

THE STATE EDUCATION DEPARTMENT

BUREAU CHIEF  
Office of State Assessment

May 2023

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

**FROM:** Clara DeSorbo **Clara DeSorbo**

**SUBJECT:** Administration of the June 2023 Regents Examinations

This memorandum provides essential information about the administration of the June 2023 examinations. In addition, all persons coordinating the administration of the June 2023 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 (DET 571A), a memorandum regarding the content of each June examination (DET 563), and the schedules for the June 2023 and August 2023 examination periods (DET 504).

For the June 2023 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: June 1, 14–16, and 20–22.**

**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



If your inventory shows that the shipment contains excess examination materials or that it contains examination materials that your school did not request, please notify OSA immediately via fax. It is the principal's responsibility to maintain these excess materials under the same strict security protocols as the examinations that your school will be administering, as outlined under "Safeguarding Examination Materials."

#### **EMERGENCY SUPPLIES OF EXAMINATION MATERIALS**

A list of regional centers accompanies this memorandum. If a shipment for your school does not include all the materials needed, contact a nearby regional center immediately with the exact number of test booklets your school needs. This will ensure that a sufficient supply of examination materials will be available.

Emergency supplies of English editions are available at all regional centers. Only regional centers in New York City may have selected translated editions of Regents Examinations. Translated editions are **not** ordinarily available at regional centers outside of New York City. Braille and large-type editions are **not** ordinarily available at any regional centers. If your school requires an emergency supply of materials that are **not** ordinarily available at the regional centers or more than 10 booklets of an examination that is ordinarily available at the regional center, please send a fax to OSA for instructions on how to proceed.

Examination materials are available at regional centers only on the day of the examination. Secure materials for morning examinations will be released in the morning; secure materials for afternoon examinations will not be released until after 11:00 a.m. Scoring materials will not be released by regional centers until after the Uniform Statewide Admission Deadline, which is 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. Subject to these limitations, materials may be picked up at regional centers between 8:00 a.m. and 3:00 p.m.

In order to obtain examination materials at a regional center, an individual must present a letter of authorization written on school letterhead and signed by the principal. The letter must identify the person 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 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 immediately be placed in the Department-approved safe or vault at the storage location designated by the school. Examination materials may be removed from locked Regents boxes only for inventory and for administration of the examinations on the scheduled date.

If the locked Regents boxes containing a school's shipment of secure examination materials are found to be too large for the approved storage location, the principal who requested the examinations must contact this office immediately to make arrangements for storage of the boxes in an alternative approved location.

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 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 in order to ensure that they have not been tampered with and that their contents remain secure.

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

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## **DEPARTMENT REVIEW**

Selected principals requesting examinations will receive notice concerning Department review by the end of the June Regents Examination period. This notice will indicate each subject for which answer papers must be submitted in the Regents box to the Department. All answer papers not requested must remain on file in the school for one year, with the exception of restricted edition examinations. The latter must be returned to the Department. Schools asked to submit answer papers for Regents Examinations should produce and retain, in the school, photocopies of all answer papers prior to being submitted to the Department.

## **ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMINATIONS**

Suggestions and feedback from teachers are an important contribution to the test development process. The Department provides an online evaluation form for State assessments where teachers may respond to several specific questions and may make suggestions. Complete and submit the [evaluation](#) of any examination (except restricted editions) on the Department website.

## **CONTACT INFORMATION**