

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

INSTRUCTIONS:

This form is to be completed for students who have participated in Paper-Based Tests. This form documents that secure paper-based test materials have been accounted for and documented for return to the contractor.

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 Number	Grade/Course: _____
	Number of Test Booklets Returned: _____
	Number of Test Booklets Unused: _____
	Number of Test Booklets Missing: _____
	Number of Answer Folders Returned: _____

DIRECTIONS

This form must be completed by the LEA Test Coordinator. Please **RETAIN ALL** district return forms for your records. **THIS FORM SHOULD BE COPIED PER GRADE LEVEL OR COURSE.**

LEA TEST COORDINATOR CERTIFICATION STATEMENT

By completing this form, I certify that:

- Each secure test booklet was returned and or accounted

Name and Title

Date