

**New Jersey Chain-of-Custody Form For Computer-Based Testing Materials
(PARCC and NJSLA-S Assessments)**

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 and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least three consecutive assessment cycles.

(Check one subject): ____ ELA/L ____ Mathematics ____ Science (Indicate unit) Unit: ____ (Indicate grade) Grade: ____

Number of Student Testing Tickets Assigned	Number of Blank Scratch Paper Assigned	Number of Mathematics Reference Sheets Assigned (if applicable)	Number of Periodic Tables Assigned (if applicable)	Test Administrator's Signature	Date and Time Issued	School Test Coordinator's Signature	Date and Time Returned

DIRECTIONS

Each Test Administrator must sign this form when the above listed applicable computer-based test materials are issued. The School Test Coordinator must sign when all applicable computer-based test materials are returned immediately after testing is completed. Please **RETAIN ALL** chain-of-custody forms for your records. **A COPY OF THIS FORM SHOULD BE COMPLETED FOR EACH DAY OF TESTING.**

SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I certify that:

- I have issued the above applicable computer-based test materials;
- All applicable computer-based test materials were returned to me immediately after testing was completed; and
- All applicable computer-based test materials were securely destroyed.

Name and Title

Date