

Time Frame	Unit of Study/ Topics	Objectives/ Essential Questions	Common Core Standards Addressed	Resources (i.e.: specific texts, references, etc.)	Formative Assessme nts	Culminating Assessment (i.e.: final tests, projects, presentations, etc.)
September Week 1	Implementation, of Gmetrx and IQ Testing Software for Microsoft Word Certifications Practice Exam Core 1 Microsoft Word - Beginner Level Skill Sets	Focus Question How many functions and formatting options are embedded in Microsoft word that you think you don't know? Objective Students will complete the core 1 testing section of the Gmetrx practice exams scoring 650 points or higher on: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Documents Applying References and Hyperlinks Performing Mail Merge Operations	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. #3 - Students will demonstrate mastery of the foundation skills and competencies essential for success in the work place. #4 - Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post secondary programs	• Internet Connection • I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) • Microsoft Word 2010 version (Lab License)	• Students must complete the Core 1 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	• Students must score a minimum of 650 or higher on the core 1 in each of the following assessments: - Sharing and Maintaining Documents - Formatting Content - Applying Page Layout and Reusable Content - Including Illustrations and Graphics in a Document - Proofreading documents - Applying References and Hyperlinks - Performing Mail Merge Operations
Week 2	Gmetrx Microsoft Core 1 Practice Exams Begin	Gmetrx Microsoft Core 1 Practice Exams Begin	Gmetrx Microsoft Core 1 Practice Exams Begin	Gmetrx Microsoft Core 1 Practice Exams Begin	Gmetrx Microsoft Core 1 Practice Exams Begin	Gmetrx Microsoft Core 1 Practice Exams Begin
Week 3	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued
Week 4	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued



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October Week 1	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued
Week 2	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above	Gmetrx Microsoft Core 1 Practice Exams Completed 65% or above
Week 3	Microsoft Certification Gmetrix Software Practice Exam Core 1, 2, and 3 Beginner, Intermediate, & Advanced Level Skill Sets Differentiated	Focus Question How many functions and formatting options are embedded in Microsoft word that you think you don't know this time around? Objective Students will complete the core 2 and 3 testing sections of the Gmetrx practice exams scoring 650 points or higher on: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Document Proofreading documents Applying References and Hyperlinks Performing Mail Merge Operations	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. #3 - Students will demonstrate mastery of the foundation skills and competencies essential for success in the work place. #4 - Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post secondary programs	 Internet Connection I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) Microsoft Word 2010 version (Lab License) 	•Students must complete the Core 2 and 3 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	Students must score a minimum of 650 or higher on the core 2 and 3 in each of the following assessments: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Document Proofreading documents Applying References and Hyperlinks Performing Mail Merge Operations
Week 4	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin	Gmetrx Microsoft Core 2 and 3 Practice Exam Begin



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November Week 1	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued
Week 2	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued
Week 3	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued	Gmetrx Microsoft Core 2 and 3 Practice Exams Continued
Week 4	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break



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December Week 1	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 3 Practice Exams completed (Beginner Level Group) 65% or above Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups)
Week 2	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above	Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group) Gmetrx Microsoft Core 3 Practice Exams Complete (Intermediate & Advanced Groups) 65% or above
Week 3	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess
Week 4	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess



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January Week 1	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Begins (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 2	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 3	Implementation, of Gmetrx and IQ Testing Software for Microsoft Power Point Certifications \Practice Exam Core 1 Microsoft Power Point - Beginner Level Skill Sets	Focus Question How many functions and formatting options are embedded in Microsoft word that you think you don't know? Objective Students will complete the core 1 testing section of the Gmetrx practice exams scoring 650 points or higher on: Sharing and Maintaining Documents Formatting Content Including Illustrations and Graphics in a Document	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. #4 - Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post secondary programs	• Internet Connection • I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) • Microsoft Power Point 2010 version (Lab License)	• Students must complete the Core 1 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	Students must score a minimum of 650 or higher on the core 1 in each of the following assessments: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Documents Proofreading documents Applying References and Hyperlinks Performing Mail Merge Operations
Week 4	Regents Week	Regents Week	Regents Week	Regents Week	Regents Wee	Regents Week



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February Week 1	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 2	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)	Core 1 Practice Exam Power Point Begins Gmetrx Microsoft Core 1 Testing Continued (Intermediate & Advanced Groups) Gmetrx Microsoft Core 3 Practice Exams continued (Beginner Level Group)
Week 3	Mid Winter Recess	Mid Winter Recess				
Week 4	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued	Gmetrx Microsoft Core 1 Practice Exams Continued



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March Week 1	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)	Gmetrx Microsoft Core 2 Practice Exams Complete 65% or above (Beginner level group) Beginner Level Students start Core 3 Gmetrx Microsoft Core 3 Practice Exams Continued (Intermediate & Advanced Groups)
Week 2	Implementation, of Gmetrx and IQ Testing Software for Microsoft Excel Certifications \[\fractice Exam Core 1 Microsoft Power Point 2010 - Beginner Level Skill Sets	Focus Question How many functions and formatting options are embedded in Microsoft Excel that you think you don't know? Objective Students will complete the core testing section of the Gmetrx practice exams scoring 675 points or higher in Excel	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. #4 - Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post secondary programs	 Internet Connection I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) Microsoft Power Point 2010 version (Lab License) 	• Students must complete the Core 1 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	Students must score a minimum of 675 or higher on the core exams in each of the following assessments: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Documents Proofreading documents Applying References and Hyperlinks Performing Mail Merge Operations
Week 3	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued
Week 4	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued



Time Frame	Unit of Study/ Topics	Objectives/ Essential Questions	Common Core Standards Addressed	Resources (i.e.: specific texts, references, etc.)	Formative Assessments	Culminating Assessment (i.e.: final tests, projects, presentations, etc.)
April Week 1	Implementation, of Gmetrx and IQ Testing Software for Microsoft Excel Certifications \textstyle \t	Focus Question How many functions and formatting options are embedded in Microsoft Excel that you think you don't know? Objective Students will complete the core testing section of the Gmetrx practice exams scoring 675 points or higher in Excel	Career Development & Occupational Studies Core Standards #2 - Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. #4 - Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in post secondary programs Writing Standard 1 - Establish and maintain a style and tone that is appropriate for the audience and purpose of the task.	 Internet Connection I.Q. System Software for Microsoft Certification Interactive Software (Student Vouchers) Microsoft Power Point 2010 version (Lab License) 	• Students must complete the Core 1 Skill Set of the Gmetrx Practice Exam for Microsoft Certifications	Students must score a minimum of 675 or higher on the core exams in each of the following assessments: Sharing and Maintaining Documents Formatting Content Applying Page Layout and Reusable Content Including Illustrations and Graphics in a Documents Applying References and Hyperlinks Performing Mail Merge Operations If students do not score 675 or higher, they must show personal gain on 4 consecutive exams as a formative assessment with notes.
Week 2	Spring Recess	Spring Recess	Spring Recess	Spring Recess	Spring Recess	Spring Recess
Week 3	Core 2 Power Point Exams Continued	Core 2 Power Point Exams Continued	Core 2 Power Point Exams Continued	Core 2 Power Point Exams Continued	Core 2 Power Point Exams Continued	Core 2 Power Point Exams Continued
Week 4	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued	Excel Practice exams Continued



Time Frame	Unit of Study/ Topics	Objectives/ Essential Questions	Common Core Standards Addressed	Resources (i.e.: specific texts, references, etc.)	Formative Assessments	Culminating Assessment (i.e.: final tests, projects, presentations, etc.)
May Week 1	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year
Week 2	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year
Week 3	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year
Week 4	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year	Group Work for Notebook finalization Group work for missing exams for the year



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June Week 1	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation
Week 2	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation	Group Work for Notebook finalization Group work for missing exams for the year Peer Assistance / Evaluation
Week 3	Regents Exams	Regents Exams	Regents Exams	Regents Exams	Regents Exams	Regents Exams
Week 4	Regents Exams	Regents Exams	Regents Exams	Regents Exams	Regents Exams	Regents Exams