

# 2021–2022 STAAR MATERIALS CONTROL FORM FOR ONLINE ADMINISTRATIONS

Circle Month:	December	April	May	June
Check Test:	STAAR <input type="checkbox"/>	STAAR EOC	<input type="checkbox"/>	

Test tickets and session IDs are secure documents. Use this form to account for all secure materials.

The test administrators' initials in the "OUT" boxes signify that they have received the secure materials assigned to them and that they have signed an Oath of Test Security and Confidentiality. A test administrator should not initial this form if the information on it is incorrect.

[illegible]

Missing secure materials must be located before the campus coordinator initials the "IN" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district testing coordinator.

Campus Name \_\_\_\_\_ Campus Coordinator \_\_\_\_\_

**Duplicate this form as necessary.**