


BUREAU CHIEF  
Office of State Assessment

May 2022

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

FROM: Clara DeSorbo 

SUBJECT: Administration of the June 2022 Regents Examinations

This memorandum provides essential information about the administration of the June 2022 examinations. In addition, all persons coordinating the administration of the June 2022 examinations should be familiar with the [School Administrators 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 is the current list of regional centers, a memorandum regarding the content of each June examination, and the schedules for the June 2022 and August 2022 examination periods.

For the June 2022 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, 15-17, and 21-23.**

#### **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 tak ory ofar[6 ( )11 (as)-2 (

the shipment is being sent. If you are a host school serving as the approved storage location for a neighboring school, the guest school's name will appear at the bottom of the shipping label. The guest school is the school that requested the examinations in that locked box, and school personnel for the guest school will have the keys to open their locked boxes.

In mid- to late May, a shipment of the Earth Science performance test materials and Regents diplomas will be delivered in cardboard cartons and/or padded mailers to those schools who requested these materials. 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.

- 1.

**NOTE:** The Regents Examination in United States History and Government (Framework) was canceled on May 24, 2022. More information is available at:  
<http://www.nysed.gov/state-assessment/high-school-regents-examinations>

The number of test booklets contained in each of the sealed packages is indicated below:

- **English editions of Regents Examinations** 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, and United States History and Government (Framework)** Each sealed package contains 25 booklets.
- **Braille and large type editions, and translations (other than Spanish) of Regents Examinations** The exact quantity requested will be shipped to the school.

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 as the examinations that your school will be administering, as outlined below under "Safeguarding Examination Materials."



- 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.

The principal is responsible for making the final determination as to whether or not a teacher may score specific students' examination papers based on this scoring policy. A principal may establish rules that are more prohibitive than the illustrations above suggest.

The general administration procedures for secondary-level examinations are provided in the [School Administrator's Manual](#). Specific [directions](#) for administering regular and restricted examinations are available on the Department website. These materials must be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

Schools must print sufficient copies of the Regents scoring materials to supply one to each rater.

**All scoring keys and rating guides posted on the Department's website will be password protected (see page 1 of 8).**

The same scoring materials are provided to score the regular English editions, the alternative language editions, and the braille editions for all Regents Examinations, except for the braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics. Separate scoring materials are provided for the braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics.

#### **PROCEDURES FOR STUDENTS RETAKING THE REGENTS EXAMINATION IN EARTH SCIENCE**

All students taking the June 2022 Regents Examination in Physical Setting/Earth Science must take the performance test, even if they have taken it in conjunction with a prior administration of the written examination. Only the performance test score earned by the student in the weeks immediately preceding the June 2022 written examination may be used to determine the student's final examination score for this Regents Examination.

Consequently, all schools planning to administer the Regents Examination in Physical Setting/Earth Science must make arrangements for all students who will be taking the written examination to take the performance test as well. The performance test must be administered during the last two weeks of the Earth Science course and no later than the day before the written examination. This requirement applies both to students enrolled in the course of study and to students who plan only to retake the examination. All schools administering this examination must notify students of the date and time to appear for the performance test.

#### **REPORTING TESTING MISCONDUCT AND IRREGULARITIES TO THE DEPARTMENT**

The principal is responsible for all aspects of the school's administration of State examinations and must take appropriate measures both to prevent, as much as possible, and to investigate, all irregularities associated with the administration and scoring of these examinations.

#### **Reporting Testing Misconduct and Other Testing Irregularities**

The principal must report the following misconduct by students and testing irregularities in writing on school letterhead to OSA via fax or [e-mail](#):

- All student infractions of the Department's policy prohibiting the possession or use of cell phones and other communications devices during State examinations.
- All confirmed cases of students having committed fraud on State examinations.
- All interruptions of testing sessions, including those caused by power outages or fire alarms.

- All instances in which a State examination is administered without Department authorization at a time outside the published Statewide schedule.
- All instances in which a school does not conform to the Uniform Statewide Admission Deadline in administering a State examination.
- All instances in which scorers do not rate State examinations in accordance with the scoring materials provided by the Department.
- All cases in which student answer papers are lost prior to the recording of the scores in students' permanent records.

### **Mandatory Reporting of Testing Improprieties by Adults**

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. Each school district, BOCES, and charter school employee is required to report to the Department any known incident of testing misconduct by a certified educator, as well as any known testing misconduct by a non-certified individual involved in the handling, administration, or scoring of State assessments that may reasonably be considered to be in violation of section 225 of the Education Law. Reports should be made via the TSU website by submitting the [Incident Report Form](#) located on the main page under "Report Educator Test Fraud."

A school district or BOCES may not take adverse action, including dismissal and any disciplinary or other adverse action, against an employee who files a mandatory report of testing misconduct, because the employee filed a report. Any certified employee who takes such unwarranted adverse action against another employee may face disciplinary action by the Department.

More complete information on strategies for avoiding the occurrences listed above and for addressing



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