





The principal of each school requesting tests is responsible for making the necessary arrangements for safeguarding the materials received by the school. The secure location where test materials are being stored should be checked daily to ensure that the test materials have not been tampered with and remain secure. The combination or key to the secure location must be maintained under strict security conditions to preclude access to the test materials by students and other unauthorized persons.

Following the scoring of the Grade 4 Elementary-Level and Grade 8 Intermediate-Level Science Performance Tests, schools are required to return to the Department all *unused* Performance Test answer booklets, including large-type, braille, and alternate language editions, and all used and unused Performance Test Rating Guides. Schools must follow the complete instructions for the return of test materials found on pages 12 and 13 of the [2022 Grade 4 Elementary-Level Science Test Manual for Administrators and Teachers](#) or on pages 13 and 14 of the [2022 Grade 8 Intermediate-Level Science Test Manual for Administrators and Teachers](#).

These materials must be returned to:

Test Distribution Unit  
New York State Education Department  
Cultural Education Center, Room 167  
Empire Sf11.04 0 04TEMC /StyleSpan #MCIDg/TT0 8Qqa# c9oomf113m9

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