



New Jersey ACCESS for ELLs: Initial Inventory of Materials and Final Return of Materials Form, Spring 2025

Instructions

The District Test Coordinator (DTC) must complete this form when secure test materials are received and when they are packaged for return to the assessment vendor.

- Fill out additional copies of this form as needed.
- Do not submit this form to the assessment vendor. The district must retain a copy of this form for three years.

Step 1: Complete the *District Information* section of the form.

Step 2: Complete columns A through F in the *Materials* section within 5 business days of receipt of materials from the assessment vendor. Any discrepancies between columns D and E, such as quantity (Qty) of materials received, must be reported to the Office of Assessments within 5 business days of receipt of materials from the assessment vendor.

Step 3: Upon completion of the testing cycle, complete columns G and H, accounting for each item as they are packaged for shipment to the assessment vendor. Any discrepancies between columns D and E must be reported to the Office of Assessments immediately.

Step 4: Sign the certification statement in the *Certification of District Test Coordinator* section at the bottom of the form.

District Information

District name:

District CDS Number:

School name:

School CDS Number:

Materials

A Grade	B Domain	C Material Description	D Qty on Packing List/WIDA AMS	E Qty Received by District	F DTC Initials	G Qty Returned to Vendor	H DTC Initials

Certification of District Test Coordinator

By completing this form, I certify that all secure test materials were distributed, returned, and accounted for.

Name:

Title:

Signature:

Date (mm/dd/yy):