

February 2023

**TO:** Principals of Secondary Schools

**FROM:** Clara DeSorbo Clara DeSorbo

**SUBJECT:** Procedures for Requesting and Storing the June 2023 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the J82 439.63 1Tf4

submitted by fax for examinations or quantities that cannot, because of Department policies, be submitted online by the school.

Check all confirmation notices as soon as you receive them so that supplemental requests, if needed, may be placed no later than April 14. Administrators determining the need for additional examination materials after that date will likely have to obtain them from a nearby regional center on the day of the examination.

#### **GUIDELINES FOR REQUESTING SPECIFIC MATERIALS**

*Regular test booklets:* Request the exact quantity needed, plus not more than 5% for unanticipated increases.

*Large-type and braille test booklets:* With the exception of translated editions, large-type and braille test booklets are available for all examinations. Request the exact number of booklets needed for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require either of these accommodations. All braille editions of Regents Examinations are available [exclusively in the Unified English Braille format](#). Sample copies of past examinations in Unified English Braille may be obtained by contacting the New York State Resource Center for the Visually Impaired, 2A Richmond Avenue, Batavia, New York 14020 (585

Current and eligible Former ELLs may take State examinations either in an alternative-language edition or in English, whichever is more appropriate to the student's reading skills. Regents Examinations in Algebra I, Global History and Geography II, Living Environment, Physical Setting/Earth Science, and United States History and Government (Framework) are available in eight languages other than English: Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), Haitian Creole, Korean, Russian, and Spanish. All translated editions of Regents Examinations must be requested using the online examination request system. Only English-language editions are provided for the Regents Examinations in English Language Arts, Geometry, Algebra II, Physical Setting/Chemistry, and Physical Science.