

# Appendix E

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



## 2023–2024 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 \_\_\_\_\_

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.

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

| Document Type/Subject/Grade         | Quantity | Security Barcode or Range of Barcode Numbers | Description of Circumstances  |
|-------------------------------------|----------|--|---|
| Example<br>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. |
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