Materials Control Form for the Texas Assessment Program

Use one form for each test administrator to account for all secure paper materials during the testing windows and during the preview window for STAAR Alternate 2. Secure paper test materials consist of test booklets, including Spanish, regular-print, large-print, braille, and embedded supports versions; secure test instructions; and image cards.

Check Administration: ☐ December ☐ Spring ☐ June 20____
Check Program: ☐ STAAR ☐ STAAR Alternate 2 ☐ TELPAS
Check All Applicable Versions: ☐ Regular Print ☐ Spanish ☐ Embedded Supports
☐ Large Print ☐ Braille

Test administrators log the time the secure materials are checked out in the "TIME OUT" column. Test administrators initial the "Test Administrator Initials" column, signifying that they have received the secure materials indicated and signed an Oath of Test Security and Confidentiality. A test administrator should not initial this form if the information on the secure materials is incorrect.

All materials must be returned to the campus testing coordinator at the end of each day and kept in locked, secure storage throughout the day when not in use. STAAR Alternate 2 secure materials may be checked in and out multiple times during the preview and testing windows. Materials must be checked in and out on a daily basis. Complete a new row each time secure materials are checked in and out. Missing secure materials must be located before the campus coordinator initials the "TIME IN" column. If missing secure materials cannot be located, the campus coordinator should immediately contact the district testing coordinator.

Campus Name_____ Campus Coordinator_____ Test Administrator_____

Date	Secure Materials Description (e.g., STAAR Grade 3 Math Test Booklets)	Total # of Secure Materials	Range of Security Numbers Coded on Secure Materials	TIME OUT	Test Administrator Initials	TIME IN	Campus Coordinator Initials

Duplicate this form as necessary.