MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

2022–2023 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:
Mail **Maryland Program Team**
Mail Stop 160
2510 North Dodge St., Iowa City, IA 52245

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.