Updated January 2020

New Jersey Student Learning Assessments (NJSLA) Return 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 when secure paper-based test materials are packaged for return to the NJSLA vendor. 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 Answer Documents Returned:

Number of Regular Test Booklets Returned:

Number of Braille Test Booklets Returned:

Number of Large Print Test Booklets Returned:

Number of Spanish Test Booklets Returned:

Number of Spanish Large Print Test Booklets Returned:

Number of Human Reader Scripts Returned:

Number of Spanish Human Reader Scripts Returned:

Number of Tactile Graphics Returned:

Number of Scorable Boxes Returned:

Number of Nonscorable Boxes Returned:

Certification of District Test Coordinator:

By completing this form, I hereby certify that all secure test materials were returned and or accounted for.

Name and Title_____ Date_____