# New Jersey ACCESS and Alternate ACCCESS for ELLs: Daily Materials Chain-of-Custody Form

Directions: Each Test Administrator must sign this form when secure test materials are issued. The School Test Coordinator must sign when secure test materials are returned, immediately after testing is completed. Please retain all Chain-Of Custody forms for your records, for three years. **THIS FORM SHOULD BE COMPLETED FOR EACH DAY OF TESTING**.

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| Secure Material Type | Material Amount | Date and Time Issued | Test Administrator’s Signature | Date and Time Returned | School Test Coordinator’s Signature | Date and Time of Materials Returned | Notes |
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