



Director of Test Administration  
Office of State Assessment

January 2025

TO: Principals of Public and Religious Schools  
Leaders of Charter and Independent Schools

FROM:

- Although scoring materials will be available according to the statewide posted examination schedule, the school may not access or distribute these materials until after the examination has been administered in the school.
- All Regents Examination booklets and scoring materials must be kept secure until 8:00 a.m. on Wednesday, January 29, 2025.

#### 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 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. Please note that this instruction uaE-2 ( b)d..6 (e)10.5 ( t)nd.116s.8 (t)-6ti (he)10 2.6 (nate2.6 (c)8.9 ( )1



picking up the materials and list the specific materials requested. Anyone obtaining examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

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

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## ADMINISTERING AND SCORING EXAMINATIONS

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 Examination may not score those students' answer papers for that examination. This prohibition includes special education and academic intervention services (AIS) teachers. The following examples are intended to offer guidance to school administrators who will be making determinations as to a teacher's eligibility to score specific students' examination papers:

- A teacher providing AIS to a student in preparation for the Regents Examination in Global History



be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided in Section Two of the [School Administrator's Manual](#).

