

Form to Report Contaminated, Damaged, or Missing Materials

Instructions:

1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated, damaged, or missing (Section 5.2.2).
2. Then report the incident using this form to describe the circumstances. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow MSDE procedures.
3. Submit the form to Pearson and according to MSDE policy in **Appendix C** to either your LAC or your MCAP State Contact.

Fall Spring Summer

Date _____

Contact Name _____

Contact Phone and Ext _____

Contact Person's Role _____

Contact Email _____

School Name _____

School Organization Code _____

LEA Name _____

LEA/LEA 24 Organization Code _____

Complete this form and submit the completed form via email:
AQMCAPProgramDeliveryTeam@grp.pearson.com

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 10 ELA Test Book	1	123456789-0	Student had a nosebleed on the book and it has now been destroyed according to LEA protocol.