

New York State Regents Exam Administration and Scoring

April 22, 2010 8:30 a.m. —12:00p.m.



The Office of the State Comptroller recently conducted an audit of scoring Regents exams. In response to the outcome of this audit, Capital Region BOCES is providing training on the policies and practices surrounding the Regents administration and scoring process. Suggested audience for this training include principals and department chairpersons. We are encouraging at least one person from each district to attend, with a maximum of four participants per district.

Location: Capital Region BOCES, 900 Watervliet-Shaker Road, Albany, NY 12205

Alternate Location Via Video-Conference: Schoharie CTE, 174 Route 30A, Schoharie, NY 12157

The session will be provided at no cost to Capital Region districts, however, registration specific to location is required through MyLearningPlan. Hot beverages will be provided at both locations.

This half-day turnkey training focusing on administration and scoring of the Regents Exams will cover the following topics:

- Requesting and storing exams
- Personnel duties
- Preparing the exam room
- Supervision of students
- Test accommodations
- Using scoring keys and rating guides, including rubrics
- Converting raw scores to scale scores
- Quality checking of materials
- Recording exam scores
- Security and fraud issues
- Gathering, disseminating and returning materials, including preparing scannable sheets for NERIC
- Using hand or machine scorable answer sheets

The workshop will not be specific to one exam but general to the Regents scoring and administration process. Any updated guidance from SED resulting from the audit will also be shared.

Registration deadline is one week prior to workshop. **Register through [MyLearningPlan](#)**
Please choose the workshop that indicates the location you are attending in the title.

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