

**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT**

Office of State Assessment 35 0 Td ( )Tj EMPM588D 1 >>eG GENERAL INFO

The general procedures to be followed in administering Regents Exa  
the publications [Directions for Administering Regents Examination](#)

[School Administrator's Manual](#), both available on the Department's website. Questions about **general administration procedures** for Regents - 5 . 9 - (DET 541) and the

*Response Set* illustrate how less common student responses to constructed-response questions may be scored. The [Model Response Set](#) will be available on the Department's website on the same dates and times as the rating guide for this examination. The same passwords will be used to access the *Model Response Set* and the scoring key and rating guide posted on the day of the examination.

### **Scoring of Multiple-Choice Questions**

For the Regents Examination in Geometry, all schools must use uniform scannable answer sheets. These answer sheets are provided to schools by either a regional information center or a large-city scanning center. **If the students' responses to the multiple-choice questions are being hand scored prior to being scanned, the scorer must be careful not to make any marks on the front of the answer sheet except to record the scores in the designated score boxes. Marks elsewhere on the front of the answer sheet will interfere with the accuracy of the scanning.**

Before scannable answer sheets are machine scored, several samples must be both machine and manually scored to ensure the accuracy of the machine-scoring process. All discrepancies must be resolved before student answer sheets are machine scored. When machine scoring is completed, a sample of the scored answer sheets must be scored manually to verify the accuracy of the machine-scoring process.

### **DETERMINING THE STUDENT'S FINAL EXAMINATION SCORE**

A [chart](#) for converting the student's total test raw score to a scale score, and for identifying the level associated with that scale score, is provided for each administration on the Department's website. Because the scale scores corresponding to raw scores change from one examination administration to another, it is *crucial* that, for each administration, scorers use *only* the conversion chart provided for that administration to determine the student's final score. If the determination of each student's scale score is being done by hand, extreme care must be taken in recording the student's scores on each part of the examination, adding these scores to determine the total test raw score, and using the conversion chart to obtain the correct scale score (see Appendix I).

Schools are *not* permitted to rescore any of the constructed-response questions on any Regents Examination in mathematics after each constructed-response question has been rated once, 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.

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

Principals and other administrative staff in a school or district do not have the authority to set aside the scores arrived at by the teacher scoring committee and rescore student examination papers or to change any scores assigned through the procedures described in this manual and in the [scoring materials](#) provided on the Department's website. Any principal or administrator found to have done so, except in the circumstances described below, will be in violation of Department policy regarding the scoring of State examinations. Teachers and administrators who violate Department policy with respect to scoring State examinations may be subject to disciplinary action in accordance with Sections 3020 and 3020-a of the Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

On rare occasions, an administrator may learn that an error occurred in the calculation of a final score for a student or in recording students' scores in their permanent records. For example, the final score may have been based on an incorrect summing of the student's raw scores for parts of the test or from a misreading of the conversion chart. When such errors involve



**SPECIFIC INFORMATION FOR SCORING THE REGENTS EXAMINATIONS IN  
MATHEMATICS**

## Appendix I

### Determining the Student's Final Examination Score for the Regents Examination in Geometry

The format of the conversion [chart](#) is illustrated below. The charts provided on the Department's website for each administration of this examination will include scale scores ranging from 0 to 100 within the cells of each chart. It is *crucial* that, for each administration, *only* the conversion chart provided for that specific administration be used to determine the student's final examination score.

If the determination of each student's final examination score (scale score) is being done by hand, find the student's total test raw score in the column labeled "Raw Score" and then locate the scale score that corresponds to that raw score. The scale score is the student's final examination score. Enter this score in the space labeled "Scale Score" on the student's answer sheet.

Schools are not permitted to rescore any of the constructed-response questions on this examination deerale u-6.