



## District of Columbia Assessment Chain of Custody Form 2020-21

Test Coordinators will use this form to track the distribution, return, and destruction of secure test materials. Make as many copies of this form as needed. Keep this form in your school test security file when it is complete.

Check one assessment

	ACCESS		MSAA		PARCC
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LEA: \_\_\_\_\_ School: \_\_\_\_\_

Test Coordinator Name \_\_\_\_\_

Test Administrator Name \_\_\_\_\_

Witness of Destruction of Secure Materials Name \_\_\_\_\_

<b>Receiving Materials</b>	Date					
	Time					
	Testing Room (Transferring to)					
	Number of Testing Tickets					
	Number of Sheets of Scratch Paper					
	Number of Reference Sheets					
	Test Administrator Initials					
	Test Coordinator Initials					
<b>Returning Materials</b>	Date					
	Time					
	Secure Materials Location (Returning to)					
	Number of Testing Tickets					
	Number of Sheets of Scratch Paper					
	Number of Reference Sheets					
	Test Administrator Initials					
	Test Coordinator Initials					
<b>Destroy Secure Materials</b>	Date					
	Time					
	Number of Testing Tickets Destroyed					
	Number of Sheets of Scratch Paper Destroyed					
	Number of Reference Sheets* Destroyed					
	Number of DTAs (MSAA only) Destroyed					
	Test Coordinator Initials					
	Witness Initials					

\* A reference sheet only needs to be securely destroyed if a student wrote on it during a testing session.

<b>Receiving Materials</b>	Date					
	Time					
	Testing Room (Transferring to)					
	Number of Testing Tickets					
	Number of Sheets of Scratch Paper					
	Number of Reference Sheets					
	Test Administrator Initials					
	Test Coordinator Initials					
<b>Returning Materials</b>	Date					
	Time					
	Secure Materials Location (Returning to)					
	Number of Testing Tickets					
	Number of Sheets of Scratch Paper					
	Number of Reference Sheets					
	Test Administrator Initials					
	Test Coordinator Initials					
<b>Destroy Secure Materials</b>	Date					
	Time					
	Number of Testing Tickets Destroyed					
	Number of Sheets of Scratch Paper Destroyed					
	Number of Reference Sheets* Destroyed					
	Number of DTAs (MSAA only) Destroyed					
	Test Coordinator Initials					
	Witness Initials					

\* A reference sheet only needs to be securely destroyed if a student wrote on it during a testing session.

By signing below, authorized personnel verify the information on pages 1 and 2 of this document are accurate to the best of their knowledge. Signatures below should only occur on the last day an authorized personnel uses this document.

Test Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Test Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes and Additional Signatures (if needed):