



BIE 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 3.10.3, 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 BIE procedures.
3. Submit the form to Pearson and according to BIE's policy in **Appendix C** to your BIE Contact.

State _____ 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:

Fax 319-341-5261

Mail BIE Program Team
Mail Stop 8044
2510 North Dodge St.
Iowa City, IA 52445

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 BIE protocol.