**2023-24 Daily Inventory Control Form For Interim Assessments – Testing Program: o CAASPP   o ELPAC**

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|  | School |  | Region |  | Loc. Code |  | CDS Code 19-64733 |  |

The CAASPP/ELPAC Coordinator checks student logon credentials out to TEs/TAs and collects the log on credentials at the end of testing DAILY. Use this Inventory Control Form to monitor daily check out and check in of logon credentials. A separate Inventory Control Form is available for ELPAC materials.

1. Test Examiner counts and enters the number of logon credentials being checked out from the CAASPP/ELPAC Coordinator
2. ELPAC Coordinator counts enters the number of logon credentials being returned by the Text Examiner
3. TEs/TAs Initials to confirm that all logon credentials checked out were returned as documented by the CAASPP/ELPAC Coordinator.

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| --- | --- | --- | --- | --- | --- | --- |
| **Test Examiner (TE) / Test Administrator (TA)** | **Test Date** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
| 1 | Checked Out (Count) |  |  |  |  |  |
| Checked In (Count) |  |  |  |  |  |
| Examiner’s Initials |  |  |  |  |  |
| 2 | Checked Out (Count) |  |  |  |  |  |
| Checked In (Count) |  |  |  |  |  |
| Examiner’s Initials |  |  |  |  |  |
| 3 | Checked Out (Count) |  |  |  |  |  |
| Checked In (Count) |  |  |  |  |  |
| Examiner’s Initials |  |  |  |  |  |
| 4 | Checked Out (Count) |  |  |  |  |  |
| Checked In (Count) |  |  |  |  |  |
| Examiner’s Initials |  |  |  |  |  |
| 5 | Checked Out (Count) |  |  |  |  |  |
| Checked In (Count) |  |  |  |  |  |
| Examiner’s Initials |  |  |  |  |  |

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|  | By signing this document, I certify that all Logon Credentials were distributed and collected daily following secure district protocols.  If logon credentials were not returned, I followed district procedures established by the Student Testing Branch to locate the lost logon credentials and officially document such incident. | | | | |  |
|  |  |  |  |  |  |  |
|  | CAASPP/ ELPAC Coordinator’s Name (type or print) |  | Signature |  | Date |  |