

Checklist for the Return of Examination Materials in Regents Boxes

June 2015

This checklist is provided for your use in inventorying the items to return in the Regents box. You do not need to return this form to the Department.

- Examination Scoring Certificate
- Deputy and Proctor Certificate
- Examination Storage Certificate
- All copies, used and unused, of restricted test booklets and answer booklets/answer sheets: RCTs in Global Studies, Mathematics, Science, and US History and Government
- All scoring keys and rating guides for restricted exams
- All Teacher Copies of the restricted Braille editions of the Regents Exams in Physical Setting/Earth Science, Physical Setting/Physics, and Living Environment
- All copies of braille and large-type exam materials
- Padlock keys (Please insert padlock keys into the envelope provided before placing them in the Regents box.)
- Answer papers for the exam title(s) indicated on your school's Department Review Request form. (Only a sampling of schools receives request forms following each exam period.)