



New Jersey Student Learning Assessments (NJSLA) Intra-District School-to-School Chain-of-Custody Form for Transferred Paper-Based Testing Materials

Instructions

This form must be completed by the appropriate School Test Coordinators (STC) when students who are taking the paper-based test move from one school to another school within the same district before they have completed all required units. This form documents that secure paper-based test materials were successfully transferred from the former school to the current school.

Schools must follow the procedure outlined below.

- The District Test Coordinator (DTC) must pick up the secure paper-based test materials from the former STC and hand deliver the materials to the current STC as soon as possible to ensure the student can complete testing within the prescribed paper-based testing window.
When the secure paper-based test materials are picked up by the DTC, they must complete columns 1 through 6. The former STC must complete column 7, then sign and date the form.
When the DTC hand delivers the secure paper-based test materials to the current STC, the current STC must complete column 8, then sign and date the form.
The current STC must provide a copy of the form to the DTC.
The DTC must upload the completed form to PearsonAccessnext within five school days.
The DTC must then email the Support Request Confirmation Number, provided upon successful upload, to the appropriate NJSLA State Coordinator. Since this form contains personally identifiable information such as the student's name, it must never be transmitted via email.

Table with 8 columns: 1 Form, 2 Test Booklet Number, 3 Grade, 4 Test, 5 Student Name, 6 NJ SID #, 7 Former STC Initial, 8 Current STC Initial. The table contains four empty rows for data entry.

Certification

I hereby certify that the receipt of all secure paper-based test materials has been transferred and verified.

(Print) Former School Test Coordinator Date

(Print) Current School Test Coordinator Date

(Signature) Former School Test Coordinator

(Signature) Current School Test Coordinator

Former CDS Code Former Contact Phone Number Ext.

Current CDS Code Current Contact Phone Number Ext.