

Checklist for Department Review

Please follow the instructions below to ensure proper handling and processing of your shipment.

- For each examination listed, please send all answer papers (passing and failing) and include all parts of the examination: multiple-choice as well as student responses to open-ended /constructed response.

Note: English requires both sessions. Please arrange each student's answer papers in the following order: Session One (Answer Sheet); Session Two (Answer Sheet); Session One (Essay A, Essay B); Session Two (Essay A, Essay B).

- Please ensure that question-by-question scores are provided for open-ended /constructed response questions.
- All part scores (multiple-choice/ and open-ended/constructed response) must be recorded on the answer sheet which shows the student name, sex, school, grade and teacher, and this should become the cover page for the student's exam.
- A Record of Department Review has been provided for each examination title that you are submitting. Please enter the number of papers submitted and the number of papers with a passing score (≥ 65). Additional copies may be downloaded from the NYSED web site, should you require them.
- Attach a Record of Department Review form to the corresponding answer papers.
- If you did not administer one or more of the examinations requested, please circle the examination title on the Notice of Department Review and explain briefly why you are not submitting that examination.
- Package all answer papers in a box that is sturdy enough to make the journey. Please DO NOT ship your answer papers in the boxes that NYSED used to ship test materials to your school.
- Fill out a green identification label for each box you are shipping and attach securely to the outside of the box. CTB DOES NOT provide shipping labels. Each school is responsible for the cost of shipping its test materials.
- Ship via a traceable carrier (i.e. UPS) and keep your tracking number for future reference. Send your answer papers to:

CTB/McGraw-Hill, 10234 Spaatz Way, Mather, CA 95655.

- Make a record of all student scores before shipping your papers to CTB.**