



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

89 Washington Avenue, EBA 460

ALBANY, NEW YORK 12234

(518) 474-5906; FAX: (518) 474-3041 or (518) 473-3859

Email: [HSE@NYSED.GOV](mailto:HSE@NYSED.GOV)

Website: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

## **TASC™ TESTING SUPPLY ORDER FORM - for Ordering Non-Secure Testing Supplies**

The TASC™ Coordinator or Examiner must complete this form and return it to the NYSED High School Equivalency Office request non-secure supplies for TASC™ Test administration **at least 2 weeks before supplies are needed**. Please email completed form to [HSE@nysed.gov](mailto:HSE@nysed.gov) and note - "Testing Supply Order Form" in the email subject line. The completed form may also be faxed to HSE Office.

### **Test Center Information:**

Today's Date:

Test Center Name:

Test Center Code (three-digits):

Test Center Address:

Coordinator or Examiner Name:

Coordinator or Examiner Email:

Coordinator or Examiner Telephone:

Date Supplies Needed:

Test Site Seating Capacity:

### **Supplies Requested by the Test Center**

### **Quantity Requested by Test Center**

Signature Cards

\*Lined Colored Scratch Paper  
(Available in Yellow, Pink, Blue, Green)

Pre-Paid UPS Mailers

UPS Shipping Envelopes (Plastic)

Manila Test Session Envelopes

Graph Paper

Blue Mailer Cover Sheets

**Talking Calculator is no longer requested on this form. Please submit a separate Talking Calculator request form which can be accessed at: <http://www.acces.nysed.gov/common/acces/files/hse/talking-calculator-form.pdf>**

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

E-form address: <http://www.acces.nysed.gov/common/acces/files/hse/supplyorderform.pdf>

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