



# Secure Storage and Transport of Test Materials

## State Testing and District Testing

### Introduction

Any time test materials are transported, follow these instructions. This information applies to testing at off-site locations, including multiple campuses.

### Storing and Transporting Test Materials

- Test materials must remain in secure storage, except when being transported or used for testing.
- Test coordinators and testing staff may transport only the materials specifically assigned to their school for the test administration.
- The vehicle used to transport the materials may not transport examinees at the same time it contains test materials.
- No other individuals or third parties (including any couriers, distribution companies, or delivery companies) may receive or transport secure test materials.
- The *Secure Transport of Test Materials Form* is used when transporting secure test materials between locations. The form documents the dates, locations, item quantities, and personnel involved in the transport. The completed form establishes a chain of custody, accounting for all secure materials.
- If materials are transported to multiple locations, one form is required for each location.
- Secure materials may not be transported to multiple off-site locations any earlier than one week before the test administration. For one off-site location, they may not be transported until the morning of testing.
- Materials need to be transported back for return promptly after testing is complete.

### Secure Storage

Secure storage is considered a locked safe or vault to which only the test coordinator, substitute test coordinator, and possibly a few specifically authorized individuals have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet.
- The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

### Secure Test Materials

For paper testing, secure test materials include all test booklets and all answer documents with an examinee's identifying information (even if the examinee completed only the non-test portions or only a barcode label was applied). For online testing, secure test materials include Student Authorization Tickets with examinees' individually assigned username and passwords to access tests and any used scratch paper.

### Tracking the Secure Transport of Test Materials

1. Complete the *Secure Transport of Materials Form* for each location, for both times the materials are transported.
2. Make a copy of the form for your records. Keep the original with the test materials.
3. Insert the form into the processing envelope and seal the envelope.
4. Insert the envelope into the polmailer.
5. From this point, follow the instructions in the *Test Coordinator Information Manual* (for paper testing) and in the *ACT Test Administration Manual for Online Testing* to finish packing materials for return to ACT.



## Secure Transport of Test Materials Form

### I: Transport before Testing—

A.	ACT Standard Time	Number of Test Booklets	Multiple-Choice:	Writing:
B.	ACT Accommodations/Supports Non-College Reportable	Number of Alternate Formats/ Translated Test Directions	Multiple-Choice:	Writing:
C.	ACT WorkKeys Standard Time	Number of Test Booklets:		
D.	ACT WorkKeys Accommodations/ Supports	Number of Alternate Formats/ Translated Test Directions:		

*By printing and signing below, I attest that I read and complied with the requirements for secure storage and transport. The test materials being transported were counted, verified, and kept secure at all times.*

Location Where Materials Were Transported:

Date of Transport:

Individual Transporting Materials (Printed):

Individual Transporting Materials (Signature):

Individual Receiving Materials (Printed):

Individual Receiving Materials (Signature):

### II: Transport after Testing—

A.	ACT Standard Time	Number of Test Booklets	Multiple-Choice:	Writing:
B.	ACT Accommodations/Supports Non-College Reportable	Number of Alternate Formats/ Translated Test Directions	Multiple-Choice:	Writing:
C.	ACT WorkKeys Standard Time	Number of Test Booklets:		
D.	ACT WorkKeys Accommodations/ Supports	Number of Alternate Formats/ Translated Test Directions:		

*By printing and signing below, I attest that I read and complied with the requirements for secure storage and transport. The test materials being transported were counted, verified, and kept secure at all times.*

Location Where Materials Were Transported:

Date of Transport:

Individual Transporting Materials (Printed):

Individual Transporting Materials (Signature):

Individual Receiving Materials (Printed):

Individual Receiving Materials (Signature):

**Return this form and keep a copy for your records.**