



## Material Storage and Chain of Custody Form

Please complete the form below:

<b>School Name</b>	
<b>Building Assessment Coordinator</b>	
<b>Building Principal</b>	
<b>District Name</b>	
<b>District Assessment Coordinator</b>	

Question	Response						
What is the name of the person responsible for the inventory of the testing materials upon their delivery to the school?							
Where will secure testing materials be stored while not in use?	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Locked closet or cabinet</td> <td style="width: 40%;">Building office</td> </tr> <tr> <td>Locked storage container</td> <td>District office</td> </tr> <tr> <td>Other (please describe below) _____</td> <td>Storage room</td> </tr> </table>	Locked closet or cabinet	Building office	Locked storage container	District office	Other (please describe below) _____	Storage room
Locked closet or cabinet	Building office						
Locked storage container	District office						
Other (please describe below) _____	Storage room						
How will testing materials be organized for easy distribution to testing staff?							
How will testing materials be delivered to testing staff before testing?	<p>The Assessment Coordinator will deliver testing materials to testing staff.</p> <p>The testing staff will pick up testing materials from the Assessment Coordinator.</p>						

Question	Response
<p>How will test administrators/proctors/room supervisors document that they have inventoried all testing materials distributed by the Assessment Coordinator?</p>	<p>Material Inventory Sheet</p> <p>Staff Chain of Custody Form</p> <p>Other form (please describe below)</p> <p>_____</p>
<p>Will testing materials be collected by the Assessment Coordinator after testing, or will the testing staff return the materials to the Assessment Coordinator after testing?</p>	<p>The Assessment Coordinator will collect testing materials from the testing administration staff after testing.</p> <p>The testing administration staff will return the testing materials to the Assessment Coordinator after testing.</p>
<p>How will the Assessment Coordinator document that they have inventoried all testing materials collected after testing?</p>	<p>Material Inventory Sheet</p> <p>Staff Chain of Custody Form</p> <p>Other form (please describe below)</p> <p>_____</p>
<p>What is the material recovery plan in the event that secure testing materials are unable to be accounted for?</p>	
<p>How will non-returnable secure testing materials be destroyed after testing?</p>	<p>Secure shredding</p> <p>Secure trash/waste</p> <p>Other method (please describe below)</p> <p>_____</p>
<p>Where will copies of material inventory sheets be kept after testing?</p>	<p>Building office</p> <p>District office</p> <p>Other location (please describe below)</p> <p>_____</p>