



BUREAU CHIEF
Office of State Assessment

June 2024

TO: Principals of Secondary Schools
FROM: Clara DeSorbo *Clara DeSorbo*
SUBJECT: Procedures for Requesting and Storing the August 2024 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the August 2024 Regents Examinations. In addition, all persons coordinating the administration of State examinations should be familiar with the [School Administrator's Manual](#), which is available on the Department's website.

Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the last page of this memorandum.

This memorandum is accompanied by the *School Record of Examinations Requested* (DET 501), the *Instructions for Submitting Your Examination Request Online* (DET 502), and the *Examination Schedule: August 2024* (DET 504). These [forms](#) are also available on the Department's website.

Notifications for August 2024

Online requests for August 2024 Regents Examinations materials will be accepted through July 12, 2024 .
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ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access into the [online examination request system](#). For information on accessing the online examination request system, please see [Instructions for Submitting Your Examination Request Online – August 2024](#) (DET 502).

REQUESTING EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for administration to students who are expected to take a Regents Examination in August 2024. Schools are **not** permitted to request examinations for other schools. The quantity of examinations requested should match your school's enrollment in courses that will be completed in August 2024, plus the quantity needed for students who have completed the course of study and are planning to take the examination in August 2024. Schools may also request additional copies of the examination to be used by proctors assisting students with specific testing accommodations.

Online requests for August examination materials must be submitted no later than Friday, July 12. Specific directions for using the online examination request system are included with the [submitting instructions](#) (DET 502). Within three business days after your school's request has been submitted, you will be sent a confirmation notice, via e-mail, indicating the number of examinations to be shipped to the school. **It is of the utmost importance that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of examination materials will be shipped to your school.**

Summer School Principals and administrators who find that their school needs additional materials may return to the online examination request system until July 12 to revise their request or add any supplemental quantities needed.

Telephone requests will not be accepted. The Department will accept and enter on the school's behalf *only* those requests submitted by fax for examinations or quantities that cannot, due to Department policies, be submitted online by the school.

Check all confirmation notices as soon as you receive them so that supplemental requests, if needed, may be placed no later than July 12. Administrators who determine a need for additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

GUIDELINES FOR REQUESTING SPECIFIC MATERIALS

- *Regular test booklets:* Request the exact quantity needed, plus not more than 5% for unanticipated increases.
- *Large-type and braille test booklets:* With the exception of translated editions, large-type and braille test booklets are available for all examinations. Request the exact number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require either of these accommodations. All braille editions of Regents Examinations will be available [exclusively in the Unified English Braille format](#). Sample copies of past examinations in Unified English Braille may be obtained by contacting the New York State Resource Center for the Visually Impaired, 2A Richmond Avenue, Batavia, New York 14020 (phone: 585-343-5384).
- *Restricted editions:* The braille editions of the Regents Examinations in Living Environment and Physical Setting/Earth Science are available only in restricted form. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department. The student answer booklets and the rating guides for all restricted examinations are also restricted and must be returned to the Department. Photocopying and/or school retention of copies of restricted examination booklets and/or notes pertaining to their contents is strictly prohibited. Schools must not request any more copies of these editions than they require for administration to students in August 2024. However, be sure to also request any copies that are needed for the proctor(s) to use if the restricted test will be read to the student(s) as a testing accommodation. **Administrators are responsible for returning to the Department all restricted examination materials shipped to their school.**
- *Answer sheets:* The Department does not provide hand-scorable answer sheets for any Regents Examinations. Schools are required to contract with a Regional Information Center (RIC) or large-city scanning center for answer sheets and examination data processing services. The complete list of [RICs and large-city scanning centers](#) is available on the Department's website. Questions about the requirement to scan Regents Examination answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or the Office of Information and Reporting Services at datasupport@nysed.gov.
- *Essay booklets:* The Department does not provide printed copies of the essay booklets for the Regents Examinations in English Language Arts, United States History and Government, or Global History and Geography II. The [essay booklets](#) are available on the Department's website. Schools must print enough copies to supply one to each student during testing.
- *Braille or large-type auxiliary test materials:* Scoring keys, Teacher Directions, etc., for English editions of State examinations may be requested for use by teachers with visual disabilities. These materials will be prepared only when a written request from the principal is received via fax no later than July 12.

REQUESTING MATERIALS FOR CURRENT AND ELIGIBLE FORMER ENGLISH LANGUAGE LEARNERS (ELLs)

For the August exam administration, the Regents Examinations in Algebra I, Global History and Geography II, United States History and Government, Living Environment, and Physical Setting/Earth Science are available in Spanish. Only English-language editions are available for the Regents Examinations in English Language Arts, Geometry, Algebra II, and Physical Setting/Chemistry.

The Spanish editions of Regents Examinations cannot be obtained via the online examination request system. These editions must be requested in a separate letter signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the *exact quantity* of each test needed in Spanish.

Current and eligible Former ELLs may take State examinations either in Spanish or in English, whichever is more appropriate to the student's reading skills. The Spanish editions of Regents Examinations offered in August 2024 are direct translations of the English editions, so current and eligible Former ELLs may be permitted to use both editions simultaneously.

Schools may provide the testing accommodations available to ELLs to Former ELLs who met the exiting criteria specified in [Part 154-2 of the Regulations of the Commissioner of Education](#) and were exited from ELL status within the past two school years. These accommodations may not be provided to Former ELLs who achieved the exiting criteria more than two school years ago. [Guidance](#) on the identification of Former ELLs is available on the Department's website.

ADMISSION OF STUDENTS TO EXAMINATIONS

Resident students not enrolled in your summer school program and students from other districts must provide written permission from their home school principal to be admitted to an August examination. Public school districts may not charge resident students a fee for admission to the August examinations. Nonresident students may be charged a reasonable fee to cover administrative and scoring costs.

STUDENT IDENTIFICATION AND RECORDKEEPING

Plans should be made well before August 19 to verify the identity of each student entering the examination room. This precaution is especially important in the case of students who are not enrolled in the summer school program but who are taking the August examinations at your school.

The test site administrator must retain the written permission from the home school administrator for a minimum of one year from the date of testing. Accurate attendance records must be kept for each examination. A summer school principal should be able to use the attendance records to verify the presence or absence of a student for any August examination.

SHIPPING OF EXAMINATION MATERIALS

Examination materials may be delivered in multiple shipments. Approximate delivery dates are indicated below. These delivery dates are contingent upon submission of your school's online request prior to the ordering deadline.

- *Late July*: Nonsecure testing materials and the Physical Setting/Earth Science performance tests requested for your school
- *Just prior to the examination dates*: Locked Regents boxes containing the secure examination materials

EXAMINATION STORAGE REQUIREMENTS

School administrators must comply with the requirements for the storage and handling of secure examination materials. These requirements are provided under the heading "Safeguarding Examination Materials" in Section Two of the [School Administrator's Manual](#).

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of Regents Examinations, contact the OSA Operations Group at 518-474-8220 or via e-mail at examrequest@nysed.gov.

For other questions regarding Regents Examinations, contact OSA at 518-474-5902 or via e-mail at emscassessinfo@nysed.gov.

Fax supplemental requests and Examination Storage Plans to 518-474-2021 or send them via e-mail to examrequest@nysed.gov.

Other faxes regarding test administration may be sent to 518-474-1989.