

The School District of Philadelphia  
Office of Curriculum Instruction & Assessment

**Keystone Materials Inspection Form**

<b>School Name:</b> _____	<b>Date:</b> _____
<b>Testing Coordinator's Name:</b> _____	
<b>Testing Material Storage Location(s):</b> _____	
_____	

NOTE: Checking any of the boxes below DOES NOT immediately constitute a violation. The purpose of this form is also to provide details on the condition of the testing material storage should an investigation occur.

Please check if any of the following is observed:

- Test materials (answer sheets and/or booklets) stored in teacher classroom(s).\*
- Test materials stored in an unsecure location; no visible method for securely locking materials.\*
- Test materials stored in disorganized manner, test materials piled on floor, test materials not arranged neatly, etc.
- Materials being stored in an 'active' location; a staff member's office, locked storage cabinet in a public area, etc.

Please check for the following:

- A form to account for checking-out and checking-in of secure materials is being used.
- The test administrators/proctors are required to sign their full name on the above form when checking-out or checking-in secure materials.
- A form is in use but INCOMPLETE; e.g. Dates(s), Signature, Returned data not filled out.
- Provide details of missing information below.

<input type="checkbox"/> There is no evidence of violating materials handling procedures described in the 'Test Security' section located in the Handbook for Assessment Coordinators.
<input type="checkbox"/> There is evidence of materials handling practice(s) in violation of approved procedures*.
Please describe any violation in detail and/or list missing information (use additional pages, if necessary):
_____
_____
_____
_____
_____
_____

Print Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Office of Curriculum Instruction & Assessment by one of the following methods

- Scan and email to [assessment@philasd.org](mailto:assessment@philasd.org)
- Deliver in person - 2<sup>nd</sup> Floor, Portal C, 440 N. Broad St.
- Fax #: 215-400-4212. Attention: Office of Assessment

**\* If there is evidence of a test security violation please call the Office of Assessment (215-400-5365) or e-mail [assessment@philasd.org](mailto:assessment@philasd.org) to report the violation immediately.**