



Test Materials Assigned to Students Checklist

(For district and school use only—Do not return to MDE or Service Provider)

Test(s): _____

Test Monitor: _____

School Name: _____ Grade: _____

Use this form to assign secure test materials to students; secure materials that may be used for multiple students (such as a mathematics or science script) may also be included. 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.

Test	Type of Material	Security Barcode	Student Name (if applicable)	Date Returned	Notes

Test	Type of Material	Security Barcode	Student Name (if applicable)	Date Returned	Notes

Report any missing secure test 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/Test Administrator (Signature)

Date

Assessment Coordinator (Signature)

Date