

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

BUREAU CHIEF  
Office of State Assessment

## 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 that 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 opportunity to demonstrate what they know and are able to do. We believe that nearly all students who are testing with this accommodation will have completed their examinations by these dates



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



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 Student Testing Misconduct and 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

## English Language Learners (ELLs) and Former ELLs

For detailed information on testing accommodations available to ELLs and Former ELLs, refer to Section Two of the [School Administrator's Manual](#).

[Additional guidance](#) on the identification of Former ELLs is available on the Department's website.

### HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS

When a student has completed a State examination, the student's answer materials should be collected and confirmed, or "checked in," by a proctor and logged in to a list of examinees before that student is permitted to leave the testing room. When they are hand scored, answer papers for all

## CONTACT INFORMATION

For questions regarding the requesting, storing, and adm