

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, and school personnel for the guest school will have the keys to open their locked boxes.

A shipment of the Earth Science performance test materials will be delivered to schools in cardboard cartons and/or padded mailers on August 1, 2, or 3. The Department does not provide printed copies of the following nonsecure materials, which will be available on the Department's website. Schools must print sufficient copies to adequately supply each student:

1. ~~Regional 10.5 (c)-2 ng)2P]T~~

If your inventory shows that the shipment contains excess examination materials or that it contains examination materials that your school did not request, please notify OSA immediately via fax. It is the principal's responsibility to maintain these excess materials under the same strict security protocols 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 a shipment for your school does not include all of the materials needed, contact a nearby regional center immediately with the exact number of test booklets that your school needs. This will ensure that a sufficient supply of examination materials will be available.

Emergency supplies of English editions are available at all regional centers. Only regional centers in New York City may have Spanish editions of Regents Examinations. Translated editions are not ordinarily n 6 (ns)-2

principal must notify the Department via fax if any packages of secure examination materials were not sealed properly when received.

If the examination materials are stored in a building other than the school in which the examinations will be administered, the materials for both the morning and afternoon examinations of each day may be picked up from the storage location on the morning of that day. However, the materials may not be picked up from

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

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of the Regents Examinations, call the Operations Group at 518-474-8220.

For other questions regarding State assessments, call OSA's main number at 518-474-5900.

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

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

OSA can also be reached via [e-mail](mailto:emscassessinfo@nysed.gov) at emscassessinfo@nysed.gov.