

# Checklist for the Return of Exam Materials in Regents Boxes June 2011

***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.***

- Exam Scoring Certificate
- Deputy and Proctor Certificate
- Exam Storage Certificate
- All copies, used and unused, of restricted test booklets and answer booklets/answer sheets: RCTs in Global Studies, Mathematics, Science and U.S. History and Government.
- All RCT in Global Studies and RCT U.S. History & Government Part 1 and Part 2 test booklets.
- All scoring keys and rating guides for restricted exams.
- All scrap paper used by students taking any restricted exam
- 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.)

**Please Note:** Answer papers for the exam title(s) indicated on your school's Department Review Request form must be shipped by the school directly to the address provided in the memorandum accompanying the request form. These answer papers should be returned to the Department in the Regents box. (Only a sampling of schools receive request forms following each exam period.)