

APPENDIX A

TASC™ SECURITY CHECKLIST

SITE NAME: _____

SITE NUMBER: _____

TASC™ Test Coordinators/Examiners are required to use this form to inventory secure materials upon receipt from CTB McGraw-Hill. Test Coordinators/Examiners should place their initials and the date in the “Received” column to indicate receipt of each serial-numbered document and return Part 3 (pink sheet) to CTB/McGraw Hill within 24 hours of receipt of materials. At the end of the annual testing cycle, Test Coordinators should inventory materials and place their initial and the date alongside each document in the “Returned” column. Part 2 of the form (yellow sheet) should be returned to CTB/McGraw-Hill in Box 1 of the shipment of materials back to CTB/McGraw-Hill.

TASC™ Coordinator/Examiner Name: _____ E-mail _____

TASC™ Serial Number	Received Initial/Date	Returned Initial/Date	If document is not returned, state reason.