

# Important Reminders for ALL STAFF: Regents Answer Sheets from MAARS

Please share these reminders with all district and school personnel, including proctors, and anyone else who are in possession of answer sheets at any time.

1. Please DO NOT MAKE COPIES of any answer sheet, including blanks. Each answer sheet has a serial number that is unique.
  - a. If you need more blanks, you are to email [pzeiner@bocesmaars.org](mailto:pzeiner@bocesmaars.org) and request the required amount for your school.
2. Please ensure 9-digit student ID is written in the bottom left box if using a blank answer sheet.
3. Never make marks that interfere or cover any bar code on the answer sheet.
4. Always ensure that teacher-scored bubbles are properly filled in. Any blank bubbles on teacher-scored questions prevent the score from being submitted, delaying the process.
5. Please refer to the Proctor/Scoring Directions so students can be instructed on the proper ways to bubble in their answer selections.
6. Please ensure the student signs their answer sheet for each exam they take.



# Answer Sheet Checklist

- ☐ We are returning answer sheets that include no copies (each has unique 4-digit serial number/bar code)
- ☐ All blank answer sheet have the 9-digit student ID clearly written in bottom-left box on page 1
- ☐ Bar codes are free of extraneous markings
- ☐ All teacher-rated bubbles are filled in with scorer names and letters clearly legible
- ☐ All answer sheets are signed by student



Test Coordinator's Signature