



# 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.
3. Submit the form to Pearson, OSSE, and your LEA Test Coordinator.

State \_\_\_\_\_

Fall  Spring

Contact Name \_\_\_\_\_

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

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

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

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

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

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

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

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

Fax 319-341-5261 DC Program Team

Mail DC Program Team Mail Stop B044

2510 North Dodge St., Iowa City, IA 52245

Submit this form to OSSE online, via the OSSE Support Tool.

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example 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.