

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

Instructions

This form is to be completed by the district test coordinator for students who have participated in Paper-Based Testing. The form documents that secure paper-based test materials have been accounted for and documented for return to the assessment vendor. Please record the security barcode numbers of the test booklets in the table titled **Barcode**.

This form is not required to be included in your return shipment to the assessment vendor. District test coordinators must retain all district return forms for their records. Districts are required to maintain a copy of this form for three consecutive years.

Barcode

Grade/Course: _____

Number of Used Test Booklets Returned: _____

Number of Unused Test Booklets Returned: _____

Number of Used Answer Folders Returned: _____

Number of Unused Answer Folders Returned: _____

Number of Missing Test Booklets: _____

Number of Missing Answer Folders: _____

The District Test Coordinator must retain all district return forms for their records. **This form should be copied and completed for each grade-level or course.**

District Test Coordinator Certification Statement

By completing this form, I hereby certify that each secure test booklet was returned and/or accounted for.

Name and Title

Date