**New Jersey Chain-of-Custody Form**
**For Computer-Based Testing Materials**

**INSTRUCTIONS:**

This form is to be completed for students who are taking the Computer-Based Tests. This form documents that computer-based test materials were signed out and signed back in by the test administrator and school test coordinator.

This form is not required to be included in your return shipment to the contractor. Districts are required to maintain a copy of this form for at least four consecutive assessment cycles.

(Check one subject) ___ ELA/L ___Mathematics (Indicate unit) Unit:____

| Number of Student Testing Tickets Assigned | Number of Blank Scratch Paper Assigned | Number of Mathematics Reference Sheets Assigned (if applicable) | Test Administrator's Signature | Date and Time Issued | School Test Coordinator's Signature | Date and Time Returned |
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**DIRECTIONS**

Each Test Administrator must sign this form when the above listed applicable computer-based test materials are issued. The School Test Coordinator must sign when all applicable computer-based test materials are returned immediately after testing is completed. Please RETAIN ALL chain-of-custody forms for your records. **THIS FORM SHOULD BE COPIED FOR EACH DAY OF TESTING.**

**SCHOOL TEST COORDINATOR CERTIFICATION STATEMENT**

By completing this form, I certify that:

- I have issued the above applicable computer-based test materials;
- All applicable computer-based test materials were returned to me immediately after testing was completed; and
- All applicable computer-based test materials were securely destroyed.

_____ _____

**Name and Title** **Date**