

# Checklist for the Return of Examination Materials in Regents Boxes

January 2011

***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, and US History and Government; Regents Examinations in Comprehensive French and Physical Setting/Physics
- All scoring keys and rating guides for restricted examinations
- All restricted teacher dictation copies for the restricted January edition of the Regents Comprehensive Examination in French
- All copies of braille and large-type examination materials
- Padlock keys (Please insert padlock keys into the envelope provided before placing them in the Regents box.)
- Answer papers for the examination title(s) indicated on your school's Department Review Request form. (Only a sampling of schools receive request forms following each examination period.)