



Director of Test Administration
Office of State Assessment

January 2025

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

FROM: Clara DeSorbo

SUBJECT: Administration of the January 2025 Regents Examinations

This memorandum provides essential information about the administration of the January 2025 examinations. In addition, all persons coordinating the administration of the January 2025 examinations should be familiar with the [School Administrator's Manual](#). This publication is available on the [Department's website](#). Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the last page of this memorandum.

Accompanying this memorandum are the current list of regional centers (DET 571A), a memorandum regarding the content of each January examination s0 Tc0.359 0 63(s)-2h0Mn5ao31T9 63359Tc Sponds263359T

- 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 does not limit educators' ability or permission to discuss test questions among themselves, with their students who have fully completed the test, or with others during an in-person discussion, or to share with the Department any concern they have regarding any

The following materials must be printed by the school and supplied to all school personnel involved in the administration and scoring of Regents Examinations.

1. **Directions for Administering Regents Examinations**

EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

A list of regional centers accompanies this memorandum. If a shipment for your school does not include all the materials needed, contact a nearby regional center immediately with the exact number of test booklets your school needs. This will ensure that a sufficient supply of examination materials will be available.

Contact your regional center as soon as you realize that you need additional materials. Do not wait until the day of the examination. Emergency supplies of English editions are available at all regional centers. Only regional centers in New York City may have selected translated editions of Regents Examinations. Translated editions are **not** ordinarily available at regional centers outside of New York City. Braille and large-type editions are **not** ordinarily available at any regional centers. If your school requires an emergency supply of materials that are **not** ordinarily available at the regional centers or more than 10 booklets of an examination that is ordinarily available at the regional center, please send a fax to OSA for instructions on how to proceed.

Examination materials are available at regional centers only on the day of the examination. Secure materials for morning examinations will be released in the morning; secure materials for afternoon examinations will not be released until after 11:00 a.m. Scoring materials will not be released by regional centers until after the Uniform Statewide Admission Deadline, which is 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. Subject to these limitations, materials may be picked up at regional centers between 8:00 a.m. and 3:00 p.m.

In order to obtain examination materials at a regional center, an individual must present a letter of authorization written on school letterhead and signed by the principal. The letter must identify the

The following list provides information regarding the scoring materials that will be available for each examination type:

- *Regents Examinations:* The same scoring materials are provided to score the regular English editions, the alternative-language editions, and the braille editions for all Regents Examinations, except for the restricted braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics. Separate scoring materials are provided for the braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics.
- *Regents Examination in Living Environment:* Two scoring keys are provided—one for the English and alternative-language editions and another for the restricted braille edition3 -1.489 Td <007m [(f)-6.7ded

Mandatory Reporting of Testing Improprieties by Adults

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. Each school district, BOCES, religious, independent, or charter school employee is required to report to the Department any known incident of testing misconduct by a certified educator, as well as any known testing misconduct by a noncertified individual involved in the handling, administration, or scoring of State assessments that may reasonably be considered to be in violation of Section 225 of the Education Law. Reports should be made via the TSU website by submitting the [Incident Report Form](#) located on the main page under "Report Educator Test Fraud."

A school district or BOCES may not take adverse action, including dismissal and any disciplinary or other adverse action, against an employee who files a mandatory report of testing misconduct because the employee filed a report. Any certified employee who takes such unwarranted adverse action against another employee may face disciplinary action by the Department. More complete information on strategies for avoiding the occurrences listed above and for addressing them should they occur may be found in the [School Administrator's Manual](#) and in the [Directions for Administering Regents Examinations, January 2025](#)

MATERIALS RETURNED IN THE REGENTS BOX

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