

World Languages Checkpoint Examinations

Terms of Administration

As teachers in New York State move toward implementing the national standards published by the American Council of Teachers of Foreign Languages (ACTFL), Oneida-Herkimer-Madison BOCES began a transition toward reflecting those standards beginning with our January 2018 Checkpoint B examination. Teachers and students found updated and restructured conversation/roleplay tasks, interpretive mode-based questions, and stimulus-based prompts on all of our examinations. Changes to both our Checkpoint A and Checkpoint B examinations will continue to unfold over the coming years.

To maintain the security of our examinations and contribute to their ongoing improvement, any school district that adopts our examinations must agree to the following terms:

1. Administer only the most current iteration of our examinations:
 - a. For Checkpoint A examinations, new examinations are created only in June,
 - b. For Checkpoint B examinations in American Sign Language and Simplified Mandarin Chinese, new examinations are created only in June,
 - c. For Checkpoint B examinations in French, Italian, and Spanish, new examinations are created each January and June;
2. Maintain security of all examination materials, including conversation/roleplay tasks through the end of the scoring period following the administration date of our examinations. Refer to Term 8 (below) for additional security protocol;
3. Administer all parts of the examinations on their designated date and at their designated time:
 - a. The conversation/roleplay-based parts of our examinations will occur over a period of time beginning after November 14 for January examinations and after March 31 for June examinations. For both examinations, conversation/roleplay tasks may be administered to students up until five (5) calendar days prior to the administration of Parts 2-4,
 - b. Parts 2-4 of our examinations will be administered concurrently with the Algebra I Regents Examination in January and on the suggested administration date for World Languages Assessments each June as defined by the [NYSED Regents Examination Schedule](#);



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4. Adhere to the most recent Regents Examination rules and procedures issued by the [Office of State Assessment](#); including The Safeguarding the Integrity of the Test Materials, Checking the Examination Shipment, Safeguarding Examination Materials, Student use of Communications Devices, Administering and Scoring Examinations, Testing Accommodations, and Handling of Students' Completed Examination Materials. For example, see the file labeled *Administration of the August 2018 Regents Exams and Regents Competency Tests (Single Shipment)*—DET 517,
5. Complete conversation/roleplay-based parts of our examinations in the following manner:
 - a. For each iteration of our World Languages examinations, conversation/roleplay tasks that have been created by Oneida-Herkimer-Madison BOCES must be used. *For example, conversation/roleplay tasks designed for the January 2019 examination, must be used in January 2019. New tasks will be created and made available for the June 2019 examination,*

Note: The NYSED issued Checkpoint A [Teacher's Manual for Administering and Scoring Part 1: Speaking](#) and the Checkpoint B [Sourcebook of Speaking Tasks for Part 1](#) may NOT be used during the administration of our examinations.

- b. Use of conversation/roleplay scores from previous administrations of our examination may only occur if:
 - The previous examination falls within a seven-month window of time preceding the current examination, and
 - The conversation/roleplay tasks that were previously administered were created by Oneida-Herkimer-Madison BOCES;

Scenarios:

*May schools transfer student scores from June to January? **Yes***

*May schools transfer student scores from June to June? **No***

- c. Administer and score Part 1: Conversation/Roleplay in accordance with the policies and procedures stated in the respective [manuals provided by Oneida-Herkimer-Madison BOCES](#).
- d. On the [score reports](#) provided by Oneida-Herkimer-Madison BOCES, student scores for the conversation/roleplay-based parts of each examination must be submitted to the

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building principal for his/her signature a minimum of five (5) calendar days prior to the date of the sit-down parts of the examination,

- To ensure that student scores are not altered, the principal understands that his/her signature on this form acknowledges that the scores on these parts of the examination have been sealed. The principal assumes responsibility for the security of the scores,
 - The signed form should be returned to examination scorers only after Parts 2-4 have been scored;
6. Provide the Teacher Examination Booklet to teachers who are administering Part 2 of the examination(s) sixty (60) minutes prior to the start of the examination;
 7. Adhere to the administration procedures outlined in each respective examination's [manuals for administering and scoring](#);
 8. Require students to sign the affidavit found at the end of their respective student answer booklet to indicate that they have neither given nor received any form of outside assistance during the administration of the examination;
 9. Score the examinations in the following manner:
 - a. Score completed written student examinations locally or regionally by (a) certified teacher(s) of the assessed language(s),
 - b. Use of the following requirement and guideline:
 - For Checkpoint B examinations, scorers must be a disinterested teacher; *i.e. a teacher who is someone other than the teacher of record assigned to instruct the student(s) be assessed*,
 - For Checkpoint A examinations, we encourage school districts to use disinterested teachers as examination scorers; however, we do not mandate the use of a disinterested teacher,
 - c. Score examinations in accordance with the [manuals for administration and scoring](#) published by Oneida-Herkimer-Madison BOCES,
 - d. Student answers found on the of the *original* student answer sheet/booklet may NOT be marked.
 10. Require examination scorers to transfer scores for each part of the examination to the appropriate [score report](#);

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11. Return graded student answer sheets and booklets, as well as their accompanying score reports, to the building principal by the end of the [Regents Examination period defined by NYSED](#);
12. Store the aforementioned graded student answer sheets, booklets, and reports in a secure location for a minimum of one (1) year;
13. Participate in our statewide data analysis. School districts that are notified that they have been selected to participate in this data analysis must submit their student performance data to Oneida-Herkimer-Madison BOCES. This data analysis is a required component of having our examinations approved for the New York State Multiple Pathways to Graduation program and helps to inform our own item writing process for future examinations. Districts are assured that this data will be stored in a secured facility and kept private to all those outside of our World Languages examination program;
14. Participate in a maximum of one hour of field testing per school year.