TEST MONITOR TEST MATERIALS SECURITY CHEKCLIST

TESTS: _____

(for test monitor & assessment coordinator use only-Do Not Return to service provider)

Test Monitor: _____

School Name: _____ Grade: _____

Use this form to assign secure test materials to students. All secure test materials distributed must be collected before students leave the testing room. Return ALL used and unused secure test materials to your District or School Assessment Coordinator as soon as possible after the completion of testing.

STUDENT NAME	SUBJECT: _____ TEST DATES: Security Barcode	Returned	SUBJECT: _____ TEST DATES: Security Barcode	Returned	COMMENTS-INFO (Why student not tested, why incomplete test, administration problems, etc.)

Report any missing secure testing materials and the circumstances surrounding missing items to the District or School Assessment Coordinator immediately.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

_____ _____ _____ _____

Test Monitor (Signature) Date Assessment Coordinator (Signature) Date