



Chain-of-Custody Form for Paper-based Test Materials
BIE Summative Assessment – ELA & Math

Instructions:

This form is to be completed for students who require secure accommodated test materials from the vendor. This form documents that these materials were signed out by the Test Administrator, and then signed back in by the School Test Coordinator after testing for the day has been completed.

- Each Test Administrator must sign this form when the secure accommodated test materials are issued.
- The School Test Coordinator must sign when these materials are returned immediately after testing for the day is completed.
- This form should be completed for each day of testing.
- Do not submit this form to the assessment vendor. The district must retain a copy of this form for three years.

| Secure Test Material Type | Security Number | Grade | Content Area/ Course | Unit(s) | TA's Signature | Date and Time Issued | STC's Signature | Date and Time Returned |
|---------------------------|-----------------|-------|-------------------------|---------|----------------|----------------------|-----------------|------------------------|
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School Test Coordinator Certification Statement

By completing this form, I hereby certify that:

- I have issued the secure test materials listed above; and
- Each secure test material issued was returned to me immediately after testing for the day was completed.

Name and Title

Date