

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of State Assessment  
Albany, New York 12234

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

August 2021

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- 1) Go to the [NYSED Business Application Portal \(https://portal.nysed.gov/abp/\)](https://portal.nysed.gov/abp/) and click the “Log In” button in the upper-right corner of the screen. Enter your username and password (case-sensitive) and then click “OK.”
- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading “My Applications” toward the top center of that page, click on “Examination Request System.”
- 3) A dialogue box displaying the “Request Agreement” will appear, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials as provided in the [School Administrator’s Manual](#). Carefully read the agreement and click “Accept” to indicate your agreement.
- 4) From the drop-

- 14) The next page will advise you that your examination request has been properly submitted to the Department's database. You will receive a confirmation of your request via e-mail within three business days. All school information and examination quantities entered during this session will be saved ONLY IF they were sent to the Department via the "Submit and Certify Your Request" button on the "Review and Submit" page.

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