



6. Elementary/Intermediate Field  
drop-down menu the format your school is planning to administer its assigned field test, either computer-based stand-alone field test (SAFT) or paper-based SAFT. The SAFT format selected applies to the English Language Arts (ELA), Mathematics, and the Science Examination Cycles.
7. In the \_\_\_\_\_ select from the drop-down menu next to Scanning Center \_\_\_\_\_ nter with whom you have contracted for scanning services. You must enter this information in order to proceed with ordering tests.
8. In the next section titled \_\_\_\_\_, \_\_\_\_\_ tion are to be shipped and stored.
9. If you need to have your \_\_\_\_\_ examinations shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the *Examination Storage Plan* for the alternate location to the OSA Operations Group to 518-474-2021. (In order to complete the *Examination Storage Plan* for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: p school/building name, street address, phone number, fax, and e-mail.) Note: Alternate storage location information faxed to the OSA Operations Group

**1. Select**