



2020 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.
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:

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
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.