



### New Jersey Student Learning Assessments (NJSLA) Chain-of-Custody Form for Paper-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 Test Administrators, with the support of School Test Coordinators, for the students who are taking the paper-based version of the assessment under the supervision of the Test Administrator. This form documents that secure paper-based test booklets were signed out and signed back in by the test administrator and school test coordinator. 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.

Each Test Administrator must sign this form when test booklets are issued. Please use one row per Test Administrator. Please use one form per grade and subject. The School Test Coordinator must sign when test booklets 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:       

Barcode	Test Administrator's Signature	Date and Time Issued	School Test Coordinator Signature	Date and Time Returned

Barcode	Test Administrator's Signature	Date and Time Issued	School Test Coordinator Signature	Date and Time Returned

#### School Test Coordinator Certification Statement

By completing this form, I hereby certify that:

- I have issued the secure test booklets in numerical order; and
- Each secure test booklet issued was returned to me immediately after testing was completed.

\_\_\_\_\_ Name and Title

\_\_\_\_\_ Date