

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 proctors, translators, readers, or aides:

Name	Agreement on file	Agreement Attached

I affirm 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 carrier.

Audited By: _____ Signature: _____ Date: _____