



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

March 6, 2024

To: District Regents Administrators and Testing Coordinators  
From: M.A.A.R.S. Test Processing Services  
Subject: Regents Testing 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

Districts must have all exams ordered through the state online ordering system **by April 12**. Districts must have all exams scanned and scored in ASAP by **June 28**. M.A.A.R.S. will send the scores from ASAP to Level 1 by **July 7**. The deadline for loading all Regents scores in Level 2 is **TBA**.

### Answer Sheet Pre-Printing Process

- **Districts 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. 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.
- There are two options for pre-printing answer sheets:
  - **Answer sheets are printed using staff/student/course data in Level 0. These data must be loaded in Level 0 by April 16.** 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 us an email when data has been loaded in LO.
  - **Districts 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 3.** Files received after June 7 will be printed to PDF and sent to the district for printing. Please send an email to [pzeiner@bocesmaars.org](mailto:pzeiner@bocesmaars.org) to let us know when your files have been loaded to the FTP site.
- Out-of-district programs will provide M.A.A.R.S. with student files for pre-printing. M.A.A.R.S. will give districts a list of these students. Please verify that Level 0 location codes match the spreadsheet. If location codes are different, student placement must be verified and enrollment data in LO updated.
- M.A.A.R.S. provides proctor/scorer directions for administering and scoring exams with the answer sheets.

### Exam Processing

- Districts will use Teleform to scan and verify answer sheets. The answer sheets may only be scored once.
- ASAP will be used to process scanned data. Districts will login to the database, upload scanned files, and run reports.
- M.A.A.R.S. will send Regents Fact and Accommodations files to Level 1 of the Data Warehouse. M.A.A.R.S. will notify districts of any load errors. Districts will notify M.A.A.R.S. when corrections have been made. M.A.A.R.S. will re-load data in Level 1. Response files will be sent after the Fact files have loaded with no errors.

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.