



Assistant Commissioner
Office of State Assessment

September 2023

To: District Superintendents
Superintendents of Schools
Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools
Directors of Regional Bilingual Education Resource Networks

From: Zachary Warner

Subject: Revised Procedure for Next-Day Completion of Testing for English Language Learners on Regents Examinations

The purpose of this memorandum is to advise you of the new procedure for submitting an *Assurance of Next-Day Completion of Testing for English Language Learners on Regents Examinations* form to the State Education Department.

Next-Day Completion of Testing for English Language Learners

As an accommodation to English Language Learners (ELLs) and eligible former ELLs, schools may extend the test time for these students to take Regents Examinations (<https://www.nysed.gov/bilingual-ed/english-language-learnermultilingual-learner-assessment-testing-accommodations>). ELLs and former ELLs who have been granted the accommodation of extended time and are scheduled to take two Regents Examinations on the same day, may also be granted the Next-Day Completion of Testing accommodation. This accommodation will reduce their hours of testing in a single day and allow them to better demonstrate their knowledge and understanding of the subject.

If Next-Day Completion is approved by the chief school officer (or their designee), the student must complete the entire morning examination and at least the first part (Part 1 or Part A) of the afternoon examination (the second scheduled Regents Examination) on the date the Department scheduled the administration of those Regents Examinations. The student must then complete the remainder of the afternoon examination on the next school day.

Prior to the administration of the Regents Examinations to which this accommodation will be applied, the chief school officer (or their designee) must complete and submit the attached *Assurance of Next-Day Completion of Testing for English Language Learners on Regents Examinations* form (Attachment 1) for all students in the school who will be receiving this accommodation. **Beginning with the January 2024 Regents Administration, all completed *Assurance of Next-Day Completion of Testing for English Language Learners on Regents Examinations* forms should be e-mailed to the Office of State**

Assessment (OSA) at NextDayCompletion@nysed.gov no later than the day before the administration of the affected State assessment. Please include “Next-Day Completion,” followed by the school’s BEDS code (e.g., Next-Day Completion – 010002345678) in the subject line. The chief school officer (or their designee) will receive a confirmation e-mail that the form was submitted. If the school has e-mailed the *Assurance* form by this deadline, the school may provide the Next-Day Completion accommodation to the named students.

A copy of each completed *Assurance* form must be retained by the school for the purposes of data collection and/or monitoring. This *Assurance* form for Next-Day Completion will apply to all subsequent Regents Examination periods when two examinations are scheduled on the same day for that student administered in that school district, for as long as the student is an ELL or former ELL who has the accommodation of extended time. If the student’s current school submitted an *Assurance* form for next-day completion under the previous procedure, the school is not required to submit additional *Assurance* forms to OSA either. However, if a student for whom a school has authorized administration of Regents Examinations with Next-Day Completion later transfers to another school district, the student’s new district will need to submit an *Assurance* form if the student is recommended for this accommodation in the new district.

Additionally, schools must ensure that the attached *Next Day Completion Security Certificate for Chief School Officers (or Their Designees)* (Attachment 2) and the *Next Day Completion Security Certificate for Parents/Guardians* (Attachment 3) are completed and signed by the chief school officer (or their designee) and the student’s parent/guardian, respectively, for each student receiving Next-Day Completion. These certificates must be completed for each administration period in which the student is receiving this accommodation. The signed security certificates must be retained as part of the student’s cumulative education record. (The certificate that is ordinarily signed by the parent or guardian may instead be signed by the student if the student is eighteen years of age or older.) The examination that was completed on the second day will not be valid until the school has filed the two signed certificates in the student’s education record.

There are several important considerations and procedures associated with administration of a Regents Examination with Next-Day Completion that must be adhered to:

- Students eligible for Next-Day Completion of Regents Examinations must be ELLs or eligible former ELLs with two Regents Examinations 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 chief school officer (or their designee) 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 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 Commissioner's regulations, the chief school officer (or their designee) 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 (<https://www.nysed.gov/state-assessment/test-manuals>).

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

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 and Government (Framework) 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.

If you have any questions regarding the process for submitting an *Assurance of Next-Day Completion of Testing for English Language Learners on Regents Examinations* form and/or the procedures relating to the administration of Next-Day Completion of Testing on Regents Examinations provided in this memorandum, please contact OSA at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance.