NM PED

2019 Math and ELA 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. For special instructions on reporting instances of damaged or missing materials, Test Coordinators should refer to **Appendix C** and follow state-specific procedures.
3. Submit the form to Pearson and according to your state's policy in **Appendix C** to either your District Test Coordinator or your NMPED State Contact (and keep the district informed).

State _____ ❒ Fall ❒ Spring

Contact Name _____ **Contact Phone and Ext** _____

Contact Person's Role _____

Contact Email _____

School Name _____ **School Organization Code** _____

District Name _____

District Organization Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:
Mail **Pearson New Mexico Program Team**
Mail Stop 160
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 9 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to district protocol.