

# Checklist for the Return of Exam Materials in Regents Boxes

January 2013

***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.***

- Examination Scoring Certificate
- Deputy and Proctor Certificate
- Examination Storage Certificate
- All copies, used and unused, of restricted test booklets and answer booklets/answer sheets: RCTs in Global Studies, Mathematics, Science, US History and Government, and the braille edition of RCT in Reading; Regents Exam in Physical Setting/Physics
- All scoring keys and rating guides for restricted exams
- All Teacher Copies of the restricted braille editions of the Regents Exams in Physical Setting/Earth Science, Physical Setting/Physics, and Living Environment
- 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.)
- Answer papers for the exam title(s) indicated on your school's Department Review Request form. (Only a sampling of schools receives request forms following each exam period.)