



Director of Test Administration  
Office of State Assessment

January 2026

**TO:** Principals of Public and Religious Schools  
Leaders of Charter and Independent Schools

**FROM:** Clara DeSorbo *Clara DeSorbo*

**SUBJECT:** Administration of the January 2026 Regents Examinations

This memorandum provides essential information about the administration of the January 2026 examinations. In addition, all personnel coordinating the administration of these 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.

Accompanying this memorandum are the current list of regional centers outside of New York City (DET 571), a memorandum regarding the content of each January examination (DET 563), and the schedule for the January 2026 examination period (DET 504).

For the January 2026 administration, each scoring key and rating guide posted on the Department's website will be password protected. **Principals and/or their designees will need to access the Online Examination Request System to obtain the passwords required for the scoring materials, which will be made available each day after the associated Regents Examinations have been administered (January 20–23).**

#### RESCHEDULING EXAMINATIONS DUE TO INCLEMENT WEATHER

Schools are sometimes affected by snow and ice storms that require them to be closed or to operate on an amended schedule (such as a delayed opening or an early dismissal). Student safety is our first priority during any instance in which schools or districts have to close or amend their schedule due to safety concerns. If inclement weather causes closure or schedule changes, State examinations may be rescheduled for another day, as described below.

After the inclement weather has passed and normal operations resume, each superintendent or principal of a public, charter, independent, or religious school in a district or school affected by closure or schedule change must send the following information to the Department via [email](#): a description of the date(s) on which schools were affected by inclement weather, which January 2026 Regents Examinations had to be rescheduled, the date(s) and time(s) when the district or school plans to administer the test(s), and a comprehensive plan to ensure the security of examinations and scoring materials during this period. Public schools should also notify their BOCES District Superintendent of their plan. Rescheduling of examinations should take place only after a school closure or schedule change has been officially determined.

In developing such a plan, the following rules must be **strictly observed**:

- All examinations should be administered as close as possible to the original administration date/time, but no later than Friday, January 23 for those examinations originally scheduled to be administered between Tuesday, January 20 and Thursday, January 22 and no later than Monday, January 26 for those examinations originally scheduled to be administered on Friday, January 23.
- Under no circumstances may any examination be administered prior to its original administration date/time.

- Although scoring materials will be available according to the statewide posted examination schedule, the school may not access or distribute these materials until after the examination has been administered in the school.
- All Regents Examination booklets and scoring materials must be kept secure until seven calendar days after the conclusion of the regularly scheduled exam week, which is Friday, January 30, 2026.
- When such weather is anticipated, many questions on how to proceed may arise. The guidance in [Appendix A](#) lists some sample scenarios and how schools should proceed.

#### **SAFEGUARDING THE INTEGRITY OF THE TEST MATERIALS**

Out of consideration for students who are completing their examinations over multiple days as an approved testing accommodation, educators are not permitted to discuss test questions or other specific test content online via email or LISTSERV, or through any other electronic means, prior to or during the test administration and for seven calendar days after the original date of administration.

Everyone's cooperation with this rule helps to preserve the integrity of the assessments taken by these students over multiple school days so they can complete the examinations at a pace appropriate for them. Avoiding public discussion of specific test content over electronic media affords those students an equal opportunity to demonstrate what they know and are able to do. We believe that nearly all students who are testing with this accommodation will have completed their examinations by these dates. Please note that this instruction does not limit educators' ability or permission to discuss test questions among themselves, with their students who have fully completed the test, or with others during an in-person discussion, or to share any concern they have regarding any specific test content with the Department.

#### **SHIPMENT OF EXAMINATION MATERIALS**

Test booklets for the January 2026 Regents Examination period will be shipped to arrive at schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. on January 14, 15, or 16. See below for further information.

The locked boxes containing the January 2026 Regents Examinations will be delivered to your school or approved storage location by FedEx. At the top of the shipping label are the principal's name, school phone number, school name, and address of the school to which the shipment is being sent. If you are a host school serving as the approved storage location for a neighboring school, the guest school's name will appear at the bottom of the shipping label. The guest school is the school that requested the examinations in that locked box. Personnel from the guest school will have the keys to open their locked boxes.

In early January, a shipment of the Earth Science performance test materials and Regents diplomas will be delivered to the schools that requested them in cardboard cartons and/or padded mailers. The Department does not provide printed copies of the following nonsecure materials:

1. **Regular and large type edition reference tables:** [Reference tables](#) for Physical Setting/Earth Science, Earth and Space Sciences, Physical Setting/Chemistry, and Physical Setting/Physics, **and the translated editions of the reference tables** for Physical Setting/Earth Science and Earth and Space Sciences can be found on the Department's [website](#). Schools must print sufficient copies to adequately supply each student.  
**Note:** The Department will provide schools with braille and large type editions of reference tables when that school requests examinations that require the use of reference tables.
2. **Essay booklets:** Essay [booklets](#) for the Regents Examination in English Language Arts, Global History and Geography II, and United States History and Government can be found on the Department's website. Schools must print sufficient copies to adequately supply each student.

The following materials must be printed by the school and supplied to all school personnel involved in the administration and scoring of Regents Examinations:

1. [Directions for Administering Regents Examinations](#) can be found on the Department's website.
2. [Directions for Scoring Regents Examinations](#) can be found on the Department's website.
3. [Scoring Keys and Rating Guides](#) for all nonrestricted Regents Examinations will be made available on the Department's website at approximately 11:00 a.m. for morning examinations and at approximately 3:00 p.m. for afternoon examinations on the scheduled administration date.

**Note:** Printed scoring materials for the restricted Regents Examination in Physical Setting/Physics will be sent to schools in the shipment of secure materials.

The shipment containing secure materials for the January examinations will be delivered in locked Regents boxes to arrive at schools, or approved storage locations, between 8:00 a.m. and 5:00 p.m. on January 14, 15, or 16. **Please be sure that someone is available in your school or approved storage location during those hours to accept the examination shipment.** Should any problems occur with the delivery of examination materials, please call OSA immediately at (518) 474-8220.

All packages containing secure examination materials for your school will be shipped via FedEx and will be delivered between 8:00 a.m. and 5:00 p.m. on one or more of the dates indicated above.

The locked Regents boxes will be secured with either two locks and a plastic crimp or one lock and two plastic crimps. Padlock keys will be mailed to the principal and should arrive in early January but no later than two days before the arrival of the locked Regents box(es). Please call the Test Distribution Unit at 518-474-5914 if padlock keys have not been received by 12:00 noon on the expected date.

#### CHECKING THE EXAMINATION SHIPMENT

A shipping notice will be enclosed in each locked Regents box listing the contents of the box. As soon as you receive the Regents box(es), use the shipping notice and your confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure examination materials be opened during this inventory.** The number of test booklets contained in each of the sealed packages is indicated below:

- *English editions of Regents Examinations (except for the restricted Examination in Physical Setting/Physics):* Each sealed package contains 25 booklets.
- *Spanish editions of the Regents Examinations in Algebra I, Living Environment, Life Science: Biology, Physical Setting/Earth Science, Earth and Space Sciences, Global History and Geography II, and United States History and Government:* Each sealed package contains 25 booklets.
- *Braille, large type, and translated editions (other than Spanish) of Regents Examinations:* The exact quantity requested will be shipped to the school.
- *Restricted editions of the Regents Examination in Physical Setting/Physics:* Each test booklet is numbered and sealed in a separate envelope. Exact quantities requested are shipped to the school.

If your inventory shows that the shipment is missing examination materials, contains excess examination materials, or contains examination materials that your school did not request, please notify OSA immediately via [email](#), telephone, or fax. It is the principal's responsibility to maintain these excess materials under the same strict security as the examinations that your school will be administering, as outlined under "Safeguarding Examination Materials."

#### EMERGENCY SUPPLIES OF EXAMINATION MATERIALS

A list of regional centers accompanies this memorandum. If the shipment for your school does not include all the materials needed, additional materials may be obtained from a nearby regional center.

Supplies of all examination materials other than braille, large type, and alternative language editions of all examinations will be available at regional centers.

Contact your regional center as soon as you realize that you need additional materials. Do not wait until the day of the examination. If your school requires an emergency supply of materials that are not ordinarily available at the regional centers or more than 10 booklets of an examination that is ordinarily available at the regional center, please send a fax to OSA.

Examination materials are available at the regional centers only on the day of the examination. Secure materials for morning examinations will be released in the morning; secure materials for afternoon examinations will not be released until after 11:00 a.m. Scoring materials will not be released by regional centers until after the Uniform Statewide Admission Deadline, which is 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. Subject to these limitations, materials may be picked up at regional centers between 8:00 a.m. and 3:00 p.m.

In order to obtain examination materials at a regional center, an individual must present a letter of authorization written on school letterhead and signed by the principal. The letter must identify the person picking up the materials and list the specific materials requested. Anyone obtaining examination materials must provide identification with a photograph and countersign the authorization letter before the examination materials will be released.

**School personnel are forbidden to make or authorize photocopies of secure State examination booklets without the express written prior approval of OSA. Such approval will be considered only when it is not feasible for the school to obtain the secure examination materials from a regional center.**

#### **SAFEGUARDING EXAMINATION MATERIALS**

The principal of each school requesting examinations must make the necessary arrangements to safeguard the materials requested for the school. Upon delivery, the locked Regents boxes must immediately be placed in the Department-approved safe or vault at the storage location designated by the school. **Examination materials may be removed from locked Regents boxes only for inventory and for administration of the examinations on the scheduled date.**

If the locked Regents boxes containing a school's shipment of secure examination materials are found to be too large for the approved storage location, the principal who requested the examinations must contact OSA immediately to arrange for storing the boxes in an alternative approved location.

The Regents box keys and the combination or key to the safe or vault must be maintained under strict security protocols to preclude access to examinations by students and other unauthorized persons. When the safe or vault where the Regents boxes are stored is unlocked, it must be kept under continuous supervision by school personnel. Additionally, the locked Regents boxes must be visually checked daily by the person in charge of the administration of the examinations in order to ensure that they have not been tampered with and that their contents remain secure.

The sealed packages containing examination booklets and teacher dictation copies must not be opened until the day that each examination is scheduled to be administered, and no earlier than is necessary for distribution to proctors.

Scoring key packages must be kept secure and may not be opened until after the Uniform Statewide Admission Deadline of 10:00 a.m. for morning examinations and 2:00 p.m. for afternoon examinations. The principal must notify the Department via fax if any packages of secure examination materials were not sealed properly when received. For information about the storage and security of examination materials, please refer to Section Two of the [School Administrator's Manual](#).

Proctors may not use cell phones or other electronic devices to duplicate test materials and should keep their own communications devices put away during testing, using them **only** in emergency situations. Test booklets cannot be opened and read prior to the distribution of tests to students.

Following the examination period, in addition to other materials, the principal must *sign and return to the Department* the completed [Examination Scoring Certificate](#), [Deputy and Proctor Certificate](#), and [Examination Storage Certificate](#) (received in the shipment of secure materials). For a complete list of items to be returned, refer to the *Checklist for Return of Examination Materials in Regents Boxes* (DET 536) or to Section Four of the [School Administrator's Manual](#).

#### **STUDENT USE OF COMMUNICATIONS DEVICES**

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it. For more information, see Student Use of Communications Devices in the [School Administrator's Manual](#).

#### **ADMINISTERING AND SCORING EXAMINATIONS**

Teachers are **not** permitted to score their own students' answer papers. This means that teachers currently instructing students in the coursework associated with a particular Regents Examination may **not** score those students' answer papers for that examination. This prohibition includes special education and academic intervention services (AIS) teachers. The following examples are intended to offer guidance to school administrators who will be making determinations as to a teacher's eligibility to score specific students' examination papers:

- A teacher providing AIS to a student in preparation for the Regents Examination in Global History and Geography II may **not** score that student's answer paper for this examination.
- An English teacher who is a student's homeroom teacher but is not the student's current year English teacher may score that student's answer paper for the Regents Examination in English Language Arts.
- A mathematics teacher who taught a student algebra the year before but is not currently instructing the student in the coursework in geometry may score the student's answer paper for the Regents Examination in Geometry.

The principal is responsible for making the final determination as to whether a teacher may score specific students' examination papers based on this scoring policy. A principal may establish rules that are more prohibitive than the examples above suggest.

The general administration procedures for secondary-level examinations are provided in the [School Administrator's Manual](#). Specific [directions](#) for administering regular and restricted examinations are available on the Department website. These materials must be distributed to teachers before the examination date in order to give them time to become familiar with the instructions.

The Department does not provide printed scoring materials for any examinations except those for the restricted Regents Examination in Physical Setting/Physics. Schools must print sufficient copies of the nonrestricted scoring materials to supply one to each rater.

**All [scoring key and rating guides](#) posted on the Department's website will be password protected (see page 1).**

The following list provides information regarding the scoring materials that will be available for each examination type:

- *Regents Examinations:* The same scoring materials are provided to score the regular English editions, alternative language editions, and braille editions for all Regents Examinations, except for the restricted braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics. Separate scoring materials are provided for the braille editions of Living Environment, Physical Setting/Earth Science, and Physical Setting/Physics.



- *Regents Examination in Living Environment*: Two scoring keys are provided—one for the English, large type, and alternative language editions and another for the restricted braille edition.
- *Regents Examination in Physical Setting/Earth Science*: Two scoring keys are provided—one for the English, large type, and alternative language editions and another for the restricted braille edition.
- *Regents Examination in Physical Setting/Physics*: Two scoring keys are provided—one for the English and large type editions and another for the restricted braille edition.

#### **PROCEDURES FOR STUDENTS RETAKING THE REGENTS EXAMINATION IN PHYSICAL SETTING/EARTH SCIENCE**

All students taking the January 2026 Regents Examination in Physical Setting/Earth Science must take the performance test, even if they have taken it in conjunction with a prior administration of the written examination. Only the performance test score earned by the student in the weeks immediately preceding the January 2026 written examination may be used to determine the student's final examination score for this Regents Examination.

Consequently, all schools planning to administer the Regents Examination in Physical Setting/Earth Science must make arrangements for all students who will be taking the written examination to take the performance test as well. The performance test must be administered during the last two weeks of the Earth Science course and no later than the day before the written examination. This requirement applies both to students enrolled in the course of study and to students who plan only to retake the examination. All schools administering this examination must notify students of the date and time to appear for the performance test.

#### **REPORTING TESTING MISCONDUCT AND IRREGULARITIES TO THE DEPARTMENT**

The principal is responsible for all aspects of the school's administration of State examinations and must take appropriate measures both to prevent, as much as possible, and to investigate all irregularities associated with the administration and scoring of these examinations.

##### *Reporting Student Testing Misconduct and Irregularities*

The principal must report the following misconduct by students and testing irregularities in writing on school letterhead to OSA via [email](#) or fax:

- All student infractions of the Department's policy prohibiting the possession or use of cell phones and other communications devices during State examinations.
- All confirmed cases of students having committed fraud on State examinations.
- All interruptions of testing sessions, including those caused by power outages or fire alarms.
- All instances in which a State examination is administered without Department authorization at a time outside the published Statewide schedule.
- All instances in which a school does not conform to the Uniform Statewide Admission Deadline in administering a State examination.
- All instances in which scorers do not rate State examinations in accordance with the scoring materials provided by the Department.
- All cases in which student answer papers are lost prior to the recording of the scores in students' permanent records.

##### *Mandatory Reporting of Testing Improprieties by Adults*

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved in the administration and scoring of State assessments. Each school district, BOCES, religious, independent, or charter school employee is required to report to the Department any known incident of testing misconduct by a certified educator, as well as any known testing misconduct by a noncertified individual involved in the handling, administration, or scoring of State assessments that may reasonably be considered to be in violation of Section 225 of the Education Law. Reports should be made via the TSU website by submitting the [Incident Report Form](#) located on the main page under

### **“Report Educator Test Fraud.”**

A school district or BOCES may not take adverse action, including dismissal and any disciplinary or other adverse action, against an employee who files a mandatory report of testing misconduct because the employee filed a report. Any certified employee who takes such unwarranted adverse action against another employee may face disciplinary action by the Department.

More complete information on strategies for avoiding the occurrences listed above and for addressing them should they occur may be found in the [School Administrator's Manual](#) and in the [Directions for Administering Regents Examinations January, June, and August 2026 Administrations](#).

### **TESTING ACCOMMODATIONS**

#### *Students with Disabilities*

Principals must ensure that students with disabilities are provided the testing accommodations specified in their Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) when they take State examinations. Under certain conditions, special examination arrangements may be made for general education students taking State examinations. The guidelines to be followed in such circumstances are provided in Section Two of the [School Administrator's Manual](#).

#### *English Language Learners (ELLs) and Former ELLs*

For detailed information on testing accommodations available to ELLs and Former ELLs, refer to Section Two of the [School Administrator's Manual](#).

[Additional guidance](#) on the identification of Former ELLs is available on the Department's website.

### **HANDLING OF STUDENTS' COMPLETED EXAMINATION MATERIALS**

When a student has completed a State examination, the student's answer materials should be collected and confirmed, or “checked in,” by a proctor and logged in to a list of examinees before that student is permitted to leave the testing room. Hand scored answer papers for all State examinations must remain in the custody of teachers or administrators in the school building or regional scoring site until the rating process is complete and scores are recorded on the students' permanent records. When answer papers are scored in cooperation with another school, answer papers may be transported to the cooperating school for such scoring. It remains the principal's responsibility to ensure the security and integrity of such papers while they are out of the building. Answer papers that are sent to a scanning center for scoring may be stored either at the scanning location or in the schools where the examinations were administered, as long as storage conditions are maintained that will not limit the principal's access to an individual student's answer papers. As an additional precaution, all scrap paper should be retained until all examination scores have been recorded.

If a student's answer paper is lost, the principal or superintendent must conduct an inquiry and file a written report with OSA. This report must include (1) a description of the loss or disappearance, including a list of all students whose papers are missing; (2) the examination title and administration date; (3) the likely cause of the loss or disappearance; and (4) what steps will be taken to prevent a similar occurrence in the future.

## **MATERIALS RETURNED IN THE REGENTS BOX**

The materials that must be returned to the Department in the Regents boxes are listed in Section Four of the [School Administrator's Manual](#) and on the checklist provided to schools in the shipment of secure test materials. Please combine all materials to be returned to the Department in one Regents box when possible.

[Return](#) all Regents boxes no later than February 12, 2026. Please check all storage locations for any boxes remaining from previous examination periods and return those boxes as well. Each school must pay for the return shipment of its own Regents boxes; the boxes may not be returned collect. The boxes may be returned by FedEx or any other carrier. Regardless of the carrier, the school must call the carrier, make the necessary arrangements, and pay for the return shipment. If Regents boxes for a school are returned collect, the Department will refuse delivery.

## **DEPARTMENT REVIEW**

By the end of the January Regents Examination period, selected principals who requested examinations will receive notice about an upcoming Department review. This notice will indicate each subject for which answer papers must be submitted to the Department in a Regents box. All answer papers not requested must remain on file in the school for one year with the exception of restricted edition examinations. The latter must be returned to the Department. Schools that have been asked to submit answer papers for Regents Examinations should produce and retain, in the school, photocopies of all answer papers prior to submitting them to the Department.

## **ONLINE SUBMISSION OF TEACHER EVALUATIONS OF EXAMINATIONS**

Suggestions and feedback from teachers are an important contribution to the test development process. The Department provides an online evaluation form for State assessments where teachers may respond to several specific questions and may make suggestions. Complete and submit your [evaluation](#) of any examination (except restricted editions) on the Department's website.

## **CONTACT INFORMATION**

For questions regarding the requesting, storing, and administering of the Regents Examinations contact the Operations Group at 518-474-8220 or via [email](#) at [examrequest@nysed.gov](mailto:examrequest@nysed.gov).

For other questions regarding State assessments, call OSA's main number at 518-474-5902.

Fax supplemental requests for Regents Examinations to 518-474-2021.

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

OSA can also be reached via [email](#) at [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).



## Appendix A: Inclement Weather Sample Scenarios

When inclement weather is anticipated, many procedural questions will arise. The guidance below lists some sample scenarios and how schools should proceed.

**Scenario: School is closed.**

**Response:** Administrators should follow the procedures outlined on [pages 1-2](#) of this document.

**Scenario: School must close early.**

**Response:** Districts are encouraged to select early closure times that allow for the full administration of the morning exam but occur before the start time of the afternoon exam. For the afternoon exams, administrators should follow the procedures outlined on [pages 1-2](#) of this document.

Students who are entitled to extended time for testing and will not be able to complete their exams prior to the early closure may complete their exams on the next day on which the student has no exams scheduled, in accordance with the policies and procedures for [Multiple Day Test Administration](#). Under ordinary circumstances, Multiple Day Testing must be indicated in a student's Individualized Education Plan (IEP) or 504 Plan; however, the Department is authorizing the application of Multiple Day Testing to these limited scenarios to ensure students may complete their tests with the accommodations to which they are entitled.

**Scenario: School will not close early but will suspend after-school activities.**

**Response:** This scenario allows for the testing of all students under standard conditions, with the exception of students who are entitled to extra time for testing. These students may complete their exams on the next day on which the student has no exams scheduled in accordance with the policies and procedures for [Multiple Day Test Administration](#). Under ordinary circumstances, Multiple Day Testing must be indicated in a student's IEP or 504 Plan; however, the Department is authorizing the application of Multiple Day Testing to these limited scenarios to ensure students may complete their tests with the accommodations to which they are entitled.

**Scenario: Some students are scheduled to test at a BOCES, but one of the component districts is closed.**

**Response:** The students who are at the BOCES site (i.e., their school did not close) should test during the date and time originally scheduled. For students that do not come to the BOCES because they are from a district that is closed, administrators should follow the procedures outlined on [pages 1-2](#) of this document.

Please call the Office of State Assessment at (518) 474-8220 or email [examrequest@nysed.gov](mailto:examrequest@nysed.gov) if you have any questions.