



**SHIPMENT OF EXAMINATION MATERIALS**

In late May, a shipment of the Earth Science performance test materials and Regents diplomas will be delivered in cardboard cartons and/or padded mailers to those schools that requested these materials.

Locked Regents boxes containing the June 2024 Regents Examinations will be delivered to your school or approved storage location by FedEx. The booklets for each day of the June Regents Examination period will be shipped separately so as to arrive at schools (or approved storage locations) between 8:00 a.m. and 5:00 p.m. no later than the school day preceding the administration of the examinations.

The principal's name, school phone number, school name, and address of the school to which the shipment is being sent will be indicated at the top of the shipping label. 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. Pethe a -0916 (.)-5.P3 (8)1ae 0 5 (ed)]TJHwilleis1.6(.).1 Tw 1.641w 5.859 0.924 0[(n3 (tw 20.924 0o.3

#### 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:

- x *English editions of Regents Examinations:* Each sealed package contains 25 booklets.
- x *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.
- x *Braille and large-type editions and translations (other than Spanish) of Regents Examinations:* The exact quantity requested will be shipped to the school.

If the locked Regents boxes containing a school's shipment of secure examination materials are found to

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 before the examination date in order to give teachers time to become familiar with the instructions.

Schools must print sufficient copies of the nonrestricted scoring materials to supply one to each rater.

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*Mandatory Reporting of Testing Improprieties by Adults*

The Department's Test Security Unit (TSU) handles all reports of testing improprieties by adults involved

[Return](#) all Regents boxes no later than Friday, July 12, 2024. 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 the Regents boxes for a school are returned collect, the Department will refuse delivery.

#### **DEPARTMENT REVIEW**

Selected principals requesting examinations will receive notice concerning Department review by the end of the June Regents Examination period. This notice will indicate each subject for which answer papers must be submitted in the Regents box to the Department. 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 asked to submit answer papers for Regents Examinations should produce photocopies of all answer papers prior to being submitted to the Department and retain them in the school.

#### **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 the [evaluation](#) of any examination (except restricted editions) on the Department website.

#### **CONTACT INFORMATION**

For questions regarding the requesting, storing, and administering of the Regents Examinations, contact the OSA