

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 _____

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.