



## Regents Pre-printing and Reporting Test Processing Services June 2024

March 6, 2024

To: Charter School Regents Administrators and Testing Coordinators  
From: M.A.A.R.S. Test Processing Services  
Subject: Regents Testing for June 2024

All Regents exams must be taken on pre-printed M.A.A.R.S. Regents answer sheets. The answer sheets must be scanned and processed through the ASAP Regents database.

### **NYSED Deadlines**

Schools must have all exams ordered through the state online ordering system **by April 12**.

M.A.A.R.S. will begin to send scores from ASAP to Level 1 on **June 30**. The deadline for loading all Regents scores in Level 2 is **TBA**.

### **Answer Sheet Pre-Printing Process**

- **Schools complete the online form [M.A.A.R.S. Order Form for June 2024 Pre-Printed Answer Sheets](#) by **April 9**.** 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.
- There are two options for pre-printing answer sheets:
  - **Answer sheets are printed using staff/student/course data in Level 0. This data must be loaded in Level 0 by **April 9**.** When a course has two teachers with equal instructional weight the teacher with the lowest Teach ID will show on the pre-printed answer sheet. Please send an email to [pzeiner@bocesmaars.org](mailto:pzeiner@bocesmaars.org) when data has been loaded in L0.
  - **Schools provide M.A.A.R.S. with files of students taking exams.** The required file specifications are posted to [M.A.A.R.S. Website - June 2024](#). **Completed files should be uploaded to the Monroe FTP site in '2023-2024/REGENTS (Jun)/Student Demographic' folder by **April 16**.** Please send an email to [pzeiner@bocesmaars.org](mailto:pzeiner@bocesmaars.org) to let us know when your file(s) have been loaded. TIP: Do not forget your AP students!
- **Files of walk-in students taking exams will be accepted until **June 7**.** Files received after June 7 will be printed to PDF and sent to the school for printing. Please send an email to let us know when your files have been loaded to the FTP site.

### **Exam Processing**

- M.A.A.R.S. 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.
- Teachers score only the constructed responses and essay portions of all exams and bubble appropriate scores on answer sheets. Please verify that all is completely bubbled in before delivering to M.A.A.R.S.
- Answer sheets are delivered to M.A.A.R.S. for scanning and scoring. **The deadline for delivering answer sheets is **June 30**.** School staff must be available to resolve any errors found during scanning (missing teacher scores, blank student ID numbers).
- M.A.A.R.S. staff imports the scanned data into the Regents database, called ASAP, and scores the exam. The school is notified that the scores are available in ASAP. School staff logs into the ASAP database to run the score reports.
- Score reports will be available within 24 hours after answer sheets were delivered to M.A.A.R.S. The school reports the scanned scores on student report cards.
- M.A.A.R.S. sends final exam scores, item responses, and accommodations to the data warehouse.

All information pertaining to the upcoming Regents exams can be found in [M.A.A.R.S. Website - June 2024](#)  
Please contact Patty Zeiner at 349-9053 or email [pzeiner@bocesmaars.org](mailto:pzeiner@bocesmaars.org) with any questions or concerns.