

Director of Test Administration
Office of State Assessment

September 2024

TO: Principals of Secondary Schools
FROM: Clara DeSorbo Clara DeSorbo
SUBJECT: Procedures for Requesting and Storing the January 2025 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the January 2025 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 for the Office of State Assessment (OSA) are listed on the last page of this memorandum.

This memorandum is accompanied by the School Record of Examinations Requested (DET 501), the Instructions for Submitting Your Examination Request Online (DET 502), and the Examination Schedule: January 2025 (DET 504). These forms are also available on the Department's website.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access into the online examination request system. For information on accessing the online examination request system, please see Instructions for Submitting Your Examination Request Online — January 2025 (DET 502).

REQUESTING EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for administration to students who are expected to take a Regents Examination in January 2025. Schools are not permitted to request examinations for other schools. The quantity of examinations requested should match your school's enrollment in courses that will be completed in January 2025, plus the quantity needed for students who are otherwise admissible to a Regents Examination and planning to take the examination in January 2025. Schools may also request additional copies of the examination to be used by proctors assisting 06.6 at 06.6 ()Tj -0.002 Tc 0.0hoolon5will b2u.6 (u)10af6y</MClw6P6.6 (ok>B6 ()1MClw (t)T

