

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

**Instructions:**

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 3.10.2).
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 state procedures.
3. Submit the form to Pearson and according to ISA policy in **Appendix C** to either your District Test Coordinator (DTC) or to the appropriate Illinois State Board of Education (ISBE) contact (and keep the DTC informed).

State \_\_\_\_\_  Spring

Contact Name \_\_\_\_\_ Contact Phone and Extension \_\_\_\_\_

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

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

School Name \_\_\_\_\_ School Organization Code \_\_\_\_\_

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

District Organization Code \_\_\_\_\_

Complete this form and submit the completed form to Pearson via the following method:

Email [SCHIllinoisTeam@pearson.com](mailto:SCHIllinoisTeam@pearson.com)

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 8 Science Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to district protocol.