NYS DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Requesting an Examination Review

May I review a License examination?

Yes, if you fail an exam, you may request an exam review. An exam review may help you determine your strengths and weaknesses, as well as areas where more study is needed before retaking the examination.

How do I request a review?

You must request an exam review within 60 days of the examination date. Just complete the form at the bottom of this sheet, give it to a proctor or send it to the address shown. The information needed to complete the "Exam Information" section can be found on the failed notice.

You will be scheduled for an exam review at a Department of State office. Only applicants are allowed to review exams. You cannot send someone else to review your exam; you cannot have someone else with you during the actual exam review session.

If you are unable to attend or need to reschedule a review session, you *must* contact the Examination Unit at 518-473-2731, at least one week before the scheduled date. If you fail to appear without being excused, you will not be allowed to review that exam in the future.

What happens at an exam review?

A review proctor will be present during the review session. You will have up to *one hour* for review.

The proctor will *not* answer questions about the examination. Instead, you will be provided with a copy of the examination booklet that was used for your exam, along with a copy of your answer sheet. The answer sheet will be hand scored and the score will be verified by Licensing Services' Examination Unit employees prior to the review session. All questions that you answered incorrectly will be marked with "X." Correct answers are *not* provided. You may bring and use reference material, but you will not be allowed to take notes.

You may protest an exam question by informing the review proctor of the question(s) you protest. All protests are forwarded to the Licensing Services' Examination Development Unit for review and reply.

Examination booklets and answer sheets are the property of the Department of State, Division of Licensing Services, and *must* be returned at the conclusion of the review session.

Remember — you must request an exam review within 60 days after taking the exam.

Examination Review Request

(PLEASE PRINT CLEARLY)

EXAMINATION INFORMATION

EXAM TYPE

CITY

EXAM DATE / /

EXAM TIME AM/PM

APPLICANT INFORMATION

NAME

HOME STREET ADDRESS

CITY STATE ZIP

DAYTIME TELEPHONE NUMBER

Please hand this form to an Examination Proctor or mail it directly to the Examination Unit at the following address:

NYS Department of State
Division of Licensing Services
Attn: EXAM UNIT
P.O. Box 22001
Albany, NY 12201-2001