

**Send completed form by July 1 to:**

**Office of Postsecondary Access, Support and Success**

**New York State Education Department**

**89 Washington Avenue – 965 EBA**

**Albany, NY 12234**

**Phone: (518) 474-3719**

**Via fax: (518) 474-7468**

NYSED ATB Form 2

ANNUAL CERTIFICATION

OF THE INDEPENDENT ADMINISTRATION OF ABILITY-TO-BENEFIT TESTS

Degree-Granting and Public Vocational Institutions

(Required by Section 145-2.15(e)(ii) of the Regulations of the Commissioner of Education)

The Chief Executive Officer must annually certify that the institution administers ability-to-benefit (ATB) tests independently, if the institution administers such assessments. The Annual Certification Form cannot be used alone for initial certification. Institutions seeking initial certification must submit all information required in ATB Form 1 in addition to this form.

Send this completed form by July 1 of each year to:

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Albany, NY 12234

Via fax: (518) 474-7468

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| --- | --- | --- | --- |
| For Academic Year Beginning: |  | Ending: |  |
| Institution: | | | |
| Address: | | | |
| Chief Academic Officer: | | | |
| Telephone Number: | | Email: | |
| Signature of Chief Executive Officer: | | | |
| Date: | | | |

A. Please check all that apply. If left unchecked, please provide a written explanation:

* The institution has not changed the ATB test and corresponding minimum pass scores approved by the Board of Regents for this institution. ***If a change of assessment or pass scores has occurred, Form 1 must be submitted for approval.***
* Please provide the following information relating to the previous academic year:

|  |  |  |  |
| --- | --- | --- | --- |
| For Academic Year Beginning: |  | Ending: |  |

|  |  |
| --- | --- |
|  | The number of students examined. |
|  | The number of re-tests administered. |
|  | The number of students achieving passing scores on the ATB test(s). |
|  | The number of students tested that enrolled in the institution. |
|  | Retention rates of the ATB students that enrolled in the institution. |

B. Please attach a list of the scores on all ATB tests for each student examined. Do not include student names or other student identification information.

C. Indicate how the selected test(s) will be administered. For tests that are administered independently, complete only Part 1. For tests administered by a unit of the institution, complete only Part 2.

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| * **Part 1:** The test is administered by an independent testing agency (a test is independently administered if it is administered at a testing center that is not located at and/or affiliated with the institution for which the student is seeking enrollment and the test administrator is an employee of such center.) |
| Provide the name of agency: |

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| **Part 2: Check all that apply. If left unchecked, please provide a written explanation.** |
| * The test is administered by a unit of the institution that is responsible for other forms of testing or for provision of academic support services, or both. |
| * The testing unit does not report to officers responsible for admissions or the administration of student financial aid. |
| * The test is administered in an environment that is separate, secure, closed and continuously monitored during testing; |
| * Students are required to provide written verification of identity, such as a photo identification, and to sign in prior to taking the test, are prohibited from bringing into the test area any materials prohibited by the test publisher and are required to leave the test area immediately upon completion of the test; |
| * The test is proctored by professional employees trained in test administration and federal guidelines for administration of ATB tests and who are not employed through, or performs the functions of the admissions, student financial aid, or registrar’s offices; |
| * The scoring of such test is overseen by institutional employees who are not employed through, or perform the functions of the admissions, student financial aid, or registrar’s offices and such scores are verified by more than one employee unless scoring is done directly by the vendor via computer; |
| * All tests, test results, and test databases, if any, are secured. |
| * The test administrator has no prior financial or ownership interest in the institution, its affiliates, or its parent corporation, other than the interest obtained through its agreement to administer the test; |
| * The test administrator is not a current or former member of the board of directors, a current or former employee or a consultant to a member of the board of directors or a chief executive officer; |
| * The test administrator is not a current student of the institution; and |
| * The test administrator is not scoring the test. |
| * The institution maintains a record for each student who sat for the test, including the name of the test, the test date, and the student’s scores on the test and retains this information in the student’s permanent record. |