

SECTION FOUR

RETURNING TEST MATERIALS TO THE DEPARTMENT

Teacher Evaluation Forms

One of the main sources for improving State examinations is the evaluations provided by the teachers who administer them. The content and test development specialists who prepare the examinations review these evaluations before preparing each new edition. To facilitate the process, online evaluation forms for teachers are provided during and after each examination period. These online teacher evaluation forms may be accessed on the Department's web site at: <http://www.emsc.nysed.gov/osa/exameval>. Specific instructions for teachers to follow in order to submit their evaluations of tests via the online process are included in the teacher directions and in the scoring keys. By following these procedures, all teachers who administer examinations *may have the opportunity to comment on the content of examinations and the materials and procedures for administering them.*

Deputy and Proctor Certificate

Each deputy and proctor must certify, by individually signing this certificate, that the rules and regulations for administering Regents Examinations, RCTs, and Second Language Proficiency Examinations were faithfully observed. (The Deputy and Proctor Certificate is shipped to schools in a locked Regents box with the secure examination materials.) The certificate must be returned after each examination period in the Regents box.

Examination Storage Certificate

After each examination period, the principal must certify, by signing the Examination Storage Certificate, that the procedures for ensuring the security of Regents Examinations, RCTs, and/or Second Language Proficiency Examinations were fully and faithfully observed. (The Examination Storage Certificate is shipped to schools in a locked Regents box with the secure examination materials.) The certificate must be returned after each examination period in the Regents box. If any unusual situations occurred during an examination period concerning the security of examinations, a full report of the situation must be submitted along with the Examination Storage Certificate. (See *Reporting Administration Irregularities to the Department* in Section Two of this manual.)

Materials Returned to the Department in Regents Boxes

The following materials must be returned in the Regents boxes:

1. Deputy and Proctor Certificate.
2. Examination Storage Certificate.
3. All copies, used and unused, of restricted test booklets. (Include all Part 2 test booklets, where applicable.)
4. All restricted rating guides for open-ended questions on restricted tests.
5. All scrap paper used by students taking any restricted test.
6. All rating guides, teacher dictation copies, and student answer papers for the restricted January edition of the Regents Comprehensive Examination in French.
7. All copies of braille and large-type examination materials.
8. Padlock keys. (Insert padlock keys into the special envelope provided before placing them in the Regents box.)

9. Any Regents Examination, RCT, and Second Language Proficiency Examination answer papers indicated by the Department Review Request form unless this form specifies an alternate address to which these answer papers must be shipped.

If possible, pack all materials being returned to the Department in one Regents box. Return all Regents boxes as soon as possible after the examination period. Each school must pay for the return shipment of its Regents boxes; the boxes may not be returned collect. The boxes may be returned by United Parcel Service (UPS) or any other carrier. Regardless of the carrier chosen, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. If the Regents boxes for a school are returned collect, the Department will refuse to accept the delivery.