

Director of Test Administration
Office of State Assessment

September 2024

TO: Principals of Secondary Schools
FROM: Clara DeSorbo Clara DeSorbo
SUBJECT: Procedures for Requesting and Storing the January 2025 Regents Examinations

This memorandum provides essential information concerning the requesting and storing of the January 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 Department's website.

Important telephone and fax numbers for the Office of State Assessment (OSA) are listed on the last page of this memorandum.

This memorandum is accompanied by the School Record of Examinations Requested (DET 501), the Instructions for Submitting Your Examination Request Online (DET 502), and the Examination Schedule: January 2025 (DET 504). These forms are also available on the Department's website.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access into the online examination request system. For information on accessing the online examination request system, please see Instructions for Submitting Your Examination Request Online — January 2025 (DET 502).

