

scheduled for the same day, and must also have the accommodation of extended time.

- ◁ Each Regents Examination must begin on the date scheduled by the Department for its administration. All parts of the first examination must be completed on the scheduled day and at least the first part (Part 1 or Part A) of the second Regents Examination must be completed on the scheduled day.
- ◁ Just prior to beginning administration of the second Regents Examination (the one which will be completed on the next school day), school personnel authorized by the principal must separate pages of the examination booklet into its clearly defined parts.
- ◁ On the first day, the student should be given only the first part of the second Regents Examination and must complete it on that day. Upon student completion of the first part, the school may, at its discretion, give an additional part or parts to the student on that same day if time permits, but the student must then complete that additional part or parts on this day.
- ◁ A student who does not complete a part of the Regents Examination on the day it is started is not permitted to continue on that part the following day. When completing the second Regents Examination on the next day, proctors must ensure that the student does not make any changes to the part completed on the previous day.
- ◁ The remaining parts of the second Regents Examination must be completed by the student on the next school day.
- ◁ In accordance with _____, the principal is responsible for maintaining the integrity of all Regents Examinations by ensuring the secure handling, storage, and administration of all Regents Examinations, including overnight storage. Policies governing these aspects of Regents Examination administration are provided in the [School Administrator's Manual, Secondary Level Examinations](#).

Attached are two Sample Scenarios to help illustrate how this accommodation is to be implemented in schools.

If you have any questions regarding the process for and/or procedures relating to the administration of Next-Day Completion of Testing on Regents Examinations provided in this memorandum, you may contact OSA at 518-474-8220.

General questions regarding Regents Examinations should be directed to OSA at 518-474-5902.

Thank you for your attention to this matter.

**Sample Scenarios to Illustrate How the Next-Day Completion
Accommodation is to be Implemented in Schools**

Student A is scheduled for the Regents Examination in English Language Arts in the morning session and the Regents Examination in Living Environment in the afternoon session on the same day:

- Student A must first complete the entire Regents Examination in English Language Arts on the scheduled day.
- Student A must also start and complete at least Part A of the Regents Examination in Living Environment on the scheduled day. If Student A is given and begins to take any additional parts of the Regents Examination in Living Environment, then those part(s) must be completed on the scheduled day.
- Student A must complete the remainder of the Regents Examination in Living Environment on the next school day.

Student B is scheduled for the Regents Examination in United States History & Government and the Regents Examination in Geometry both in the morning session of the same day (the school will decide which examination the student will take first):

- Student B must first complete one entire Regents Examination on the scheduled day.
- Student B must also start and complete at least Part I of the other Regents Examination on the scheduled day. Any other parts of the second Regents Examination that Student B is given and begins to take on the scheduled day must also be completed that same day.
- Student B must complete the remainder of the second Regents Examination on the next school day.

Assurance of Next-Day Completion of Testing for English Language Learners/Multiling

Form to Be Signed by Principal
New York State Test Administration
Security Certificate

I, _____, as the principal of _____,
(school name)
do certify that _____ was not given access by me or any of

Form to Be Signed by Parent/Guardian

**New York State Test Administration
Security Certificate**

I _____, as the parent/guardian of _____,

whose child is _____, hereby certify that I have read and understand the terms and conditions of the New York State Test Administration Security Certificate and I agree to sign and return this certificate to the appropriate school official.