

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 571), 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.

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. Personnel from 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 that 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. These nonsecure materials include:

1. Regular edition reference tables and performance test printouts

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

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).

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 these three examinations.

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MATERIALS RETURNED IN THE REGENTS BOX

The materials that must be returned to the Department in the Regents boxes are listed in Section Four of the School Administrator's Manual an