

Checklist for the Return of Examination Materials in Regents Boxes

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.

- Deputy and Proctor Certificate
- Examination Storage Certificate
- All copies, used and unused, of restricted test booklets
- All RCT in Global Studies and RCT U.S. History & Government Part 1 and Part 2 test booklets, when applicable
- All restricted rating guides
- All scrap paper used by students taking any restricted examination
- All rating guides, teacher dictation copies, and student answer booklets for the restricted June edition of the Regents Comprehensive Examinations in German and Hebrew (**New in June 2009**)
- All copies of braille and large-type materials
- Padlock keys (Please insert padlock keys into the envelope provided before placing them in the Regents box.)

Please Note: Answer papers for the examination 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 examination period.)