

MATERIALS CONTROL FORM FOR THE TEXAS ASSESSMENT PROGRAM

Use this form (one for each test administrator) to account for all secure paper materials during the testing window (and preview window for STAAR Alternate 2). Secure paper test materials consist of test booklets (including braille and large print versions), secure test instructions, and image cards, as applicable.

Check Administration:	December	Spring	June	20__
Check Program:	STAAR	STAAR with Embedded Supports	STAAR Alternate 2	
	STAAR Spanish	STAAR Spanish with Embedded Supports	TELPAS Reading	

Test administrators initial and log the time the secure materials are checked out in the "TIME OUT" box. The test administrator's initials in the "TEST ADMINISTRATOR INITIALS" box signify that he or she has received the secure materials indicated and that the test administrator has 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" box. 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 <small>(e.g., STAAR Grade 3 Math Test Booklets)</small>	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.