



Director of Test Administration
Office of State Assessment

February 2025

TO: Principals of Secondary Schools

FROM: Clara DeSorbo Clara DeSorbo

SUBJECT: Procedures for Requesting and Storing the June 2025 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the June 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

REQUESTING EXAMINATION MATERIALS

Request only those quantities of examinations actually needed for administration to students who are expected to take a Regents Examination in June 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 June 2025, plus the quantity needed for students who are otherwise admissible to a Regents Examination and are planning to retake the examination in June 2025. Schools may also request additional copies of the examination to be used by proctors assisting students with specific testing accommodations.

about the requirement to scan Regents Examination answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or the Office of Information and Reporting Services at datasupport@nysed.gov.

- x Essay booklets: The Department does not provide printed copies of the essay booklets for the Regents Examinations in English Language Arts, United States History and Government, or Global History and Geography II. The [essay booklets](#) are available on the Department's website. Schools must print enough copies to supply one to each student during testing.
- x Regents-endorsed diplomas: These may be requested online along with the school's request for Regents Examinations and will be shipped with the nonsecure materials for the June 2025 examination period.
- x Braille or large-type auxiliary test materials: Scoring keys, Teacher Directions, etc., for English editions of State examinations may be requested for use by teachers with visual disabilities. These materials will be prepared only when a written request from the principal is received via fax no later than April 11.

REQUESTING MATERIALS FOR CURRENT AND ELIGIBLE FORMER ENGLISH LANGUAGE LEARNERS (ELLs)

Current ELLs 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, Living Environment, Life Science: Biology, Physical Setting/Earth Science, Earth and Space Sciences, Global History and Geography II, and United States History and Government 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 Setting/Physics.

Schools may provide ELLs with an oral translation of a Regents Examination

EXAMINATION STORAGE REQUIREMENTS

School administrators must comply with the requirements for the storage and handling of secure examination materials. These requirements are