Chain-of-Custody Form for Accommodated Test Materials

New Jersey Student Learning Assessments (NJSLA)

New Jersey Graduation Proficiency Assessment (NJGPA)

Instructions:

This form is to be completed for students who require secure accommodated test materials from the vendor. This form documents that these materials were signed out by the Test Administrator, and then signed back in by the School Test Coordinator after testing for the day has been completed.

- Each Test Administrator must sign this form when the secure accommodated test materials are issued.
- The School Test Coordinator must sign when these materials are returned immediately after testing for the day is completed.
- This form should be completed for each day of testing.
- Do not submit this form to the assessment vendor. The district must retain a copy of this form for three years.

Assessment: NJSLA ◯ NJGPA ◯ **Testing Window:** Spring ◯ Summer ◯ Fall ◯

Secure Test Material Type	Security Number	Grade	Content Area/ Course	Unit(s)	TA's Signature	Date and Time Issued	STC's Signature	Date and Time Returned

School Test Coordinator Certification Statement

By completing this form, I hereby certify that:

- I have issued the secure test materials listed above; and
- Each secure test material issued was returned to me immediately after testing for the day was completed.

_____ _____

Name and Title Date