

TEST ADMINISTRATOR/PROCTOR INVENTORY FORM

- Complete Part A upon Receipt of materials
- Complete Part B prior to return of materials



Examination Date: _____

Order # _____

Part A: Audit and Storage (Complete upon receipt of materials)

Examination Form / Version	Quantity	Sequence Shipped	Initials
Total Examinations: _____			

I verify that I received the quantities and sequences of examination booklets as described above and have initialed beside each.

I affirm that I am securely storing the examination materials as described until the examination date.

Storage Method:			
Test Administrator/Proctor:			
Signature:		Date:	

Part B: Return Audit and Shipping (Complete prior to return of materials)

Examination Form	Quantity Used	Sequence Used	Quantity Unused	Sequence Unused
Total used examination books:		Total completed answer sheets:		

The following people assisted as Readers, Scribes, or Translators/Interpreters:

Name	*Approval Letter on file	*Agreement Form Attached

I affirm the Readers, Scribes, and/or Translators/Interpreters, listed above were utilized for a National Registry Approved Exam Accommodation or Foreign Language Translation and the Approval Letter, along with the Agreement Form for Readers and Translators is attached to this Inventory Form.

I affirm, by my signature below, that I am returning the quantities and sequences of examination booklets as described above. I understand they must be returned as a whole via traceable and signature-required upon delivery carrier.

Audited By: _____

Signature: _____

Date: _____