

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

### February 25, 2016 Special Administration

Once you have completed the *School Record of Examinations Requested* (DET 501Sp), 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, any information entered on the page you are leaving will not be recorded in the Department's database.
- Similarly, on the final page ("Review and Submit"), you must send the data you entered by using the "Submit 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 your username and password (case-sensitive), and then click "OK."

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@nysed.gov](mailto:seddas_help@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 center 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 *School Administrator's Manual*. Carefully read the agreement and click "Accept" to indicate your agreement.
- 4) From the drop-down menu under "Select Examination Period," select "2016 February Regents Examination Period" 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 address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail. This is also the page on which the link to the passwords used to open the scoring materials during exam administration is located.**

The online examination request system has the capacity to receive and store three e-mail addresses for each school—principal, alternative contact, and summer school administrator. 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@nysed.gov](mailto:dataquest@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) If your school does not have an ongoing Department-approved storage location for secure exam materials, or if you need to amend the storage information for your school, you will need to complete and submit an *Examination Storage Plan* (DET 599Sp). (See the message at the bottom of the "School Information" page for instructions; Adobe Reader<sup>®</sup> required.)
- 8) 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 request only the types of secondary-level New York State exams for which your school is eligible based on enrollment.
- 9) When the next page opens, you may enter the quantities needed for each regular, Spanish edition, large-type, and/or braille edition, based on the number of students who will be taking that exam. Request specific editions only for those students eligible to take those editions. When you have finished entering the quantities needed for the exams on that page, click the "Next Page" button to proceed to the next category of exams that your school is eligible to order.
- 10) When you have finished entering all exam quantities needed for your school, use the "Next Page" button to navigate to the "Review and Submit Your Examination Request" page.
- 11) Carefully review your exam request. **Request only the quantity needed for eligible students.** 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 information listed is correct, click the "Submit and Certify Your Request" button. **CAUTION: If you close the "Review and Submit" page 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 properly 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.
- 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@nysed.gov](mailto:examrequest@nysed.gov). Questions about testing programs, policies, and procedures may be sent to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).