



## BIE ELA/Math Computer-Based Chain-of-Custody Form

(Check one subject)

☐ Mathematics ☐ ELA

(Check one unit)

☐ Unit 1 ☐ Unit 2 ☐ Unit 3

**Instructions for the School Test Coordinator:** Use this form to track the distribution and return of all secure test materials to and from Test Administrators. Make as many copies of this form as needed. Keep this form in your school files for four years after testing. Do **not** send this form to Pearson.

School Code:	School Name:
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Materials Moved from Locked Central Storage Area to Classroom # _____		
Date:	Time:	Number of Student Testing Cards:
Number of Headphones: *	Number of Math/ELA Reference Sheets:	Sheets of Scratch Paper:
School Test Coordinator's Name (please print):		
School Test Coordinator's Signature:		
Test Administrator's Name (please print):		
Test Administrator's Signature:		

Materials Moved from Classroom # _____ to Locked Central Storage Area		
Date:	Time:	Number of Student Testing Cards:
Number of Math/ELA Reference Sheets:	Sheets of Scratch Paper:	Number of Headphones: *
School Test Coordinator's Name (please print):		
School Test Coordinator's Signature:		
Test Administrator's Name (please print):		
Test Administrator's Signature:		

Materials Securely Destroyed		
Date:	Time:	Number of Student Testing Cards:
Number of Math/ELA Reference Sheets:	Sheets of Scratch Paper:	
School Test Coordinator's Name (please print):		
School Test Coordinator's Signature:		
Additional person present during shredding – Name (please print):		
Additional person present during shredding – Signature:		

\*For inventory purposes if needed. Headphones are not considered secure testing materials.