

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

**INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE**

**June 2025**

Once you have completed the *School Record of Examinations Requested* (

materials, as provided in the [School Administrator's Manual](#). Carefully read the agreement eem c4 (ea - (l)3.2 (y)-8 ( r