



BUREAU CHIEF
Office of State Assessment

September 2023

TO: Principals of Secondary Schools

FROM: Clara DeSorbo *Clara DeSorbo*

SUBJECT: Procedures for Requesting and Storing the January 2024 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the January 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: January 2024* (DET 504). These [forms](#) are also available on the Department's website.

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 — January 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 January 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 January 2024, plus the quantity needed for students who are otherwise admissible to a Regents Examination and planning to take the examination in January 2024. Schools may also request additional copies of the examination to be used by proctors assisting students with specific testing accommodations.

Online requests for January examination materials must be submitted no later than Friday, November 10. Specific directions for using the online examination request system are included with the [submitting instructions](#) (DET 502). Within three business days after your 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.**

Principals who find that they need additional materials may return to the online examination request system until November 10 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, because of 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 November 10. 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 published in Unified English Braille may be obtained from the New York State Resource Center for the Visually Impaired, 2A Richmond Avenue, Batavia, New York 14020 (phone: 585-343-5384).
- *Restricted editions:* The regular, large-type, and braille editions of the Regents Examination in Physical Setting/Physics and 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 January 2024. However, be sure to also request any copies that are needed for the proctors 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 to 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, Global History and Geography II, or United States History and Government. The [essay booklets](#) are available on the Department's website. Schools must print enough copies to supply one to each student during testing.
- *Regents-endorsed diplomas:* These may be requested online along with the school's request for Regents Examinations and will be shipped with the nonsecure materials for the January 2024 examination period.
- *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 November 10.

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

Current ELLs and eligible Former ELLs may take State examinations either in an alternative-language edition or in English, whichever is more appropriate to the student's reading skills. 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 eight languages other than English: Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. All translated editions of Regents Examinations must be requested using the online examination request system. Only English-language editions are provided for the Regents Examinations in English Language Arts, Geometry, Algebra II, Physical Setting/Chemistry, and Physical Setting/Physics.

Schools may provide ELLs with an oral translation of a Regents Examination when there is no translated edition provided by the Department. This accommodation is permitted for State examinations in all subjects **except** for the Regents examination in English Language Arts. All translations must be oral, direct translations of the English editions. Written translations are not allowed. No clarifications or explanations may be provided. Translators should receive copies of the English editions of the tests *one hour prior to administration*. The Department's Office of Bilingual Education and World Languages (phone: 518-474-8775) and the Regional Bilingual Education Resource Networks (RBERNs) can assist schools in locating suitable translators. A list of [RBERNs](#) is available on the Department's website.

The translated editions of Regents Examinations offered in January 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. [Additional guidance](#) on the identification of Former ELLs is available on the Department's website.

SHIPPING OF EXAMINATION MATERIALS

Examination materials may be delivered in up to five separate 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.

- *Early January*: Nonsecure testing materials, including the Regents-endorsed diplomas 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 Operations Group at 518-474-8220 or via e-mail to examrequest@nysed.gov.

For other questions regarding Regents Examinations, call OSA's main number at 518-474-5902 or via e-mail to emscassessinfo@nysed.gov.

Fax supplemental requests and Examination Storage Plans to 518-474-2021. Other faxes regarding test administration may be sent to 518-474-1989.