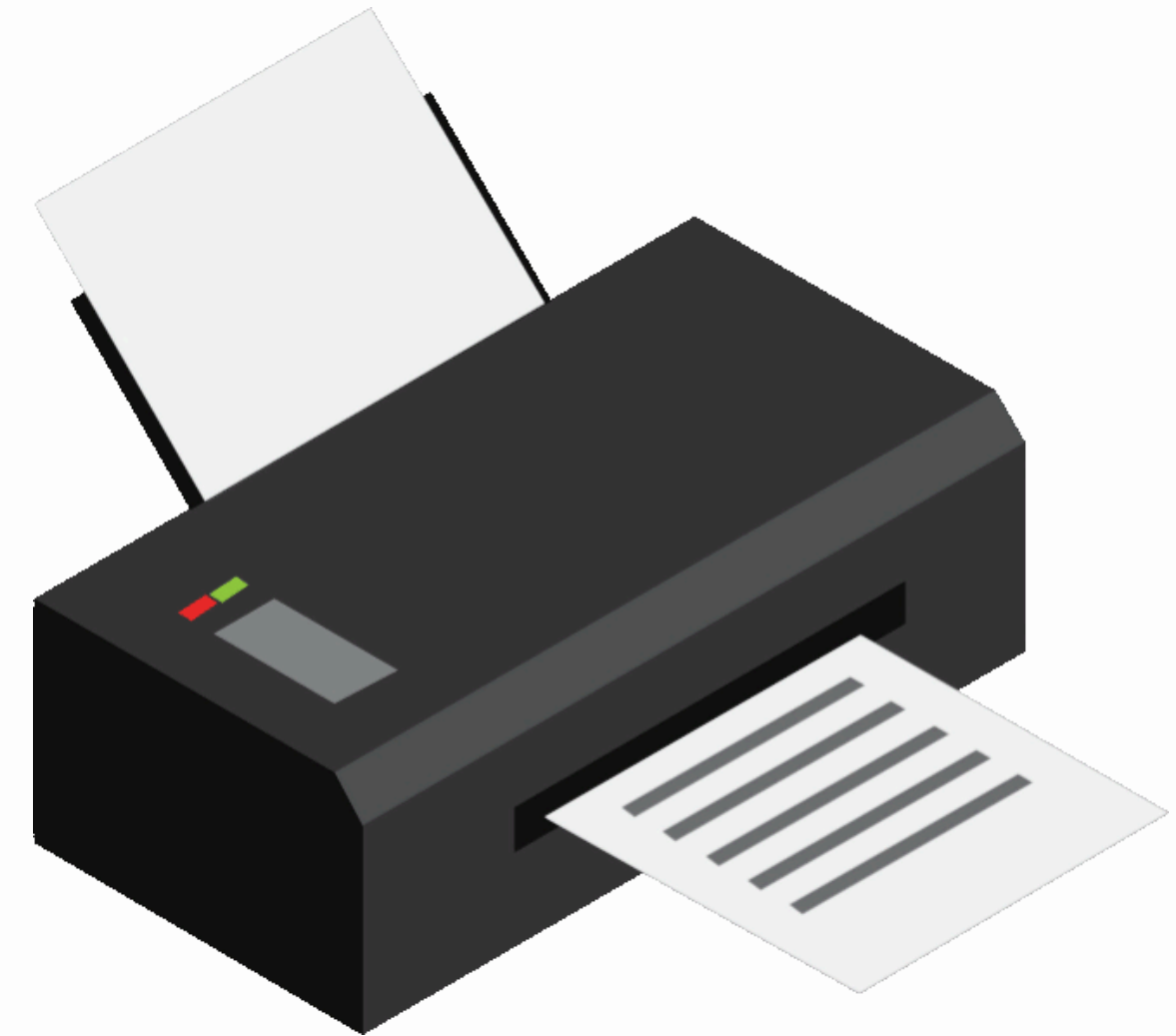
Monroe One Districts	Monroe 2 Orleans Districts	Charters Non-Pubs
Wanda Briggs (585-383-6423)	Lucy Fagan (585-349-9060)	Nancy Eichner (585-262-8328)
wanda_briggs@boces.monroe.edu	lfagan@bocesmaars.org	NancyA.Eichner@RCSDK12.org

IMPORTANT: Do not open any sealed package of secure examination materials until the day of the test. Upon completion of inventory, all secure materials must be stored in the locked regents box in a department-approved safe or vault.

General Materials for Day of Test

Schools are responsible for printing or providing sufficient quantities for student use during the examination, including but not limited to:

- Answer booklets for Essay Questions
- Teacher Directions
- [Reference Tables](#) | [Earth and Space Reference Tables \(New\)](#).
- Alternate Language Materials
- Scrap paper for all exams **except for those in math**



Machine-Scorable answer sheets are provided by the RIC (MAARS).

Do not copy any blanks to use as those will not be read by our scanners. Please advise your staff to not make copies!

General Materials for Scoring

For non-restricted examinations, schools will need to print copies of scoring keys and rating guides

- These materials are posted online
- Scoring Keys and Rating Guides will be password protected.
 - Principals/designees will need to access the Online Examination Request system to obtain the passwords required for scoring materials.



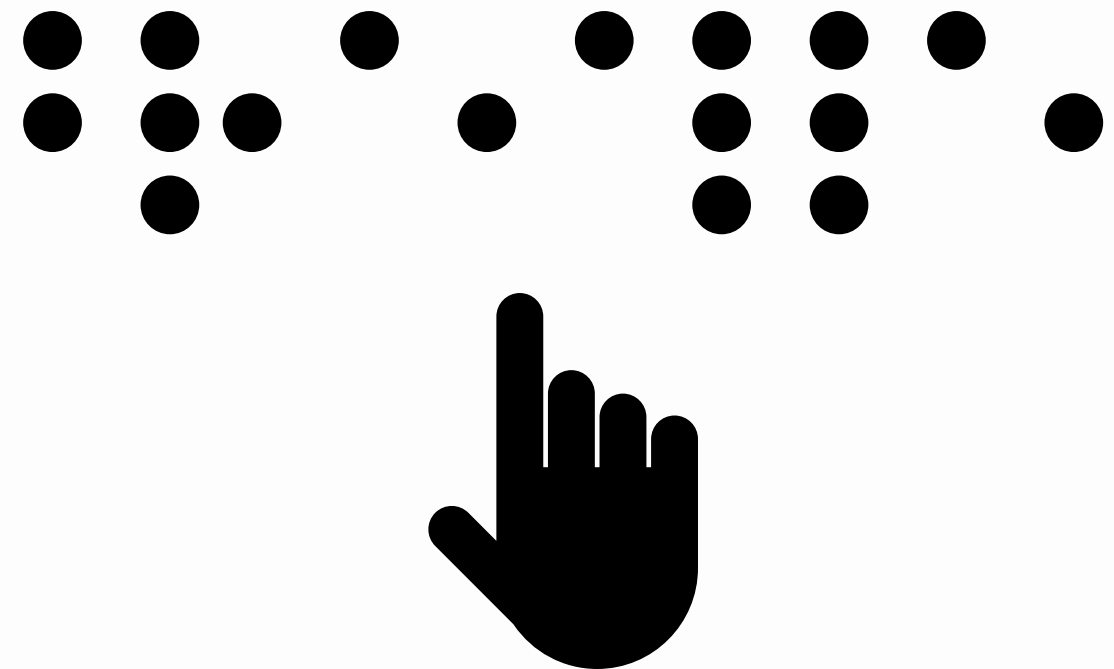
Examinations for Students with Visual Disabilities

Braille and large-type test booklets are available for all examinations and may be requested/ordered.

Please order these materials before the deadline to ensure time for production.

Sample copies of past exams/reference tables may be borrowed from the NYS Resource Center for the Visually Impaired (585-343-5384)

These materials must be returned to the State



Examinations for ELLs/MLLs

English Language Learnings/Multilingual Learners may take an exam below in an alternative-language edition and/or English (whichever is more appropriate to the student’s reading skills)

Language	January/June	August
English Only	Algebra II ELA Geometry Chemistry Physics	Algebra II ELA Geometry Chemistry Physics
Arabic Bengali English Chinese Haitian Creole Korean Russian Spanish	Algebra I US History Global Living Environment Biology Earth Science Earth and Space Sciences	
English Spanish		Algebra I US History Global Living Environment Earth Science

The translated editions of Regents Examinations are direct translations of the English editions that will be administered during the same examination period, so students identified as ELLs/MLLs may be permitted to use both editions simultaneously.

Restricted Forms of Examinations

- Test booklets will be numbered and shipped to the school and returned in a sealed envelope.
- Schools must request the exact number of test booklets
 - Request an additional copy for each reader that will work with a student with an IEP/504 plan



A dimly lit classroom with rows of desks and chairs. At the front, there is a large whiteboard flanked by two smaller whiteboards. The room has exit signs above the doors on either side. The overall tone is blue and professional.

PREPARATION FOR TESTING

INFORMATION FOR PRINCIPALS

Principal's Responsibilities

- Ensuring all proctors/personnel that have access to secure test materials comply with requirements and instructions
 - Authorize personnel to serve as proctors and train them to properly administer tests
 - Designate personnel permitted to access secure test materials and train them in test security protocol.
- Appoint a chief proctor for each room where an exam is being administered
- Ensure any student with testing accommodations is provided with those accommodations that are consistent with State testing policies as well as the child's IEP/504 plan
- Distribute specific directions for administering and scoring
- Ensure proctors sign the Deputy and Proctor Certificate
- Communicate to families the schedule and notice of the Uniform Statewide Admission Deadlines

Preparing the Exam Room

The room should be well lit, well ventilated, and quiet.

- A 'Do Not Disturb' sign may be placed on the door
- If in a classroom, the teacher should clear desks of all materials
 - Charts or maps on the walls pertinent to the subject being tested must be covered or removed
- Seating arrangements should be made in advance so that each student will be clearly visible to the proctor at all times
- A clock should be in sight of all students
 - (if not possible, the proctor should indicate the time on the board at intervals not exceeding one-half hour)



This map may need to be covered!



CONDUCTING THE EXAMINATION

INFORMATION FOR ALL STAFF

Time Regulations

Month	Start Time	Admission Deadline
January/June	9:15 am	10:00 am
	1:15 pm	2:00 pm
August	8:30 am	9:15 am
	12:30 pm	1:15 pm

- At the discretion of the principals, schools may begin secondary-level examinations earlier than the specified time
- Regardless of the starting time, **no student shall be permitted under any circumstances to hand in his or her test materials and leave the examination room before the Uniform Statewide Admission Deadlines.**

Further Guidance for Late Arrivals

- All students who arrive at the examination room before the Uniform Statewide Admission Deadline must be admitted to the examination, even if the students arrive after the scheduled starting time.
- Students who arrive at the examination after the Uniform Statewide Admission Deadline, but who have been under the supervision of school personnel since the admission deadline, may be admitted to the examination only if the principal is certain that the students did not have an opportunity to exchange information with students who have already left the examination.
- Latecomers for Regents Examinations are not generally entitled to have the closing time extended.
 - If there were extenuating circumstances beyond the student's control, the principal is permitted to extend the closing time.

Use of Calculators

Schools must ensure that each student has the appropriate type of calculator when taking one of the following secondary-level Regents examinations.

Subject	Description
Any Math Regents	graphing calculator without symbol manipulation
Living Environment Chemistry Earth Science	four-function or scientific calculator Graphing calculator not permitted
Physics	graphing calculator without symbol manipulation

Earth Science - Performance

The Physical Setting/Earth Science examination includes a performance test that must be administered during the last two weeks of the course and no later than the day before the written examination. This performance test must be administered to each student in one continuous block of time in one day.

Printed materials for the administration of the Earth Science Performance Test are shipped to schools approximately one month before the Regents Examination period. Teachers are expected to administer the performance test in compliance with all instructions provided in the teacher's directions

Students retaking the written test of the Regents Examination in Physical Setting/Earth Science must also retake the performance test

GENERAL EXPECTATIONS FOR PROCTORS

Proctors, teachers, and administrators who fail to adhere to the policies and procedures of the Department risk discipline. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State examinations may be subject to disciplinary actions 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.

Rules for Proctors

Identification of Students

- Plans must be made before the administration of State examinations to verify the identity of each student entering the examination room, especially students who are not enrolled in the school in which they are taking examinations.
- Accurate records must be kept of the students who take each examination, so it will be possible to confirm the presence or absence of a student for each examination administered

Rules for Proctors

Checking for Unauthorized Materials

- Students who are taking State examinations must be under close supervision at all times during the examination session.
- When students enter the examination room, all materials brought into the examination room must be inspected to make sure that the materials do not contain any unauthorized notes, electronic devices, or printed material that would give the user an unfair advantage.
- The materials that students are permitted to bring into the examination room are identified as pens, pencils, erasers, and rulers (calculators as well for those exams that require them).

Rules for Proctors

Obtaining Information from or Giving Information to Other Students

- Students must not be permitted to obtain information from or give information to other students in any way during the examination.
 - If, in the opinion of the proctor, such an attempt has occurred, the students should be warned that any further attempts will result in the termination of their examinations.
 - If necessary, the students should be moved 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, the principal should be notified immediately, and the students' examinations terminated.

Active Proctoring

- Proctors must circulate periodically around the room during the administration of each examination to ensure that students are recording their responses to examination questions in the proper manner and with the proper instrument.
- While circulating around the room, proctors should point out to students when they have left one or more answers blank or when they do not appear to be recording their answers in the proper place or appear to have provided more than one answer for a single multiple-choice question.
- If there is no clock in the room, the proctor should write the time on the board at intervals not exceeding one-half hour throughout the session



Aid to Students

No one may interpret or explain examination questions to any student.

No one may comment to a student on the correctness or sufficiency of the student's response.

The best way to respond to a request for assistance is:



Temporary Absence from Exam Room

- No student may be permitted to leave and then return to the examination room during any session of the examination unless accompanied by a proctor.
- Students who withdraw from the sight of the proctor during any examination session must have their examinations for that session terminated.
- Any examination paper that is removed from the examination room without authorization must be invalidated.



Proctors are **not permitted to:**

- Open the test booklets before distribution to students
- Discuss test questions with anyone through electronic means prior to, during the test session, or until one week after the conclusion of the examination period.
- Use Cell phones or other electronic devices to duplicate test materials
(Proctors are encouraged to keep communication devices away during testing and only use them in emergency situation).

Student Use of Communications Devices

- 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 (ie Smart Watch) and refuses to relinquish it.
- Possession of such a device will cause the student's examination to be invalidated



More info in notes

Student Declaration

Each student taking a Regents Examination is required to sign the following declaration:

I do hereby affirm, at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination, and that I have neither given nor received assistance in answering any of the questions during the examination

Proctors must check to be sure that each student has signed the declaration before the student leaves the examination room. The declaration can be signed with a pencil or a pen. Examination papers lacking a signed declaration must not be scored until the student's signature has been obtained.



Handling of Completed Exam Materials

- Proctor will collect materials to be logged into a list of examinees before the student is permitted to leave the room.
- The answer sheet must not be returned to student for any reason other than obtaining a signature on the student's declaration.
- Answer papers must remain in custody of teachers or administrators until scored .
- All scrap paper should be retained until all examination scores have been recorded.

If a student's answer paper is lost, the principal or superintendent must conduct an inquiry and file a written report with OSA by email

Important Reminders for ALL STAFF who handle Regents Answer Sheets from MAARS

Please share these reminders with all district and school personnel, including proctors, and anyone else who are in possession of answer sheets at any time.

- Please DO NOT MAKE COPIES of any answer sheet, including blanks. Each answer sheet has a serial number that is unique.
 - If you need more blanks, you are to email pzeiner@bocesmaars.org and request the required amount for your school.
- When using blanks, please ensure the 9-digit student ID is written in the bottom left box.
- Never make marks that interfere or cover any bar code on the answer sheet.
- Always ensure that teacher-scored bubbles are properly filled in. Any blank bubbles on teacher-scored questions prevent the score from being submitted, delaying the process.
- Please refer to the Proctor/Scoring Directions so students can be instructed on the proper ways to bubble in their answer selections.
- Please ensure the student signs their answer sheet for each exam they take.

MAARS Answer Sheet Reminders



FRAUD

INFORMATION FOR ALL STAFF

Fraud Defined

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.

Student Fraud

- Pursuant to Section 102.4 of the Regulations of the Commissioner of Education, if, in the judgment of the principal, a student has committed or attempted to commit fraud during a State examination, the principal must cancel the student's examination.
- Before any penalty may be applied pursuant to Section 102.4, the student accused of fraud must be given an opportunity to make satisfactory explanations and to meet with the local board of education or its designee.
 - The student, together with the student's parent(s) or guardian and (if so desired by the parents) an attorney, shall be given the opportunity to ask questions of the school officials and any other person having direct personal knowledge of the facts.
- A student who has been judged by the principal to have committed or attempted to commit fraud must be excluded from any subsequent examinations until he or she has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, that he or she is entitled to restoration of this privilege.

More info in notes

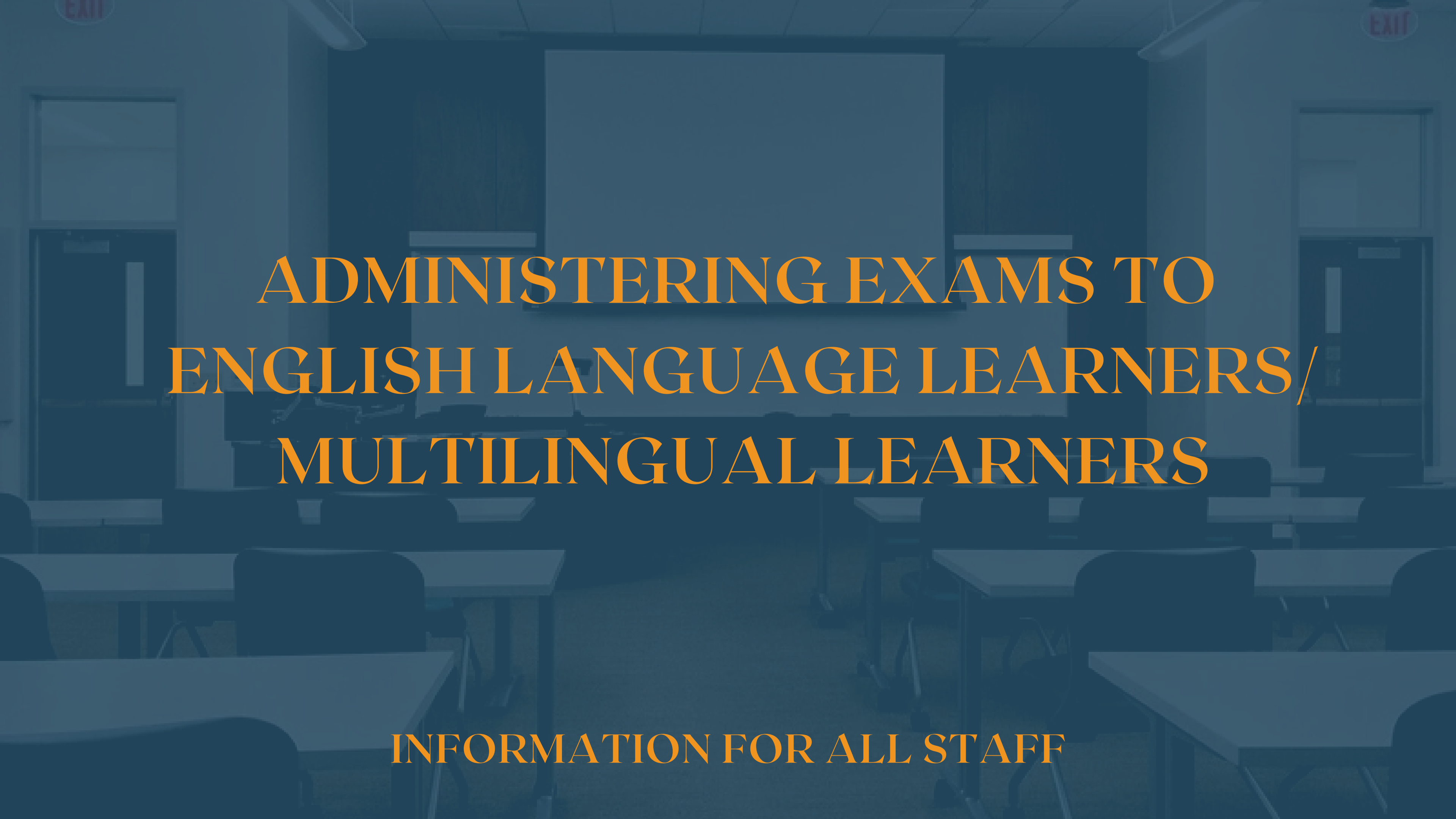
Testing Improprieties by any adult:

Testing Improprieties by Adults

Testing misconduct by adults is strictly prohibited. Adults may not:

- Access secure test booklets and/or answer sheets prior to the time allowed by testing rules.
- Review test booklets prior to test administration in order to: determine and record correct responses for use during testing; create pre-test lessons or discussions with students about concepts being tested; or create a "cheat sheet" for students to use during testing, including sharing formulas, concepts, or definitions necessary for the test.
- Provide students clues or answers during testing, including coaching students about correct answers, defining terms and concepts contained in the test, pointing out wrong answers, suggesting that a student reconsider or change a recorded response, reminding students during testing of concepts they learned in class, or making facial or other non-verbal suggestions to students regarding answers.
- Give a student more time to take the test than is allowed for that student under State regulations.
- Leave materials displayed in the room containing topics being tested.
- Write test specific formulas, concepts, or definitions on the board prior to or during testing.
- Review an answer sheet for wrong answers and return it to the student to change responses.
- Alter, erase, or change a student's recorded responses after the student hands in test materials.
- Engage in rescoring of any portion of a test to add points, unless authorized by State rules.
- Encourage or assist anyone to engage in the above-described conduct.

More info in notes

The background of the slide is a dimly lit classroom. In the foreground, several rows of empty desks and chairs are visible. At the front of the room, there is a large whiteboard mounted on a stand. The walls are a neutral color, and there are windows or glass doors on the sides. The overall atmosphere is quiet and professional.

ADMINISTERING EXAMS TO ENGLISH LANGUAGE LEARNERS/ MULTILINGUAL LEARNERS

INFORMATION FOR ALL STAFF

Schools may provide the following testing accommodations to ELLs/MLLs

- Time Extension
- Next-Day Completion of Testing
- Separate Location
- Bilingual Dictionaries and Glossaries
- Simultaneous Use of English and Alternative-Language Editions
- Oral Translation for Lower Incidence Languages
- Writing Responses in the Native Languages

Each of the above accommodations are explained on pages 18 & 19 of the [SAM 2019 edition](#) in addition to guidance for these same accommodations for former ELL/MLL students

The background of the slide is a dimly lit classroom. Rows of desks and chairs are visible, facing towards the front of the room. At the front, there is a large whiteboard. Two doors with "EXIT" signs above them are visible on the left and right sides of the room. The overall color scheme is dark blue and grey.

ADMINISTERING EXAMS TO STUDENTS WITH DISABILITIES

[LINK TO FULL GUIDE](#)

INFORMATION FOR ALL STAFF

Students who Incur Disabilities Shortly Before Test Administration

- When sufficient time is not available for the development of an IEP or a 504 Plan, principals may authorize certain accommodations that will not significantly change the skills being tested.
- These accommodations are limited to:
 - extending the time limit for an examination
 - administering the examination in a special location
 - recording the student's answers in any manner (When answering questions on the Regents Examination in English Language Arts, students receiving this accommodation must provide all punctuation, the spelling of difficult words, paragraphing, etc.)
 - reading the test to the student. (This accommodation is allowed only for students whose vision is impaired. The Regents Examination in English Language Arts may not be read to these students.)

Eligibility for these accommodations is based on the principal's professional discretion, but the principal is advised to confer with members of the Committee on Special Education (CSE) or with other school personnel in making these determinations. More details in notes.

Students with Disabilities

Testing Accommodations for Students with Disabilities

Policy and Tools to Guide Decision-Making and Implementation

February 2018
(Updated September 2025)



Click the image above for the State's most recent guide for Test Accommodations for Students with Disabilities. Common examples are included in the following slides.

Tests Read

The testing accommodation “tests read” is permissible on all Regents Examinations (including ELA) for students with disabilities who have that accommodation documented in an IEP/504 plan. In some cases, the Committee may determine that an exception for tests of reading comprehension is appropriate to the unique needs of an individual student.

Testing Accommodations	Testing Conditions	Implementation Specifications
Tests Read	For all State and local tests, including tests of reading comprehension	Text-to-speech software may be used to provide this accommodation

Testing Accommodations	Testing Conditions	Implementation Specifications
Tests Read	For all State and local tests	Human reader

Testing Accommodations	Testing Conditions	Implementation Specifications
Tests Read	For all State and local tests, except tests of reading comprehension	Text-to-speech software may be used to provide this accommodation

See [Appendix F](#) for more info on “Tests Read” including the decision-making tool and how to read Math Symbols

Tests Read

The principal should provide the proctor with an examination booklet no earlier than one hour in advance of the required starting time so that the proctor can become familiar with the examination questions before reading them to the student.

In cases where test questions are to be read, the entire test must be read, including reading passages, open-ended, and multiple-choice questions. The test must be read in a neutral manner, without intonation or emphasis, and without otherwise drawing attention to key words or phrases. Passages and questions must be read word for word, without any clarification or explanation. However, such content may be read more than once

Spell Check

A “spell check device/software” may be used as a testing accommodation on any State assessment or Regents Examination in accordance with the testing accommodations recommendations documented in the student’s IEP/504 plan.

Use of Scribe

[The procedures of the use of a scribe is outlined in Appendix G](#)

Here are some common Q&A regarding Scribes

Q: Can a scribe use a word processor to record the student's responses?

A: Yes. The student's responses typed by the scribe should include the student's name. The student's response typed by the scribe must be printed out and attached to the test booklet

Q: Can a scribe read a student's dictated responses back to the student?

A: A scribe may read a student's dictated responses back to the student if the student is provided read aloud testing accommodations or if the student is blind or visually impaired.

Allowable Testing Accommodations

Look at [Appendix J](#) for a full list!

Testing Accommodation	Regents
Directions read more than standard number of times	Y
Directions simplified	Y
Key words in directions highlighted (student/adult)	Y
Student highlights key words in questions	Y
Adult highlights key words in questions	N
Present test in smaller segments/sections*	Y
Tests read aloud (human reader)	Y
Text-to-speech*	Y
Student reads tests aloud to self	Y
Student reads the "listening script" for listening passages (for deaf/hard-of-hearing students who are not proficient in sign language)	n/a
Use of reading "window"/guide to maintain place	Y
Use of magnification device	Y
Use of interactive whiteboard*	Y
Change print color/color contrast on paper test*	Y
Change print color/color contrast on computer-based tests	Y
Enlarged print**	Y
Reduce number of items per page	Y
Braille**	Y
Use of calculator	Y
Use of mathematics tables	Y
Use of number line	Y
Abacus	Y

Testing Accommodation	Regents
Scribe	Y
Speech-to-text	Y
Record answers directly in test book	Y
Word processor (typed responses)	Y
Verbally record responses in recording device	Y
Spell check device/software	Y
Grammar check	Y
Extra paper	Y
Enlarged graph paper	Y
Adapted keyboard	Y
Adapted mouse	Y
Switch interface	Y
Touch screen	Y
Keyboard access features (e.g., "sticky keys," "filter keys")	Y
Word prediction software	Y
Extended Time	Y
Breaks	Y
Administration of tests over multiple days†	Y
Test sessions not to exceed a certain length of time	Y
Separate location/setting (specify group, individual, and/or additional requirements)	Y
Redirection/refocusing	Y
Specialized seating	Y
Special lighting	Y

Proctors: Please Note

On the student's answer sheet, there may be an area for you to mark the accommodations the student used based on the following categories.

Examples of the categories are in blue to help you determine what to bubble in:

Timing/Scheduling

- Extended time
- Breaks
- Multiple day test administration

Setting

- Separate Location
- Special seating
- Minimal distractions

Presentation

- Large type
- Directions Read
- Tests Read

Response

- Use of Scribe
- Use of Word Processor/Spell Check
- Recorded answers in test booklet

Admins/Proctors: Please Note

You should remind students of their testing accommodations. If they refuse any accommodation, you should notify the parents and consider the appropriateness of additional counseling/review of the IEP/504.

The school may choose to notate any refusal by using a form like that found in Appendix I

Appendix I

Sample Student Accommodation Refusal Form

This form is optional and for local use, only. Do not submit to the New York State Education Department. This form may be modified and duplicated for local use.

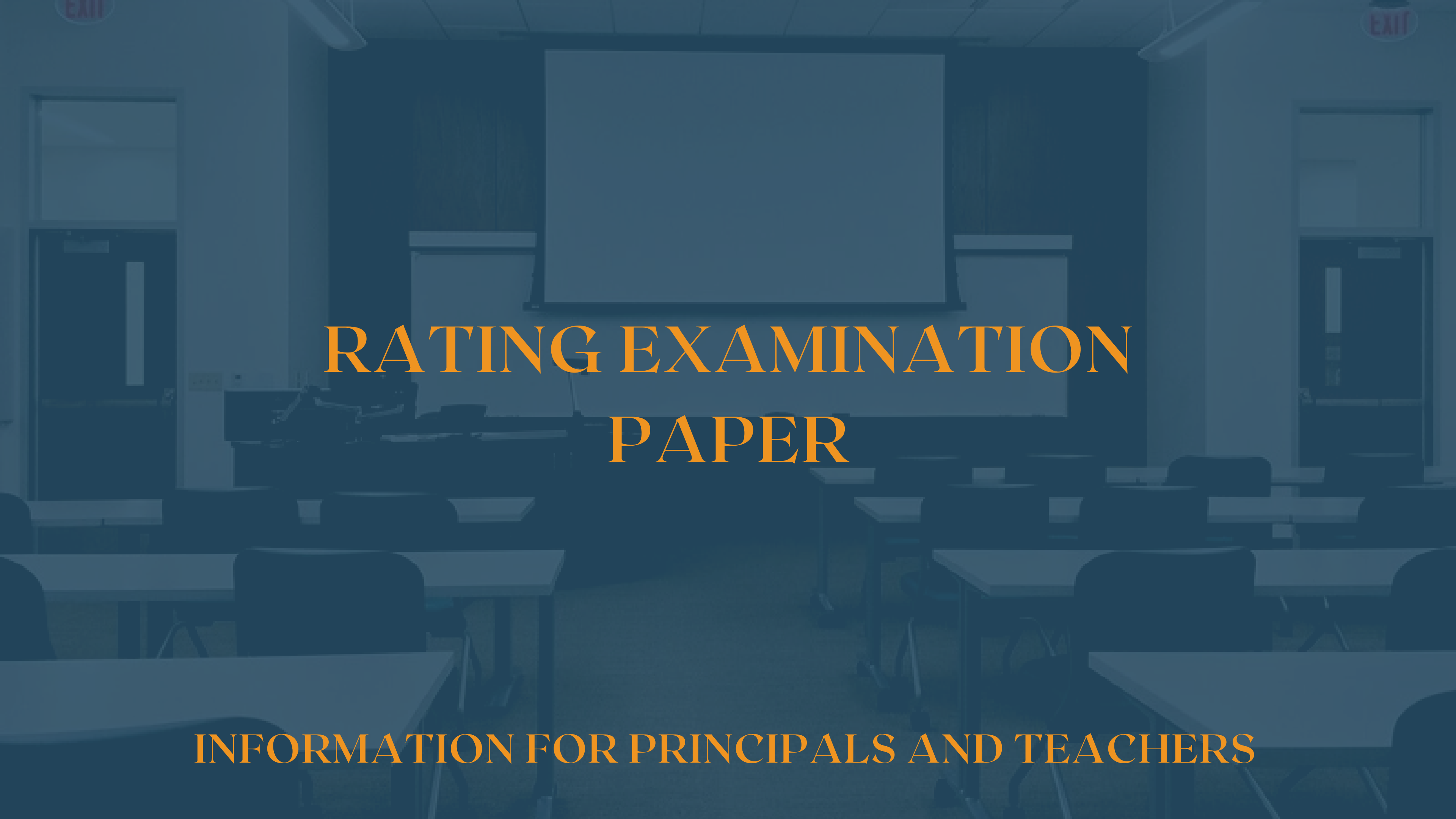
Directions: Complete this form in the event that a student refuses a testing accommodation(s) during testing. This form may be retained and filed in accordance with local policy.

Student's Name:	_____	Grade:	_____
School Name:	_____		
School District:	_____		
Assessment:	_____	Date of Assessment:	_____
Teacher/Test Administrator:	_____		
Accommodation(s) Refused:	_____		

Reason for Refusal:	_____		

Additional Comments:	_____		

Signature of Teacher/Test Administrator:	_____		
Date:	_____		

The background is a photograph of a classroom, dimly lit and overlaid with a semi-transparent blue filter. In the center, a large whiteboard is mounted on a stand. The room is filled with rows of student desks and chairs, all facing towards the front. Two doors are visible on the left and right sides of the room, each with a red 'EXIT' sign above it.

RATING EXAMINATION PAPER

INFORMATION FOR PRINCIPALS AND TEACHERS

Responsibilities of the Principal

Principal's Responsibilities:

- Establish rating procedures to reasonably ensure accuracy of the scores assigned by teacher committees
 - Each exam has different procedures/guides.
- Ensure all exams have been rated
- Make a final determination as to whether or not a teacher may score specific students' exam papers based on the info on next slide
- Arrange for collection and secure storage of all used and unused restricted test books AND all used answer sheets.
 - Used answer sheets must not be left unattended

Who can Rate

Teachers are NOT permitted to score their own students' answer papers. This includes Special Education Teachers and AIS Teachers who provide services related to that specific Regents Examination.

The next slide will show examples that are intended to offer guidance to principals making determinations.

Committee # _____

Assigned Letter	Rater's Name (Print)
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	

Retain this form with examination scoring records for one year.

Make copies of this form as needed.

Who can Rate - Examples

- A teacher providing AIS to a student in preparation for the Regents Examination in U.S. History and Government may not score that student's answer paper for this examination.
- 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 the Regents Examination in English Language Arts.
- A mathematics teacher who taught a student algebra the year before but is not currently instructing a student in the coursework in geometry may score the student's answer paper for the Regents Examination in Geometry.
- A Global History and Geography teacher who taught a student in this subject area the year before, and is now currently instructing the same student in U.S. History, may score this student's answer paper for a retake of the Examination in Global History & Geography – Grade 10, but may not score this student's answer paper for the Regents Examination in U.S. History & Government taken during the same test administration

Guidelines for Raters

- Teachers must rate strictly according to the scoring materials provided by the Department for each exam
- They may allow credit for other answers to open-ended questions only if those answers are clearly equivalent to that indicated in the scoring material.
 - A teacher may not give credit for answers that the teacher considers merely “possible” or “reasonable.”

Guidelines for Raters

Schools are not permitted to rescore any of the open-ended questions on any Regents Examination after each question has been rated the required number of times as specified in the rating guide, regardless of the final examination score. Schools are required to ensure that the raw scores have been added correctly and that the resulting scale score has been determined accurately.

Signature Required

When the teacher scoring committee completes the scoring process, test scores must be considered final and must be entered in students' permanent records. In addition, **each rater must sign the Examination Scoring Certificate**, to attest that he or she fully and faithfully observed the rules and regulations for scoring the examinations. **The principal must also sign this certificate**, to attest that the rules and regulations for scoring were fully and faithfully observed.

[Link to Examination Scoring Certificate](#)

Teacher Evaluation Forms

Teachers, give your feedback

Did you know that NYSED has an [evaluation form](#) to submit your evaluation of the tests? You can let the state know your thoughts of both the content and procedures of the exams you administered.



A dimly lit classroom with rows of desks and chairs. At the front, there is a large whiteboard flanked by two small podiums. The room has exit signs above the doors on either side.

RETURNING TEST MATERIALS TO THE DEPARTMENT

INFORMATION FOR PRINCIPALS

Examination Scoring Certificate

As described on an earlier slide, each rater must sign the Examination Scoring Certificate that attests that they have fully and faithfully observed the rules and regulations for scoring the examinations. The Principal must also sign each copy that is needed for the number of raters for each exam.

The signed form(s) must be returned in the Regents box after each examination period. Photocopies should be retained in school files for one year.

	PRINT NAME	SIGNATURE	EXAM(S) SCORED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

As principal or collaborative site scoring leader, I attest that the rules and regulations for scoring, as listed above, were fully and faithfully observed.

Principal or Scoring Leader _____ Date ____/____/____

Deputy and Proctor Certificate

Each deputy and proctor must certify that rules and regulations for administering Regents Examinations were fully and faithfully observed by signing this form. The Principal must also sign this form.

The signed form(s) must be returned in the Regents box after each examination period. Photocopies should be retained in school files for one year.

	PRINT NAME	SIGNATURE	EXAM(S) PROCTORED	EXAM ROOM(S)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

As principal, I attest that the rules and regulations for proctoring, as listed above, were fully and faithfully observed.

Signature of Principal _____ Date ____/____/____

*** Make as many copies of this certificate as needed. ***

Examination Storage Certificate

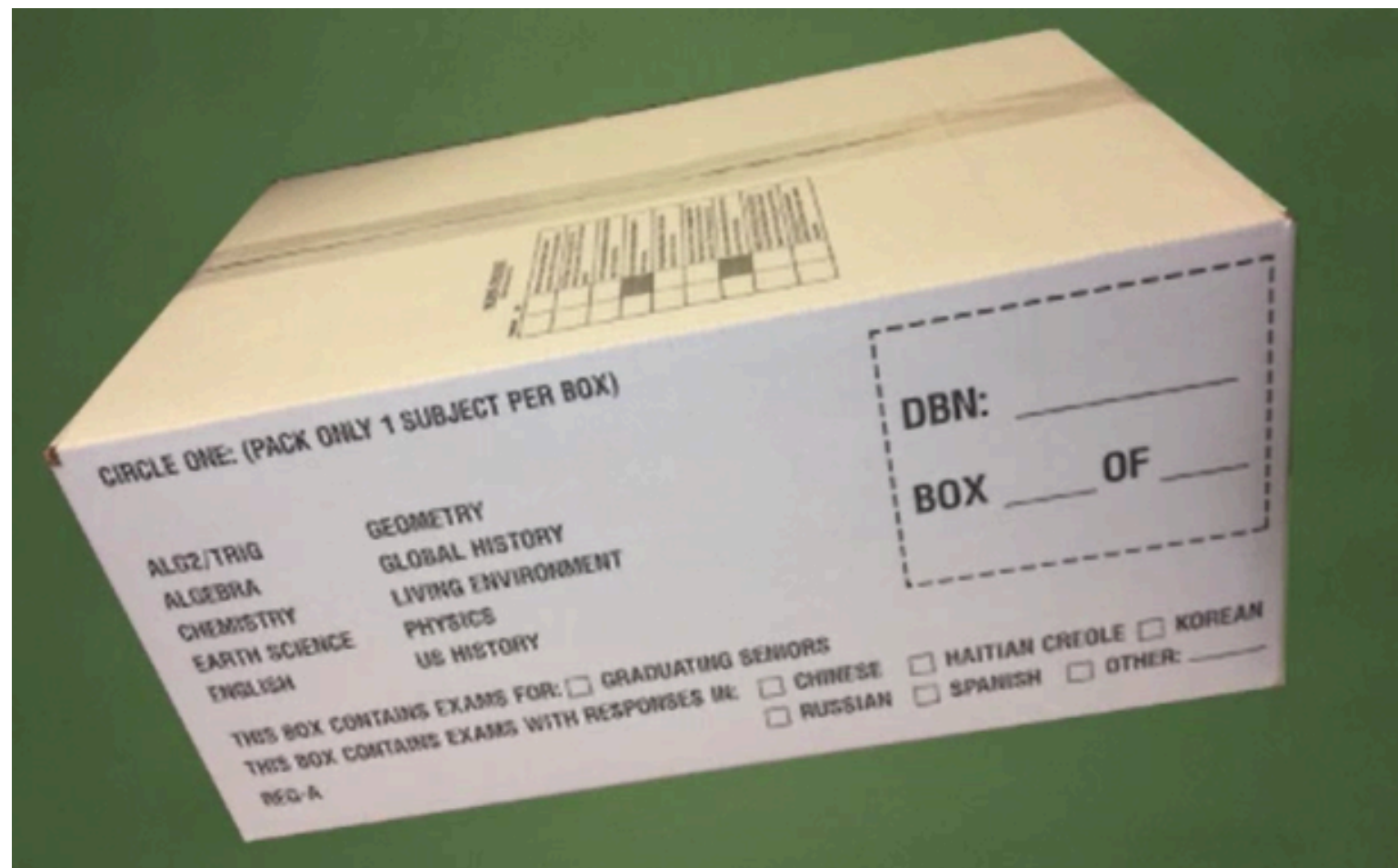
After each examination period, the principal must certify, by signing the Examination Storage Certificate, that the procedures for ensuring the security of Regents Examinations were fully and faithfully observed.

The Examination Storage Certificate is shipped to schools in a locked Regents box with the secure examination materials. The original completed certificate must be returned after each examination period in the Regents box. A photocopy should be retained in school files for one year.

If any unusual situations occurred during an examination period concerning the security of examinations, a full report of the situation must be submitted along with the Examination Storage Certificate.

Examination Title: _____	The University of the State of New York THE STATE EDUCATION DEPARTMENT Office of State Assessment Albany, New York 12234	Packing Code: _____
EXAMINATION STORAGE CERTIFICATE		
Regents Examinations		
BEDS Code: _____	School Name: _____	
School Address: _____	City: _____	
Administrator/Principal: _____	Exam Period: _____	20__

Regents Boxes



The following materials must be returned in the Regents boxes:

1. Examination Scoring Certificate
2. Deputy and Proctor Certificate
3. Examination Storage Certificate
4. All copies, used and unused, of restricted test booklets and answer booklets/answer sheets (Include all Part 2 test booklets, where applicable), and all scoring materials for restricted tests
5. All copies of braille examination materials
6. Padlock keys (Insert padlock keys into the special envelope provided, before placing them in the Regents box.)
7. Any Regents Examination answer papers indicated by the Department Review Request form, unless this form specifies an alternate address to which these answer papers must be shipped

More info in Notes



WEATHER CONCERNS

INFORMATION FOR ALL STAFF

Weather Related Closings

NYSED distributes a memo in January that explains how rescheduling January Regents works.

Generally, this is what happens:

- Superintendents/Principals write an email to the state describing what schools were closed and what exams were affected.
- Submit a plan to administer the tests on a different date and time that is as close to the original date as possible while maintaining integrity of the test materials.
- Notify your BOCES District Superintendent of the plan as well.

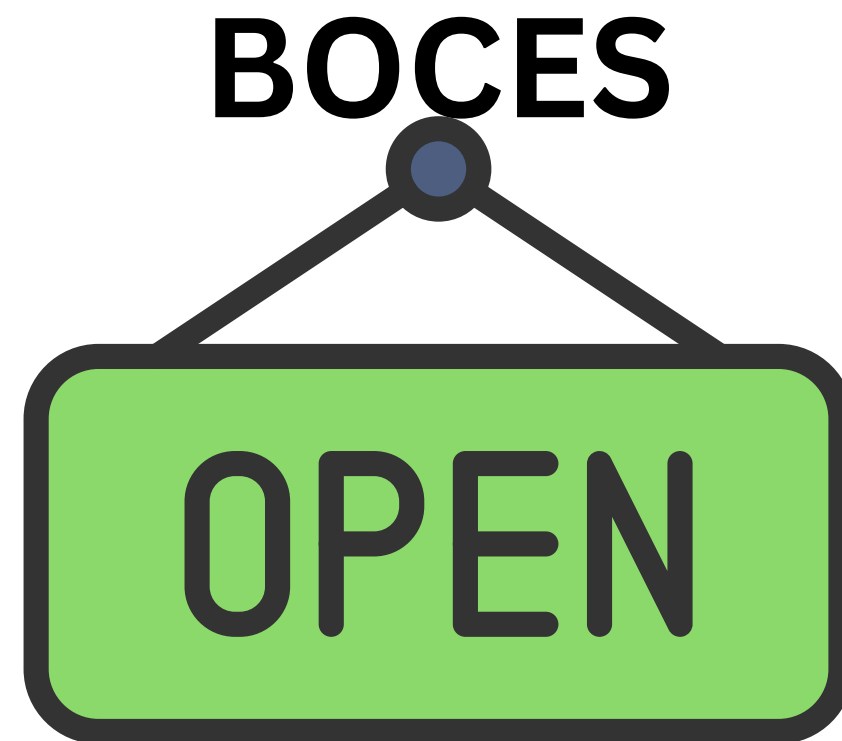


PLEASE ENCOURAGE LOCAL DISTRICTS TO REACH OUT TO THE OFFICE OF STATE ASSESSMENT AT 518-474-8220 OR BY E-MAIL AT EXAMREQUEST@NYSED.GOV WITH ANY QUESTIONS OR UNIQUE CIRCUMSTANCES THAT MAY REQUIRE GUIDANCE.

Students at BOCES while Home District is Closed

Scenario: Students would be testing at a BOCES but one of the component districts is closed.

Response: The students who are at the BOCES (i.e., their school did not close) should test during the date and time originally scheduled. For students that do not come to the BOCES because their home district is closed, administrators should follow the procedures outlined in the Administration of the January 2026 Regents Examinations memo on page one under the section “Rescheduling Examinations Due to Inclement Weather.”

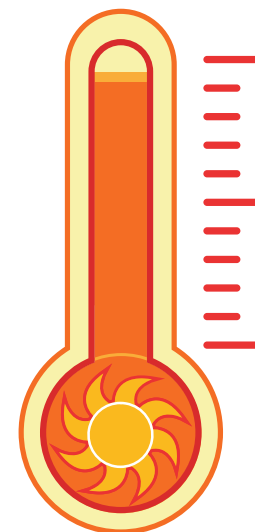


Heat/Air Concerns

While there are no provisions for weather-related cancellation or rescheduling of June and August Regents Examinations, schools may choose a location to administer the exams that differs from their typical practice should it be deemed necessary based on weather conditions, including extreme heat.

Alternate locations must comply with the requirements found in the School Administrator's Manual and provide a conducive environment for student testing.

Such locations **require an active Certificate of Occupancy for instructional use** from the Department's Office of Facilities Planning, and **could include school libraries, school buildings other than the high school, or BOCES facilities**. Questions about occupancy for instructional use can be directed to this office at FireSafety@nysed.gov.



MAARS PARTNERSHIP OPPORTUNITY



WOULD YOUR DEPARTMENT
BENEFIT FROM HEARING
MORE ABOUT EFFECTIVE
SCORING COMMITTEE SETUP
& BEST PRACTICES?

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