



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ASSISTANT COMMISSIONER  
Office of Assessment Policy, Development and Administration

April 2011

TO: District Superintendents and Superintendents of Schools

FROM: David Abrams 

SUBJECT: New Requirement for the Ordering of Regents Examinations

The Department is aware of the hard work that you are doing to ensure that your principals order the necessary number of Regents Exams that your schools need to administer, and we are deeply appreciative of your efforts. This memo is to alert you to a new procedure for ordering Regents Exams which **all** school districts must follow to place their orders for the June 2011 administration. We thank you in advance for your cooperation.

Attached with this memo is the "Charge Back or Invoice for Regents Exam Overages Form" which an authorized signatory (the person responsible for signing contracts for your school district) **must complete** acknowledging agreement with its terms. According to the terms of the form, any school district that administers less than 90% of the exams it orders in each exam title requested will be required to pay \$1 for each exam ordered that exceeds by more than 10% the number of examinations administered during the June 2011 testing period.

The Department's online ordering system will be open from Monday, April 11 to Friday, April 29, 2011. **Schools will not be able to submit their orders to the online system for June 2011 Exams until the signed Charge Back or Invoice Form has been returned to the Department.** The form can be faxed to the Department at 518-474-2021 or e-mailed to [examrequest@mail.nysed.gov](mailto:examrequest@mail.nysed.gov).

We appreciate your cooperation with this new procedure as we work to contain costs and still provide the necessary number of exams that your schools will need for the June 2011 administration. By working together, we will be able to ensure that all students will have the materials they need for this June. Thank you for all the hard work you do on behalf of our students.

Attachment

c: John B. King, Jr.  
Kenneth Slentz

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Albany, New York 12234

**Charge Back or Invoice for Regents Exam Overages**

By signing this document, you agree that should your school district, charter school or nonpublic school administer less than 90 percent of the examinations it orders in each examination title, **the Department will charge** your school district, charter school, or nonpublic school \$1.00 for each examination ordered that exceeds by more than 10 percent the number of such examinations administered. This charge will defray a portion of the costs of printing and shipping the examinations not administered.\*

You further agree that your school district, charter school, or nonpublic school **will pay such charge**, which will be collected by the Department via charge back, wherever practicable, or invoice (invoices must be paid within 30 days of receipt).

No fee will be charged to school districts, charter schools, or nonpublic schools for such quantities ordered for examinations that are not administered due to inclement weather.

**Board of Education President, School District Superintendent, Charter School  
Governing Board President, Chief Administrative Officer, or Equivalent Authorized  
Signatory:**

Signature:

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Name/Title (print):

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School District/Charter  
School/Nonpublic School  
Name:

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Date:

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\* Education Law §209 authorizes the Board of Regents to establish fees for commencement-level examinations.