



**Florida Standards  
Alternate Assessment**  
— PERFORMANCE TASK —  
2018

## Test Materials Chain of Custody Form

The following information must be collected for each test administration at your school. This form may be duplicated for use by grade level and/or maintained as an electronic file (a blank form is available at <http://www.fl-alt.com/materials>), but the content of this form may NOT be altered.

Contact your district assessment coordinator if you have any questions.

Your name (school assessment coordinator): \_\_\_\_\_

District name: \_\_\_\_\_

School number: \_\_\_\_\_

School name: \_\_\_\_\_

Location of locked storage room: \_\_\_\_\_

Names of people with access to locked storage room/location:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date and time materials arrived at the school: \_\_\_\_\_

Date and time shrink-wrapped test material packages are opened: \_\_\_\_\_

Packages opened by: \_\_\_\_\_

Date and time materials are prepared: \_\_\_\_\_

Materials prepared by: \_\_\_\_\_

Date and time materials are packaged for return: \_\_\_\_\_

Materials packaged by: \_\_\_\_\_

Date and time materials are returned to the district: \_\_\_\_\_