Updated February 2020

New Jersey Student Learning Assessments (NJSLA) Receipt Form for Paper-Based Testing Materials

Directions:

The District Test Coordinator (DTC) must complete a separate copy of this form for each grade/content area assessment immediately after secure paper-based test materials are received. Record the security number of all answer documents in the table provided below.

This form is not required to be included in your return shipment to the NJSLA assessment vendor. DTCs are required to retain all material receipts and a copy of this form for three years.

Security Number

Grade/Content Area:

Number of Regular Test Kits Received:

Number of Large Print Test Kits Received:

Number of Braille Test Kits Received:

Number of Read Aloud Test Kits Received:

Number of Spanish Test Kits Received:

Number of Spanish Large Print Test Kits Received:

Number of Spanish Human Reader Test Kits Received:

Number of Spanish Read Aloud Test Kits Received:

Number of Human Reader Scripts Received:

Number of Tactile Graphics Received:

Directions:

This form must be completed immediately after the secure test materials are received from the vendor. Please **retain all** district receipt forms for your records. **This form should be copied for each grade and/or course**.

Certification of District Test Coordinator:

By completing this form, I hereby certify that I have completed the following tasks:

- Counted test kits and other secure test materials
- Verified the security numbers; and
- Verified that the test kits and other secure test materials are consistent with the information provided via the packing list received from the vendor.

Name and Title_____Date_____