

**New Jersey District Receipt Form
For Paper-Based Testing Materials**

INSTRUCTIONS:

This form is to be completed by the LEA Test Coordinator to account for delivered secure test materials from the contractor for students who are taking the Paper-Based Tests. This form documents that secure paper-based test materials were received based on the ordering process.

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 four consecutive assessment cycles.

Security Numbers	Grade/Course: _____
	Number of Test Booklets Received: _____
	Number of Answer Folders Received: _____
	Number of Missing Test Booklets: _____
	Number of Missing Answer Folders: _____

DIRECTIONS

This form should be immediately after the secure test booklets and materials are received from the contractor. Please **RETAIN ALL** district receipt forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL AND OR COURSE.**

LEA TEST COORDINATOR

By completing this form, I certify that the receipt of all secure test booklet and materials from the contractor has been verified by the following:

- Counting test booklets and other materials
- Verifying the security numbers; and
- Verifying the test booklets and other secure test materials are consistent with the information provided via the district packing list received from the contractor.

Name and Title

Date