

Appendix E—Sample Administration Forms and Test Materials



Sample Blank Form for Paper-Based Testing

Spring 2018 MCAS Administration Test Materials Internal Tracking Form

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

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date: _____ Time: _____

	# of Standard Test Booklets	# of Standard Answer Booklets	# and Type of Special Editions of Test Materials*	Materials for Accommodations**
Principal's or Designee's Count				<input type="checkbox"/> distributed
Test Administrator's Count				<input type="checkbox"/> received

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Materials Moved from Room # _____ to Locked Storage Area

Date: _____ Time: _____

	# of Standard Test Booklets	# of Standard Answer Booklets	# and Type of Special Editions of Test Materials*	Materials for Accommodations**	Used Scratch Paper (no count needed)
Principal's or Designee's Count				<input type="checkbox"/> received	<input type="checkbox"/> receiving blank paper <input type="checkbox"/> receiving used scratch paper
Test Administrator's Count				<input type="checkbox"/> returned	<input type="checkbox"/> returning blank paper <input type="checkbox"/> returning used scratch paper

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Date: _____

Check this box to confirm that scratch paper has been securely destroyed at the school.

*Includes large-print, Braille

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

Retain this document in your school files for three years.