

## 2023–2024 MCAP Assessment 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.

State \_\_\_\_\_

Fall  Spring  Summer

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](mailto: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.