

EXAMINATION STORAGE CERTIFICATE

Regents Examinations, Regents Competency Tests,
and Proficiency Examinations

BEDS Code _____ School Name _____

City _____ Examination Period _____
(Month/Year)

I, the undersigned principal of the school named above, do hereby declare that each of the security procedures listed below was fully and faithfully observed for the current administration of the Regents Examinations, Regents Competency Tests, and/or Second Language Proficiency Examinations.

1. The locked Regents box(es) containing the sealed packages of secure examination materials were stored in a Department-approved safe or vault at the location indicated on the Examination Storage Plan submitted for the above examination period.
2. Regents box keys and vault combinations were maintained under strict security conditions. Only those persons listed on the Examination Storage Plan had access to the keys for the locked Regents box(es).
3. An inventory of the examination materials in the locked Regents box(es) was conducted as soon after delivery as was practical. The State Education Department was notified if any of the packages of secure examination materials were not sealed properly when received. The sealed packages of secure examination materials were replaced inside the locked Regents box(es) and the locked Regents boxes were stored in a safe or vault immediately after the inventory was completed.
4. The sealed packages of secure materials for each examination were not removed from the locked Regents box(es), except for the inventory of examination materials shipped to the school, until the day on which the examination was scheduled to be administered.
5. The sealed packages of secure materials for each examination were not opened until the day on which the examination was scheduled to be administered.
6. I, or one of my professional staff, visually inspected the locked Regents box(es) each day to ensure that no tampering had occurred and that their contents remained secure. The State Education Department was notified immediately if there were any signs of tampering.

Name of Principal (print or type) _____

Signature of Principal _____ Date _____ / ____ / ____