Oklahoma School Testing Program (OSTP)

Classroom Security Form

Grade:_____ Subject: _____ Date: _____ Test Administrator: _____

District Name:_____School Name: _____

Use this form to assign secure test materials to students. All secure test materials distributed must be collected before students leave the testing room. Return ALL used and unused secure test materials along with this form to your Building Test Coordinator as soon as possible after the completion of testing.

Student Name	Unique Test Book ID Number	Form Number	Comments

Report any missing secure testing materials and the circumstances surrounding missing items to the Building Test Coordinator immediately.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

_____ _____

Test Administrator (Signature) Date Building Test Coordinator (Signature) Date

BTC: DO NOT RETURN TO MEASURED PROGRESS. KEEP FOR YOUR RECORDS.