


Answer Sheets: Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the NYSITELL. The complete [list of RICs](#) and large-city scanning centers is available on the Department's website. New York City religious and independent schools must contract with a scanning center outside of the city. Questions about the requirement to scan answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or to the Office of Information and Reporting Services at 518-474-7965.

SHIPPING NYSITELL TEST MATERIALS

Initial requests for materials will be shipped expeditiously to arrive at schools as soon as possible. Materials requested in subsequent sessions will be shipped routinely so as to arrive at schools within a reasonable timeframe for administration. All test shipments will be delivered by FedEx between the hours of 8:00 a.m. and 5:00 p.m.

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State tests must provide all information and affie
