




David Abrams, Assistant Commissioner
Office of Standards, Assessment and Reporting

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TO: District Superintendents and School Administrators

FROM: David Abrams 

SUBJECT: **DRAFT** Examination Schedule for June 2009

Attached for review by you and your colleagues in your district is a **DRAFT** Examination Schedule for June 2009. This schedule includes all examinations to be administered during the June 2009 Regents Examination period. Please fax or e-mail the draft schedule along with this memorandum to appropriate school officials in your districts.

School personnel are asked to consider this draft schedule carefully and to send feedback to the Department at emscassessinfo@mail.nysed.gov.

At the bottom of this page is a listing of the Department's guidelines for developing examination schedules. Proposed schedule revisions that adhere to the guidelines listed below and are received by **October 27, 2008**, will be considered. School officials proposing a change in this schedule are asked to be explicit about the date and session they propose instead for a particular examination be administered. The Department is especially interested in how any suggested revisions to the schedule may minimize the incidence of limited English proficient/English language learners and students with disabilities taking more than one Regents Examination on the same day.

Attachment

GUIDELINES FOR DEVELOPING EXAMINATION SCHEDULES

- Regents Examinations are not scheduled for Monday. This is a security measure, that was adopted to ensure that Regents Examinations will not be stored in daily-delivery schools over weekends.
- The examinations are scheduled so that most students will not have to take more than two examinations on any one day. For this reason, many of the examinations within the same subject area (such as science or languages other than English) are scheduled for the same session.
- The examinations are scheduled to maximize the amount of time available for scoring of the examinations.