



TALLY SHEET

Please ensure school rolls are accurate and up-to-date for the test day, so enrolment numbers are correct. See page 26 of the *Administrative manual* for further instructions. Photocopy both sides of this tally sheet and keep for your records.

SCHOOL SECTION

SCHOOLS: PLEASE COMPLETE THIS SECTION ONLY.

SCHOOL NAME:

REGION CODE:

SCHOOL CODE:

TELEPHONE NUMBER:

PRINCIPAL'S SIGNATURE:

DATE:

 / / 2009

No. of students enrolled in Yr 8 at your school

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LESS
No. of students who did **not** sit the test

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EQUALS
No. used books being returned for your school

INCLUDING

 Large Print Books

AND OR

 Braille Books

Please see page 27 of the *Administrative manual* for instructions for packaging and returning test materials.

All used test books (including all Braille materials), and completed log sheets and this tally sheet should be mailed to the ESSA Receiving Centre by Friday 27 November 2009.

Keep all unused test materials for school use, such as during parent interviews or when analysing results.

SCHOOL SECTION ENDS HERE

MARKING CENTRE SECTION

FOR MARKING CENTRE USE ONLY. (SCHOOLS DO NOT COMPLETE THIS SECTION)

Total number of test books counted including Large Print and Braille

RECEIVING CENTRE

MARKING CENTRE

SCANNING CENTRE

Number of boxes received

Number of completed log sheets received

Box Numbers

CONTRACTOR COMMENTS

DET COMMENTS