



ASSISTANT COMMISSIONER  
Office of Assessment Policy, Development and Administration

October 2011

**TO:** Superintendents of Public and Nonpublic Schools,  
Principals of Public, Charter, and Nonpublic Schools  
Science Coordinators

**FROM:** David Abrams 

**SUBJECT:** Maintaining Integrity of Required Laboratory Activities for Living Environment  
Part D

Welcome to a new school year. We hope that you will have an outstanding and constructive year teaching our state's students. This memorandum provides important information regarding the required laboratory activities for Part D of the Regents Examination in Living Environment.

Part D consists of questions based on the four required laboratory activities students are to complete during the school year. These laboratory activities constitute secure, copyrighted exam material. They are not for public distribution, and may not be posted on the Internet. The laboratory activities must be completed as written, and may not be modified. The only accommodations allowed for these laboratory activities are those accommodations provided to students with disabilities as documented on their individualized education programs (IEPs) or Section 504 Accommodation Plans. By completing the laboratory activities as written, teachers help to preserve the integrity of the test as a standard measurement tool. They also ensure that their students are able to master the testable material incorporated in the laboratory activities.

In order to protect its copyright interest and to prevent the unauthorized distribution of these materials, the Department distributes the laboratory activities and related materials in hard-copy format only to Living Environment teachers across New York State. Providing the materials to teachers in hard-copy format only also helps to preserve the integrity of these laboratory activities as a learning tool by ensuring that students will not be able to access the teacher's guide and answers to the questions contained in each laboratory activity by electronic or other means. This copyright information is prominently displayed on each page of the laboratory materials and in a cover letter that accompanies each laboratory activity.

Please share this information with all Living Environment teachers and verify that the laboratory activities are being completed as written and are not posted on your school's website, and that laboratory materials are being securely stored. Encourage your teachers to remove any and all electronic versions of these activities from their personal web sites. Thank you for your assistance and the work you do on behalf on New York State students.