School Security Checklist -- ELDA

ACTAAP

District Name _____ School Name _____

to _____ to _____

Test Booklet Range (grades 3-12) Secure Administration Materials Range

District Test Coordinator Signature _____

Grade Cluster (circle **one**): K 1-2 3-5 6-8 9-12

School Test Coordinators will document the assignment of each secure test booklet (grades 3-12) and Secure Administration Materials (Speaking Scoring Guides, Listening prompt cassettes or CDs, and Speaking prompt cassettes or CDs) to each Test Administrator in the "In" and "Out" columns for each day of Testing. School Test Coordinators should also document the quantity of grades K and 1-2 Administration Manuals assigned to each Test Administrator. All test booklets and secure administration materials must be kept in a secure storage area. Secure materials and all Security Checklists MUST be returned to the District Test Coordinator.

Test Booklet / Administration Material Security ID Range			Assigned to:	Day 1		Day 2		Day 3		Day 4		Day 5		Make-Up		Date Returned to District Test Coordinator
From		Through	Test Administrator Name	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	
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