



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)  
 HIGH SCHOOL EQUIVALENCY (HSE) OFFICE  
 P.O. Box 7348  
 ALBANY, NEW YORK 12234  
 (518) 474-5906; FAX: (518) 474-3041  
<http://www.acces.nysed.gov/>

## Testing Supply Order Form

The TASC™ Coordinator or Examiner must complete this form and return it to the New York State Education Department to request non secure supplies for TASC™ Test administration.

<b>Test Center Information:</b>				
Today's Date:	Date Supplies Needed:	Test Site Seating Capacity:		
Coordinator or Examiner Name:			Telephone (      )      -	
Test Center Number:	Test Center Name:			
Street	City	State		Zip
Coordinator or Examiner Email Address:				

Supplies Requested by the Test Center	Quantity Requested by the Test Center	Test Date
Signature Cards		
*Lined Colored Scratch Paper (Available in Yellow, Pink, Blue, Green)		
Pre-Paid UPS Mailers		
Talking Calculator**		/      /
UPS Shipping Envelopes (Plastic)		
Manila Test Session Envelopes		
Graph Paper		
Blue Mailer Cover Sheets		

\*Indicate which color(s) scratch paper requested.

\*\*Talking Calculators must be returned to NYSED, using the label and box provided, within two (2) days after test administration.

Notes:

**Email the completed form, as an attachment, to [HSE@nysed.gov](mailto:HSE@nysed.gov) or fax the completed form to (518) 474-3041. Order must be received at least two (2) weeks before the test date.**