

THE STATE EDUCATION DEPARTMENT

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BUREAU CHIEF  
Office of State Assessment

January 2024

**TO:**

- 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

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 17, 18, or 19. **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.

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 no later than two days before the arrival of the locked Regents Boxes. 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**

Enclosed in each delivery is a shipping notice listing the materials included. 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, Physical Setting/Earth Science, Global History and Geography II, and United States History and Government:* Each sealed package contains 25 booklets.
- *Braille and large-type editions*

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 be stored in a secure location.







