



## Form to Report Contaminated, Damaged, or Missing Materials

1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 4.2.3), damaged (Section 4.2.3), or missing (Section 4.2.3).
2. Then report the incident using this form to describe the circumstances.
3. Submit the form via fax or mail.

Contact Name \_\_\_\_\_ Contact Phone and Ext \_\_\_\_\_

Contact Person's Role \_\_\_\_\_

Contact Email \_\_\_\_\_

School Name \_\_\_\_\_

School RCDTS Code \_\_\_\_\_

District Name \_\_\_\_\_

Complete this form and submit the completed form to Pearson via one of the following methods:  
 Email SCHIllinoisTeam@pearson.com  
 Mail ISBE Program Team  
 Mail Stop PB044  
 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 8 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to District protocol.