Updated March 2019

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

Instructions

This form is to be completed by the district test coordinator to confirm receipt of secure test materials from the contractor for students who are taking the paper-based tests. Please record the security barcode numbers of the test booklets in the table titled **Barcode**.

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

This form should be completed immediately after the secure test booklets and materials are received from the contractor. District test coordinators must retain all district receipt forms for their records. **This form should be copied and completed for each grade level and/or course**.

Barcode

Grade/Course: _____

Number of Test Booklets Received: _____

Number of Answer Folders Received: _____

Number of Missing Test Booklets: _____

Number of Missing Answer Folders: _____

Number of Mathematics Reference Sheets Received: _____

Number of Periodic Tables Received: _____

District Test Coordinator Certification Statement

By completing this form, I hereby certify that the receipt of all secure test booklet and materials from the contractor has been verified by the following:

- Counting test booklets and other materials;
- Verifying the security numbers; and
- Verifying the test booklets and other secure test materials are consistent with the information provided via the district packing list received from the contractor.

_____ _____

Name and Title Date