



## 2019 IAR Assessment 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. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow Illinois procedures.
3. Submit the form according to your state's policy in **Appendix C** to either your LEA Test Coordinator or ISBE (and keep the LEA informed).

State \_\_\_\_\_

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

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

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

School Name \_\_\_\_\_ School Organiza. on Code \_\_\_\_\_

LEA/District Name \_\_\_\_\_

LEA/District Organization Code \_\_\_\_\_

Complete this form and submit the completed form to Pearson via one of the following methods:

Fax     **319-341-5261**

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
<b>Example</b> Grade 9 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to LEA protocol.

