

PRINT AND SECURELY TAPE TO THE SIDE OF THE BOX(ES)

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Pack ORIGINAL Administrative Records:

- **Test Materials Chain of Custody Form** (for PBT accommodations)
 - **School Procedural Checklist (FM-6927)** (One per administration)
 - **PBT ACCOUNTING Form** (TDC webpage)
 - **Test Administration and Security Agreements and Test Administrator Prohibited Activities Agreements** for all Test Administrators and School Assessment Coordinators.
 - **Administration Record/Security Checklist or School-Generated Roster**
 - **Security Logs**
 - **Seating Charts**
 - **Advanced Session Rosters** (NGSSS CBT tests)
- Separate by assessment and organize by document type. Complete and place an ADMINISTRATIVE COVER SHEET (TDC webpage) for each assessment bundle.*

AR

ADMINISTRATIVE RECORDS

DO NOT PACK TEST BOOKS IN THIS BOX!

TEST CYCLE: FALL SPRING
 FALL/WINTER WINTER SUMMER

YEAR:

SCHOOL NUMBER:

SCHOOL NAME:

USE THIS LABEL FOR THE BOX(ES) CONTAINING ORIGINAL ADMINISTRATIVE RECORDS FOR ALL ASSESSMENT CYCLES.

All other USED materials (e.g. planning sheets, worksheets, work folders, reference sheets, etc.) must be packed separately and labeled using a "SWR" label. ALL AR boxes are to be processed and stored at TDC.

BOX # _____ **OF** _____

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