# CMAS Scratch Paper Verification

*Mathematics, English Language Arts, Science, and Social Studies*

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS: Math, ELA (including CSLA), Science, and Social Studies assessments. District Assessment Coordinators (DACs) must complete this form to certify that security measures, as documented in the *CMAS and CoAlt Procedures Manual*, were maintained for the collection and return of all used scratch paper after the CMAS administration.

I hereby acknowledge that all used scratch paper was collected and returned to the district by all schools. This form serves as confirmation that all used scratch paper was either securely destroyed by the district or shipped to the vendor after testing.

In the table below, indicate the name and code of each school in the district, the status of each school's used scratch paper, then print your name, sign, and date the form.

| School Name | School Code | Used Scratch Paper Status | DAC Initials |
|---|---|---|---|
| **1.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **2.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **3.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **4.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **5.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **6.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **7.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **8.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **9.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **10.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **11.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **12.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **13.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **14.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |
| **15.** | | ☐ Destroyed locally ☐ Shipped to vendor ☐ N/A | |

**Note**: Districts with more than 15 schools can attach a spreadsheet containing the required information for each school.

| Printed DAC Name | DAC Signature | Date |
|---|---|---|

| District Name | District Code |
|---|---|

**DAC** – Complete and save this form with the file name indicating **district name, form name, and the date on which the file was saved** (e.g., District A_Scratch Paper Verification_MMDDYY). Submit the signed form electronically through the **Assessment Forms** folder on **CDE Assessment Syncplicity**.

The signed form must be maintained physically or electronically by the district for three years.