




ASSISTANT COMMISSIONER  
Office of Assessment Policy, Development and Administration

October 2010

To: District Superintendents  
Superintendents of Public Schools  
Principals of Public, Charter, and Nonpublic Schools  
Principals of Schools Operated by State Agencies  
Leaders of Institutions that Provide Educational  
Services Pursuant to Article 81 of the Education Law

From: David Abrams 

Subject: Scanning Regents Examination Answer Sheets: June 2011

At their April 2010 meeting, the Board of Regents approved a two-step implementation schedule for the statewide scanning of Regents Exam answer sheets. The two-step approach entails:

1. Starting in June 2011, answer sheets will be scanned for Department analysis for all students taking Regents Exams in the following titles: Comprehensive English; Integrated Algebra; Global History and Geography; U.S. History and Government; Living Environment; and Physical setting/Earth Science.
2. Starting in June 2012, answer sheets for all Regents Exams will be scanned.

The regional scanning centers throughout the State will be collaborating with the Department to develop uniform answer sheets that will be used by all schools administering the Regents Exams. These uniform answer sheets will be the only answer sheets schools will be permitted to use for administering Regents Exams. The Department will no longer be providing answer sheets in Regents Exam booklets. The use of a uniform answer sheet will allow for collection of student demographic information and student response data for each test question. This information will be reported by each regional data center to the Student Information Repository System (SIRS).

In order to preserve answer sheet quality for audit purposes, they should be scanned only once. If a school elects to scan its own answer sheets, it must use the uniform answer sheet provided by the regional scanning center and provide a data file to its scanning center in a format that is compatible with the center's data system. Scanning should occur within three months of the administration of the

listed above to obtain the necessary services from the scanning center operated by the Regional Information Center (RIC) or Big Five City school district through which they currently report accountability and other school year data. Nonpublic schools that administer Regents Examinations must contract for data collection, scanning, and reporting services with one of these regional centers. A list of RIC and Big Five City contacts may be found at: [KWWSZQMGJRMUWLSKWPO](http://www.sqmjrmuwlskwpo).

Questions about the requirement to scan Regents Examinations should be directed to the Office of Assessment Policy, Development, and Administration at (518) 474-5900. Questions about data collection and reporting services should be directed to your regional data center contact or the Office of Information and Reporting Services at (518) 474-7965. Thank you for your continued support and collaboration on behalf of our students.

c: John B. King, Jr.  
Ken Wagner