



New Jersey Student Learning Assessments (NJSLA) Chain-of-Custody Form for Computer-Based Testing Materials

Instructions

The purpose of this form is to document the secure test materials assigned to a Test Administrator. This form is to be completed by the test administrator for students who are taking a computer-based test under the supervision of the Test Administrator. This form documents that computer-based test materials were signed out and signed back in by the Test Administrator and School Test Coordinator.

This form is not required to be included in your return shipment to the assessment vendor. Districts are required to maintain a copy of this form for three consecutive years.

Each Test Administrator must sign this form when the below listed applicable computer-based test materials are issued. Please use one row per Test Administrator. Please use one form per grade and subject. The School Test Coordinator must sign when all applicable computer-based test materials are returned immediately after testing is completed. The District Test Coordinator must retain all chain-of-custody forms for their records. The School Test Coordinator is responsible for ensuring this form is completed during testing. A copy of this form should be completed for each day of testing.

Select one subject: \_\_\_ ELA \_\_\_ Mathematics/Course \_\_\_ Science Indicate Unit(s): \_\_\_ Indicate Grade: \_\_\_

Table with 8 columns: Number of Student Testing Tickets Assigned, Number of Blank Scratch Paper Assigned, Number of Mathematics Reference Sheets Assigned (if applicable), Number of Periodic Tables Assigned (if applicable), Test Administrator's Signature, Date and Time Issued, School Test Coordinator's Signature, Date and Time Returned.

School Test Coordinator Certification Statement

By completing this form, I hereby certify that:

- I have issued the above applicable computer-based test materials;
All applicable computer-based test materials were returned to me immediately after testing was completed; and
All applicable computer-based test materials were securely destroyed.

Name and Title

Date