

# THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

# New York State Regents Examination in English Language Arts Text Analysis: Exposition Part 3 Rubric

Criteria	Content and Analysis: the catent to which the response conveys complex ideas and information clearly and accurately in order to respond to the task and cupport an analysis of the dext	Command of Evidence: the extent to which the response mal presents evidence from the rele provided text to support analysis	Coherence, Organization, and Style: the extent to which inforther response logically cohorganizes complex ideas, concepts, and information using formal style and structure of the concepts and information using precise language.	Control of Conventions: the extent to which the response demonstrates command of conventions of standard English grammar, usage, capitalization, punctuation, and spelling
A Responses at this Level:	introduce a well-reasoned central idea and a writing strategy that clearly establish the criteria for analysis demonstrate a thoughtful analysis of the author's use of the writing strategy to develop the central idea	-present ideas clearly and consistently, making effective use of specific and relevant evidence to support analysis	exhibit logical organization of ideas and information to create a cohesive and coherent response establish and maintain a formal style, using precise language and sound structure	-demonstrate control of conventions with infrequent errors
Responses at this Level:	introduce a clear central idea and a writing strategy that establish the criteria for analysis  demonstrate an appropriate analysis of the author's use of the writing strategy to develop the central idea	-present ideas sufficiently, making adequate use of relevant evidence to support analysis	exhibit acceptable organization of ideas and information to create a coherent response establish and maintain a formal style, using appropriate language and structure	-demonstrate partial control of conventions with occasional errors that do not hinder comprehension
Responses at this Level:	-introduce a central idea and/or a writing strategy demonstrate a superficial analysis of the author's use of the writing strategy to develop the central idea	-present ideas inconsistently, inadequately, and/or inaccurately in an attempt to support analysis, making use of some evidence that may be irrelevant	-exhibit inconsistent organization of ideas and information, failing to create a coherent response -lack a formal style, using language that is basic, inappropriate, or imprecise	-demonstrate emerging control of conventions with some errors that hinder comprehension
Responses at this Level:	-introduce a confused or incomplete central idea or writing strategy and/or demonstrate a minimal analysis of the author's use of the writing strategy to develop the central idea	-present little or no evidence from the text	-exhibit little organization of ideas and information -use language that is predominantly incoherent, inappropriate, or copied directly from the task or text -are minimal, making assessment unreliable	-demonstrate a lack of control of conventions with frequent errors that make comprehension difficult are minimal, making assessment of conventions unreliable

A response that is a personal response and makes little or no reference to the task or text can be scored no higher than a 1.

A response that is totally copied from the text with no original writing must be given a 0.

A response that is totally unrelated to the task, illegible, incoherent, blank, or unrecognizable as English must be scored a 0.

The focus of this passage is made quite clear; it is a sort of bildungs roman, a story about someone growing up into maturity. Our author accomplishes this insight into maturity by providing a window into the internal conflicts of two young adults from Ohio. Through George Willard and Helen White's contemplations of their lives, the author effectively makes known the central idea of the passage, the discovery of self-identity that accompanies the transition into adulthood.

George's thoughts are revealed as he looks in retrospection at his memories of his eighteen years of life. He comes to realize that he had been wrong to assume that he knew his destiny and was fully confident in his success; " Ambitions and regrets awake within him" (1.12), and "the voices outside of himself whisper a message concerning the limitations of life (6.14-16), A sort of nihilism begins to overcome him - he is merely going to live and die in obscurity a midet the size and weight of the world, as countless men have done in the trails of history. He seeks comfort and wishes to find it by voicing his thoughts to Helen. He is maturing. Then, following the description of George's thoughts, Helen's thoughts about herown situation are made Known - Helen, the daughter of the wealtly town banker, has been able to go away to the city of Cleveland for college. Despite all of her exciting material enjoyments, she does not seem satisfied. She attempts to find security in her male instructor during her brief trip to her hometown, but his vanity is off-putting to her; she yearns to see George again, instead. She has

also matured in the same ways as George has, and she seeks the same type of compassionate reassurance. internal conflict experienced to realize what in their transition to Helen are also connected via happened sometime insignificant at the ospect, made them both realize for each other and prompted company in their present time mindset - altering transitions into adulthood physical changes that come the internal conflicts strive for something - someone - to keep them arounded to the reality of

### Anchor Level 4-A

The response introduces a well-reasoned central idea (the author effectively makes known the central idea of the passage, the discovery of self-identity that accompanies the transition into adulthood) and a writing strategy (Our author accomplishes this insight into maturity by providing a window into the internal conflicts of two young adults from Ohio) that clearly establish the criteria for analysis. The response demonstrates a thoughtful analysis of the author's use of internal conflict to develop the central idea (The internal conflict experienced by both George and Helen helps them to realize what they actually want or need in their transition to maturity and Amidst their mindset – altering transitions into adulthood ... and the internal conflicts experienced, they still strive for something). The response presents ideas clearly and consistently, making effective use of specific and relevant evidence to support analysis (he looks in retrospection at his memories of his eighteen years of life, He seeks comfort and wishes to find it by voicing his thoughts to Helen, She attempts to find security in her male instructor during her brief trip to her hometown). The response exhibits logical organization of ideas and information by first introducing the focus of the passage, the central idea and the writing strategy, then discussing how George and Helen feel about their situations and their introspections, which creates internal conflicts, and concluding with a summation to create a cohesive and coherent response. The response establishes and maintains a formal style, using precise language and sound structure (A sort of nihilism begins to overcome him; Despite all of her exciting material enjoyments, she does not seem satisfied; his vanity is off-putting to her). The response demonstrates control of conventions.

This passage speaks of the state of change that a young man and a young woman are going through the two young adults are experiencing what it feels like to enter adulthood. For both characters, this seems to be quite a confusing time in their was lives. The young man seems to be wany of the changes he is going through, and the young woman seems to be unsatisfied with the change. Both people appear to be let down by the world of adulthood. Throughout the passage, the author develops a dismal tone to enhance the theme of possibly unwanted change. The young man describes the "sadness of sophistication" and feeling of being "a thing destined like corn to wilt in the sun." Using these phrases and others like it, the author is able cast a gloomy mood wo over the character of the young man. The author creates a different, yet still gloomy, mood surrounding the young woman He talks about how the woman, when she was younger, "hungered to reach into the grace and beauty of womanhood." However, now that the young woman entering womanhood, she is disappointed by what it actually feels like. The author offers contradiction between what she thought

feels now that she is a woman. The author is able to use this woman's emotions to show the disappointment that adulthood may hold.

### Anchor Level 4-B

The response introduces a well-reasoned central idea (This passage speaks of the state of change that a young man and a young woman are going through) and a writing strategy (Throughout the passage, the author develops a dismal tone to enhance the theme of possibly unwanted change) that clearly establish the criteria for analysis. The response demonstrates a thoughtful analysis of the author's use of tone to develop the central idea (Using these phrases and others like it, the author is able to cast a gloomy mood over the character of the young man and The author is able to use this woman's emotions to show the disappointment that adulthood may hold). The response presents ideas sufficiently, making adequate use of relevant evidence to support analysis (The young man describes the "sadness of sophistication" and The author creates a different ... mood surrounding the young woman. He talks about how the woman ... "hungered to reach into the grace and beauty of womanhood"). The response exhibits a logical organization of ideas and information to create a cohesive and coherent response, with one paragraph introducing and explaining how for both characters, this seems to be quite a confusing time in their lives that leaves them let down by the world and a second paragraph that presents examples to demonstrate how the author develops a dismal tone. The response establishes and maintains a formal style, using precise language and sound structure (The young man seems to be wary of the changes he is going through and The author offers a contradiction between what she thought womanhood would be like and how she actually feels now that she is a woman). The response demonstrates control of conventions with infrequent errors (phrases ... it).

This text portrayed a upung man's jarrey into adulthood; the transition from being a kid to a grown adult. His friend Helen out this transition. central idea that was teenages to being an adult ult. In the text the constantly thinking about his depressing it was. ".. and new thoughts had his mind. .. he had gone about feeling into adulthood Another point that was brought George's want to have someon nderstands him, specifically a moman constantly talks about liking a girl because he thinks she'd being a youth to becoming an DUS WALS, the author especially u bring this idea of grauma up device constantly draws

deep, throughts and feelings as he goes
through this transition. "With a little gasp he
sees himself as norely a leaf blown by the whol
through the streets of the village." (Lines 20-21)
This shows his struggle and internal bouttle to
deal with his current situation. Therafter, the
passage also brings out George's sense of
worthlessness and maignificance in society.
"... he must live and dre in incertainty, a thing
blown by the winds, a thing destried like com
to will in the sun." (Lines 21-22) These
two uses of similes really shows George's
struggle to grow up and become someone in
society. This all connects back to the central
idea that the switch from being a youth to
becoming an adult is one that is hard and challenging
to face.

### Anchor Level 3-A

The response introduces a clear central idea (one apparent central idea ... was that the shift from being a child or a teenager to being an adult is one that is difficult) and a writing strategy (The author especially uses similes to bring out this idea of growing up) that establish the criteria for analysis. The response demonstrates an appropriate analysis of the author's use of similes to develop the central idea (This literary device constantly shows George's dark, deep, thoughts and feelings as he goes through this transition and This shows his struggle and internal battle to deal with his current situation). The response presents ideas sufficiently, making adequate use of relevant evidence to support analysis, using quotes from the text to identify and explain similes ("...he sees himself as merely a leaf blown by the wind...", "...a thing destined like corn to wilt in the sun", These two uses of similes really show George's struggle to grow up and become someone in society). The response exhibits acceptable organization of ideas and information to create a coherent response by establishing and exemplifying the central idea in the opening paragraph, then presenting the author's use of similes in the second paragraph, and concluding with a reiteration of how the writing strategy develops the central idea (This all connects back to the central idea that the switch from being a youth to becoming an adult is one that is hard and challenging to face). The response establishes and maintains a formal style, using appropriate language and structure (This shows that George Willard's transition into adulthood was unpleasant for him). The response demonstrates control of conventions with infrequent errors (into adulthood; the transition; These two points ... shows; George's dark, deep, thoughts).

There comes a time in everyone's life where they start to feel different. It may be subtr or Hero easily recognized. When it comes upon a person however Every provided by one way cramitres. it is very noticable. Geome will ard experienced in the text. A yery concept everyone eventally Characterizationis author clescribes the character eventually growsup very evidentin this text the central idean George willard was described allery arragant boy. He was trying to impress Heren white. "Once as ummer night when he was eighteen, he had walted with her on a country her presence had given way to an impu himself oppear big and significant in lateron, it was stated new impuses impulses described were that of mouturity and growing Item white was also becoming grown up hungered to reach agirl and of womanhed. I she was growingly She too had become more sophisticated. nim to teel and be considus "This definitely shows haracter had changeal and Shewants Character/Zations

### Anchor Paper – Part 3 – Level 3 – B

everyone eventually grows and matures.

As you can see, everyone does grow up Atthough it may take years and years, it can be considered inevitable. Change is a good thing when it comes to maturity. Without it, the world may be lost.

### Anchor Level 3-B

The response introduces a clear central idea that everyone eventually grows up and a writing strategy (A literary element used to show the central idea ... is characterization) that establish the criteria for analysis. The response demonstrates an appropriate analysis of the author's use of characterization to develop the central idea (Clearly, this shows that he was characterized a little arrogant and The new impulses described were that of maturity and sophistication). The response presents ideas sufficiently, making adequate use of relevant evidence to support analysis, using quotes from the text to show how George's character changed as he matured ("...when he was eighteen, he had walked with [Helen] ... and ... had given way to an impulse to boast" ... But later on ... "he wanted to tell her of the new impulses that had come to him") and how Helen White was also becoming grown up ("She was no longer a girl and hungered to reach into the grace and beauty of womanhood."). The response exhibits acceptable organization of ideas and information to create a coherent response by first introducing the central idea and literary element in the opening paragraph, followed by a second paragraph of discussion centered around character changes in George and Helen, followed by a concluding paragraph that refocuses on the central idea (Change is a good thing when it comes to maturity). The response establishes and maintains a formal style, using appropriate language and structure (It may be subtle or very easily recognized). The response demonstrates partial control of conventions with occasional errors (person however it; noticable; She also, "wanted; consious; grow up Although) that do not hinder comprehension.

In the text the outhor uses insagery to convey the centeral idea to the readers. The centeral idea that the author is trying to explain is that this young man George willard is houng a hord time fitting into the adult world. George is howing the adult world. George is howing to the adult world. George is howing to and its scaring him.

The author uses many examples

imagery so convey or states "Othoses of old things (relp into his consciousness; the voices outside of himself wakisper trying to le that George Das heard or memory in the back and now that memories are consuma back Den't want one some fun a - Uses phistication has come to the

### Anchor Level 3-C

The response introduces a clear central idea (*The centeral idea* ... is that ... George Willard is having a hard time fitting into the adult world) and a writing strategy (the author uses imagery to convey the centeral idea) that establish the criteria for analysis. The response demonstrates an appropriate analysis of the author's use of imagery to develop the central idea (*The author is trying to tell us that things that George has heard or seen has had a permanent memory in the back of his mind and ... those memories are coming back to him)*. The response presents ideas sufficiently, making adequate use of relevant evidence to support analysis, using quotes from the text to illustrate George's difficulty growing up (the author states "Ghosts of old things creep into his consciousness" and "The sadness of sophistication has come to the boy. with a little gasp he see's himself as a merely leaf blown by the wind"). The response exhibits acceptable organization of ideas and information to create a coherent response by identifying the literary element and explaining the central idea in the opening paragraph, then presenting one paragraph of examples of imagery, followed by a summative conclusion. The response establishes a formal style, using appropriate language and structure (In the text the author successfully used imagery to convey the central idea). The response demonstrates emerging control of conventions with some errors (centeral; idea. the; dosen't; man he; see's; mairred) that hinder comprehension.

conteral idea of the text is when women reach 400 Wire young

### Anchor Paper - Part 3 - Level 2 - A

will understand what here is feeling.
He starts to think about the girl
Helen he knew When he was younger and how she has now entered
womenhood and wants to veronect with her.

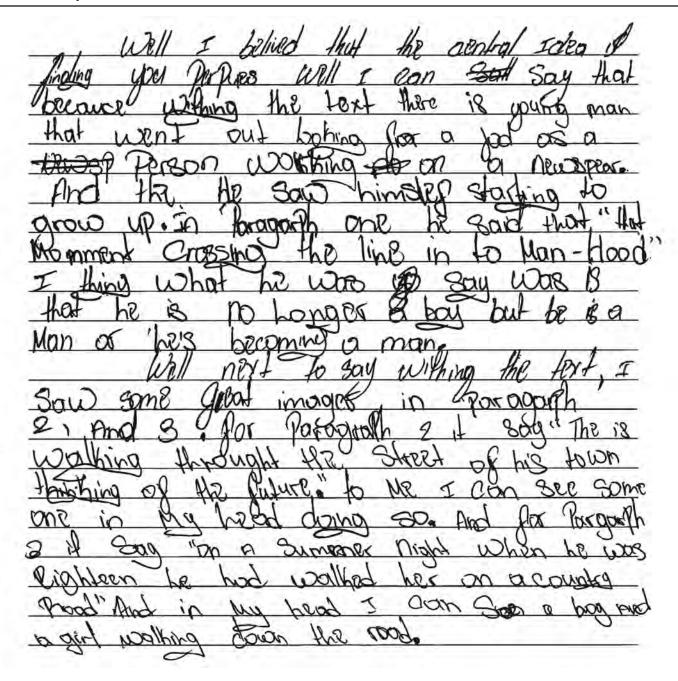
### Anchor Level 2-A

The response introduces a clear central idea (The centeral idea of the text is when a man and women reach adulthood, that is when they find the people they are supposed to be with) and a writing strategy (The literary element the author uses to develop this centeral idea is tone) that establish the criteria for analysis. The response demonstrates an appropriate analysis of the author's use of tone to develop the central idea (The tone is very serious and talks about people becomeing more seriouse and mature and growing up. At the begining ... its very depressing). The response presents ideas inconsistently, inadequately, and inaccurately in an attempt to support analysis (George and Helen met when they were young and liked eachother, but all for the wronge reasons. Now they have entered adulthood and they met again but for the right reasons). No evidence was provided for the wrong or right reasons or for supporting the idea that George and Helen were supposed to be with each other as suggested. The response exhibits inconsistent organization of ideas and information, failing to create a coherent response, with one paragraph that moves from introducing a central idea about people maturing and finding the people they will love forever to what children think, to what you cant do, to George and Helen's youthful and adult meetings, and a second paragraph that introduces a serious tone and exemplifies it with George's feelings (Hes sad ... and wants someone who will understand). The focus of the central idea and writing strategy suggests a discussion of more than one character (a man and women and The tone ... talks about people), but only George's situation is discussed. The response lacks a formal style, using language that is basic and sometimes imprecise (He wants to feel something with a women and grow into a better person and has now entered womenhood). The response demonstrates emerging control of conventions with some errors (centeral; a man and women; adulthood, that; thats; cant; eachother; wronge; again but; begining; text its very; lonly; Hes sad; reconect) that hinder comprehension.

In the text about the Ohio Native
spenise Willard, the author speaks about
willard as a young-man growing in to a
machuse resporting man.
The author uses pathose to reflect
on the death of wilkress mother and
The find of Willards wife Helen White
he goes from his extreme sadness
too this extreme happyness from use of
- Floshback in his writing. The nostalgia,
which Willard Fres with, 15
eclorational for him ince because
he is learning to love female
Character's in his life agan, sadly
Changel negatively when his mother
passed. He also uses the
word "manhood" and the teams action
of "growing" to show that he had to
grow up quickly and to contrast his
passage about females.
the author USSS pathose
and some that diction to got the mosage
of acceptence and love accoss to his
a udience.

### Anchor Level 2-B

The response introduces a central idea (the author speaks about Willard as a young-man growing in to a machure respecting man) and a writing strategy (The author uses pathose). The response demonstrates a superficial analysis of the author's use of pathos to develop the central idea (The nostolgia, which Willard feels ... is learning to love female character's in his life). The response presents ideas inadequately and, at times, inaccurately (The author uses pathose to reflect on ... the find of Willards wife Helen White) in an attempt to support analysis, making use of some evidence that may be irrelevant (He also uses the word "manhood" and the action of "growing" to ... contrast his passage about females). The response exhibits inconsistent organization of ideas and information, failing to create a coherent response by identifying Willard in the one sentence opening paragraph, then presenting a paragraph that first speaks of pathose but then strings loosely connected ideas of extreme sadness and extreme happyness from use of flashback, and concluding with a one-sentence paragraph that suggests an expansion on the central idea of the passage. The response lacks a formal style, using language that is basic (which Willard feels with, Changed negatively when his mother passed, pathose and some diction). The response demonstrates emerging control of conventions with some errors (native George; young-man; in to; machure; pathose; Willards; White he; happyness; nostolgia, which; character's; agan; acceptence) that hinder comprehension.



### Anchor Level 2-C

The response introduces a central idea (the central Idea is finding you perpues) and a writing strategy (I saw some great images in paragarph 2, And 3). The response demonstrates a superficial analysis of the author's use of imagery to develop the central idea (I thing what he was say was is that he is no Longer a boy but he is a Man or he's becoming a man and I can See a boy And a girl walking down the road). The response presents ideas inconsistently, inadequately, and inaccurately in an attempt to support analysis. The response provides evidence that is misquoted ("that Momment Crossing the line in to Man-Hood") and sometimes irrelevant to the idea of finding one's purpose ("On a Summer night When he was eighteen he had walked her on a country Road"). The response exhibits inconsistent organization of ideas and information, failing to create a coherent response, with one paragraph that begins with what is belived to be the central Idea and continues on to briefly state how the young man ... went out looking for a jod and saw himslef starting to grow up, and a second paragraph that presents two great images, one of which somewhat reflects the central idea although neither are connected back to it (I can see some one in my head doing so). The response lacks a formal style, using language that is basic and imprecise (Well I can say that becauce withing the text there is young man, I thing what he was say, Well next to say). The response demonstrates a lack of control of conventions with frequent errors (belived; finding you perpues; becauce; Momment; in to Man-Hood; Well next; it say; throught; future." to me I) that make comprehension difficult.

# Anchor Paper – Part 3 – Level 1 – A

Life can be hard to understand and sometimes you don't know the path you are againg to take. Everyone thinks about the future, is something an amazing, but notody knows if their future is going to be as bright as in their dreams. Often people seem to struggle and find theirselves alone in a huge world. Everybody at one point will experience this challege.

### Anchor Level 1-A

The response introduces a central idea (*Life can be hard to understand and sometimes you don't know the path you are going to take*), with no analysis of the author's use of a writing strategy to develop the central idea. The response presents no evidence from the text. The response exhibits inconsistent organization of ideas and information, consisting of one paragraph of loosely related comments about the uncertainty of the future and of life's challenges, failing to create a coherent response. The response lacks a formal style, using language that is sometimes imprecise (*Everyone thinks about the future, is something amazing, but nobody knows if their future is going to be as bright as in their dreams*). The response demonstrates partial control of conventions with occasional errors (*about the future, is something; theirselves; challege*) that do not hinder comprehension. The response must be scored no higher than a Level 1 since it is a personal response.

# Anchor Paper - Part 3 - Level 1 - B

The central idea of the text is about a voy warned

George Willard feeling ready and happy to grow up.

### Anchor Level 1-B

The response introduces a confused central idea (*The central idea of the text is about a boy named George Willard feeling ready and happy to grow up*), and demonstrates no analysis of the author's writing strategy to develop the central idea. The response presents no evidence from the text. The response exhibits little organization of ideas and information, consisting of a single sentence, which incorrectly identifies the central idea and includes no reference to the writing strategy. The response is minimal, making assessment of language and conventions unreliable.

The central idea is about the fire of a looy name George willard who grow up are he was going to leave his constillage and goto the city and he hape to get a job and work as a cry newspaper. the was think about this because he was think about the family he will have to

In the text the author web mood He was about

mother died he started having a new commence culmo wounder,

The Story is about 19211 cend Lave

The central idea of this text is that growing up changes The way a person behaves and the way they want to be precieved by others. The author is able to develop this central idea by using characterization of George Willard and Helen White. The author Levelops beoge by giving the reader insight to his past, "He wanted some one to understand the feeling that had taken possession of him after his mother on his way to becoming a young man, beorge had something tragic, the low of his mother that had changed boked at things in life and in a way had journey into manhad. The author is also able to give the reader a development that has accured in George as he has sown up. "He had tried to make her think of him as a man when he man hood and now he wanted to be with hereind maker her feel the charge be believed had his nature (1.35-37). He had once tried was younger by boasting and acting like a man, but had realized be wanted someone to falk to he had believed was man hood The author characterises thelen as a girl growing who wants people to view her in a sophistirated manner. She goes to the fair with a man from her college because, "she the fact of his presence would create an impression. bring the man from her college, she was giving off the was grown up o But growing up can on the Things "(1.55.56). Both these young adults wanted the other

# Part 3 - Practice Paper - D

changes that growing up had made on their lines but it also had the affect on them that they looked back on their part pend reflected and some what had molled them into the person they had become.

The central idea that the text presents is growing up. George Willard is going through a onange in his crossing into manhood his mind thinkens about her. The experience of und improved our George has

# Practice Paper A – Score Level 1

Holistically, the response best fits the criteria for Level 1.

# Practice Paper B – Score Level 3

Holistically, the response best fits the criteria for Level 3.

# **Practice Paper C – Score Level 2**

Holistically, the response best fits the criteria for Level 2.

# Practice Paper D – Score Level 4

Holistically, the response best fits the criteria for Level 4.

# **Practice Paper E – Score Level 3**

Holistically, the response best fits the criteria for Level 3.

# Map to the Learning Standards Regents Examination in English Language Arts January 2018

Question	Type	Credit	Weight	Standard
1	MC	1	1	RL.5 (11-12)
2	MC	1	1	L.5 (11-12)
3	MC	1	1	L.5 (11-12)
4	MC	1	1	RL.3 (11-12)
5	MC	1	1	RL.4 (11-12)
6	MC	1	1	RL.3 (11-12)
7	MC	1	1	RL.4 (11-12)
8	MC	1	1	RL.2 (11-12)
9	MC	1	1	RL.2 (11-12)
10	MC	1	1	L.5 (11-12)
11	MC	1	1	RL.4 (11-12)
12	MC	1	1	RL.4 (11-12)
13	MC	1	1	L.5 (11-12)
14	MC	1	1	RL.3 (11-12)
15	MC	1	1	RI.3 (11-12)
16	MC	1	1	RI.5 (11-12)
17	MC	1	1	RI.4 (11-12)
18	MC	1	1	RI.2 (11-12)
19	MC	1	1	RI.4 (11-12)
20	MC	1	1	RI.3 (11-12)
21	MC	1	1	L.4 (11-12)
22	MC	1	1	RI.2 (11-12)
23	MC	1	1	RI.5 (11-12)
24	MC	1	1	RI.2 (11-12)
Part 2				RI.1-6&10(11-12)
Argument	Essay	6	4	W.1, 4&9(11–12)
Essay				L.1-6(11-12)
Part 3				RL.1-6&10(11-12)
Expository	Response	4	2	W.2, 4&9(11–12)
Response				L.1-6(11-12)

The Chart for Determining the Final Examination Score for the January 2018 Regents Examination in English Language Arts will be posted on the Department's web site at <a href="http://www.p12.nysed.gov/assessment/">http://www.p12.nysed.gov/assessment/</a> on the day of the examination. Conversion charts provided for previous administrations of the Regents Examination in English Language Arts must NOT be used to determine students' final scores for this administration.

# Online Submission of Teacher Evaluations of the Test to the Department

Suggestions and feedback from teachers provide an important contribution to the test development process. The Department provides an online evaluation form for State assessments. It contains spaces for teachers to respond to several specific questions and to make suggestions. Instructions for completing the evaluation form are as follows:

- 1. Go to <a href="http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm">http://www.forms2.nysed.gov/emsc/osa/exameval/reexameval.cfm</a>.
- 2. Select the test title.
- 3. Complete the required demographic fields.
- 4. Complete each evaluation question and provide comments in the space provided.
- 5. Click the SUBMIT button at the bottom of the page to submit the completed form.