

INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

JUNE 2013

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

IMPORTANT NOTES

- Be sure to use the "Next Page" and "Previous Page" buttons, located at the bottom of each web page, to move between pages within the online examination request system. If you use your browser's forward and back buttons, any information entered on the page you are leaving will not be recorded in the Department's database.
- Similarly, on the final page ("Review and Submit"), you must send the data you entered by using the "Submit Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your exam request.

- 1) Go to <http://portal.nysed.gov> and click the "Log On" button in the upper right corner of the screen. Enter the user name and password (case-sensitive), and then click "OK."

All questions regarding user names and passwords for public schools must be directed to your Delegated Administrator in your local school district and for nonpublic schools the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading "My Applications" toward the top center of this page, click on "Examination Request System."
- 3) A dialogue box displaying the "Request Agreement" appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure exam materials as provided in the *School Administrator's Manual*. Carefully read the agreement and click "Submit" to indicate your agreement.
- 4) This message will appear as a pop-up: "Your agreement will allow you to begin requesting." Click "OK."
- 5) From the drop-down menu under "Select Examination Period," select "2013 June Regents Examination Period" and click "Go." This will bring you to the "School Information" page.
- 6) Carefully review the "School Information" page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail, including passwords for scoring materials.**

The online examination request system has the capacity to receive and store three e-mail addresses for each school—principal, alternative contact, and summer school administrator. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting Information and Reporting Services at dataquest@mail.nysed.gov. Schools must also fax such changes to 518-474-2021.

- 7) If your school does not have an ongoing Department-approved storage location for secure exam materials, or if you need to amend the storage information for your school, you will need to complete and submit an *Examination Storage Plan* (DET 599). (See the message at the bottom of the “School Information” page for instructions; Adobe Reader[®] required.)
- 8) When you are finished reviewing and/or updating the information on the “School Information” page, click the “Save and Proceed to Request Examinations” button at the bottom of the page. The online examination request system will allow you to request only the types of secondary-level New York State exams for which your school is eligible based on enrollment.

If the *Charge Back or Invoice for Regents Exam Overages* form for your school has not been submitted, you will not be allowed to proceed with requesting exams. Please contact the Operations Group at 518-474-8220 for a copy of the form, which must be signed by the Board of Education President, School District Superintendent, Chief Administrative Officer, or an equivalent signatory. If the *Charge Back or Invoice for Regents Exam Overages* form has been submitted for your school, you may proceed with your exam request. It only needs to be submitted once.

- 9) When the next page opens, you may enter the quantities needed for each regular, translated (Regents Exams only), large-type, and/or braille edition, based on the number of students who will be taking that exam. Request specific editions only for those students eligible to take those editions. When you have finished entering the quantities needed for the exams on that page, click the “Next Page” button to proceed to the next category of exams for which your school is eligible to order.

If you need to request alternative language editions of any RCTs, you must do so via a fax signed by the principal to OSA at 518-474-2021 listing the exact test title(s), language(s) and quantities needed.

- 10) When you have finished entering all exam quantities needed for your school, use the “Next Page” button to navigate to the “Review and Submit Your Examination Request” page.
- 11) Carefully review your exam request. **Request only the quantity needed for eligible students.** If you need to change your request, click the “Previous Page” button until you have reached the page on which you want to make changes. When all changes have been made, click the “Next Page” button until you are returned to the “Review and Submit” page.
- 12) When you have determined that all information listed is correct, click the “SUBMIT AND CERTIFY YOUR REQUEST” button. **CAUTION: If you close the “Review and Submit” page without submitting the entire request by use of this button, the Department will not receive your exam request.**
- 13) Once your exam request has been properly submitted to the Department’s database, you will receive a confirmation of your request via e-mail within three business days. All school information and exam quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the “SUBMIT AND CERTIFY YOUR REQUEST” button on the “Review and Submit” page.
- 14) Close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Business Application Portal, click “Log Off” in the upper right corner of the Portal page.

Any questions about your school’s exam request may be directed to examrequest@mail.nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@mail.nysed.gov.