

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

**INSTRUCTIONS FOR SUBMITTING ELEMENTARY- AND
INTERMEDIATE-LEVEL EXAMINATION REQUESTS ONLINE**

Once you have completed the *Worksheet for Developing Online Requests* (DET 901), available at <http://www.p12.nysed.gov/assessment/ei/eigen.html>, you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

IMPORTANT NOTES

- Be sure to use the "Next Page" and "Previous Page" buttons located at the bottom of each web page to move between pages within the online examination request system. If you use your browser's forward and back buttons, the information just entered on the page you are leaving will not be recorded in the OSA database.
- Similarly, on the final screen ("Review and Submit"), you must send the data you entered by using the "Submit and Certify Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your exam request.

1. Go to <http://portal.nysed.gov> and click the "Log On" button in the upper right corner of the screen. Enter the username and password (case-sensitive).

All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district and for nonpublic schools the SEDDAS Help Desk at 518-473-8832 or seddas_help@mail.nysed.gov.

2. You will then be taken back to the NYSED Business Application Portal web page. Under the heading "My Applications" toward the top of this page, click on "Examination Request System."
3. A dialogue box displaying the "Request Agreement" appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure exam materials as provided in the appropriate [School Administrator's Manual](#) for the tests you have requested. Carefully read the agreement and click "Accept" to indicate your agreement.
4. Select the type of tests you wish to request from the drop-down menu and click "Go." This will bring you to the "School Information" page.
5. Carefully review the "School Information" page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update as needed the phone and fax numbers for your school and the e-mail addresses for the principal and an alternative contact. **It is imperative that e-mail addresses are kept up to date as the Department sends important communications by e-mail.**

The online examination request system has the capacity to receive and store two e-mail addresses for each school—the principal and an alternative contact. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting Information and Reporting Services at dataquest@mail.nysed.gov. Schools must also fax such changes to 518-474-2021.

6. Scroll down to the section titled "District/BOCES/Regional Center Data" and select from the drop-down menu next to "Scanning Center" the center with whom you have contracted for scanning services. You must enter this information in order to proceed with ordering tests.
7. In the next section titled "Examination Storage Plan," click the button that describes the location where your school's exams are to be shipped and stored.
8. If you need to have your school's exams shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the *Examination Storage Plan* for the alternate location to the OSA Operations Group at 518-474-2021. (In order to complete the *Examination Storage Plan* for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: principal's name, BEDS Code, school/building name, street address, phone number, fax and e-mail.)

Note: alternate storage location information faxed to the OSA Operations Group will not appear on the online examination request system until five business days from the date of receipt.

9. When you are finished reviewing and/or updating the information on the "School Information" page, click the "Save and Proceed to Request Examinations" button at the bottom of the page. The online examination request system will allow you to view only the types of New York State tests your school is eligible to request.
10. When the next page opens, you may enter the quantities needed for each regular, large-type, braille, and/or alternative language edition, if available, based on the number of students who will be taking that test. When you have finished entering the quantities needed for the tests on that page, click the "Next Page" to proceed to the "Review and Submit Your Examination Request" page.
11. Carefully review your exam request. If you need to change your request, click the "Previous Page" button until you have reached the page on which you want to make changes. When all changes have been made, click the "Next Page" button until you are returned to the "Review and Submit" page.
12. When you have determined that all the information listed is correct, click the "SUBMIT AND CERTIFY YOUR REQUEST" button. **CAUTION: If you close the "Review and Submit" screen without submitting the entire request by use of this button, the Department will not receive your exam request.**
13. The next page will advise you that your exam request has been submitted to the Department's database and you will receive a confirmation of your request via e-mail within three business days. All school information and exam quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the "SUBMIT AND CERTIFY YOUR REQUEST" button on the "Review and Submit" page.

To order tests for another Exam Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Exam Cycle" to select the next group of tests to be ordered and repeat this process.

14. Once your exam requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Business Application Portal, click "Log Off" in the upper right corner of the Portal page.

Any questions about your school's exam request may be directed to examrequest@mail.nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@mail.nysed.gov.