Regents Pre-printing and Reporting Test Processing Services January 2027

October 22, 2026

To: District Assistant Superintendents and Testing Coordinators

From: MAARS Test Processing Services

Subject: January 2027 Regents Testing

All Regents exams must be taken on pre-printed MAARS Regents answer sheets. The answer sheets must be scanned, and processed through the ASAP Regents database.

Physical Setting/Physics (03151) is still a RESTRICTED EXAM. The new test, Physical Science/Physics (03170) is NOT RESTRICTED and MAARS will preprint.

NYSED Deadlines

- Districts must have all exams ordered through the state online ordering system by **November 13th**.

Examination Schedules:

- The 2027 January, June and August Regents exam schedules may be found at this link: Regents Examination Schedules | New York State Education Department (nysed.gov)

M.A.A.R.S. Answer Sheet Pre-Printing Process:

- Districts complete the MAARS on-line order form using this link: MAARS January 2026 Regents Preprinted Answer Sheet Order Form **due December 4th**. Once you have submitted the form, a confirmation in PDF will automatically be emailed to you. If you do not receive it, please be sure to check your spam or junk mail. **Heads up to schools with multiple high schools and/or middle schools:** You will have to submit the form for each school listed in the drop down within the form.
- Districts must provide MAARS with files of students taking January Regents exams **by December 11th** The files must be loaded to the FTP site in '*2026-2027 REGENTS (Jan)/Student Demographic*' folder. The file requirements are attached titled 'Regents-District-Student File Specs 2026-2027'. Please email Patty Zeiner when the files are available**.**
- Files of walk-in students taking exams will be accepted until **January 20th.** Files received after that date will be printed to PDF and sent to the district for printing. Please send an email to let us know when your files have been loaded to the FTP site.
- Out-of-district programs will provide MAARS with student files for pre-printing. MAARS will preprint answer sheets and deliver them to the out-of-district programs on your behalf.

** **Reminder:** If you have changed computers you will need to have Teleform installed. Please contact Patty Zeiner to set up a date/time for the installation.

Exam Processing:

- MAARS provides proctor/scorer directions, for administering and scoring exams, with the answer sheets. Please ensure that proctors/scorers receive the directions and understand the requirements.
- Districts will use Teleform to scan and verify answer sheets. The January Teleform .TFT files will be loaded to FTP in *'2026-2027/REGENTS/Jan/Teleform Forms'* folder. Download the forms, import into Teleform Designer and set up jobs in Teleform Scan Station. Directions for these steps have been loaded to FTP in '*2026-2027/REGENTS/Jan/Documents'* folder titled 'Teleform Directions for Regents Scanning and Verifying'.
- The answer sheets may only be scored once.

- ASAP will be used to process scanned data. Districts will login to the ASAP database, upload scanned files, and run reports.

- MAARS will send Regents Fact, Response and Accommodations files to Level 1 of the Data Warehouse. MAARS will notify districts of any loading errors. Districts will notify MAARS when corrections have been made. MAARS will re-load data in Level 1.

Please contact Patty Zeiner at 349-9053 or email pzeiner@bocesmaars.org if you have any questions.