



Wisconsin Forward Exam Confirmation of Destruction Form for 'Print on Demand' Test Materials



The Forward Exam is a secure assessment and may not be photocopied or reproduced. The test items must not be printed without prior approval of 'print on demand' accommodation from DPI. To do so is in violation of copyright laws. Print on Demand materials are secure testing materials and must be securely destroyed immediately after being administered. This form is to be used to confirm the secure destruction of the Forward Exam 'Print on Demand' materials.

INSTRUCTIONS:

1. Download and save the form to your device.
2. Complete the form electronically and save.
3. Email saved form to DPI's Office of Educational Accountability at osamail@dpi.wi.gov.

District Name: _____

The following Forward Exam 'print on demand' materials were destroyed:

GRADE	CONTENT AREA	DESTRUCTION PROCESS USED (See below for allowable methods)

Acknowledgement: By signing below, I acknowledge my responsibility for test security and confirm the above disposition of all Forward Exam Printed Materials.

Signature of District Assessment Coordinator (DAC) *Date*

Print Name of DAC

Allowable methods for the destruction of printed materials by districts and schools:

1. Commercial document shredding/destruction service. If this method is used, a certificate of destruction must be secured from the vendor. This method is recommended for larger amounts of test materials.
2. Cross-Cut shredders. This is recommended for small amounts of test materials.
3. Incineration