

**Chain-of-Custody Form for Computer-Based Test Materials
New Jersey Student Learning Assessments (NJSLA)
New Jersey Graduation Proficiency Assessment (NJGPA)**

Instructions:

This form is to be completed for students who are taking a computer-based test. This form documents that computer-based test materials were signed out by the Test Administrator, and then signed back in by the School Test Coordinator after testing for the day is completed.

- Each Test Administrator must sign this form when the computer-based 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

Test (Grade/Content Area)	Unit(s)	Number of Student Testing Tickets	Number of Blank Scratch Paper Sheets	Number of Math Ref. Sheets or Periodic Tables (if applicable)	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

School Test Coordinator Certification Statement

By completing this form, I hereby certify that:

- I have issued the computer-based test materials listed above;
- All computer-based test materials listed above were returned to me immediately after testing was completed; and
- All computer-based test materials listed above were securely destroyed or recycled according to the instructions in the *Test Coordinator Manual*.

Name and Title

Date