

JUNE 2026

PREPARING REGENTS EXAM BOOKLETS AND ANSWER SHEETS FOR SCORING

INSTRUCTIONS FOR VENDOR SCORING WITH OPTIMUM SOLUTIONS CORPORATION

OSC & EASTERN SUFFOLK BOCES
ASSESSMENT SERVICES–SCORING & TRAINING
School Data Bank Services | Educational Support Services

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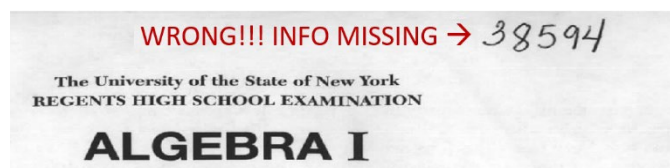
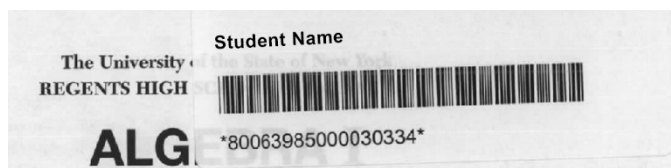
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Instructions Applying to ALL Exams

Exam Booklets:

- Every Exam Booklet **must** have a Student Barcode Label.
- Student Barcode Labels **must** be placed at the top right of the appropriate booklet cover (see individual test instructions to determine which booklet gets the label).
 - If the Barcode Label is not damaged or placed incorrectly, hand write the following:
 - the student's name
 - the full barcode number
 - Reminder: The **full barcode** is required.



- If a student barcode label or number is not available, neatly write the following near the top right corner of the answer booklet cover:
 - the student's first and last name
 - the district/school 8-digit BEDS code
 - the 9-digit local student ID

Answer Sheets:

- Every Answer Sheet **must** have:
 - the student ID filled in at the bottom left of page 1, and
 - the district/building BEDS code completed, just above and to the right of the student ID.

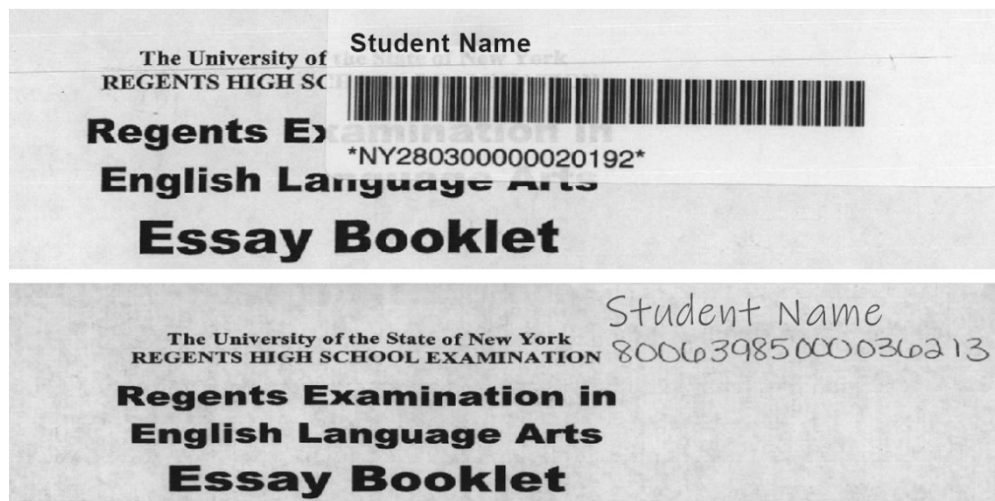
A photograph of an answer sheet. At the top, there is a line for "Signature". Below it, on the left, is a box labeled "Local Student ID" with the instruction: "If the student's name is not pre-printed on the line at the top, write it on the line AND write the local STUDENT ID in the box below." Below this instruction is a box labeled "STUDENT ID HERE". To the right of the "Local Student ID" box is a dashed line labeled "BEDS →". To the right of the dashed line is a large barcode with the number "8 0 0 6 0 4 4 8 0 3 9 9 9 9" below it. Above the large barcode is the text "Do not write on bar codes". Below the large barcode is a smaller barcode with the number "8 6 9 5" below it. To the right of the smaller barcode is a small square logo with the number "13120" above it.

- Answer Sheets **must be removed from the Booklets** and delivered separately (do *not* nest sheets inside booklets).



Instructions specific to the *ELA* Regents Exam

- Student Barcode **must** be placed at the top right of the **Essay Booklet** cover, either as a label or a handwritten name and full barcode number:



If a student barcode label or number is not available, neatly write the following near the top right corner of the answer booklet cover:

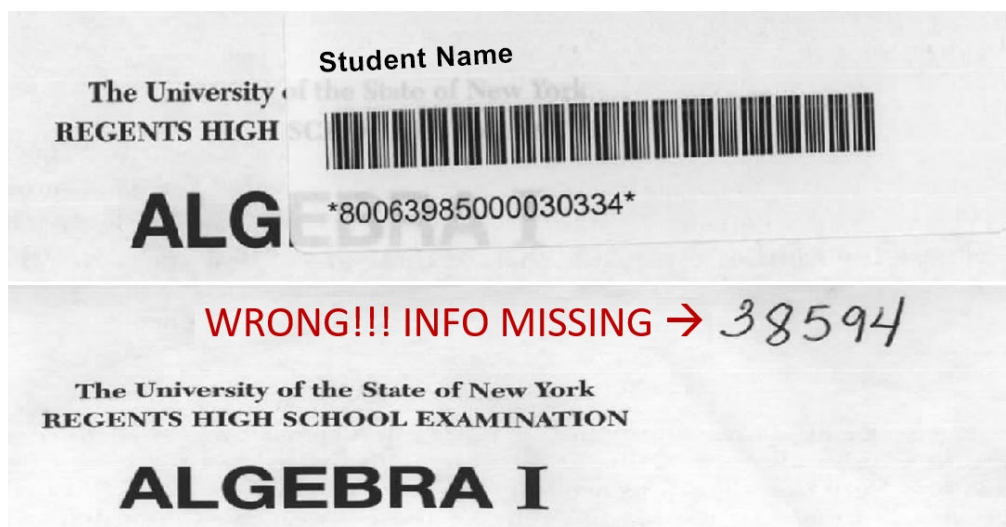
- the student's full name
 - district BEDS code
 - student ID
- The Essay Booklet can be found at:
<https://www.nysed.gov/sites/default/files/programs/state-assessment/625-17.pdf>
 - Print or copy these **double-sided**.
 - The answer booklet **must** be 5 physical pages.
 - **We cannot score any additional pages inserted into the booklet.**
 - The Essay Booklet is structured to have the **Part II Argument Essay** started on the cover, and the **Part III Text-Analysis Response Essay** started on page 7.
 - **Please have your proctors remind the students taking these exams to write their responses in the correct area in the booklet.**
 - We get a number of students who write the responses in the wrong location within the booklet. It is difficult for our scorers in the electronic environment to detect this and locate the correct response. If a student does write the responses in the wrong location, *place these answer booklets at the top of the pile with a note* so we can correct it before we scan. Answer booklets that are received with essays in the wrong location without being noted will incur an additional processing cost.
 - Please **place one copy of the Exam Booklet in the package** with your students' answer booklets. *This is the only way we can gain access to the reading passages.*



Instructions specific to Math Regents Exams

Algebra I, Algebra II, and Geometry

- Student Barcode **must** be placed at the top right of the **Examination Booklet** cover, either as a label or a handwritten name and full barcode number.
 - Reminder: The **full barcode** is required.



If a student barcode label or number is not available, neatly write the following near the top right corner of the answer booklet cover:

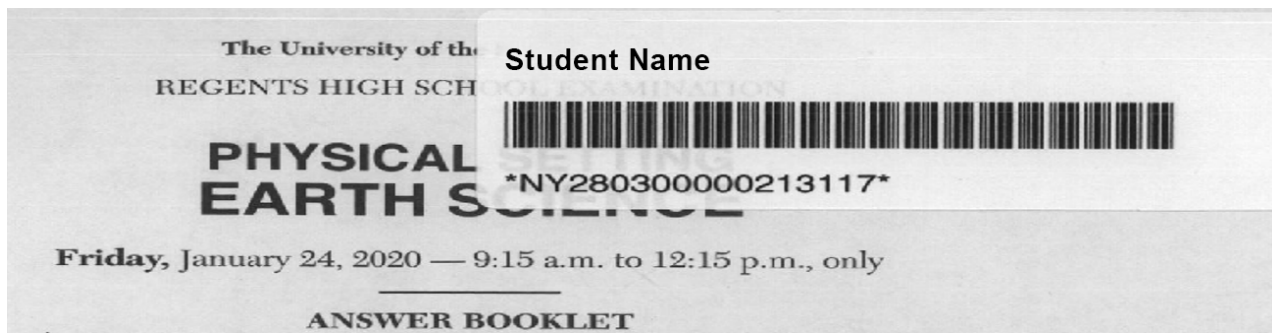
- the student's full name
- district BEDS code
- student ID

- At the end of every Math examination booklet are two pages that the students can tear off. One is a **scrap sheet of graph paper** and the other is a **formula page**.
 - **We are not allowed to score anything written on these sheets.**
 - Our system requires that every booklet we scan have the same number of physical pages, therefore, we ask that you **tear off these pages** from **ALL test booklets** and **be sure to remove them from within the answer booklets** if placed there by the student.
 - You can keep them all together or place them in the box for delivery if you'd like to keep all materials together.



Instructions specific to the *Earth Science* Regents Exam

- Be sure to **properly bubble in the performance section scores**. If the performance score is not bubbled in an additional charge will be incurred to cover the cost of contacting you for the information, bubbling in the answer sheet(s), rescanning, and remerging the data.
- The **Answer Booklets** are the booklets containing scorable responses. Therefore, the Student Barcode **must** be placed at the top right of the **Answer Booklet** (*not* the Examination Booklet).

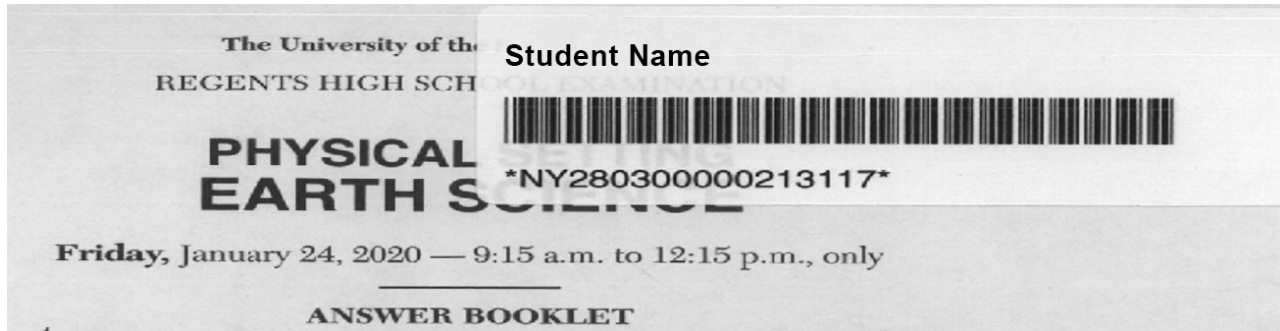


- If a student barcode label or number is not available, neatly write the following near the top right corner of the Answer Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID
- Because the questions are not on the Answer Booklet and they are not available in the training materials, please **include one copy of the Earth Science Examination Booklet**.
 - *This is the only way we can gain access to the questions.*
 - We **DO NOT** need **ALL** the Earth Science Examination Booklets. However, if you prefer, you can package all your examination booklets separately (please do not nest the examination and answer booklets), and we will just place them to the side until we return your materials.



Instructions specific to the *Earth & Space Science* Regents Exam

- The **Answer Booklets** are the booklets containing scorable responses. Therefore, the Student Barcode **must** be placed at the top right of the **Answer Booklet** (*not* the Examination Booklet).

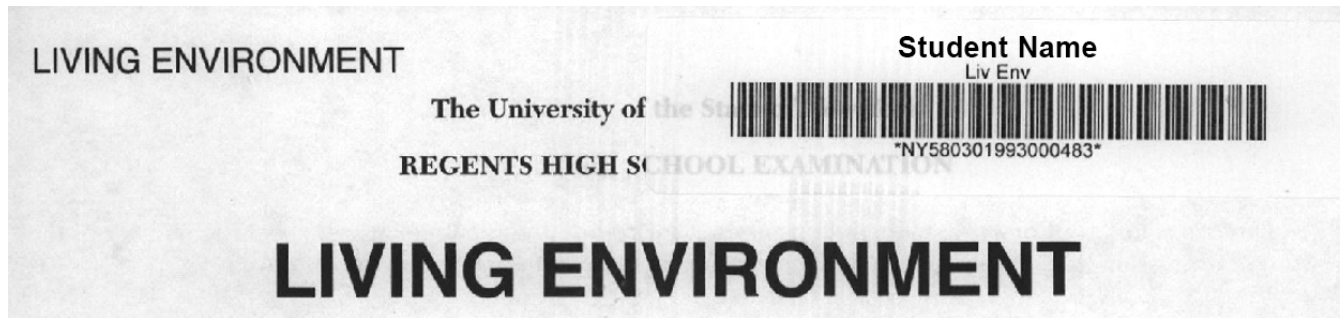


- If a student barcode label or number is not available, neatly write the following near the top right corner of the Answer Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID



Instructions specific to the *Living Environment & Life Science: Biology Regents Exams*

- Student Barcode **must** be placed at the top right of the **Examination Booklet**.

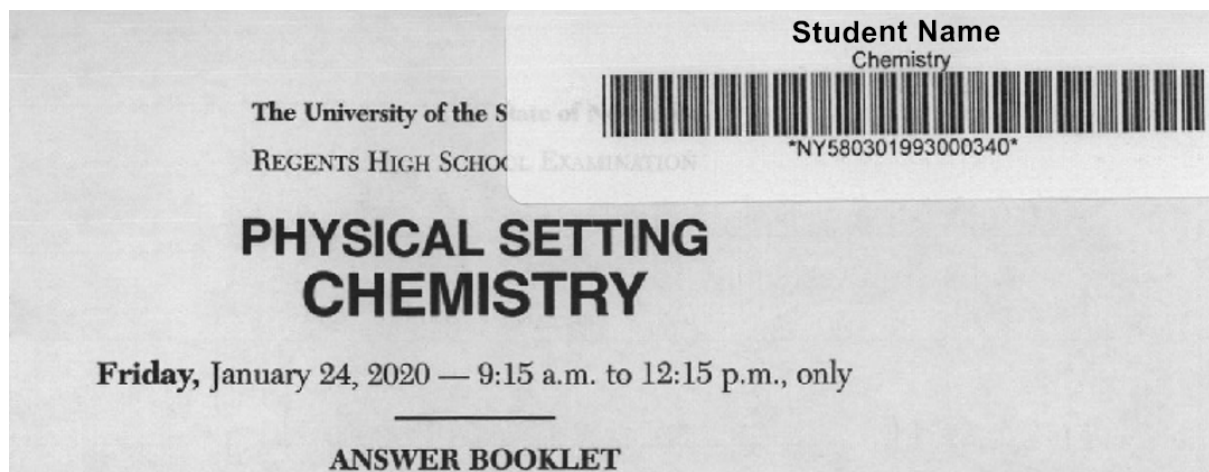


- If a student barcode label or number is not available, neatly write the following near the top right corner of the Exam Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID



Instructions specific to the *Chemistry & Physics* Regents Exams

- For Chemistry and Physics, the **Answer Booklets** are the booklets containing scorable responses. Therefore, the Student Barcode **must** be placed at the top right of the **Answer Booklets** (*not* the Examination Booklets).



- **If a student barcode label or number is not available**, neatly write the following near the top right corner of the Answer Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID
- Because the questions are not on the Answer Booklet and they are not available in the training materials, please **include one copy of the Chemistry/Physics Examination Booklet**.
 - *This is the only way we can gain access to the questions.*
 - We **DO NOT** need **ALL** the Chemistry/Physics Examination Booklets. However, if you prefer, you can package all your examination booklets separately (please *do not nest* the examination and answer booklets), and we will just place them to the side until we return your materials.



Instructions specific to the *U.S. History & Government* Regents Exams

- Student Barcode **must** be placed at the top right of the **Examination Booklet**. **DO NOT** place the barcode labels on the **Essay Booklet**!

REGENTS EXAM IN U.S. HISTORY AND GOV

The University of the State of New York

REGENTS HIGH SCHOOL

UNITED STATES HISTORY
AND GOVERNMENT

Student Name

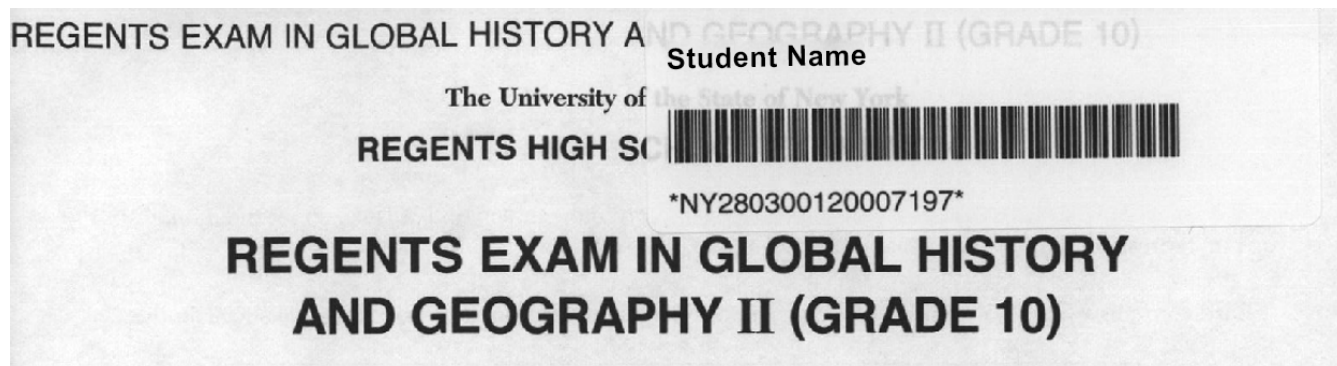
NY280503120005036

- If a student barcode label or number is not available, neatly write the following near the top right corner of the Exam Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID
- Please **nest** each student's **Essay Booklet** *inside of their Examination Booklet*.
 - The essay booklet can be found at <https://www.nysed.gov/sites/default/files/programs/state-assessment/us-history-essay-booklet.pdf>
 - Print or copy these **double-sided**.
 - The answer booklet **must** be **6** physical pages.
 - **We cannot score any additional pages inserted into the booklet.**
 - The Essay booklet is structured to have the **Part II, SEQ Set 1** essay started on page 3, the **Part II, SEQ Set 2** started on page 5, and the **Part III B Essay** started on page 7.
 - **Please have your proctors remind the students taking these exams to write their essay responses in the correct area in the booklet.**
 - We get a number of students who write the responses in the wrong location within the essay booklet. It is difficult for our scorers in the electronic environment to detect this and locate the correct response. If a student does write the responses in the wrong location, *place these answer booklets (along with the corresponding examination booklet) at the top of the pile with a note* so we can correct it before we scan. Answer booklets that are received with essays in the wrong location without being noted will incur an additional processing cost.



Instructions specific to the *Global History and Geography II* Regents Exams

- Student Barcode **must** be placed at the top right of the **Examination Booklet**. **DO NOT** place the barcode labels on the **Essay Booklet**!



- If a student barcode label or number is not available, neatly write the following near the top right corner of the Exam Booklet cover:
 - the student's full name
 - district BEDS code
 - student ID
- Please **nest** each student's **Essay Booklet** *inside of their Examination Booklet*.
 - The answer booklet can be found at <https://www.nysed.gov/sites/default/files/programs/state-assessment/global-history-essay-booklet.pdf>
 - Print or copy these **double-sided**.
 - The answer booklet **must** be **3** physical pages.
 - **We cannot score any additional pages inserted into the booklet.**

