

THE STATE EDUCATION DEPARTMENT

BUREAU CHIEF
Office of State Assessment

January 2024

TO:

- Although scoring materials will be available according to the statewide posted examination schedule, the school may not access or distribute these materials until after the examination has been administered in the school.
- All Regents Examination booklets and scoring materials must be kept secure until 8:00 a.m. on Wednesday, January 31, 2024.

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

Test booklets for the January 2024 Regents Examination period will be shipped so as to arrive at schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on January 17, 18, or 19. See below for further information.

In early-mid January, a shipment of the Earth Science performance test materials and Regents diplomas will be delivered to the schools that requested them in cardboard cartons and/or padded mailers. The Department does not provide printed copies of the following nonsecure materials, which will be available on the Department's website. Schools must print sufficient copies to adequately supply each student. These nonsecure materials include:

1. **Regular edition reference tables** for Physical Setting/Earth Science, Physical Setting/Chemistry, and Physical Setting/Physics, **and the translated editions of the reference tables** for Physical Setting/Earth Science. The [reference tables](#) can be found on the Department's website. **Note:** The Department provides schools with the braille and large-type editions of the reference tables.
2. The **essay booklets** for the Regents Examination in English Language Arts, Global History and Geography -0.005f BT /CSa1obal Hista2 0 15.9 -d(3.5 (H)l)-1obal Hih

The shipment containing secure materials for the January examinations will be delivered in locked Regents boxes to arrive at schools, or approved storage locations, between 8:00 a.m. and 5:00 p.m. on January 17, 18, or 19. **Please be sure that someone is available in your school, or approved storage location, during those hours to accept the examination shipment.** Should any problems occur with the delivery of examination materials, please call OSA immediately.

All packages containing secure examination materials for your school will be shipped via FedEx and will be delivered between 8:00 a.m. and 5:00 p.m. on one or more of the dates indicated above.

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 and should arrive no later than two days before the arrival of the locked Regents Boxes. Please call the Test Distribution Unit at 518-474-5914 if padlock keys have not been received by 12:00 noon on the expected date.

CHECKING THE EXAMINATION SHIPMENT

Enclosed in each delivery is a shipping notice listing the materials included. As soon as you receive the Regents box(es), use the shipping notice and your confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.** The number of test booklets contained in each of the sealed packages is indicated below:

- *English editions of Regents Examinations (except for the restricted Examination in Physical Setting/Physics):* Each sealed package contains 25 booklets.
- *Spanish editions of the Regents Examinations in Algebra I, Living Environment, Physical Setting/Earth Science, Global History and Geography II, and United States History and Government:* Each sealed package contains 25 booklets.
- *Braille and large-type editions*

picking up the materials and list the specific materials requested. Anyone obtaining examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

School personnel are forbidden to make or authorize photocopies of secure State examination booklets without the express written prior approval of OSA. Such approval will be considered only when it is not feasible for the school to obtain the secure examination materials from a regional center.

SAFEGUARDING EXAMINATION MATERIALS

The principal of each school requesting examinations must make the necessary arrangements to safeguard the materials requested for the school. Upon delivery, the locked Regents boxes must be stored in a secure location.

