The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

REGENTS EXAMINATION IN PHYSICAL SETTING/PHYSICS

Restricted Edition

Directions for Administering and Scoring January 2023 Administr ation

GENERAL INFORMATION

In January, the Regents Examination in Physical Setting/Physics is administered in restricted form. This means that, with certain exceptions described below, only the students actually taking the test may read the questions in the examination booklets. School personnel are not permitted to open an envelope containing an examination booklet or to review a student's examination booklet for any reason other than to read questions to students with disabilities; whose Intelligible in the section 504 Accommodation Plans (504 Plans) call for this accommodation. All examination booklets (both used and unused), all scoring key and rating guides (both used and unused), all answer booklets (both used and unused), and all reference tables and scrap paper must be returned to the Department. Photocopying and/or retaining copies of any examination materials and/or notes pertaining to any of their contents is strictly prohibited. meno(e) (b) (1)-85(200) Toly\$100.51(7):00.71 (a) (2)-71(a) (3)-71(a) (3)-71(a)

DET 541P (1-23) afge 1 of 13

DET 541P (1-23) Page 3 of 13

- 8. Return of Examination Materials: All materials listed below must be returned to the Department in locked Regents boxes.

DET 541P (1-23) Page 4 of 13

DET 541P (1-23) Page 5 of 13

If examinations are to be administered in a classroom, the room must be properly prepared. Clear desks and shelves under the desks of all books, papers, and other materials. Completely cover or remove all charts pertinent to physics and all board work.

Make arrangements in advance to seat the students so that each student will be clearly visible to the proctor at all times and so that there will be no opportunity for any unobserved communication between students. Seating of students in alternate rows is recommended.

FRAUD

Under Section 8.5 of the Rules of the Board of Regents, fraud shall include the use of unfair means to pass an examination, attempting to give aid to, or obtain aid from, another person in any examination, alteration of any Regents examination credential, and intentional misrepresentation in connection with Regents examinations or credentials. Section 225 of the Education Law makes fraud in examinations a misdemeanor, whether perpetrated by a student, teacher, administrator, or any other person. In addition, Section 102.4 of the Regulations of the Commissioner of Education prohibits testing fraud by students, educators, and others involved in the handling, administration, and scoring of State assessments. Prohibited testing conduct by adults is addressed on page 13.

Student Fr aud. Students who violate one of the prescribed State and/or local policies for taking examinations, but do not attempt either to obtain or give aid, have not committed fraud. For example, if a student leaves the examination room without the permission of a proctor but is under the supervision of school personnel at all times while out of the room, and there is no evidence thatcondTc 0 Tw52 0 Td [J -0.002 8d]

DET 541P (1-23) Page 6 of 13

At the begin ning of each test administration, proctors must read the foll owing statement to all students taking se condary-level State examinations:

You cannot have any communications device, including a cell phone, with you during this examination or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- x Cell phones
- x iPods and MP3 players
- x iPads, tablets, and other eReaders
- x Personal laptops, notebooks, or any other computing devices
- x Cameras, other photographic equipment, and personal scanning devices
- x Wearable devices/smart wearables, including smart watches and health wearables with a display
- x Headphones, headsets, or in-ear headphones, such as earbuds, and
- x Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video content, or capable of viewing or playing back such content.

If you brought any of these items to the building today and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated, and you will get no score. Is there anyone who needs to give me any of these items now?

[Proct or: repeat list of devices.]

This is your

DET 541P (1-23) Page 7 of 13

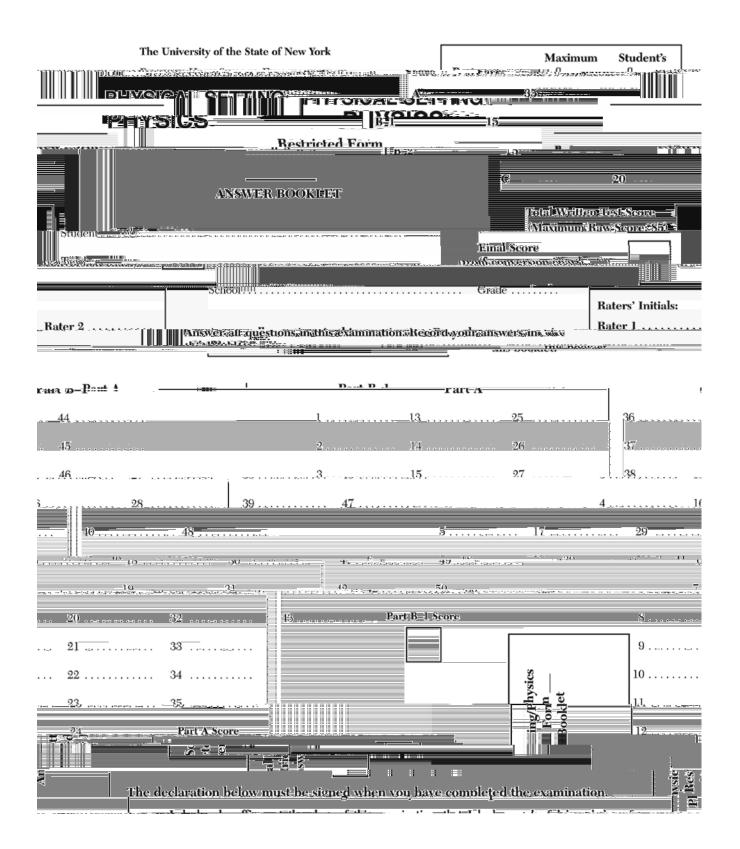
Once students hand in their test materials, the answer papers must not pass from the custody of the teachers. Except when answer papers are being scored in cooperation with another school, answer papers must not be removed from the school building until the rating has been completed and the test scores have been recorded onto each student's permanent record. When the papers are being scored in cooperation with another school, it remains the principal's responsibility to ensure the security of the answer papers while they are out of the building.

For restricted secondary-level State examinations, the scoring materials may not be opened prior to the Uniform Statewide Admission Deadline of 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations.

The restricted edition of the Regents Examination in Physical Setting/Physics must be scored and rated without reference to the examination booklet. All information necessary for scoring is contained in the scoring key and rating guide. The student's responses to all examination questions, multiple-choice and contrasted-response, must be hand scored. Because the examination is restricted, computer scanning, reproduction, or recording of student responses to examination questions is strictly prohibited. Raters may call the Department at 518-474-5902 if they require guidance on how to score any student response to a contrasted-response question.

Extreme care must be taken to ensure that all of the answer booklets and scoring key and rating guides can be accounted

DET 541P (1-23) Page 9 of 13



DET 541P (1-23) Page 10 of 13

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DET 541P (1-23) Page 11 of 13



Test Security Unitematical Education Ave., Albany 2234 1

IMPORTANT

BEFORE YOU ADMINISTER THE REGENTS EXAMINATIONS PLEASE REVIEW THIS IMPORTANT TEST SECURITY INFORMATION

The State Education Department is committed to the integrity of the New York State Testing Program. We appreciate your commitment and professionalism as we strive to ensure the fairest administration and scoring of Regents Exams. Please accept this reminder of prohibited testing conduct.

Under Section 102.4 of the Commissioner's Regulations, prohibited testing conduct includes:

- x Accessing secure test booklets and/or answer sheets prior to the time allow test ting rules.
- Reviewing test **b**oklets prior to test admin**ist**tion in order to: determine and redororrect responses for use durintesting; create prest lessons rodiscussions with students about concepts being tested; or create a "cheat sheat's to use during testing, including sharing formulas, concepts, or definitions necessafor the test.
- Providing students clues answers during testing, including coaching students about correct answers, defining terms and concepts contained test, pointing out wrong answ, suggesting that a stdent reconsider or change a recorded response, reminding students during testin concepts they learned in class, or making facial or other nonverbal suggestions to students regarding answers
- x Giving a student morentie to take the test than is allowed fir that student under State regulation
- x Leaving materials displayed in the room containing topics being tested.
- x Writing test speific formulas, concepts, or definitions on the board prior to or during testing.
- x Reviewingan answesheet for wrong answers and transpiring it to the student to change responses.
- x Altering, erasing, or chairing a student recorded responses after the student hands in test materials.
- x Engaging in rescoring of any ption of a test to add points, unless that ized by State rules.
- x Encouraging or assisting anyone to enging the above-described conduct.

Some potential consequences of engaging in prohibited testing conduct include:

- x The test score of the attended student whilikely be invalidated
- x The affected student may have to retake the exam.
- x The person who intention sallengaged in testing misconduct coulable sanctions and discipline, including termination and/or the loss of their New York State edubar certification(s).

In accordance with Section 102.4 of the Commissioner's Regulations, you are required to report any known incident of testing misconduct to the Test Security Unit. Reports may be made by filing an Incident Report Form at http://www.highered.nysed.gov/tsei/.

DET 541P (1-23) age 13 of 13