



Regents Pre-printing and Reporting Test Processing Services June 2024

March 6, 2024

To: Non-Public 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.

Schools must have all exams ordered through the state online ordering system **by April 12**. MAARS will begin to send scores from ASAP to Level 1 by **June 28**. 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.
- **Schools send M.A.A.R.S. an Excel spreadsheet identifying students taking exams by **April 16**.** The spreadsheet and directions for filling it out are on [M.A.A.R.S. Website - June 2024](#). The completed spreadsheet should be uploaded to the Monroe FTP site in '2022-2023/REGENTS (Jun)/Student Demographic' folder. Files must match the layout or you will be asked to submit new files. Please send an email to pzeiner@bocesmaars.org to let us know when your files have been loaded to the FTP site.
- **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 district for printing. Please send an email to 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.

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 **Friday, June 28**.** 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 with any questions or concerns.