

NASSAU RIC REGENTS TEST SCORING MEETING

(PUBLIC SCHOOLS)

11.10.2026

Presented by:

- **Stephanie Witt**, *Supervisor*
- **Alex Piqueira**, *Senior Manager*
- **David Erlanger**, Ed.D., *Program Specialist*
- **Barbara Dwyer**, *Program Specialist*

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PUBLIC VERSION - TEST SCORING MEETING

TOPICS TO BE DISCUSSED

1. REGENTS EXAMINATION SCHEDULES & TIMELINES
2. ASOFT ORDERING
3. FILE PREPARATION
4. TRANSFERRING FILES
5. ORDERING TEST BOOKLETS
6. ANSWER SHEETS USE
7. ADMINISTERING/ SCORING THE EXAM
8. ASAP REPORTS
9. FAST SCORING



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REGENTS SCHEDULES & TIMELINES

Regents Schedules and Timelines and other useful information…



JANUARY 2027 REGENTS EXAMINATION SCHEDULE

January 26 Tuesday	**January 27** Wednesday
9:15 a.m.	9:15 a.m.
➢ English Language Arts (ELA)	➢ U.S. History & Government
1:15 p.m.	1:15 p.m.
➢ Earth and Space Sciences ➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Algebra I ➢ Physical Science: Physics ➢ Physical Setting/Physics*

January 28 Thursday	**January 29** Friday
9:15 a.m.	9:15 a.m.
➢ Global History & Geography II	➢ Life Science: Biology ➢ Algebra II
1:15 p.m.	**Uniform Admission Deadlines** Morning Examinations: 10:00 am Afternoon Examinations: 2:00 pm
➢ Geometry	

*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

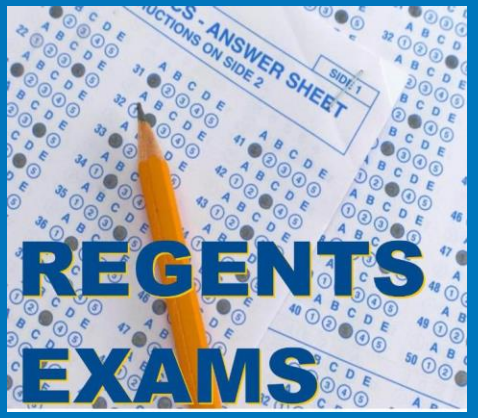


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JANUARY 2027 REGENTS TIMELINES

The following items are due on **December 3, 2026**:

- *All student data loaded and pushed to Level 0/1.*
- *ASOFT online ordering of answer sheets must be completed.*
- *A student/course file sent to your BOCES RIC coordinator.*



The following items are due on **January 14, 2027**:

- *Updated student data loaded and pushed to Level 0/1.*

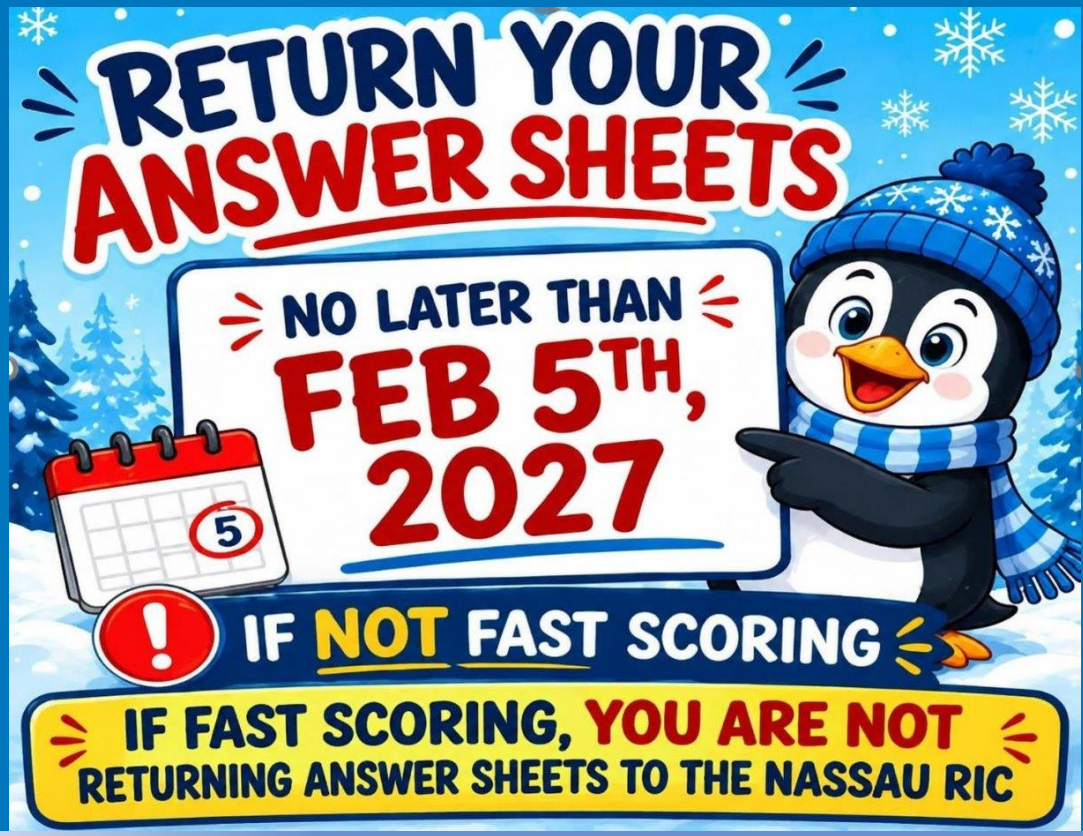
Important Information:

- *Review the NYSSIS hold queue and make corrections as needed. Without the NYSSIS ID number, data falls out at the state level. That means student scores can be lost.*
- *Corrections/additions must be made in your Student Information System (SIS) and pushed to Level 0/1.*

JANUARY 2027 REGENTS TIMELINES (CONTINUED)

January Regents answer sheets must be returned to the Nassau RIC by February 5, 2027, if your school is ***NOT*** Fast Scoring.

- ✓ If your school Fast Scores, you ***WILL NOT*** be returning any answer sheets to the Nassau RIC.



JUNE 2027 REGENTS EXAMINATION SCHEDULE

June 15 Tuesday	**June 16** Wednesday	**June 17** Thursday	**June 18** Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing***
➢ English Language Arts (ELA)	➢ Global History & Geography II	➢ Life Sciences: Biology	
1:15 p.m.	1:15 p.m.	1:15 p.m.	
➢ Earth and Space Sciences	➢ Algebra I	➢ Algebra II	

Uniform Admission Deadlines

Morning Examinations: 10:00 am

Afternoon Examinations: 2:00 pm

June 21 Monday	**June 22** Tuesday	**June 23** Wednesday	**June 24** Thursday	**June 25** Friday
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	**No Testing**
➢ Locally Developed Checkpoint A or B Exam**	➢ U.S. History & Government	➢ Physical Science: Chemistry ➢ Physical Setting/Chemistry	➢ Physical Science: Physics ➢ Physical Setting/Physics	
1:15 p.m.	1:15 p.m.			
➢ Locally Developed Checkpoint A or B Exam**	➢ Geometry			

*Rating Day for Schools that are open.

**World language Assessment suggested date/time.

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JUNE 2027 REGENTS TIMELINES

The following items are due on **March 25, 2027**:

- *All student data loaded and pushed to Level 0/1.*
- *ASOFT online ordering of answer sheets must be completed.*
- *A student/course file sent to Nassau RIC .*



The following items are due on **June 3, 2027**:

- *Any corrected and updated student data should be loaded and pushed to Level 0/1.*

Important Information:

- *Review the NYSSIS hold queue and make corrections as needed. Without the NYSSIS ID number, data falls out at the state level. That means student scores can be lost.*

JUNE 2027 REGENTS TIMELINES (CONTINUED)

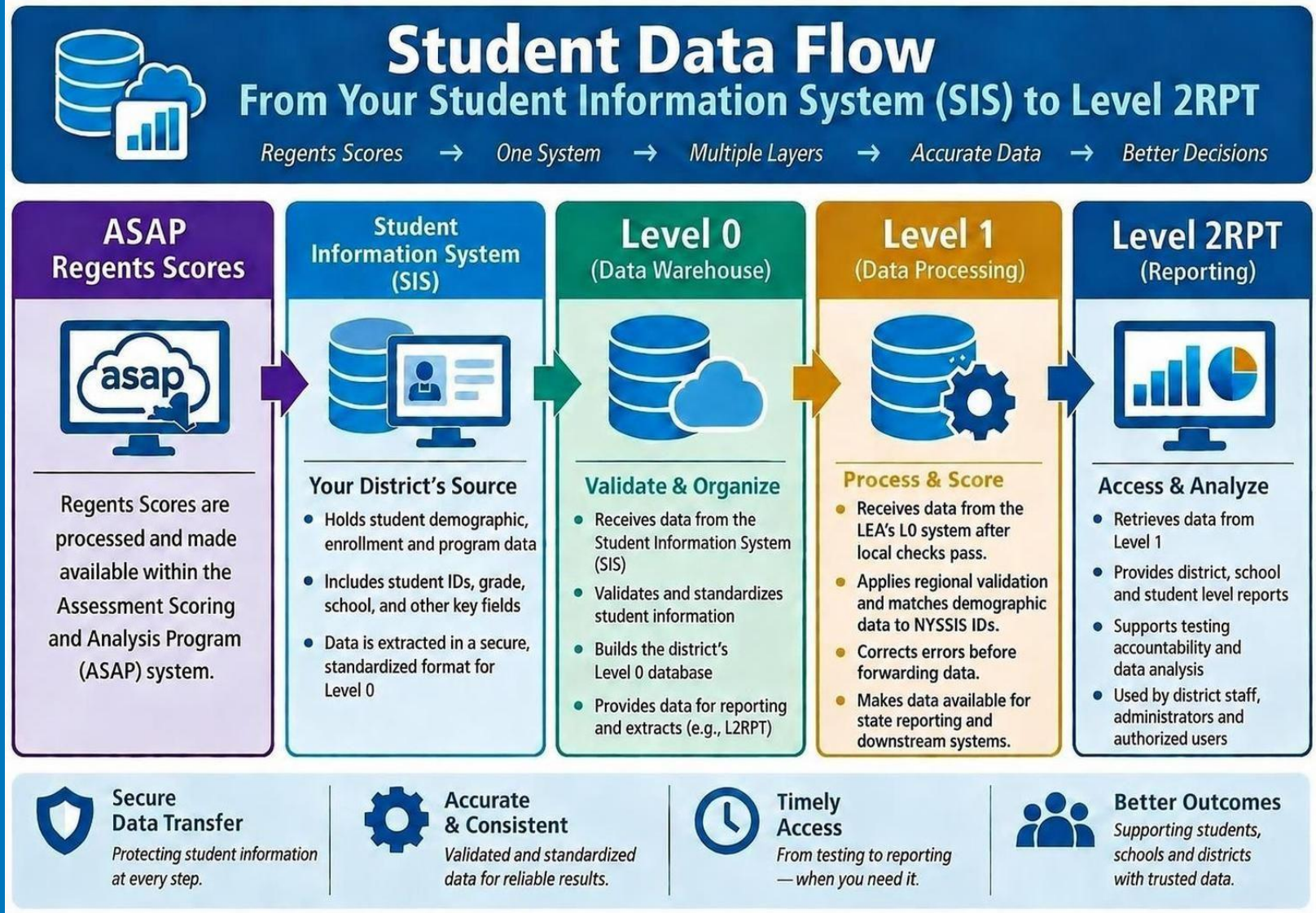
June Regents answer sheets must be returned to the Nassau RIC by June 30, 2027, if your school is ***NOT*** Fast Scoring.

- ✓ If your school Fast Scores, you ***WILL NOT*** be returning any answer sheets.



GEEK OUT TIME - REGENTS FLOW OF INFORMATION

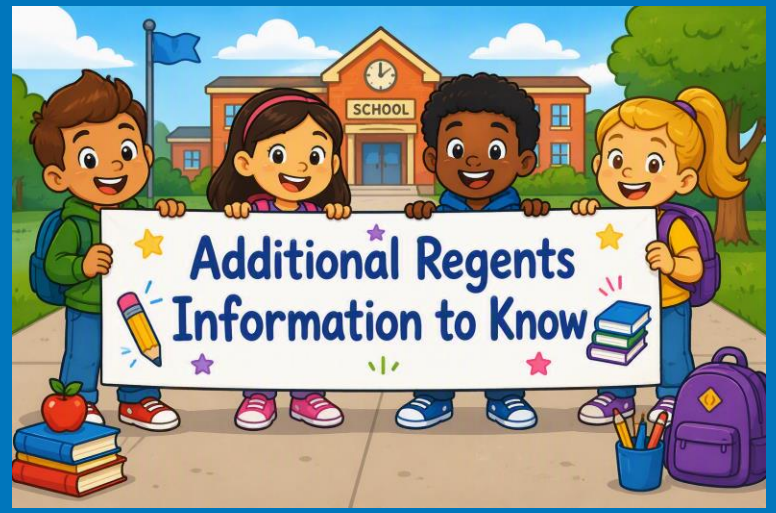
- The district score is still the "**official score.**"
- The **numeric score must** be entered into Level 0/1 via an Assessment record.
- The Nassau RIC exports the Assessment Fact/Response/Accom file to Level 1 from ASAP.



ADDITIONAL REGENTS INFORMATION

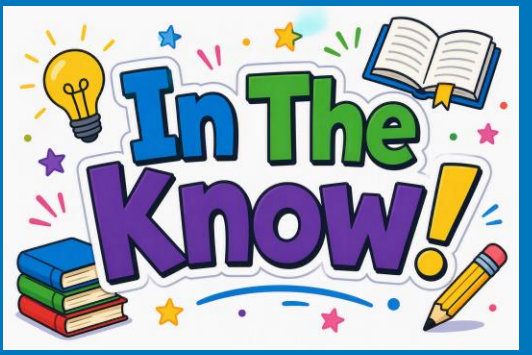
- **In January, Physical Setting/Physics** will be a secure, restricted exam only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to NYSED at the end of the examination period.
- Also, regarding January Physical Setting/Physics only, printed scoring materials will be provided by **OSA - Office of State Assessment**.

The answer sheet is provided in the booklet.



JUNE REGENTS ONLY-IF PRINTING FROM LEVEL 0

- If your District prints from level 0 only for June Regents, please adhere to the following:
  - Regents answer sheets are printed from the Course/Instructor/Assignment and the Student/Class/Entry/Exit files within Level 0/1. Please make sure they are correct.
  - Every student enrolled in a course that ends in a Regents will get an answer sheet.
  - All courses must be mapped to the correct State Course Code in the Course Template in Level 0.
  - **If using vendor scoring, you MUST provide files to Nassau RIC.**
- **[June Regents only]** Exam Roster reports in **ASAP**, the **A**ssessment **S**coring and **A**nalysis **P**rogram, will show exactly who will be getting an answer sheet and which teacher will be associated with them.



Printing from Level 0 will only be feasible for June Regents. However, we would still require a file sent to BOCES for walk-ins and AP students.

ONLINE ORDERING PORTAL

Ordering Answer Sheets via the Nassau RIC **ASOFT** Online Ordering Portal



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ASOFT – ONLINE ORDERING PORTAL



- Nassau RIC will notify you when the ASOFT portal is open for ordering Regents Answer Sheets.
- All orders for answer sheets must be placed through the ***ASOFT*** Online Ordering System.
- Your district testing coordinator will receive an email invitation to complete the ASOFT order. The email invitation includes the link to the ASOFT system, ordering directions, and the required password.
- Please complete the Fast Score portion of the ASOFT order.
- This process will generate the LOI, which is approved by your Superintendent electronically.

FILE PREPARATION

"Careful preparation of every file today helps every student succeed on Regents day."

Today's preparation... tomorrow's success!



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STUDENT/COURSE FILE
(HANDS-ON-FILE TRAINING)

- We will be having an in-depth “hands-on” file training via Teams on:
  - ✓ **Thursday, November 12, 2026.** (2:00 PM - 3:00 PM)
  - ✓ Please sign up through **My Learning Plan (MLP).**
- It is recommended that the **person creating the file** attend this training.
- All Questions will be answered!
  - ✓ *What is this file is used for? What information is needed? How do I create this file? What do I do with this file? Real world examples, etc.!*



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UNDERSTANDING THE STUDENT/COURSE FILE

- **What is It?**
  A Student/Course (.csv) file is sent by you to the Nassau RIC and will be used to generate and sort the answer sheets.



- A sample template file can be emailed to you by your Nassau RIC Testing Coordinator upon request.
- Please create a **separate file** for each type of Regents exam. Save and Name it accordingly…
  YourDistrictName_Jan_2026-2027_TestName.csv
  For Example: MyBestSchool_Jan_2026-2027_ELA.csv

  ✓ Please submit separate files and not one file with multiple TABS.

- Further details about the file creation process are given at the **Regents Hands-On File Training** scheduled for **November 12th at 2:00 pm**. Please join us.

STUDENT/COURSE FILE TEMPLATE SAMPLE TEMPLATE (PUBLIC DATA TEMPLATE)

DistrictCode	LocationCode	Version	AdminMonth	StudentID	LastName	FirstName	GradeLevel	CourseSection	TeacherName	StateCourseCode	DistrictName	School
NY280123	**0001**	**2027-06-30**	**Jan**	**123456789**	**Doe**	**John**	**00**		**Mrs. Smith**	**01003**		

*******PLEASE READ THE DIRECTION BELOW CAREFULLY*******

Please create a separate file for each Regents exam

Row 2 is just a sample - Delete it before you add your own records

Do not touch Row 1 - Headings - Do not reformat - some fields are formatted as text to accommodate leading zeros

All fields must be labeled *exactly* as above. Please do not add or delete (even if empty) any fields

DELETE ALL ROWS (DIRECTIONS) AFTER YOUR LAST RECORD.

Save as a .csv and Rename (your district name_Jan 2026-27_test name)

Once saved as a .csv DO NOT OPEN in Excel. You will lose your formatting and will have to reformat

Post file to the Test Scoring FTP site AND notify your coordinator

This is the Student's Home District ID	4 digit location code or 6 digit code for OOD placements	Copy and Paste this date into each record for each student	Copy and Paste Jun into each record for each student	This is the student's Local ID from their Home School or district			Actual Grade Level for the 20-21 school year	May be used if you want answer sheets sorted by CourseSection	May be used if you want answer sheets sorted by Teacher	See course code list that identifies the Regents Exam to be taken by the student	Leave Blank	Leave Blank
Must have NY before the number	4 digits use leading zeros if necessary	**DO NOT** change to exact date.	Jan	9 digits: use leading zeros			2 digits: Use leading zero			5 or 7 characters: Use leading zero and uppercase C's, F & NF		

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STUDENT/COURSE FILE TEMPLATE IN DETAIL (PUBLIC DATA TEMPLATE)

- Sample Template Columns in detail.

Data Item	Maximum Size of Field Public Schools	Sample Data Public Schools
DistrictCode	8	**NY280**###
LocationCode	4 (use leading zeros if needed)	**000**#
Version	10	**2027-06-30**
AdminMonth	3	**Jan** or **Jun**
StudentID	9 (use leading zeros if needed)	**000**123456
LastName	20	Doe
FirstName	20	Jane
GradeLevel	2 (use leading zeros if needed)	**0**9
CourseSection	20	MA301-2 (Course-Section)
TeacherName	30 (Used **only** for sorting and IDW reports)	Jane Smith or Mrs. Smith-H (for honors), Smith/Jones
StateCourseCode	5 or 7 (See Course Code Section)	01003 or 02052CC
DistrictName	30 (use to override District code)	**Leave Blank**
School	30 (use to override Location code)	**Leave Blank or School Name**

JANUARY 2027 REGENTS COURSE CODES

Exam Date & TIme	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 1/26/27 at 9:15 am	English Language Arts (ELA)	01320	01003	Regents Common Core ELA – Jan
Tuesday 1/26/27 at 1:15 pm	Earth and Space Sciences	01900	03008	Regents Earth and Space Sciences - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Science: Chemistry	01220	03120	Regents Phy Science: Chemistry - Jan
Tuesday 1/26/27 at 1:15 pm	Physical Setting/Chemistry	01201	03101	Regents Phy Set/Chemistry - Jan
Wednesday 1/27/27 at 9:15 am	US History & Gov't	01072	04101	Regents US History & Gov't - Jan
Wednesday 1/27/27 at 1:15 am	Algebra I	01303	02050	Regents Algebra I - Jan
Wednesday 1/27/27 at 1:15 am	Physical Science: Physics	01230	03170	Regents Physical Science: Physics - Jan
Wednesday 1/27/27 at 1:15 am	Physical Setting/Physics*	01202	03151	Regents Phy Set/Physics - Jan
Thursday 1/28/27 at 9:15 am	Global History and Geography II	01208	04052	Regents Global History and Geography - Jan
Thursday 1/28/27 at 1:15 am	Geometry	01705	02072	Regents Geometry - Jan
Friday 1/29/27 at 9:15 am	Life Science: Biology	01159	03050	Regents Life Science: Biology - Jan
Friday 1/29/27 at 9:15 am	Algebra II	01310	02056	Regents Algebra II - Jan

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the State Education Department at the end of the examination period.

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

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JUNE 2027 REGENTS COURSE CODES

Exam Date & TIme	Assessment Name (ITEM_NAME)	Assessment Code	Course Code	Subtest Identifier (ITEM_DESC)
Tuesday 6/15/27 at 9:15 am	English Language Arts (ELA)	06320	01003	Regents English Language Arts - Jun
Tuesday 6/15/27 at 1:15 pm	Earth and Space Sciences	06900	03008	Regents Earth and Space Sciences - Jun
Wednesday 6/16/27 at 9:15 am	Global History and Geography II	06208	04052	Global History and Geography
Wednesday 6/16/27 at 1:15 am	Algebra I	06303	02050	Regents Algebra I - Jun
Thursday 6/17/27 at 9:15 am	Life Science: Biology	06159	03050	Regents Life Science: Biology - Jun
Thursday 6/17/27 at 1:15 am	Algebra II	06310	02056	Regents Algebra II - Jun
Friday 6/18/27	**Juneteenth Holiday Observed (Rating Day for Schools that are open)**			
Monday 6/21/27 at 9:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)			
Monday 6/21/27 at 1:15 am	Locally Developed A or B Exam (World Language Assessment suggested date/time)l			
Tuesday 6/22/27 at 9:15 am	US History & Gov't	06072	04101	Regents US History&Gov't - Jan
Tuesday 6/22/27 at 1:15 am	Geometry	06705	02072	Regents Geometry - Jun
Wednesday 6/23/27 at 9:15 am	Physical Science: Chemistry Physical Setting/Chemistry	06220	03101	Regents Phy Set/Chemistry - Jun
Thursday 6/24/27 at 9:15 am	Physical Science: Physics Physical Setting/Physics	06230	03151	Regents Phy Set/Physics - Jun
Friday 6/25/27	**Rating Day (No Testing)**			

2026-27 NYS Comprehensive Course Catalog Workbook

Test Groups for Assessments with Subtest Identifiers and Codes

Use The Course Code Column and Not the Assessment Code Column

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STUDENT/COURSE FILE – QUICK REVIEW

- Who should be in these files?
  - ✓ Students **currently enrolled** in a course ending in a Regents exam.
  - ✓ Students who need to **retake** a Regents exam for graduation or for a **higher score**.
- Question you should ask yourself?
  - ✓ How does your district **identify** these students? Who is eligible to take a Regents?
  - ✓ Who provides the information for this file and who places the order for the student answer sheets?
  - ✓ Guidance Counselors? Chairpersons?
  - ✓ What processes are in place to confirm the child intends to sit and has the requirements to take the exam?

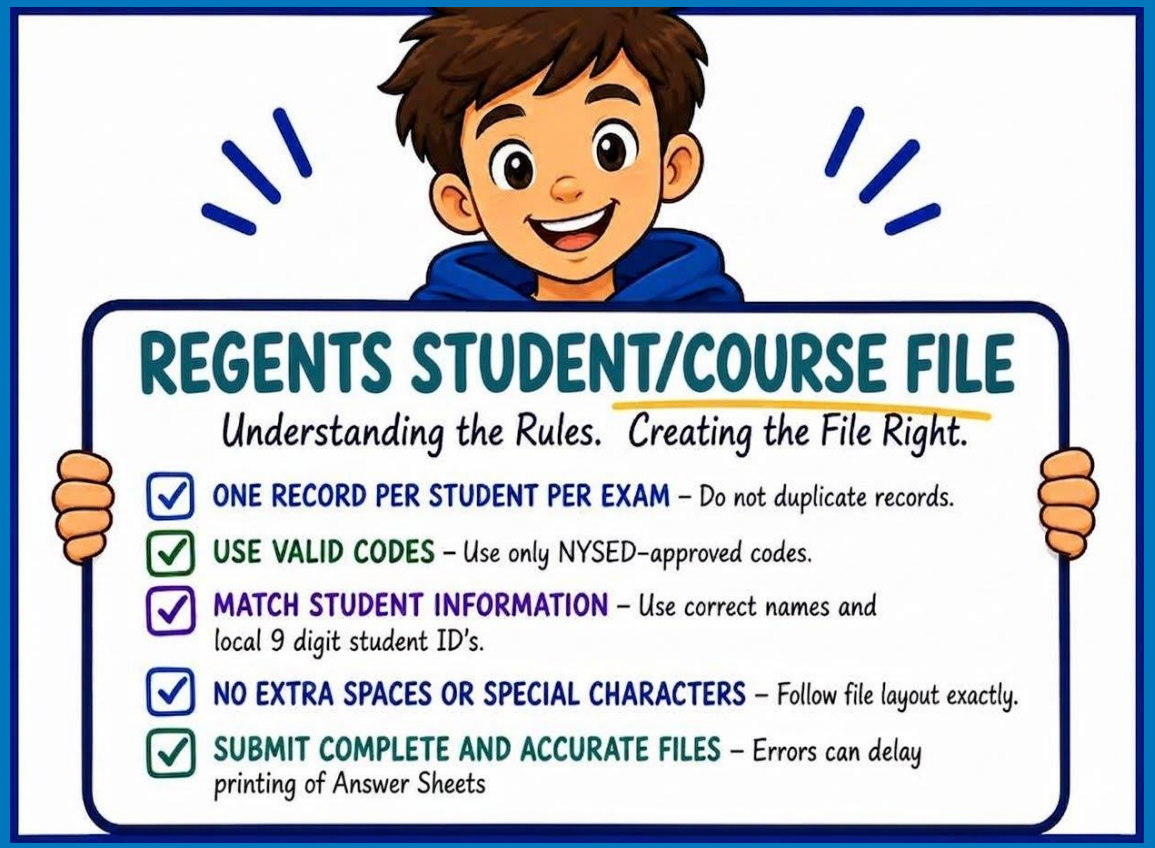


Do you know your answer sheet counts? Additional charges will be applied for excessive "extra" answer sheets.

UNDERSTANDING THE STUDENT/COURSE FILE

- If a student is taking more than one Regents exam, the student should be listed in a separate file for each exam.
- If a student's or teacher's name contains a comma (Doe, Jr.), the name must be in quotes. Example: "Doe, Jr."
- If you have co-teachers, both names can be listed in the teacher field (Smith/Jones). Do not exceed 30 characters.

Do not use a comma to separate names.





STUDENT/COURSE FILE – OOD QUICK REVIEW

- The home district orders and is responsible for distributing all Regents exams for students with out-of-district (OOD) placements. The home district Student ID and BEDS code should be used within the file to generate answer sheets for those students.
- **The exception to this rule is Nassau BOCES schools. Nassau BOCES manages the Student/Course files for exams taken using local home school Student ID's and BEDS codes used in the generation of answer sheets.**
  - CCA (Center for Community Adjustment)
  - IWHS (Iris Wolfson HS)
  - Robert Williams (formerly Willet Avenue)
  - Seaman Neck
  - CPHS (Career Preparatory HS)



TESTING STUDENTS ENROLLED IN OTHER SCHOOLS

Handling students enrolled in a high school other than the school in which an examination is to be administered and

what to know before a student from another school is admitted to a Regents Examination!

- **Written Permission:** Students must provide the test site administrator with written permission from their home school principal. The test site administrator must retain the written permission from the home school administrator for a minimum of one year from the date of testing.
- **Scannable Answer Sheet:** Before admitting the student to a Regents Examination, the test site administrator must receive a scannable answer sheet for the student from the home school principal.
- **Advance Notice and Identification:** Students must provide adequate prior notice and present satisfactory personal identification.
- **Testing Fees:** The administering school may establish a policy to charge nonresident students a reasonable fee to cover administrative and rating costs.



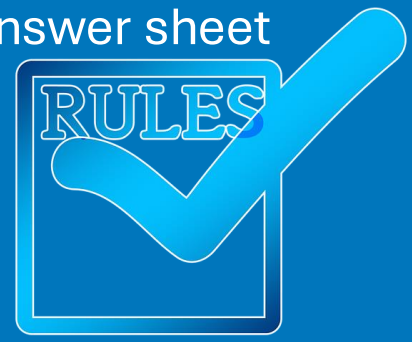
Excerpts from the School Administrator's Manual 2019

TESTING STUDENTS ENROLLED IN OTHER SCHOOLS

What to know before a student from another school is admitted to a Regents Examination!

(Continued)

- **Test Results:** The test site administrator must maintain a record of the test results for all students taking State examinations at that test center, including students enrolled in other schools.
- **Return of Answer Sheets:** After the constructed-response questions have been scored, the test site administrator must return the student's scannable answer sheet to the home school.
- **Scanning and State Reporting:** The home school is responsible for having the answer sheet scanned by its scanning center and reporting the examination results to NYSED.
- **Calculator Use:** Students must be informed when registering that they may be required to use calculators provided by the administering school.



Excerpts from the School Administrator's Manual 2019

TESTING STUDENTS ENROLLED IN OTHER SCHOOLS

What to know before a student from another school is admitted to a Regents Examination! (Continued)

- Good to know…
  - ✓ What school is the student "*officially*" enrolled in currently?
  - ✓ Confirm that the child fulfilled all course work or lab hours necessary to be eligible to test as indicated by SED.
  - ✓ Confirm with the home school if they report scores. If the home school does not, please inform the family that the score will be unofficial.
  - ✓ Do you have an answer sheet? Does that answer sheet have the student local district ID number and district location code?



WALK-INS? KNOW THE RULES!

Walk-ins are students who are not on the school attendance register but take a state assessment in the school.

- **Example:** An example of a walk-in student is one who drops out of school and does not re-enroll, but wants to take a state assessment to complete a diploma requirement.
- **Consult the SIRS manual for proper enrollment codes**. Beginning Enrollment Code 5555: Student enrolled for the purpose of recording a test score. This code must not be used for homeschooled or parentally placed non-participating religious or independent school students.
- **Parentally-placed students enrolled in a religious or independent school are the instructional responsibility of that religious or independent school**. If a religious or independent school chooses not to administer the state assessments and therefore does not contract with a RIC, the religious or independent school cannot send their students to another school (public, charter, religious, or independent) for the purpose of taking the assessments and asking that school to use the Reason for Beginning Enrollment Code 5555 for those students. The assessment(s) must be reported by the religious or independent school in which the student is officially enrolled.

Excerpts from the SIRS Manual version 27.0

STUDENT/COURSE FILE – QUICK REVIEW

LITTLE ALEX'S REGENTS PET PEEVES!



- **DUPLICATE RECORDS**
  One record per student per exam. No duplicates!
- **INVALID CODES**
  Use only NYSED-approved codes.
- **STUDENT INFO MISMATCH**
  Use correct match and local 9 digit student ID's.
  They must match NYSED records exactly!
- **INCORRECT COURSE CODES**
  Report the correct course code that aligns to the exam taken.
- **EXTRA SPACES & SPECIAL CHARACTERS**
  Follow the file layout exactly. Keep it clean!
- **INCOMPLETE OR INACCURATE FILES**
  Errors & delays in printing and receiving your answer sheets.
  Take the extra minute now. Save days later!
- **FOLLOW DIRECTIONS & DEADLINES**
  Read all instructions carefully and submit files by the due date. We accept files early!
- **Separate any Suffolk and/or Yeshiva Schools Students into their own files.**

WHAT TO DO WITH THE FILES?

CORE FTP to Nassau RIC: Simplified File Transfer

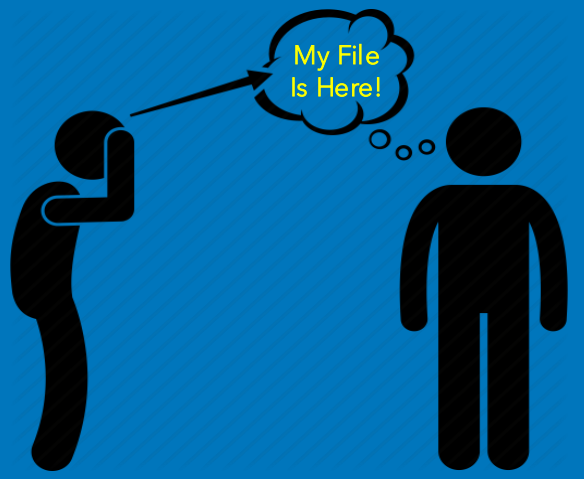


1. Choose Files in CORE FTP
2. Secure connection via CORE FTP
3. Files Received at Nassau RIC

Installation instructions available from your RIC Testing Coordinator.

TRANSFERRING THE FILES

- This Student/Course (.csv) file must be placed within your district's folder on the **BOCES FTP site**. Instructions for using the FTP client are contained further along in this presentation.
  - ✓ *Name the file accordingly and place it in the proper folder.*
    Example: **YourDistrictName_Jan_2026-2027_TestName.csv**
- When you put the file on the FTP site, email your BOCES coordinator to let them know that the file is there and what folder it is located in.
- Updated Coordinator Lists have been posted on the Nassau RIC Test Scoring website. **Click here to access the Test Scoring Website**!



INSTALLNG THE CORE FTP CLIENT
(SECURE FILE TRANSFER PROTOCOL)

Getting the files to Nassau BOCES

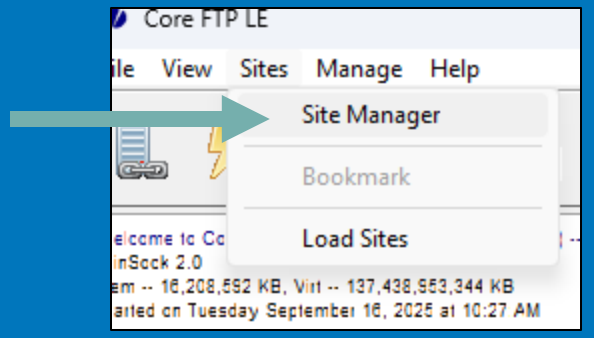
- Go to **www.coreftp.com**
- Click on “Download Core FTP now!”
- Under the Core FTP LE 2.2: free version heading, select www.coreftp.com
- Run > Agree to terms > Accept defaults > Install
- Locate Core FTP LE icon on your desktop.



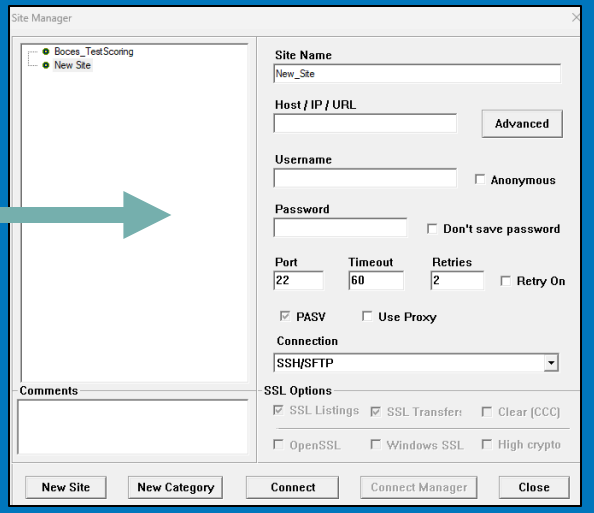
CONFIGURING THE CORE FTP CLIENT

- Double click on this icon once installed.

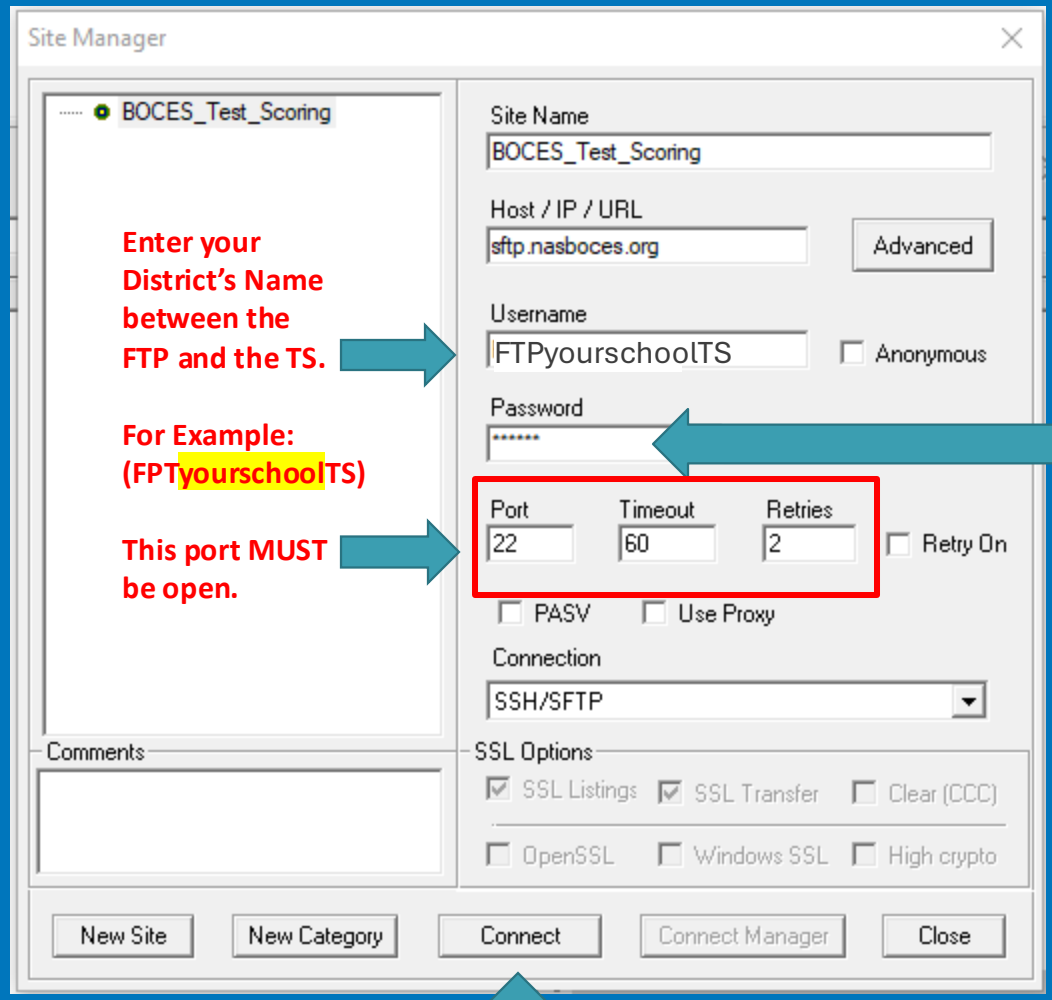
- Under the **Site** menu option, select **Site Manager**.
  A Window will open. Click the **New Site** button.



- Using the next slide as a reference, fill in the Information in the right window.



CONFIGURING THE CORE FTP CLIENT



Enter your District's Name between the FTP and the TS.

For Example: (FPTyourschoolTS)

This port MUST be open.

You should have the username and password already. If not, contact your Nassau RIC Testing coordinator, or Alex Piqueira, and they will assist you.

Click Here to connect to BOCES FTP site.

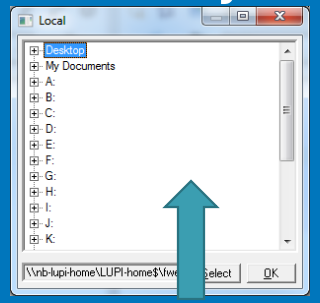
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TRANSFERING FILES

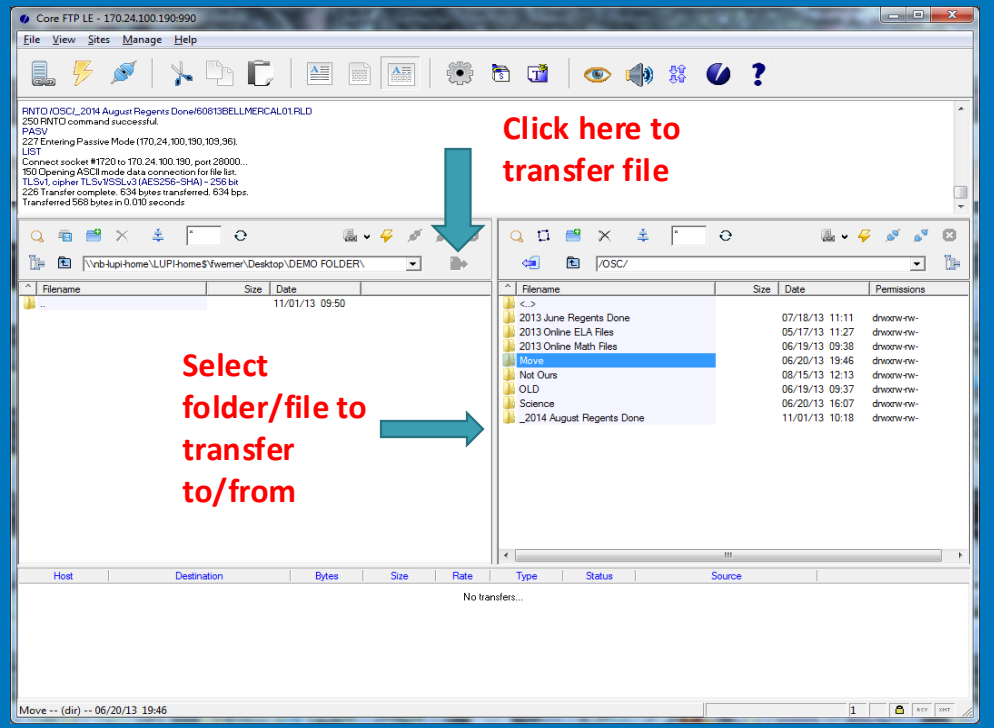
- Once connected, the left window will be YOUR computer, and the right window will be the Nassau RIC BOCES server.
- Origination Folder on your computer can be selected in the left window.
- Right Window: Create a folder for the New regents testing window to place your file into.

Example: 2026-2027 Regents/January

- To transfer files, highlight desired file and click the arrow in the top section of the window containing the file you selected.

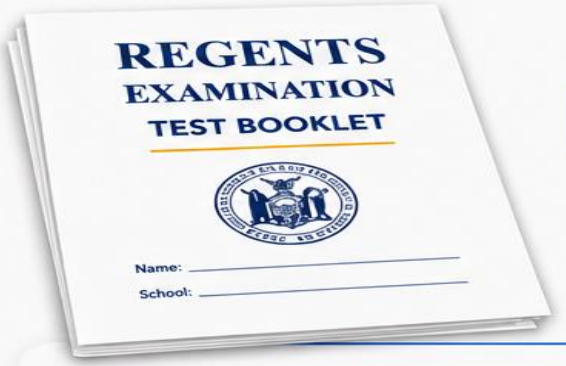


Navigate to Origination folder on your computer/shared drive folder



NASSAURIC REGIONAL INFORMATION CENTER

REGENTS TESTING MATERIALS



ORDERING YOUR REGENTS TEST BOOKLETS

Order early. Plan ahead. Ensure success.

ORDER ON TIME. BE PREPARED.

HOW TO ORDER

1 SUBMIT ORDERS
Submit orders via https://portal.nysed.gov

2 SELECT
Choose "Regents Exam Materials" from the product list.

3 CHOOSE
Select the exam(s), quantity, and booklet type you need.

4 CHECK OUT
Review your order and complete checkout.

5 DELIVERY
Materials will be shipped to your school.

IMPORTANT REMINDERS

- Order well in advance of your exam dates.
- Check quantities carefully.
- Review the *Ordering & Packing Receipt* of Materials ordered carefully.

NEED HELP?

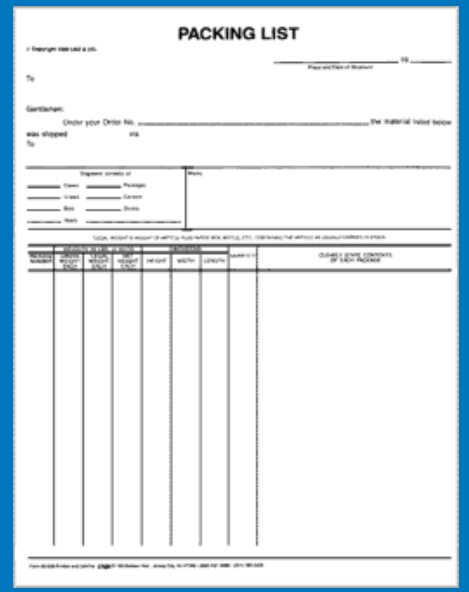
If you need help or additional test booklets, contact **OSA – Office of State Assessment** immediately via email at examrequest@nysed.gov and cc: Stephanie Witt at switt1@nasboces.org.

Thank you for helping us ensure your students are ready to succeed!

NASSAURIC
REGIONAL INFORMATION CENTER

REGENTS TEST BOOKLET ORDERS

- Make sure that all test booklet orders have been properly placed with **OSA** – The Office of State Assessment.
- **Online requests for January 2027 Regents Examinations materials will be accepted through Friday, November 13, 2026.**
  - ✓ *Submit orders via https://portal.nysed.gov/*
- Check the confirmation notice for accuracy.
- When tests are received, review the packing slip enclosed in each box.
- **Online Regents Test Booklets order requests for June exam materials are to be submitted by TBD.**


PACKING LIST

NASSAURIC
REGIONAL INFORMATION CENTER

REGENTS TEST BOOKLET ORDERS

I need additional copies of an examination. Can I make a copy?

NO!



AFTER THE NYS TEST
ORDERING PORTAL CLOSES



- *If you need additional test booklets, contact **OSA** – Office of State Assessment immediately via email at **examrequest@nysed.gov** and cc: **Stephanie Witt at switt1@nasboces.org**.*

- *Administrators determining the need for additional exam materials after the ordering window will likely have to obtain them from a nearby regional center **on the day of the exam**. Contact **Stephanie Witt at switt1@nasboces.org** beforehand to arrange pickups.*

  - ✓ The Nassau RIC is a Regional Distribution Center!

EMERGENCY EXAM MATERIALS ORDERING/PICKUP

- Email at **examrequest@nysed.gov** and cc: **Stephanie Witt at switt1@nasboces.org** a letter on school letter head to include:

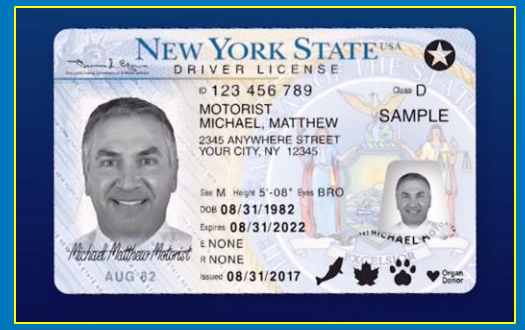
  - ✓ The exact material and quantities needed.
  - ✓ Pick up will be at the Nassau RIC, aka, Nassau BOCES.
    - The Robert E. Lupinskie Center for Curriculum, Instruction and Technology. One Merrick Ave, Westbury.
  - ✓ Emergency Test Orders - Nassau RIC



- When the materials arrive, we will hold them for you, and you pick them up ***on the day of the exam from Nassau BOCES.***

EMERGENCY EXAM MATERIALS-PICK UP

- Pick up of additional materials is on the day of the exam at **7:30 am for morning exams and 11:00 am for afternoon exams**.
- Email a letter in advance on school letterhead which states the name of the person picking up materials.
  - ✓ The exact materials including quantity must be stated in the letter.
  - ✓ It must be signed by the principal.
- The person picking up the exam must:
  - ✓ Present a current Picture ID.
  - ✓ Bring the original letter to be counter-signed by them.
- The log and letters are retained by Nassau RIC and submitted to NYSED.



ANSWER SHEETS

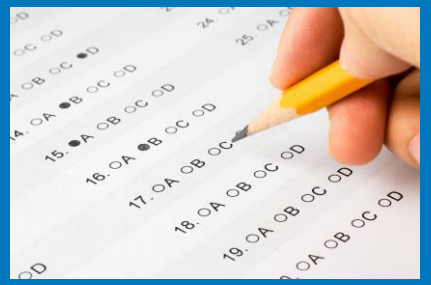


WHEN ARE YOU TO USE AN EXTRA ANSWER SHEET?

- **YES:** A pre-printed sheet is not available for the student.
- **YES:** The pre-printed sheet was damaged or destroyed prior to test administration.
- **YES:** The student's ID is incorrect.

NOTE: *If you extracted your Student/Course File from your Student Management System and the student was missing, go back to your student system and Level 0 and check that the student has been added and all information is correct.*

EXTRA ANSWER SHEETS

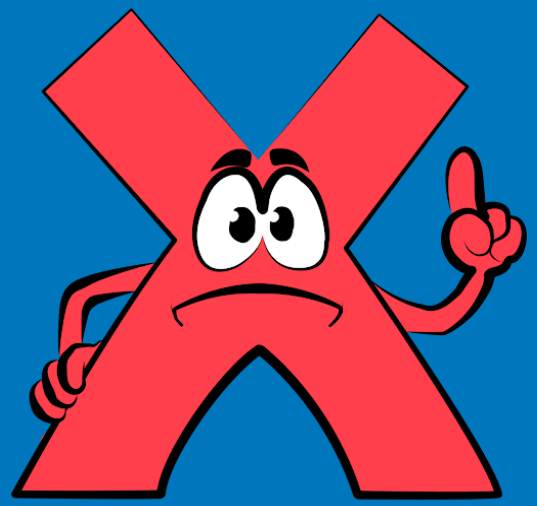


- When using an extra answer sheet, all information in the heading should be filled out.
  - ✓ *Use the **official 9-digit local student ID number** on the answer sheet, including leading zeros.*
  - ✓ *If the student is not from your district, make sure that his or her **home school's name, BEDS code, and local home District Student ID#** is on the answer sheet.*
  - ✓ ***Do not assign a "pretend" ID.***
- **Only** use a blank answer sheet provided by Nassau RIC.
- **Do not make copies**.

ANSWER SHEETS

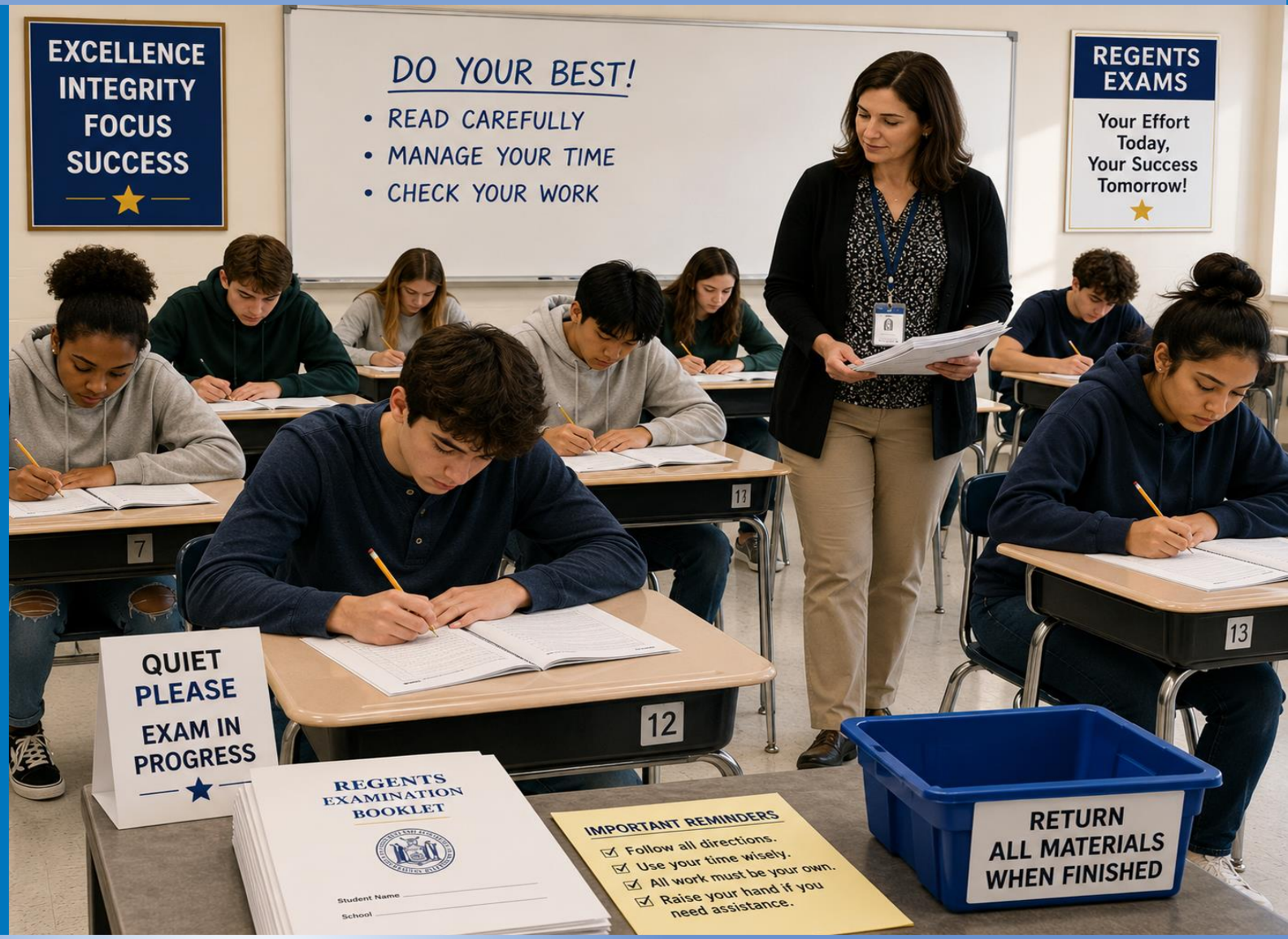
- **DO NOT USE ANOTHER STUDENT'S ANSWER SHEET!**
  - ✓ *The bar code is the ID of that student. You will create multiple or incorrect records for another student.*
  - ✓ *Issues processing and validating the student information and scores.*
  - ✓ *A child's record could be lost.*
  - ✓ *Delays in processing.*

Do not make copies of Blank Answer Sheets!



ADMINISTERING/SCORING THE EXAM

What to know and best practices for Regents Administration & Scoring



NASSAURIC
REGIONAL INFORMATION CENTER

ADMINISTERING THE EXAM

- Follow test administration directions as they are printed in the **School Administrators Manual** (SAM) for each test as directions vary slightly.

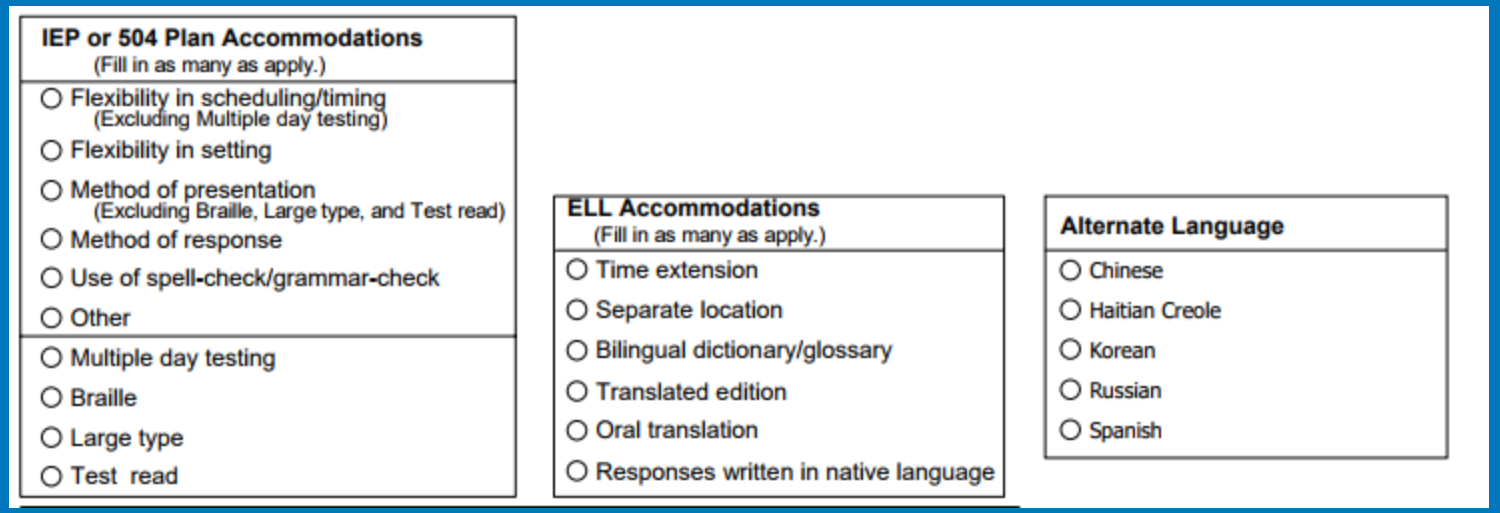
Click Here: Test Manuals | New York State Education Department
(https://www.nysed.gov/state-assessment/test-manuals)

- **Proctoring:** Teachers should be continually monitoring the students during the administration of the test.



ADMINISTERING THE EXAM

- If applicable, bubble the alternate language bubble on the answer sheet.
- Bubble any testing accommodations for IEP, 504, or ELL students at time of testing.



IEP or 504 Plan Accommodations
(Fill in as many as apply.)

- ○ Flexibility in scheduling/timing (Excluding Multiple day testing)
- ○ Flexibility in setting
- ○ Method of presentation (Excluding Braille, Large type, and Test read)
- ○ Method of response
- ○ Use of spell-check/grammar-check
- ○ Other
- ○ Multiple day testing
- ○ Braille
- ○ Large type
- ○ Test read

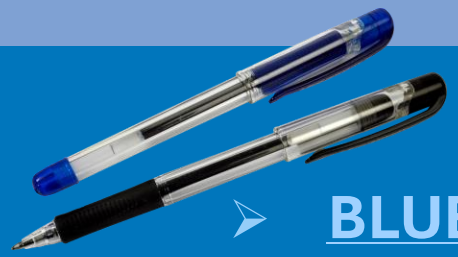
ELL Accommodations
(Fill in as many as apply.)

- ○ Time extension
- ○ Separate location
- ○ Bilingual dictionary/glossary
- ○ Translated edition
- ○ Oral translation
- ○ Responses written in native language

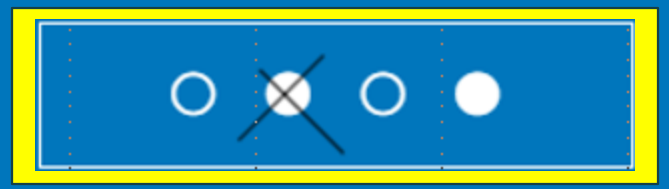
Alternate Language

- ○ Chinese
- ○ Haitian Creole
- ○ Korean
- ○ Russian
- ○ Spanish

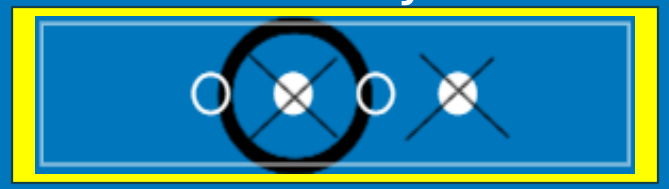
ADMINISTERING THE EXAM



- **BLUE** or **BLACK** ink must be used for bubbling – **no gels pens or markers!**
- **NO RED** ink or pencils may be used.
- To change an answer, "X" out the first choice and fill in the new choice.



If a student changes his/her mind, the student should circle the correct answer if the answer had already been "x'd" out.



TESTING IRREGULARITIES

- **Report all Testing Irregularities to the Office of State Assessment (OSA)**
  - Cell phone violations
  - Attempts to commit fraud by students
  - Testing improprieties by adults
  - Power outages / Fire alarms
  - Lost examinations



The principal must report all testing misconduct and irregularities in writing on school letterhead to OSA via email to: emscassessinfo@mail.nysed.gov and cc: Stephanie Witt at switt1@nasboces.org.

SCORING

Where can you, the scorer, write on the student's answer sheet?

You Cannot!

- This includes "X'ing" out the bubbles and marking the question numbers.
- If the students' responses for 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.**

SCORING

- Who can score these assessments?
  - **Teachers are not permitted to score their own students' answer papers.** This means that teachers currently instructing students in the coursework associated with a particular Regents Exam or RCT may not score those students' answer papers for that exam. This prohibition **includes special education and academic intervention services (AIS) teachers.**

SCORING & QUALITY CONTROL

- **Quality Control** is needed to make sure that **ALL** constructed response bubbles have been filled in correctly.

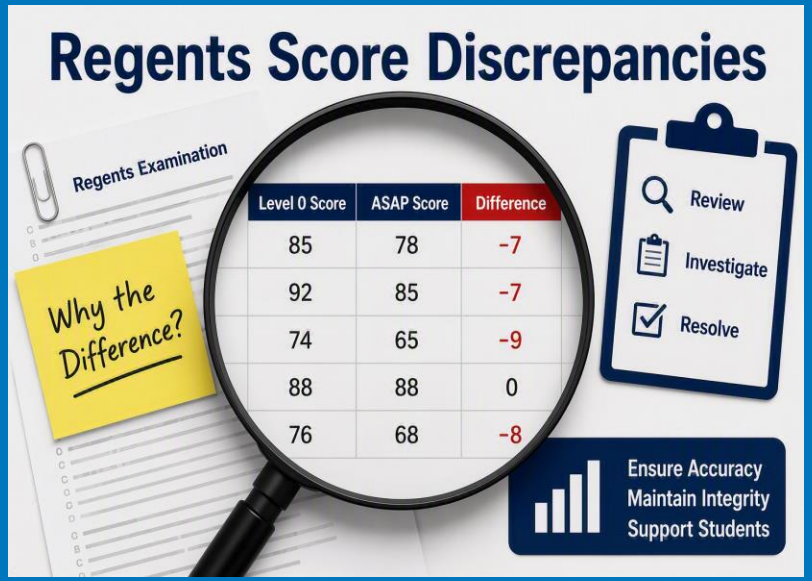
✓ **NOTE: If the score is "zero," this MUST also be bubbled in.**

- **Remove all answer sheets from booklets** after constructed responses have been scored.



SCORING DISCREPANCIES

- Once answer sheets are scored and processed, scores are available in **ASAP,** ***A****ssessment* ***S****coring and* ***A****nalysis* ***P****rogram*.
- Compare results in ASAP to scores in your Student Information System (SIS). **Do they match?**
- Compare those Student Information System Scores to what is in Level 0/1. **Do they match?**
- Discrepancies are introduced through **HUMAN ERROR**.



- ✓ **Discrepancy reports for your district are posted on the FTP site within two months of the exam. They can also be generated upon request. You should confirm their accuracy before pushing Data to Level 1.**

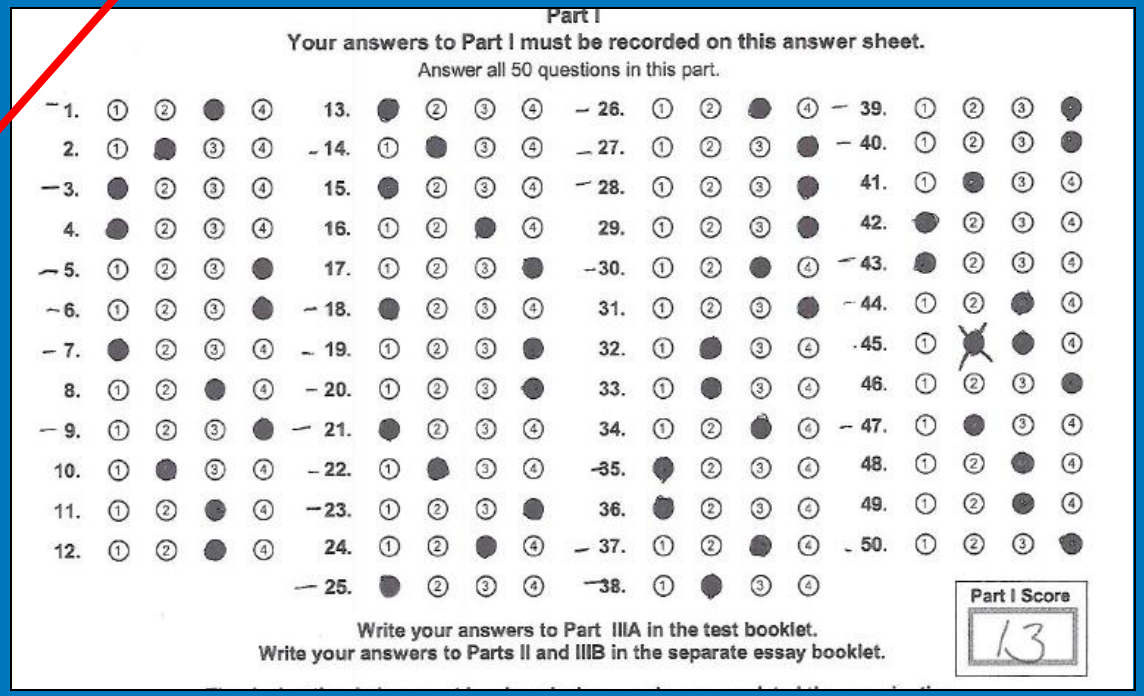
Note: **Please note that the Nassau RIC Discrepancy Reports cannot be run until the school/district has entered their scores into Level 0. These reports compare what is in Level 0 to that is in ASAP.**

COMMON ERRORS

- Addition Errors
- Counting Errors

	Student's Score
Total MC Points max: 50 (from front)	22
+Total CR Points max: 35 (from back)	19
Total Written Test Score max: 85	41
Performance Test Score max: 16	10
Scale Score (from conversion chart)	54

Please write neatly and legibly when Scoring!

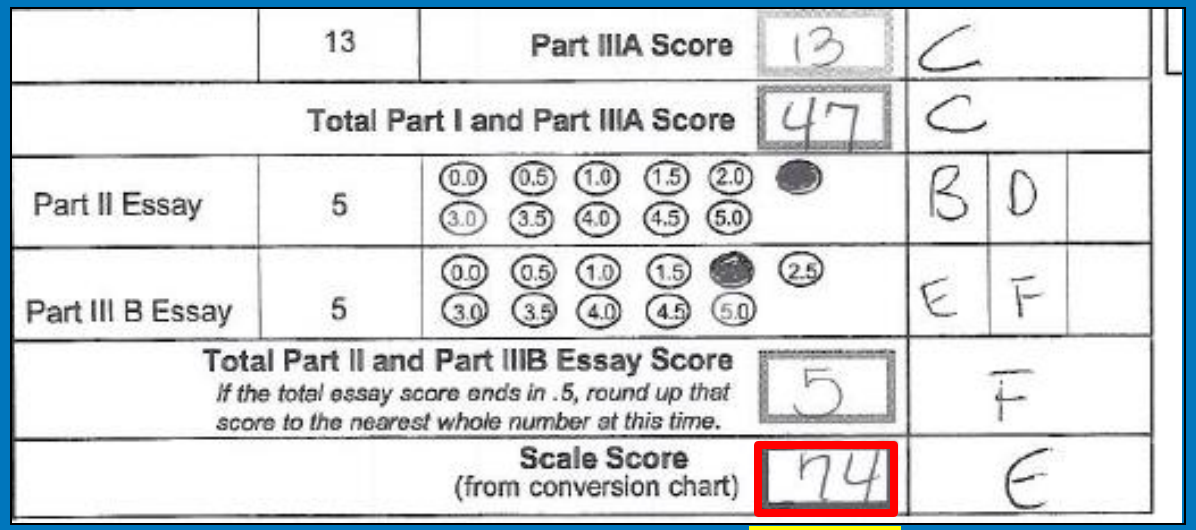


65

23

COMMON ERRORS

(Data Entry Error)



	13	Part IIIA Score	13	C	
		Total Part I and Part IIIA Score	47	C	
Part II Essay	5	0.0 0.5 1.0 1.5 2.0 3.0 3.5 4.0 4.5 5.0		B	D
Part III B Essay	5	0.0 0.5 1.0 1.5 2.5 3.0 3.5 4.0 4.5 5.0		E	F
		Total Part II and Part IIIB Essay Score *If the total essay score ends in .5, round up that score to the nearest whole number at this time.*	5	F	
		Scale Score (from conversion chart)	74	E	

Perfect

Too bad it was hand entered into the district's Student Information System (SIS) and Level 0/1 as a **47!**

ADMINISTRATION/SCORING – QUICK REVIEW

LITTLE ALEX'S REGENTS PET PEEVES!



- Take your time-it is not a race!
- Neatness is Important.
- Clear penmanship.
- Counting Errors.
- Fast Score Districts - Test your scanner.
- No Doodles on the page.
- Know the Local Home District Beds Code and Student Id's for OOD Students.
- Separate any Suffolk and/or Yeshiva Schools Students into their own files.

ASAP REPORTS

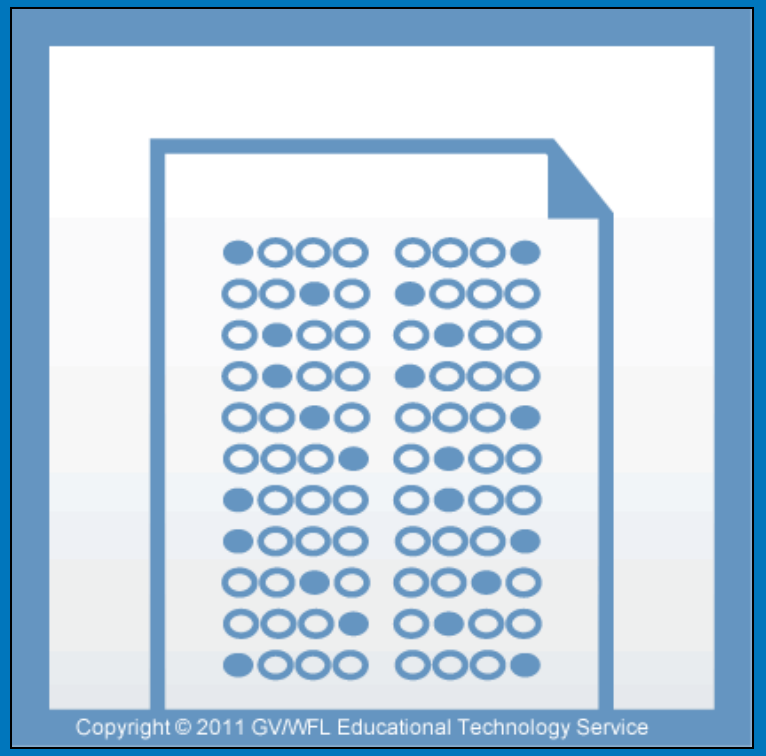
Accessing Scores and Reviewing Reports



ACCESSING AND REVIEWING ASAP REPORTS

- Go to http://asap.nasboces.org
- Sign in using your district's Level 0 User ID and Password.
  - ✓ The sign-in criteria are typically managed by your district's Technology Director or District Data Coordinator—whomever is responsible for administering Level 0/1.
- ASAP Reports are available once answer sheets are scanned and processed.
  - ✓ Check routinely for student data and contact your test coordinator if students are missing or incorrect information is uncovered.

ASAP REPORTS

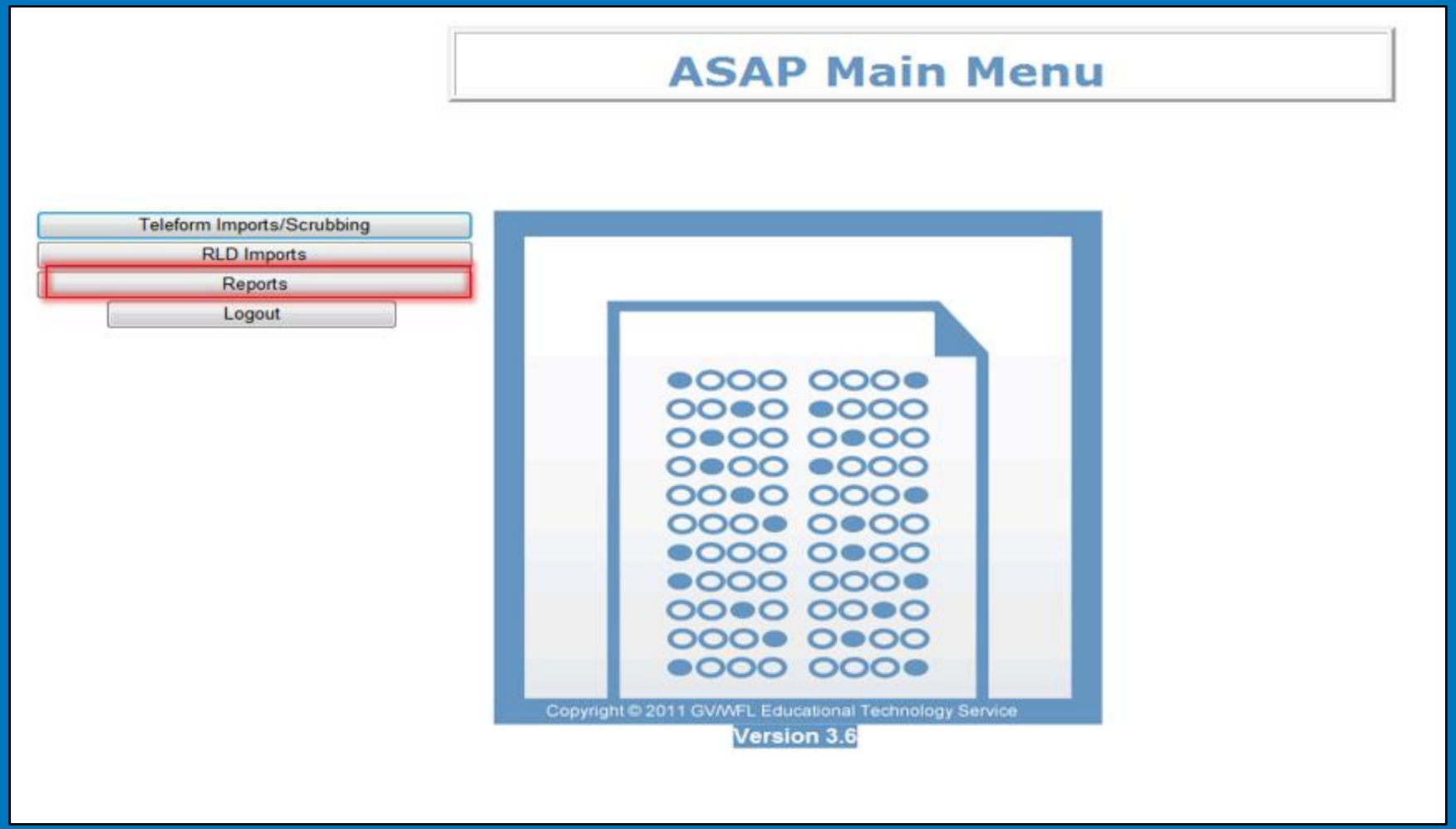


User ID:

Password:

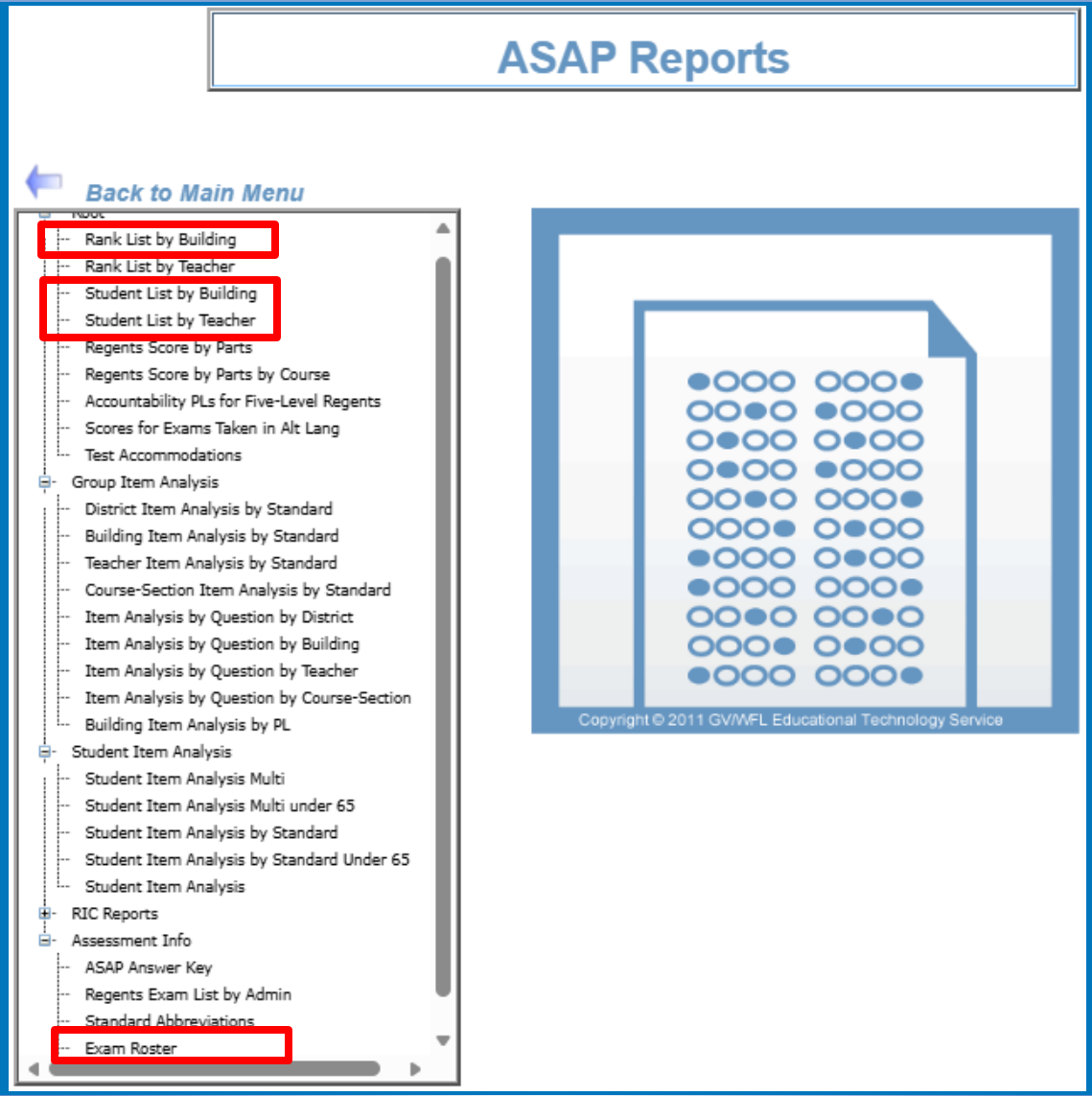
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ASAP REPORTS



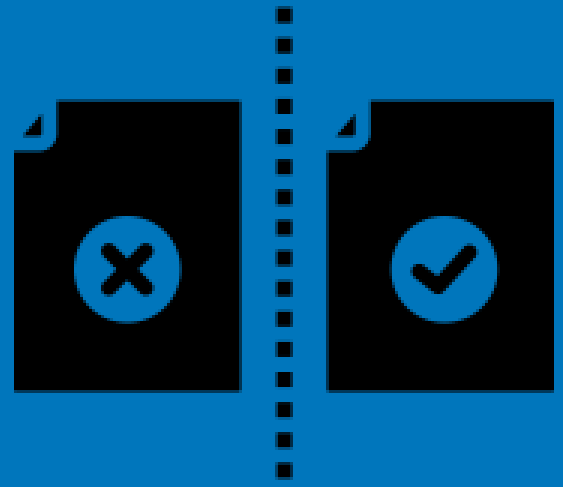
ASAP REPORTS

- Some popular reports offered within ASAP.



USING ASAP REPORTS – IT HELPS

- Before you submit/load the “Assessment Record” to Level 0, compare results in your Student Information System (SIS) to ASAP.
- Duplicate ID’s – The second scan over-rides the first. Check for missing scores (such as two students with the same ID, etc.)
- Contact you Nassau RIC Testing Coordinator is you see any discrepancies.



WHY IS THIS IMPORTANT?

- Errors in scoring can determine whether the student passed or failed the exam.
- Students may be re-taking a course or the exam because they thought they failed.
- Students may have been told they passed, when they did not.
- Graduation Requirements and Diploma type may be affected.
- Student Transcripts, Permanent Records, and State Reporting & Accountability could be inaccurate.



Every Regents score matters - An accurate Regents score isn't just a number—it becomes part of a student's official academic record and can impact many areas. **That is why careful scoring, verification, and reporting are so important.**

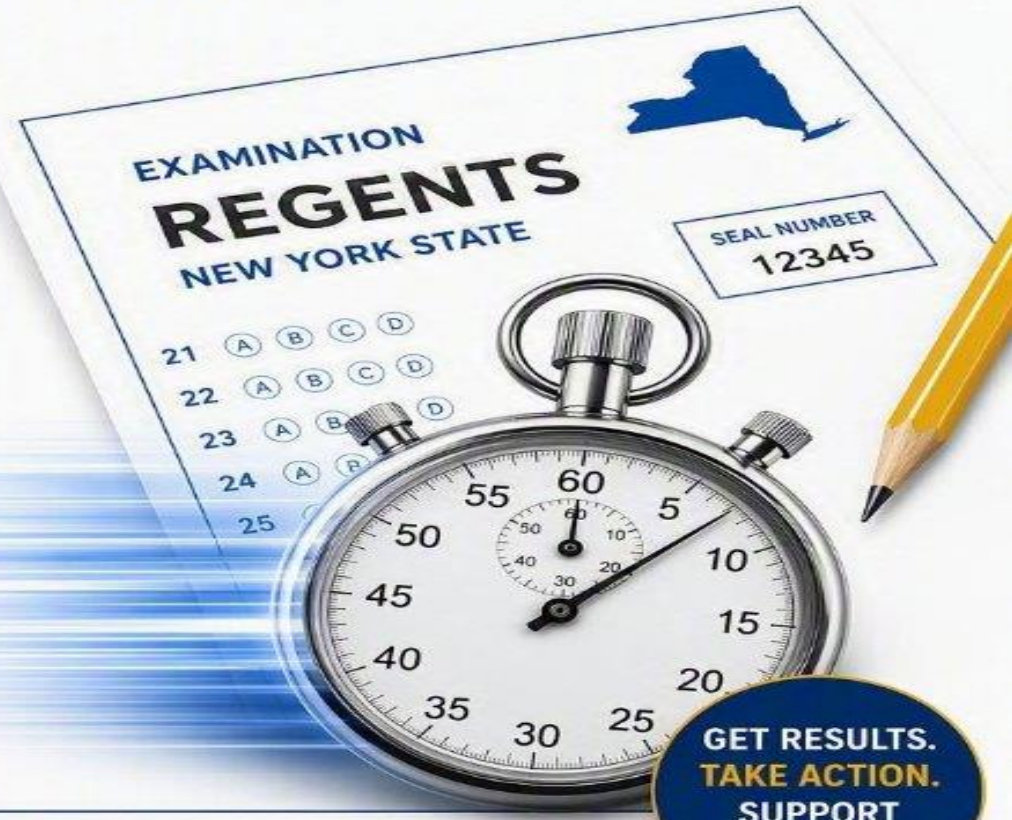
FAST SCORE SERVICE

NASSAU RIC
REGIONAL INFORMATION CENTER | OPTIMUM SOLUTIONS

FAST SCORE SERVICE

Regents Results—Faster.
Insights That Move You Forward.

Nassau RIC, in partnership with Optimum Solutions, is proud to offer **Fast Score Service** for **New York State Regents Exams**—delivering scores significantly faster so you can support students and drive instruction without delay.



GET RESULTS.
TAKE ACTION.
SUPPORT SUCCESS.

THE FAST SCORE ADVANTAGE

FASTER RESULTS
Receive Regents scores sooner.

TIMELY INSIGHTS
Use data earlier to inform instruction and interventions.

STUDENT FOCUSED
Identify needs quickly and support every learner.

TRUSTED PARTNERS
Nassau RIC and Optimum Solutions—working together to support district success.

FAST SCORES. STRONGER DECISIONS. BETTER OUTCOMES.
Nassau RIC and Optimum Solutions—Committed to Excellence in Assessment.

NY REGENTS
WE'RE HERE TO HELP YOU SUCCEED.

FAST SCORE SCANNING
REGENTS ANSWER SHEETS

- If you are scanning the **Scored Regents** exams to **OSC World** for processing:
  - ✓ ***Teachers score the constructed responses. Teachers do not need to score multiple choice, add up the scores, or calculate the scale score.***
  - ✓ *It is recommended that you test your scanner prior to the testing period. Don't wait until the last minute to scan. Test your scanner!*
  - ✓ *You can check the status of your scanned exams to OSC at* ***status.oscworld.com/regents***.
  - ✓ Separate Suffolk District and/or Yeshiva Students into a separate file. Scan as separate batches.



- If you experience any issues scanning Regents or have questions pertaining to the scanner, please reach out to **Suzanne Johnson** at **516-832-2754** or email Suzanne at **sjohnson@nasboces.org,** or you can contact **Alex Piqueira** at **apiqueira@nasboces.org**.

OPTIMUM SOLUTIONS

NASSAURIC
REGIONAL INFORMATION CENTER

BOCES SCHOOLS AND VENDOR SCORING

- BOCES schools use Vendor Scoring provided by OSC World.
  - ✓ The answer sheets are NOT returned to our location.
  - ✓ Once the scoring files are provided to the Nassau RIC by OSC World (Optimum Solutions Corporation) and processed, the scores become available to the home districts within **ASAP**, the **A**ssessment **S**coring and **A**nalysis **P**rogram.



OPTIMUM SOLUTIONS

Any issues or concerns regarding Vendor Scoring with OSC, please contact Dr. David Erlanger at derlanger@nasboces.org or (516) 832-2789.

*** WATCH OUT ***

PLAN.
PREPARE.
DOUBLE CHECK.
EXPECT
THE UNEXPECTED!

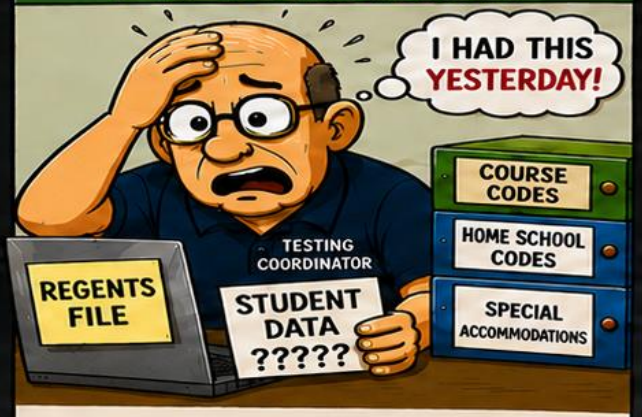
MmurphY'S LAW

IN REGENTS TESTING:
IF SOMETHING CAN GO WRONG, IT WILL.

POWERED BY COFFEE & DEADLINES

CHECK.
VERIFY.
SCAN.
REPEAT.
REPEAT.
REPEAT.

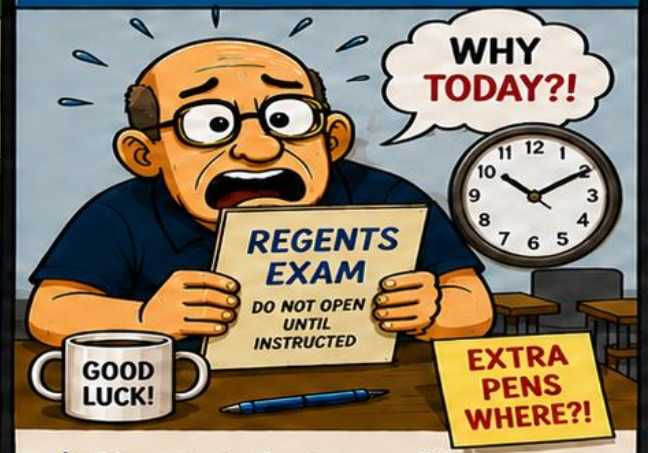
REGENTS FILE PREPARATION



- ✓ Missing or incorrect student data
- ✓ Wrong course or exam codes
- ✓ Home school code errors
- ✓ File rejected after final check
- ✓ Always something!

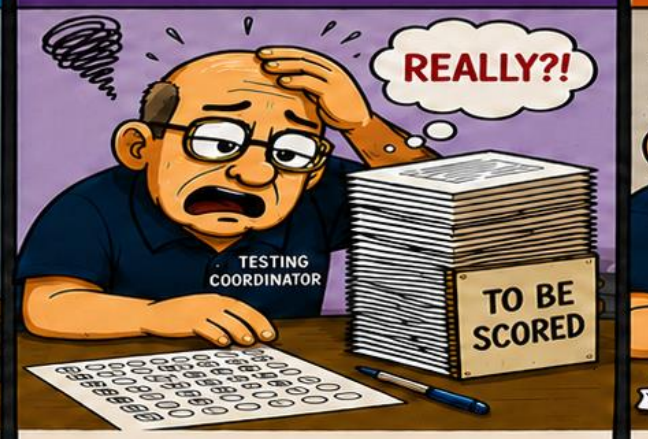
LOOKS PERFECT... UNTIL IT'S NOT.

ADMINISTERING



- ✓ Absent students you didn't expect
- ✓ Students with the wrong exam
- ✓ Calculator batteries die
- ✓ Accommodations not followed
- ✓ Disruptions when quiet is critical
- ✓ Something always interrupts!
- ✓ NO RED PENS PLEASE!

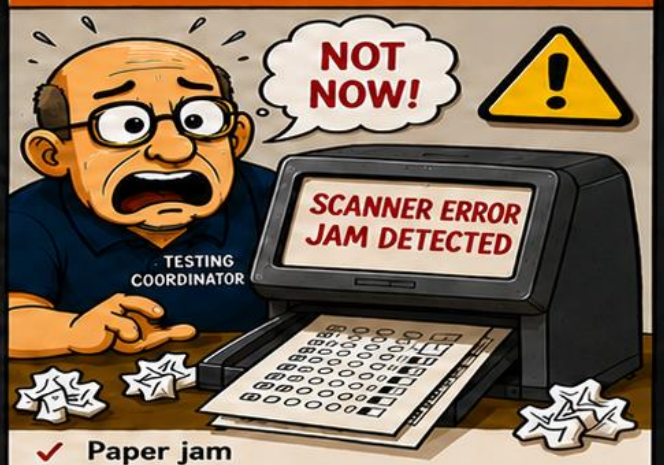
SCORING



- ✓ Illegible answers
- ✓ Multiple answers in a question
- ✓ Unclear or no answers
- ✓ PENMANSHIP DOES MATTER!

EVEN WITH AN ANSWER KEY, IT'S NEVER BLACK & WHITE.

SCANNING



- ✓ Paper jam
- ✓ Skipped pages
- ✓ Barcode won't read
- ✓ Image upload fails
- ✓ Wrong pages in the file
- ✓ Just when you thought you were done!

PLEASE NO DOODLES ON THE BAR CODES.

MURPHY'S LAW IS REAL... BUT PREPARATION, CHECKS, AND ATTENTION TO DETAIL CAN BEAT IT!

NASSAU RIC REGENTS EXPERTS

NASSAU RIC REGIONAL INFORMATION CENTER

YOUR SUPPORT TEAM!

Testing Coordinator	Email	Phone
Donna Blood	dblood@nasboces.org	(516) 832-2865
Giovanni "John" Pascuzzo	gpascuzzo@nasboces.org	(516) 832-2753
Tyra Andino	tandino@nasboces.org	(516) 396-2048

Testing Manager	Email	Phone
Alex Piqueira	apiqueira@nasboces.org	(516) 832-2850

Supervisor	Email	Phone
Stephanie Witt	switt1@nasboces.org	(516) 832-6623

Scanning Support	Email	Phone
Suzanne Johnson	sjohnson@nasboces.org	(516) 832-2754

OSC World Liaison	Email	Phone
David Erlanger, Ed.D.	derlanger@nasboces.org	(516) 832-2786

*Updated Coordinator Lists has been posted on the Nassau BOCES Test Scoring website.

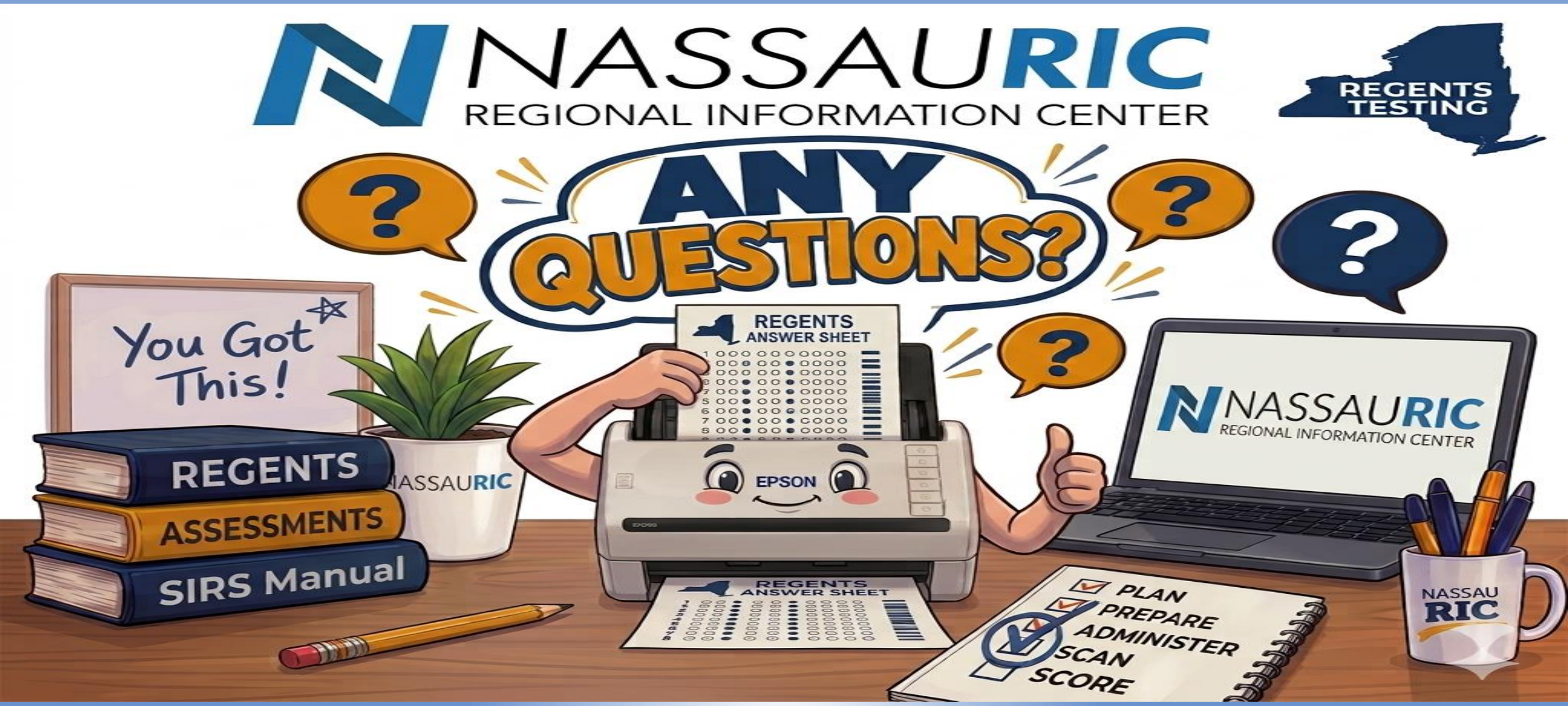


IMPORTANT WEBSITES

- Office of State Assessment (OSD)
  OSD Web Page
- NYSED SIRS Manual; Assessments Information; and much more….
  SIRS Manual and Data Elements
- NYSED Course Catalog
  Compreshensive Course Catalog
- NYSED Regents Examination Schedules
  Regents Examination Schedules
- *NYSED Business Portal*
  NYSED Business Application Portal
- *L2RPT Verification Reports*
  Level 2 Reports
- *NYSED Information and Reporting Service*
  IRS Collection and Reporting Services
- Nassau BOCES Test Scoring Web Page
  Nassau RIC Test Scoring



ANY TEAM QUESTIONS?





ROBERT E. LUPINSKIE CENTER FOR CURRICULUM, INSTRUCTION AND TECHNOLOGY DATA MANAGEMENT SERVICES
ONE MERRICK AVENUE, WESTBURY, NY 11590 • (516) 608-6623

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