

MCAS Secure Materials Internal Tracking Form

Computer-Based Testing (CBT)

Schools must account for MCAS test materials at all times.
Use this form to track the distribution and return of MCAS materials.

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date:

Time:

	# of Student Logins	# of Test Administrator Logins *	Summary page	Materials for Accommodations**
Test Coordinator's Count				
Test Administrator's Count			☐ received	☐ received

Test Coordinator's Signature:

Test Administrator's Signature:

Materials Moved from Room # _____ to Locked Storage Area

Date:

Time:

	# of Student Logins	# of Test Administrator Logins*	Summary page	Materials for Accommodations**	Used Scratch Paper (no count needed)
Test Administrator's Count					
Test Coordinator's Count			☐ returned	☐ returned	☐ returned

Test Coordinator's Signature:

Test Administrator's Signature:

☐ Check this box to confirm that testing tickets, used scratch paper, and accommodation materials (such as graphic organizers or pre-approved reference sheets) have been securely destroyed.

* Test administrator logins are used for students with the Human Read-Aloud or Human Signer accommodations

** Includes pre-approved reference sheets, graphic organizers, checklists

Retain this document in your school files for three years.

This form is intended for print use only.