

This form is to be completed after test administration. Refer to your state-specific policy for who (School Test Coordinator or LEA Test Coordinator) should complete the form and how the form is submitted.

By submitting this form, I certify that administration of the MCAP Assessments has been completed school/district according to MSDE security policies. All known security breaches and testing irregularities properly reported.

First Name	Last Name
State	Role
School Name	Phone Number and Ext
LSS Name	School Organization Code
Administration	LSS Organization Code
Were any Forms to Report a Testing Irregularity or Security Breach submitted for the school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
All secure test materials have been returned to Pearson. Any secure test materials not returned to Pearson have been tracked, destroyed and/or reported using the Form to Report Contaminated, Damaged, or Missing Materials.	
Ship back date	Number of scorable boxes shipped _____
	Number of nonscorable boxes shipped _____
Were any Forms to Report Contaminated, Damaged or Missing Materials submitted for the school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name (printed)	Date
School/LEA Test Coordinator Signature	
Principal (if different from above) Full Name (printed)	Date
Principal Signature	

Check your state policy for specific requirements for how long to maintain this document and whether or not you are required to submit this form to your state.