



BUREAU CHIEF
Office of State Assessment

June 2022

TO: Principals of Secondary Schools

FROM: Clara DeSorbo **Clara DeSorbo**

SUBJECT: Procedures for Requesting and Storing the August 2022 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the August 2022 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]TJ /TT43u[(S)19m39uon le20ll

Information and Reporting Services via e-mail to

Setting/Earth Science are available in Spanish. Only English-language editions are provided for the Regents Examinations in English Language Arts, Geometry, Algebra II, and Physical Setting/Chemistry.

The Spanish editions of Regents Examinations cannot be obtained via the online examination request system. These editions must be requested in a separate letter, signed by the principal and faxed to the Department. The letter must specify the *exact quantity* of each test needed in Spanish.

The Spanish editions of Regents Examinations offered in August 2022 are direct translations of the English editions, so current and eligible former ELLs may be permitted to use both editions simultaneously.

ADMISSION OF STUDENTS TO EXAMINATIONS

Students not enrolled in your summer school program and those from other districts must provide you with written permission from their home school principal to be admitted to an August examination. Public school districts may not charge resident students a fee for admission to the August examinations. Nonresident students may be charged a reasonable fee to cover administrative and scoring costs.

STUDENT IDENTIFICATION AND RECORDKEEPING

Plans should be made well before August 16 to verify the identity of each student entering the examination room. This precaution is especially important in the case of students who are not enrolled in the summer school program, but who are taking the August examinations at your school. The test site administrator must retain the written permission from the home school administrator for a minimum of one year from the date of testing. Accurate attendance records must be kept for each examination

storage location will be reflected on the "School Information" page of the online examination request system.

WALK-IN VAULTS must have all of the following:

- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) with combination or key lock that allows exiting at all times

SAFES must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have:

- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the Regents boxes or the school's largest examination request (minimum acceptable unobstructed inside dimensions of 11"H x 20"W x 27"D to store one Regents box)

Principals of schools with approved storage facilities must inform all school building personnel permitted to accept delivery of Regents boxes of the procedures for safe storage of the boxes.