

Appendix E

Form to Report Contaminated, Damaged, or Missing Materials



2024–2025 DC CAPE Assessment 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 _____

LEA/District
Organization
Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:
Email PearsonDCAdminSupport@pearson.com
Mail DC Program Team
Mail Stop B044
9200 Earhart Ln SW, Cedar Rapids, IA, 52404
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.