



## District of Columbia Assessment Chain of Custody Form 2019-20

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

<input type="checkbox"/>	ACCESS	<input type="checkbox"/>	MSAA	<input type="checkbox"/>	DLM	<input type="checkbox"/>	PARCC	<input type="checkbox"/>	DC Science
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LEA: \_\_\_\_\_ School: \_\_\_\_\_

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

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

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

Receiving Materials	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					
Returning Materials	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					
Destroy Secure Materials	Date					
	Time					
	Number of Testing Tickets Destroyed					
	Number of Sheets of Scratch Paper Destroyed					
	Number of Reference Sheets* Destroyed					
	Number of TIPS (DLM only) or DTAs (MSAA only) Destroyed					

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

Receiving Materials	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					
Returning Materials	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					
Destroy Secure Materials	Date					
	Time					
	Number of Testing Tickets Destroyed					
	Number of Sheets of Scratch Paper Destroyed					
	Number of Reference Sheets* Destroyed					
	Number of TIPS (DLM only) or DTAs (MSAA only) Destroyed					

\* 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 should only occur on or after the last documented interaction with testing materials.

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

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

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

Notes and Additional Signatures (if needed):