2016 STAAR ALTERNATE 2 MATERIALS CONTROL FORM

STAAR Alternate 2 test administrator manuals and student test booklets are secure documents. Use this form (one form for each STAAR Alternate 2 test administrator) to account for the distribution of these materials during both the preview and testing windows. 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. All materials must be returned to the campus coordinator at the end of each day and kept in locked, secure storage throughout the day when not in use. Complete a new row each time secure materials are checked in and out.

The test administrator's initials in the "Out" boxes signify that they have received the secure materials assigned to them and that they have signed the security oath. A test administrator should not initial this form if the information on it is incorrect.

Missing secure materials must be located before the campus coordinator initials the "In" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____ Campus Coordinator _____

Test Administrator _____

DATE	SECURE MATERIALS DESCRIPTION (e.g., Grade 3 Math Test Booklets)	TOTAL # OF BOOKLETS	RANGE OF SECURITY NUMBERS CODED ON SECURE MATERIALS	TIME OUT	TEST ADMINISTRATOR INITIALS	TIME IN	CAMPUS COORDINATOR INITIALS

Duplicate this form as necessary.